

**Draft**



# **Guide to the Functions and Records of St Patrick's College Drumcondra**

(This manual has been prepared in accordance with Section 15 of the Freedom of Information Act 1997 as amended)

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## 1. Introduction

The Freedom of Information (FOI) Act, 1997 as amended, establishes three statutory rights:

- a legal right for each person to access information held by public bodies;
- a legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- a legal right to obtain reasons for decisions affecting oneself.

This Act asserts the right of members of the public to obtain access to official information to the greatest possible extent consistent with the public interest and the right of privacy of individuals.

This reference book has been prepared and published in accordance with the requirements of section 15 of the Act. Its purpose is to facilitate access to official information held by this College, by outlining the structure and functions of the College, details of the services we provide and how they may be availed of, information on the classes of records we hold and information on how to make a request to the College under the Freedom of Information Act, 1997 as amended.

Copies of this publication are available from  
The freedom of Information Officer  
St Patrick's College,  
Drumcondra  
Dublin 9  
Tel: 01 8842238      Fax: 01 8367613      email: [foi@spd.dcu.ie](mailto:foi@spd.dcu.ie)

This publication can also be accessed on the internet at  
[www.spd.dcu.ie/main/administration/foi](http://www.spd.dcu.ie/main/administration/foi)

### **Routinely Available Information**

The College currently makes information routinely available to the public in relation to its functions, activities and schemes. Such information will continue to be available informally without the need to use the FOI Act. This manual highlights, in relation to each of the College's activities, where information of this nature is available.

The FOI Act is designed to allow public access to information, which is not routinely available through other sources. Access to information under the Act is subject to certain exemptions and involves specific procedures and time limits. This reference book provides a guide to the structure of the College so as to assist you in accessing information under the FOI Act.

## 2. Description & Functions

St Patrick's College was established in 1875 to meet the teacher training needs of a denominational primary school system. The College was initially based at numbers 1 & 2 Drumcondra Road, moving to its present site at Belvedere House in 1883. The administration of the College was placed in the care of the Vincentian fathers where it remained until 1 September 1999.

The College became and remains the *alma mater* for a large proportion of Irish primary teachers. Its graduates have made a distinguished contribution to the educational, social and cultural life of the country. Originally an all-male College, female students were admitted for the first time in 1971; they now constitute a large majority of the student population.

In 1974, the three-year B.Ed degree for teachers was introduced and the College became a recognised College of the NUI. In 1993, under an agreement for Institutional Linkage, St Patrick's College became a College of Dublin City University. This was followed by the inauguration of an Academic Council. In 1997, Archbishop Connell, the then Manager, constituted a Governing Body, chaired by Professor Michael Herity. Under the linkage agreement with Dublin City University, two new joint Faculties were created: the Joint Faculty of Education and the Joint Faculty of Humanities. The Joint Faculty of Education is comprised of the College Departments of Education, Special Education, Religious Studies and Bio-science; the Joint Faculty of Humanities is comprised of the Schools of Communication and of Applied Languages and Intercultural Studies in the University and the College Departments of English, French, Gaeilge, Geography, History, Mathematics and Music.

In the early 1990s, the College embarked on a process of growth and diversification which culminated in the introduction of a variety of new programmes including a B.A. and M.A. in Humanities, a taught M.Ed and Ph.D by research. The development in the Humanities field built on an existing tradition and complements the educational work of the College.

The College has also had a long involvement in the area of Special Education. In 1961, a course for training teachers of children with learning difficulties was established. In 1973, an award-bearing course was established to train remedial teachers in primary schools. The College currently offers graduate diplomas in advanced studies in Special Education and in Learning Support.

Arising from its role as a provider of recognised teachers for the Primary School system, the College has a special relationship with the Department of Education and Science. This relationship has evolved to incorporate the role of the Higher Education Authority as the conduit for State funding and regulation.

During the Presidency of Fr. Peter Byrne CM, in the 1880s and 1890s, an extensive building programme was undertaken which, along with a second major phase of development completed in 1966 during the Presidency of Dr Donal Cregan C.M. and a third completed in 1982, still forms the core of the campus. The campus complex includes a Primary School, an Educational Research Centre which commenced operations in 1966, a Teachers' Centre which opened in 1972 and moved to a new site provided by the College in November 1999, a Centre for Early Childhood Development and Education which opened in 2001, and a Creche. The Education (formerly Teachers) Centre is an independent entity with its own Board of Management. The Educational Research Centre which operates autonomously remains part of the College. The Centre for Early Childhood Development and Education was opened when the Minister for Education asked the Dublin Institute of Technology and St. Patrick's College, Drumcondra to jointly establish, it advises the Minister for Education in relation to policy and practice in the area of early childhood. It consists of a Board of Management made up of representatives from both institutions.

## **Current College Programmes**

### **Education**

B.Ed

Certificate in Religious Studies

Graduate Diploma in Education (Primary Teaching)

Taught M.Ed: there is a wide range of options available on a cyclical basis.

M.Ed. by Major Thesis

Ph.D. By Major Thesis

Ed.D.

### **Special Education**

Graduate Diploma in Special Education

Graduate Diploma in Learning Support

Graduate Certificate in the Education of Students with Autism

Masters in Special Educational Needs

Specialist induction courses for Resource Teachers and Teachers Students with Severe and Profound General Learning Disabilities.

### **Humanities**

B.A. in Humanities

Taught M.A. in Humanities, (cyclical): French, Gaeilge, History, English (Children's Literature, Theatre Studies), Music

M.A. in Humanities by Major Thesis: English (Children's Literature, Theatre Studies)

French, Gaeilge, Geography, History, Music

### **3. Mission Statement**

The mission statement of St Patrick's College is as follows:

St Patrick's College Drumcondra, a College of Dublin City University, is a Catholic College for the education of primary school teachers. The mission of the College is to enhance its role in teacher education both general and special, to provide degrees in the humanities, to promote academic research and further develop postgraduate studies, while fostering excellence in all its activities.

In pursuit of its mission the College is committed to creating a community of learning in which Catholic religious values and equity are promoted and the centrality of the student maintained. Through its activities the College Community shall view the care and education of children as paramount, foster the Irish language, cultivate a local, national and international awareness and protect and enhance the physical and social environment for students and staff.

*While the mission of the College is by definition a short concise statement it is further elaborated upon in the following paragraphs. These paragraphs have been prepared to provide guidance to management and staff in their pursuit of the mission and will also clarify the role of the College for external parties.*

1. The defining responsibility of the College continues to be the education of primary teachers, general and special
2. The work of the College shall encompass the continuum of teacher education, initial, induction and in-career
3. The College recognises the integral role of humanities in the education of teachers
4. The important national contribution of the College's Special Education Department will be maintained and developed
5. The College is committed to the provision of degrees in the humanities. The College shall continue to provide a significant number places to mature students
6. The College shall seek to develop further its potential in the area of second chance education and life long learning
7. The consolidation and further development of postgraduate studies in education and the humanities is an essential part of the College's work
8. The College shall promote research as an integral part of its activities. Research should reflect discipline, course and College interests and is considered important for staff development
9. The College values the Educational Research Centre as an internationally recognised centre of excellence and aims to maximise co-operation between the College and the Centre consonant with its operational autonomy
10. The College aspires to excel in all areas of activity. It shall continue to foster excellence in its own teaching. It shall seek to develop centres of excellence that command appropriate external recognition
11. The College has a major role in the education of Primary teachers in the Irish language. The College recognises the Irish language as a vital strand of Irish identity and strives to promote the language through its activities

12. The College is committed to creating a community of learning in which Catholic religious values are promoted including a respect for conscience, responsibility for social justice, care for the vulnerable, awareness of the sacred and a recognition of the call to worship God, in a climate which is inclusive and respectful of those from a different denomination or religious or philosophical tradition. The College recognises its duty in preparing teachers to teach the Catholic faith in Catholic schools
13. The College shall strive to be an academic community which in a rigorous and critical fashion, assists in the protection and advancement of human dignity and of a cultural heritage through teaching, learning, research and various services it may be able to offer to local, national and international communities. This objective shall be pursued by guaranteeing academic freedom, so long as the rights of individual and community are preserved within the confines of truth and the common good
14. The College will continue to respond positively to the changing educational needs of Irish society, where appropriate, in conjunction with Dublin City University as provided for in the linkage agreement. It will seek to enhance its contribution, and respond to initiatives, in such areas as early childhood education, information technology, science education for primary schools and education for mutual understanding.
15. To assist in the attainment of the mission of the College outlined above, a number of specific objectives have been defined which provide guidance on the implementation of the mission. These are set out in Section 6.0 of the College Strategic Plan and recognise the historical development of the College together with the requirements of evolving higher education and teacher training sectors.

## 4. Structure & Organisation

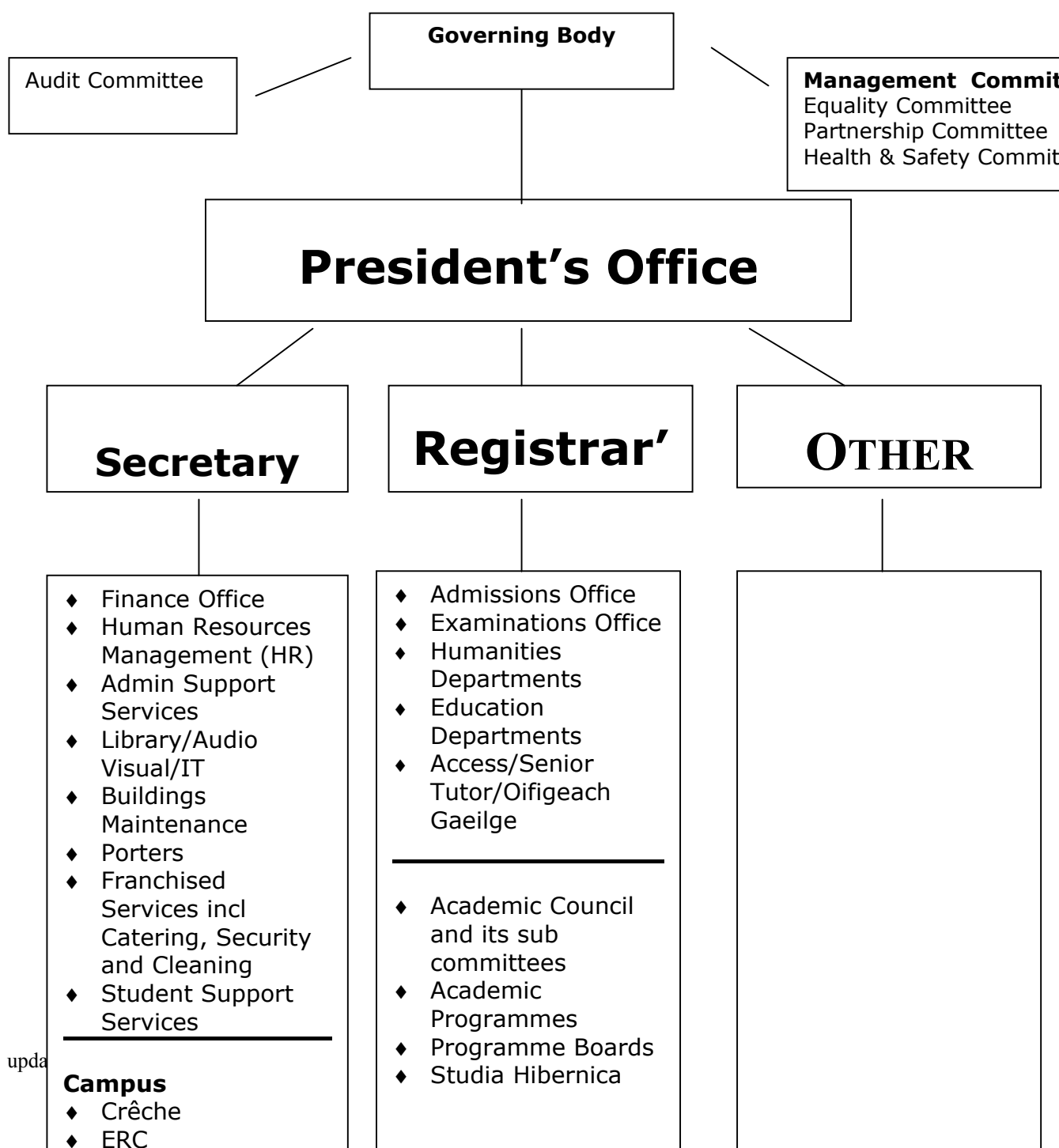
In 1997, the then Manager, Dr Desmond Connell, entrusted the Governance of the College to a Governing Body. Under the terms of the linkage agreement with Dublin City University (1993), the Academic Affairs of the College are regulated by an Academic Council. Academic Departments are organised in two Joint Faculties, Education and Humanities, each headed by a Dean/Assistant Dean.

The senior officers of the College are the President, Registrar and Secretary/Bursar. The President is Chief Executive Officer of the College and has leadership, executive and administrative responsibility as well as overall responsibility for all aspects of the College's operations.

The Registrar has responsibility for all the academic affairs of the College.

The Secretary/Bursar is responsible for the financial administration of the College, for its general administration and support services.

The organisational structure of the College is illustrated on the following chart:



## 5. Access to Information within the College

### 5.1 Applications under the Act

Under the FOI Act, anyone is entitled to seek access to information not otherwise publicly available. Each person has a right to:

- access to records held by the College
- correction of personal information relating to oneself held by the College where it is inaccurate, incomplete or misleading
- access to reasons for decisions made by the College directly affecting oneself.

The following records come within the scope of the Act:

- all records relating to personal information held by the College irrespective of when created
- all other records created from commencement date – 1 October 2001
- any other records necessary to the understanding of a current record.

You should be aware that the following information is not covered by the Act:

- Information that has already been published and is available from the College
- Non-personal information created before commencement date – 1 October 2001
- Personal information relating to anyone other than the person requesting the information (there are some exceptions)
- Sensitive information excluded by the College under the terms of the Act.

The College is obliged to respond within 4 weeks.

Applications for information should be addressed to:

Freedom of Information Officer,  
St Patrick's College,  
Drumcondra,  
Dublin 9.  
Tel:- Ireland 01/ 8842238  
Fax:- Ireland 01/8367613  
Email:- foi@spd.dcu.ie

The form entitled '*Request for information under the Freedom of Information Act*' is widely available and can be supplied by contacting the office above. Alternatively, requests for information can be made by FAX, Email or by writing to the office address above. You may be required to prove your identity, especially when requesting personal information so you may, therefore, be asked to produce your Passport, Driving Licence, Birth Certificate, Student Card etc.

Please be as detailed and as specific as possible when requesting information as this will enable the College to reply speedily to your request. If you require a reply in a particular format please mention this in your application. The FOI officer will be glad to assist you in preparing your request.

## **5.2 Right of Review and Appeal**

The Act sets out a series of exemptions to protect sensitive information where its disclosure may damage key interests of the College or of third parties. Where the College invokes these provisions to withhold information, the decision may be appealed.

Decisions in relation to deferral of access, charges, forms of access, etc. may also be subject to appeal. Details of the appeal mechanisms follow.

### **5.3 Internal review**

You may seek internal review of the initial decision, which will be carried out by an official at a higher level if:

- you are dissatisfied with the initial response received (refusal of information, form of access, fees, etc.)
- you have not received a reply within 4 weeks of your initial application. This is deemed to be a refusal of your request and allows you to proceed to internal review.

Requests for internal review should be addressed to:

Freedom of Information Officer  
St Patrick's College  
Drumcondra  
Dublin 9

Tel:- Ireland 01/8842238

Fax:- Ireland 01/8367613

Email:- [foi@spd.dcu.ie](mailto:foi@spd.dcu.ie)

A request for internal review must be submitted within 4 weeks of the initial decision. The College must complete the review within 3 weeks. Internal reviews must normally be completed before an appeal may be made to the Information Commissioner.

### **5.4 Review by the Information Commissioner**

Following completion of the internal review you may seek independent review of the decision from the Information Commissioner. If you have not received a reply to your application for internal review within 3 weeks this is deemed to be a refusal and you may appeal the matter to the Information Commissioner.

Appeals in writing may be made directly to the Information Commissioner at the following address:-

Office of the Information Commissioner,  
18 Lower Leeson Street,  
Dublin 2.

Tel:- Ireland 01 6785222 or low call 1890 223030

Fax:- Ireland 01 6395674

Email:- [info@oic.ie](mailto:info@oic.ie)

Web:- [www.oic.ie](http://www.oic.ie)

## 5.5 Fees

A fee of €15.00 must accompany a request for records other than records containing only personal information in relation to oneself. A reduced fee of €10.00 applies if the applicant is covered by a medical card. **Neither fee applies if the request is for personal information relating to oneself.**

In respect of non-personal information, fees may also be charged in respect of the time spent in efficiently locating and retrieving records based on a standard hourly rate of €20.95. Photocopying charges of 4 cent per page may also apply.

In respect of personal records, fees in respect of the cost of copying the records requested will apply, except where a large number of records are involved.

No charges will apply in respect of the time spent by the College in considering requests. A deposit may be payable where the total fee is likely to exceed € 50. In these circumstances, the College will, if requested, assist the member of the public to amend the request so as to reduce or eliminate the amount of the deposit.

Charges may be waived in the following circumstances:

Where the cost of collecting and collecting the fee would exceed the amount of the fee;

Where the information would be of particular assistance to the understanding of an issue of national importance; or,

In the case of personal information, where such charges would not be reasonable having regard to the means of the requester.

### **Internal Review Charges**

A fee of €75 must accompany most application for internal review of a decision of the College. A reduced fee of €25 applies if the applicant is covered by a medical card.

**There is no fee for internal review applications concerning only personal information relating to oneself or in relation to a decision to impose a fee or deposit.**

### **Review by the Information Commissioner**

A fee of €150 must accompany most applications for review by the Information Commissioner. A reduced fee of €50 applies if the applicant is covered by a medical card. There is no fee for review applications concerning only personal information relating to oneself or in relation to decisions to impose fees or deposits.

## **6 Information on Rules and Practices of the College**

Under the terms of the Freedom of Information Act, 1997 as amended, the College is required to produce documentation explaining the way it makes decisions. The College has published a Reference Book entitled *Guide to the Internal Rules and Practices*. This Reference Book published under Section 16 of the FOI act outlines the various rules, guidelines and precedents that individual sections use in making decisions. This publication is available on request from the Freedom of Information Office in the College or can be downloaded from the College Website [www.spd.dcu.ie/main/administration/foi](http://www.spd.dcu.ie/main/administration/foi)

## 7. Structural Breakdown by Sections of the College

### 7.1 Governing Body & its Committees

#### **Governing Body/*An Bord Rialaithe***

The terms of reference, responsibilities and rules under which Governing Body operates are contained in the Instrument of Government signed in January 1997.

The Governing Body is responsible for

- The determination of the educational character of the College and fostering scholarship and academic excellence;
- The provision of adequate resources for staff and students in respect of accredited courses within and subject to such resources being available from a dedicated budget to be provided for the College by the Authority through the University;
- The management, conduct and control of all the affairs, finances and property of the College;
- The effective and efficient use of resources, the solvency of the College and the safeguarding of its assets;
- Approving the annual estimates of income and expenditure and for the management of the budget and resources available to the College;
- The employment, deployment, appraisal, promotion, demotion, suspension, dismissal, the determination of the pay and conditions of service and the development of officers and staff, subject at all times to the clauses governing the employment and appointment of staff contained in the Agreement and to the legislation, understandings and agreements obliging the Minister, the Authority, employers, staff and trade unions from time to time;
- The selection, admission, suspension, withdrawal and expulsion of students in accordance with the requirements of the Minister, the College and the University;
- The promotion of co-operation with any other institution, authority or body for any purpose of the College;
- Undertaking any responsibility, which is necessary and appropriate to promote the development of the College.

**Records held:** Minutes of Governing Body are recorded in an official minute book.

**Location of Records:** President's Office. An agreed report of meetings is placed in the College library and is available for consultation.

**Current Retention/Destruction:** See St Patrick's College Records Retention/Disposal Schedule Document

**Contact Details:**

Theresa O'Farrell Tel: 01 8842006 Email: [presidents.office@spd.dcu.ie](mailto:presidents.office@spd.dcu.ie)

#### **Management Committee/*An Coiste Riartha***

The Management Committee operates without prejudice to the rights and duties of the Governing Body, the President, the Academic Council and its Committees, Programme Boards, the Registrar, the Bursar, College Deans/Assistant Deans of the Joint Faculties, Heads of Departments and other such recognised College officers.

Management Committee advises and assists the President to:

- Determine (in consultation with the Academic Council) the resources, human and physical, to implement accredited courses and programmes and College courses
- Make (*specific*) proposals to the Governing Body about the educational character and development of the College

- Manage the budget and resources (according to policy determined by the Governing Body) within the estimates approved by the Governing Body and the HEA
- Implement the decisions of the Governing Body
- Conduct the day to day conduct and management of the College
- Control the internal organisation and discipline of the College
- Govern the admission of students
- Control and direct the activities of the College and of the staff in the implementation of such activities

The membership of Management Committee is as follows: President; Registrar; Bursar; College Dean/Assistant Dean of the Joint Faculty of Education; College Dean/Assistant Dean of the Joint Faculty of Humanities; Head of Education if he/she is not Dean/Assistant Dean of the Joint Faculty of Education; a Head of a Humanities Department to be elected if the Dean/Assistant Dean of Humanities is not a Head; One member nominated by the University.

**Records Held:** Confirmed minutes of Management Committee which come before Governing Body for noting.

**Location of Records:** President's Office

**Retention/Disposal Policy:** See St Patrick's College Records Retention/Disposal Schedule Document

**Contact Details:**

Theresa O'Farrell Tel: 01 8842006 Email:presidents.office@spd.dcu.ie

#### **Audit Committee/An Coiste Iniúchta**

The Audit Committee is appointed by Governing Body from amongst its members to keep under review the College's needs and its resources to meet them, all costs and resources in relation to viability of programmes and all elements of expenses in relation to programmes, and to provide a projection of income and costs beyond a single year to enable Governing Body to view the consequences of current budgeting upon resources in subsequent years.

The Audit Committee presents an annual report to Governing Body and more frequent reports as necessary.

**Records Held** Confirmed minutes of the Audit Committee, an annual report to Governing Body and other reports as required.

**Location of Records:** Office of the secretary of the committee

**Retention/Disposal Policy:** See St Patrick's College Records Retention/Disposal Schedule Document

**Contact Details:**

James Kelly Tel:01 8842101 Email:james.Kelly@spd.dcu.ie

#### **Equality Committee/An Coiste Comhionannais**

This committee is charged with responsibility for reviewing relevant legislation and developing and promoting equality policies and practices in the College. Its membership is comprised as follows: two members from each of the Joint Faculties, two students, two members of the central support staff, the College Chaplain and the College counsellor. The Committee submits an annual report to Management Committee.

**Records held:** (1) An annual report which is submitted to Management Committee  
(2) Confirmed minutes which come before Management Committee for noting.  
**Location of Records:** (1) President's Office (2) Office of the Secretary of the Committee  
**Retention/Disposal Policy:** See St Patrick's College Records Retention/Disposal Schedule Document

#### **Partnership Committee/*An Coiste Comhpháirtíochta***

The Partnership Committee established under the terms of P2000 comprises representatives of management and all grades of staff in the College. Its terms of reference are to provide an overall focus for and to facilitate and oversee the development and implementation of the partnership process and to assist in the implementation of change and modernisation in the College.

**Records held:** Confirmed minutes of meetings  
**Location of Records:** President's Office  
**Retention/Disposal Policy:** See St Patrick's College Records Retention/Disposal Schedule Document

#### **Health & Safety Committee/*An Coiste Sábháilteachta agus Sláinte***

This committee, which reports to Management Committee and is responsible for implementing and keeping under review the terms and conditions of the College's Health & Safety Statement. It is convened by the Secretary/Bursar and is required to submit an annual report to Management Committee.

**Records held:** Annual Report held in the Office of the Secretary Bursar  
**Location of Records:** Office of the Secretary Bursar  
**Retention/Disposal Policy:** See St Patrick's College Records Retention/Disposal Schedule Document  
**Contact Details:**  
Martin Ward Tel: 01 8842234 Email: martin.ward@spd.dcu.ie

### **7.2 Academic Council & its Committees/*An Chomhairle Acadúil agus Coistí dá cuid***

Academic Council assists the Governing Body in the planning, co-ordination, development and overseeing of the educational work of the college. In academic matters its decisions are ultimately subject to Academic Council of the University. Its specific functions are as follows:

- To develop, approve and assist in implementing the College programmes and courses,
- To develop and approve the scheme for examinations and assessment,
- To approve the appointment of Accreditation Board Members and of External Examiners,
- To approve the membership of Programme Boards,
- To make recommendations for the selection, admission, retention and exclusion of students,
- To make and implement the academic regulations of the College,
- To take such steps as it deems advisable and so far as means are available, by lectures, publications or otherwise, to promote the advancement and dissemination of knowledge and to facilitate research,
- To make arrangements for tutorial and other academic counselling,
- To approve the award of scholarships and prizes,
- To make recommendations in relation to the conferment of Honorary Degrees and other awards,
- To make recommendations on programmes for research and development,

- To make recommendations on the addition and deployment of physical and human resources,
- To make such other recommendations as may be appropriate within the terms of the Linkage Agreement,
- To carry out such other functions pertaining to the Academic Council as are specified in the Agreement.

All full-time, permanent members of staff are members of Academic Council, as well as representatives of the University and student representatives. In addition to its plenary meetings, Academic Council has a number of committees which are generally elected each year and which report at the end of the Academic year.

**Records Held:** Confirmed minutes of Academic Council They are presented to Governing Body for noting. Minutes of Standing Committee come before Academic Council for noting. Minutes of all other Academic Council committees come before Standing Committee for noting.

**Location of Records:** Office of the Registrar/Assistant Registrar.

**Retention/Disposal Policy:** See St Patrick's College Records Retention/Disposal Schedule Document

**Contact Details:**

Olivia Bree Tel: 01 8842134 Email: Olivia.bree@spd.dcu.ie

### **Standing Committee/*An Coiste Seasta***

This committee is entitled to consider and deal with all routine matters of academic business, all items of such urgency that they require some action before the next scheduled meeting of the Academic Council and such policy items which have been referred specifically by the Academic Council to the Standing Committee. The Standing Committee comprises the following:- The President of the College; Registrar; three Members of the full-time permanent academic staff of the College – of whom not fewer than two shall be each a Head of Department – elected by the Academic Council from among the members of the Joint Faculty of Education; three members of the full-time permanent academic staff of the College – of whom not fewer than two shall be each a Head of Department – elected by the Academic Council from among the members of the Joint Faculty of Humanities; two members of the academic staff of the University elected by the University staff members of the Academic Council of the College; two students of the College one of whom shall be a student of the Joint Faculty of Education and the other of whom shall be a student of the Joint Faculty of Humanities; the student of the University on the Academic Council. Since September 1<sup>st</sup> 2003 Standing Committee includes the Assistant Registrar of the College.

The elected staff members of the College and the University serve for a term of three years and are eligible for re-election. The student members serve for a term of two years and are eligible for re-election.

**Records held:** Minutes of Meetings and supporting documentation

**Location of Records:** Office D202/E212

**Current Retention/Destruction Policy:** See St Patrick's College Records Retention/Disposal Schedule Document

### **B.Ed Mature and Graduate Admissions Committee/*Coiste um Iontráil Lánaibí agus Iarchéime B.Oid***

The function of this committee is

- To arrange for and co-ordinate interviews for admission of mature students to the B.Ed and for graduates to the Graduate Diploma in Education (Primary Teaching)
- To liaise with the other Colleges of Education as required
- To monitor the regulations governing admissions
- To submit an annual report of its activities to Academic Council.
- 

**Records held:** General Records including minutes in relation to its function

**Location of Records:** Office of the secretary of the committee

**Current Retention/Destruction Policy:** See St Patrick's College Records Retention/Disposal Schedule Document

**Contact Details:**

Olivia Bree Tel 01 8842134 Email: [Olivia.bree@spd.dcu.ie](mailto:Olivia.bree@spd.dcu.ie)

### **BA Mature Students Committee/*Coiste na Mac Léinn Lánaibí B.A.***

The function of this committee is:

- To oversee, in conjunction with the Admissions Office, the interviewing, selection and notification of prospective mature students for the BA in Humanities
- To arrange an initial meeting with incoming mature BA students and assign them a personal tutor
- To maintain an awareness of developments, initiatives, etc in the area of Return to and Second Chance Learning
- To submit an annual report of its activities to Academic Council.

**Records held:** General Records including minutes in relation to its function

**Location of Records:** Office of the secretary of the committee

**Current Retention/Destruction Policy:** See St Patrick's College Records Retention/Disposal Schedule Document

**Contact Details:**

Brenna Clarke Tel 01 8842221 Email: [brenna.clarke@spd.dcu.ie](mailto:brenna.clarke@spd.dcu.ie)

### **Information Technology Committee/*Coiste Theicneolaíochta an Eolais***

The function of the committee is:

- To promote the development of Information Technology in the College
- To enhance IT awareness and co-operation throughout the College (e.g. by organising special courses and by participating in software selection)
- To submit an annual report of its activities to Academic Council.

**Records held:** General Records including minutes in relation to its function

**Location of Records:** Office of the secretary of the committee

**Current Retention/Destruction Policy:** See St Patrick's College Records Retention/Disposal Schedule Document

**Contact Details:**

Hugh Gash Tel 01 8842058 Email: [hugh.gash@spd.dcu.ie](mailto:hugh.gash@spd.dcu.ie)

### **Inter-Departmental Committee/*An Coiste Idir-rannógach***

The function of this committee is:

- To liaise with the Registrar on operational matters

- To submit an annual report of its activities to Academic Council
- Chaired by the Registrar, this committee comprises each Head of Department or his/her nominee.

**Records held:** General Records including minutes in relation to its function

**Location of Records:** Office of the secretary of the committee

**Current Retention/Destruction Policy:** See St Patrick's College Records Retention/Disposal Schedule Document

**Contact Details:**

Olivia Bree Tel 01 8842134 Email: [Olivia.bree@spd.dcu.ie](mailto:Olivia.bree@spd.dcu.ie)

### **Academic Staff Recruitment Committee/*Coiste d'Earcaíocht na Foirne Acadúla***

The function of this committee is

- To make reports to the Academic Council on how the College might develop academically
- To make recommendations on those areas of the College which should be fostered and developed based on factors such as achievement, viability, the character of the institution and the advancement of its reputation as the provider of quality third level education
- To report to the Academic Council annually as to where it believes the recruitment of permanent and contract staff should be made
- It should also consider the merits of introducing new staff categories
- To submit an annual report of its activities to Academic Council.

**Records held:** General Records including minutes in relation to its function

**Location of Records:** Office of the secretary of the committee

**Current Retention/Destruction Policy:** See St Patrick's College Records Retention/Disposal Schedule Document

**Contact Details:**

Gerry O'Reilly Tel 01 8842185 Email: [gerry.oreilly@spd.dcu.ie](mailto:gerry.oreilly@spd.dcu.ie)

### **International Affairs Committee/*An Coiste na gCúrsaí Idirnáisiúnta***

The function of this committee is

To encourage and oversee the development of international cooperation in all areas of the College, bearing in mind both the limits of the College's resources and the considerable benefits to the development of both staff and students through such cooperation

Within this context, to coordinate and facilitate student exchanges, both outgoing and incoming, observing the principle of reciprocity wherever possible, staff teaching visits and other international cooperation activities

To submit an annual report of its activities to Academic Council

**Records held:** General Records including minutes in relation to its function

**Location of Records:** Office of the secretary of the committee

**Current Retention/Destruction Policy:** See St Patrick's College Records Retention/Disposal Schedule Document

**Contact Details:**

Uáitéar Mac Gearailt Tel 01 8842207 Email: [uaitear.macgearailt@spd.dcu.ie](mailto:uaitear.macgearailt@spd.dcu.ie)

### **Research Committee/*An Coiste Taighde***

The function of this committee is

- To promote and facilitate research in the College
- To submit an annual report of its activities to Academic Council

**Records held:** General Records including minutes in relation to its function  
**Location of Records:** Office of the secretary of the committee  
**Current Retention/Destruction Policy:** See St Patrick's College Records Retention/Disposal Schedule Document  
Contact Details: Mary Shine Thompson Tel 01 8842078  
Email [mary.Thompson@spd.dcu.ie](mailto:mary.Thompson@spd.dcu.ie)

### **Teaching and Learning Committee/*An Coiste Teagaisc agus Foghlama***

The function of this committee is

- identifying excellence and innovation in teaching
- rewarding excellence and innovation in teaching
- recognising of excellence and innovation in teaching
- planning for the development of teaching strategies at institution/inter-institution and subject level

Membership includes representatives from Education Department, Religious Studies Department, the Special Education Department and the Students Union.

System of Election of Membership: This committee is a sub-committee of academic council.

**Records held:** minutes of meetings  
**Location of Records:** Office of the secretary of the committee  
**Current Retention/Destruction Policy:** See St Patrick's College Records Retention/Disposal Schedule Document  
**Contact Details:**  
Margaret Leahy Tel 01 8842044 Email: [Margaret.leahy@spd.dcu.ie](mailto:Margaret.leahy@spd.dcu.ie)

### **Intercultural and Development Education Committee/*Coiste Idirchultúrtha agus Oideachais Fhorbartha***

The function of this committee is:

- To develop a framework for intercultural and development education within the College which would derive maximum benefit from existing courses and identify areas that need to be strengthened
- To make recommendations on how the College could foster greater diversity in staff and student intake
- To promote the development of St Patrick's College as an intercultural campus
- To raise awareness around issues of diversity and power through promoting anti-racist and anti-bias education within the College
- To submit an annual report of its activities to Academic Council

**Records held:**  
**Location of Records:** Office of the secretary of the committee  
**Current Retention/Destruction Policy:** See St Patrick's College Records Retention/Disposal Schedule Document  
**Contact Details:**  
Maurice O'Reilly Tel 01 8842135 Email: [Maurice.oreilly@spd.dcu.ie](mailto:Maurice.oreilly@spd.dcu.ie)

### **Quality Promotion Committee/*An Coiste Cothú Cáilíochta***

The function of this committee is:

To promote an ethos of self-evaluation and continuous quality improvement within the College, and to enhance thereby the student and staff experience

**Records held: Minutes, Agendas,** Applications for Awards, Reports etc  
**Location of Records:** Office C112  
**Current Retention/Destruction:** See St Patrick's College Records Retention/Disposal Document  
**Contact Details:**  
**Sharon King** Tel: 01 8842149 **Email:** Sharon.king@spd.dcu.ie

### 7.3 President's Office

The President's office assists the President in the performance of his duties. In particular it provides administrative support for Management Committee and Governing Body, handles appointments, contracts and personnel issues, liaison with the University, Alumni and external organisations and agencies including HEA, DES and the press. It also has overall responsibility for the College Archives

**Records held:** Records held cover personnel – Academic & Central Support Staff; correspondence with the University, external agencies, organisations, and individuals in relation to the College policy and development, legal issues, Building Development, College campus, welfare and general educational matters. The Minutes of Governing Body, Management Committee and other College Committees are held in the President's office.  
**Location of Records:** President's Office  
**Retention/Disposal Policy:** See St Patrick's College Records Retention/Disposal Schedule Document  
**Contact Details:**  
Theresa O'Farrell Tel: 01 8842006 Email: presidents.office@spd.dcu.ie

The College Archives are housed in a separate location. The surviving records are sparse and intermittent. Essentially the surviving Archives are uncatalogued. A preliminary draft catalogue exists but this is incomplete. It is intended that the College Archives should be fully catalogued in the next year.

Contact Details:  
Tel: 01-8842006 Fax: 01 8367613 Email: [Presidents.Office@spd.dcu.ie](mailto:Presidents.Office@spd.dcu.ie)  
Web address: [www.spd.dcu.ie](http://www.spd.dcu.ie)

### 7.4 Secretary/Bursar's Office

The Secretary/Bursar's Office includes the College Finance office. It provides support for the Secretary Bursar in the exercise of his duties in relation to financial matters, the College budget, College administration, support services and buildings.

**Records Held:** Administrative and Financial records in relation to the above functions  
**Location of Records:** Bursar's Office/Assistant Bursar's Offices  
**Retention/Disposal Policy:** See St Patrick's College Records Retention/Disposal Schedule Document  
**Contact Details:**  
Martin Ward Tel: 01 8842234 Email: [Martin.Ward@spd.dcu.ie](mailto:Martin.Ward@spd.dcu.ie)

### 7.5 Registrar's Office

The staff of the Registrar's office provide administrative support for the Registrar in the exercise of his functions including co-ordination of academic business, student admission and registration, examinations, course accreditation and Academic Council.

**Records Held:** General records arising from the above functions.  
**Location of Records:** Registrar's Office  
**Retention/Disposal Policy:** See St Patrick's College Records Retention/Disposal Schedule Document  
**Contact Details:**  
Administrator: Mary McMahon  
Address: Room C103, St Patrick's College, Drumcondra, Dublin 9  
Tel 01 8842012 fax: 01 8376197 E Mail: [Mary.Mcmahon@spd.dcu.ie](mailto:Mary.Mcmahon@spd.dcu.ie)  
Web Address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

## 7.6 Human Resources Department

The Human Resources Department of the College came into being on 1<sup>st</sup> May 2003 with the appointment of a Human Resources Manager who is responsible for:

- Co-ordinating the Partnership Process within the College
- Management of Employee, Industrial & Labour Relations
- Drafting & updating of Personnel Policies & Procedures
- Co-ordination of Recruitment & Selection Process ~ Issuing of Employment Contracts
- Liaison with external agencies such as: HEA, IBEC, DES, Equality Authority, Health & Safety Authority
- Management of Staff Records and Statistics
- Provision of support and advice on all HR related matters to management and staff
- Ensuring compliance with relevant legislation
- Development & management of staff training programmes
- Responding to staff queries in respect of terms and conditions of employment and application of policies and procedures

**Records Held:** Records in relation to its function  
**Location of Records:** Office C106  
**Contact Details:**  
Human Resources Manager: Mary Donnelly  
Address: Room C106, St Patrick's College, Drumcondra, Dublin 9  
Tel: 01-8842023 Email: [humanresources@spd.dcu.ie](mailto:humanresources@spd.dcu.ie)  
Web address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

## 7.7 Admissions Office

The Admissions Office is responsible for all student admissions. It is part of the Registrar's Office.

**Records Held:** General records in relation to student admissions.  
Location of Records: Admisssion Office  
Contact Details  
Admissions Officer: Ms Therese Savage  
Room ? St Patrick's College, Drumcondra, Dublin 9  
Tel: 01-8842013 Fax 01 837197 Email: [Therese.Savage@spd.dcu.ie](mailto:Therese.Savage@spd.dcu.ie)  
Web address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

## 7.8 Academic Department: Faculty of Humanities

## English Department

The English department contributes Academic, Professional and Curriculum English courses to the BEd programme, as well as Academic English courses to the BA (Humanities) degree. It offers two taught MA programmes – in Children's Literature and Theatre Studies – in addition to supervising research degrees at Master's and Doctoral level.

**Records Held:** General Records in relation to the department's function

**Contact Details:**

Head: Dr Brenna Clarke

Room: D301, St Patrick's College, Drumcondra, Dublin 9

Tel: 01 8842221 Fax: 01 8376197 Email: [brenna.Clarke@spd.dcu.ie](mailto:brenna.Clarke@spd.dcu.ie)

Web address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

## French Department

The French Department teaches a variety of courses in French language, literature and culture to students on the B.Ed. and B.A. programmes. Literature courses cover all periods from 17<sup>th</sup> to 20<sup>th</sup> Century, and all genres. Francophone literature (African and Caribbean) is given consideration, as well as that of metropolitan France. A choice of courses in a number of options is available to students in 3<sup>rd</sup> year. A full range of IT and language laboratory provides the opportunity for both class and individual work in language.

A course in language teaching methodology prepares students for teaching French in the Primary School.

**Records Held:** General Records in relation to the department's function

**Contact Details:**

Acting Head: Dr Alan English

Room: M55, St Patrick's College, Drumcondra, Dublin 9

Tel: 01 8842142 Fax: 01 8376197 Email: [alan.english@spd.dcu.ie](mailto:alan.english@spd.dcu.ie)

Web address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

## Roinn na Gaeilge

Roinn an-mhór í Roinn na Gaeilge. Déantar cúram de bhreis agus 1,400 mac léinn faoi láthair. Tá sí páirteach i gcúrsaí uile an Choláiste nach mór. Tá scoláirí aitheantúla sa Roinn a bhfuil saineolas fairsing acu ar léann na Gaeilge. Ins an B.Ed, deantar staidéar agus iniúchadh ar ghnéithe bunúsacha de léann, de litríocht, de theanga agus de shaoithiúlacht na Gaeilge agus na Gaeltachta: an próis, an fhilíocht, an béaloideas, an drámaíocht, stair na litríochta, stair na teanga, saol na Gaeltachta. Déantar cúram de réimsí léinn, eolais agus taighde atá gaolmhar leis an ábhar seo.

Ceann: Dr Máirín Nic Eoin

Seomra: D310

Fón: 01 8842205 Fax: 01 8376197 Roimh Phoist: [mairin.niceoin@spd.dcu.ie](mailto:mairin.niceoin@spd.dcu.ie)

Láithreán Gréasán: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

## Geography Department

The Geography Department teaches to degree level in the B.A. and B. Ed. It also offers an M.A. Degree by research only. It is envisaged that a taught M.A. will be introduced at a later date. Currently there are almost 500 undergraduate students studying Geography in the College.

The teaching and research interests of these staff include the following areas of Geography: cultural, urban and planning, historical, geopolitics, resources and environment, development studies, Europe, living in cities, geomorphology, climatology and the teaching of Geography in primary schools. Courses are also provided on cartography and general research methods.

**Records Held:**

Course descriptions, general administration of courses, tutorial records, and assessment sheets

**Contact Details**

Head: Mr Jim Hourihane

Address: Room E227, St Patrick's College, Drumcondra, Dublin 9

Tel: 01 8842121 Fax: 01 8376197 Email: james.hourihane@spd.dcu.ie

Web address: www.spd.dcu.ie/

**History Department**

The History Department offers a range of courses in Irish, European, American and World history for B.Ed. and B.A. students and a taught Master of Arts programme. The supervision of research masters and doctoral theses is also provided. All current members of the Department are, and are expected to continue to be research active. Engagement in the work of professional societies is also encouraged. Members of the department participate actively in the work and administration of the College.

**Records Held:**

Course descriptions, general administration of courses, tutorial records, and assessment sheets

**Contact Details:**

Head: Dr James Kelly

Address: Room: D313, St Patrick's College, Drumcondra, Dublin 9

Tel: 01 8842101 Fax: 8376197 Email: james.Kelly@spd.dcu.ie

Web address: www.spd.dcu.ie/

**Mathematics Department**

The Mathematics Department aims to furnish its students on the B.Ed and BA programmes with a firm foundation in the core areas of Algebra, Analysis and Number Theory. This foundation strives to provide a balance between fundamental theory and applications. Extensive use is made of the Computer Mathematical Software, Maple. Other topics such as Statistics, Differential Equations, and Cryptography enhance students' appreciation of the ideas as well as some of the applications of Mathematics in contemporary society.

**Records Held:**

Course descriptions, general administration of courses, tutorial records, and assessment sheets

**Contact Details:**

Acting Head: Dr Maurice O'Reilly

Address: Room: Mov29, St Patrick's College, Drumcondra, Dublin 9

Tel: 01 8842135 Fax: 8376197 Email: Maurice.oreilly@spd.dcu.ie

Web address: www.spd.dcu.ie/

**Music Department**

Music is offered as an academic subject for both B.Ed. and B.A. degrees and it is possible to specialise in Music in both M.Ed. and M.A. degrees. In addition the Music department is responsible in co-operation with the Education Department for the

teaching of Curriculum Music to all B.Ed. students and students taking the Graduate Diploma in Education (Primary Teaching).

The B.Ed. course covers Musical Techniques; Analysis, Criticism and History; Irish Music; and Tutorials. Each year students have one semester of Keyboard Skills: this includes harmonisation of melodies, improvisation and transposition. Students also have one semester of Musical Awareness, where they expand and deepen their listening skills.

B.A. students take all of the B.Ed. courses with the exception of the third year Irish music project. In addition they take Orchestration, Music Education and two optional courses

All pre-service primary teaching students and Graduate Diploma students, who are undertaking an eighteen-month course to qualify as primary school teachers take a course in Curriculum Music. Pre-service Education students may also opt for a music elective in third year.

**Records Held:**

Course descriptions, general administration of courses, tutorial records, and assessment sheets

**Contact Details**

Head: Dr Marion Doherty

Address: Room:B119, St Patrick's College, Drumcondra, Dublin 9

Tel: 01 8842133 Fax:8376197 Email:marion.doherty@spd.dcu.ie

Web address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

7.9 Academic Departments: Joint Faculty of Education

**Education Department**

The Education Department has a central role in developing and implementing State policy in the field of Primary Teacher Education. The work of the Department includes the Bachelor of Education Degree, Graduate Diploma in Education (Primary Teaching) and MEd. Staff from the Education Department teach Human Development as a subject within the Bachelor of Humanities degree.

The present work of the Education Department is principally concerned with the education of primary school teachers through the teaching of a three year pre-service Bachelor of Education degree. This degree includes substantial periods of Teaching Practice. Approximately 1220 students were registered for this degree in 2003/2004. The College also provides an eighteen month (three Semester) course in teacher education for graduates. Two cohorts, 280 students in total, are presently registered for this course.

The College has established an Award-Bearing Structure of In-Career Education. This allows modules to be taken for audit or credit towards a University validated Certificate, Diploma or Master of Education degree. Within this structure a range of specialist Master of Education degrees (including ICT) have been established. These are taught in a part-time format at times convenient to practising teachers. The Education Department also supervises research degrees at Masters and PhD levels. Educational Disadvantage Centre (EDC)

The Educational Disadvantage Centre in the College is under the aegis of the Education Department. It aims to enhance awareness of disadvantage in the College and beyond and to contribute to meeting the needs the wider educational community.

Congruent with the wider mission of St Patrick's College in Education and the Humanities, the College also has a Centre for the Study of Human Development. The

Centre seeks to contribute to a better understanding of human wellbeing across the life-span. The centre is committed to pursuing such understanding through work that is interdisciplinary and methodologically pluralistic ( combining empirical, ethnographic and critical/emancipatory approaches.

**Records Held:**

Course descriptions, general administration of courses, tutorial records, and assessment sheets

**Contact Details**

Head: Dr Mark Morgan

Address: Room D309, St Patrick's College, Drumcondra, Dublin 9

Tel: 01 8842061 Fax: 01 8376197 Email: [mark.morgan@spd.dcu.ie](mailto:mark.morgan@spd.dcu.ie)

Web Address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

## Education Department Administrative Unit

This Unit facilitates the work of the Department by managing its routine administration. It also provides support to staff contributing to Education courses and Teaching Practice, and to students enrolled on Education programmes. It is organised into four sections as follows: Administration Office, Education Office, Educational Disadvantage Centre Office, and the Teaching Practice Office.

### Administration Office

**Records held:**

General records relating to the Department's operation

**Contact Details**

Address: Room C108, St Patrick's College, Drumcondra, Dublin 9

Tel: 01 8842015 Fax: 01 8376197 Email: [Maeve.Fitzpatrick@spd.dcu.ie](mailto:Maeve.Fitzpatrick@spd.dcu.ie)

Web Address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

### Education Office

**Records Held:**

Examination results, scripts and assignments for Education courses

**Contact Details**

Address: Room C109, St Patrick's College, Drumcondra, Dublin 9

Tel: 01 8842130 Fax: 018376107 Email: [Evelyn.Cuddy@spd.dcu.ie](mailto:Evelyn.Cuddy@spd.dcu.ie)

Web Address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

### Educational Disadvantage Centre Office:

**Records Held:**

General records relating to the Centre's operation

**Contact Details**

Address: St Patrick's College, Drumcondra, Dublin 9

Tel: 01 8842021 Fax: 01 8376197 Email: [Suzanne.Stone@spd.dcu.ie](mailto:Suzanne.Stone@spd.dcu.ie)

Web Address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

## Teaching Practice Office

**Records Held:**

Teaching Practice reports for all BEd and Graduate Diploma in Education (Primary Teaching) students. Teaching Practice references (electronic) for students who have completed both courses.

**Contact Details**

Address: Room C111, St Patrick's College, Drumcondra, Dublin 9  
Tel: 01 8842014 fax: 01 8376197 Email: maeve.fitzpatrick@spd.dcu.ie  
Web Address: www.spd.dcu.ie/

## Religious Studies Department

The Department of Religious Studies is centrally concerned with the preparation of teachers for the teaching of religion in Irish Catholic Primary Schools through a three year Certificate in Religious Studies or a one and a half year Certificate in Religious Studies – Graduate Entry.

The Department provides an academic subject "Religious Studies" for the B.Ed and BA degree programmes. The Department also teaches in in-service teacher programmes and post-graduate degree programmes such as the M.Ed and the MA and supervises research degrees as appropriate.

The Religious Studies Department co-operates with the Education Department as necessary, e.g. by preparing and supervising teaching practice.

**Records Held:**

Course descriptions, general administration of courses, tutorial records, and assessment sheets

**Contact Details:**

Head: Dr Raymond Topley  
Address: Room:E213, St Patrick's College, Drumcondra, Dublin 9  
Tel: 01 884 Fax:8376197 Email:raymond.topley@spd.dcu.ie  
Web address: www.spd.dcu.ie/

## Biology Department

This Department offers Bio-science as a first year academic subject and contributes to the Science education curriculum course which is part of the Education course on the B.Ed. The one year Bio-science course aims to facilitate the development of scientific literacy and attitudes and to bridge the two culture divide. Biology centred, it also contains elements from the other sciences, technology, education, economics and culture.

**Records Held:**

Course descriptions, general administration of courses, tutorial records and assessment sheets

**Contact Details:**

Head: Dr Paula Kilfeather  
Address: Room:D320, St Patrick's College, Drumcondra, Dublin 9  
Tel: 01 8842090 Fax:8376197 Email:brendan.boylan@spd.dcu.ie  
Web address: www.spd.dcu.ie/

A general overview of courses offered by Departments is contained in the relevant programme handbooks. More detailed course descriptions are provided by Departments to students at the commencement of each course. These include details of assessment procedures. The rules and regulations governing examinations and

assessment are contained in "Marks and Standards" (see Section 16 manual). These are displayed publicly on the Registrar's Noticeboard and on the college website [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

### **Special Education Department**

The Special Education Department offers five courses accredited by Dublin City University. The Courses are: Graduate Diploma in Special Education; Graduate Diploma in Learning Support; Graduate Certificate in the Education of Pupils with Autistic Spectrum Disorders – accreditation pending; Masters Degree in Education (MEd) with a special option in Special Educational Needs (part-time); Masters in Special Educational Needs – accreditation pending (full-time). The Department is heavily funded by the In-Career Development Unit of the Department of Education and Science. The only fee-paying course is the part-time MEd.

The Graduate Diploma in Special Education is a one-year, block-release course. The course, which is largely generic in orientation, provides specialist training for teachers in primary and special schools and working with pupils who have been identified as having special educational needs.

The Graduate Diploma in Learning Support is one-year, part-time; the teachers concerned attend College usually on one day per week. The Course provides appropriate specialised training for learning support teachers working in primary schools.

The Graduate Certificate in the Education of Pupils with Autistic Spectrum Disorders – accreditation pending – is a one-year, part-time course for primary teachers and consists of 3 modules. The course is delivered mainly through distance learning with some direct teaching.

The Masters Degree in Education (MEd) with a special option in Special Educational Needs is a two-year, part-time course. This course is open to Primary teachers, who already have a Diploma in Special Education.

The Masters in Special Educational Needs is a one-year, full-time course. This course is open to both Primary and Post-Primary teachers who already have a Diploma in Special Education.

The main short courses run by the Department are Induction Courses for Resource Teachers and for Teachers of Pupils with Severe and Profound General Learning Disabilities. There is also a Post-Diploma Module in Collaboration and Consultation for graduates of the Department's Graduate Diploma in Learning Support.

**Records Held:**

General records arising from the work of the Department.

**Contact Details:**

Director: Dr Jean Ware

Address: Room C403, St Patrick's College, Drumcondra, Dublin 9

Tel: 01 8842041 Fax: 01 8842294 Email: [SpEd.Dept@spd.dcu.ie](mailto:SpEd.Dept@spd.dcu.ie)

Web address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

### 7.10 International Office

This office provides administrative support to the International Committee in relation to incoming and outgoing students on international programmes including Socrates, and Erasmus and assists in the coordination of the international links of the College.

**Records held:**

Routine correspondence in relation to its operations.

**Contact Details**

Tel: 01 8842214 Fax: 01 8376157 Email: [Bernie.Donnelly@spd.dcu.ie](mailto:Bernie.Donnelly@spd.dcu.ie)

Email address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

### 7.11 Careers Service

This service provides guidance and information for students to enable them to understand their career options and interests and to assess their career opportunities, to prepare for selection procedures and to enter employment or further study. A drop-in advisory service operates Monday to Thursday mornings during term time, students are also seen by appointment in the afternoons. Career Workshops are organised during the first and second semesters. A Careers Fair is organised in conjunction with DCU and a joint Postgraduate Fair is organised by AGCSI and GTI Ireland. The Careers Officer sits on the Executive of the Association of Graduate Careers Services Ireland (AGCSI).

**Records Held:**

Routine correspondence and careers literature.

**Contact Details:**

**Co-ordinator:** Ms Cora Creegan

Address: Room A104, St Patrick's College, Drumcondra, Dublin 9

Tel 01 8842280 Fax 01 8376197 Email: [Cora.Creegan@spd.dcu.ie](mailto:Cora.Creegan@spd.dcu.ie)

Web address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

### 7.12 Adults & Continuing Education Office

The Office aims to provide a support service for mature students. A drop-in advisory service operates Monday to Thursday mornings during term time, students are also seen by appointment in the afternoons. Other activities include an induction programme, study workshops, a writing clinic and the co-ordination of the mature student tutor system. The Mature Student Officer is Chair of the Network of Irish Mature Student Officers (NIMSO).

**Records held:**

Routine correspondence relation to functions and literature on adult education.

**Contact Details**

Address: Room A104, St Patrick's College, Drumcondra, Dublin 9

Tel 01 8842280 Fax: 01 8376197 Email: [Cora.Creegan@spd.dcu.ie](mailto:Cora.Creegan@spd.dcu.ie)

Web Address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

### 7.13 Chaplaincy

The Chaplaincy is a meeting place for various groups and activities of an apostolic and social nature. The Chaplain is one of those called to meet, to listen, to talk, to be around, to be involved in building a sense of community in the College. His parish is the College. He is responsible for the manner and organisation of the liturgy in the College.

**Records Held:**

General Records in relation to its function

**Contact Details:**

Chaplain: Fr Eamonn Cowan

Address: Room A103, St Patrick's College, Drumcondra, Dublin 9

Tel: 01-8842224 Fax: 01 8376197 Email: [Eamonn.Cowan@spd.dcu.ie](mailto:Eamonn.Cowan@spd.dcu.ie)

Web address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

### 7.14 Counselling Service

The counselling service aims to provide students with support with academic and personal problems, which may arise during their time in the College. The service provides individual counselling and group workshops on study skills and stress management. The service is strictly confidential.

**Records Held:**

General records in relation to its function

**Contact Details:**

Student Counsellor: Ms Aida Keane

Address: Room A107, St Patrick's College, Drumcondra, Dublin 9

Tel: 01 8842281 Email: [Aida.keane@spd.dcu.ie](mailto:Aida.keane@spd.dcu.ie)

Web address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

### 7.15 Library

The library provides a reading and lending service to College students and staff. The library stock is now over 160,000 volumes, arranged by the Dewey Classification system. Approximately 400 Journals are now currently received and displayed. The Library uses an automated system - TALIS, and the catalogue is accessible from all computer terminals within the library. All staff and students are entitled to borrow from the library. Graduates of the College may borrow books on the payment of an annual fee of €80. Members of the public wishing to read in the library may do so on application at the issue desk (lending facilities are not available).

**Records Held:**

In addition to catalogued books and periodicals, the records relate mainly to records of borrowing, book order and purchase

**Contact Details:**

Issue Desk/Information Desk 01 8842170

Librarian: Mr Evan Salholm

Address: Room: E326, St Patrick's College, Drumcondra, Dublin 9

Tel: 01 8842171 Fax: 01 8376197 Email: [evan.salholm@spd.dcu.ie](mailto:evan.salholm@spd.dcu.ie)

Web address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

### Educational Resource Centre

The College also has an Educational Resource Centre located in the Old College Chapel. This contains a collection of book and non-book and curriculum resource material that relates to all aspects of the primary school curriculum. This material cannot be borrowed.

**Records Held:**

General Records in relation to its function

**Contact Details:**

Librarian: Ms Cliona Uí Thuama

Address: Curriculum Resource Centre, St Patrick's College, Drumcondra, Dublin 9

Tel: 01-8842180 Fax: 01 9376197 Email: [cliona.uithuama@spd.dcu.ie](mailto:cliona.uithuama@spd.dcu.ie)

Web Address: [www.spd.dcu.ie](http://www.spd.dcu.ie)

## 7.16 Audio-Visual/Computer Services Department

This Department provides support for College programmes and activities in the audio-visual and computer services field.

**Records held:**

General records in relation to function.

**Contact Details:**

Head: Mr Paul Murphy

Address: Room:E319, St Patrick's College, Drumcondra, Dublin 9

Tel: 01 8842192 Fax:01 8376197 Email:[paul.murphy@spd.dcu.ie](mailto:paul.murphy@spd.dcu.ie)

Web address: [www.spd.dcu.ie/](http://www.spd.dcu.ie/)

## 7.17 Archives

The Archives of the College are housed in a designated room. There are comprised of records not currently in use or retained in individual sections. While a draft catalogue exists, it is not comprehensive. The records are incomplete and haphazard. It is intended to complete an up-to-date catalogue in the next year.

**Contact Details:**

Address: President's Office, St Patrick's College, Drumcondra, Dublin 9

Tel: 01-8842006 Fax: 01 8367613 Email: [Presidents.Office@spd.dcu.ie](mailto:Presidents.Office@spd.dcu.ie)

Web Address: [www.spd.dcu.ie/archives](http://www.spd.dcu.ie/archives)