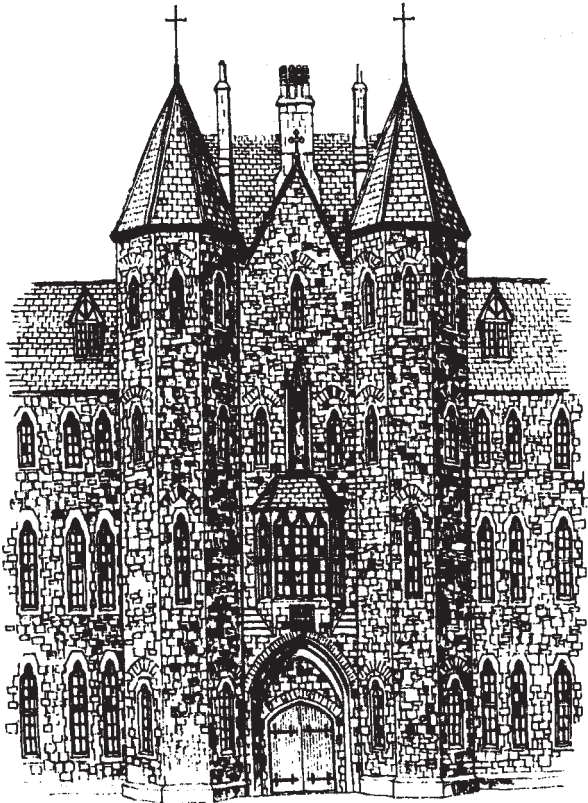


*Chapter I*

**Information and Personnel**



*The President's Arch in Saint Patrick's House*  
Designed by A W Pugin

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# Saint Patrick's College, Maynooth

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I extend a very warm Céad Míle Fáilte to you as we begin a new academic year at Saint Patrick's College, Maynooth. If you are embarking upon your first year with us, you are especially welcome.

On our beautiful campus, we are fortunate to have three different institutions of learning, each of which contributes to a very vibrant, dynamic and enriching place of higher learning, formation and research. Pontifical University staff and students share the campus with their colleagues in the National Seminary and National University of Ireland, Maynooth [*Maynooth University*].

The college is justly proud of its long-standing tradition of commitment to high quality education and student services, provided by a responsive faculty, staff, and administration. Many of our alumni and current students cite close interaction with faculty members as hallmarks of their educational experience at Maynooth.

One of the hallmarks of St Patrick's College is our commitment to each student, to deliver a high quality third and fourth level educational experience, one that is at once academically challenging and personally supportive. St Patrick's College will continue to provide students with a solid academic foundation, a strong spiritual base and a value-added research and recreational environment, capable of generating graduates who are equipped with the requisite knowledge and leadership skills to excel in their career fields or vocational callings. Your years at Maynooth are truly a time of rich opportunity for intellectual, personal, spiritual and human development.

As we embark on a new academic year together, faculty, staff and student body alike, are on a journey of faith, discovery, leadership and community. Our common goal is the education and formation of leaders: for the church, our country, our communities, the professions and a myriad of different walks of life. Let us make the most of this piece of the road that we will share together!

I am looking forward to serving you, and would like to thank you again for making Saint Patrick's College, Maynooth your university.

Reverend Professor Michael Mullaney  
President

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# Coláiste Phádraig, Má Nuad

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Fáiltím romhat agus tú ag cur tús le bliain acadúil nua ag Coláiste Phádraig, Má Nuad. Tá fáilte romhat go háirithe más í seo an chéad bhliain agat linn.

Tá an t-ádh orainn go bhfuil trí institiúid éagsúla foghlama ar an gcampas den scoth atá againn, agus cuidíonn gach aon cheann acu chun áit bhríomhar, dinimiciúil agus saibhrithe a chruthú don ardfhoghlaim, don mhúnlú agus don taighde. Roinneann foireann agus mic léinn na hOllscoile Pontaifiúil an campas lenár gcomhghleacaithe sa Chliarscoil Náisiúnta

agus in Ollscoil na hÉireann, Má Nuad [*Ollscoil Má Nuad*].

Tá an coláiste fíor-bhródúil as an traidisiún fada tiomantais a sholáthraíonn na dámha, an fhoireann agus an lucht riaracháin ó thaobh cúrsaí oideachais agus seirbhísí do mhic léinn ar ardchaighdeán. Deir go leor dár n-alumni agus na mic léinn atá againn faoi láthair go mbíonn an idirghníomhú dlúth a bhíonn acu le comhaltaí dáimhe mar shaintréith dá dtaithe oideachais ag Má Nuad.

Ar cheann de na sainmharcanna de Choláiste Naomh Pádraig is é sin ár dtiomantas go bhfaighidh gach mac léinn, taithí oideachais ar an tríú nó ar an ceathrú leibhéal a bheidh ar ardchaighdeán, taithí a mbeidh dúshlán acadúil ann dóibh agus a thabharfaidh tacaíocht phearsanta don duine. Leanfaidh Coláiste Phádraig ag tabhairt bunchloch acadúil dlúth agus bunús spioradálta láidir i dtimpeallacht ardluach taighde agus áineasa do mhic léinn agus cruthófar céimithe a mbeidh an t-eolas riachtanach agus na scileanna ceannaireachta acu a bheidh uathu chun déanamh chomh maith agus is féidir leo ina ngairmeacha beatha nó ina nglaoch gairme. Is tréimhse ina mbeidh deiseanna iontacha ann duit na blianta ag Má Nuad ó thaobh forbairt intleachtúil, phearsanta, spioradálta agus forbartha daonna.

Agus sinn ag tabhairt faoi bhliain acadúil nua le chéile, beidh an dámh, an fhoireann agus na mic léinn araon ag tabhairt faoi thuras creidimh, fionnachtana, ceannaireachta agus pobail. Is é an sprioc atá againn go léir oideachas agus foirmlíú ceannairí: don eaglais, dár dtír, dár bpobail, do na gairmithe agus d'iliomad roghanna eile sa saol. Tá súil agam go mbainfidimid an méid tairbhe agus is féidir as an bpíosa bóthair seo a mbeimid i dteannta a chéile!

Táimid ag súil go mór freastal ort agus gabhaimid buíochas leat arís as Coláiste Phádraig, Má Nuad a roghnú.

An tAthair Ollamh Micheal O'Maolanaigh  
Uachtarán

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# **The Governing Body**

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## **Trustees**

*(Incorporated 8 & 9 Vic., C.25)*

His Grace Most Reverend Eamon Martin, Archbishop of Armagh  
His Grace Most Reverend Diarmuid Martin, Archbishop of Dublin  
His Grace Most Reverend Kieran O'Reilly, Archbishop of Cashel & Emly  
His Grace Most Reverend Michael Neary, Archbishop of Tuam  
Most Reverend John Kirby, Bishop of Clonfert  
Most Reverend Eamonn Walsh, Bishop of Elmham  
Most Reverend Raymond Field, Bishop of Ard Mor  
Most Reverend Donal McKeown, Bishop of Derry  
Most Reverend John Fleming, Bishop of Killala  
Most Reverend Denis Brennan, Bishop of Ferns  
Most Reverend Brendan Kelly, Bishop of Galway  
Most Reverend Noel Treanor, Bishop of Down & Connor  
Most Reverend William Crean, Bishop of Cloyne  
Most Reverend Brendan Leahy, Bishop of Limerick  
Most Reverend Raymond Browne, Bishop of Kerry  
Most Reverend Denis Nulty, Bishop of Kildare & Leighlin  
Most Reverend Francis Duffy, Bishop of Ardagh and Clonmacnois

## **Secretary to the Board of Trustees**

Very Reverend Dr. Enda Cunningham

## **Visiting Prelates**

His Grace Most Reverend Eamon Martin, Archbishop of Armagh  
His Grace Most Reverend Diarmuid Martin, Archbishop of Dublin  
His Grace Most Reverend Kieran O'Reilly, Archbishop of Cashel & Emly  
His Grace Most Reverend Michael Neary, Archbishop of Tuam  
Most Reverend John Kirby, Bishop of Clonfert  
Most Reverend Eamonn Walsh, Bishop of Elmham  
Most Reverend Raymond Field, Bishop of Ard Mor  
Most Reverend Donal McKeown, Bishop of Derry

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# Officials of Saint Patrick's College

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*President*

Reverend Professor Michael Mullaney, BA, BD, DCL

*Seminary Rector*

Reverend Tomás Surlis, BRelSc, BD, STL, STD (Greg)

*Registrar*

Reverend Michael Shortall, MA (UCD), STD (Greg)

*Director of Formation*

Reverend Michael Collins BA, STL, HDip

*Bursar*

Fidelma Madden, FCA, AITI

*Honorary Treasurer*

Mr William Glynn KSG, FIB

*Honorary Vice Treasurer*

Mr Gus Mulligan B.Comm, FCCA, AIMCI

*Spiritual Director*

Reverend Seán Farrell CM

*Vocational Growth Counsellor*

Sr. Noreen Shankey SSL

*Supervisor of Examinations*

Reverend Michael Shortall, MA (UCD), STD (Greg)

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# Academic Personnel

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## Faculty of Theology

### DEAN

Reverend Declan Marmion SM, MTh, STD, HDE, Dip Pastoral Theology

### SECRETARY

Reverend Jeremy Corley MA, PhD

### PROFESSORS

*Canon Law:* Reverend Michael Mullaney, BA, BD, DCL  
*Ecclesiastical History:* Salvador Ryan, BA, BD, PhD  
*Faith & Culture:* Reverend Michael Conway, MSc, STL, DTheol  
(Freiburg im Br)  
*Homiletics:* Vacant  
*Liturgy:* Reverend Liam Tracey OSM, STB, SLD, Dip Mar,  
Dip Pastoral Theology  
*Moral Theology:* Vacant  
*Sacred Scripture:* Reverend Séamus O’Connell, BSc, LSS, DTh  
*Systematic Theology:* Reverend Declan Marmion SM, MTh, STD, HDE,  
Dip Pastoral Theology

### DIRECTORS OF PROGRAMMES

*Pastoral Theology:* Aoife McGrath, PhD  
*Post-Graduate Studies:* Reverend Séamus O’Connell, BSc, LSS, DTh  
*Sacred Music:* John O’Keeffe, PhD, HDE, LTCL  
*Education Programmes:* Reverend John Paul Sheridan, BA, STL, MEd, PhD

### LECTURERS

*Moral Theology:* Reverend Pádraig Corkery, BSc, STD (CUA)  
Reverend Kevin O’Gorman SMA, Dip Canon Law,  
MA (NUI), STD  
Suzanne Mulligan, STL, PhD  
Reverend Michael Shortall, MA (UCD), STD (Greg)  
*Sacred Music:* John O’Keeffe, PhD, HDE, LTCL  
*Sacred Scripture:* Reverend Jeremy Corley MA, PhD  
Jessie Rogers, PhD  
Rev Luke Macnamara, LSS, OSB  
*Systematic Theology:* Reverend Noel O’Sullivan, DD  
Andrew Meszaros, PhD  
Reverend Neil Xavier O’Donoghue, Ph.D  
*Pastoral Training:* Aoife McGrath, PhD

## INVITED AND OCCASIONAL LECTURERS

<i>Ecclesiastical History:</i>	Miriam Moffitt PhD Colmán Ó Clabaigh OBS
<i>Pastoral Training:</i>	Ms Jane Ferguson Anne Codd, PhD
<i>Sacred Scripture:</i>	Anne Lanigan, Mth
<i>Systematic Theology:</i>	Rev Dr Tomás Surlis, DD
<i>Homiletics &amp; Public</i>	Ms. Kathryn Smith
<i>Speaking:</i>	Ms Eileen Goode
<i>Liturgy:</i>	Thomas R Whelan CSSp, BMus, SLD Moirá Bergin, RSM, MTh Columba McCann OSB

## **Faculty of Canon Law**

PROFESSOR

Reverend Michael Mullaney, BA, BD, DCL

## **Faculty of Philosophy**

### **Dean of the Faculty**

Reverend Thomas Casey SJ, BA, BD LPh, STL, D.E.A (Paris), PhD (UCD)

### **Lecturers**

Reverend Dr Thomas Casey SJ, BA, BD LPh, STL, D.E.A (Paris), PhD (UCD)

Dr. Philip Gonzales, BA, MA, M.Phil., PhD (Katholieke Universiteit Leuven)

Dr Gaven Kerr, BA, MPhil, PhD (Queens)

Reverend Dr Patrick Moroney SVD, BD, LPh, DPh (Louvain-la-Neuve)

Reverend Dr Patrick Gorevan, DPh (UCD)

Dr Denise Ryan BA, MA, DPh (Maynooth University)

## **Supervisory Board of Seminarist Studies**

Reverend Michael Mullaney, BA, BD, DCL – President

Reverend Dr Tomás Surlis, BRelSc BD STL STD (Greg)

Reverend Thomas Casey SJ, BA, BD LPh, STL (Weston, MA), D.E.A (Paris),  
PhD (UCD)



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## Additional Personnel

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*Office of the President:* Tracey Flinter, Caroline Tennyson

*Accounts Office:* Fidelma Madden, FCA, AITI (*Bursar*),

Catherine Loane, FCA (*College Accountant*) Elaine Cahill, Carol  
Vaudrion, Catherine Chandler, Bríd Keenan, Lyndsey Greaney.

*Admissions Office:* Barbara Mahon, Ruth Daly

*Archivist:* Anna Porter, Sarah Larkin

*Auditor:* Baker Tilly Mooney Moore, Belfast

*Catering Department:*

Catering Manager: Dearbhaile McAuley

*Domestic Supervisor:* Noreen O'Connor & Lillian Sandu

*Health & Safety Office:* Brendan Ashe, DipSHWW

*Library:* The Library facilities are shared by *Saint Patrick's College* and  
the *National University of Ireland, Maynooth*

Librarian: Cathal McCauley, BA, MLIS, Dip FM

*Maynooth Campus Conference & Accommodation:*

Manager: Bill Tinley, PhD

Sales & Marketing: Katja Nolan

Reservations: Niamh O'Neill

Events: Fiona Smith,

Accounts: Siobhan Brett

*Maynooth University Bookshop:* Proprietor: John Byrne

*Music & Cultural events Co-Ordinator:* James Murphy, MA

*National Science Museum:* Honorary Curator: Niall E McKeith, PhD

*Pontifical University Office:* Sheila Browne, Sharon Walsh, Sandra Norgrove

*Security Office:* John Keane

*Solicitor:* Mason Hayes Curran Solicitors, Dublin

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## Useful Contacts for Students

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Calls originating outside the republic of Ireland should prefix the following numbers with +353-1.

Calls originating in Ireland outside the 01 area should prefix the following numbers with 01.

Calls originating on College or University phones should dial the last four digits only.

### Faculty and Staff:

Browne, Ms Sheila	Pontifical Uni Office	708-3600
Collins, Rev Michael	Saint Patrick's House	708-3615
Casey SJ, Rev.Dr Thomas – Dean of Faculty of Philosophy	14 Dunboyne	708-3753
Conway, Rev Professor Michael	9 Dunboyne	708-6293
Corkery, Rev Dr Pádraig	5 Dunboyne	708-3506
Corley, Rev Jeremy	2 Dunboyne	708-3371
Mahon, Barbara – Admissions Officer	Pontifical University Office	708-4772
Marmion, Rev Professor Declan – Dean, Faculty of Theology	7 Dunboyne	708-3503 708-3600
McDermott, Sr Margaret	Long Corridor	708-3560
Mullaney, Rev Prof Michael	President's Office	708-3958
McGrath, Dr. Aoife	20 Dunboyne	708-3497
Mulligan, Dr. Suzanne	3 Dunboyne	474-7665
O'Connell, Rev Professor Séamus – Director of Post-Graduate Studies	11 Dunboyne	708-3505 708-3600
O'Donoghue, Rev Neil Xavier	19 Dunboyne	708-6229
O'Gorman SMA, Rev Kevin	12 Dunboyne	708-3625
O'Keefe, Dr John	37 Logic House	708-3732
O'Sullivan, Rev Noel	15 Dunboyne	708-3507
Rogers, Dr Jessie	4 Dunboyne	708-3471
Ryan, Professor Salvador	1 Dunboyne	708-3972
Sheridan, Rev John Paul	18 Dunboyne	474-7452
Shortall, Rev Michael	6 Dunboyne	708-6165
Surlis, Rev Thomas	Mid Saint Mary's	708 6192
Tracey OSM, Rev Professor Liam	16 Dunboyne	708-3442

## Offices:

Opening hours at the Pontifical University Office at Saint Patrick's College Maynooth are as follows:

9.30 a.m. to 1.00 p.m.

2.00 p.m. to 5.00 p.m.

If you should have difficulty contacting one of the specific offices below, you may contact the Pontifical University Office at 708-3600 for assistance.

Academic Advisory Office *	59 Arts Building	708-3368
Access Office *	Humanity House	708-4519
Admissions Office	Pontifical University Office	708-4772
Alumni Office *	Humanity House	708-6492
Careers & Appointments Office *	Arts Building	708-3592
Chaplaincy *	Student Services Centre	708-3320
Counselling *	Riverstown House	708-3554
Dean of Theology	7 Dunboyne	708-3503
Examinations Office	Pontifical University Office	708-3600
Fees & Accounts Office	Stoyte House	708-4751
International Office *	Humanity House	708-3417
National Centre for Liturgy	Long Corridor	708-3478
Pontifical University Office	Pontifical University Office	708-3600
Postgraduate Studies Office	16 Dunboyne	708-3442
President's Office	Stoyte House	708-3958
Registrar's Office	Pontifical University Office	708-3600
Secretarial Office	Pontifical University Office	708-3892
Sports Office *	Sports Complex	708-3824
Student Services *	Sports Complex	708-3825
Students' Union *	Sports Complex	708-3669
Theology Office	Pontifical University Office	708-3600

\* This office is a joint service between *Saint Patrick's College, Maynooth* (SPCM) and the *National University of Ireland, Maynooth*.

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## **Seminary Council**

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Reverend Tomás Surlis- Seminary Rector  
Reverend Michael Collins – Director of Formation  
Reverend Michael Shortall – Registrar

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## **Finance Council**

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Reverend Michael Mullaney – President  
Reverend Tomás Surlis- Seminary Rector  
Reverend Michael Collins- Director of Formation  
Ms Fidelma Madden, Bursar  
Reverend Pádraig Corkery  
Mr William Glynn  
Mr Gus Mulligan

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## **Audit & Risk Committee**

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Mr. William Glynn  
Mr. Donall Curtin  
Mr. Paul Corcoran  
Mrs. Aodhdin Casey  
Ms Catherine Loane

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## **Priests in Residence**

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Collins, Reverend Michael  
Conway, Reverend Michael  
Corkery, Reverend Pádraig  
Corley, Reverend Jeremy  
Dullea, Reverend Gearóid  
Hannon, Reverend Patrick  
McDonagh, Reverend Enda  
Mullaney, Reverend Michael  
O'Connell, Reverend Séamus

Ó Doibhlin, Rt Rev Msgr Brendan  
O'Donoghue, Reverend Neil Xavier  
O'Gorman SMA, Reverend Kevin  
O'Sullivan, Reverend Noel  
Shortall, Reverend Michael  
Surlis, Reverend Tomás Surlis  
Kavanagh, Reverend Brian  
Sheridan, Reverend John Paul  
Murphy, Reverend Danny

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## Important Dates 2019 – 2020

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<b>SEPTEMBER</b>	
1st Sunday	First and Second Years return
2nd Monday	Introductory Programme begins
13th Friday	Conclusion of Introductory Programme
16th Monday	All Seminarians return - E.P. at 18:00
17 <sup>th</sup> to 19 <sup>th</sup> , Tuesday-Thursday	Seminary Workshop – The Year Ahead
19 <sup>th</sup> to 22 <sup>nd</sup> , Thursday-Sunday	Opening of the Year Retreat
23rd Monday	Lectures Commence
<b>OCTOBER</b>	
1 <sup>st</sup> -2 <sup>nd</sup> Tuesday-Wednesday	Bishops General Meeting
8 <sup>th</sup> Tuesday	Opening of the Year Academic Mass
19 <sup>th</sup> -20 <sup>th</sup> , Saturday-Sunday	Day of Recollection (Quiet Day)
28 <sup>th</sup> to 1 <sup>st</sup> , Monday-Friday	Reading week commences on conclusion of lectures
<b>NOVEMBER</b>	
1 <sup>st</sup> Friday	Seminarians return PM
1 <sup>st</sup> - 3 <sup>rd</sup> , Friday-Sunday	November Retreat
9 <sup>th</sup> Saturday	Pontifical University Conferring
10 <sup>th</sup> Sunday	Mass for Deceased Benefactors of College
<b>DECEMBER</b>	
1 <sup>st</sup> Sunday	First Sunday of Advent
3 <sup>rd</sup> -4 <sup>th</sup> Tuesday-Wednesday	Bishops General Meeting
5 <sup>th</sup> Thursday	Admission to Candidacy
8th Sunday	Immaculate Conception
7th-8th, Saturday-Sunday	Day of Recollection (Quiet Day)
9 <sup>th</sup> Monday	Applications for Ordination to Priesthood
20 <sup>th</sup> Friday	Christmas vacation commences on conclusion of lectures

<b>JANUARY</b>	
5th Sunday	Seminarians return PM
6th-12th, Sunday-Monday	Reading Week
13th Monday	SPCM & MU Examinations begin
24th Friday	Last Day of Examinations
<b>SECOND SEMESTER</b>	
<b>JANUARY</b>	
24 <sup>th</sup> -31 <sup>st</sup> , Friday-Friday	Inter-Semester Break (Formation Workshop)
31 <sup>st</sup> -2 <sup>nd</sup> February, Friday-Sunday	Second Semester Retreat
<b>FEBRUARY</b>	
3 <sup>rd</sup> Monday	Lectures Commence
7 <sup>th</sup> Friday	Applications for Ordination to Diaconate
13 <sup>th</sup> Thursday	Ministry of Reader
20 <sup>th</sup> Thursday	Ministry of Acolyte
26 <sup>th</sup> Wednesday	Ash Wednesday
29 <sup>th</sup> -1 <sup>st</sup> March, Saturday-Sunday	Day of Recollection
<b>MARCH</b>	
9 <sup>th</sup> -11 <sup>th</sup> , Monday-Wednesday	Bishops Meeting
12 <sup>th</sup> Thursday	Patrons Day Celebration (PM)
14 <sup>th</sup> -22 <sup>nd</sup> Saturday-Sunday	Reading week commences on conclusion of lecturers
22 <sup>nd</sup> Sunday	Seminarians return in the afternoon
<b>APRIL</b>	
3 <sup>rd</sup> -5 <sup>th</sup> , Friday-Sunday	Lenten Retreat
9 <sup>th</sup> , Thursday	Holy Thursday
12 <sup>th</sup> , Sunday	Easter Sunday, seminarians free after Mass
13 <sup>th</sup> -19 <sup>th</sup> , Monday-Sunday	Easter Break
20 <sup>th</sup> Tuesday	Lectures resume
25 <sup>th</sup> -26 <sup>th</sup> Saturday-Sunday	Day of Recollection (Quiet Day)

<b>MAY</b>	
3 <sup>rd</sup> , Sunday	Vocations Sunday
10 <sup>th</sup> Sunday	Annual Pilgrimage to Knock
11 <sup>th</sup> -16 <sup>th</sup> , Monday-Sunday	Reading Week
18 <sup>th</sup> , Monday	SPCM/MU exams begin
31 <sup>st</sup> , Sunday	Pentecost-Diaconate Sunday
<b>JUNE</b>	
8 <sup>th</sup> -10 <sup>th</sup> , Monday-Wednesday	Bishops General Meeting
9 <sup>th</sup> , Tuesday	Maynooth Union Day

# Academic Schedule 2019 - 2020

<b>SEPTEMBER</b>	
2 <sup>nd</sup> Monday	Lectures begin for Froebel students
9 <sup>th</sup> Monday	Lectures begin for Pastoral Theology
16 <sup>th</sup> – 20 <sup>th</sup> Monday – Friday	First year Undergraduate Orientation and Registration
16 <sup>th</sup> – 20 <sup>th</sup> Monday – Friday	Postgraduate Induction and Registration Week
18 <sup>th</sup> Wednesday	Lectures begin for H.Dip in Theological Studies Students
23 <sup>rd</sup> Monday	Academic year begins/ Lectures commence for all other Programmes
<b>OCTOBER</b>	
8 <sup>th</sup> Tuesday	Opening of the Year Academic Mass
11 <sup>th</sup> Friday	Change of Module Deadline for all UG continuing Students (Theology & Arts modules)
18 <sup>th</sup> Friday	Change of Arts subject deadline for BATH Year 1 Students
25 <sup>th</sup> Friday	Study week commences on conclusion of lectures
31 <sup>st</sup> Thursday	Deadline to withdraw from studies without losing “Free Fee Status”
<b>NOVEMBER</b>	
4 <sup>th</sup> , Monday	Resumption of Lectures
8 <sup>th</sup> Friday	Prizes and Scholarships Awards Ceremony
9 <sup>th</sup> Saturday	Pontifical University Conferring
<b>DECEMBER</b>	
20 <sup>th</sup> Friday	Christmas vacation commences on conclusion of lectures
<b>JANUARY</b>	
8 <sup>th</sup> – 25 <sup>th</sup>	January Examinations commence
27 <sup>th</sup> – 31 <sup>st</sup> Monday - Friday	Inter Semester Break
31 <sup>st</sup> Friday	Deadline to withdraw from studies and retain 50% “Free Fee Status”



<b>SECOND SEMESTER</b>	
<b>FEBRUARY</b>	
3 <sup>rd</sup> Monday	Resumption of Lectures
14 <sup>th</sup> Friday	Deadline for change of 2 <sup>nd</sup> Semester Modules for all UG students
<b>MARCH</b>	
10 <sup>th</sup> Monday	Post Graduate Open Evening
13 <sup>th</sup> Friday	Study week commences on conclusion of lecturers
<b>APRIL</b>	
8 <sup>th</sup> Wednesday	SPCM Lectures Conclude for Easter Vacation
9 <sup>th</sup> Thursday	Arts Lectures Conclude for Easter Vacation
20 <sup>th</sup> Monday	Lectures resume
<b>MAY</b>	
8 <sup>th</sup> Friday	Conclusion of Lecturers
13 <sup>th</sup> Wednesday	Summer Examinations Commence
31 <sup>st</sup> Sunday	Conclusion of Summer Exams
<b>JUNE</b>	
2 <sup>nd</sup> – 5 <sup>th</sup> Tuesday - Friday	Summer Elective (TBC)
30 <sup>th</sup> Tuesday	Consultation Day
<b>JULY</b>	
10 <sup>th</sup> Friday	Registration deadline for August exams (TBC)
<b>AUGUST</b>	
TBC	Repeat Exams

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# Fees and Accounts

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The Accounts Office at Saint Patrick's College deals with all matters relating to course fees and grants.

It is located on the lower ground floor of Stoyte House and is open as follows:

Monday to Thursday	9.30am-1pm and 2pm-5pm
Friday	9.30am-1pm (Closed Friday afternoon)

## **St. Patrick's College, Maynooth**

### **Pontifical University Course Fees 2019/2020**

	<b>Total Due</b>
<b>Divinity (B.D. or Diploma) - Years 1, 2 &amp; 3</b>	<b>8,350</b>
<b>Licentiate in Divinity (S.T.L.) Years 1 and 2</b>	<b>8,350</b>
<b>Doctorate in Divinity (D.D.) Year 1</b>	<b>8,350</b>
<b>Doctorate in Divinity (D.D.) Years 2, 3 &amp; Recurring</b>	<b>4,400</b>
<b>Baccalaureate in Theology (B.Th.) Years 1, 2 &amp; 3</b>	<b>5,779</b>
<b>Baccalaureate in Theology (B.Th.) Years 1, 2 &amp; 3 (Overseas)</b>	<b>11,500</b>
<b>Baccalaureate in Theology &amp; Arts (B.A.Th.) Years 1, 2 &amp; 3</b>	<b>5,779</b>
<b>Baccalaureate in Theology &amp; Arts (B.A.Th.) Years 1, 2 &amp; 3 (Overseas)</b>	<b>11,500</b>
<b>Master's Degree in Theology (M.Th.) Year 1</b>	<b>5,500</b>
<b>Master's Degree in Theology (M.Th.) Year 2</b>	<b>4,150</b>
<b>Master's Degree in Theology (M.Th.) One Year General Degree</b>	<b>5,400</b>
<b>Master's Degree in Theology (M.Th.) (Part Time) Years 1 &amp; 2</b>	<b>3,150</b>
<b>Master's Degree in Theology (M.Th.) (Pastoral Theology) Year 1</b>	<b>5,500</b>
<b>Master's Degree in Theology (M.Th.) (Pastoral Theology) Year 2</b>	<b>5,500</b>
<b>Master's Degree in Liturgical Music (M.L.M.) Year 1</b>	<b>5,500</b>
<b>Master's Degree in Liturgical Music (M.L.M.) Year 2</b>	<b>5,500</b>
<b>Post Graduate Diploma in Christian Communication and Media Studies</b>	<b>6,300</b>
<b>Doctorate in Theology(Ph.D.) Years 1 to 4</b>	<b>5,850</b>
<b>Doctorate in Theology(Ph.D.) Extension Year 5</b>	<b>4,150</b>
<b>Masters Qualifier</b>	<b>3,550</b>
<b>Pre-Doctoral Year in Theology or Philosophy</b>	<b>4,400</b>
<b>Add On Baccalaureate in Theology</b>	<b>2,900</b>

<b>Higher Diploma in Pastoral Theology</b>	<b>4,800</b>
<b>Diploma in Pastoral Theology</b>	<b>4,300</b>
<b>Higher Diploma in Pastoral Theology – Part Time Year 1</b>	<b>2,500</b>
<b>Diploma in Pastoral Theology – Part Time Year 1</b>	<b>2,300</b>
<b>Diploma in Pastoral Liturgy</b>	<b>4,300</b>
<b>Higher Diploma in Pastoral Liturgy</b>	<b>4,800</b>
<b>Certificate in Theology</b>	<b>950</b>
<b>Diploma in Catholic Education</b>	<b>1,050</b>
<b>Higher Diploma in Theological Studies</b>	<b>3,550</b>
<b>Licentiate in Canon Law (L.C.L.) Year 1</b>	<b>8,350</b>
<b>Licentiate in Canon Law (L.C.L.) Years 2, 3 &amp; Recurring</b>	<b>4,400</b>
<b>Doctorate in Canon Law (D.C.L.) Year 1</b>	<b>8,350</b>
<b>Doctorate in Canon Law (D.C.L.) Years 2, 3 &amp; Recurring</b>	<b>4,400</b>
<b>Baccalaureate in Philosophy (B.Ph.) Years 1, 2 &amp; 3</b>	<b>5,779</b>
<b>Baccalaureate in Philosophy (B.Ph.) Years 1, 2 &amp; 3 (Overseas)</b>	<b>11,500</b>
<b>Licentiate in Philosophy (L.Ph.) Year 1</b>	<b>8,350</b>
<b>Licentiate in Philosophy (L.Ph.) Years 2,3 &amp; Recurring</b>	<b>4,400</b>
<b>Doctorate in Philosophy (D.Ph.) Year 1</b>	<b>8,350</b>
<b>Doctorate in Philosophy (D.Ph.) Years 2,3 &amp; Recurring</b>	<b>4,400</b>
<b>Diploma in Philosophy &amp; Arts, Years 1 &amp; 2</b>	<b>7,100</b>
<b>Higher Diploma in Philosophy, Years 1 &amp; 2</b>	<b>5,850</b>
<b>Baccalaureate in Philosophy (Conversion) Year 3</b>	<b>7,100</b>
<b>Occasional Theology (Full Time - 60 credits)</b>	<b>5,779</b>
<ul style="list-style-type: none"> <li>• Undergraduate (BATH and BTh) Internal Repeat Fees - €108 per credit module + €150 Student Levy</li> <li>• Undergraduate (BATH and BTh) Module Deficit Fees - €58 per credit module</li> <li>• External Repeat Exam Fees: €10 per credit module. Minimum charge of €50 and Maximum Charge of €280 applies.</li> <li>• International Post Graduate and other course fees not listed above are available upon request</li> <li>• <b>All fees are available on: <a href="http://maynoothcollege.ie/pontifical-university/accounts-fees/">http://maynoothcollege.ie/pontifical-university/accounts-fees/</a></b></li> </ul>	

## **Undergraduate - Free Fees Initiative and Grants**

The BTh and the BATH Degree courses qualify for the Government's 'Free Fees' Scheme and for Higher Education Grants (SUSI). The total fee of €5,779 above is inclusive of €3,000 Student Contribution and €150 Student Levy. Non Grant Holders, who are entitled to free fees, must pay the student contribution of €3,000 plus the student levy of €150. Eligible grant holders, who must apply to Student Universal Support Ireland (SUSI) for approval, may have part or all of the student contribution paid by SUSI. All students are liable for the student levy.

### **New & Existing Undergraduate Students:**

The Course Fee includes tuition and examination fees, but does not include repeat examination fees, late payment fees or late registration fees.

Tuition fees may be paid by the Exchequer in respect of EU nationals who have been ordinarily resident in an EU/EEA/Swiss State for at least three of the five years preceding their entry to their third-level course and who meet the criteria of the scheme. Eligibility under the scheme is determined at date of entry to the course.

The scheme is subject to the the following conditions:

1. Tuition fees will be paid in respect only of students attending full-time undergraduate courses.
2. The courses must, other than exceptionally, be of a minimum of two years duration.
3. Tuition fees will not be paid in respect of:
  - Students pursuing a second undergraduate course.
  - students who already hold a postgraduate qualification

Notwithstanding this condition and subject to compliance with the other conditions of the Free Fees initiative, students who already hold a Level 6 qualification (Higher Certificate or National Certificate) or a Level 7 qualification (Ordinary Bachelor Degree or National Diploma) and are progressing to a Level 8 (Honours Bachelor Degree) course without necessarily having received an exemption from the normal duration of the course may be deemed eligible for free fees.

4. Tuition fees will also not be paid in respect of students undertaking a repeat year of study at the same year level. In this regard, this condition may be waived where evidence of exceptional circumstances, such as cases of certified serious illness, is provided.

5. Subject to compliance with the other conditions of the Free Fees initiative, students who have previously pursued but have not completed a course of third level study and subsequently resume third level studies:
  - a) may be deemed eligible for free fees where the third level course concerned did not attract any exchequer funding (e.g. fees, maintenance, tax relief, subsidy towards course cost)
  - b) are not eligible for free fees for the equivalent period of time spent on the first course of study where the third level course concerned did attract exchequer funding (as above). Part-time and evening students are included in this category.
6. Tuition fees will be paid in respect of eligible students who, having attended but not completed approved courses, are returning following a break of at least five years in order to pursue approved courses at the same level in the 2019/2020 academic year.
7. The tuition fees payable do not include the payment to be made by students towards the cost of registration, examination and student services.

Further details of the scheme including nationality criteria to be applied are available at <http://www.studentfinance.ie/mp9377/course-fees/index.html>

### **Retiring from a 'Free Fees' Undergraduate Course:**

In September, the College is obliged to confirm to the Department of Education and Skills the names of all students who register. This process is repeated in February for those still registered. Students retiring from University must notify the Theology Office, and return their student ID card without delay. They must complete an official College withdrawal form in the Theology Office to confirm that they are de-registered. Students who fail to complete the official withdrawal form may have free fees claimed on their behalf and be liable for full fees if attending another course subsequently.

### **Fee Implications for:**

- **Students retiring before 31<sup>st</sup> October**  
 Students who register but withdraw before October 31<sup>st</sup> are charged a €150 administration fee to be held from any monies already paid. Students who have not paid any amount will need to pay €150 in order to de-register.
- **Students retiring in order to pursue a different course**  
 If a student accepts a place and then retires after October 31<sup>st</sup> and prior to 31<sup>st</sup> January, the student will subsequently become liable for fees for a

half year if attending the same level of a third level course within the next five years.

- **Students retiring after 31<sup>st</sup> January**  
Full fees will be claimed from the Department of Education and Skills for students in attendance at the beginning of the second term. Any student retiring after 31<sup>st</sup> January will become liable for full fees if attending the same year level of a third level course within the next five years.
- **Students retiring on medical or other grounds**  
Students retiring in exceptional circumstances such as certified illness may apply to the Registrar (Rev. Michael Shortall) for permission to re-attend as 'Free Fee' Students.

## **Undergraduate Students:**

Continuing students and first time applicants, having accepted a place via the CAO for the Academic year, should pay their fees online at <https://pay.maynoothcollege.ie/>. Information on how to do so will be sent to students in August 2019.

- Non grant-holders entitled to free fees, are required to pay €3,150, which includes Student Contribution of €3,000 and the Student Levy of €150. Payment can be made as follows:
  - In Full i.e. €3,150 : to be paid by 14<sup>th</sup> September 2019
  - Or by instalment -
    - First instalment €1,650: to be paid by 14<sup>th</sup> September 2019 (Levy + half contribution)
    - Second instalment €1,500: to be paid by 31<sup>st</sup> January 2020
- Confirmed Grant-holders are required to pay the Student Levy of €150 by 14<sup>th</sup> September 2019 **and** to produce their letter of confirmation from SUSI that they are in receipt of a grant when they register at University.
- Students who have applied for a SUSI Grant but who have not yet received a letter confirming award **may** be required to pay €1,650 until their grant position is clarified. Proof that they have made an application is necessary and must be presented at registration.
- Students who are not entitled to free fees (eg. those with previous third level participation, repeats) must pay half the course fee of €2814.50 plus the student levy €150, totalling €2964.50 by 14<sup>th</sup> September 2019 and the balance of €2814.50 by 31<sup>st</sup> January 2020

## **Overseas & Occasional Students:**

All Overseas and Occasional fees must be paid in full prior to registration.

The Overseas Fee Surcharge is not payable in the following cases:

- Where a student holds a Birth Certificate from a country within the European Union.
- Where a student's permanent home residence is within the European Union

*and*

- Where a student has completed three years full-time second level education within the European Union or has three years work experience within the European Union immediately prior to University entry.

*Notes:*

- Evidence of EU citizenship alone is not sufficient for exemption from the overseas surcharge.
- A student deemed liable for the overseas surcharge at time of registration cannot subsequently have his/her status altered while attending the University.

Should you require clarification of any of the above please contact our International Office:

Telephone: 01 7083417, or from overseas, +353 1 7083417.

## **Postgraduate, Repeat & Other Course Students:**

Postgraduate (EU) students who are not in receipt of a Higher Education Grant, repeat students and all other students, should have half of the required fee plus the student levy paid prior to registration and the balance before the 31<sup>st</sup> January 2020. Late payment fees of €50 will apply.

Overseas and non European Union students must pay fees **in full** prior to registration. If in receipt of sponsorship from an outside agency, details of same must be conveyed to the Fees and Grants Office not later than August 31<sup>st</sup>, 2019 so that payment of fees can be secured by the University.

## **Payment Information:**

Fee payments can be made online at <https://pay.maynoothcollege.ie/> or for international students <https://maynoothcollege.paytostudy.com/>. Alternatively, details of the Pontifical University's bank account, into which fee payments can be made, are as follows:

Address: Allied Irish Bank PLC  
Main Street,  
Maynooth,  
Co. Kildare  
BIC: AIBKIE2D  
IBAN: IE37 AIBK 9332 0100 1548 63

It is vital that you quote your student number and the name under which you are registered at the University on all bank transactions.

## **Higher Education Grants:**

All students in receipt of Higher Education Grants are required to pay the Student Levy of €150, which is not covered by the Grant Scheme. This sum together with a matching amount from the Pontifical University will be used for the development of student sports, social and recreational facilities.

Applications for grants must be made to SUSI. Before registration can be completed written confirmation of your award must be produced. In some cases this evidence will be available in time for registration, but in other cases not. If the latter is the case students may be required to pay €1,650 until their grant is confirmed. Any such payment will be refunded in full (less €150 student levy) if a grant is subsequently awarded and the College have received notification from SUSI. Should no award be forthcoming any outstanding balance must be settled before 31<sup>st</sup> January, 2020.

## **Maintenance Awards:**

Maintenance grants awarded by SUSI are paid directly into students bank accounts. All queries should be directed to SUSI.



## Funding - Student Assistance Fund

The Student Assistance Fund (SAF) is co-funded by the Irish Government and European Union under the European Social Fund Human Capital Investment Programme 2014-2020. It provides financial support to students who are in financial difficulty and whose participation at university would be at risk without support. The Fund is best described as a contributory payment, which helps students meet some of the **extra** costs associated with being at university. Registered students do not necessarily need to be grant holders to apply for funding.

Applications are **means tested** and funding is **targeted** at those students who are in most financial need.

Funding is available to **all full-time registered students** of the Pontifical University attending an approved course. Full details of the Fund are available at <https://www.maynoothuniversity.ie/access-office/student-assistance-fund>. Details of approved courses are available at

<https://susi.ie/wp-content/uploads/2015/04/Pontifical-University-CAO-list-2017.pdf>

<https://susi.ie/wp-content/uploads/2016/04/Pontifical-University-of-Maynooth-PG.pdf>



HEA - Higher Education Authority  
AN CUIRÁS um ARD-OIDEACHÁS



EUROPEAN UNION  
Investing in your future  
European Social Fund

Should you require any further information please do not hesitate to contact the Accounts Office.



The Accounts Office  
*Saint Patrick's College*  
Maynooth  
County Kildare  
IRELAND

E-mail: [accounts@spcm.ie](mailto:accounts@spcm.ie)  
Web Page: [www.maynoothcollege.ie](http://www.maynoothcollege.ie)  
Telephone: Ireland: 01 7084751  
International: +353 1 7084751

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# General Rules of the College

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1. Student Identity Cards, issued to each student at Registration, shall be carefully retained and produced on demand to any College official or member of the academic staff or properly authorised College employee. If a student fails or refuses to produce his / her Student Identity Card on such demand, he or she may be denied access to any or all College premises and facilities. If the Student's Identity Card is lost he / she should immediately inform the Pontifical University Office. A replacement may be issued on payment of a fee.

2. A student entered for a course or courses is expected to attend all lectures, tutorials and classes etc given in each course for which he / she is registered.

3. If a student changes his / her address, he / she must notify the Pontifical University Office as soon as possible.

4. A student who wishes to withdraw from College should:

- Notify the Pontifical University Office
- Notify the Library
- Return Student Identity Card to the Pontifical University Office. Failure to do so could affect later claims regarding fee remission or social welfare entitlements.

5. The *Public Health (Tobacco) Acts 2002 & 2004* prohibit smoking in all enclosed areas. The legislation applies to all College buildings, including offices, lecture halls, class halls, restaurants and the Students' Union Bar. Smoking will not be permitted in student accommodation with the exception of designated smoking apartments. A fine of up to €3,000 may be imposed on any person found in breach of the provisions of the legislation.

6. The consumption of alcohol on the campus or College grounds is prohibited without the expressed permission of the College authorities.

7. Vehicles on Campus

- Motorists and cyclists must exercise due care and adhere to the speed limit of 25 Km per hour that applies throughout campus.
- Motor cycles are not permitted on the South Campus and must be parked in the vicinity of the bicycle racks at the Main Gate.
- Bicycles must be left in bicycle racks which are provided in key locations around the campus.
- Cycling is prohibited in Saint Joseph's Square, in the vicinity of the John Paul II library and in such areas as are indicated in signposts.

## 8. Parking:

- On 1<sup>st</sup> September 2011 permit parking was enforced on the College Campus.
- A pay and display car park is available for visitors.
- Vehicles must be parked in the car parks or designated parking areas.
- Parking in Saint Joseph's Square is reserved for resident staff of Saint Patrick's College.
- Parking to the front of Stoyte House and Long Corridor is restricted to designated staff of Saint Patrick's College.

9. Saint Joseph's Square is a formal garden. Picnics, sunbathing and sitting on the grass are not allowed within the Square.

10. By way of Medical and Counseling support, the College authorities may require a student, during his / her period of study at the College, to attend a nominated medical practitioner or counselor. The authorities would require such attendance only where they consider it to be necessary to the well being of the student concerned and / or the well being of another member / members of the College community or otherwise. The College authorities would be responsible for the cost of the initial attendance but not in respect of any further attendance for treatment indicated.

11. A student may be denied access to any or all College premises or facilities without notice, and for such period of time as the College authorities see fit, in the event that the College authorities deem such exclusion to be necessary in the interests of the safety and well being of that student and / or any other member / members of the College.

12. Any accident that occurs on Campus must be reported to a security officer, without undue delay.

13. All property found on campus is to be handed in to Security. Property not claimed after a period of three months by the true owner becomes the property of the College or the National University of Ireland, Maynooth.

14. Failure to comply with these rules may result in the imposition of disciplinary sanctions (including expulsion, fines, campus service and, in the case of the rule in relation to vehicles, the placing of adhesive stickers on vehicles and vehicle clamping, requiring a release fee of at least €80).

# Disciplinary Code for Students

## Introduction

The purpose of a code of discipline within Saint Patrick's College is to ensure that the pursuit of the objectives of the College shall not be disrupted. These are primarily the advancement, promotion, gathering and dissemination of knowledge and understanding through research, teaching, learning and rational discussion. To enable these aims to be fulfilled in a satisfactory manner it is necessary that a suitable academic environment be maintained. A code of discipline is a positive thing, which promotes concern and respect for people's rights and property. This helps to enhance the quality of life for all members of the College community - staff and students. A student who registers for any course in the College shall be expected to accept these objectives and to observe the rules and regulations of the College.

A Committee of Discipline exists to help maintain good discipline within the College and its general environs.

The Code of discipline and its implementation are subject to the present Statutes of the College and to amendment by the College authorities. The Code of Discipline is subject to review at such intervals and in such manner as the College authorities consider appropriate.

## Rules and Breaches

The two basic rules of the Code of Discipline are:

1. Every student is expected and required to respect the rights of fellow students and the authority of the College academic and other staff in the performance of their duties. At all times every student is expected to observe the rules and regulations of the College and conduct themselves in a manner conducive to the academic environment of the College and the promotion of its objectives.
2. Every student is expected and required to respect the rights of fellow students in the enjoyment of the facilities of the College, including its clubs and societies, and all privileges in relation to those facilities, and to observe applicable rules or regulations and at all times to respect the property of the College or of other students, members of the College staff or other persons working in or visiting the College.

In interpreting the two basic rules the Committee of Discipline would normally regard as serious offences against the code such examples as:

- Plagiarism, cheating or the use of unauthorised material during an examination or other breaches of examination Regulations. Breaches of

the Examination Regulations shall be dealt with directly by Officers of the College. (See section on Plagiarism following).

- Disruption of teaching, study, research or administration of the College.
- Obstruction of members of the College administrative staff, academic staff, officers, students or servants of the College in the performance of their duties.
- Furnishing false information to the College with intent to deceive or in circumstances calculated to deceive.
- Forging, alteration, or misuse of College documents, records or identity cards.
- Intimidation or harassment of any kind, physical abuse or verbal abuse of a defamatory character of another person.
- Malicious or reckless damage or theft of College property or any other property on the College grounds. Misuse of College property including library materials or private property on the campus.
- Forcible occupation of College buildings or grounds.
- Unwarranted interference with the College's safety equipment, fire fighting equipment, security systems and alarm systems.
- On or off-campus conduct likely to bring the College into disrepute.
- Engaging in activities that contravene the laws of the State, and infringe either of the College's two basic rules of discipline.
- Refusal to produce a Student Identity Card when requested to do so by a College Staff member who shall identify himself / herself.
- Failure to pay a fine or comply with a disciplinary sanction imposed for a breach of discipline (subject to any right of appeal applicable).
- A serious failure to comply with the regulations governing the use of College Computer services (Code of Conduct for users of Computing Facilities listed below) and Library services which, in the case of a breach of Library Regulations, has not been dealt with by the librarian in accordance with the terms of those regulations.

### **Membership of the Committee of Discipline**

The Committee of Discipline shall comprise:

- Dean of the Faculty of Theology or his delegate
- Two members of the Faculty elected by the Council of the Faculty
- One of the two student representatives on the Council of the Faculty of Theology.

Academic members are elected for a period of three years, student representatives for a period of one year.

The Dean or his delegate shall be the Chairman of the Committee and one member of the Faculty shall be the Secretary. Three members, one at least of whom must be a student representative, shall constitute a quorum. Should a

meeting duly called fail to have a quorum because no student representative is in attendance, then the proposed meeting may proceed within a reasonable time, provided that three committee members are in attendance. An agenda will be circulated in advance of Committee meetings and its deliberations will be kept in confidence. In the event of a tie, the Chairman shall have a casting vote.

### **Procedure**

It is open to any staff or student member of the College community to report in writing any alleged breach of discipline to the Chairman of the Committee of Discipline. If an allegation of a serious breach of the Code has been made against a student, the President of the College or his nominee shall have the power to exclude that student from College premises, if he deems fit, while the alleged breach of discipline is being investigated.

The Chairman of the Committee of Discipline is empowered to handle summarily what he regards as minor breaches of the Code of Discipline. In cases where he adjudges the alleged breach to be of a serious character he shall refer the issue in writing to the Committee of Discipline at the earliest convenient opportunity.

An appeal from a decision by the Chairman of the committee of Discipline shall be to the Committee of Discipline (excluding the Chairman). The appeal procedure shall apply to such an appeal only to the extent relevant. A reasonable effort must be made to inform the student in writing of the alleged breach:

- Detailing the nature of the allegation, and any grounds on which it has been made
- Informing the student of his / her rights and
- Inviting him / her to attend a meeting of the Committee of Discipline convened to deal with the allegation, and to make such representations in relation to the allegation as he or she sees fit.

The student is entitled to have present to assist him / her at the meeting a representative who is a registered student or a member of the academic or administrative staff of the College.

The College or the student in question may have a legal adviser present at the meeting, subject to prior notice having been given to the student or the Committee as the case may be. If a student fails to respond to such an invitation, and / or to present himself or herself at the meeting, the matter may be dealt with in his / her absence.

If a member of the Committee of Discipline is a complainant or is otherwise involved in the alleged breach of conduct, he / she shall be replaced at the meeting by a nominee of the President of the College. The Committee, having considered

the allegation, the evidence received in relation to it, and any representations made by or on behalf of the student, and made such enquiries as it sees fit, shall deliberate in private and shall notify the student of the outcome within three days, where practicable. The Committee shall forward a written report of its handling of any serious breach of conduct to the President and, in the event of an appeal, following the expiry of that appeal, to the Dean of the appropriate Faculty.

Where a Head of Department or the Head of Security (hereinafter referred to as “the Relevant Head”) becomes aware of a breach of the Code of Discipline of the type described below, he or she may elect not to refer the breach to the Committee of Discipline where: in his / her opinion,

- the breach is such that it could appropriately be dealt with by the Relevant Head
- the student has admitted the breach of the Code, and confirmed in writing that he or she wishes to have the matter dealt with by the Relevant Head.

The Relevant Head shall promptly inform the Chairman of the committee of Discipline that he or she is dealing with such a breach. The disciplinary sanctions which may be imposed by a relevant head are confined to a fine not exceeding €64, campus service up to 5 hours, a reprimand, warning or advice, and repay compensation for loss or damage caused.

In deciding what disciplinary sanction will apply, the Relevant Head will ensure that the student is informed of the full case against him / her, and offer the student an opportunity to explain any mitigating circumstances to the Relevant Head. A written summary of the facts of, and the decision taken, in any such case will be supplied to the Chairman of the Committee of Discipline. An appeal from a decision by the Relevant head shall be to the Chairman of the Committee of Discipline, and the appeal procedures shall apply to such an appeal only to the extent relevant.

### **Disciplinary Sanctions**

The Committee of Discipline may recommend to the President that the following sanctions be imposed upon a student who has been found in breach of discipline.

- *Expulsion* - that the student ceases to be a member of the College and that he / she be barred from any property occupied by the College. This penalty shall appear on the student’s record permanently.
- *Withdrawal* - that the student be requested to withdraw from the College permanently or for a stated period, or until he / she has complied with the requirements laid down by the Committee.
- *Suspension* - that the student be suspended from the College, or be barred from certain activities for a stated period, or until he / she has

complied with the requirements laid down by the Committee, or the Relevant Head.

- *Fine* - that the student be fined a sum determined by the Committee or the Relevant Head.
- *Campus Service* - that the student be required to carry out a period of service on the College Campus of a nature and on such terms as are determined by the Committee or the Relevant Head
- *Reprimand* - that the student be reprimanded and warned that if further breaches of discipline occur in future his / her present breach would be taken into consideration by the Committee or the Relevant Head in making a decision.
- *Conditional Discharge* - that no further action be taken against the student, provided he / she fulfils the conditions laid down by the Committee. The Committee reserves the right to impose conditions involving compensation in the case of damage to property or persons. The Committee may also give an absolute discharge. Save as provided above, any sanction imposed shall appear on the student's record for such period of time as the Committee may decide.

### **Appeal Procedure**

A student who is aggrieved by a decision of the Committee of Discipline shall have the right of appeal to the President of the College. The President may, at his discretion, nominate an Appeal Committee of three people to conduct an inquiry into the appeal. An Appeal Committee shall consist of two nominees of the President, one of whom must be a member of the academic staff. A third member shall be a student, nominated by the President of the Student's Union. The appointment of an appeal Committee shall be notified to the student in question. No member of the Committee of Discipline which made the appealed decision shall be a member of an Appeal Committee.

Appeals must be brought within twenty eight days of the date of service of the original decision. References below to the appellate authority are to the President, or where he decides that an appeal will be dealt with by an Appeal Committee, the Appeal Committee. Appeals will not normally involve a rehearing of the evidence but arrangements must be made for written submissions, appearing in person and / or producing fresh evidence.

The student shall convey in writing to the appellate authority the grounds of the appeal and any relevant evidence supportive of the case for appeal. The aggrieved student may also represent his / her case in person to the appellate authority, and may be accompanied by a registered student or by a member of the academic or administrative staff of the College. The College or student may



have a legal adviser present subject to prior notice having been given to the student or the appellate authority.

The appellate authority may affirm, reverse or vary any decision of the Committee of Discipline, or remit the case to the Committee of Discipline for reconsideration. The decision arrived at through the appeals procedure shall be final.

## **Attendance Monitoring Policy**

### **Introduction**

The purpose of this *Student Attendance Policy* is to enhance a supportive learning environment for students to achieve their full potential. (See Strategic Plan, *Enhance Student Experience / Value highest standards in teaching and learning*, Goal 2.4.10) The Pontifical University remains mindful of its obligations to a duty of care and protection of privacy.

### **Rationale**

Class attendance and academic achievement are closely linked. Attendance is a vital element in maintaining student retention, progression, achievement and employability. Students who actively participate by attending classes are more likely to

- a. have a rewarding experience,
- b. successfully complete their course and
- c. achieve better results.

This policy therefore complements the Policies and Initiatives on *Student Success and Retention* (2017).

The following policy proposes establishing consistent monitoring practices for attendance. Keeping an overview of attendance helps to

- increase individual focus and engagement, and enhance and facilitate group dynamics
- encourage a better student experience by identifying students with issues (academic or personal) and facilitating a proactive response. This has been demonstrated to support retention and student wellbeing.
- mitigate against first year students leaving university prematurely. A systematic approach to monitoring attendance from the start of a programme fosters a culture of attendance in subsequent years
- It helps students to build work patterns appropriate for their time after university.

Having an established Attendance Policy therefore enables programmes to facilitate the Graduate Attributes of the Pontifical University. (See

<http://maynoothcollege.ie/files/images/Graduates-of-the-Pontifical-University-PDF.pdf>

Consistent monitoring allows for early intervention. Students who are identified as regularly absent from class may be contacted in order to offer supports or to have the consequences of absenteeism outlined.

Academic Staff are encouraged to incorporate formative assessment within the modules to encourage student engagement and learning.

### **Policy**

Attendance will be taken at all lectures, by way of a student register (or similar means) which will be recorded on the Moodle page of the relevant module. Anyone not attending will be checked absent, no matter what the reason. Non-attendance for medical reasons requires a medical certificate to be provided to the Pontifical University Office. Absences for medical reasons will be noted on the record when the medical certificate has been provided.

Paid employment is not an acceptable reason for non-attendance.

### **Responsibilities**

Students are responsible for:

1. Attending all learning and teaching sessions associated with their programme
2. Knowing if there are specific attendance requirements for individual modules
3. Ensuring that they have been signed into the attendance register. Late arrival may lead to students being marked absent
4. Maintaining a record of their own attendance
5. Notifying lecturers or tutors in advance if they expect to be absent from timetabled classes
6. Providing a medical certificate to the Pontifical University Office, where required
7. Informing the tutor or lecturer in advance if, due to exceptional circumstances, a student is obliged to leave a session before it concludes
8. Obtaining all the information presented by the lecturer or tutor during the missed class.

Academic staff are responsible for:

1. Reminding students of the importance of regular attendance
2. Recording student attendance
3. Writing to students who are exhibiting patterns of absenteeism. (See table below)
4. Alerting Academic and Pastoral Support Co-ordinator to 'at risk' students. (See table below)

5. Enrolling the Academic and Pastoral Support Co-ordinator as a “non-editing lecturer” to the module Moodle page.

The Academic and Pastoral Support Co-ordinator is responsible for:

1. Contacting ‘at risk’ students
2. Facilitating students' access to student support services

The Registrar is responsible for ensuring that:

1. teaching staff maintain a record of student attendance
2. appropriate systems are in place to maintain a student attendance record
3. appropriate systems are in place to facilitate notification by students of absence
4. Students are informed of the Attendance Policy
5. Students are advised of available supports
6. Students are warned of the consequences of persistent non-attendance.

### Contacting Students

By and large, non-attendance occurs early in a module. As a principle, students need to be contacted Students as soon as the pattern becomes discernible, and followed up as appropriate, if it persists.

The following tables are *indicative*.

For a five credit module.

Week	Absent	Action
1-3	3 sessions	Email from the lecturer, cc to the APS Coordinator
1-4	4 sessions	Email from and meeting with the APS Coordinator
1-6	6 sessions	Email from and meeting with The Registrar

For a 2.5 credit module

Week	Absent	Action
1-3	2 sessions	Email from the lecturer, cc to the APS Coordinator
1-6	3 sessions	Email from and meeting with APS Coordinator / The Registrar

*Please note:* If a student shows patterns of non-attendance later in the module they should also be identified and contacted.

Where a student’s attendance is identified as a cause of concern, one or more of the following actions may be taken:

1. The student will be asked for an explanation
2. Students will be invited to discuss with the Registrar / Academic and Pastoral Support Coordinator how their attendance will be improved and whether further support is appropriate
3. Students will be issued with a formal written warning about their attendance
4. Staff writing references for students may refer to students' record of attendance
5. Exam boards may take into account students' attendance in exercising discretion in matters of progression and grading.

## **Misogyny/Hate Speech/Discriminatory Language**

The Pontifical University requires all students and staff to use respectful language when expressing their opinions whether verbally or in writing. Every person has a right to be treated with respect without discrimination because of race, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

The Faculty does not tolerate any forms of misogyny, hate speech or discriminatory language. Students should be aware of this requirement in their written work (e.g. essays, examinations, dissertations, and other course work) and in their verbal interactions in class, seminars and throughout the campus.

If a member of staff of the Faculty considers that a student has violated the above policy, he or she will alert the student (and the Dean of the Faculty) to highlight the issue. If possible, the issue should be rectified at this stage. Where the violation relates to academic work marks (up to 10%) may be deducted at the discretion of the lecturer. Staff are also free to bring the matter to the attention of the Committee of Discipline and the Disciplinary Sanctions available to the Committee will apply to egregious violations of the policy.

## **Plagiarism**

It is recognized that nearly all assignments and essays draw on the work of others: published research and critical commentary, lecturers' notes and handouts, etc. The effective use and evaluation of existing material are among the skills that students are expected to develop.

Material is cited in order to contribute to a larger line of argument, or to be subjected to scrutiny, or to be combined with other material in order to arrive at new perspectives; value should be added by some original thinking in the way in which it is used. In all cases, the source of the material (an idea or opinion, a quote, data, etc) must be acknowledged in a standard form of referencing.

Plagiarism is the passing off of another person's work as your own. It includes copying without acknowledgement from a published source (print or electronic), or from unpublished sources (eg another student's essay or notes). Plagiarism occurs when material is copied word for word, but not only in that circumstance. Plagiarism also occurs when the substance or argument of a text is copied even with some verbal alterations, such as in paraphrase or translation, without acknowledgement.

Plagiarism includes using material from books or periodicals, from the internet, from grind tutors, or from other students, without full acknowledgement of the sources. Copying and collusion are related to plagiarism. Copying occurs when a student copies work from a peer, with or without the consent of the original author. Collusion is when students collaborate to present work as if it were individual and original. Both copying and collusion are forms of plagiarism.

In instances where two or more purportedly original assignments show clearly derivative similarities that are unacknowledged, they shall both or all be treated as plagiarism unless the contrary can be demonstrated.

Plagiarism in any form of assignment contributing to marks or a grade for a course is a serious offence. It is a form of cheating on several counts: the perpetrator is attempting to obtain credit for work not done, and is also attempting to benefit from work done by somebody else. Plagiarism undercuts the whole thrust of scholarly enquiry that is the essence of education.

Plagiarism will be severely penalised wherever it is detected. Students submitting assignments, essays, dissertations or any form of work for assessment may be required to sign a declaration that the material in question is wholly their own work except where indicated by referencing or acknowledgement.

Students should provide adequate and accurate referencing for their assignments. Gordon Harvey, *Writing with Sources: A Guide for Students*, (Hackett Publishing Company, 1998) is one of a number of booklets outlining good practice in reference and citation.

### **Disciplinary Consequences**

Plagiarism is a form of academic dishonesty and will be treated with the utmost seriousness wherever discovered. Examiners, tutors and markers are required to report instances of suspected plagiarism to the relevant Head of Department concerned.

Undergraduate Students undertaking modules assessed by exam and continuous assessment who are caught infringing academic integrity through plagiarism must undertake the following process.

- Students must make themselves available for one-to-one feedback with the relevant lecturer. The lecturer will send an email to the student confirming the infraction, outlining the next steps, and explaining that a second offence will result in university action. The email is cc'ed to the Dean, Student Mentor and Theology Office for the purposes of education.
- Afterwards, students must undertake an “Academic Integrity Tutorial” on sourcing, footnoting, bibliographies etc. This may be delivered through the Library, Centre for Writing, or the PU. An email is sent by the Deliverer of the Tutorial to the Dean, Student Mentor and Tutorial recording that the student attended.
- The assignment must be resubmitted.
- When the assignment is resubmitted, it is marked normally.
- If the assignment is not resubmitted nor the Academic Integrity Tutorial undertaken, the module will be marked “incomplete”.
- If a second offence occurs for the same assignment, marks will be deducted proportionate to the extent of the plagiarised material, and the severity of the offence. This may lead to the failure of the module. As a result, the student must take the repeat exams during the Autumn of that academic year, and incur the repeat fee. In modules without an exam component, another continuous assessment must be undertaken, and incur the repeat fee.
- A repeat offender will be asked to attend the Academic Review Board.
- The student is entitled to appeal to the Academic Review Board.

Note: The above process does not apply to Erasmus Students.

The above procedure does not preclude a student being asked by the marker or the department to take a further test. This may take the form of an oral examination on the assignment in question and related issues, other writing of a test paper in controlled conditions. Requiring a student to take such a test does not necessarily imply that plagiarism is suspected.

Plagiarism in postgraduate or research material is a particularly serious offence. Penalties imposed may involve suspension or expulsion from the programme and from the University, in addition to deduction of marks.

## **Cheating during Examinations**

The practice of cheating involves the actual, intended, or attempted deception and/or dishonest action with regard to any academic work.

*The Pontifical University operates a zero-tolerance policy to cheating during examinations.*

The following are examples of unacceptable behaviour and will be regarded as attempted deception:

1. Taking unauthorised material into an exam, including any notes/documents on your person
2. Having non-permitted equipment/devices on your person (e.g. a prohibited model of calculator, ipod or smart watch). All such devices must be placed under the students' chair.
3. Having information written information on a part of your body or clothing. If after the examination has started, unauthorised material is discovered in your possession, it will be assumed that cheating has taken place.
4. Talking or communicating with another student during an exam.

The policy and procedures of disciplinary consequences are available on the Maynooth College website.

# Policy for Responsible Computing

In support of its mission of teaching, research and public service, Saint Patrick's College provides access to computing and information resources for students and staff, within institutional priorities and financial capabilities.

## Preamble

The Policy for Responsible Computing at the College contains the governing philosophy for regulating staff and student use of the College's computing resources. It spells out the general principles regarding appropriate use of equipment, software and networks. By adopting this policy, the Academic Council recognises that all members of the College are also bound by local, national and international laws relating to copyrights, security and other statutes regarding electronic media. The policy also recognises the responsibility of academic staff and system administrators to take a leadership role in implementing the policy and assuring that the College community honours the policy.

## Policy

All Members of the College community who use the College's computing and information resources must act responsibly.

All users and system administrators must guard against abuses that disrupt or threaten the viability of systems, including those at the College and those on networks to which the College's systems are connected.

Every user is responsible for the integrity of these resources. All users of College-owned or College-leased computing systems must respect the rights of other computing users, respect the integrity of the physical facilities and controls and respect all pertinent license and contractual agreements. It is the policy of Saint Patrick's College that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations and the highest standard of ethics.

Access to the College's computing facilities is a privilege granted to College staff and students. The College reserves the right to limit, restrict or extend computing privileges and access to its information resources.

Data owners - whether academic departments, administrative departments or students - may allow individuals other than College staff and students access to information for which they are responsible, so long as such access does not violate any license or contractual agreement, College policy, or any national or international law. The data owner must also take account of the need to know on



the part of the applicant for access, the sensitivity of the information and the risk of damage to, or loss by the College, should the information be misused. College computing facilities and accounts are to be used for the College-related activities for which they are assigned. This policy applies equally to all College-owned or College-leased computers.

### **Data Protection Declaration:**

*Saint Patrick's College* processes your personal information (including the e-mail address assigned to you by the College) within the College only for administrative purposes, both prior to and on your admission, at registration, for examinations and on your graduation. Save in cases where the College is by law required or permitted to disclose your details to others, third party disclosure only takes place to:

- Funding Bodies and agencies that support and sponsor your education
- Professional, Educational or similar institutions that you have approached
- Third party service providers
- Organise Conferring Ceremonies where your graduate status or other award is publicly acknowledged
- The Maynooth Alumni Association and Development Office to facilitate future contact between you, the College and fellow alumni.

Access to information resources without proper authorisation from the data owner, unauthorised use of College computing facilities and intentional corruption or misuse of information resources are direct violations of the College's Code of Conduct for Users of Computing Facilities as outlined in the *Kalendarium* of Saint Patrick's College, Maynooth. Such instances may also be considered civil or criminal offences.

### **Implementation**

Appropriate College administrators should adopt guidelines for the implementation of this policy within each department and regularly revise these guidelines as circumstances warrant. The Computer Centre shall, from time to time, issue recommended guidelines to assist departments and units with this effort.

### **Enforcement**

Alleged violations of this policy may be dealt with by the College in accordance with such disciplinary codes and/or procedures as are in place, from time to time, in respect of students and / or staff of the College.

# Code of Conduct for Users of Computing Facilities

This code of conduct supports the College Policy for Responsible Computing. It should be read in conjunction with the Notes on the Code of Conduct which are attached.

Staff, registered students and registered visitors are authorised to use certain computing and networking facilities provided by Saint Patrick's College, Maynooth in support of its mission of teaching, research and public service.

Usernames and passwords are required to gain access to specific services. Students are assigned Usernames and Passwords and e-mail addresses at registration which allow them access to a range of facilities. Staff are allocated e-mail accounts on request.

All users must comply with the code of conduct for users of computer facilities at Saint Patrick's College, Maynooth that is outlined below.

Under the Code of Conduct you are not permitted to:

- engage in activities which waste resources (people, networks, computers)
- engage in activities which are likely to cause a serious disruption or denial of service to other users
- use computer or network resources to access, distribute or publish material that is obscene, libelous, threatening or defamatory or in violation of any right of any third party
- use computer or network resources for any activities which contravene the laws of the state, or the destination country in the case of data being transmitted abroad
- use computer or network resources for commercial activities which are not part of your work in Saint Patrick's College, Maynooth
- infringe copyright or the proprietary rights of software
- share usernames or e-mail addresses, transfer them to other users, or divulge your passwords to other users. Assigned group Usernames and accounts are to be used only for the College-related activities for which they are assigned
- access or interfere with data, displays or storage media belonging to another user, except with their permission
- undertake any actions that are likely to bring Saint Patrick's College, Maynooth into disrepute

## Notes on the Code of Conduct

1. While network traffic or information stored on College equipment is not normally monitored, it may be necessary to monitor if there is reason to suspect that this Code of Conduct is being breached, or for purposes of backup or problem-solving. You must therefore be aware that such monitoring may occur.
2. Software and / or information provided by Saint Patrick's College may only be used as part of user's duties as a member of staff of Saint Patrick's College or for educational purposes.
3. The user is responsible and accountable for all activities carried out under their username.
4. Passwords used must adhere to accepted good password practice.
5. Attempts to access or use any user name which is not authorised to the user may be in breach of the *Criminal Damages Act (1991)*.
6. Existing norms of behaviour apply to computer based information technology just as they apply to more traditional media. The ability to undertake a particular action does not imply that it is acceptable.
7. If you store personal data about others on a computer, you must comply with the provisions of the *Data Protection Act, 1988 to 2003* and the *Freedom of Information Act (1997)* and any applicable legislation from time to time.
8. The user may use approved College links to other computing facilities which they are authorised to use. When using external facilities the user must also abide by their rules or code of conduct, insofar as such rules or codes of conduct are not incompatible with the College Codes of Conduct.
9. All Computer usage is subject to compliance with the *Child Trafficking and Pornography Act 1998*. Users are hereby informed that Section 5 of the Act makes it an offence to knowingly produce, distribute, print or publish any child pornography. The term "distribution" in relation to child pornography is defined in the Act as including "parting with possession of it to, or exposing or offering it for acquisition by another person". Persons guilty of producing, distributing, printing or publishing any child pornography are liable:
  - on summary conviction, to a fine not exceeding €1,905 or to imprisonment for a term not exceeding 12 months, or both or;
  - on conviction on indictment, to a fine or to imprisonment not exceeding 14 years or both.

The Gárda Síochána have powers of entry, search and seizure where they believe that an offence has been or is being committed under the Act. A person who obstructs a Gárda is guilty of an offence, and may be tried summarily and if convicted, be subject to a fine of not more than €1,905 or imprisonment for not longer than 12 months.

10. The attention of all network users is drawn to the fact that attempts at 'hacking' across networks may result in criminal prosecution in the State or elsewhere.

11. This code of Conduct is reviewed from time to time and any new regulations must be observed by all users.

12. Alleged violations of this code of conduct may result in the service being withdrawn and may be dealt with by the College in accordance with such disciplinary codes and / or procedures as are in place, from time to time, in respect of students and / or staff of the College.

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## **Policy on Dignity at Work / Studies**

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### **Policy**

Saint Patrick’s College Maynooth, including the National Seminary and the Pontifical University (hereafter “the College”) recognises the entitlement of all the members of the College community to work and study in an environment free from inappropriate behaviour. Any member of the College community is prohibited from behaving in a manner that is inappropriate to any other member of the College community.

### **Scope**

The Policy extends to the entire staff, students, visitors, contractors, sub-contractors and others associated with the College (referred to in this Policy as “members of the College community”).

Nothing herein shall constitute as “inappropriate behaviour” the legitimate exercise of responsibility by the President and / or the Seminary Council and / or the Trustees of the College in the upholding of the Seminary Rule, this Policy and adherence to the College Statutes.

### **Additional Requirements of the National Seminary**

All members of the community must comply with those requirements set out in the Policy. The conduct and behaviour required of seminarians in addition to this Policy is set out in the Seminary Rule.

### **Principles**

The objectives of this Policy are to:

1. Define “inappropriate behaviour”;
2. Promote awareness of the issue amongst members of the College community;
3. Provide an effective procedure for dealing with allegations of inappropriate behaviour;
4. Explain the possible outcomes if inappropriate behaviour is established.

## **Definitions**

“Inappropriate behaviour” may be intentional or unintentional. However, it must be noted that where an allegation of inappropriate behaviour is made, the intention of the alleged bullying or harassment is irrelevant. It is the effect of the behaviour upon the individual which is important. “Inappropriate behaviour” includes but is not limited to, Sexual Harassment, Harassment and Bullying which are defined as follows:-

### **A. Sexual Harassment**

The definition of sexual harassment includes any:-

*“any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person’s dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person”.*

### **B. Harassment**

The definition of harassment is similar to that of sexual harassment but without the sexual element.

Harassment is any act or conduct (including spoken words, gestures, or the production, display or circulation of written words, pictures or other material), if the action or conduct is any form of unwanted conduct related to any of the discriminatory grounds\* which has the purpose or effect of violating a person’s dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

“Relevant characteristics” (as defined by the Employment Equality Acts, 1998 - 2015 and the Equal Status Acts 2000 and 2004) are:

gender; civil status; family status; sexual orientation; religion; age; disability; race, or membership of the Traveller community.

### **C. Bullying**

Repeated inappropriate behaviour, direct and indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others which could reasonably be regarded as undermining the individual’s right to dignity in their place of work or study.

An isolated incident of the behaviour described in this definition may be an affront to dignity in their place of work or study, of itself is grounds for disciplinary action but, as a once off incident, it is not considered to be bullying.

## **Effects of Harassment / Bullying**

Harassment and bullying have serious ramifications for both the victim and the College. They can seriously affect the health and well-being of the individual. They can undermine the self-confidence of students or staff by communicated to them that they are not taken seriously or accorded the personal respect to which they are entitled. They also impact on the broader College community and may have serious negative implications.

## **Protection against victimisation**

Where in good faith a member of the College Community reports an incident of alleged inappropriate behaviour or assists in any way in an investigation into same, the College will provide such member with all reasonable protection against victimisation.

Any member of the College community, who victimises another member who has reported an incident of alleged inappropriate behaviour or assisted in any way in an investigation into same, may be subject to disciplinary action by the College.

## **Malicious complaints**

Any member of the College community, who maliciously makes a false complaint of inappropriate behaviour, may be subject to disciplinary action by the College.

## **Complaints Procedure**

1. Persons who make complaints regarding inappropriate behaviour are encouraged to raise their concerns at the earliest opportunity.
2. A Designated Person is to be appointed by the Trustees to hear concerns of students in relation to the inappropriate behaviour of any member of the College community towards another member of the College Community. It is often preferable for all concerned that complaints under this policy are dealt with and resolved informally between the parties whenever possible. This is likely to produce solutions which are speedy, effective and minimise embarrassment and the risk of breaching confidentiality, while also protecting the working relationship. The objective of the informal approach is to stop the bullying, harassment or sexual harassment with the minimum conflict and stress for the individuals concerned. In many cases, the Employee whose behaviour is causing offence may be unaware that his or her actions are inappropriate, or it may be that his or her words or actions have been misinterpreted. In such cases, every attempt should be made to clear up any misunderstanding quickly, on an informal basis.
3. The name, address and telephone number of the Designated Person shall be given to all students who are to be informed of the role of this person. A copy of the policy and procedure should be provided to the complainant.

4. Where the conduct complained of is violent or criminal in nature, the Gardai should be contacted without delay by the designated person. The complainant should be encouraged and supported to make a complaint to the Gardai.

5. The informal process provides options for resolving disputes including mediation, where appropriate.

6. Confidentiality will be maintained throughout any investigation to the extent that it is consistent with the requirements of a fair investigation. All individuals involved in the procedure referred to are expected to maintain the utmost confidentiality on the subject. However, appropriate persons will be obliged to disclose the details of any complaint to such persons and to such extent as is necessary to investigate the complaint.

7. Care shall be taken at all times to follow fair procedures and not to impugn unjustly the good name of any person.

### **Informal Procedure**

In many cases, the Employee/ student whose behaviour is causing offence may be unaware that his or her actions are inappropriate, or it may be that his or her words or actions have been misinterpreted. In such cases, every attempt should be made to clear up any misunderstanding quickly, on an informal basis.

The informal process provides options for resolving disputes including mediation, where appropriate.

The informal procedure consists of a low key and non-confrontational approach by the recipient of the behaviour to the party causing offence to advise him/her of the impact of their behaviour and to ask them to cease behaving in this manner.

The approach should be made in private, and should be non-confrontational. Advice in relation to this procedure should be sought from the nominated contact person and the Designated Person shall seek to support the resolution of the complaint at the informal stage.

### **Formal Procedure**

It is acknowledged that it may not always be practical to use the informal procedure to resolve an issue. A member of the College Community may not feel comfortable to approach the other party, or may feel that the issue is too serious to be addressed through the informal procedure. In such circumstances, or where the informal process has failed to resolve an issue, the formal procedure set out in this policy should be followed.

In order to make a formal complaint an initial approach may be made to a nominated contact person regarding the issue. Although the initial complaint may be provided verbally, it is a requirement that the complaint is lodged in writing to ensure that a fair process may be followed. Where assistance is required to put the complaint in writing, the member of the College Community should consult the nominated contact person to arrange this.

The complaint should state:

- The name of the alleged perpetrator;
- The nature of alleged bullying, harassment or sexual harassment
- Dates/times and locations of where and when the alleged bullying/ harassment / sexual harassment occurred;
- Names of witnesses to any alleged incidents;
- Details of any action already taken to stop the bullying/ harassment / sexual harassment.
- Consent to your identity and the facts of the allegation being disclosed to the alleged perpetrator. This is required in order to allow the Organisation to investigate and to take action in appropriate circumstances.

If the behaviour complained of does not concern bullying, harassment or sexual harassment as defined, an alternative approach may be put in place and a rationale recorded. If there are no concrete examples given, it will be deemed that there is no complaint to be answered by the alleged perpetrator as they have no recourse to repudiating an accusation that doesn't give any specifics.

Where an alternative approach is not deemed appropriate, the alleged perpetrator(s) will be notified in writing that a complaint has been made against him/her, and provided with a copy of this complaint. The person investigating the complaint will indicate a timeframe for the resolution of the complaint, however such timeframes may be extended where necessary. He/she shall be afforded a fair opportunity to respond to the allegation(s), normally five working days.

All members of the College Community involved in an investigation must respect the need for confidentiality; a failure to do so may represent a serious disciplinary offence. Confidentiality is assured in so far as it is reasonably practicable. If one party to the complaint is an Employee he/she may be suspended with pay, without any negative inference, pending the outcome of an investigation, where deemed appropriate by Management. However, where this is not possible, the parties to the complaint will be expected to maintain a positive relationship.

The investigation will be conducted in accordance with the Organisation's Anti-Bullying, Anti-Harassment & Sexual Harassment Policy and will be governed by



terms of reference which will detail the likely time scale for its completion (an indicative timeframe will be outlined) and the scope of the investigation, indicating that the investigator(s) will consider whether the complaint falls within the definition of harassment or sexual harassment and whether the complaint has been upheld.

The investigation will be conducted by a Panel of members consisting of an external consultant, [insert roles of other members of Panel] or external assistance may be necessary to deal with complaints in some circumstances so as to ensure impartiality, objectivity and fairness. The investigation will be conducted thoroughly, objectively and with sensitivity. Utmost confidentiality will be protected in so far as it is reasonably practicable. Due respect will be had for the rights of the complainant, the alleged perpetrator(s) and any witnesses involved in the process.

The investigator(s) will meet with the complainant in the first instance to learn more regarding the complaint and to put the alleged perpetrator's responses to the complainant. Next, the alleged perpetrator will be invited to a meeting to explore their responses to the complaint and to put any relevant evidence to them. Evidence will be provided in advance of the meetings in order to allow the Employee to prepare their response to that evidence.

As many interviews as are necessary will be conducted until the investigator(s) is/are satisfied that all evidence has been collected and all parties have had a fair opportunity to state their case. Witnesses may also be interviewed with a view to establishing the facts surrounding the allegation(s).

Statements from the complainant, the alleged perpetrator and any witnesses will be recorded in writing.

All parties required to attend investigation meetings are entitled to be accompanied by a representative, whose role is to provide moral support, oversee the process and ensure that the parties are afforded a fair opportunity to respond and provide evidence at any investigation meetings.

Every effort will be made to carry out and complete the investigation as quickly as possible and preferably within an agreed timeframe. On completion of the investigation, the investigator(s) will submit a written report to a member of Management, containing the findings of the investigation. Both parties will be given the opportunity to comment on the findings before any action is decided upon by Management.

The complainant and the alleged perpetrator(s) will be informed in writing of the findings of the investigation, i.e. whether the complaint is upheld, not upheld, or whether the complaint is deemed to be malicious or vexatious.

### **Investigation Outcomes**

Where a complaint is upheld, both parties will be informed of this outcome, and the relevant level of Management will also be advised. Management will take appropriate action based on the outcome of the investigation. This may include formal disciplinary action in line with the Organisation's disciplinary procedure, or training, or another appropriate intervention deemed necessary to prevent a recurrence of the behaviour.

The Organisation will also consider providing further supervision, reassignment or re-organisation of work. Prior to any disciplinary action being taken, a fair disciplinary hearing will be held in line with the Organisation's disciplinary procedure. It is important that members of the College Community are aware that certain acts of bullying, harassment or sexual harassment may be deemed as gross misconduct in the case of Employees or serious infringements in the case of students by the Organisation and may result in summary dismissal or [insert most serious infringement pertaining to students].

Where an investigation is inconclusive and the complaint is not upheld, there will be no negative inference against any party to the complaint. All parties to the complaint will be expected to continue studying/ working as normal, and to conduct themselves in an appropriate manner at work.

Where it is found that the complaint was malicious or vexatious, then a disciplinary hearing will be held with the complainant to explore this further. In this situation only may a disciplinary sanction be imposed on the complainant. Lodging a malicious or vexatious complaint is a serious disciplinary offence, and, depending on the seriousness of the issue, may be deemed gross misconduct by the Organisation and may result in summary dismissal.

In all cases, whether the complaint is upheld or otherwise, the place of study and/or work will be monitored to ensure that the parties to the complaint conduct themselves in an appropriate manner and do not engage in any improper conduct. Appropriate support will be made available to both parties. The Organisation will take such action as is required to eliminate the risk of that behaviour recurring or continuing and will keep records of interventions used for this purpose.

### **Appeal**

Either party may appeal the decision, outlining in writing to the President the reason for the appeal. Such appeals will be heard by the President/ Chair of the Trustees and independent advice and support will be sought if required.

## **Victimisation**

No person engaging in the procedures outlined here will be subject to unfavourable treatment for their role in the process, whether they are making a complaint in good faith, supporting a complainant, giving evidence in the proceedings or giving notice of intention to do any of the foregoing, except where they are found guilty of an offence under the policy.

## **Third Party Harassment/Sexual Harassment**

The procedures outlined in this policy should be employed to deal with harassment or sexual harassment by a third party. Sanctions which may be imposed on a third party may include exclusion from the premises, termination of a contract, or other measures to prevent the recurrence of the inappropriate behaviour.

## **Third Party Bullying**

The procedures outlined in this policy should be employed to deal with bullying by a third party. Sanctions which may be imposed on a third party may include exclusion from the premises, termination of a contract, or other measures to prevent the recurrence of the inappropriate behaviour.

## **Responsibilities**

Management will endeavour to ensure that this policy is communicated to all members of the College Community and will ensure that the policy is maintained and updated in line with legislative changes and any amendments to the relevant Code of Practice. Where required, measures will be taken to ensure the accessibility of policies and procedures for all Employees and Students.

The College has a particular responsibility to prevent bullying, harassment or sexual harassment and is expected to lead by example, promote awareness of this policy, be vigilant for signs of harassment and/or bullying, tackle problems before they escalate, deal sensitively with Students and Staff involved in a harassment/bullying complaint and monitor the situation in the workplace and college environment so that bullying, harassment or sexual harassment does not occur or reoccur.

Employees and students alike are expected to conduct themselves so as to respect the rights of others to dignity in the College Community, to comply with this policy and to raise issues of concern through the procedures outlined in the policy.

**Outcome**

1. Any member of the College community who is found to have engaged in inappropriate behaviour may be subject to disciplinary action and / or other sanctions, which in the case of employees may include dismissal for serious offences. Penalties and procedures are in accordance with the normal disciplinary procedure and / or employee’s contract of employment and / or the students’ Code of Discipline.
2. Persons found to have engaged in inappropriate behaviour who are neither staff nor students of the College may be excluded from the campus.

**\*Designated Person: ..... Telephone.....**

\* Current Designated Person’s name nominated contact person name and telephone number(s) are available from the Pontifical University Office: 01-708-3600.

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# The Library

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*Librarian:* Cathal McCauley, BA, MLIS, Dip FM

The *John Paul II Library* was opened in 1984 and is the main College and University Library, named after the Pope who blessed the foundation stone during his visit to the College on 1<sup>st</sup> October 1979. A major €20 million extension was completed in 2013.

*The Russell Library* is a research Library containing the early printed books, manuscripts and archives, and a collection of about two-thousand bibles in over six-hundred languages.

The *John Paul II Library* contains approximately 1,500 reader places and more than 200 PCs available in the Library. Print book stock current numbers in excess of 420,000 volumes, the library provides access to over 300,000 electronic books and over 40,000 journals primarily in electronic format. The Library is a beneficiary of the statutory deposit provisions of the Copyright and Related Rights Act, 2000.

Books are arranged according to the Dewey Decimal Classification and most are available for borrowing. The reference books for each subject area are shelved at the beginning of the sequence. Books in heavy demand for undergraduate courses are clearly identified and have a restricted loan period so they will be available for the use of as many readers as possible.

The Library provides a wide range of services to the staff and students of the College. To follow the latest news about the Library log onto our website at <https://www.maynoothuniversity.ie/library>, follow us on Twitter or Instagram or ‘like’ our Facebook page.

Guided tours are provided during the first weeks of the academic year, and cover general library use and location of material. The Library provides a range of training throughout the academic year including Library Information Skills Tutorials (LIST) and subject-specific sessions. Online versions of these tutorials are available from the Library website along with a range of useful guides and information [https://nuim.libguides.com/guides\\_tutorials](https://nuim.libguides.com/guides_tutorials). Members of Library staff are available to help with general enquiries at the Information Desk.

[Library Search](#), available from the Library homepage, provides access to a range of print electronic resources held in the Library. Details of how to access this information off-campus is provided on the web site. Access to other academic libraries can be arranged and inter Library lending facilities are available for material not held in the Library.

# Library Rules and Regulations

## 1. Library Admission

- 1.1. All registered Maynooth University (MU) and St. Patrick's College Maynooth (SPCM) staff and students are entitled to access Maynooth University Library. Other categories of membership are available and may incur a fee
- 1.2. All users must have a current approved access card to gain entry and exit to the Library
- 1.3. The Library foyer is open to all members of the public including children. Children are permitted past the turnstiles once a responsible adult signs a waiver and the child must be supervised at all times
- 1.4. With the exception of Guide Dogs, animals are not permitted in any part of the Library
- 1.5. Maynooth University Library reserves the right to refuse admission

*Further information can be found at*

<https://www.maynoothuniversity.ie/library/using-library/information-visitors>

## 2. Borrowing and Consultation of Library Information Resources

*As a user of Maynooth University Library, you are expected to:*

- 2.1. Use our digital and electronic resources such as, but not limited to, online databases, e-journals and e-books within their specified terms of use
- 2.2. Be responsible for the material that you borrow and ensure it is returned correctly by the due date and time. Fines will apply for the late return of high demand items, unreturned items and damaged material
- 2.3. Only remove items from the Library that have been borrowed correctly
- 2.4. Return all items correctly
- 2.5. Return items that are recalled within the time requested on the recall notice
- 2.6. Handle all rare and sensitive material according to the specified guidelines and as directed by Library staff
- 2.7. If you have a fine of more than €5 on your account, you will be unable to borrow

*Further information can be found at:*

<https://www.maynoothuniversity.ie/library/using-library/borrowing>

### 3. Conduct in the Library

*As a user of Maynooth University Library, you are expected to:*

- 3.1. Respect your fellow users and Library staff at all times
- 3.2. Treat all Library materials and the Library building with respect
- 3.3. Ensure you have your MyCard or approved access card with you at all times and produce it if requested by a member of Library or Security staff
- 3.4. Refrain from reserving study spaces in the Library
- 3.5. Use PCs in the Library according the Public Access Computer Rooms (PACRs) Acceptable Use Policy and Code of Conduct  
<https://www.maynoothuniversity.ie/it-services/public-access-computer-rooms-pacr>
- 3.6. Take responsibility for all of your personal belongings, particularly electronic items, and not leave them unattended at any time as MU Library cannot be held responsible for their loss or damage
- 3.7. Only consume food on the Ground Floor of the Library and only bring bottled drinks and hot drinks in a covered, reusable cup past the Library turnstiles. All other drinks and food are not allowed in the Library past the turnstiles. Liquids are not permitted in the Russell Library or the Special Collections Reading Room
- 3.8. Keep noise to a minimum so as not to disturb other users
- 3.9. Keep your phone/mobile device on silent. Phone calls can be made and received outside the turnstiles on the Ground Floor and in designated phone zones only
- 3.10. Produce Library material in your possession to a member of Library staff if the book alarm sounds
- 3.11. Co-operate with Library and Security staff if the fire alarm sounds and vacate the premises as requested
- 3.12. Smoking and the use of e-cigarettes is prohibited in the Library Building and in the no-smoking zone outside the Library in the vicinity of the revolving door
- 3.13. The consumption of alcohol is not permitted in any part of the Library at any time unless at specific events approved in advance of said event by the University Librarian or his/her nominee.

#### **4. Study Room Regulations**

Group Study Rooms, the Postgraduate Reading Room, Training Rooms and the Silent Study Room are for the use of Registered MU and SPCM students and staff only, as outlined below:

##### Group Study Rooms:

- 4.1 Group Study Rooms are for group work purposes only and should not be used for teaching
- 4.2 Users must book Group Study Rooms via the Library website using their MU email address  
[http://nuim.libcal.com/booking/MU\\_GroupStudyRooms](http://nuim.libcal.com/booking/MU_GroupStudyRooms)
- 4.3 Group Study Rooms should be used by groups (maximum of 8, minimum of 3) only
- 4.4 Group Study Rooms cannot be reserved for individual use
- 4.5 Each Group Study Room reservation is for a maximum of two hours per day
- 4.6 All personal belongings should be removed and the room should be left tidy. Material should not be attached to the walls or windows
- 4.7 Any user in a Group Study Room without a reservation must leave if requested by a group who has a reservation

##### Postgraduate Study Room:

- 4.8 The Postgraduate Study Room is for the use of registered MU and SPCM postgraduate students (taught Masters level and above) and staff only
- 4.9 Access is granted at the Admission Desk on Ground Floor of the Library
- 4.10 The door to the Postgraduate Study Room should be kept shut at all times

##### Training Rooms:

- 4.11 Training rooms must be vacated when a training session is scheduled
- 4.12 Users are expected to check availability on the booking notice outside each door before entering



## 5. Russell Library & Special Collections Reading Room

- 5.1. Users of the Russell Library and the Special Collections Reading Room must adhere to their specific terms of use

<https://www.maynoothuniversity.ie/library/collections/russell-library>

<https://www.maynoothuniversity.ie/library/collections/special-collections-and-archives>

*Material in the Russell Library and the Special Collections Reading Room...*

- 5.2. May be viewed during official opening hours and by appointment only
- 5.3. Is for reference only and may not be borrowed
- 5.4. May not be photocopied. Photographs may be made available at the Librarian's discretion