



**St. Angela's College, Sligo**  
**Coláiste San Aingeal, Sligeach**  
*A College of NUI Galway*



# Student Handbook 2015-2016



**NUI Galway**  
**OÉ Gaillimh**

<b>Content 2015-2016.....</b>	<b>1</b>
College Vision .....	3
Welcome from the College President .....	4
Campus Map.....	5
The Student Charter.....	6
Student Services .....	8
GAISCE the President's Award .....	12
Students' Union .....	13
Catering Facilities.....	14
ICT/AV Services .....	15
National and International Links .....	16
Green Initiatives .....	17
The McKeown Library at St. Angela's College .....	19
Finance Department.....	23
Code of Conduct.....	24
Outline of Harassment and Sexual Harassment Policy and Procedures.....	25
Freedom of Information.....	26
Outline of Anti-Bullying Policy for Students.....	27
Timetabling.....	28
Teaching and Learning Methods .....	28
Guidelines for Presentation of Written Assignments .....	29
Deferrals .....	31
Exit Forms .....	31
Examinations .....	32
The Development of a common Marks & Standards for all University Examinations.....	34
Plagiarism - St. Angela's College Procedure for dealing with Plagiarism.....	35
Appeals and Rechecks .....	37
Referencing Guidelines .....	38
Refunds Policy.....	38
HEA Student Data Collection Notice.....	38

# College Vision



**St. Angela's College, Sligo**  
**Coláiste San Aingeal, Sligeach**  
*A College of NUI Galway*

St. Angela's College is renowned for providing a high quality learning experience, critical reflective practice and research to support the holistic development of professionals who will make an impact at individual, group/family, organisation/institution and societal level.

Our vision is to advance all aspects of the College Community to be recognised as a key provider of University-level education in the North West and West of Ireland, building a national and international reputation.

We seek to build on existing strengths to develop programmes, initiatives and life-long learning experiences. Guided by core values and mission, St. Angela's College invests in the development of innovative collaborative partnerships, community outreach, professional collegiality and the critical role of ethics and values in professional and related fields.

## The College Coat of Arms



In 1535 Angela Merici chose as patroness of her Company, founded in Northern Italy, the early Christian martyr, St. Ursula. Today the inheritors of this tradition are called Ursulines and are the Trustees of the College. The College coat of arms dates back to the 17th century when the Ursulines of Paris were granted the original by Henry IV, King of Bourbon. The arms show the symbol of the fleur de lis, signifying the patronage of the kings and queens of France.

Subsequently two shamrocks were added with the arrival of the Ursulines in Ireland in the 18th century. The arrow, cross and laurel tree are symbolic of the martyrdom of St. Ursula. The crown and the stars recall the biblical words (Dan. xii 3) "Those who instruct others unto justice shall shine like stars for all eternity", which are inscribed in Latin around the shield. This theme is continued in the star incorporated into the modern College logo.

## St. Angela's College Mission Statement

St. Angela's is a College of the National University of Ireland, Galway, with courses validated through NUI Galway. It is a Catholic College founded by the Ursuline Congregation in 1952. The College is located in Co. Sligo, Ireland.

We provide undergraduate and postgraduate programmes for a range of professional roles in education and health care. We also provide specialised undergraduate programmes in the areas of the humanities and the social sciences. We seek to serve the needs of the regional, national and international community through education, applied research and consultancy.

Our educational philosophy is to develop the full potential of our students by responding to their personal, academic and professional needs. This philosophy aims to empower students as reflective learners. We are committed to excellence in education, to innovative practice and to the concept of lifelong learning.

We promote a just, participative, inclusive and non-discriminatory community environment for staff and students. We uphold the values of social justice, equality, respect for diversity and care for the natural environment.

# Welcome from the College President

St. Angela's College, Sligo is a College of the National University of Ireland, Galway and provides University Level Education in the North West Region. St. Angela's College is a dynamic organisation and has made major progress in the development of its educational programmes, services and facilities. The College provides programmes at Certificate, Diploma, Degree, Postgraduate Diploma and Masters Level in line with the National Qualifications Framework

Students of St. Angela's College are also registered as students of NUI Galway, and their degrees and other qualifications are awarded by NUI Galway. Graduates of St. Angela's are recognised in the world of work as being highly qualified, competent and professional employees.

St. Angela's College provides a student centred College experience in a supportive community environment and is recognised for its friendly, caring atmosphere. The College provides a range of Student Support Services to ensure that the wellbeing of students is fully catered for.

Student Accommodation is available in St Angela's College Student Residences which is situated immediately adjacent to the College Campus. St. Angela's Student Residences is owned and managed independently of the College. These new residences were completed in 2006 and provide top class self-catering accommodation. The accommodation comprises of 3 and 4 bedroom apartments, all ensuite bedrooms, fully fitted to the highest standards and wired for broadband internet access. On-site support services include a laundry, a gym, a convenience store and car parking.

St. Angela's College enjoys one of the most scenic and tranquil locations imaginable on the beautiful shores of Lough Gill. The College Campus is only a few minutes from Sligo which is a vibrant and rapidly growing social, cultural and commercial centre, with good road, rail and air access.

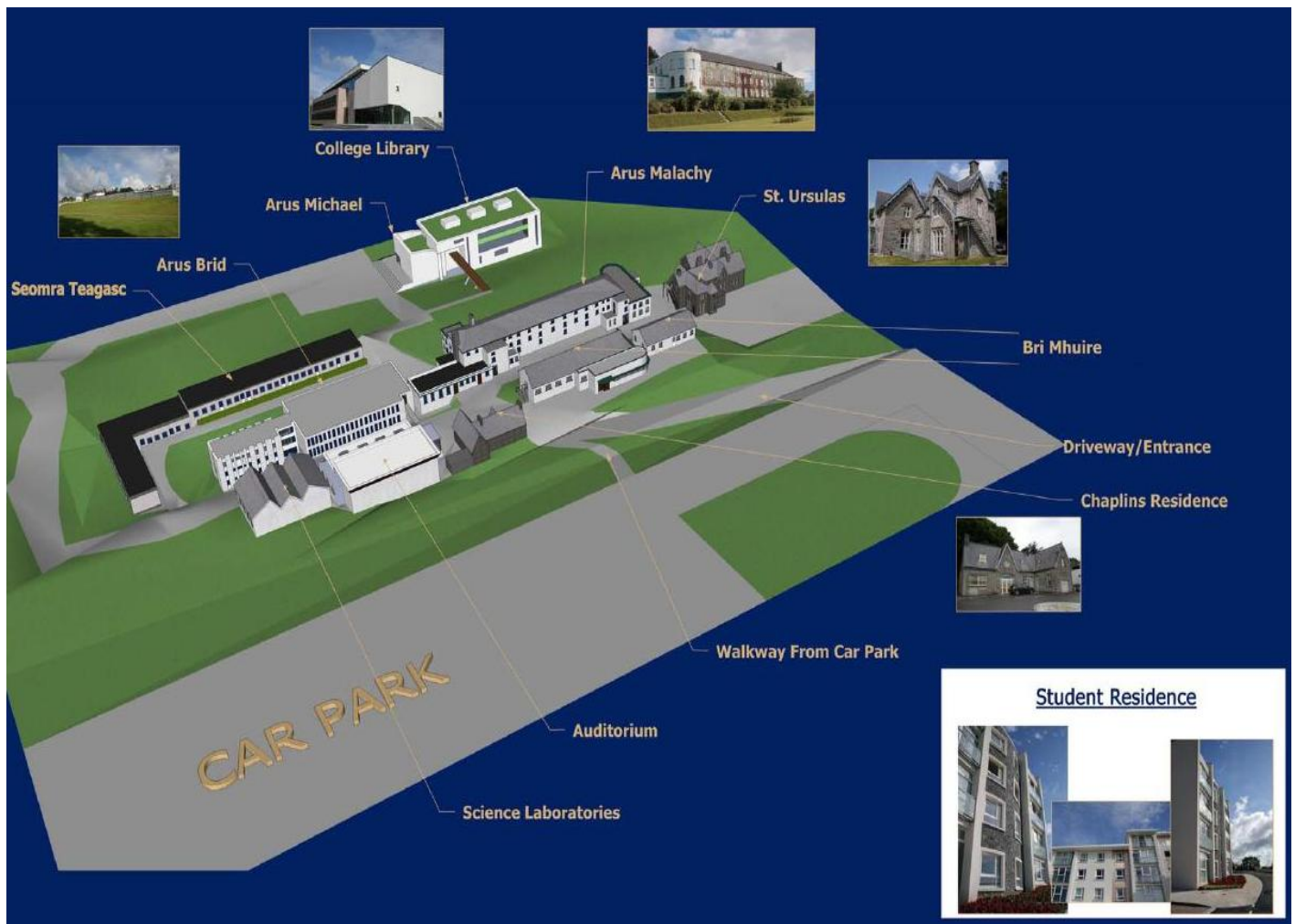
The Students' Union organises social, cultural and sports activities both on and off campus. Students are encouraged to become actively involved in extracurricular activities and to support the Clubs and Societies organised by the Students Union.

In choosing St. Angela's College, I look forward to meeting you and I wish you a fruitful and enjoyable College experience.

**Dr Anne Taheny**



# Campus Map



## Sligo – “The Land of Heart’s Desire”

Sligo is a dynamic and rapidly developing commercial centre, as the regional capital it enjoys a strategic location and is the gateway to the North West. The compact and thriving town is impressively situated on the banks of the Garvogue River while it is surrounded by a stunning Atlantic coast line and a most striking landscape, a blend of beaches, mountains and lakes.

Sligo continues to develop as both a commercial and tourist centre providing a high quality of life for the town’s population of approximately 19,000 inhabitants.

The poet W.B. Yeats developed a special affinity with Sligo referring to the area as “the land of heart’s desire” and more particularly “The Lake Isle of Innisfree” a small inhabited island of Lough Gill. It is in the heart of this “Yeats Country” that St. Angela’s College enjoys one of the most scenic and tranquil locations imaginable on the beautiful shore of Lough Gill. Although the campus lies in an area of outstanding natural beauty and is one of the “secret places” of the North West it is only a few minutes from the bustling town of Sligo.

St. Angela’s College and IT Sligo accounts for the town’s healthy third-level population of approximately 7000 students. Sligo has a student friendly feel and it is widely acknowledged that students contribute to the vitality and cultural character of the town.

The ever increasing student population is well catered for and welcomed to participate in all aspects of life whether it is in theatre, culture, and the arts or in the many sporting clubs and outdoor activities which the town is famous for. As a student in Sligo there are plenty of opportunities to enjoy the social life on offer with friends or fellow students.

The lively entertainment scene of the town includes a wide range of bars, night clubs, restaurants, cinemas, theatres and art galleries. Traditional Irish music features strongly in the culture while the town’s live music venues and the numerous music festivals cater for all tastes. Sligo can also boast to be the retail capital of the northwest and further choice has recently been added with the opening of the Quayside and Johnson Court Shopping Centres.



# The Student Charter

The Student Charter promotes a reciprocal engagement of all members of the College community to realise the Mission of St. Angela's College. To this end, the Student Charter seeks to make transparent the obligations and responsibilities of all staff and students within the College community.

The philosophy of St. Angela's College is captured in its Mission Statement. In the pursuit of excellence in teaching, research and community service, the College is committed to:

- Excellence in teaching and learning
- Innovation
- A spirit of community
- Development of Programmes
- Equality and Social Justice
- Lifelong Learning



This mission is best achieved by a College community in which all members:

- Value scholarship;
- Respect diversity;
- Recognise their common interests and the benefits to be gained from working together;
- Acknowledge the reciprocal responsibilities inherent in a dynamic learning environment;
- Demonstrate respect and consideration for each other;
- Seek to fulfil their commitments to each other.

An effective way in which these objectives can be realised is through fair student representation and active student participation in the College. For this to work well, members of the College community need to have reasonable and fair expectations of each other. These expectations are given in the Student Charter.

## Expectations

### Teaching, Learning and Research

Students can expect:

- A high quality, engaging and supportive teaching, learning and research environment;
- A clear and timely statements about course and programme requirements;
- Fair assessment and helpful and timely feedback on their academic work;
- Not to be disadvantaged by changes to programmes and courses, made during the normal period of enrolment;
- Reasonable access to academic, general and support staff (via email, in person or by telephone);
- Reasonable and equitable access to library, laboratory, studio, internet, computing and general course resources;
- That feedback on their courses will be sought regularly, and that students may inquire as to the outcomes of such reviews.

The College expects students to:

- Work to the best of their ability;
- Participate actively and positively in teaching, learning and research activities;
- Provide constructive feedback on the conduct of these activities;
- Respect the academic responsibility of the College to establish and maintain appropriate academic and professional standards in courses and programmes;
- Comply with programme and course requirements;
- Respect College property and use information technology and other resources appropriately.

## **Equity and Ethics**

Students can expect:

- To be treated with courtesy in their interactions with College staff; their reasonable needs to be respectfully addressed, regardless of gender, ethnicity, age, background, disability or sexual preference;
- To be able to participate fully in the College's activities free from harassment and discrimination;
- Their personal information to remain confidential and to be released only with their consent and knowledge or when legally required, or when their personal safety or the safety of others is at risk;
- Support for equity groups;
- Access to the College's support mechanisms and policies.

The College expects students to:

- Treat College staff with courtesy at all times;
- Adhere to the highest ethical standards;
- Not cheat, plagiarise, fabricate or falsify data or infringe copyright.
- Observe reasonable standards of behaviour with respect to all College activities, thereby refraining from harassment or discrimination against other students and staff
- Demonstrate respect for difference.

## **General Information**

Students can expect:

- To have access to information on the policies and procedures of the College as they affect them and their interaction with their peers and with the College;
- An admission system that is fair and equitable and in accordance with published criteria;
- To have grievances addressed in a timely and professional manner;
- The College to seek and welcome feedback on matters relating to the learning environment;
- Staff to be aware of and uphold their responsibilities under the College Statutes, policies and procedures as they affect them and their interaction with students;
- The College to provide a safe and healthy study environment.

The College expects students:

- To be aware of and uphold their responsibilities under the College's statutes, policies and procedures;
- To abide by the conditions which necessarily follow, and accept sanctions applied for failing to do so.

# Student Services

## Student Services Mission Statement

Student Services acknowledges each person is unique, exceptional and to be valued and works to enhance individual student experience, to encourage personal potential and to collaborate with all college departments and the Student Union in promoting a caring, supportive and enjoyable learning environment for the student community.

The Student Services Office is located in Aras Bríd on the top floor Room 207 (Just down from reception, last office on the left). Please call in or contact [uroberts@stangelas.nuigalway.ie](mailto:uroberts@stangelas.nuigalway.ie) or call 071 9195514/086 0483536

## Accommodation

Satisfactory housing arrangements are crucial to a happy and successful College experience. Students have a choice of accommodation in houses/apartments or in student villages. On acceptance of a place offered by the College, prospective students receive an information pack which includes information about accommodation in Sligo. Students are responsible for arranging their own accommodation and are advised to read carefully all details of contract and code of conduct before signing. Student Services offers an advisory service on housing issues.

Please check out the following website for information [www.threshold.ie](http://www.threshold.ie)

- Know Your Rights
- Tenant's Rights
- Landlords Rights
- Signing a Lease
- More about Leases
- Rent Books
- Getting Back your Deposit
- Fire Safety
- Avoid Being Conned
- Ending Your Tenancy



## Transport

St Angela's College is approximately 5km from Sligo. A morning and evening coach service and a midday shuttle service runs between college and town, serving all student residences. Please see the website for details.

Buses connect with National Bus Services. Details from [www.buseireann.ie](http://www.buseireann.ie)

## Health

Good health and a healthy lifestyle contribute to success and enjoyment. St Angela's College works with **The Mall Family Practice, Sligo, 071 – 9142767** to provide student healthcare. Walk in Clinics are available to students each Tuesday and Thursday 9.30 – 10.30am during term time.

Student Services and Student Union subsidise this service. A minimal €10 student charge per consultation applies. Appointments at other times are facilitated but at full cost – a receipt can then be brought to the Student Union where they will refund 50% of the cost.

## Counselling

College life can present challenges to students, which may give rise to uncertainties and difficulties at times. Work-related stress, study and exam anxieties, peer pressures, sexual conflicts, loneliness and questions of personal worth are among issues commonly experienced during college years. Counselling aims to help a student deal with the emotional impact of issues and find a positive way forward. A counselling service is available off campus. This service is absolutely confidential. Student Services and Student Union subsidise this service. Each student is allocated 6 free sessions per year, after this a minimal €10 student charge per session applies.

**Contact: 087 6609209 or Student Services 071-9195514 for appointment.**

**Alternatively students may email [counsellor@stangelas.nuigalway.ie](mailto:counsellor@stangelas.nuigalway.ie) to request an appointment.**

## Chaplaincy

The Chaplain gives expression to the College's commitment to the development of the whole person. The Catholic Chaplain resides on campus and collaborates with College colleagues and representatives of other faiths to provide social, spiritual and personal support for students as appropriate.

## Career Guidance

Student Services will arrange workshops in study skills, time management, personal development, career guidance and preparation for the world of work to supplement Departmental programmes, when requested.



## Welfare

From time to time, a student may experience financial hardship. Student Services administers a Student Assistance Fund – which is funded by the Department of Education and Science under the National Development Plan 2014 – 2020, with the assistance of the European Social Fund. This funding is available to assist students who find themselves in financial difficulties. Application forms are available from the Student Services webpage or from the Student Services Office. You must make an appointment for an interview with the Student Services Officer who will then submit your application to the Welfare Committee.

Assistance which can be provided – the following are examples of the services/facilities/situations for which students experiencing financial difficulties can apply for assistance. (This is not a definitive list).

- Books
- Class Materials
- Rent
- Heating/lighting bills
- Food
- Travel of an urgent or essential nature
- Medical expenses – i.e. doctor or dental visits
- Family breakdown
- Bereavement
- Accidents
- Students who have family obligations, particularly in relation to childcare costs

Students can apply to the SAF once per term if financial assistance is required. Emergency applications to the Fund can also be considered as they arise. All applications are processed by the Welfare Committee. All matters connected with the Student Assistance Fund are dealt with in strict confidence and the records are kept separate from the College Records. For more information check out [www.studentfinance.ie](http://www.studentfinance.ie)

## Students with Disabilities or Special Needs

The College makes every effort to facilitate students with disabilities or special needs (Physical/sensory/learning or mental health). It is important that, on acceptance of a College place, such students contact the Disability Service to advise of their special requirements.

Students with a disability or special need should also contact the Student Services Officer at the beginning of each academic year in order to keep abreast of developments in the disability supports on offer -

- Identifying the supports and accommodations for each student
- Applying for the Ministers Fund for Students with Disabilities (see below)
- Organising Assistive Technology
- Co-ordinating Learning support services
- Liaising with the Examination Office

The Fund for Students with Disabilities - which is administered by the National Office for Equality of Access to Higher Education, aims to support students with disabilities. This fund is designed to cover many of the educational support requirements for students with disabilities, including:

- Irish Sign Language Interpreters
- Note-takers
- Subject specific Tutors
- Transport to and from College
- Photocopying
- Personal Assistants
- Assistive Technologies – both hardware and software
- Information Technology – both hardware and software

Equipment purchased through this fund remains the property of the college and is given on loan to the student for the period of their studies at St Angela's College. The fund is assisted by the European Social Fund.

The closing date for the fund is early in the academic year and this is one of the reasons why it is important to make contact with the Disability service at the commencement of the college year.



**EUROPEAN UNION**  
**Investing in your future**  
**European Social Fund**

## **Mentoring Programme**

This programme was set up last year to offer peer support to all first year students starting here at St Angela's College. Students from 2<sup>nd</sup> year to 4<sup>th</sup> year volunteer to become mentors and undertake a training session. They are then assigned a number of first year students in their particular course and offer them peer support. They regularly meet and make contact with these students to help them to settle in to College life. Mentors are there to offer advice and refer you to the appropriate services for any help you need.

## **Staff-Student Forum**

The Staff-Student forum facilitates the discussion of college-wide issues of relevance to both staff and students. The forum meets at least three times per year. Students from all full time courses are represented on the forum.

## **Chaplaincy and Campus Ministry**

While the College is open to all religious denominations and all staff members and students are entitled to religious freedom, the ethos of the College is Catholic. Students are expected to have respect for that ethos and for the religious beliefs of other students and members of staff.

The special ethos of the College is the creation of a Christian community which emphasises the care of the individual in an atmosphere where each student is enabled to develop their full potential. Students have voluntary access to daily and Sunday Eucharist in the College chapel, active participation in the liturgy and other religious services and the services of a College Chaplain.

Other activities include: Conference of St. Vincent de Paul, Justice and Peace, Prayer Group and Choir.

## **ALIVE Programme**



### **What is ALIVE?**

ALIVE - A Learning Initiative and the Volunteering Experience - was established in 2003 by the National University of Ireland, Galway to harness, acknowledge and support the contribution that its students make by volunteering. The programme draws on a strong tradition of student engagement both on and off campus and assists students who wish to actively volunteer while developing tangible and transferable skills alongside practical volunteering experiences.

### **What is volunteering?**

Volunteering is giving your time free of charge to a community, whether that is the St. Angela's College community, the Sligo community, your home community or the wider international community. Some volunteering happens on a once-off basis like a fundraiser, but other volunteering requires a weekly commitment of about an hour a week.

The volunteer opportunities on offer for St. Angela's students span a wide and diverse spectrum – from school homework clubs and mentor programmes for youth, to managing promotional events, raising awareness and funds for people with a disability, as well as providing friendship to children of refugees and asylum seekers and the new communities of Ireland.

### **Why volunteer?**

Volunteering is a hugely rewarding activity for individuals, particularly students, for organisations and service users as well as for people in the wider community. Students have indicated that volunteering has benefited them in personal and professional ways, including:

#### **Personal**

- To give back to the community and feel good about making a contribution
- To make friends
- To gain confidence
- To be helpful and share my knowledge and experiences
- To broaden my outlook
- To become more involved and aware

## Professional

- Learn something new
- To gain experience
- To help me decide on a future career
- To build up my personal skills in communication, teamwork, etc.
- To aid me in my application to a post-grad degree

## How do I get started volunteering?

St. Angela's students can volunteer on-campus with a variety of activities including: societies, the Students Union, as Class Reps and in clubs.

To find out about the latest volunteer opportunities off-campus log on to the Sligo Volunteer Centre at [www.volunteersligo.ie](http://www.volunteersligo.ie). Once on the website register to volunteer by completing the Volunteer Registration Form with details on your areas of interest. So for example you may be interested in: young people, older people, people with disabilities, environmental organisations, social justice issues like human rights or homelessness, and the list goes on! The Sligo Volunteer Centre are equipped with friendly staff who can help you find the ideal volunteer opportunity that matches your interest and the time you can give to an organisation.

Some examples of organisations and activities are:

- Samaritans
- Childline
- Photography
- Horticulture
- Music skills-either on an instrument or singing
- Youth Leadership skills

## How do I get recognition for my volunteering?

Annually at the end of the academic year students are invited to tell ALIVE about their volunteering and apply for the ALIVE Certificate. All you have to do is volunteer for a minimum of ten hours throughout the academic year and complete the online application to be eligible for the Certificate. Once you complete the online form you are invited to the ALIVE Certificate Ceremony to receive your ALIVE certificate from the President of St Angela's College, Dr Anne Taheny.

Log on to [www.nuigalway.ie/alive](http://www.nuigalway.ie/alive) to access the ALIVE Certificate Application Form or email [alive@nuigalway.ie](mailto:alive@nuigalway.ie) with any queries. Information is also available from the Student Services Officer in St Angela's College [uroberts@stangelas.nuigalway.ie](mailto:uroberts@stangelas.nuigalway.ie)

## Further Information

If you have any questions about volunteering at St. Angela's College and the ALIVE Certificate for Volunteering please contact:

- Student Services Officer on 071 9195514 or [uroberts@stangelas.nuigalway.ie](mailto:uroberts@stangelas.nuigalway.ie)
- Student Union Office at [Campaignsandunidev@stangelas.nuigalway.ie](mailto:Campaignsandunidev@stangelas.nuigalway.ie).

St Angela's Student Union will be promoting Volunteering by organising a Volunteering Week during the first term of the academic year. The promotional week will include workshops with the Sligo Volunteer Centre and a Volunteering Fair to showcase the volunteering opportunities in the local area.

To find out more about volunteering in Sligo contact:

Ciara Herity  
Sligo Volunteer Centre  
1 Gaol Road  
Abbeyville Terrace, Sligo  
Tel: 071-911 1042  
Web: [www.volunteersligo.ie](http://www.volunteersligo.ie)

# GAISCE the President's Award

Gaisce – the President's Award is Ireland's very own National Challenge Award, the country's most prestigious and respected individual award programme, and a challenge from the President of Ireland, to you . . . the nation's future. This Award is running in St Angela's College if you are interested in joining contact Denise Kenna for more information on [dkenna@stangelas.nuigalway.ie](mailto:dkenna@stangelas.nuigalway.ie) or call 071 9135673

## What's it all about?

Gaisce – the President's Award works on the basis of a personal challenge set by you. You will set the challenge and agree it with the President's Award Leader. You won't be competing with other participants, as each challenge is completely individual . . . so the only person you'll compete with is yourself.

The Gold Gaisce Award is the highest Award available in Ireland. Because of this it is of the utmost importance that the standards for the Award are adhered to. Hence we recommend you read this summary.

1. **Entry for Gold:** As with all Awards, each participant **must** enter for the Award **before** any activity begins by agreeing the activities for the challenge with a President's Award Leader (PAL) and submitting an application form together with the appropriate fee.
2. **Age:** All participants must have reached their **17<sup>th</sup>** birthday prior to entering for the Gold Award.
3. **Requirements in each section.** These are listed in the information leaflet and on our website. The **minimum** criteria in each section are as follows:

**Adventure Journey:** 80 to 110 km mountain hike or a 300 to 350 km cycle over 4 days and 3 nights. If there is any deviation from this it should be checked out first with the Gaisce Office.

**RESIDENTIAL:** Undertake a shared activity in a residential setting away from home for 5 days and 4 nights

Please note that the weekly time requirement cannot be condensed into a shorter time period.

We strive to keep the standard for the Gold Award high so please check that the activities you have chosen for your challenge are suitable - for example; a sporting activity can only be used in the 'Physical Recreation Section' of the Award, even though all sports can be classified as a skill when it comes to participating in the Award sports cannot be used in the 'Skill Section'. Learning to drive cannot be used in the Personal Skill Section. You are most welcome to telephone us if you need clarification.

Please ensure that your PAL is fully aware of your activities by agreeing everything first with him/her and by staying in regular contact with him/her. There are many PAL's in St Angela's College to support you with this Award - please contact Denise Kenna for further information on -071 9135673 or email [dkenna@stangelas.nuigalway.ie](mailto:dkenna@stangelas.nuigalway.ie) or the local Gaisce Development Officer Michael Collins on 087-2458612 or email [mcollins@gaisce.ie](mailto:mcollins@gaisce.ie)

4. President's Award Leader (PAL): The PAL **must** be registered with Gaisce and have completed a PAL Commitment Form/Garda Vetting Form and **must not be related** to the participant.
5. Completion: On completion each participant should forward to the Award Office the record book appropriately filled in and signed and their log book/project describing what was done for each of the four sections verified by trainers and the PAL. The PAL must return a completion sheet. Gold Awards are presented annually by our Patron, The President of Ireland.

The Gold Award is the utmost challenge for a young person and it does require dedication and effort to earn the Award. Having completed all the requirements you will truly deserve this Award.

*The very best of luck*

Gaisce - The President's Award

Ratra House, North Road, Phoenix Park, Dublin 8. Tel: 01 4758746. Fax: 01 4758749.

Website: [www.gaisce.ie](http://www.gaisce.ie) E-mail: [mail@gaisce.ie](mailto:mail@gaisce.ie)



## Students' Union



St. Angela's College, Sligo Student's Union (STACSSU) is the official Students' Union in the College. The primary focus of the Students' Union is to promote a positive student experience in St. Angela's College by ensuring the welfare of all students; their appropriate representation in all academic and management structures within the College; a holistic experience of the College life by facilitating entertainment, cultural, informative, social and sporting events. Events such as the Annual College Ball, RAG Week, Fresher's Week, Entertainment Events and Live Bands on-campus ensure that students enrolled at St. Angela's College enjoy a full calendar of cultural and entertainment events associated with College life.

The Student's Union Officers are elected by the student body annually. All full time students are eligible to run for election and are encouraged to get involved in the many events that the SU organises. The seven elected Officers are supported in their role by elected Class Representatives. Becoming a Class Rep can be a great way to get involved in college life on campus and get to know all of the members of your class. The Clubs and Societies Officer of the SU plays a vital role in the cultural and social events in St. Angela's. They facilitate the creation and maintenance of a wide range of clubs and societies such as Ladies Football, Tennis, Aerobics, Hip Hop, Basketball, Surfing etc.

Although St. Angela's may be one of the smaller colleges they have always enjoyed an active role within the Union of Students in Ireland (USI), with which they are affiliated. Student Union Officers from St. Angela's attend annual training events organised by USI and their Annual Congress. The SU also gets involved in national campaigns in the areas of welfare, education and topical issues of concern for students. The SU area of the campus has a comfy common room where students can watch TV, play snooker or table tennis and make use of the kitchen facilities.

The SU shop sells a wide variety of stationary, class resources, water, drinks, snacks, ice-cream, and sweets. Services such as binding, laminating and A3 colour copying are also provided here.

The SU office is located here too and students are always welcome to drop in for a chat.

For further information on the Students' Union you can speak to any of the officers.

**SU Office – 071-9147606 and SU President –089 256 2450 or find us on Facebook or Email; [suprez@stangelas.nuigalway.ie](mailto:suprez@stangelas.nuigalway.ie)**

The new Student Union Equality Policy can be found on Moodle at the following link;

<http://elearning.stangelas.nuigalway.ie/login/index.php>



# Catering Facilities

Dining Room Opening Times (term time):

- Monday to Thursday: 8.30am to 5.00pm
- Friday: 8.30am to 4.00pm

Special events may mean the dining room being booked out completely

The Catering Team endeavour to provide good quality, wholesome food at reasonable prices to both Students and Staff in a relaxing and friendly atmosphere.

Freshly made scones are baked each day and available together with light breakfast snacks and cereal.

For mid-morning break a variety of tasty bites and fresh, quality coffee and tea are offered quickly and efficiently through the self-service.

At lunch time there is a choice of main courses (including one vegetarian option) and budget options together with a salad bar and desserts, fresh fruit, yoghurts, homemade soups and sandwiches, wraps, panini or toasted sandwich made to order.

All at prices suitable for student's pockets.

In the afternoon some very reasonably priced lighter meals are offered and of course the popular beverages and bars can be bought throughout the day. A well-stocked vending bar provides an option particularly during the afternoon.

There are a variety of light meals and snacks available throughout the day and a choice of lunch dishes offered from mid-day to 2.pm. Prices are very reasonable for both food and beverages

We like, where practical, to source "Fair Trade" products and provide a service where a highly developed "HACCP system operates while consideration for the environment is equally important.



# ICT/AV Services

ICT/AV services are available for students having computing, audio visual, printing or reprographics issues. We are located on the first floor in Aras Malachy.

## Access to Services

The easiest way to access all ICT and AV services is through the college website [www.stangelas.nuigalway.ie/students](http://www.stangelas.nuigalway.ie/students) here you are provided with a number of links to items such as email, e-learning, timetable, printing and help.

## Help with ICT/AV issues

Please view the help videos and the frequently asked questions on the college website [www.stangelas.nuigalway.ie/students](http://www.stangelas.nuigalway.ie/students) if you are still experiencing difficulty please fill out the help request form on the same web page and a staff member will contact you to resolve the problem.

## Computing Facilities

All registered students are provided with:

- logon to the college network
- college email address of the form [studentnumber@stangelas.nuigalway.ie](mailto:studentnumber@stangelas.nuigalway.ie)
- personal network drive available from any PC in the college
- access to the college eLearning site
- access to the college wireless network (several hotspots located throughout the campus)
- access to college printing, photocopying and scanning services (printing from both college pc's and your own device).

## Computer Suites

There are 4 computer labs located on campus, The Mc Keown Library hosts 30 PC's for student use as well as wireless access for students with their own Laptops. All college PC's come with a range of software including Microsoft Office 2007, SPSS, NVivo, Microsoft Expression.

## Audio Visual Facilities

A modern Microteaching Studio facilitates students to develop a number of key skills in their chosen discipline such as teaching skills, clinical skill, interviewing skills to name but a few.

A fully equipped unit provides all the facilities necessary to produce a wide range of audio-visual media, including: video clips, multimedia presentations, overhead transparencies, etc. which are essential for both the enhancement of personal skills and the development of professional skills.

## Desk Top Publishing

A full Desk Top Publishing facility is available for student use as required.

## Video Conferencing

The college has a top of the range video conferencing system. This facility enables students to participate in off campus lectures and seminars and also provides the facility to external expert lecturers from other sites and institutions to deliver lectures and tutorials to the students of St. Angela's College, Sligo. Furthermore it makes collaborative work between St. Angela's students and students from other colleges possible.



# National and International Links

## NUI Galway

St Angela's College, Sligo work in partnership with National University of Ireland, Galway (NUI Galway) to bring University-level education to the North West region, signing a formal linkage agreement with NUI Galway in 2006.

Shnaidhm an Coláiste nasc le hOllscoil na hÉireann, Gaillimh (OÉG) i 2006, nasc a bheidh ina údar ar dhul chun cinn an oideachais ar leibhéal na hollscolaíochta san Iarthuaisceart.

The St. Angela's College, Sligo - NUI Galway partnership expands University-level education and research in the region. With almost 40 years delivered NUI Galway-accredited programmes, a national restructuring of higher education secures St Angela's College, Sligo as part of the NUI Galway system. What does this mean for students at St. Angela's College, Sligo?

- All programmes at the College are accredited by NUI Galway (so you are a graduate of both St. Angela's College, Sligo and the National University of Ireland).
- You are registered as students at NUI Galway. This gives you all the benefits of NUI Galway students including full access to University campus facilities and borrowers/electronic access to the NUI Galway library system. New students will be alerted by e-mail once registration is complete
- Students successfully completing the Access Programme at the College are also eligible for first-year entry into NUI Galway programmes (as well as programmes at St. Angela's College, Sligo)
- NUI Galway supports the College in enhancing the development of the Irish language and culture at the College. This includes offering programmes such as the Diploma sa Ghaeilge on campus through the Acadamh na hOllscolaíochta Gaeilge.

The College is working on improving the shared services between the College and NUI Galway and increasing the number of joint initiatives.

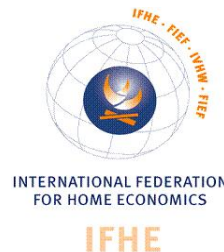
For more information on NUI Galway, please visit [www.nuigalway.ie](http://www.nuigalway.ie) For further details on the partnership between St Angela's College, Sligo and NUI Galway, please contact Dr Maria Gallo, Development Manager of the NUI Galway Partnership in the Office of the President at 071 91 95503 or [mgallo@stangelas.nuigalway.ie](mailto:mgallo@stangelas.nuigalway.ie)

## Regional Clusters

Regional clusters of higher education institutions will be created as part of the restructuring of the Irish higher education landscape. St. Angela's College is a member of the West/North West Regional Cluster, which also includes NUI Galway, Galway-Mayo Institute of Technology, Letterkenny IT and IT Sligo. The aim of the regional cluster is to encourage collaboration and synergies for academic programmes, research and innovative initiatives for the benefit of the region.

## IFHE – International Federation for Home Economics

St. Angela's College is an active participant of The International Federation for Home Economics (IFHE) This is the only worldwide organisation concerned with Home Economics, Family Ecology and Consumer Sciences. It is an International NGO having consultative status with the United Nations (ECOSOC, FAO, UNESCO, UNICEF). Founded in 1908, approximately 1500 individuals and 150 organisations in more than 50 countries all over the world are members of IFHE. Many of the academic staff at St. Angela's Home Economics Department as well as students, past and present, are active members of IFHE.



IFHE Council 2010 meeting took place in St. Angela's College, Sligo in July 2010 and was hosted by the IFHE Ireland Organising Committee. Previous meetings have taken place in South Africa, Finland, Japan and Ghana. The Council and associated conference attracted approximately 200 participants both nationally and internationally over a six day period.

This was an opportunity for professionals to continue and build on their interactions, discussions and collaborations concerning Family, Consumer, Environmental and Educational issues which will lead to improvement in the quality of everyday life for individuals, families and households worldwide.



# Erasmus+

The College has developed a number of links and established Inter-Institutional Agreements under the Erasmus+ initiative with other institutions in Europe facilitating student and staff exchange among Higher Level Education Institutions in Europe.

Students who participate in the programme have the opportunity to spend a period of time studying or on placement at a European institution. Subject to approval, the study period may be an integral part of the programme of study and full recognition for the period abroad will be accredited by St. Angela's College.

The Erasmus+ Programme encourages students to travel abroad, sample student life in another country while benefiting academically, socially and culturally. Graduates who have participated in the programme often have an edge over those who have not when realising their career path.

Weblink: <http://www.eurireland.ie/lifelong-learning-programme/erasmus-for-students.180.html>

Contact Person: Seán Kelly Contact Email: [skelly@stangelas.nuigalway.ie](mailto:skelly@stangelas.nuigalway.ie)

## Green Initiatives

As a College in one of the most scenic areas in the Country we are conscious of the need to maintain our pristine environment, while the College continues to develop to cater for our increasing student population. Our aim is to involve everyone in creating a healthy and green campus which will be a pleasant place for all of us to study and work.

The College has several recycling stations throughout the College where you can use colour coded bins for collecting different waste streams;

- Maroon bins - for clean plastics cardboard and clean paper
- Black bins - for general waste

All food waste from catering and class is converted to compost by means of a Digester and does not therefore go to Landfill.

A collection point is provided in the main administration building for used small batteries there by helping to keep hazardous waste out of Landfill. The Green Team regularly hosts environmental and education events for students and staff. Students are encouraged to join the Green team and support environmental awareness on Campus

# The McKeown Library at St. Angela's College

**Librarian:** Nicholas O'Sullivan  
**Senior Library Assistant:** Aoife Murray  
**Library Assistant:** Maxine Gilmartin

## Opening Hours during Academic Term:

Monday – Thursday	9.00 am - 9.00 pm
Friday	9.00 am – 5.00 pm
Saturday	10.00 am – 1.30 pm

The above hours operate during the College Term. The library is closed on all Bank Holidays. Notice will be given for any alteration in hours during holiday periods.

## Library Collections:

The library provides an important intellectual and social space in the College. Primarily it serves as a place for private study and research, the library also provides wireless internet facilities, study rooms for collaborative group work and a computer suite.

The Mc Keown Library's multidisciplinary collection of books and academic journals are continually updated to support the diverse curriculum and research requirements of the entire College's academic community. Bibliographic subject databases, the electronic journal collection and other online resources are available to students, both on and off campus.

The Library Collection is continually updated to support the diverse curriculum of the College with its main subject areas being:

- \* Education and Educational Resources
- \* Social Sciences
- \* Home Economics and the related fields of Consumer Science, Food Science, Health, Nutrition, Textile Fashion & Design, Family Resource Management; Food Technology.
- \* Nursing Studies
- \* Science/ Biology
- \* Economics & Consumer Studies
- \* Religion
- \* Irish

There is also a General Reference Collection of encyclopaedias, dictionaries, directories, atlases and other subject specific dictionaries and encyclopaedias which are not available for loan and must be used in the Library.

The Desk Reference Collection holds texts that are in heavy demand by students. They are available for use only within the library and must be requested at the issue desk. Your Student ID is required to view Desk Reference Material.

The Teaching Resource Collection has been developed to support the microteaching and student teaching placement components of the B.Ed. Degree course. This collection is composed of secondary school curriculum material, AV aids and other classroom presentation material and may not be borrowed. It is located in the Resource room at the far end of the library.

The computerised Library Catalogue and all electronic resources are accessible via the Library Section of St. Angela's College website <http://www.stangelas.nuigalway.ie>

## Library Tutorial:

A library tutorial is offered to all students early in their first term where library services are presented in full. Instruction is also provided for utilising the print and online journal collection and the various databases. The library section of the College's internet website provides information of all services and resources. More detailed information, video tutorials, helpsheets etc. regarding library services are also available in the library section of the college's e-learning sit (Moodle). Most importantly, library staff are always available to offer individual assistance to students.

All students are issued a College Student Identification Card at the beginning of their first term which serves as the Library Issue Card. The Student ID Card is required to borrow any library material.

## Other Facilities

- Study Area
- Self-service Photocopying, printing, scanning

- Wireless internet access and wireless printing
- 20 PC computer suite

### **Link with NUI Galway**

All registered students of St. Angela's College are also registered students of National University of Ireland (NUI), Galway and have full access to all library services of the James Hardiman Library of NUI Galway and its associated libraries. McKeown Library staff offer tutorial sessions and on-going individual assistance to students and staff in using the extensive electronic resources available in the NUI Galway libraries.

### **Collaborative Links with Other Libraries**

Close proximity to Sligo General Hospital's Research and Education Centre Library allows local access to a large, well-resourced medical library for nursing students during their final year period of clinical placement. The library resources of Cregg House School of Nursing are also available to the nursing students of St. Angela's College.

Students are also able to utilise the library facilities of the Institute of Technology, Sligo on a reference basis only without borrowing privileges.

Students on post graduate programmes also may participate in the Academic Libraries Cooperating in Ireland (ALCID) scheme which allows access to other Irish university libraries for research purposes. The ALCID identification card may be requested at the issue desk.

St. Angela's College Library is a member of the British Library and utilises its interlibrary loan facility through the British Library Document Supply Centre (BLDSC).

The Library also has interlibrary loan arrangements with other Irish third level educational institutions.



### **The Library Code of Conduct**

All students are required to comply with the Library Code of Conduct and violations of the code may result in a suspension of library privileges. Therefore it is vital that all students read the following Code in its entirety.

#### **Code of Conduct**

The Library is a central resource provided for the benefit of all staff and students of St. Angela's College. This code is intended to ensure that all users of the service

- Have fair access to resources.
- Are treated fairly.
- Understand their common responsibility for the resources provided.
- May enjoy a suitable environment for the undertaking of the various activities supported.

We ask that you comply with the regulations outlined below, and agree to behave responsibly to others, in accord with the Code of Conduct. The Library is available for reference, private study and borrowing of designated material by all members of teaching and administrative staff and students of St. Angela's College. Other persons may apply in writing for permission to use the facilities, access will be granted at the discretion of the Librarian. Borrowing privileges, however, will not be available to individuals external to the St. Angela's College community.

### **1. Borrowing**

**1.1** All persons wishing to borrow materials must present appropriate identification and proof of eligibility for Library membership (Your Student ID Card)

**1.2** Users are responsible for all items issued on their Library card. You may not lend your card, transfer items you have borrowed to anyone else, or ask another person to borrow material on your behalf.

**1.3. Items misplaced, lost or stolen whilst in your possession will be charged to you. You will be responsible for the full replacement cost with a minimum cost of €25.00.**



**1.4** Users are responsible for the return or renewal of all items on their card by the due date. **Fines are imposed for the late return or renewal of items.**

**1.5.** Items must be returned directly to the Issue Desk. Failure to do this will result in you still being held accountable for the items. Overdue notices are sent as a matter of courtesy and only after the due date has past.

**1.5.1** All overdue books must be returned and any applicable fines paid in full before further borrowing will be allowed.

**1.5.2** Amounts due for fines or lost items which remain unpaid at the end of the academic year will be referred to the Finance office for collection. Borrowing rights will be suspended until all accounts are paid in full.

**1.5.3 Final year students who do not clear their library account by returning all items and paying all fines by the date of their final exam/assignment risk having their final marks withheld and will not be allowed to graduate.**

**1.6** Library material borrowed from other libraries is subject to the conditions imposed by the lending library. Books obtained using the Inter Library Loan facility may not be taken from the Library.

**1.7** The Librarian is empowered to decline to issue any particular item or items and also to restrict their circulation.

## **2. Copyright ©**

**2.1** Self-service photocopying facilities are available in the library. All users are asked to comply with the current Copyright legislation, notice of which is posted at the copiers.

**2.2** Videos and audio material are also subject to Copyright legislation.

## **3. Removing material without permission**

**3.1** All library material, whether for loan or reference, will activate the security barrier if it has not been passed via the Issue Desk. When the alarm sounds the cause is always checked by Library staff.

**3.2** Materials taken through the security exit must be shown to a member of Library staff on demand. If a user is found to have un-issued or reference items in their possession a member of Library staff will interview them. Following this interview, if warranted, a report for further disciplinary action will be sent to the college Disciplinary Committee.

**3.3** Unauthorised removal of material is regarded as a serious breach of Library Regulations and appropriate action will be taken in all cases. This includes, at minimum, a suspension of borrowing privileges.

The College Disciplinary Committee will review each incident and impose appropriate penalties. Repeated offence may result in a ban of the use of all library facilities.

## **4. Vandalism**

**4.1** Library material if a user is found in possession of material that has been torn, cut or items that have been defaced, whether on activation of the Library security system, or within the Library, details will be taken by a member of Library staff. A report for disciplinary action will be passed to the College Disciplinary Committee and users may also be suspended from borrowing for a period.

**4.1.1** In all cases the full replacement cost of the items will be levied.

**4.2** Buildings and furnishings: Damaging or defacing Library buildings or furnishings is a serious breach of Library Regulations. A report for disciplinary action will be passed to College Disciplinary Committee and users may also be suspended from borrowing for a period.

**4.3** I.T. Equipment: Interfering with hardware, software, set ups or directories of any computers within the Library is viewed as seriously as vandalism to other Library material and will be treated as such.

**4.4** Use of own material: Users are responsible at all times for their own materials and equipment whilst in the Library. Do not leave personal items unattended!

## **5. Noise**

**5.1** All users are requested to keep noise to a minimum at all times. The entire Library is designated as a Silent Study Area. Only during periods designated by the Librarian will the Teaching Resource Area be available for group sessions. At all other times it is to be available to all students for quiet study.

**5.2** Users failing to comply with Library staff requests to be quiet will be asked to leave and in the case of persistent offenders disciplinary action will follow.

**5.3** Mobile telephones. The use of mobile telephones is prohibited in all areas. Please switch off your telephone when entering the Library.

**5.4** The use of an MP3 player with earphones is allowed in the library at very low volume as long as it is not audible to others.

## **6. Eating, drinking and smoking**

**6.1** You may not eat, drink or smoke in the Library.

## **7. Children**

**7.1** Children are permitted in the Library solely at the discretion of the Librarian. A responsible adult who should ensure their safety must accompany them and ensure that disturbances to other users are kept to a minimum at all times.

## **8. Anti-Social Behaviour**

**8.1** Anti-social behaviour will not be tolerated. Users are expected to behave in a reasonable and civilized manner towards Library staff and other students. Any instance of abusive language, physical abuse, verbal or physical harassment, etc. will be dealt with under the College's disciplinary procedures.

**8.2** If you are worried by another user's behaviour please contact a member of Library staff immediately.

## **9. Personal Possessions**

**9.1** Personal possessions and valuables are your own responsibility; do not leave them unattended on chairs or tables. The same applies to library books that have been issued to you; you are responsible for all material issued on your card.

# Finance Department

## The Payment of Late Fees

A late payment penalty will apply in all cases where fees payable by the student are paid after the notified payment date. The term 'fee' relates to all fees owing to the College (Tuition Fees, Registration Fees, Exams fees, Library fees, etc.). The College reserves the right to apply the late fee any time after the notified payment date. Except where otherwise stated, the notified payment date is the first day of the academic year.

All sanctions outlined in the Non-Payment of Fees Policy may apply, including withdrawal of exam results, non-progression on a course, withdrawal of IT and Library services, referral to our solicitor etc. The College reserves the right to apply any of these sanctions once a fee remains unpaid.

Please note that anyone with queries or concerns relating to this area should contact Hugh Douglas in the Finance Department.

## Refund of Fees

The College accepts no obligation to refund any fee or part thereof.

These policies are available from the following link;

- **Fee Refund Policy**
- **Non-Payment of Fees Policy**

<http://elearning.stangelas.nuigalway.ie/login/index.php>

For further information relating to Finance kindly access:

<http://www.stangelas.nuigalway.ie/departments/details.php?dept=Accounts%20And%20Finance:%20Student%20Information&&info=Student%20Fees>

## Health, Safety and Fire Regulations

Students are required to familiarise themselves with the specific fire and safety regulations posted in certain areas in the college i.e. laboratories.

The college is protected by a fire alarm and smoke detector system. All buildings are non-smoking areas.

# Code of Conduct

## General Regulations - Students are required:

- To respect persons and property.
- To observe safety regulations.
- To attend punctually and regularly at lectures, practicals and tutorials. Regular attendance implies full attendance except for valid reasons.
- To dress appropriately during College hours and as may be designated by College authorities for specific course tasks.
- To observe the rules which promote the smooth running of the College e.g. rules of Library, Dining room, Laboratories, etc.
- To fulfil the undertaking signed by parents and students on entry to College and which especially refers to alcohol, drug abuse and objectionable behaviour at places frequented by College students.
- To remember their responsibilities as neighbours and tenants when living out.
- To observe all the directives governing the conduct of Teaching Practice and Clinical Placements.

## Procedure in Cases of Serious Misconduct

- The student shall be informed in writing of the details of the complaint or offence.
- At the discretion of the College President the student may be immediately suspended.
- The College President shall cause the matter to be investigated without undue delay and shall make a recommendation to the Board of Governors or in cases of urgency to the Standing Committee of the Board. The Board or Standing Committee of the Board shall decide upon the action to be taken.
- The student shall have the right of appeal to the Board or Standing committee, and may be accompanied at the hearing by an officer of the College/National Students' Union.

## Misconduct

The gravity of any offence will be assessed by the College authorities, and can result in reprimand, suspension, dismissal and/or charge for cost involved.

Breaches of College regulations by students may be referred for investigation to the Disciplinary Committee by the College President.

## The Disciplinary Committee shall be composed of:

- The Registrar who shall act as Chairperson
- A member of staff appointed by the College President.
- The President or Vice President of the Students' Union
- The Committee shall investigate, by appropriate means any case referred to it by the College President or Heads of Department and shall cause its decisions to be laid before the College President.
- The student shall be given three days' notice in writing of the sitting of the Committee to hear the complaint preferred against her, and has the right to call any witness on her behalf and cross examine the complainant and any witness of the complainant. When a member of the Committee is the complainant, or is giving evidence, he/she shall not serve on the Committee for that hearing, and will be replaced by a person appointed by the College President.

## Procedure for Processing of Student Grievances/ Problems

Students have the right to be heard in respect of any matters or problems that may arise in connection with their course of studies. In such instances the following procedure shall apply:

- (1) Should the individual student or group of students wish to discuss matters/problems connected with their course, they must firstly raise the matter with the Lecturer concerned. The Lecturer shall give the student(s) a hearing without undue delay.
- (2) If the matters/problems are unresolved the student(s) may then approach the Head of Department in order to discuss the matter. The student(s) may be accompanied by an officer of the College Students Union. The Head of Department shall meet with the student(s) without undue delay. Failing resolution at Stage 2 the student(s) may approach the College President. The student(s) may be accompanied by an officer of the College Students' Union. The President shall meet with the students without undue delay.

# Outline of Harassment and Sexual Harassment Policy and Procedures

The following gives a very brief description of the College's Policy and Procedures in respect of Harassment and Sexual Harassment. A detailed document outlining the full policy and procedures is available on the College webpage.

St. Angela's College is committed to the principle that every student and staff member is entitled to work and study in an environment free from harassment and sexual harassment.

Harassment may be defined as behaviour which is unwelcome, intimidating or offensive to the recipient which is based on gender, marital status, family status, sexual orientation, religious belief, age, disability, race, or membership of the traveller community and which the perpetrator knows, or should know, is unwanted.

It can take the form of a verbal, physical, or psychological attack, and can be openly aggressive or more subtle. Sometimes harassment may involve repeated and persistent behaviour.

Sexual harassment is conduct of a sexual nature, which the perpetrator knows, or should know, is offensive to the recipient. It is behaviour that is unwelcome, personally offensive and fails to respect the rights of others.

## Complaints and Investigation Procedures

In the event of an incident then the complainant should act quickly either using the informal or formal procedures outlined below.

### Informal

It may be sufficient to explain clearly to the person engaging in such behaviour that it is unacceptable. A complainant should always keep a record of such a request, and document any response.

Even if a complainant does not feel inclined to report incidents of harassment or sexual harassment, it may be at a later stage that they have someone to corroborate their version of events.

In circumstances where a complainant feels that it is too difficult or too embarrassing to approach the alleged harasser on their own, support may be sought from the network of Contact persons – details on the website.

### Formal

Where an informal attempt to resolve the matter fails or is inappropriate a complainant is encouraged to raise the complaint through the formal complaints procedure.

Formal complaints must be outlined in writing, detailing the nature of the complaint, to the Equality Officer. Support may be sought from the network of Contact persons in initiating the complaint or alternatively the individual may initiate the complaint personally.

On receipt of a complaint the Investigating Officer may, with the consent of the parties concerned, seek a resolution by speaking to the persons involved. If either party does not agree to this, or if a resolution cannot be found, the Investigating Officer shall assemble an Investigating Committee.

In any investigation of alleged harassment or sexual harassment, all parties will be given an opportunity to state their case, and are entitled to be represented at interviews. The investigation will be thorough, impartial and objective in accordance with the Natural Justice. It will be carried out sensitively and with due respect for the rights of both the complainant and the alleged harasser.

If a complaint is upheld the harasser will be subjected to appropriate sanctions by the College authorities. In the case of students appropriate sanctions may be applied in accordance with the College Code of Conduct.

Either party shall have the right to appeal to the President against the outcomes of an investigation.

In addition to internal College procedures, it may be appropriate for the complainant to initiate action under the law.

The College is committed to an environment free from harassment and sexual harassment. It should be remembered that deliberately bringing false complaints undermines the integrity of this process.

# Freedom of Information

Regulations were signed into law on Monday 22 October 2001, by the Minister for Finance providing for the extension of the Freedom of Information Act, 1997. Subsequently, an Amendment Bill was signed into law on the 11th April 2003. The College is now governed by the FOI Act 1997 and 2003.

The implementation of the Act is the start of a period of greater openness with regard to decision-making and accessing personal and general information held by public bodies.

The Act asserts the right of individuals to obtain access to information “to the greatest possible extent possible consistent with the public interest and the right to privacy “in the College’s records.

This has resulted in the establishment of three new legal rights for individuals:

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



# Outline of Anti-Bullying Policy for Students

The definitive version of the Anti-Bullying Policy is available on the College Website.

The College encourages the promotion of a learning, working and social environment where all students and staff work positively and harmoniously together. St. Angela's College believes that the College environment should give all students the freedom to do their work, research and study without having to suffer bullying or intimidation from another student or a staff member.

Bullying is unwanted and unwelcome behaviour, which is persistent and repeated, is offensive or threatening to the recipient, is demeaning and downgrading of a person or which leaves the recipient isolated or vulnerable. It is important to note that all forms of bullying and intimidation must be repeated sufficiently often so that it can be said to have formed a behaviour pattern and are not isolated instances which have occurred exceptionally.

This policy applies where a student is alleged to have bullied another student, where a student is accused of bullying a staff member or where a staff member is accused of bullying a student.

## **Procedure**

### **Informal**

The College supports the resolution of complaints, as far as is possible and appropriate, through informal processes. In many cases the problem of bullying can be resolved informally. To facilitate this, the complainant should;

- If possible make it clear to the perpetrator that the behaviour is unwelcome and unacceptable and ask them to stop. It can be the case that the perpetrator is unaware that their behaviour has a negative impact.
- If it is not possible to speak to the perpetrator, approach one of the Contact Persons and discuss the matter with them. The contact persons offer a confidential, informal service and act only with the agreement of the complainant. They will listen and provide support and try to help the complainant to solve the problem. They may mediate on the complainant's behalf with the alleged perpetrator and can advise about other sources of help. The contact person can also advise on the formal complaints procedure and provide personal support during any formal procedure.
- Keep a record of incidents as they occur; what happened, dates, times, places, witnesses (if any), the complainant's response and the impact of the behaviour.
- If the problem continues following the mediation of the contact person then, in the case where a member of staff is involved as either the alleged perpetrator or the victim, the Head of Department should be made aware of the situation in an attempt to resolve the matter informally.

If this approach is still unsuccessful and the unwanted behaviour continues the complainant, perhaps with the assistance of one of the contact persons, can make their complaint known to the Human Resources office who will attempt to resolve the matter at an informal level.

### **Formal**

- If the informal route is unsuccessful, or at any point during the informal procedure, or the matter is too serious to be resolved in an informal way, a formal written complaint should be made:
- If a student is the alleged perpetrator, to the Secretary for Academic Affairs who will forward the complaint to the College Disciplinary Committee for investigation.
- If a staff member is the alleged perpetrator, to the Director of Human Resources who will initiate the appropriate staff disciplinary procedure.

Victimisation as a result of reporting bullying will be regarded as serious breach of discipline and automatically result in a formal investigation which may result in disciplinary action being taken against the perpetrator. It must also be noted that malicious complaints will result in disciplinary action being taken.

## **Attendance at Lectures**

If a student is absent for a significant number of lecture hours, the College reserves the right to review the situation with reference to entry for examinations. Please note: It is advised that students present a medical certificate if more than 3 consecutive days absent from College. Some lectures in the Nursing Programmes are mandatory and if students do not attend they will not be able to progress to some aspects of the programme.

# Timetabling

## Normal Class Times

First class commences at 8.55 a. m. – other class commencement times: 9.55; 11.05; 12.05; 14.00; 15.00; and 16.00.

The exception is Tuesday, when classes finish at 12.45 and restart at 14.15 to facilitate reflective space.

However, it will be necessary from time to time to hold classes outside of these times depending on availability of lecturers/rooms etc.

## Teaching and Learning Methods

The range of teaching and learning activities includes lectures, seminars, tutorials, workshops, group-work, group presentations, practical's, individual research and teaching practice placement.

### Lectures

Lectures are primarily used to establish a theoretical framework and explain key concepts and principles to underpin the course; to introduce an investigative approach to new areas of work which will be applied during workshop sessions and to provide a focus to initiate integration with other subject disciplines within the course. Discussion and debate will normally be a part of, or a sequel to, lecture periods. Where appropriate, a range of teaching aids, including videos, may be used during lectures.

### Seminars

Seminars will be structured to emphasise student participation and initiation. Some seminars will be used as a follow-up to lectures, some as a basis for students initiated discussion and some as an opportunity for students to present papers.

### Tutorials

Tutorials will be conducted on a group or individual basis. They will be used to assist those who are experiencing learning difficulties, to advise and assist in the production of individual assignments and to provide an overview of students' progress. In some aspects of the course, tutorials will merge with practical sessions, particularly where students are carrying out individual research involving applied design.



### Practicals / Workshop

Many of the subjects studied in the degree programme involve supervised practical work in specialist rooms or laboratories. The practicals will be used to reinforce and illuminate lecture material, to familiarise students with the use of equipment and to provide both practice in techniques and the opportunities to prepare practical assignments. Practical work involves students in observation, analysis, experimentation and evaluation.

### Individual Research

Research based projects of a theoretical or practical nature may be assigned to encourage practice in the formulation of hypotheses, the development of research methods and presentation of findings.

## Approach to Teaching and Learning

In general, students will be encouraged to take some measure of responsibility for their own learning and to be active participants in the learning process. Four aspects of the course are relevant to this. First, students' learning skills will be progressively developed throughout the course so that graduates will be able to undertake the further learning necessary for coping with the changing demands of their future careers. Second, the assessment methods of the course will require a variety of learning responses from the students. Third, through project briefs there will be opportunity for students to influence their own programme of learning. Fourth, the variety of learning approaches will:

- Encourage students to plan, conduct and evaluate their own work (assisted by staff);
- Work as a team to develop interpersonal and interactive skills as well as promoting group discussion;
- Assist critical evaluation of work in progress through group discussion and open dialogue with staff; and through the carrying out of integrated project briefs.

# Guidelines for Presentation of Written Assignments

## General Layout of Work

- A4 size paper should be used.
- Work should be preceded by a title page, which should include module title assignment/essay title or sign/investigative brief (centred on the page), and name of writer, date of submission, name of course, name of lecturer and word count.
- A copy of the coursework brief issued by the lecturer should be presented at the beginning of the work.
- Declaration of work should be signed and included before the contents page. Pages should be numbered, preferably at bottom centre
- Assignments should be stapled together at the top left hand corner only (unless otherwise specified by module leader / module guidelines).
- A minimum of 2.5cm margin should be allowed on the left hand side of each page and at top and bottom of text.
- Scripts should use one side only of each A4 sheet.
- Typing should be double spacing. Font approved for use is Times New Roman 12, paragraphs justified.
- The St Angela's College version of the Harvard System of Referencing is to be used.
- A reference section, separately paginated and distinct from the main text, should appear after the end of the text.
- Length of Assignments. The assignment should not exceed the word count outlined in the assessment criteria and should be submitted within all agreed parameters. This includes the abstract but does not include tables, figures, reference list or appendices. The course Board has agreed to make allowance for a margin of 10% below or above the stated requirement without penalty
- The College is planning to put in place a means by which students can submit coursework electronically. Further details of this will be communicated to students as and when appropriate.
- All Nursing students submit their work electronically as well as hard copy.

**The Departments also have their own criteria that needs to be adhered to**

## Procedure for Submission of Coursework

- For The Department of Nursing, Health Sciences & Disability Studies Coursework
  - 1 soft copy must be submitted and 2 hard copies of each assignment must be submitted
  - The soft copy must be submitted through the module on Moodle. All e-copies must be submitted as one document
  - The 2 hard copies of written assignments must be submitted into the assignment area in Aras Michael before 2pm on the date specified.
- B.Ed./ B.Appl.Sc. Food and Business Management Coursework must arrive in Reception between 9.30am and 12.30pm on the date of submission.
- Students are responsible for ensuring that:
  - The coursework submission sheet is signed and that the date of submission is stamped by the office on the work submitted
  - The carbonated assessment sheet is completed where indicated
  - Course work is not to be left outside the office door/under the office door etc.

Penalty for late submission: 10% of the allotted mark will be deducted for each day late up to a maximum of one week after the designated date for submission. Thereafter all marks will be forfeited.

- A doctor's certificate is required in the case of late submission due to illness, and with applications for extensions
- Lecturers and external examiners have the right to interview students in relation to their submitted course work
- Course work which contributes to examination marks is governed by the National University of Ireland regulations
- It is the duty of each student to keep a copy of submitted course work.

## Extensions to Coursework Deadlines

- Only in very exceptional circumstances will a submission date for coursework be extended and permission for this must be sought in advance (at least one week in advance)
- Applications for coursework extension should be made to module leaders/course co-ordinators at least two weeks before submission date. Applications for an extension after this period will be granted in exceptional circumstances only.

If you do have a genuine difficulty that is preventing you from completing coursework by the given date then you inform the lecturer/module leader concerned about this before the submission deadline. You must collect and complete a 'Coursework Extension' form obtainable from lecturer/module leader or from the College Webpage.

- Set out on the form clear reasons for seeking an extension. Vague excuses such as "I did not have enough time", or "I could not find the right books" are not sufficient grounds for the late submission of coursework.
- Produce some documentary evidence such as a medical note – to substantiate your claim.
- Get the lecturer/module leader concerned to agree a new deadline date for any coursework submissions mentioned on the form, and to sign the form.
- The form is not valid without the lecturers / module leader signature.
- You must ask about coursework extensions before the situation gets critical.
- It is not advisable asking for an extension on the day that the work is due.
- The college is planning to put in place a means by which students can submit coursework electronically. Further details of this will be communicated to students as and when appropriate.

## Deferrals

Student can apply to defer their studies and examinations in exceptional circumstances. A copy of the College Deferral form is available from Elearning (Moodle) on;

<http://elearning.stangelas.nuigalway.ie/login/index.php>

Students should supply additional supportive documentation with their Deferral request, as appropriate. Deferral requests are approved at Department level following consultation with the Programme Director / Course Co-ordinator / Head of Department, as appropriate.

It is the students' responsibility to take note of negotiated dates of submission of coursework / sitting of examinations / return to studies following discussion with the Programme Director / Course Co-ordinator / Head of Department, as appropriate.

## Exit Forms

Students who wish to leave their course of study should in the first instance meet with their personal tutor or course coordinator to explain the reasons for leaving the programme. A College exit form should also be completed. (Available from College website/personal tutor/course coordinator).

Students of Nursing are required to complete a Nursing and Midwifery Board of Ireland exiting form.

# Examinations

Examinations are held in winter and summer depending on your programme of study and autumn for repeats and deferrals. Students should check with lecturers what proportion of marks is assigned to written examinations and course work. This may vary from subject to subject. (Please refer to your programme handbook for details of course marks and standards)

It is the responsibility of each student to familiarise him or herself with the regulations governing examinations when these are issued and to find out his/her timetable and results.

The Examinations Officer is responsible for all matters relating to examinations.

## **Policy on the distribution of seen examination papers / seen examination questions**

On some occasions examination questions/papers will be published / distributed to students prior to the examination session.

The following procedure applies in the event of examination questions/papers being circulated to examination candidates prior to an examination session:

- Students will be forwarded the question/papers by the module leader/examiner by email 3 weeks prior to the scheduled date for the examination.
- A copy of the question will also be emailed by the module Leader/examiner to the examinations office for placement on the notice board outside the Examinations Office.
- A copy of the question/paper will also be posted by the module leader/examiner, in the appropriate folder on Moodle.

## **ID Card- Charge for checking identity and registration**

It is a requirement that all students bring in their current student ID card to all of their examinations. If a student does not bring their current ID card the invigilator will note their name and details and the student will be required to report to the Examinations Office within one week.

A check of identity and registration will be carried out for such students by the Examinations Office to verify that they are registered students, that they were permitted to take the examination and that the signature taken in the exam hall matches that which they will be required to give when they come to the Examinations Office. The student will be charged €20 for this check.

If a student fails to report to the Examinations Office or fails to pay their charge their examination results will be withheld.

To avoid incurring such a charge, please ensure that you have a current student ID card before you commence your examinations and that you bring this card with you to all examinations. If you have misplaced or lost your current student ID card please contact the Registration Office where you will receive a replacement card at the cost of €5.

## **Fines for mobile phones in examinations hall**

Mobile phones are not permitted in the examinations hall. Individuals who bring mobile phones into the examination hall will be fined €20.

Students must report to the Examinations Office to pay this fine. Examination results will be withheld by the Examinations Office in the case of those students who fail to pay this fine.

## **General Procedures and Regulations for Examinations**

The General Procedures and Examinations Regulations document should be read before attending examinations. Students must produce their current student ID card for inspection during all examinations, failure to do so will result in a €20 fine.

## **Examination Timetables**

Examination timetables are available online approximately 4 weeks before examinations commence. The examination timetable should not be used for planning flights as the timetable may change.

## **Amendments**

When necessary amendments to the timetable will be published on the website. Please check this link at regular intervals to ensure you have the latest details regarding your exams; it is your responsibility to know when your exams are on.



## **Special Accommodation for Exams**

The Special Accommodation for Exams facility is for the use of students who are ill or who have a disability. All students applying for entry to Special Accommodation must be authorised by the Disability Officer or must present a medical certificate to the Exams Office.

Special Accommodation does not automatically allocate students extra time. No extra marks are given for sitting exams in Special Accommodation. Students will be allocated to rooms with other students who are ill or who have a disability.

The Special Accommodation facility takes on the same rules and regulations as the regular exam venue. The invigilators instructions must be followed at all times

## **Security Breaches during Exams**

Failure to follow Exam Regulations during exams is a security breach.

Security breaches include the following:

- Writing on your answer book prior to the exam starting
- Having or using notes
- Annotations on permitted material
- Taking your answer book out of the exam venue, including unused answer books
- Leaving the exam venue within the first hour

All exam breaches are serious and will be brought to the attention of the Registrar.

You are bound to read and comply with the Exam Regulations as detailed on the Exams Office web site. Please read these before you sit your exams.

## **Examination Results**

Student must pass the year in order to be entitled to progress on to the next year of the programme.

This year end of year examination results will be available on-line as follows:

On St Angela's College Website under the tab 'Current Students' click on 'Student Registration/Profile Update' and then enter your ID number and password. The password will consist of **zZ** followed by the first 4 digits of your PPS number followed by the first 4 digits of your Date of Birth e.g. if your PPS is 12345678 and your DOB is 4<sup>th</sup> May 1993 then your password is zZ12340405  
It is very important that your record on the Student Registration System is accurate as otherwise it will not be possible for you to access your results.

If you are still having difficulties logging on please email [exams@stangelas.nuigalway.ie](mailto:exams@stangelas.nuigalway.ie)

## **Undergraduate Students please note**

A series of Consultation Days will be set to allow students meet with lecturers to discuss exams / assessment results. If you have not received an overall pass result you are advised to contact the relevant lecturers who will provide you with feedback on your performance and inform you of the elements of the module(s) that you are required to resubmit/ resit. As per Appeal/Re-check policy students wishing to Appeal under section (b) should attend the consultation day to get formal feedback from module leader/tutor. Please see St Angela's Appeal policy for more information.

If you are required to resubmit an assignment, the lecturer concerned will arrange a resubmission date with you and you should follow the usual procedure for submission of coursework as outlined by the Department concerned in this regard. Please keep a copy of all assignments and obtain a certificate of posting as proof that the assignment was submitted by the deadline. Note the Department of Nursing, Health Science and Disability Studies allocate one date for Autumn re-submission.

## **Postgraduate Students please note**

If you are required to resubmit assignments please contact the tutor/module leader concerned.

## **All Students please note**

Dates of repeat examinations will be detailed on the following link on the College webpage [www.stangelas.nuigalway.ie/exams](http://www.stangelas.nuigalway.ie/exams)

The re-entry form is available in the 'College Forms and Policies' folder on Moodle:

<http://elearning.stangelas.nuigalway.ie/login/index.php>

The re-entry form must be submitted to the examinations office by the date set out on the re-entry form along with an examination fee of €200.00.

# **The Development of a common Marks & Standards for all University Examinations**

These general regulations apply to all undergraduate degree programmes in the University.

These regulations are approved by the University's Academic Council and are regulated and reviewed by the Academic Council's Standing Committee, following prior consideration by the Academic Regulations Committee.

Please see the link available for the full document, this covers;

- Degree Programme Curricula
- Module Descriptions and Weightings
- Arrangements for Assessment and Formal Examination
- Passing and Progression
- Award of Honours
- Deferral Provision
- Transcripts
- Dealing with Exceptions or Deviations
- 

<http://elearning.stangelas.nuigalway.ie/login/index.php>

# Plagiarism - St. Angela's College Procedure for dealing with Plagiarism

## Introduction

1. Plagiarism means presenting the words of another writer as if they were your own. It refers to stealing, without acknowledgement, from any other writer, including fellow students. The submission of plagiarised materials for assessment purposes is fraudulent and all suspected cases will be investigated and dealt with appropriately by St Angela's College.
2. The submission of plagiarised materials for assessment purposes or for publication or for public presentation is fraudulent and all suspected cases will be investigated and dealt with by the College following the procedures outlined.
3. All work submitted by students for assessment purposes is accepted on the understanding that it is their own work and written in their own words except where explicitly referenced using the accepted norms and formats of the appropriate academic discipline.
4. Whilst some cases of plagiarism can arise through poor academic practice with no deliberate intent to cheat, this still constitutes a breach of academic practice and requires appropriate investigation and action.
5. Regulations, guidelines and procedures regarding plagiarism are made widely available and a statement is included in course handbooks, websites, department notice boards, in appropriate hand-outs to students. Plagiarism can arise through ignorance and therefore it is important to ensure that students understand what is meant by the term and the seriousness of the offence.
6. Students are required to sign a short declaration that work submitted by them for assessment purposes is their own and such a statement must be attached to a submitted piece of coursework, essay or dissertation. The purpose of this statement is to reinforce the principle of statement (2) above and to remind students of the requirements for the submission of a formally marked assessment.

### ***SUBMITTED COURSEWORK THAT DOES NOT HAVE A FRONT DECLARATION SHEET WILL NOT BE CORRECTED.***

7. Cases in which students knowingly permit others to copy their work shall also be subject to the procedures outlined here and considered an offence.
8. All examiners, Heads of Department / Programme Directors within the College are responsible for responding to suspected and reported cases of plagiarism.
9. The College Registrar will act as advisor to academic staff on matters relating to suspected incidents of plagiarism

## Procedure

1. The examiner who suspects that a submitted piece of student work may be plagiarised should notify the Module Leader who in turn notifies the Programme Director / Head of Department. The examiner can also seek the advice of the College Registrar prior to notifying the module leader. A short report including a copy of the suspected example and any evidence for plagiarism should be forwarded to the Module Leader by the examiner.
2. The examiner / Module Leader / Head of Department / Programme Director shall conduct an investigation of the alleged plagiarism, firstly determining whether it represents a "minor" or "major" offence
3. Minor cases are those in which the suspected plagiarism is a first offence and represents poor academic practice. Such cases include:
  - a. Innocent misuse of materials
  - b. inadequate citation such as poor referencing, inappropriate paraphrasing
  - c. over-reliance on sources without sufficient evidence of the candidate's own workthose in which the suspected plagiarism represents only a small proportion of the work and/or an element in a piece of work which makes a small contribution to the mark for the module.
4. If examiner / Module Leader / Head of Department / Programme Director conclude that the plagiarism represents a "minor" offence, the examiner, will interview the candidate to discuss the suspected plagiarism. The student will be given a written warning by the Head of Department / Programme Director and provided with advice on avoiding plagiarism and on the necessity of properly acknowledging and referencing sources.
5. The student will have the right to be accompanied and assisted, at the interview by another person. This may, for example, be a friend, parent or guardian; a fellow student or other friend; a representative from the Students' Union; or a legal representative, if so desired.

6. Major cases are those which may include, for example:
  - a. copying multiple paragraphs in full without acknowledgement of the source;
  - b. taking essays from the Internet without revealing the source
  - c. copying all or much of the work of a fellow student with or without, his/her knowledge or consent
  - d. submitting the same piece of work for assessment under multiple modules
  - e. those involving a final year undergraduate or postgraduate student (taught or research);
  - f. a second offence where the student has been in receipt of an earlier written warning
7. In consideration of possible major cases, the student will be notified by the College Registrar in writing, of the suspected offence, provided with a copy of the marked-up piece of work and invited to attend an interview with the Course Co-ordinator and College Registrar.
8. The student will have the right to be accompanied and assisted, at the interview by another person. This may, for example, be a friend, parent or guardian; a fellow student or other friend; a representative from the Students' Union; or a legal representative, if so desired.
9. At the interview, the student will be given a clear explanation of what has been alleged, shown a copy of his/her work, given the opportunity to justify the work and be invited to admit or deny responsibility.
10. Depending on the apparent severity of the offence, the Course Co-ordinator and College Registrar are required to determine between three possible courses of action in the instance of major cases of plagiarism
  - a. an opportunity to repeat and resubmit the work, but where the maximum mark that can be awarded is a "pass mark" appropriate to the module;
  - b. the immediate imposition of an academic penalty, which would normally be the award of zero marks to the plagiarised work, with no option to resubmit the work
  - c. the submission of the case for consideration by the college's Discipline Committee. This is appropriate in the instance of a second offence. In this case the offence will be considered as a "Major" offence in the terms of the College's Code and if after due process the allegation is upheld, an appropriate penalty will be applied.
11. In all cases, the College Registrar will notify the student, writing, within seven working days, the decision of the Investigating Committee.
12. The College Registrar will also communicate the Investigating Committees decision to the Teaching and Learning Committee.
13. The decision of the Course Co-ordinator and College Registrar will be ratified at exam board and students will be invited to resubmit their work, (except in cases 9 b and c) as appropriate, following receipt of official examination results from the examinations office.
14. In keeping with the College's code, the student shall be entitled to appeal a decision made with regard to a major case to the Discipline Committee.
15. The Registrars Department will keep appropriate records in respect of any upheld allegation, which can be consulted by the plagiarism adviser to determine whether a new case is potentially a second, or subsequent, offence.

All instances of Plagiarism will be reported to the College Teaching and Learning Committee / Academic Council

*\*This is in keeping with best practice recommendations from the UK's JISC Plagiarism Advisory Service and also reflects practice in a number of institutions. Whilst it may seem like an additional burden on terms of administration, it offers a number of advantages of either leaving the responsibility to the lecturer involved or indeed, the Head of Department.*

*In some universities each department identifies one such staff member, in others, a single staff member may span a number of subjects within a broad "cognate area." Further, having a small number of such staff clearly identified, across the college, who can readily be trained in such issues, ensures consistency of practice. It also enables "fast-tracking" of "minor" or admitted offences and responds to the outcome of Flanagan vs University College Dublin (1988, <http://www.ucc.ie/law/irlit/cases/159jr-88.htm>), as do the remainder of these guidelines.*

*This individual will be well versed on best practice guidelines, techniques for minimising, detecting and responding to plagiarism, and current national and international developments across the Higher Education sector.*

# Appeals and Rechecks

## Re-checking of Examination Results

To Initiate Procedures, Students should contact the Appropriate Department Office, where he/she will be asked

### 1. Is it a RE-CHECK?

The RE-CHECK shall ensure that all parts of the Examination have been marked and that no errors occurred in the recording, collating or combining of marks which determined the result.

Examination Results can only be rechecked up to 7 calendar days following the Consultation Day in Summer and after issue of examination results in Autumn and Spring. Each Department, in consultation with the College Registrar, should agree consultation day(s), after publication of results, when members of the Department Academic staff are available to consult with students.

During this consultation process, in line with the institution's commitment to transparency, accountability and best practice, students are entitled to view their examination scripts. This access also includes the right to view coursework, assignments, essays, etc. Students are strongly advised to avail of the Consultation Day to discuss their results. Students must avail of the Consultation Day to discuss their results prior to seeking a recheck.

### Recheck Form

Recheck Forms are available from College Forms and Policies' folder on Moodle and **should only be completed following issue of official results:** <http://elearning.stangelas.nuigalway.ie/login/index.php>.

### RE-CHECK SUBMISSION CHECKLIST

Ensure you have completed all sections of the recheck form, and submitted the appropriate recheck fee (€25.00 per module/subject) and transcript of your results to the Exams Office.

### Reply date.

The date by which Departments ought to respond to a recheck is 7 working days from the issue of the recheck from the Exams Office.

### 2. Is it an APPEAL?

The Grounds for **APPEAL** are;

- (a) If there is evidence of substantive irregularity in the conduct of the examination,
- (b) If the student claims on stated grounds that the mark awarded was incorrect,  
Students cannot submit an appeal under b unless they have;
  - Already gained informal feedback on their performance from their lecturer / module leader
  - or**
  - Received the result of a formal recheck
- (c) If there are circumstances, which the Examinations Board was not aware of when its decision was taken.

**Please Note:** Every attempt is taken to process appeals of those students scheduled to take Autumn Examinations, however this is not always possible. Students, in all cases, should assume they are required to prepare themselves for their Autumn Examinations.

Please attach a copy of your exam transcript with your appeal or recheck. Copies of Exam Appeal documents should be sent to the Examinations Office, St Angela's College within the required period of time.

### Appeal Form

Appeal Forms are available from College Forms and Policies' folder on Moodle and **should only be completed following issue of official results** <http://elearning.stangelas.nuigalway.ie/login/index.php>

### APPEALS SUBMISSION CHECKLIST

1. Ensure you have completed the appeals form completely
2. Ensure you have ticked the appropriate "Ground for Appeal" section
3. Ensure you have enclosed;
  - all supporting documentation such as your appeal letter and any supporting documentation e.g. medical evidence
  - a copy of your exam transcript
  - the appropriate Appeal Fee (€60.00) for each subject/module appealed

Examination Appeal applications will not be processed if the required documents are not included in your application.

## Referencing Guidelines

College Referencing Guidelines are available from the following link; <http://elearning.stangelas.nuigalway.ie/login/index.php>

The College recommends that students use Endnote Web to manage their references. When in Endnote Web select Harvard (UL) as the bibliographic style. The College Referencing Guidelines conform to Harvard (UL).

For more information or assistance please ask library staff or see the Library section of the e-learning site (Moodle)

Tutorials – Referencing and Writing Skills.

## Refunds Policy

Students may be entitled a refund of fees in certain circumstance. A copy of the College Refund policy is available from Moodle on; <http://elearning.stangelas.nuigalway.ie/login/index.php>

## HEA Student Data Collection Notice

The College will send some of the information we hold about you to the Higher Education Authority (HEA). This information forms your HEA student record, which does not include your contact details (name, address or telephone number). The purposes for this data collection are clearly outlined under 'HEA Student Data Collection Notice' on the following link; <http://elearning.stangelas.nuigalway.ie/login/index.php>