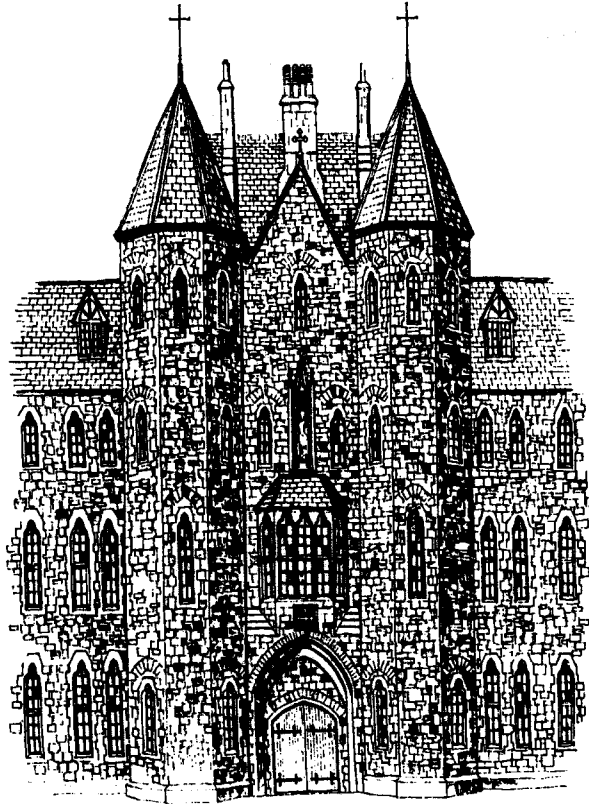# *Chapter I*

Information and Personnel

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

Saint Patrick's College, Maynooth

As we face into a new academic year at St Patrick's College, Maynooth, I extend a special and warm welcome back to all our students and staff. We return to the College with a renewed sense of the value of in-person and on campus learning. The pedagogical landscape has been transformed by the pandemic. Students and staff now have a range of online learning and teaching resources and skills acquired during the pandemic and these will continue to be an important part of our learning approach.

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 service in 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 meeting you and would like to thank you again for making Saint Patrick's College, Maynooth your university.

Reverend Professor Michael Mullaney
President

Coláiste Phádraig, Má Nuad

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 dtaithí 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 foirmliú ceannairí: don eaglais, dár dtír, dár bpobail, do na gairmithe agus d'iliomad roghanna eile sa saol. Tá súil agam go mbainfimid 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 Mícheal O'Maolanaigh
Uachtarán

The Governing Body

Officials of Saint Patrick's College

President
Reverend Professor Michael Mullaney, BA, BD, DCL

Seminary Rector
Reverend Tomás Surlis, BRelSc, BD, STL, STD

Bursar
Fidelma Madden, FCA, AITI

Officials of the National Seminary

Seminary Rector
Reverend Tomás Surlis, BRelSc, BD, STL, STD

Coordinator of Human and Pastoral Formation (Stage of Discipleship)
Reverend Shane O'Neill MA, BPhil, BD

Coordinator of Human and Pastoral Formation (Stage of Configuration)
Reverend Seán Corkery, DD

Coordinator of Intellectual Formation
Reverend Michael Shortall, MA, STD

Spiritual Director
Reverend Chris Hayden, STL, PhD

Vocational Growth Formators
Reverend Leon Ó Giolláin SJ
Reverend Tim Healy SJ

Seminary Council
Reverend Tomás Surlis
Reverend Seán Corkery
Reverend Michael Shortall
Reverend Shane O'Neill

Officials of the Pontifical University

President
Reverend Professor Michael Mullaney, BA, BD, DCL

Registrar
Maurice Garde, BATh, MSocSci

Dean, Faculty of Theology
Jessie Rogers, BSC, LTh, MA, DPhil

Dean, Faculty of Philosophy
Reverend Dr Simon Nolan O.Carm. BA, BD, LPhil, MDiv, DPhil (Gregoriana), ARIAM

Dean, Postgraduate Studies
Reverend Michael Shortall, MA, STD

Academic Personnel

Faculty of Theology

DEAN
Jessie Rogers, BSc, LTh, MA, DPhil

SECRETARY
Reverend John-Paul Sheridan, BA, STL, MEd, 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
Homiletics:	Vacant
Liturgy:	Reverend Liam Tracey OSM, STB, SLD, Dip Mar, Dip Pastoral Theology
Moral Theology:	Tobias Winright, MDiv, MA, PhD
Sacred Scripture:	Reverend Séamus O'Connell, BSc, LSS, DTh
Systematic Theology:	Reverend Declan Marmion SM, MTh, STD, HDE, Dip Pastoral Theology

Pastoral Theology: Aoife McGrath, PhD
Postgraduate Studies: Reverend Michael Shortall, MA, STD
Sacred Music: John O'Keeffe, PhD, HDE, LTCL
Education Programmes: Reverend John-Paul Sheridan, BA, STL, MEd, PhD
Liturgical programmes: Reverend Neil Xavier O'Donoghue, PhD

LECTURERS

Moral Theology: Reverend Pádraig Corkery, BSc, STD
    Suzanne Mulligan, STL, PhD
    Reverend Michael Shortall, MA, STD
Sacred Music: John O'Keeffe, PhD, HDE, LTCL
Sacred Scripture: Reverend Jeremy Corley MA, PhD
    Jessie Rogers, BSc, LTh, MA, DPhil
    Reverend Luke Macnamara, LSS, OSB
Systematic Theology: Andrew Meszaros, MPhil, STL, PhD
    Reverend Neil Xavier O'Donoghue, PhD
    Joshua Furnel, MA, PhD
    Julia Meszaros, PhD
Pastoral Theology: Aoife McGrath, PhD

ADJUNCT LECTURERS

Pastoral Theology: Sr Anne Codd, PhD
    Pádraic Hurley, PhD
    Reverend Patrick Hennessy SDB, MEd
    Reverend Eunan McDonnell SDB, STL, PhD
    Reverend Cyril Odia, MA, PhD
    Lloyd Bracken, BA, BD, MEd
    Una Allen, BA, MTh
    Anne Francis, PhD
    Patricia Cullen, BEd, LD
    Mary Johnston, BA, MSc

Moral Theology   Robert Egan, PhD
    Kevin Hargaden, BSc, BTh, PhD

Sacred Scripture: Reverend Cleophas Lungu, STL
    Jane Mellet, MTh, MA

Systematic Theology: Reverend Tomás Surlis, DD

Liturgy:	Reverend Turlough Baxter
	Reverend Christy Fitzgerald
	Reverend Peter O'Kane JCL, MA
	Sinéad Fallon, MTh, STL
	Reverend Christopher Hayden STL, PhD

| *World Religions:* | Evgeny Grishin, PhD |

| *Languages*: | Anne Lanigan, MTh |
| | Louis Adam Conry, MA |

Faculty of Canon Law

PROFESSOR
Reverend Michael Mullaney, BA, BD, DCL

Faculty of Philosophy

DEAN
Reverend Dr Simon Nolan O.Carm. BA, BD, LPhil, MDiv, DPhil (Gregoriana),
ARIAM

LECTURERS
Philip Gonzales, BA, MA, M.Phil., PhD
Reverend Dr Patrick Gorevan, DPh
Gaven Kerr, BA, MPhil, PhD
Colm Shanahan, PhD
Jordan McFadden, B.A, M.A, MPhil, PhD

Additional Personnel

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.
Admissions Office: Undergrad: Maurice Garde*,* Ruth Daly
                Postgrad: Sandra Norgrove
                Centre for Mission & Ministry: Marisa Doyle
Archivist: Anna Porter, Sarah Freeland
Auditor: Baker Tilly Mooney Moore, Belfast
Catering Department:
        Catering Manager: Dearbhaile McAuley
Domestic Supervisor: Noreen O'Connor & Lillian Sandu
Health & Safety Office: Daniel McDermott
Library: The Library facilities are shared by *Saint Patrick's Pontifical University*
and the *Maynooth University*
        Librarian: Cathal McCauley, BA, MLIS, Dip FM
Marketing Manager: Paul Hurley
Maynooth Campus Conference & Accommodation:
        Manager: Bill Tinley, PhD
        Sales & Marketing: Katja Nolan
        Reservations: Annika Devitt
        Events: Fiona Smith
        Accounts: Siobhan Brett
Maynooth University Bookshop: Proprietor: John Byrne
National Science Museum: Honorary Curator: Neil Trappe, PhD
Pontifical University Office: Sheila Browne, Sharon Walsh, Sandra Norgrove,
Solicitor: Mason Hayes Curran Solicitors, Dublin
Student Recruitment: Rachel McHugh
School Liaison: Ruth Daly

Useful Contacts for Students

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 University phones should dial the last four digits only.

Faculty of Theology:

Conway, Rev Prof Michael	9 Dunboyne	708-6293 michael.conway@spcm.ie
Corkery, Rev Dr Pádraig	5 Dunboyne	708-3506 padraig.corkery@spcm.ie
Corley, Rev Dr Jeremy	2 Dunboyne	708-3371 jeremy.corley@spcm.ie
Furnal, Dr Joshua	12 Dunboyne	708-3625 joshua.furnal@spcm.ie
Macnamara OSB, Rev Dr Luke	21 Dunboyne	708-3600 luke.macnamara@spcm.ie
Marmion SM, Rev Prof Declan	7 Dunboyne	708-3627 declan.marmion@spcm.ie
Mullaney, Rev Prof Michael *President*	Stoyte House	708-3958 president@spcm.ie
McGrath, Dr Aoife	20 Dunboyne	708-3497 aoife.mcgrath@spcm.ie
Meszaros, Dr Andrew	10 Dunboyne	708-3498 andrew.meszaros@spcm.ie
Mulligan, Dr Suzanne	3 Dunboyne	474-7665 suzanne.mulligan@spcm.ie
O'Connell, Rev Prof Séamus	11 Dunboyne	708-3505 seamus.oconnell@spcm.ie
O'Donoghue, Rev Neil Xavier	Liturgy Centre	708-3909 neilxavier.odonoghue@spcm.ie
Rogers, Dr Jessie *Dean*, *Faculty of Theology*	4 Dunboyne	708-3360 jessie.rogers@spcm.ie

Ryan, Prof Salvador	1 Dunboyne	708-3972 salvador.ryan@spcm.ie
Sheridan, Rev Dr John-Paul	18 Dunboyne	708-3637 johnpaul.sheridan@spcm.ie
Shortall, Rev Dr Michael *Dean, Postgraduate Studies*	6 Dunboyne	708-6165 michael.shortall@spcm.ie
Tracey OSM, Rev Prof Liam	16 Dunboyne	708-3442 liam.tracey@spcm.ie
Winright, Prof Tobias	15 Dunboyne	708-3507 tobias.winright@spcm.ie

Faculty of Philosophy:

Gonzales, Dr Philip	17 Dunboyne	708-6375 philip.gonzales@spcm.ie
Kerr, Dr Gaven	19 Dunboyne	708-6466 gaven.kerr@spcm.ie
Nolan, O Carm, Rev. Dr Simon *Dean*	14 Dunboyne	708-3753 simon.nolan@spcm.ie

The National Seminary:

Corkery, Rev Dr. Seán	St. Mary's	708-3615 sean.corkery@spcm.ie
Hayden, Rev. Chris	Dunboyne	708-3649 chris.hayden@spcm.ie
O'Neill, Rev Shane	St Mary's	474 7240 shane.oneill@spcm.ie
Surlis, Rev. Dr Tomás *Rector*	St. Mary's	708-3727 rector@spcm.ie

SPCM Staff:

Browne, Sheila	Pontifical University Office	708-3892 sheila.browne@spcm.ie
Cahill, Elaine	Accounts Department	708-4707 elaine.cahill@spcm.ie
Chandler, Catherine	Accounts Department	708-4752 catherine.chandler@spcm.ie
Daly, Ruth	Admissions/School Liaison	087-162 3379 ruth.daly@spcm.ie

Doyle, Marisa	Centre for Missions & Ministries	708 – 4778 Marisa.doyle@spcm.ie
Flannery, Teresa	Buildings/Utilities	708-4739 teresa.flannery@mu.ie
Flinter, Tracey	President's/Rector's Office	708-3958/3727 tracey.flinter@spcm.ie
Freeland, Sarah	Archives Department	708-3576 sarah.larkin@spcm.ie
Garde, Maurice	Academic Registrar	708-3600 maurice.garde@spcm.ie
Hurley, Paul	Marketing Department	708-3958 paul.hurley@spcm.ie
Loane, Catherine	Accounts Department	708-4753 catherine.loane@spcm.ie
Madden, Fidelma	Bursar	708-4750 fidelma.madden@spcm.ie
Norgrove, Sandra	Postgraduate Studies/ Pastoral Theology	708-3391 sandra.norgrove@scpm.ie
O'Keeffe, Dr John	Director of Sacred Music	708-3732 john.okeeffe@spcm.ie
Porter, Anna	Archives Department	474-7366 anna.porter@spcm.ie
Ridge, Martin	Estate Management	708-4742 martin.ridge@spcm.ie
Seaman, Charles	Buildings/Utilities Department	708-6316 charles.seaman@spcm.ie
Tennyson, Caroline	Events & Fundraising/President's Office	708-3964 caroline.tennyson@spcm.ie
Vaudrion, Carol	Accounts Department	708-4751 carol.vaudrion@spcm.ie
Walsh, Sharon	Pontifical University Office	708-3600 sharon.walsh@spcm.ie

Offices:

Opening hours at the Pontifical University Office at Saint Patrick's Pontifical University 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	4 Dunboyne	708-3360
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
Rector's Office	St. Mary's	708-3727
Registrar's Office	Ground loor Dunboyne	708-7453
Sports Office *	Sports Complex	708-3824
Student Services *	Sports Complex	708-3825
Students' Union *	Sports Complex	708-3669

* This office is a joint service between *Saint Patrick's Pontifical University, Maynooth* (SPPU) and Maynooth University.

Seminary Council

Reverend Tomás Surlis - *Seminary Rector*
Reverend Seán Corkery - *Coordinator of Human and Pastoral Formation*
Reverend Michael Shortall - *Coordinator of Intellectual Formation*
Reverend Shane O'Neill- *Coordinator of Human and Pastoral Formation*

Finance Council

Reverend Michael Mullaney, *President*
Reverend Tomás Surlis, *Seminary Rector*
Ms Fidelma Madden, *Bursar*
Ms. Catherine Loane, *College Accountant*
Reverend Pádraig Corkery
Mr William Glynn. KC*SG
Mr Gus Mulligan

Priests in Residence

Conway, Reverend Michael
Connell, Reverend Paul
Corkery, Reverend Pádraig
Corkery, Reverend Seán
Corley, Reverend Jeremy
Hayden, Reverend Chris
Kavanagh, Reverend Brian
McGuinness, Rt Rev Msgr Joseph

Mullaney, Reverend Michael
O'Connell, Reverend Séamus
O'Donoghue, Reverend Neil Xavier
O'Neill, Reverend Shane
Shortall, Reverend Michael
Surlis, Reverend Tomás Surlis
Sheridan, Reverend John-Paul

Important Dates 2023 – 2024

SEPTEMBER	
Sunday 10th	All seminarians return
Monday 11th–Sunday 17th	Seminary Introductory Programmes
Monday 18th –Wednesday 20th	Human Formation Workshop
Thursday 21st–Sunday 24th	Opening of the Year Retreat
Monday 25th	Academic Year begins/Lectures commence
OCTOBER	
Tuesday 10th	Opening of the Year Academic Mass
Saturday 14th – Sunday 15th	Day of Recollection
Monday 30th – Friday 3rd Nov	Reading Week
NOVEMBER	
Friday 3rd	Seminarians Return
Friday 3rd -Sunday 5th	Retreat (All Saints & All Souls)
Monday 6th	Lectures resume
Friday 10th	Prizes and Scholarships Awards Ceremony
Saturday 11th	Pontifical University Conferring
Sunday 12th	Mass for Deceased Benefactors of College
DECEMBER	
Saturday 2nd - Sunday 3rd	Advent Day of Recollection
Friday 8th	Immaculate Conception/ Evening Mass for Admission to Candidacy
Friday 22nd	Christmas vacation commences on conclusion of lectures

JANUARY	
Monday 8th	Seminary schedule resumes/Reading Week
Wednesday 10th-Friday 26th	January examinations
Monday 29th – Thursday 1st Feb	Inter-Semester Break (Formation Workshop)
Friday 2nd -Sunday 4th	Opening of Second Semester Retreat

SECOND SEMESTER	
FEBRUARY	
Friday 2nd -Sunday 4th	Opening of Second Semester Retreat
Monday 5th	Bank Holiday- St. Brigid's Day
Tuesday 6th	Lecture's resume
Thursday 8th	Ministry of Lector
Wednesday 14th	Ash Wednesday
Thursday 15th	Ministry of Acolyte
Saturday 17th - Sunday 18th	Day of Recollection
Sunday 18th	First Sunday of Lent
MARCH	
Thursday 14th	Patron's Day Celebration – PM
Friday 22nd – Sunday 24th	Lenten Retreat
Monday 25th-Thursday 29th	Reading Week
Thursday 28th	Holy Thursday
Friday 29th	Good Friday
Saturday 30th	Holy Saturday
Sunday 31st	Easter Sunday

APRIL	
Monday 1st	Easter Monday/Easter break commences
Sunday 7th	Seminarians Return
Monday 8th	Lectures Resume
Sunday 21st	Good Shepherd Sunday (seminarians vocations promotion)
Saturday 27th – Sunday 28th	Day of Recollection

MAY	
Friday 10th	Conclusion of Lectures
Sunday 12th	Ascension Sunday
Monday 13th – Friday 17th	Reading Week
Wednesday 15th May – Friday 31st	Summer Examinations
Sunday 19th	Pentecost Sunday - Pilgrimage to Knock
Sunday 26th	Trinity Sunday
JUNE	
Tuesday 11th	Maynooth Union

Academic Schedule 2023 - 2024

SEPTEMBER	
4th Monday	CCRETS/PGCCRETS Lectures commence
11th Monday	Orientation and Registration for Pastoral Theology/DYMS Programmes
15th Friday	Lectures commence and Registration for HDip in Theological Studies, Diaconal Studies, Pastoral Liturgy
18th – 22nd Monday - Friday	Postgraduate and Undergraduate Orientation and Registration Week
25th Monday	Lectures Commence for all Full time Programmes
OCTOBER	
13th Friday	Change of Module Deadline for all continuing Students
10th Tuesday	Opening of the Academic Year Mass
20th Friday	Change of Arts subject deadline for BATh Year 1 Students
27th Friday	Study week commences on conclusion of lectures
31st Tuesday	Deadline to withdraw from studies without losing "Free Fee Status"
NOVEMBER	
6th Monday	Resumption of Lectures
10th Friday	Prizes and Scholarships Awards Ceremony
11th Saturday	Pontifical University Conferring
DECEMBER	
22nd Friday	Christmas vacation commences on conclusion of lectures
JANUARY	
10th – 26th	January Examinations commence
29th – 2nd Feb	Inter Semester Break
30th Monday	Deadline to withdraw from studies and retain 50% "Free Fee Status"

SECOND SEMESTER	
FEBRUARY	
6th Tuesday	Lectures resume
16th Friday	Deadline for change of 2nd Semester Modules for all UG students
MARCH	
5th Tuesday	Post Graduate Open Evening (3 – 7 pm) TBC
22nd Friday	Study week commences on conclusion of lecturers & Easter Vacation
APRIL	
8th Monday	Lectures resume
MAY	
10th Friday	Conclusion of Lectures
15th Wednesday	Summer Examinations Commence
31st Friday	Conclusion of Summer Exams
JUNE	
4th – 7th TBC	Summer Elective (TBC)
TBC	Consultation Day
AUGUST	
TBC	Repeat Exams

Fees and Accounts 2023/2024

St. Patricks Pontifical University - EU and International Fees for 2023-2024

Course Code	Course	Tuition Fee	Levy	Student Contribution	2023-2024 EU Fees	2023-2024 Non-EU Fees
IN THE FACULTY OF THEOLOGY						
Postgraduate Courses						
MU401	Master's Qualifier Year	4850	150		5000	10000
MU402	Doctoral Qualifier	5850	150		6000	12000
MU501	Licentiate in Divinity (STL) - Years 1 and 2	5500	150		5650	12000
MU502	Doctorate in Theology (PhD) - Years 1 to 4	6150	150		6300	12500
MU502	Doctorate in Theology (PhD) - Extension Year 5	4150	150		4300	8600
MU503	Doctorate in Theology (PhD), Part Time - Minimum Years 1-6	4150	150		4300	On request
MU504	Doctorate in Divinity (DD/STD) - All Years	6150	150		6300	12500
MU504	Doctorate in Divinity (DD/STD) - 2023 Continuing Students	4400	150		4550	9100
MU508	Master's In Theology (MTh) Research 120 Cr (Systematic Theology) - Years 1 & 2	5500	150		5650	11300
MU508	Master's In Theology (MTh) Research 120 Cr (Systematic Theology) - 2023 Continuing Students	4150	150		4300	8600
MU509	Master's In Theology (MTh) Research 120 Cr (Moral Theology) - Years 1 & 2	5500	150		5650	11300
MU509	Master's In Theology (MTh) Research 120 Cr (Moral Theology) - 2023 Continuing Students	4150	150		4300	8600
MU510	Master's In Theology (MTh) Research 120 Cr (Biblical Theology) - Years 1 & 2	5500	150		5650	11300
MU510	Master's In Theology (MTh) Research 120 Cr (Biblical Theology) - 2023 Continuing Students	4150	150		4300	8600
MU511	Master's In Theology (MTh) Research 120 Cr (Pastoral Liturgy) - Years 1 & 2	5500	150		5650	11300
MU511	Master's In Theology (MTh) Research 120 Cr (Pastoral Liturgy) - 2023 Continuing Students	4150	150		4300	8600
MU512	Master's In Theology (MTh) Taught 90 Cr (Contemporary Ethics) - Years 1 & 2	3300	150		3450	On request
MU513	Master's In Theology (MTh) Taught 90 Cr (Bible and Spirituality) - Years 1 & 2	3300	150		3450	On request
MU514	Master's In Theology (MTh) Taught 90 Cr (History of Christianity) - Years 1 & 2	3300	150		3450	On request
MU516	Master's In Theology (MTh) Taught 90 Cr (General Degree) - One Year	6150	150		6300	12600
MU518	Higher Diploma in Theological Studies (HDTS) (Blended Learning)	3550	150		3700	On request
Professional Master's in Theology						
MU505	Master's in Theology (MTh) Pastoral Theology - Years 1 & 2	5500	150		5650	11300
MU506	Master's in Theology (MTh) Pastoral Theology, Part Time - Years 1 ,2, & 3	3900	150		4050	On request
MU507	Master's in Liturgical Music (MLM) - Years 1 & 2	5500	150		5650	11300
MU517	Master's In Theology Pastoral Theology (MTh) Healthcare Chaplaincy) - Years 1 & 2	6650	150		6800	13600
Undergraduate Courses						
MU001	Bachelor's in Theology & Arts (BATh) - Years 1, 2 & 3	2629	150	3000	5779	12500
MU002	Bachelor's in Theology (BTh) - Years 1, 2 & 3	2629	150	3000	5779	12500
MU100	Baccalaureate in Divinity (BD/STB) - Years 1, 2 & 3	8350	150		8500	15000
IN THE FACULTY OF CANON LAW						
MU524	Licentiate in Canon Law (LCL) Year 1	5500	150		5650	11300
MU524	Licentiate in Canon Law (LCL) Years 2, 3 & Recurring	5500	150		5650	11300
MU525	Doctorate in Canon Law (DCL) Year 1	6150	150		6300	12600
MU525	Doctorate in Canon Law (DCL) Years 2, 3 & Recurring	6150	150		6300	12600
IN THE FACULTY OF PHILOSOPHY						
Undergraduate Courses						
MU101	Baccalaureate in Philosophy (BPhil) Years 1, 2 & 3	5629	150		5779	12500
MU102	Diploma in Philosophy (Dip Phil), Years 1 & 2	7100	150		7250	12500
MU103	Higher Diploma in Philosophy (HDip Phil), Years 1 & 2	7100	150		7250	12500
Postgraduate Courses						
MU529	Master's in Philosophy (MPhil) Taught 90 Cr - One Year	6150	150		6300	12600
MU529	Master's in Philosophy (MPhil) Taught 90 Cr - Year 1 & 2 (Part-time)	3300	150		3450	On request
MU529	Master's in Philosophy (MPhil) Research 120 Cr - Years 1 & 2	5500	150		5650	11300
MU522	Licentiate in Philosophy (LPhil) Years 1 & 2	5500	150		5650	11300
MU523	Doctorate in Philosophy (DPhil) - All Years	6150	150		6300	12600
MU523	Doctorate in Philosophy (DPhil) - 2023 Continuing Students	4400	150		4550	9100
MU523	Doctorate in Philosophy(DPhil), Part Time - Minimum Years 1-6	4150	150		4300	On request
IN THE CENTRE FOR MISSON AND MINISTRIES						
MU403	Diploma in Pastoral Liturgy (DPL) (Blended Learning)	4300	150		4450	8900
MU404	Higher Diploma in Pastoral Liturgy (HDPL) (Blended Learning)	4800	150		4950	9900
MU519	Diploma in Pastoral Theology (Dip PT)	4300	150		4450	8900
MU519	Diploma in Pastoral Theology (Dip PT) (Part Time)	2300	150		2450	On request
MU520	Higher Diploma in Pastoral Theology (HDPS)	4800	150		4950	9900
MU520	Higher Diploma in Pastoral Theology (HDPS) (Part Time) Years 1 & 2	2500	150		2650	On request
MU521	Higher Diploma in Pastoral Theology - Healthcare Chaplaincy (HDPT)	6650	150		6800	13600
MU526	Higher Diploma in Christian Communication and Media Practice (HDCC)- One Year	6300	150		6450	12900
MU526d	Diploma in Christian Communication and Media Practice (DCC) - One Year	5800	150		5950	11900
MU721	Diploma in Youth Ministry and Spirituality (DYMS)	4350	150		4500	9000

The Fees Office at Saint Patrick's Pontifical University deals with all matters relating to course fees and grants. It is located on the lower ground floor of Stoyte House and is open Monday to Thursday 9.30am-1pm & 2pm-5pm, and Friday 9.30am-1pm.

Courses MU001 & MU002 - are covered under the free fees initiative.

 Students are only liable for the following amounts:

 SUSI (100%) Grant holders pay €150 prior to registration.

 SUSI (50%) Grant holders pay €900 prior to registration and €750 in January.

 Non Grant holders pay €1650 prior to registration and €1500 in January.

 Ineligible Students, Non EU students, Repeating Students & Students with previous higher education, please contact fees@spcm.ie

International Student Fees are due in full prior to registration

All Full time Masters programs above come under the Full time Masters course listed on SUSI

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/UK/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:

  o students pursuing a second undergraduate course.

o   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 2023-2024 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 https://hea.ie/funding-governance-performance/funding/student-finance/course-fees/

Retiring from a 'Free Fees' Undergraduate Course:

In September, the University 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 Pontifical University Office, and return their student ID card without delay. They must complete an official 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 31st October**
  Students who register but withdraw before October 31st 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 31st and prior to 31st 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 31st 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 31st 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 (Maurice Garde) 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 by September 2023.

- 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 before registration
- Or by instalment -
  - First instalment €1,650: to be paid before registration (Levy + half contribution)
  - Second instalment €1,500: to be paid by 31st January 2024

- Confirmed Grant-holders are required to pay the Student Levy of €150 before registration **and** to provide their SUSI application number during registration at the University.
- Students who have applied for a SUSI Grant but who have not yet received an award **may** be required to pay €1,650 until their grant position is clarified. Students must provide their SUSI application number during registration at the University.
- Students who are not entitled to free fees (eg. those with previous third level participation,) must pay half the course fee of €2814.50 plus the student levy €150, totalling €2964.50 before registration and the balance of €2814.50 by 31st January 2024.

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 pay half of the required fee plus the student levy prior to registration and the balance before the 31st January 2024. 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 31st, 2023 so that payment of fees can be secured by the University.

Payment Information:

Fee payments can be made online at www.sppu.ie.
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 confirmation of your SUSI Application number must be provided to the University for verification with SUSI. 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 University has received notification from SUSI. Should no award be forthcoming any outstanding balance must be settled before 31st January, 2024.

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 is managed by the Higher Education Authority on behalf of the Department of Further and Higher Education, Research, Innovation and Science. 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 & some part-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://www.susi.ie/eligibility-criteria/approved-courses/undergraduate-students-approved-institutions-and-courses/higher-education-institutes/pontifical-college-of-maynooth-/

https://www.susi.ie/eligibility-criteria/approved-courses/postgraduate-approved-institutions-and-courses/approved-higher-education-institutions-for-postgraduate-study---prescribed-courses/pontifical-college-of-maynooth-/

HEA | HIGHER EDUCATION AUTHORITY
AN tÚDARÁS um ARD-OIDEACHAS

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

The Accounts Office
Saint Patrick's Pontifical University
Maynooth
County Kildare
IRELAND

E-mail: fees@spcm.ie
Web Page: www.sppu.ie
Telephone: (+353) 01 7084751

General Rules of the University

1. ***Guidelines regarding Covid-19*** The health and safety of staff and students is a priority of St Patrick's Pontifical University. Our polices with regard to the COVID-19 align to National Guidelines for Further and Higher Education of the Department of Skills and Education (published 15 June 2021 and last updated 1 July 2021). (See: https://www.gov.ie/en/publication/bcd91-a-safe-return-to-on-site-further-and-higher-education-and-research/)

The policies of St Patrick's Pontifical University (The Pontifical University) are continually updated and available at https://maynoothPontifical University.ie/news-events/2020/guidance-re-covid-19 and are to be read in conjunction with the policies of Maynooth University. Every student will be required to be acquainted with the polices and to act in responsible manner.
The documents are also available by contacting the Registrar.

2. Student Identity Cards, issued to each student at Registration, shall be carefully retained and produced on demand to any Pontifical University official or member of the academic staff or properly authorised Pontifical University 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 University 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.

3. 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.

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

5. A student who wishes to withdraw from the Pontifical University 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.

6. The *Public Health (Tobacco) Acts 2002 & 2004* prohibit smoking in all enclosed areas. The legislation applies to all Pontifical University 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.

7. The consumption of alcohol on the campus or University grounds is prohibited without the expressed permission of the Pontifical University authorities.

8. 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.

9. Parking:
- 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 Pontifical University.
- Parking to the front of Stoyte House and Long Corridor is restricted to designated staff of Saint Patrick's Pontifical University.

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

11. By way of Medical and Counseling support, the Pontifical University authorities may require a student, during his / her period of study at the Pontifical University, 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 University community or otherwise. The Pontifical University authorities would be responsible for the cost of the initial attendance but not in respect of any further attendance for treatment indicated.

12. A student may be denied access to any or all Pontifical University premises or facilities without notice, and for such period of time as the Pontifical University authorities see fit, in the event that the Pontifical University 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 Pontifical University.

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

14. 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 Pontifical University or the National University of Ireland, Maynooth.

15.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 the Pontifical University is to ensure that the pursuit of the objectives of the University 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 Pontifical University community - staff and students. A student who registers for any course in the University shall be expected to accept these objectives and to observe the rules and regulations of the Pontifical University.

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

The Code of discipline and its implementation are subject to the present Statutes of the Pontifical University and to amendment by the Pontifical University authorities. The Code of Discipline is subject to review at such intervals and in such manner as the Pontifical University 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 Pontifical University 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 Pontifical University and conduct themselves in a

manner conducive to the academic environment of the Pontifical University 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 Pontifical University, 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 Pontifical University or of other students, members of the Pontifical University staff or other persons working in or visiting the Pontifical University.

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 Pontifical University. (See section on Plagiarism following).
- Disruption of teaching, study, research or administration of the Pontifical University.
- Obstruction of members of the Pontifical University administrative staff, academic staff, officers, students or servants of the Pontifical University in the performance of their duties.
- Furnishing false information to the Pontifical University with intent to deceive or in circumstances calculated to deceive.
- Forging, alteration, or misuse of Pontifical University 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 Pontifical University property or any other property on the Pontifical University grounds. Misuse of Pontifical University property including library materials or private property on the campus.
- Forcible occupation of Pontifical University buildings or grounds.
- Unwarranted interference with the Pontifical University's safety equipment, fire fighting equipment, security systems and alarm systems.
- On or off-campus conduct likely to bring the Pontifical University into disrepute.
- Engaging in activities that contravene the laws of the State, and infringe either of the Pontifical University's two basic rules of discipline.
- Refusal to produce a Student Identity Card when requested to do so by a Pontifical University Staff member who shall identity 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 University 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 (or his or her delegate)
- Two members of the Faculty elected by the Council of the Faculty
- One of the student representatives on the Council of the Faculty

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

The Dean or his/her 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 Pontifical University 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 St Patrick's College or his nominee shall have the power to exclude that student from Pontifical University 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/she 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 Pontifical University.

The Pontifical University 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 Pontifical University. 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 Pontifical University and that he / she be barred from any property occupied by the Pontifical University. This penalty shall appear on the student's record permanently.
- *Withdrawal* - that the student be requested to withdraw from the Pontifical University 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 Pontifical University, 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 Pontifical University 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 Pontifical University. 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 Pontifical University. The Pontifical University 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://maynoothPontifical University.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 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

Week	Absent	Action
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 University 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 the University staff considers that a student has violated the above policy, he or she will alert the student (and the Dean of the relevant 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.

Academic Misconduct

Academic integrity involves: "Compliance with ethical and professional principles, standards and practices and a consistent system of values, that serves as guidance for making decisions and taking actions in education, research and scholarship" Maintaining academic integrity is critical to the reputation of higher education, and to the recognition of a graduate's academic learning and resulting qualifications. The full policy on academic misconduct is available on the university website.

The University has a public duty to ensure that the highest standards are maintained in the conduct of assessment. The proper discharge of this duty is essential to safeguard the legitimate interests of its students and the University's academic standards and reputation. Academic misconduct is taken very seriously. The University will take action against any student who contravenes these regulations through negligence, imprudence, ignorance or by deliberate intent.

The purpose of the procedures described in these regulations is to obtain all relevant facts and to reach a fair decision based on the evidence available. The process to be observed at all hearings and meetings convened under these regulations is inquisitorial rather than adversarial. It is not a judicial process, although it should be recognised that the University has an authority deriving from its contractual relationship with the individual Student and from the Student's agreement to be bound by the regulations in force in the period of study for which s/he is a student. Any student subject to academic misconduct proceedings in accordance with these regulations may obtain advice and guidance from the Registrar.

These regulations apply to all taught undergraduate and postgraduate students, and to former taught undergraduate and postgraduate students in relation to assessment previously undertaken whilst a student of the University. Separate regulations pertain to the academic misconduct of postgraduate research students. Research students are governed by a separate policy.

These regulations will also be applicable to all taught undergraduate and postgraduate students (and former students) undertaking a course leading to an award of the University but delivered under a collaborative arrangement with an affiliate institution, unless otherwise agreed and stated in the partnership agreement. An allegation of academic misconduct may be investigated at any point, whether or not a final mark has been assigned to the work in question.

Exceptionally, an alleged offence may come to light after an Exams Board has met and agreed results have been published. In such cases, the allegation must be referred directly to the Registrar, who will consult with the Chair of the Exams Board. They will take account of the seriousness of the offence, the time, which has elapsed since it was committed, the reasons why it was not discovered earlier, and the regulations of any external validating or professional body, in determining whether or not to proceed with the case.

General Principles

The Dean acts on behalf of Faculty in overseeing the implementation of the quality assurance process within each Faculty. This includes responsibility for monitoring cases of academic misconduct to ensure the University maintains its academic standards. The Registrar has oversight of all cases of academic misconduct in order that s/he can ensure consistency and carry out the University's reporting requirements. This will include responding to requests for information under the Freedom of Information and GDPR.

Students involved in academic misconduct procedures shall have the rights outlined within the *Academic Misconduct Policy.*

The University reserves the right not to proceed with any investigation following an allegation of academic misconduct against a student if it is considered that there are insufficient grounds or evidence to do so. The standard of proof to be adopted during the application of these regulations will be the balance of probabilities.

If it is determined, at any stage, that a false allegation has been made by a student or member of staff with vexatious or mischievous intent, the University may initiate an appropriate disciplinary process against the person or persons making that allegation. Where a student is enrolled on a course that is regulated by a professional, statutory or regulatory body (PSRB) and that student is found, under the provisions of these regulations, to have committed academic misconduct, the Pontifical University may, depending on the nature of the offence, be obliged to report that fact to the PSRB.

Written communications will be sent to students via their Pontifical University e-mail address. Students are expected to check regularly their Pontifical University

e-mail account for updates on their case. Non-receipt of properly dispatched correspondence will not be accepted as valid grounds for delay or annulment of procedures or outcomes under these regulations, nor will it be accepted as grounds for appeal.

Where a student is found to have committed academic misconduct this will be recorded on the student's file and retained in accordance with the Pontifical University's records retention schedule. The Student's misconduct record may be referred to in future references and will be referred to should any subsequent allegation of academic misconduct be reported within a period of twelve months. All decisions taken under this section shall take full account of natural justice, fairness and equity, and all penalties should be applied consistently within, and between, proceedings at an Academic Disciplinary Hearing.

These regulations provide guidance on the appropriate penalties. Each body which imposes a penalty has the discretion to vary the penalty it can impose but must provide clear reasons as to why they have varied the penalty. Any penalty imposed as the result of an academic misconduct investigation overrides any decision taken with regard to a mitigating circumstance claim in respect of that assessment.

In general, the University will not consider mitigation in cases of academic misconduct. Students who are unable to complete an assessment, through illness or other personal circumstances, should apply for mitigation through the appropriate channels at the time that the circumstances and/or illness occurs, and such circumstances cannot be considered as an excuse for academic misconduct.

Where a student is found to have committed academic misconduct in an assessment component, that fact will not necessarily preclude the condonement of a module where condonement is permitted in accordance with the academic regulations.

For the purpose of these regulations, 'examination' includes both written and oral examinations, and module tests. 'Assessed coursework' includes coursework, essays, assignments, in-class assessments, laboratory tests, projects, dissertations, practical work, presentations, placements, or field trip reports, designs, theses, artefacts, digital photographic media, and computer-based analyses, etc.

Definition of Academic Misconduct

Academic misconduct is where a student gains, or seeks, attempts or intends to gain, advantage in relation to assessment, either for him/herself or for another person, by unfair or improper means.

An act of academic misconduct is committed regardless of whether or not the student intended to commit the act. For example, plagiarism may be committed

irrespective of whether or not the student intended to deceive the examiners. The intention or otherwise of a student to deceive the examiners will not normally influence the penalty imposed.

Types of Academic Misconduct

The following is a non-exhaustive list of types of academic misconduct:
Collusion is where a student either:

- presents for assessment work done in collaboration with another as entirely his/her own; or
- collaborates with another student on work which is submitted as that other student's work.

Where students in a class are instructed or encouraged to work together in the pursuit of an assignment or other assessed task, such activity is regarded as approved collaboration and not collusion, although there may be a requirement for each student to identify his/her own contribution.

Students may not lend their work which has been submitted for assessment to another student, this includes former students. Students should treat their academic work as their own property. It is a student's responsibility to protect their own work. Students should ensure that electronic copies of their work are stored securely and cannot be copied or stolen by another person; for example, in computer laboratories. Student IDs and passwords are for the exclusive use of the account holder and must never be shared.

Plagiarism (including self-plagiarism) is where a student either:

- presents work for assessment which contains the unacknowledged published or unpublished words, thoughts, judgements, ideas, structures or images of some other person or persons. This includes material downloaded from electronic sources, and material sourced or contracted from a third party; or
-
- presents for assessment work which that student has previously submitted for assessment as part of the same or another module or course, or at another institution, without citing that it was used previously This is known as self-plagiarism, and relates to the principle that a student may not receive credit for the same piece of work more than once unless specifically required to resubmit work as a requirement of re-assessment.

It is not an offence for a student to draw upon the work or ideas of another person where this is appropriately acknowledged. Plagiarism can be avoided by the accurate use of academic apparatus including quotation marks, the provision of detailed references and a full bibliography. Quotations from the published or unpublished work of other persons must always be attributed, both at the appropriate point in the text, and in the bibliography at the end of the piece of work. Extensive quotations, close paraphrasing, copying from the work of another person, including another student, or using the ideas of another person, without proper acknowledgement, may constitute plagiarism.

Examination Offences include, but are not limited to:

- taking unauthorised material into the examination room;
- making use of unauthorised material in the examination room;
- communicating or attempting to communicate in any way with another student during the examination;
- failure to comply with an invigilator's instructions;
- being party to any arrangement whereby a person other than the student fraudulently represents, or intends to represent, the student at an examination.
- any other breach of examination regulations in which the student is seeking to gain an unfair advantage.

Examples of Dishonest Practice include but are not limited to:
- offering a bribe or inducement to any staff (academic or administrative) involved in the assessment process;
- seeking to obtain access to confidential information e.g. examination questions, prior to the examination;
- falsifying transcripts, certificates or other official University documentation relating to assessment outcomes.

The use of text or image generating bots such as ChatGPT or artificial intelligence services for essays or any other assessment is contrary to academic integrity and is a form of plagiarism as it is not the presentation of the student's own referenced work. [

This list is not exhaustive; any attempt on the part of one or more students to gain an unfair advantage may be construed as academic misconduct and dealt with under these regulations, irrespective of whether any benefit was gained by the student(s) concerned.

Table of Penalties

The University strives to ensure fairness and consistency across Faculty's in the application of penalties and has adopted a Table of Penalties for use. The principle behind the table is simple and serves to ensure that all students are aware of the possible penalties that they may receive if they are found guilty of academic misconduct.

The penalties stated below are recommendations. Each body which imposes a penalty has the discretion to vary the penalty it can impose but must provide clear reasons as to why they have varied the penalty.

Where a Category 1 offence is a 3rd or subsequent offence, it may be referred to an Academic Disciplinary Hearing and a more severe penalty may be applied.

This list of offences is not exhaustive. Where an alleged offence, or near equivalent, is not represented in this table the Registrar will normally make an informed decision.

Table 1 - Plagiarism Penalty Table

- Note in all cases of plagiarism students must attend an academic writing course as provided by the university.

Offence	Extent	1st offence	Subsequent Offences for all levels
Fully referenced but closely paraphrased / excessive use of sources	Any amount	*Poor scholarship - no misconduct - mark on merits*	*Poor scholarship - no misconduct - mark on merits*
	Less than 10% of work	*CATEGORY 1 Formal warning - mark on merits**	*CATEGORY 1 Formal warning - mark on merits**
	Between 10% and 50% of the work	*CATEGORY 1 Formal warning - mark on merits*^*	*CATEGORY 1 Mark on merits*^, but mark for assessment component capped at pass mark*

Unreferenced Closely paraphrased, but not verbatim.	*Above 50% of the work*	*CATEGORY 1* *Mark on merits, but mark for assessment component capped at pass mark^*	*CATEGORY 1* *Mark of 0% for assessment component^*
	100% of the work	*CATEGORY 1* *Mark of 0% for assessment component^*	*CATEGORY 2* *Mark of 0% for all assessment components in module, at discretion of Registrar.^*
Unreferenced and verbatim (no quotation marks)	*Less than 10% of the work*	*CATEGORY 1* *Formal warning - mark on merits**	*CATEGORY 1* *Mark on merits*, but mark for assessment component capped at pass mark*
	Between 10% and 50% of the work.	*CATEGORY 1* *Mark on merits*, but mark for assessment component capped at pass mark^*	*CATEGORY 1* *Mark of 0% for assessment component^*
	Above 50% of the work	*CATEGORY 1* *Mark of 0% for assessment component^*	*CATEGORY 2* *Mark of 0% for all assessment components in module, at discretion of Registrar^*
	100% of the work	*CATEGORY 2* *Mark of 0% for all assessment components at that level at discretion of the Registrar.^*	*CATEGORY 2* *Mark of 0% for all assessment components in module, at discretion of the Registrar.^*

	Any amount *Submission of work either purchased, commissioned or purloined from, or otherwise provided by, a third party*	*CATEGORY 2 Mark of 0% for all assessment components at that level at discretion of the Registrar*	*CATEGORY 2 Mark of 0% for all assessment components at that level at discretion of the Registrar.*

*Mark on merits: where a piece of assessment is to be marked on its merits, the examiner should normally discount any text which has been plagiarised and should award a mark based on the academic value of the work that remains. This shall not be regarded as a penalty. The mark to be awarded shall be the academic judgement of the examiner.

^The student is required to attend the requisite academic integratory tutorial as scheduled by the Library. Failure to attend the tutorial prior to the next period of examinations will result in automatic failure on the assignment in question.

Table 2 - Penalty Table for offences other than Plagiarism

Assessment Type	Offence	Penalty		Postgraduate Taught
		Undergraduate		
		1st offence	Subsequent offences	
	Removing any script, paper, or other official stationery (whether completed or not) from the examination room, unless specifically authorised by an invigilator or examiner.	*CATEGORY 1 Mark on merits*, but mark for assessment component capped at pass mark*	*CATEGORY 1 Mark of 0% for assessment component*	*CATEGORY 1 Mark of 0% for assessment component*

Examination and In Class Tests	Failing to comply with the reasonable instructions of an invigilator or examiner.	**CATEGORY 1** *Formal warning*	**CATEGORY 1** *Mark of 0% for assessment component*	**CATEGORY 1** *Mark of 0% for assessment component*
	Possession of unauthorised material of any kind other than those specifically permitted in the rubric of the paper during the examination (including in toilets and other locations during the examination)	**CATEGORY 1** *Mark of 0% for assessment component*	**CATEGORY 1** *Mark of 0% for assessment component*	**CATEGORY 1** *Mark of 0% for assessment component*
	Attempting to communicate with another student or with any third party other than the invigilator/examiner during an examination or in class test.	**CATEGORY 1** *Formal warning*	**CATEGORY 1** *Mark of 0% for assessment component*	**CATEGORY 1** *Mark of 0% for assessment component*
	Communicating with another student or with any third party other than the invigilator / examiner during an examination or in class test.	**CATEGORY 1** *Mark of 0% for assessment component*	**CATEGORY 1** *Mark of 0% for assessment component*	**CATEGORY 1** *Mark of 0% for assessment component*

	Making use of unauthorised material or accessing the internet in contravention of the examination rubric in the examination room or otherwise during the examination (including in toilets and other locations during the examination)	*CATEGORY 1 Mark of 0% for assessment component*	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar.*	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*
	Being party to any arrangement whereby a person other than the student fraudulently represents, or intends to represent, the student at an examination	*CATEGORY 2 Mark of 0% for all assessment components in module, at discretion of the Registrar*	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*
	During an examination or in class test, copying or attempting to copy the work of another student, whether by overlooking his or her work, asking him or her for information, or by any other means.	*CATEGORY 1 Mark of 0% for assessment component*	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*
	Making available work to another student, either intentionally or as a result of negligence that	*CATEGORY 1 Formal warning*	*CATEGORY 1 Mark of 0% for assessment component*	*CATEGORY 1 Mark on merits*, but mark for assessment component*

	can be presented as another students.			*capped at pass mark*
Coursework				
	Representation of work produced in collaboration with another person or persons as the work of a single student (collusion).	*CATEGORY 1 Mark on merits*, but mark for assessment component capped at pass mark*	*CATEGORY 1 Mark of 0% for assessment component*	*CATEGORY 1 Mark of 0% for assessment component*
	Unauthorised access of another student's work, without the student's knowledge.	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*
Dishonest Practice	Offering a bribe or inducement to any staff (academic or administrative) involved in the assessment process	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*
	Seeking to obtain access to confidential information e.g. examination questions, prior to the examination	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*

	Making false declarations	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*
	Falsifying transcripts, certificates or other official University documentation relating to assessment outcomes	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*	*CATEGORY 2: Mark of 0% for all assessment components in module, at discretion of the Registrar*

Reporting of Academic Misconduct

Following the notification to the Module Leader, or nominee of a suspicion or allegation of academic misconduct, the Module Leader, or nominee will review the evidence provided   and in the case of coursework normally within 15 working days of receipt of the allegation and in the case of an examination normally within 5 working days of receipt of the allegation will reach one of the following judgements;

that there is no case to answer, in which case the assessment will be marked as normal and without prejudice;

- that, in the case of an allegation of plagiarism, the work reflects poor scholarship (e.g. inappropriate or excessive use of sources and/or inappropriate referencing) but falls short of academic misconduct, in which case the work will be returned for marking on its merits;
- that academic misconduct has occurred, in which case the Module Leader, or nominee shall provide a written report, including all relevant evidence, to the Registrar.

Upon receipt of a report of academic misconduct from a Module Leader or nominee, the Registrar shall refer to the Table of Penalties (below) and will determine, in liaison with the Module Leader if required, the nature of the alleged offence and the consequent offence category.

Where, in accordance with the Table of Penalties, the offence is deemed by the Registrar to be a Category 1 offence (see Table of Penalties) and so is not sufficiently serious to warrant referral to Disciplinary Hearing and where it is the student's first or second offence, the Registrar shall, normally within 10 working days of receipt of the Module Leader's report, determine the appropriate penalty to be applied to such an offence and shall write to the student.

Where, in accordance with the Table of Penalties, the offence is deemed by the Registrar to be a Category 2 offence (see Table of Penalties) and so is sufficiently serious to warrant referral to an Academic Disciplinary Hearing, or where the alleged offence is the student's third or subsequent offence, or where the Registrar is unable to determine the category of the alleged offence, the Registrar shall, normally within 30 working days of receipt of the Module Leader's report, convene an Academic Disciplinary Hearing. The Registrar shall write to the student, normally within 10 working days of receipt of the Module Leader's report, to advise the student of the allegation and that the matter is to be referred to an Academic Disciplinary Hearing.

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 conidiations. 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 policy and procedures of disciplinary consequences are available on the Pontifical University website.

Policy for Responsible Computing

In support of its mission of teaching, research and public service, Saint Patrick's Pontifical University 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 Pontifical University contains the governing philosophy for regulating staff and student use of the Pontifical University'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 Pontifical University 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 Pontifical University community honours the policy.

Policy
All Members of the Pontifical University community who use the University'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 University and those on networks to which the University's systems are connected.

Every user is responsible for the integrity of these resources. All users of University-owned or University-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 Pontifical University 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 University's computing facilities is a privilege granted to Pontifical University staff and students. The Pontifical University 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 Pontifical University staff and students access to information for which they are responsible, so long as such access does not violate any license or contractual agreement, Pontifical University 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 Pontifical University, should the information be misused. Pontifical University computing facilities and accounts are to be used for the Pontifical University-related activities for which they are assigned. This policy applies equally to all Pontifical University-owned or Pontifical University-leased computers.

Data Protection Declaration:
Saint Patrick's Pontifical University processes your personal information (including the e-mail address assigned to you by the Pontifical University) within the Pontifical University only for administrative purposes, both prior to and on your admission, at registration, for examinations and on your graduation. Save in cases where the Pontifical University 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 Pontifical University and fellow alumni.

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

Implementation
Appropriate Pontifical University 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 Pontifical University 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 Pontifical University.

Code of Conduct for Users of Computing Facilities

This code of conduct supports the Pontifical University 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 Pontifical University, 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 Pontifical University, Maynooth or Maynooth University 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 Pontifical University, 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 Pontifical University-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 Pontifical University, Maynooth into disrepute

Notes on the Code of Conduct

1. While network traffic or information stored on Pontifical University 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 Pontifical University may only be used as part of user's duties as a member of staff of Saint Patrick's Pontifical University 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 Pontifical University 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 Pontifical University 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 Pontifical University 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 Pontifical University.

Policy on Dignity at Work / Studies

Policy

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

Scope

The Policy extends to the entire staff, students, visitors, contractors, sub-contractors and others associated with the Pontifical University (referred to in this Policy as "members of the Pontifical University 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 Pontifical University in the upholding of the Seminary Rule, this Policy and adherence to the Pontifical University 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 Pontifical University 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 Pontifical University. 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 Pontifical University community and may have serious negative implications.

Protection against victimisation

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

Any member of the Pontifical University 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 Pontifical University.

Malicious complaints

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

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 Pontifical University community towards another member of the Pontifical University 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 Pontifical University 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 Pontifical University 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 Pontifical University 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 Pontifical University 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 Pontifical University 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 Pontifical University 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 Pontifical University 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 Pontifical University 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 Pontifical University 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 Pontifical University 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.

The Library

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

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 1st 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 100 PCs and laptops are 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 St Patrick's Pontifical University. 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.

The Library provides a range of skills training throughout the academic year such as successful searching, referencing and assignment preparation skills. 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. 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 and 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 Pontifical University Maynooth (SPPU) 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 €10 on your account, you will be unable to borrow
   Further information can be found at:
   https://www.maynoothuniversity.ie/library/using-library/borrowing

   Conduct in the Library
   As a user of Maynooth University Library, you are expected to:

2.8.   Respect your fellow users and Library staff at all times

2.9.   Treat all Library materials and the Library building with respect

2.10. 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

2.11. Refrain from reserving study spaces in the Library

2.12. 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

2.13. 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

2.14. 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

2.15. Keep noise to a minimum so as not to disturb other users

2.16. 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

2.17. Produce Library material in your possession to a member of Library staff if the book alarm sounds

2.18. Co-operate with Library and Security staff if the fire alarm sounds and vacate the premises as requested

2.19. 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

2.20. 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.

3. 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:

3.1   Group Study Rooms are for group work purposes only and should not be used for teaching

3.2   Users must book Group Study Rooms via the Library website using their MU email address
http://nuim.libcal.com/booking/MU_GroupStudyRooms

3.3   Group Study Rooms should be used by groups (maximum of 8, minimum of 3) only

3.4   Group Study Rooms cannot be reserved for individual use

3.5   Each Group Study Room reservation is for a maximum of two hours per day

3.6   All personal belongings should be removed and the room should be left tidy. Material should not be attached to the walls or windows

3.7   Any user in a Group Study Room without a reservation must leave if requested by a group who has a reservation

Postgraduate Study Room:

3.8   The Postgraduate Study Room is for the use of registered MU and SPCM postgraduate students (taught Masters level and above) and staff only

3.9   Access is granted at the Admission Desk on Ground Floor of the Library

3.10 The door to the Postgraduate Study Room should be kept shut at all times

Training Rooms:

3.11 Training rooms must be vacated when a training session is scheduled

3.12 Users are expected to check availability on the booking notice outside each door before entering

4. Russell Library & Special Collections Reading Room

4.1. 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…

4.2. May be viewed during official opening hours and by appointment only

4.3. Is for reference only and may not be borrowed

4.4. May not be photocopied. Photographs may be made available at the Librarian's discretion