



National College of Art and Design

Academic Affairs

Staff Handbook

2018-19

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1. Welcome

Dear Colleague,

The purpose of this handbook is to provide NCAD staff with an overview of, and orientation in relation to, the College's academic environment and the role of Academic Affairs.

Academic Affairs encompasses the administration, development and enhancement of NCAD's learning and research environment.

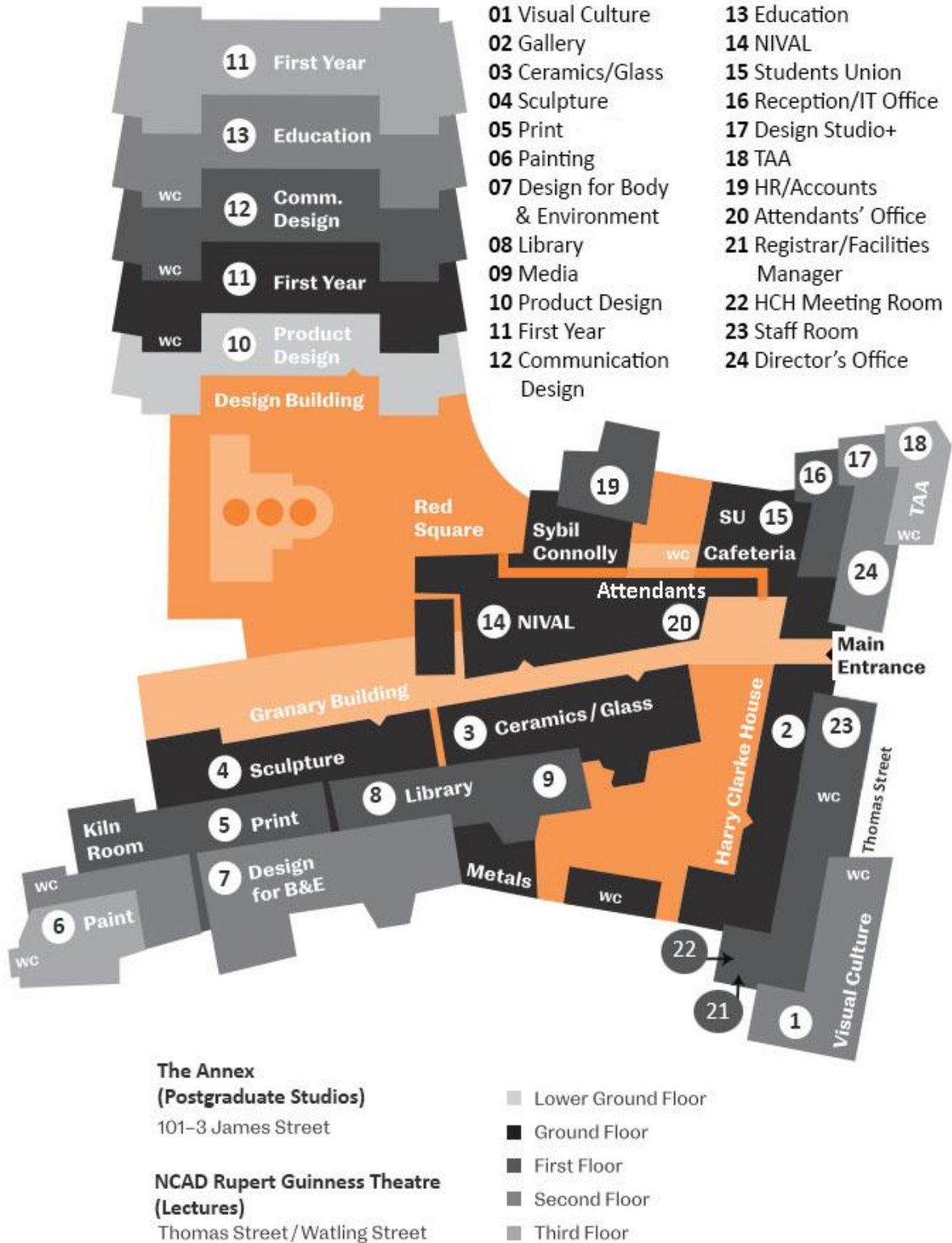
NCAD's governance framework for the management of academic standards is overseen by Academic Council, which has responsibility in relation to all aspects of academic governance. The work of the Council is supported by School Boards and Departmental Boards, and delivered through a number of sub-committees, including: Programmes Board; Learning, Teaching and Assessment Committee; Research & Innovation Committee; and the Quality Assurance Steering Committee. NCAD's Quality Office supports the College in ensuring that standards are maintained and enhanced.

NCAD's Student Services and Admissions Office oversees all aspects of students' progress through the College, from recruitment to graduation. NCAD operates a supplementary admissions route for applicants with a disability or for those who are from socio-economically disadvantaged backgrounds.

Dr Siún Hanrahan
Head of Academic Affairs & Research

NCAD Campus Map

NCAD Campus



2. NCAD’s Community and Structures

The basic College structures underpin NCAD as an academic community.

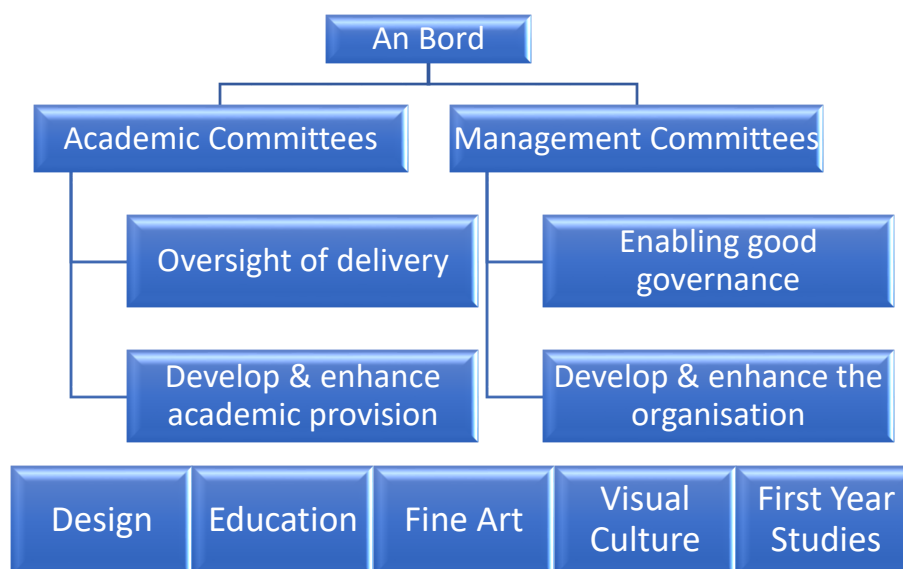
Learning and teaching at NCAD is delivered through four **Schools** – Design, Education, Fine Art and Visual Culture – each of which offers programmes at Bachelor, Master and Doctoral level. Studio-based undergraduate students participate in a shared, multi-disciplinary curriculum in the first year of their studies, delivered through the Department of First Year Art & Design Studies.

Oversight and cohesion in the delivery, development and enhancement of NCAD’s academic provision across its schools and programmes is assured through a structure of Boards and **Academic Committees** that report to Academic Council.

The strategic direction of the College is set by the Director, in consultation with An Bord.

The development and enhancement of NCAD as an organisation in which to study and work is supported by a range of **Management Committees**, with the further objective ensuring and enabling good governance within the College.

Student and staff representation is a vital component across NCAD’s structures.



NCAD Academic Calendar 2018-19

The semester dates for the 2018-19 academic year are as follows:

Semester 1: Monday 17 September 2018 to Friday 11 January 2019.

Semester 2: Monday 21 January 2019 to Friday 17 May 2019.

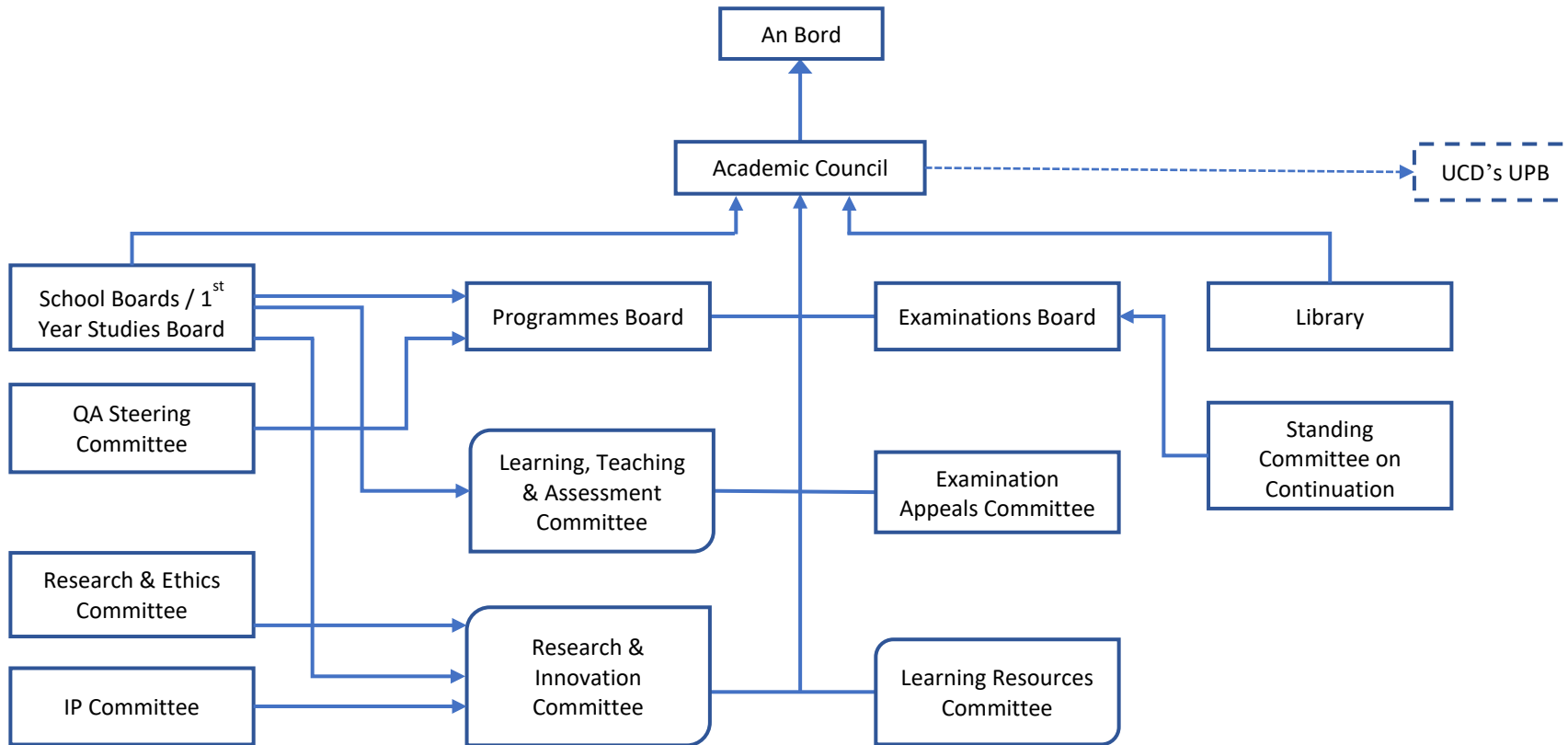
Semester 3: Monday 20 May 2019 to Friday 30 August 2019¹.

NCAD’s Academic Calendar is available on the College website at:

<http://www.ncad.ie/staff/academic-calendar>

¹ A number of NCAD’s programmes are delivered during the summer months.

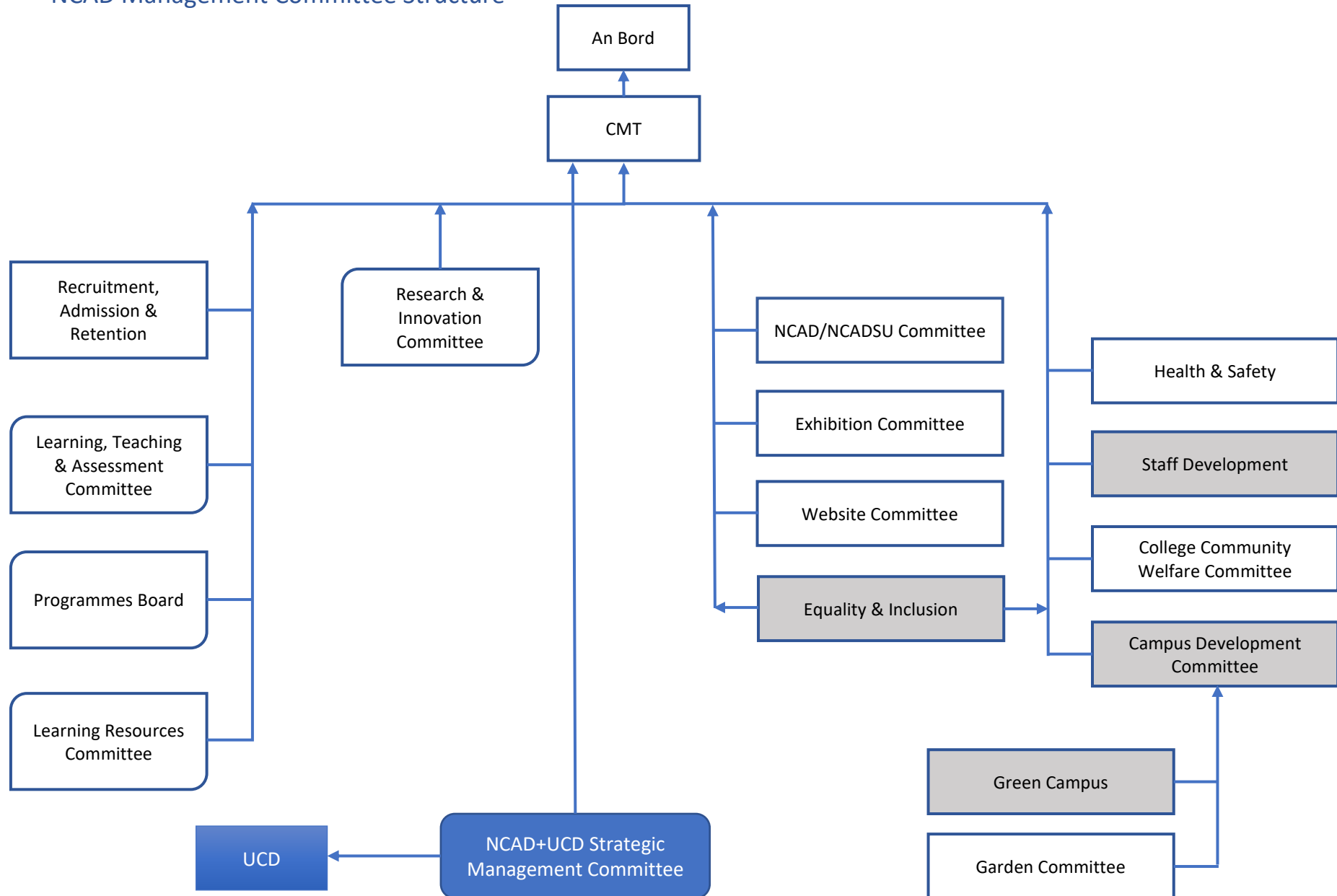
NCAD Academic Committee Structure



Committee/Board	Sub-Committees	Details
An Bord		Chairperson: Prof Richard Thorn (2018-2021) For information on current membership click here .
	Audit and Risk Committee	Chairperson: Frederick Goltz Current membership: Sinéad Ryan, Darragh Hogan
Academic Council		Chairperson: The Director, Prof Sarah Glennie For Terms of Reference click here .
	Examinations Board	Chairperson: Head of Academic Affairs & Research, Dr Siún Hanrahan (Interim) See NCAD Examination Procedures & Regulations .
	Examination Appeals Committee	Secretary: Head of Academic Affairs & Research, Dr Siún Hanrahan (Interim) See NCAD Examination Procedures & Regulations .
	NCAD Programmes Board	Chairperson: Head of Academic Affairs & Research, Dr Siún Hanrahan (Interim) For Terms of Reference click here .
	Quality Assurance Steering Committee	Chairperson: Head of Academic Affairs & Research, Dr Siún Hanrahan (Interim) For Terms of Reference and information on current membership click here .
	Learning, Teaching & Assessment Committee	Chairperson: Elected, Nuala Hunt (Head of Continuing Education in Art & Design) For Terms of Reference click here .
	Research & Innovation Committee	Chairperson: Head of Academic Affairs & Research, Dr Siún Hanrahan (Interim) For Terms of Reference click here .
	Learning Resources Committee	Chairperson: Head of First Year Studies, Mary Avril Gillan For Terms of Reference and current membership, click here .

School Boards and First Year Studies Board	Chairperson: Head of School or Head of First Year Studies Prof Alex Milton, Head of School of Design Prof Dervil Jordan, Head of School of Education Prof Philip Napier, Head of School of Fine Art Prof David Crowley, Head of School of Visual Culture Mary Avril Gillan, Head of First Year Studies For School Board Terms of Reference click here . For First Year Studies Board Terms of Reference click here .
UCD's University Programmes Board	Chairperson: Deputy President, VP Academic Affairs, Registrar: Prof Mark Rogers For Terms of Reference and information on membership click here .

NCAD Management Committee Structure



Committee/Board	Sub-Committees	Details
An Bord		Chairperson: Prof Richard Thorn (2018-2021) For information on current membership click here .
	Audit and Risk Committee	Chairperson: Frederick Goltz Current membership: Sinéad Ryan, Darragh Hogan.
College Management Team		Chairperson: The Director, Prof Sarah Glennie Membership: Heads of School, Head of Academic Affairs & Research, Registrar & Secretary, Head of First Year Studies, Head of Innovation & Engagement, HR Manager.
	Fire, Health & Safety Committee	Chairperson: College Secretary & Registrar, Damian Downes For Terms of Reference click here .
	Recruitment & Admissions Committee	Chairperson: Head of Academic Affairs & Research For Terms of Reference click here .
	College Community Welfare Committee	Chairperson: Head of Academic Affairs & Research, Dr Siún Hanrahan (Interim) For Terms of Reference click here .
	NCAD-NCADSU Committee	Membership: NCADSU President, NCADSU Vice-President, Finance Officer, Access Officer, Facilities Manager.
	Website Committee	Chairperson: Prof David Crowley For Terms of Reference click here .
	Exhibition Committee	Under development.
	Staff Development Committee	Under development
	Campus Development Committee	Under development
	Equality & Inclusion Committee	Under development
	Garden Committee	Under development
	Green Campus	Under development
NCAD+UCD Strategic Management Committee		Chairperson: The Director of NCAD, Prof Sarah Glennie For Terms of Reference and information on current membership see Appendix 1 NCAD+UCD Strategic Management Committee: Terms of Reference on Page 30

3. Academic Affairs

Academic Affairs encompasses all student related services including Admissions, Registrations, Fees and Examinations.

Student Services and Admissions

Student Services & Admissions (SS&A) operates as the central registry for the College providing a range of services to students, academic staff and senior management. The SS&A team look after all student-related services including student recruitment, admissions, registrations, fees and grants, Erasmus, Studio+ & Visual Culture+, examinations, student records, transcripts and conferring. Student Services & Admissions is located on the ground floor of the Administration block (see Campus Map). The Student Enquiry and College Reception is also located in this area, serving as the first point of contact for prospective, current and past students as well as for the general public.

Student Record System

Quercus is the **Student Record System** used by NCAD. Quercus reflects the curriculum structure for all NCAD programmes and holds the admission, registration, financial and academic record of all degree and CEAD credit students. SS&A Student Records and Exams Office manages access to the system and sets permission levels for using the system. Any queries on access, login passwords or permission levels should be directed to studentrecords@ncad.ie. A handbook on the use of Quercus is available to [download here](#) (www.ncad.ie/Staff/Policies Procedures & Regulations).

Student Registrations

In the event of a student wishing to change their registration status by withdrawing, taking 'time out', deferring, changing programme or repeating, it is important that the student is fully aware of both the academic and financial implications of any such course of action. All such changes must be approved by the student's Head of Department and submitted to Academic Affairs on the relevant forms which can be downloaded from the [website here](#).

Academic staff counselling a student should always advise them to talk to the Fees & Grants Office in SS&A about the financial impact of any proposed change to their registration status.

SS&A also supports the Head of Academic Affairs in the academic development, management and administration of the College.

The Student Services and Admissions Officer, Cathy McCartney, oversees the work of the area. A full list of the staff working in SS&A and their roles can be [found here](#) (www.ncad.ie/About/Head of Academic Affairs/Student Services & Admissions).

Academic Regulations & Examinations

All NCAD degrees, diplomas and certificates are awarded by the National University of Ireland (NUI). All undergraduate programmes, all postgraduate programmes and (from September 2019) award-bearing CEAD programmes are validated by UCD and regulated under the *UCD Academic Regulations*. Where NCAD structures and practices differ from those in UCD and are not synchronised with UCD regulations, NCAD has secured a range of derogations to UCD's regulations as described in the *NCAD Addendum – Academic Regulations and Policy*.

Students on non-award-bearing CEAD programmes and those finishing out on PhD programmes validated through the National University of Ireland (NUI) should refer to *NCAD/NUI Examination Procedures and Regulations 2018-19*.

These documents can be downloaded [here](#).

Other policies and procedures with which it is important to be familiar from an examinations perspective include the College's:

[RPL Policy and Practices](#)

[Plagiarism Policy](#)

[Good Research Practice Code](#)

[Extenuating Circumstances Policy](#), (Overview and Application Form also available under [Policies, Procedures and Regulations](#))

[Assessment Appeal Policy and Procedures](#)

These documents can be [downloaded here](#).

The **recording of examination results** is done through Quercus, the College's online student database.

Research degrees

Guidance in respect of the evaluation of progress within and the examination of **research degrees** is given in NCAD's [Postgraduate Policy and Procedures](#) and in the [Postgraduate Supervisor's Handbook](#).

4. NCAD's Learning and Teaching Environment

Since 2011, NCAD has been working in partnership with University College Dublin (UCD) in an Academic Alliance. NCAD is designated a Recognised College of the University whereby UCD provides accreditation and validation of NCAD programmes leading to the award of degrees and other qualifications.

While NCAD is a recognised college of UCD, NCAD is NOT a college or school of UCD. NCAD and UCD are independent and autonomous of each other.

As a recognised college, NCAD is subject to the Academic Regulations and Quality Standards of UCD. Where we cannot or where we wish to diverge from the UCD Academic Regulations,

UCD may grant us a derogation from specific regulations, usually on a short-term basis. While we have made use of derogations in the past, the revision to UCD Academic Regulations coming into force in September 2019 should greatly reduce the need to seek derogations.

As a recognised college, NCAD is committed to, where possible, collaborating with UCD on research, scholarship, teaching and learning. Where feasible and following development of specific arrangements, UCD students can have access to NCAD modules and programmes. Likewise, arrangements can be made to allow NCAD students access to specific modules at UCD. Currently, (Nov 2018) NCAD School of Design and UCD Mechanical and Materials Engineering are working together to allow each other's students to study each other's modules.

NCAD has membership on some UCD bodies, such as the University's Programmes Board. Likewise, representatives of UCD, including a representative of UCD's Office of the Registrar, sit on NCAD's Programmes Board. A NCAD-UCD Strategic Management Committee with representation from both entities, meets several times a year to discuss and progress co-operative initiatives and policies. Amongst other topics, this Committee is working on more co-operation and cross-campus study, and to allow students of both NCAD and UCD to benefit from both entities.

Programme Development

All NCAD programmes are accredited by UCD. As part of our commitment to the fields of Art and Design and our collaboration with UCD, we ensure our programmes are developed, delivered and reviewed to the standards set by UCD.

Development of a programme follows a thorough process of consultation, consideration and careful construction. The overall structure of each NCAD programme is described by a Programme Specification, and each module is described by a Module Descriptor. These are available on the NCAD website at: <http://www.ncad.ie/students/programme-information/>.

The learning, teaching and assessment strategies to be employed are described within each module descriptor. Over the course of the 2018-19 academic year, the College is developing a Learning and Teaching Strategy and An Assessment Code of Practice with a view to enhancing the College's learning environment for both students and staff.

An overview of NCAD's Programme Development and Approval Process is given on pages 15 and 16. More detailed information and support in relation to module and programme development is available from NCAD's Quality and Academic Support Officer, Kilian O'Callaghan, ocallaghank@staff.ncad.ie.

Studio+ and Visual Culture+

Studio+ and Visual Culture+ is an optional additional year between the second and final year of study open to undergraduate students in Design, Fine Art and Visual Culture. This is an exciting opportunity to combine different experiences from a range of options allowing NCAD

students to build a bespoke learning experience to suit their particular skills and ambitions. More detailed information on the options available to students can be found [here](#).

International and Erasmus

Students

NCAD offers the option of a 4-year BA (International). The programme is structured to include a full academic year abroad between Year 2 and final year at NCAD, or it can involve a combination of one semester of international study or work placement and one semester of Studio+ and Visual Culture+. Students who accumulate 240 credits over four years of undergraduate study encompassing 30 or more credits from abroad are awarded a BA (International) in either Fine Art, Design or Visual Culture.

Staff

NCAD receives a limited number of grants every year which allows staff to participate in Teaching or Training Mobilities at one of NCAD's Erasmus+ partner institutions.

International Staff Mobility for Teaching

Open to NCAD academic staff and must comprise a minimum of eight teaching hours. This is per week or for any shorter mobility period.

Staff Mobility for Training

Open to all NCAD staff (academic and non-academic staff) who wish to undertake observation or job-shadowing at a partner institution.

Mobilities typically take place over 3-4 days with limited funding available for longer periods. Interested candidates should review the list of [partner institutions](#) and contact the Erasmus+ Co-ordinator, Cian McHugh, for further information.

Learning Resources & Academic Support

[The Edward Murphy Library](#) at NCAD has an unrivalled collection of over 93,000 books and exhibition catalogues. The major emphasis is on 19th, 20th and 21st century art and design, but material from a large number of other subject areas is also acquired. Students also have access to a range of image databases and a large lending collection of DVDs.

A key student and researcher resource at NCAD is [The National Irish Visual Arts Library \(NIVAL\)](#), a public research resource dedicated to the documentation of 20th and 21st century Irish visual art and design. NIVAL collects, stores and makes accessible for research an unparalleled collection of documentation about Irish art in all media.

[NCAD Gallery](#) supports contemporary practice and critical debate in visual arts practices and reflects the diversity and strengths of the College by developing and promoting the future of art and design in Ireland.

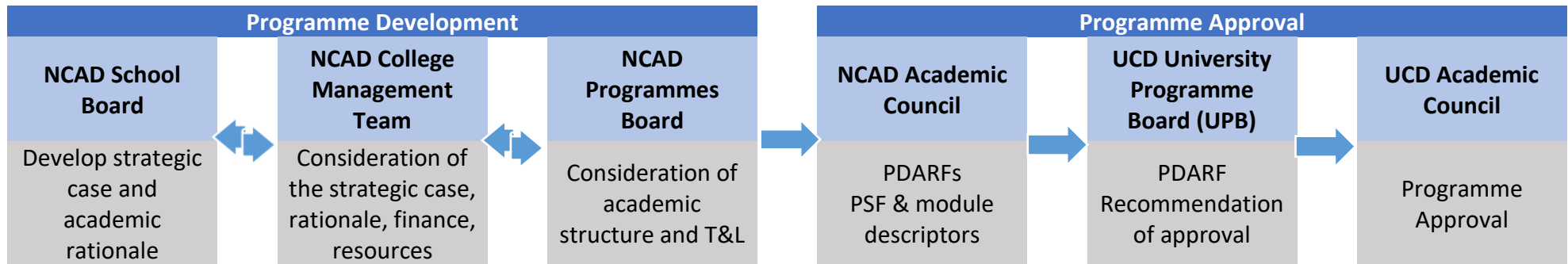
[Eduroam](#) (education roaming) a secure, world-wide roaming access service developed for the international research and education community is available to students and staff at NCAD. It

allows students, researchers and staff from participating institutions to obtain Internet connectivity across campus and when visiting other participating institutions by simply opening their laptop and using their usual login and password.

[The Research and Ethics Committee](#) supports educators and researchers (whether staff or students) at the College in considering the potential impact of their proposed research. All researchers must seek advice from NCAD's Research & Ethics Committee before research is undertaken should any of the following elements be involved in the proposed research:

- Active involvement of other participants;
- Passive involvement of other participants;
- Colleagues and staff within other higher education institutions;
- Members of the public;
- Children, young and other vulnerable persons;
- Animals;
- External bodies.

NCAD Programme Approval Process



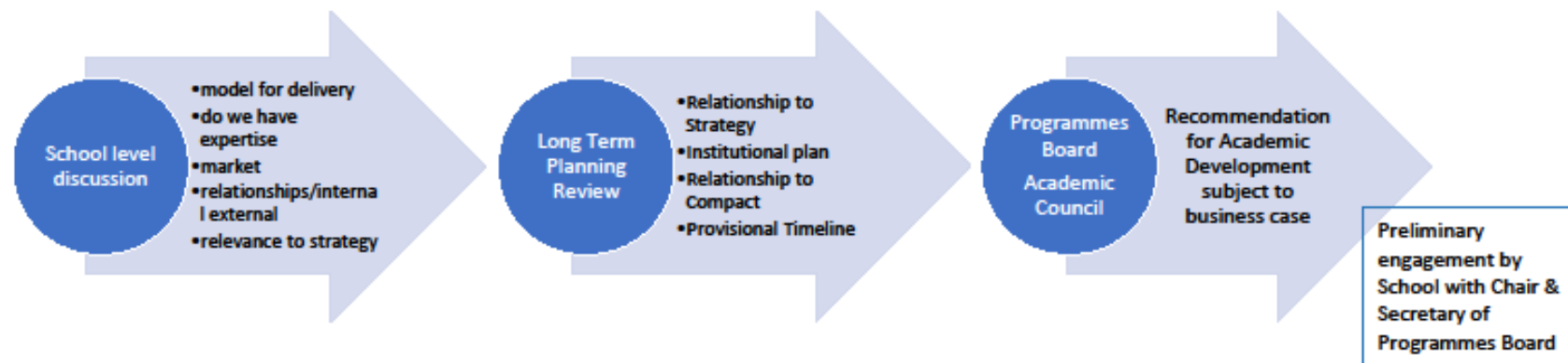
Submission and Approval Timelines					
NCAD School Boards	Programmes Board Submissions Deadlines	NCAD Programmes Board	NCAD Academic Council	UPB Submission Deadlines	UPB Meetings (in Red Room)
			26 Sept 2018	Thurs 13 Sept 2018	Thurs 4 Oct 2018 @ 10am
3-11 Oct 2018	10 Oct 2018	17 Oct 2018	31 Oct 2018	Tues 6 Nov 2018	Tues 27 Nov 2018 @ 2pm
5-13 Dec 2018 23-31 Jan 2019	30 Jan 2019	6 Feb 2019	20 Feb 2019	Tues 5 Feb 2019	Tues 26 Feb 2019 @ 10am
2-11 April 2019	10 April 2019	17 Apr 2019	8 May 2019	Thurs 21 Mar 2019	Thurs 11 April 2019 @ 2pm
	29 May 2019	5 Jun 2019	19 Jun 2019		

Two opportunities for UCD approval

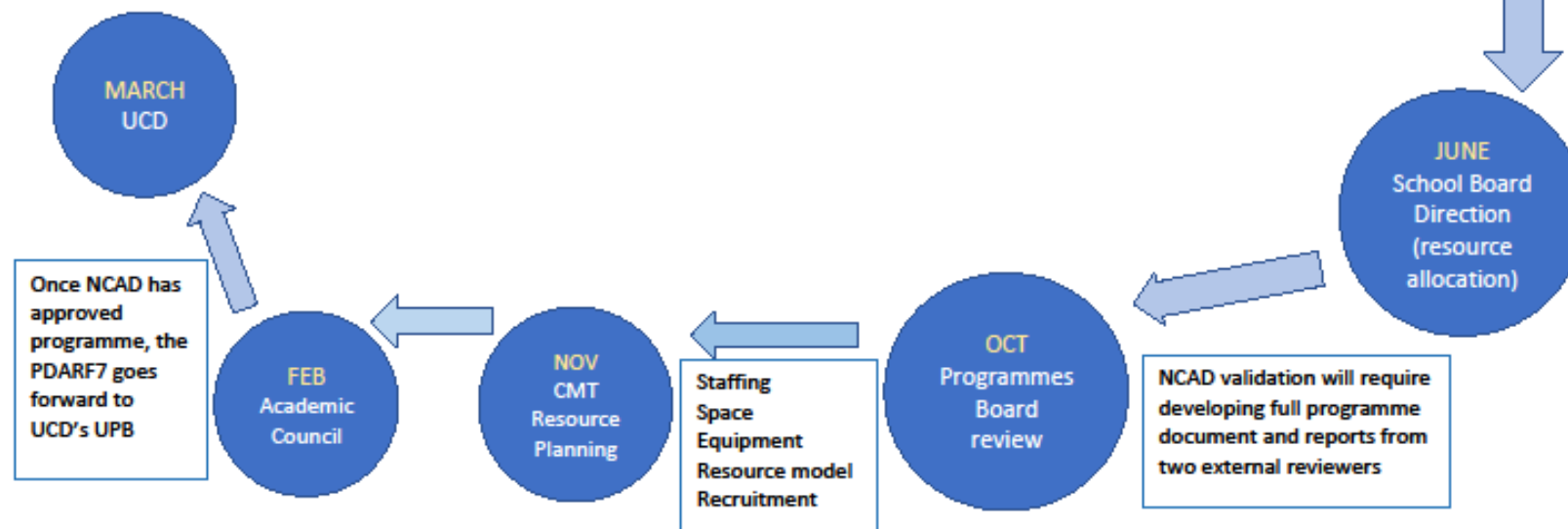
Ideal programme approval lead time over 18 months	
1. NCAD Programmes Board 6 February 2019	5. NCAD Programmes Board 6 February 2019
2. NCAD Academic Council 20 February 2019	6. NCAD Academic Council 20 February 2019
3. UCD approval 21 March 2019	7. UCD approval 21 March 2019
4. CAO listing May 2019	8. CAO listing May 2019

NCAD Programme Development Process

1. IDEAS GENERATION – 2 YEARS BEFORE DELIVERY



2. IMPLEMENTATION – ACADEMIC YEAR BEFORE DELIVERY



Programme Development Process 2018.docx

5. Student Support

At NCAD we endeavour to create a learning environment in which every individual has the opportunity to learn, interact and engage in all aspects of College life regardless of age, culture, physical and mental health, and financial circumstances.

Support Services for Students

The framework of academic and pastoral support for students provided by NCAD is largely provided through the College's Student Support Services, with the support of staff in Schools and Departments, and includes academic, pastoral and administrative services. The cohesion between these services and the wider academic College community is fundamental to a high-quality student experience.

NCAD's *Framework for Supporting Studentship* is a key point of reference for staff and students in relation to the pastoral support provided in support of studentship at the College. The supports available include:

The Student Learning Support Service, delivered by the National Learning Network, is a confidential academic support service which provides assistance to students in managing the demands of college life. Learning support at NCAD is available to all students at all levels of study. For more information [click here](#).

Student support is also provided by the NCAD Student **Counselling Service**, which is a confidential and free service for students of the College and is staffed by a professionally qualified psychologist and counsellor. The service offers support, counselling and psychotherapy for students who may be experiencing personal difficulties. The **College doctor** is available to students on Monday, Wednesday and Friday mornings throughout the academic year. For more information [click here](#).

Additional student support services such as the **Careers Advisory Service** provides careers advice to students throughout their course, and in particular to students in their final year or pursuing postgraduate studies. For more information [click here](#).

The **Student Assistance Fund** is available to students experiencing particular or unexpected hardship during their course of study. This may be as a result of family breakdown, bereavement, accidents, health problems or other crises that result in unexpected financial difficulty. For more information [click here](#).

The **Childcare Support Fund** is funded by the Irish Government and part funded by the European Union under Ireland's EU Structural and Investment Funds Programme 2014 – 2020. The purpose of the Childcare Support Fund is to provide assistance towards the cost of registered childcare (nursery, crèche etc.) for children of full-time students of NCAD, whose ability to participate in education may be adversely affected by childcare responsibilities. For more information [click here](#) (scroll down the page).

An **IT Support** helpdesk is open for students from 1:30pm to 4:00pm, Monday to Friday. The NCAD has a wireless network available to staff and students. For more information [click here](#).

The **Staff Prize** is intended to help students of exceptional ability with their final year expenses. It is funded by staff contributions. Each School may nominate a suitable student from each Department towards the end of the final year to go forward for the prize, and a selection committee chooses the final award winner(s). The sum awarded is a substantial one, which can help considerably with final year costs.

Profile of Needs (PONS)

Students with disabilities and specific learning difficulties are encouraged to register with the Access Service in NCAD to seek supports where the disability could affect their ability to participate fully in all aspects of their life in College. All students with disabilities or specific learning difficulties who register with the Access Service have an individual needs assessment with the Learning Support Tutor to determine the supports they require. Following the Needs Assessment, the service generates a Profile of Needs Summary (PONS). This outlines a student's disability or specific learning difficulty and how it affects their learning. The PONS report identifies supports and reasonable accommodations to which the student is entitled. The Access Service may recommend and implement other supports for students such as assistive technology, library special borrowing privileges, and examination accommodations.

The student must fully complete the registration process and give their consent before their PONS will be issued to their Department. PONS files are issued to Heads and Secretaries of Departments and it is their responsibility to ensure that all relevant staff are made aware of any student who has a PONS on file. Student confidentiality should be maintained at all times and staff should only be informed on a 'need to know' basis.

Students Experiencing Difficulty

The number of students with disabilities has increased at NCAD and as a college community we need to be aware of the types of disabilities and how they may impact on our students' learning and participation in College life. Furthermore, across higher education institutions, the number of students experiencing anxiety and attending counselling services has increased significantly in the last 10 years. In support of academic and professional staff engaging effectively with students who are experiencing difficulties, a range of resources are available on the College website, at <http://www.ncad.ie/staff/supporting-student-learning/>.

Often the first person a student discloses a difficulty to, or to notice that a student is experiencing difficulty – whether that difficulty is social, financial or health related – will be a member of staff. Therefore, staff should familiarise themselves with both the Framework for Supporting Studentship, the [Extenuating Circumstances Overview](#), and the [Extenuating Circumstances Policy](#). Workshops on supporting students experiencing difficulties are available on an annual basis and staff are encouraged to avail of this resource.

Please encourage students to disclose if they are experiencing difficulties. Without such disclosure, NCAD cannot provide appropriate supports or make appropriate referrals. In so doing, please be mindful that any disclosure of a difficulty by a student to College staff must be treated sensitively, respectfully, and confidentially.

Confidentiality

Students are entitled to expect that NCAD will treat information relating to a student's well-being confidentially. Information should only be shared with a student's consent and the student should be told who the information is being shared with and the reasons for sharing this information. There are limited exceptions to this rule, for example where a student is considered a danger to themselves or others, where a crime is being investigated, where disclosure is required by law, or where procedures of the Mental Health Acts 2001-2009 are invoked, for example for the purpose of an involuntary admission to an approved centre such as a hospital.

6. Quality Assurance, Quality Enhancement

NCAD aims to be a College that supports and enables radical and creative innovation through excellence in research-led art and design education. Our ambition is to empower our students to shape the contemporary world through critical practice, teaching and learning, studio-based learning, research and engagement.

Developing and sustaining a quality culture is fundamental to achieving these ambitions (ESG, 2015: 7). To this end, NCAD implements a quality assurance system to assure the College and the public of the quality of our learning, teaching, research and support services (accountability), as well as to provide insight and recommendations on how we might improve what we are doing (enhancement). A [Quality Assurance and Quality Enhancement Handbook](#) is available to download from the College website, and provides a simple overview of how staff and students contribute to quality assurance and quality enhancement in the College.

Quality Assurance (QA) refers to the processes and procedures through which the College checks, evaluates and makes judgements about quality and standards. Quality assurance should ensure that "a desired level of quality in educational provision, research and related services" is achieved and maintained (QQI, 2016: 2). At NCAD, quality assurance processes are part and parcel of the everyday work of staff and students, and also encompass external peer-review through annual feedback from external examiners and periodic feedback through specially constituted external peer-review panels.

Further information on the College's Quality Assurance Framework is available through the following documents:

- [Quality Assurance Policy](#);
- [Quality Assurance Procedures](#);
- [Quality Assurance Principles, Framework and Guidelines](#);
- [External Examiner Policy](#);

- [Student Feedback and Consultation Policy](#).

Quality Enhancement (QE) refers to the deliberate process of change through which the College responds to feedback from internal and external stakeholders (students, staff, accrediting bodies, cultural and creative industries) in order to improve student learning experience and the wider research and learning environment. Quality enhancement builds upon and extends beyond improvements suggested through Quality Assurance processes.

Further information on the College's Quality Enhancement initiatives is available through the following documents:

- Quality Enhancement Strategy;
- Annual Quality Enhancement Statement.

In addition to making these documents available, the Quality Assurance section of the College website, <http://www.ncad.ie/about/head-of-academic-affairs/quality/>, includes reports from previous Quality Assurance Reviews and a schedule for upcoming reviews.

7. Health and Safety in the Learning Environment

The NCAD has been located at Thomas Street since 1980 but it is only since 1998 that all Schools and Departments have been located on one campus. In 2008 the College completed the refurbishment of the old Fire Station on Thomas Street, now renamed the Harry Clarke building.

The College comprises six separate buildings in total as follows:

- Administration Building;
- Harry Clarke Building (incorporating Distillers House);
- School of Design;
- Ceramics, Glass and Metals Building;
- Granary Building.

To deal with the diverse nature of its operations the National College of Art and Design (NCAD) Safety Statement takes the form of two volumes as follows:

- Volume 1: Core document
This document is applicable to all Departments and set out policies, responsibilities and how safety within the NCAD is managed. This document contains general hazards, risk assessments and control measures considered most likely to affect the NCAD range of activities for guidance.
- Volume 2: Department-specific risk assessments and procedures
This is a separate document specific to each Department with specific details and procedures and risk assessments based on the hazards and risks associated with each

location. This is to ensure that the risks in each Department are adequately reflected in the Safety Statement.

The updated [NCAD Safety Statement](#) is available on the NCAD website. Related policies and Standard Operating Procedures will be available on the College website from January 2019.

8. Community Life

This section of the Academic Affairs handbook endeavours to highlight a range of documents, policies and procedures that support NCAD staff and students in conducting ourselves as an academic community.

The **NCAD Community Charter** was developed through a process of consultation with students and staff, and describes how we wish to constitute ourselves as a community. It posits education as a shared endeavour, and is an articulation of our collective aim to create a stimulating and safe community at NCAD (see below).

From an academic perspective, the following policies support good governance and meeting the behavioural expectations articulated within the College Community Charter:

- [Academic Freedom Policy](#)
- [Policy on Dignity and Respect](#)
- [Student Code](#)
- [Student Complaints Policy & Procedures](#)

Important information on the financial policies and procedures of the College, including Payroll, Expenses and Hospitality, can be found in NCAD's Finance Manual, available from Accounts. A summary of this information as it relates to purchases and claiming expenses is given below. Staff undertaking school visits should contact the Head of the School of Education for more detailed information on claiming expenses for such visits.

The NCAD Community Charter

An articulation of the collective aim of creating a stimulating and safe community at NCAD.

Our Vision, Our Mission

NCAD drives radical and creative innovation through excellence in research-led art and design education.

NCAD empowers its students to shape the contemporary world through critical practice, studio-based learning, research and engagement.

Everyone at NCAD will endeavour to[‡]:

- Create, maintain and progress an environment in which every individual has the opportunity to learn, interact and engage in all aspects of College life.
- Work in a manner appropriate to the College's learning and teaching environment, and follow NCAD's rules and regulations.
- Respect each other, independent of age, culture, physical and mental health, and financial circumstances.
- Accept each other's diverse cultures, which includes (but isn't limited to) gender, race, nationality, sexual orientation, disability, socio-economic background.
- Embrace a high-quality creative learning experience and an environment that enables and supports the creative and professional development of staff and students.
- Engage in, encourage and support scholarship and research that is constantly renewed and assured against international best practice.
- Create, sustain and enable an education culture founded upon dignity and respect that supports intellectual curiosity and rigour, and promotes inclusion and fairness.
- Actively participate in the enhancement of learning and teaching at NCAD through involvement, feedback and dialogue to create solutions to problems.
- Respect others by turning up to class and meetings prepared and on time.
- Treat College facilities, buildings and infrastructure with respect and co-operate with others (staff and students) in ensuring proper use of College facilities.
- Take personal responsibility for promoting a safe, healthy and secure environment and actively engage with the conservation of scarce resources.

[‡] NCAD is committed to providing the best standard of education. In a context in which funding and resources are limited, we endeavour to maximise our use of resources and prioritise in the best interests of our students' education.

In support of creating **the educational environment** to which we aspire,

Staff will endeavour to:

- Respect students as adult members of NCAD’s learning community.
- Provide student-centred education
- Guide students to achieving their potential
- Provide students with clear and timely information about their studies, assessed work and academic options.
- Assess students’ performance on the basis of clear and fair marking criteria and processes, with timely feedback and appeal processes.
- Provide access to a range of support services such as libraries, IT Services, and academic support.
- Consult students fully before making major changes that may affect students’ studies.
- Respond in a timely fashion to student enquiries.

Students will endeavour to:

- Attend and fully participate in timetabled learning activities to develop intellectually, creatively and professionally.
- Set and pursue individual goals through the curriculum.
- Ask for support and guidance when needed.
- Access relevant information in programme handbooks and other documents, including information about support services.

NCAD’s Students’ Unions will endeavour to:

- Ensure that students are aware of and able to make the most of the opportunity to learn, interact and engage in all aspects of College life
- Ensure that staff are aware of any issues as soon as possible
- Represent students on Academic Council and Programmes Board, An Bord, and appropriately communicate the outcomes of meeting with those boards to student representatives and the general student group
- Ensure that students are fully consulted if their programme is facing changes.

In support of creating **the community life** to which we aspire,

Staff will endeavour to:

- Provide, clear information and professional support, including through student induction, for:
 - Health and Well-being;
 - Students with disabilities, including students with mental health issues and particular learning needs;
 - Equality, diversity and anti-discrimination;
 - Developing and managing a creative practice and career.
- Seek guidance and professional support in working to create a learning environment supportive of: health and well-being, students with disabilities, diversity and inclusion.
- Provide, support and maintain a universally accessible campus where safety, health and security are priorities and where use of energy and other resources are optimized.
- Provide access to all specialist technical resources based on academic need.
- Provide, support and maintain, consistent with available resources, up-to-date IT for use in teaching, learning and research.
- Provide access to appropriate social spaces.
- Ensure all policies and procedures, particularly those that directly affect students, are reviewed and kept up-to-date on a regular basis.

Students will endeavour to:

- Be conscious of the needs of fellow students and support the integration of all students in the academic and social life of the College.
- Find out about support services for students.
- Attend induction sessions, participate in training opportunities where they arise, and promote a community spirit of inclusion and kindness.
- Tell a tutor or contact the support services when you encounter a problem.
- Plan ahead so that you have established academic need for and availability of technical resources.

NCAD's Students' Unions will endeavour to:

- Provide inclusive and fair student democracy, including elections and policy making.
- Work with the College in resolving disputes and disagreements.
- Enhance the campus life by being positive role models.
- Provide a range of student-led creative, sporting and social activities that enhance the student experience.
- Contribute to making NCAD a great place in which to study.

In support of creating **the spirit of collaboration** to which we aspire,

Staff will endeavour to:

- Involve students in decision-making about changes to their experience both at a programme and College level.
- Ensure students' views are represented in review, planning and policy making.
- Ensure student involvement in evaluating and improving the quality of the learning experience.
- Provide fair, transparent and efficient procedures for dealing with complaints, appeals and disciplinary matters.
- Communicate how the College is acting on student feedback.

Students will endeavour to:

- Participate in the election of student representatives for their class or programme.
- Communicate their views to elected student representatives.
- Take opportunities to be represented in review, planning and policy making.
- Participate in Programme Review Forums.
- Participate in Student Surveys.
- Voice concerns, including through student representatives and the complaints procedure.

NCAD's Students' Unions will endeavour to:

- In partnership with the College, support the election of and training of Student Reps.
- Provide comprehensive, impartial and professional support for:
 - complaints and academic appeals
 - accusations of academic misconduct
 - equalities and discrimination
 - employment rights
- Support students to take action on concerns.
- Listen, respond and represent without bias and in a spirit of constructive engagement.
- Represent the interests of students at College and National level.
- Represent NCAD proudly at USI meetings and (inter)national conferences

9. Research & Innovation

Research in, through and about art and design at NCAD is oriented towards the real worlds of art and design practice - focused upon disciplinary excellence, relevance to contemporary art and design contexts, engagement with industry and diverse communities, and upon informing art, design and education policy.

Between 2012 and 2018, the research directions prioritised within NCAD were:

- User-first Design;
- Contemporary Practices in Art and Design;
- Creative and Critical Pedagogies;
- Irish Design History & Material Culture;
- Design Sustainability.

As the College renews its wider strategic vision, we are also reviewing how we frame the excellence and breadth of research pursued across the College. This process, which commenced in spring 2018, will be completed by early 2019 and will feed into and be informed by the College's Strategic Plan.

Research, scholarship and other creative and innovative activity, as appropriate to a particular discipline, are key considerations in appointing academic staff at NCAD and form part of the responsibilities of full-time and equivalent part-time academic staff. In this context, academic staff are expected to disseminate their research as appropriate to their discipline and participate in postgraduate supervision where appropriate. Academic staff are encouraged to seek research funding, internal and external, and to promote and engage in the development of research across disciplines as well as in their own area of research.

Commercialisation and innovation are key elements of NCAD's research culture, particularly in the field of Design. Origin8 is NCAD's industry gateway and innovation hub and serves as a key vehicle in meeting the Government's aim of making it easier for businesses to access expertise in higher education. Origin8 is, thus, NCAD's centre for commercialisation and innovation, where campus spin-outs work to establish their business and design researchers collaborate with companies across a range of industries. The College works closely with Enterprise Ireland, which provides a range of research grants, such as innovation research vouchers, innovation partnerships and technical feasibility grants. For more information and support in developing such work, contact Derek McGarry, Head of Innovation and Engagement (mcgarryd@staff.ncad.ie).

Finance

Purchases (summary)

All goods should be purchased in line with the College procurement policy.

Where required the necessary quotes should be supplied with the order form. If there is only a sole supplier for a particular product this must be noted on the appropriate form and attached to the purchase order prior to submission to the Accounts Office informed in writing and signed off by the correct budget holder in advance of the order being placed. If the procurement is to be a direct award then this too should be notified with the purchase order and the appropriate completed form supplied with the purchase order.

The Accounts Office may at any time review purchases that fall just below the procurement thresholds to ensure that all of the rules are being appropriately applied.

Purchases must be approved by the appropriate delegated authority and no orders should be placed without receiving the necessary approval.

Payments can only be made by the Accounts Office on production of a valid invoice.

Invoices for goods supplied should have a purchase order number.

As per the procurement policy, purchase order numbers are supplied by the Accounts Office on request. Where a school or department approves an invoice for payment, the delivery note and order should be attached prior to submission for payment. Any invoices received without a purchase order should not be processed until the appropriate school provides the necessary backup documentation.

Expense Claims (summary)

The purpose of a Staff expense claim is for the legitimate reimbursement of expenditure incurred by an employee of NCAD whilst on business for the College, so that the staff member is not out of pocket as a result of conducting their business. It is not in any way to be considered a method by which a staff member should make a profit at the expense of the College, nor is it part of a staff member's salary compensation.

Full information on College policy and procedures in respect of expenses can be found in NCAD's Finance Manual, sections 7 and 8 (available from Accounts).

- Expense claims should be submitted on the College's expense claim form and not on a payment request form. All expense claims must be authorised by your line manager prior to submission to the Accounts Office, and will be returned if not signed off.
- All expenses other than mileage must be vouched with appropriate itemised receipts. Visa dockets are not valid receipts and cannot be submitted as back up to expenditure. Expense claims should not be used to buy normal operational items.
- Funding may be granted in advance of a trip on completion of the relevant form and subject to pre-authorisation for the funding. On return from the trip a detailed expenses claim in line with the processes outlined above must be submitted to validate the funding.

- Tipping via expense claim is not encouraged by NCAD and should not be included within an expense claim.
- Alcoholic purchases via expense claim are not permitted by NCAD. This is on the explicit instruction of the Office of the Comptroller and Auditor General.

Travel Expenditure

- Flights should be booked where possible via the College's travel agent rather than directly on line. Flight need to be supported by boarding passes as proof that the flight took place. If flights are to be paid in advance then once the flight has taken place boarding passes should be given to the finance area with the date of the claim made for them so that they may be matched appropriately.
- Taxis should only be booked from our taxi account (when in Dublin) and should be signed for. The Attendants Office can arrange a taxi booking for you.
- Where possible (as per Revenue guidelines) public transport should be considered the preferred option of travel for NCAD business.
- For Motor Travel please consult the Finance Manual and clarify the requisite procedures with Accounts.

Processing Expense Claims

- Expenses claims must be submitted within two months of the end of the month in which the expense were incurred or the expenses will lapse.
- Where expenses have been declined payment by the accounts office on either the basis of legitimacy or timeliness of submission, staff members have a right to enter the appeals process. They must lodge their appeal with their Head of School and the Head of School must support and bring forward the case for appeal.

10. Appendices

Appendix 1 NCAD+UCD Strategic Management Committee: Terms of Reference

NCAD+UCD Strategic Management Committee

Clause 7 of the Memorandum of Agreement gives the following description of the NCAD+UCD Strategic Management Committee:

The NCAD shall establish an NCAD+UCD Strategic Management Committee (SMC) comprising of senior management and academic personnel of both parties (and any appropriate external personnel) and who shall deal with the administration of matters to be developed under this Agreement and to manage such matters as may need joint management e.g. (non-exclusively) in research, library, information technology, e-learning infrastructure, academic publishing or with specific joint projects including the implementation of financial guidelines, financial arrangement and implementation of financial aspects of this Agreement.

Terms of Reference

The SMC is accountable to the NCAD Board and to UCD GA in order to:

- *manage the strategic development and direction of the alliance;*
- *where appropriate, establish specific management and liaison sub groups to build links between UCD and the Recognised College in specific areas (for example, research, library, information technology and e-learning infrastructure, academic publishing, or internationalisation) or to manage specific joint projects;*
- *establish guidelines for the application of financial arrangements between the institutions;*
- *be available to mediate issues which may arise from time to time about how financial arrangements should apply in specific cases and monitor the implementation of this agreement*

Membership of the NCAD+UCD Strategic Management Committee will comprise:

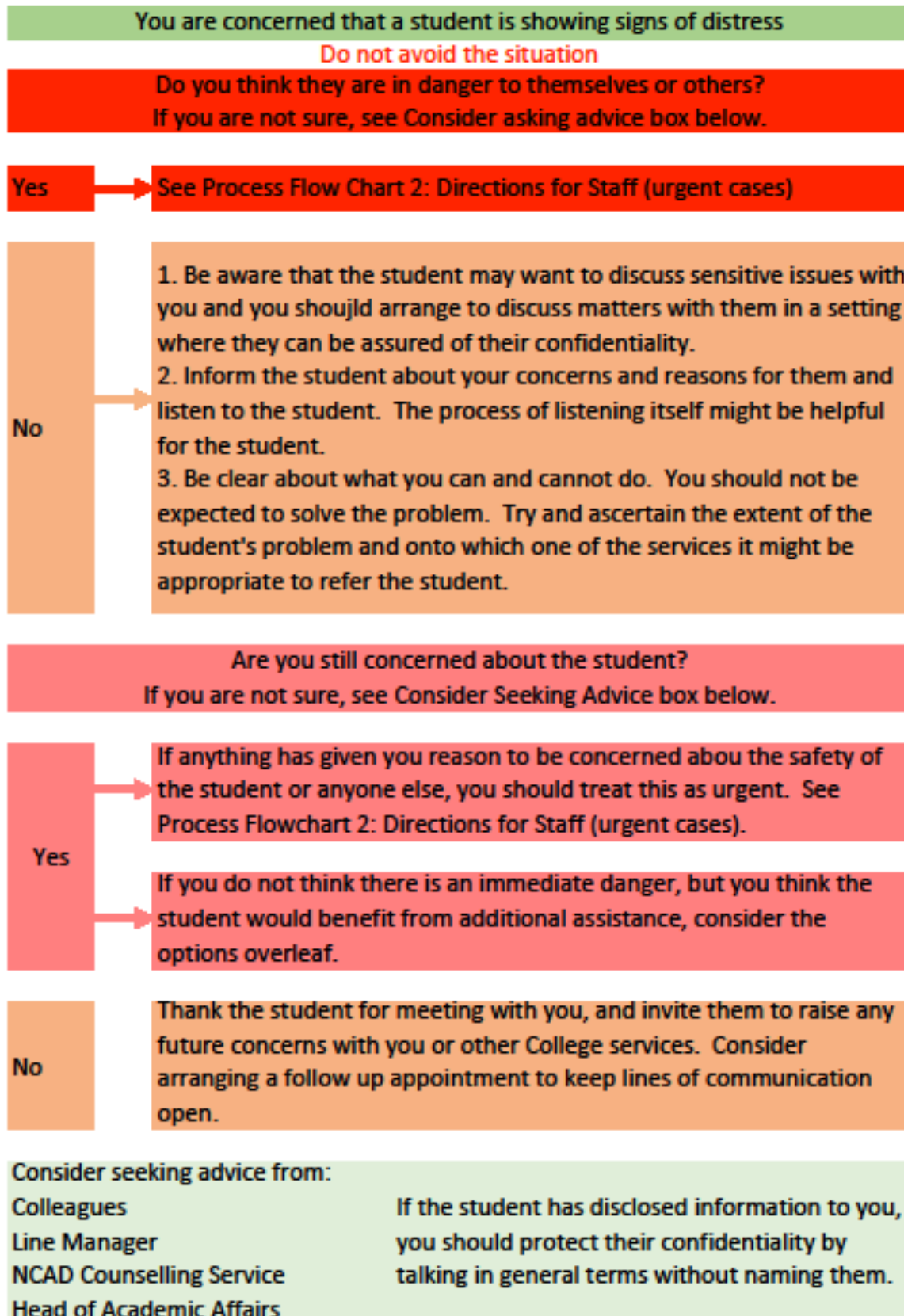
- *Chief Officer of the Recognised College (Director)*
- *Chief Academic Officer of the Recognised College (Head of Academic Affairs)*
- *Nominee(s) of the Board of NCAD*
- *Registrar of UCD or nominee*
- *Principal(s) of the relevant UCD College(s) or nominee(s)*
- *Nominee of the Registrar of UCD*

The Committee may co-opt additional members as required to successfully conduct their business.

The Committee shall be supported by the relevant Recognised College, NCAD.

Appendix 2 Framework for Supporting Studentship

Process Flowchart 1: Directions for Staff (Non-Urgent Cases)³



If you do not think there is an immediate danger, but you think the student would benefit from additional assistance, consider the following options.

Consider seeking advice from:
Colleagues | Line Manager | NCAD Counselling Service | Head of Academic Affairs
If a student has disclosed information to you, you should protect their confidentiality by talking in general terms.

You can refer the student to:

Web resources

www.pleasetalk.ie provides information on available resources.

NCAD Counselling Service

The student can make an appointment themselves, or with the student's permission, you can make an appointment on their behalf.

The HSE provides advice through www.yourmentalhealth.ie and #littletingsmatter campaign. Search for LittleThingsHub on Facebook and Twitter.

If the student is reluctant to accept a referral, you could try one of the following:

<p>Suggest that a second opinion would be helpful for them and you.</p> <p>Explain to the student that their difficulties are outside your area of expertise.</p>	<p>Dispel myth about seeking help from a professional</p> <p>Encourage the student to schedule 'just one' appointment, and suggest that seeking professional support is a sign of strength and maturity.</p>	<p>Request that they consider other options</p> <p>Some students might not wish to see a counsellor but will agree to visit a GP. Others might prefer to talk to a chaplain or a local support group. You can outline a range of options.</p>	<p>Explore the student's reluctance</p> <p>A reluctance to seek help might relate to previous negative experiences or a misconception that information about help-seeking will be passed on to lecturers or family. If you explore the reluctance, it might be possible to resolve the concern.</p>
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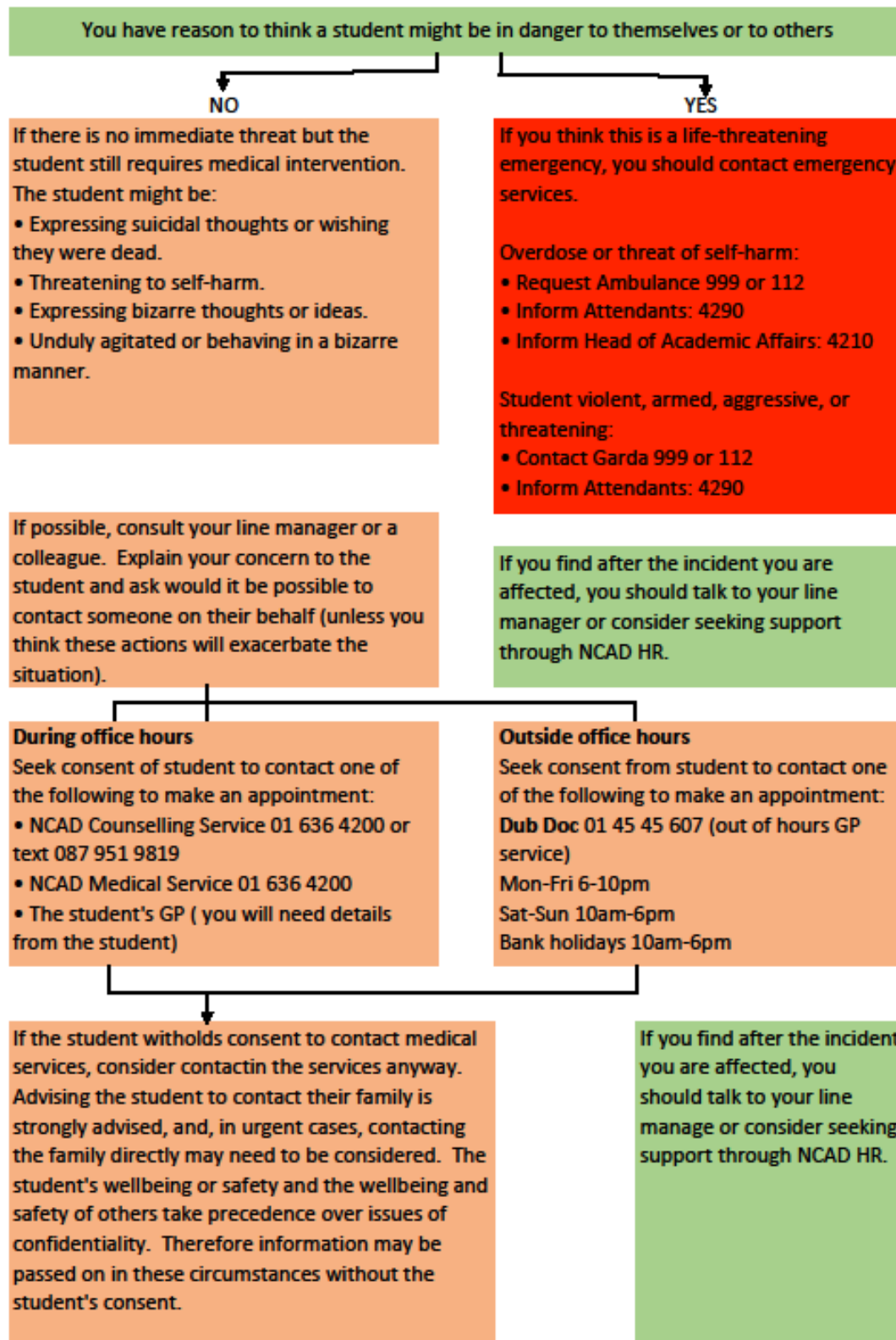
If the student remains reluctant to accept a referral, unless you have fears in relation to safety, this should be respected and no further action is appropriate at this point.

A student with mental health difficulties is more likely to benefit from professional help without coercion. The student might seek professional help later.

Arrange a follow up appointment to keep lines of communication open and revisit the situation.

³ This flowchart was designed by UCD Student Services and is used here with their permission.

Process Flowchart 2: Directions for Staff (Urgent Cases)⁴



⁴ UCD Student Services and is used here with their permission.

Appendix 3 Directory of Services

Medical Support Services

Medical Services are provided on NCAD's campus at the following times:

Tuesdays	2.00pm to 4.30pm	Doctor (Female)
Wednesdays	9.00am to 11.30am	Advanced Nurse
Fridays	9.30 to 12pm	Doctor (Male)

To make an appointment with the doctor or nurse, please contact the College Reception by telephoning 01 636 4200.

Student Counsellor

The NCAD Student Counselling Service is available Monday to Thursday from 10.30am - 4.00pm. The Counsellor is located on the second floor in Harry Clarke House.

The Counsellor may be contacted by:

Email at counsellor@staff.ncad.ie

Text: 087-951 9819.

Niteline – FREEPHONE 1800 793 793

Service runs every night from 9.00pm to 2.30am during term time only. www.niteline.ie.

Careers Advisory Service

The Careers Advisory Service provides careers advice to students throughout their course, and in particular to students in their final year or pursuing postgraduate studies.

Jacyntha McManus Cleary, 01 636 4313, is the careers advisor and attends the College from Monday to Thursday, 8.00am to 1.15pm from 1 September to the end of June.