

Student Charter

Cairt Mac Léinn

Our Student Charter has been produced jointly by the Students' Union and our Institute. The Charter sets out our commitments to you and highlights what is expected from you in return. Our Institute's Vision seeks to put students at the centre of our activities; this Charter is a contribution towards that goal. The Charter is not a contractual document, but provides a guide to what students, the Institute and the Students' Union can expect of each other.

As a student you can expect that DkIT will:

- provide you with up to date information in relation to admissions, registration and fees in a timely manner;
- offer a comprehensive Induction programme www.dkit.ie/new-students when you begin your studies;
- provide you with information about the Institute's Community, its facilities and services; and Institute Regulations, including the Student Code of Conduct;
- provide a student-centred environment to facilitate your learning;
- encourage and support you in taking responsibility for your own learning;
- provide you with clear assessment guidelines throughout your programme of study;
- make available appropriate learning resources to enable you to develop as a learner;
- give you timely and appropriate feedback on your academic performance;
- provide staff who are courteous, respectful and professional at all times;
- offer a range of academic support services including Library www.dkit.ie/library and IT Services www.dkit.ie/computer-services;
- provide impartial guidance and a range of personal support services including health services, disability service, counselling, chaplaincy, careers and sports and societies information www.dkit.ie/dkit-life/student-supports;
- offer you through the Students Union www.dkitsu.ie a wide range of social, cultural and social activities in which you can participate;
- provide appropriate appeals procedures;
- seek your views on your experiences so that we can continue to enhance the quality of the service we provide;
- safeguard all the information you provide, in compliance with data protection legislation.

In turn, as a student you will be expected to:

- complete registration processes within the allocated time;
- pay fees and charges when they are due;
- let us know if you have any special needs pertaining to health and/or disability;
- participate in the Induction programme provided;
- acquaint yourself with and adhere to the regulations of the Institute;
- inform your lecturer/School Office if you are unable to comply for any reason with programme requirements, e.g. submission deadlines, examination attendance;
- abide by the Institute's regulations regarding academic integrity and social networking, so as to ensure that no one is adversely affected by your actions, least of all yourself. Other relevant regulations including Health & Safety, Code of Conduct, Child protection and ICT will be found at www.dkit.ie/policies;
- attend and actively participate in all learning activities required in your chosen programme of study;
- take responsibility for your own learning;
- contribute towards creating and maintaining an atmosphere and environment which is conducive to learning for all;
- make use of opportunities to provide constructive feedback on your programme and Institute services;
- familiarise yourself with the range of support services available;
- be proactive in seeking any support which you may require;
- be courteous and respectful and behave in a professional manner at all times, both on and off campus;
- respect the diversity of the staff and students of the Institute community and the local community;
- use the Institute's facilities with respect and consideration for others.

I am more than pleased, in my role as President of the Students' Union, to endorse this Student Charter, which has been written in partnership with staff of the Institute. The Students' Union is a democratic organisation, led by elected officers and student run committees, responsible for deciding what the Union should be doing and for representing the interests of its members to the Institute and externally. This Charter is a further example of the Union's role in addressing the needs of its members.

Taidgh Kavanagh
Students' Union President
20th January 2021