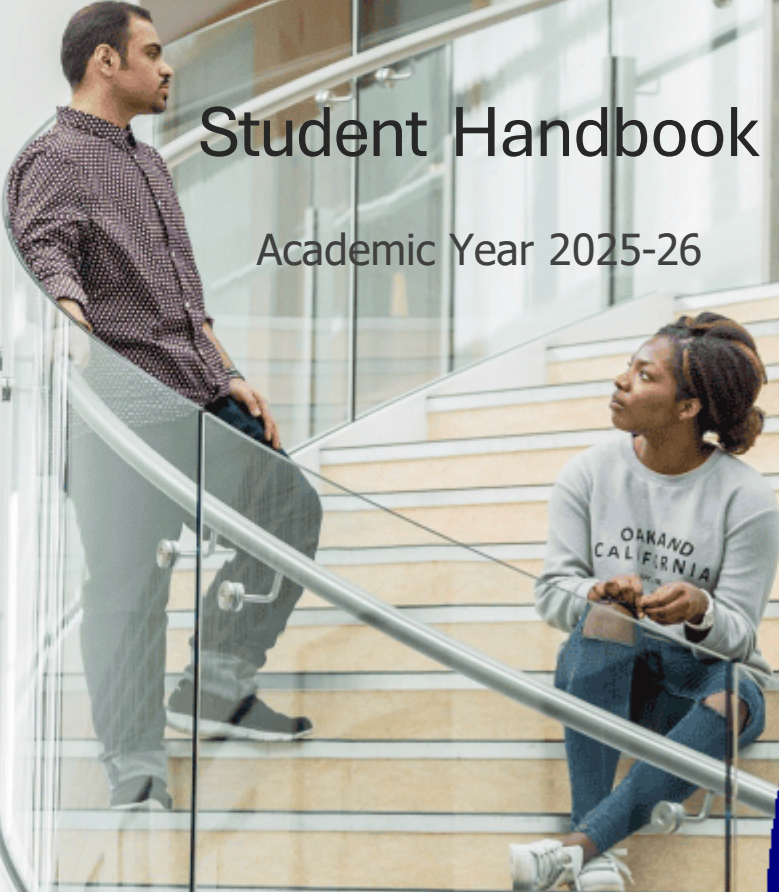




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Student Handbook

Academic Year 2025-26



Welcome / Fáilte

Dear Student,

It is my pleasure to welcome you to Dublin International Study Centre (DISC). Our Centre is a lively and exciting place to study, located on the University College Dublin (UCD) campus just outside Dublin city centre. We hope you will enjoy being here as much as we do, and we look forward to supporting you through your learning journey.

Some of you will be in Ireland for the first time; others may have visited us before. For many of you, this may be the first time you have been away from your home or living abroad. You are all very welcome here at the Centre.

Our role as DISC staff members is to support you in preparing for your studies at UCD. To be able to progress to the University, your results need to be high enough to meet the progression requirements for your chosen degree. We will support you in achieving those results. Your responsibility as a student is to work hard, attend classes, follow our Centre policies, and accept the guidance of your tutors, advisors, and our administrators, who are all working to support your future success.

We provide fully face-to-face learning. This means that all your classes and assessments will take place in Centre, but you will still have independent learning activities in your own time on our Virtual Learning Environment (VLE) called Study Smart.

I hope that by the end of your time with us, you will be looking back at a happy and successful year of study as you prepare to begin your degree at UCD. Working together, we can help you start your future journey today.

Best wishes,



Cliona Wrynn Centre Director

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Introduction

So, you have made it! You have left your own country and travelled to Ireland, and here you are at DISC, where the staff are very happy to welcome you for your studies this year.

This handbook has been written to provide you with useful information during your stay here, particularly about your studies and what we expect from you. It also contains important information about your programme, the rules and regulations of the Centre, and relevant information about progression to UCD undergraduate programmes.

All the staff members at DISC are working towards one goal: to provide you with the best possible preparation for your programme at UCD. We believe that we offer you an exciting opportunity to combine hard work, interest and enjoyment as you step up to your chosen academic level.

Know the Rules

It is important that you understand the rules and regulations of DISC and UCD. You may find that it is too late to change something if you do not follow these rules. Most of the things you need to know are included in this handbook, so please read it carefully and ask questions if you are not sure. If you have any further questions, please refer 'Who is Who in DISC' section below to identify the appropriate person to contact or email Dublinisc@studygroup.com and they will direct your question to the appropriate person.

Know the Dates

You will find that your time at DISC will pass very quickly. There will be important dates you need to remember. It may be an assignment deadline or a deadline to complete an important application form. Keep yourself informed at all times: check your DISC emails regularly, check notice boards and carefully read all the information provided by your tutors or the office staff. This handbook contains some of the key dates for the academic year, but there will be others. Most key dates can be found on the calendar in the VLE Study Smart. You will be given a tour of this Virtual Reception during induction.

There may also be penalties for not completing forms or assessed work within the deadline given. Further information is included in this handbook.

Know the People

Make sure you are aware of the main people at DISC who can help you feel comfortable within the university environment and succeed in your studies. This handbook contains a list of key staff members and details of how each of them can help you.

Know the University

UCD is a large campus with lots of events and activities happening. When you arrive, there will be lots of scheduled activities to help you get to know UCD, but it is also good for you to explore the campus independently. This will help you feel at home here and work out which parts of UCD you will find useful and enjoyable!

About University College Dublin (UCD)

You might already have some basic information about UCD. After all, you have decided to come here to study. The university opened in 1854 and has an excellent reputation both in Ireland and internationally. Its mission is to serve as a centre for the advancement of knowledge, the pursuit of truth, and the fostering of learning, within an environment that encourages discovery, creativity, and innovation, bringing out the best in each student and contributing meaningfully to the social, cultural, and economic life of Ireland and its role in the wider world.

If you would like to know more about the history and development of the university, you can visit the [UCD History webpage](#).

About Dublin International Study Centre (DISC)

DISC has been in operation since 2011 and is located on the UCD campus at the Newstead Block A building, which is best accessed from the Clonskeagh Road entrance. A map of the campus can be found on our Virtual Reception.

Who is who in DISC?

You will soon learn who is who in DISC, but here is a list of the people you are likely to meet in your first term.

Staff Name	Position
Cliona Wrynn	Centre Director
Chantal Ryan	Deputy Director – Study Experience
Amir Hussain	Deputy Director – Curriculum and Progression
Dimitra Gkotosopoulou	Head of English
Roslin Treacy	Head of Quality
Belinda Sheehan	Senior Data and Operations Coordinator
Luize Strohschoen Neto Ryan	Programme Manager
Elizabeth Begg	Student Wellbeing & Engagement Officer
Sean O’Sullivan	Student Wellbeing & Progression Coordinator
Stephen Easley-Walsh	Maths & Physics & Computer Programming Tutor
Ben Patton	Science Tutor
Patrick Bolger	Maths & Business Statistics Tutor
Deirdre Colucci	Business Studies & Economics Tutor
Ashley Mackay	English/Humanities Tutor
Sara Sickels	English Tutor
Kai Zhang	English Tutor
Steven James	Maths, Physics and Statistics Tutor
Dean Harrison	Science & Online Skills Tutor
Aditya Verms	Business Tutor

Please note that this list may be updated from time to time.

Where to go for Help

Although all DISC staff will be happy to help you with any problem or query you may have, it is useful for you to know the best person to contact with a particular query.

All tutors and staff can be contacted by email. They are also available on the Virtual Reception of the VLE. All other staff can be contacted either in the office or using the email addresses given below.

The following table should help you identify the best person to speak to first:

Who to contact	When you should contact them
Contact your subject tutors if:	<ul style="list-style-type: none"> You don't understand the work you are doing in class You have any questions about module work. You need feedback and guidance to complete your assignments You missed a class to find out what materials or work you need to cover. You must also inform the office of your absence. You are responsible for catching up on missed content.
or the office : dublinisc@studygroup.com if:	<ul style="list-style-type: none"> You are feeling ill and cannot attend class (you should email the office before your absence using the office email) You are looking for additional information about the university campus or the colleges You would like information about Dublin and the local area You need to update any of your contact or personal details You need to request letters from the Centre
DublinISC Fees DublinISCFees@studygroup.com if:	<ul style="list-style-type: none"> You have a question about your fees, payment of fees and/or refunds
Welfare Team DublinISCWelfare@studygroup.com If:	<ul style="list-style-type: none"> You wish to speak to someone about personal problems but are not sure who to contact. You are struggling with any health or mental health issues You have or think you may have a learning difficulty

	<ul style="list-style-type: none"> You have problems with your accommodation and wish to discuss moving elsewhere
<p>Contact Amir Hussain (by appointment) amir.hussain@studygroup.oup.com if:</p>	<ul style="list-style-type: none"> You are considering changing or leaving your programme You are unhappy about any aspect of the DISC academic programme
<p>Contact the Programme Manager Luize Strohschoen Neto Ryan luize.ryan@studygroup.com if:</p>	<ul style="list-style-type: none"> You have missed classes and want to request that your absence be recorded as 'authorised' (see Centre Rules below) You wish to request time off from your classes for personal reasons. You have any questions or problems about your studies
<p>Contact the DISC Help Desk https://www.ucd.ie/itservices/ou/rservices/trainingsupport/itsupport if:</p>	<ul style="list-style-type: none"> You have any questions regarding computers, printing and computer networks (you can ask someone at the office first, as they may be able to help you)
<p>Call 7999 or 01 7167999 if:</p>	<ul style="list-style-type: none"> You have seen or are experiencing an on-campus emergency
<p>Call 999 or 112 (only use in a genuine emergency) if:</p>	<ul style="list-style-type: none"> You have seen or are experiencing an off-campus emergency or if someone's life is in danger You need an ambulance, to alert the Fire Brigade or need the Police

Email and Other Forms of Communication at DISC

While you are at DISC, you will be given a UCD email account as well as a DISC (Study Group) email account. It is very important that you check both accounts regularly, as there may be important information waiting for you.

Although you may have your own personal email account with *Yahoo*, *Gmail* or another provider. DISC will only communicate with you through your DISC email account, and UCD will only communicate with you using your UCD email account.

It is your responsibility to ensure that you can access and monitor your email daily. During your induction, we will show you how to set up Outlook so you can easily view both mailboxes.

During Induction Week, you will be introduced to our VLE, and Studysmart. Student Experience staff will assist you with Studysmart registration and ensure that you have access to it. However, it is your responsibility to check it frequently as tutors and Student Experience staff will send important messages through this platform. If you do not have access to any modules you are studying, you must inform your tutor immediately so that they can investigate.

Notice boards

The main DISC notice board is in the corridor outside the reception. You should make sure to check this notice board every day in case there is an urgent message for you.

The DISC Office

The DISC Office staff will occasionally send out personal messages for students through the tutors. Very often, this will simply ask you to go to speak to another member of staff, who will provide you with more information. The office is also a good place to find out about anything you might have missed if you have been away, or if you want to get a message to your tutor.

The DISC office is responsible for all kinds of administrative work involving you and your studies. The staff members who work there help organise admissions, monitor attendance, arrange registration and enrolment, produce your timetables, look after your personal files, send out your examination results and can help you with any questions you may have.

Medical Absences

If you know you will miss class, you must email the centre before you are absent and explain why you will be absent from class. If you are absent from class for more than two days, you must submit a medical cert from a GP/doctor to the Dublin ISC email address. You should also contact your tutors by email if your work is likely to be affected by your absence.

If you want Personal Mitigating Circumstances (PMC) to be considered because your assessed academic work has been affected by an absence, you will need to submit a PMC form along with appropriate written evidence. This may include a medical cert from your GP/doctor. There is a detailed section on how to complete PMC forms in this handbook.

Change of Address

Please inform the office by email of any change to your home address or telephone number. You must also provide the office with your current mobile/cell phone number so that we know how to contact you if necessary.

Disclosure of Information

In Ireland, as in other European Union countries, we must comply with the terms of the Data Protection Act 2018. This Act limits the type of information we hold on students and specifies who can access to it.

DISC will not share your information over the phone with anyone who is not authorised to receive it. To give someone access, you must provide written and signed permission. This authorisation must clearly state what type of information can be shared and with whom.

DISC provides reports and academic progress to parents and sponsors. However, no other information will be shared with sponsors or family members without your written consent, unless there is a safeguarding concern. Consent forms are available from the office if you wish to give permission.

There may be exceptional circumstances, for example, when a student's life or health is at risk, where the usual requirement for consent does not apply.



Looking After Yourself

If you have a Disability

Both DISC and UCD treat everybody on the university campus with respect and dignity, irrespective of the diversity of their backgrounds and experiences.

If you have a disability (e.g. visual impairment, impaired hearing, dyslexia, ME, Parkinson's disease, epilepsy or other conditions) it is helpful to let us know. This allows DISC to support you throughout your studies by putting the necessary supports in place to help you achieve your academic potential.

If you would like to talk about this in private, please email:

DublinISCWelfare@studygroup.com

Health and Healthcare

UCD Health Centre

The Student Health Service provides on-campus medical, psychological and psychiatric care to registered students. Its staff are guided by an ethos of respect, courtesy and confidentiality, and they aim to uphold the highest professional standards at all times.

The Student Health Services is located on the first floor of the Student Centre Building, adjacent to the Sports Centre and Science Buildings on the Belfield Campus.

They can be contacted by:

Telephone: (01)7163133 / 3143

Website: www.ucd.ie/stuhealth/

You should visit a GP/doctor for any illness or minor injury. The fees for attending a GP at the UCD Health Care is €30. This charge applies to everyone, and all receipts should be kept, as they may be claimed back on your health insurance. Please note that off-campus GPs charge significantly more, and you cannot attend the Hospital A&E (Accident & Emergency) unless it is an emergency, or you have a referral letter from a GP.

Website: www.ucd.ie/stuhealth/charges/

Emergency Health Services

In case of an emergency on the UCD campus, you should dial 7999 from any campus phone or 01 7167999 from a mobile. Please save this number to your contacts now. The Security Office is staffed 24 hours a day, every day of the year.

Note that if you dial 999 or 112 when off campus, you will reach the national emergency services. Be prepared to give your name and location. You will be asked if you want the Police, Fire or Ambulance service. There is a fine for abuse of this service, so only make emergency calls if necessary.

The Accident and Emergency (A&E) room of a hospital should only be attended for genuine emergencies and accidents. Waiting times at A&E can be very long, and if you are not a genuine case, you may be turned away.

Smoking Policy

Smoking and vaping are prohibited inside DISC and all UCD buildings, including toilets. [The full policy relating to cigarettes and E-cigarettes can be read by clicking here.](#)

The Wisdom App

The Student Assistance Programme/ Wisdom App is a comprehensive service providing you with many routes to support all aspects of managing, maintaining and improving your health and wellbeing through an app and portal.

How do students gain access?

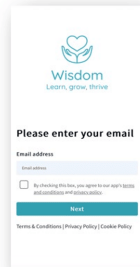
Wisdom App

- 1 Download the Wisdom app



- 2 Enter the unique organisation code **MHA305915**

- 3 Complete the set up



Student Portal

- 1 Click on the following link [Wisdom\(healthassured.org\)](https://www.healthassured.org)

- 2 Enter the unique organisation code **MHA305915**

- 3 Complete the set up



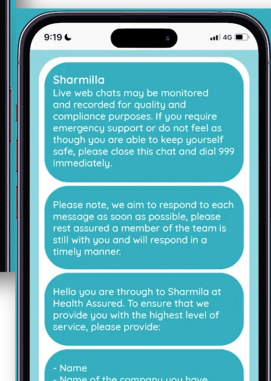
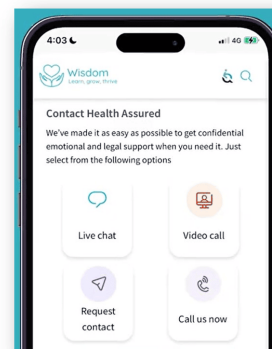
5

Contact Health Assured

Students have access to a unique counsellor-led service available **24 hours a day, 7 days a week**, ready to respond to **any need for emotional or practical support** for our students.

Students can benefit from:

- ✓ Access support via the **phone number, live chat, video calling** and **request a call-back** (WhatsApp coming soon!)
- ✓ An **interpretation service** in over 240 languages and dialects to support international students
- ✓ Students will always be **supported by a human**, whether on the phone or via the app
- ✓ **Debt and Financial, Medical, and Legal** information



Support available

- 24 hours a day
- 7 days a week



7

Safety and Security

Personal Safety

Dublin is a very safe city to live in. However, there are certain precautions that we can all take to make sure that we are safe at home and away.

- Try and stay with friends or people you know when walking around late at night. Never walk home alone. Look after your friends, especially if they have had too much to drink.
- Never leave drinks unattended when out. Drink 'spiking' (which means someone puts a drug in your drink) is very rare, but it can happen. If you must leave your drink unattended to go to the toilet or dance floor, appoint a 'drink watcher' (one of your friends) who will be there while you are gone and can make sure no one touches your drink. If you feel your drink has been altered in any way, topped up or tastes funny, get a new drink and ask the barperson to pour your old one away.
- During the winter months in Ireland, it gets dark very early. This can make walking around campus feel scary. UCD Walk Safe Service is available to any member of the UCD community who feels they would benefit from additional security and safety while moving around campus. To use this service, contact Campus Services at (01) 716 7999 and provide your name, location, contact number and destination. A security officer will be dispatched to escort you from one UCD location to another.

Keeping Yourself and your Belongings Safe

It is important to take care of yourself and your possessions. Here are a few suggestions:

- Lock your bedroom door when you are not in, even if you are only going to the kitchen;
- Check that corridor doors and kitchen windows are locked at night or when going out;
- Make a list of your personal property, including any serial numbers and descriptions;
- Mark items with your name and contact number using an ultraviolet pen;
- Don't show off your cash, mobile phone or laptop, or leave them unattended. Record all bank and credit card numbers and details so that you can cancel them quickly if they are stolen;
- Remember that debit cards are widely accepted and you can use your Ucard to make payments on campus. If you need cash, try use the cashpoint (ATM) during daylight hours if possible. Always be aware when using the ATM, be aware of anyone standing too close, and cover the keypad when entering your PIN number. Never share your PIN number or passwords with anyone. Be cautious of scams, both online and in

person. Legitimate banks, universities, or government agencies will never ask you to share your PIN or passwords by phone, text or email. If you receive a suspicious message or call, do not respond, contact your bank or the Student Experience Team for advice; and

- If your family are sending you money from home, make sure that they do not send cash. A cheque, traveller's cheques, bank transfer, bankers' draft, or Western Union transfer is much safer.

Insurance

DISC students will normally have purchased an insurance policy called 'Studycare' which includes personal insurance for effects. This comes as a standard part of the Study Group package. If your parents, guardians or agents have taken out a comparable insurance policy on your behalf, you should ask them what this is and make sure you have the details.

If you have any insurance queries, our Office Staff will do their best to help you.

Fire Safety

If you smell or see smoke on campus, please inform a staff member immediately.

Smoking or vaping is **NOT** allowed within DISC or UCD buildings.

When the fire alarm sounds, all students and staff must leave the building immediately and in an orderly manner – **you must not run** – and assemble at the designated meeting area. You **MUST** use the stairs and **NOT** the lift. You cannot smoke or vape at this time.

The assembly point is the green area opposite the main entrance to Newstead A.

- You must **NOT** attempt to retrieve coats or personal belongings. You must **NOT** carry open containers of hot liquids.

A register will be taken at the assembly area once everyone has left the building. Therefore, you must always be on time for class; otherwise, you may not be marked on the register. Once outside, please remain with your group so that your tutor can quickly check if anyone is missing. Do not look for friends in other groups or wander off, as this makes the process more difficult and causes confusion.

You will be permitted to re-enter the building once the 'all clear' message has been given by the UCD Security team.

Please familiarise yourself with the fire procedures and nearest exit points for any building that you are in. Fire safety notices are displayed in all classrooms.

Passports and Visas

Visas

If you were granted a visa to enter Ireland as a student, your visa grants you 90 days to remain and prepare the documentation you need to apply for an extension of your visa until the end of your programme and register for your Irish Residency Permit (IRP).

You will need to book an appointment here <https://www.irishimmigration.ie/burgh-quay-appointments/>

To extend your visa, you will need certain 'original' documents. These will include:

- your passport or travel document;
- confirmation that you have paid a minimum of ten thousand euro (€10,000.00) in course fees
- a 'Student status letter' signed by an authorised staff member (letter requests to dublinisc@studygroup.com);
- evidence that you have enough money to fund your programme and support yourself and any dependents living with you in Ireland, e.g., a sponsorship letter and bank statements showing a balance of six thousand, six hundred and sixty-five euros and
- any additional, original documents if you are here with dependent family members, e.g. children's birth certificates, marriage certificates, etc.

Student Working Rights

If you have a Stamp 2 visa, you are allowed to work under certain conditions. Here is some important information about your work rights:

- When studying on the IFY programme with a Stamp 2 visa, you may work 20 hours per week during term time and up to 40 hours per week during holidays.
- You **must not** work more hours than your visa allows. Breaching this condition may result in future visa refusal or even imprisonment.
- You cannot work on a self-employed basis. This could be anything from driving for a delivery service or selling on eBay. [You can click here to read more guidance on working on your Stamp 2 visa.](#)

If you have a Stamp 2A Visa, you are not allowed to work.

Your working hours cannot interfere with your attendance or academic obligations

[Please find more information on your working rights on DublinISC@Studygroup.com](mailto:DublinISC@Studygroup.com)

Student Representation Activities

Student Representatives

DISC believes that students should be actively involved in student matters and values their opinions. To support this, DISC facilitates a student representative scheme, where each student group can nominate a fellow student to represent them.

Elections for student representatives will take place during the first 2 weeks of each term. You are encouraged to consider standing for election to represent your peers. Full support will be provided to student representatives to help them fulfil the role.

Staff-Student Liaison Committee (SSL)

The DISC Staff-Student Liaison Committee (SSL) includes student representatives from each pathway, a member of the Centre Management Team, and tutors.

The SSLC acts as a formal channel where the views of students can be expressed and sought. The Chair of SSLC is also a member of the Academic Board.

The SSLC meets as part of the DISC commitment to quality assurance and enhancement. The committee is required to:

- review feedback from External Examiners;
- review the Centre Action Plan;
- review student feedback from various sources, including end-of-module student evaluation questionnaires;
- review information arising from other student feedback mechanisms, including meetings with student representatives;
- agree on actions to be taken forward to the Academic Board by the student Chair of the SSLC; and

- agree on actions and information that will be communicated to DISC's student body as a whole.
-

Student representatives act as the spokespersons for their fellow classmates and should ensure that any views they share are truly representative. If a view reflects only some students' opinions, this should be clearly stated, along with how many support it. SSLC meetings are not for expressing personal opinions.

Many DISC-related topics can be discussed at the meetings as long as everyone is treated with respect and dignity. All decisions and actions arising from the meetings will be communicated by DISC management to the entire student body.

Campus Activities

The Student Union

The Student Union is a central point for all student activity and we encourage all students to join so they can get the most out of their educational experience in Dublin.

You can visit <http://www.ucdsu.ie/> to find out more about the Union, or (better) pay a visit in person. But do get in touch – it is very much part of student life.

UCD IT Services

We all use computers and can have technical issues from time to time, and you may need to visit the UCD IT Service Desk at the UCD Computer Centre. For more information on their services, please visit www.ucd.ie/itservices/.

You can contact IT Services via phone: 01 716 2700 or by email: ithelpdesk@ucd.ie

The office hours are Monday to Friday, 09:00 to 17:30.

Virtual Learning Environment (VLE) and Library Access

DISC uses a Moodle platform. Our VLE is known as Studysmart (studysmart.studygroup.com/). The VLE is an essential resource of information about your modules and student life. During your induction, you will receive a comprehensive tour of the VLE to ensure you understand how to access and navigate it prior to your studies.

The James Joyce Library is home to UCD's main library. Their website is very user-friendly and can be located by clicking this link: <https://www.ucd.ie/library/>.



Centre Rules

Attendance

Student attendance is expected to be 100% for all classes and timetabled activities. Your student visa is dependent on a minimum of 85% attendance.

You are expected to read the Punctuality and Engagement Policy (available in your induction pack and on [the virtual reception](#)) and comply with procedures fully. If there is anything you don't understand, please speak to someone in the office.

A student with poor attendance may be withdrawn from their programme.

You must attend all your classes unless you are ill or have obtained permission to be absent. DISC will keep a record of all your absences and will classify these as either 'authorised' or 'unauthorised'. Your end-of-term report will include your attendance record, and monthly reports are also sent to sponsors.

For more information about 'authorised' or 'unauthorised' absences, you should read the section 'Absence and non-submission of homework' below.

You can check your attendance on the [student portal](#)

Punctuality and Engagement Policy

At DISC, we believe the best way for students to reach their full potential and achieve strong results that lead to progression to UCD is by attending all classes and actively engaging in teaching and learning activities.

The Punctuality and Engagement policy sets out the requirements of students to engage in their classes and the material provided on our VLE for their independent study. It also sets out how DISC will monitor this engagement and work with students to improve engagement if necessary.

It is important that you arrive to class on time. Arriving late disrupts other students and may require the teacher to restart the class or repeat instructions, which is unfair to both the teacher and your classmates. If you arrive late, you may not be allowed to

enter the class and will be marked in the register as a 'late absence'. DISC will keep a record of all your absences, and they are included in your end-of-term report.

We ask that all students familiarise themselves with this policy and contact DublinISC@Studygroup.com if they have any questions. The full policy can be found in the 'Handbook and Policies' section on the Student Virtual Reception by following this link studysmart.studygroup.com/mod/folder/view.php?id=335174.

General Behaviour

DISC is a diverse community comprising individuals from a wide range of social, cultural, religious, ethnic, ideological, and geographical backgrounds. Positive behaviour from all members of this community is essential to ensure the wellbeing and safety of others and to maintain an environment in which students and staff can study, work, and interact effectively. DISC and UCD expect all staff and students to treat one another with respect and courtesy and to comply with the rules and regulations of both institutions. Any behaviour that falls below these expected standards is taken seriously.

What is NOT considered 'good behaviour'?

It is not possible to list every form of student misbehaviour. However, the university rules can be found at, <https://hub.ucd.ie/usis/> and DISC students are encouraged to read this document carefully. DISC's Student Code of Conduct policy is available on the virtual reception.

DISC students must always conduct themselves within the terms of Irish Law. Ignorance of the law can never be an excuse for wrongdoing.

Within DISC or the University, students should avoid any act that might:

- Cause personal injury, offence or distress to any person, or cause damage to DISC or University property or premises;
- Affect the rights of any other members of the DISC / University community (staff or students) to quiet and peaceful enjoyment of facilities for work, study, leisure and accommodation;

- Obstruct, frustrate or disrupt lectures, classes or laboratory work, examinations, assessments, or other functions (including sporting activities) that take place within DISC or the University; and
- Obstruct, frustrate or disrupt the administrative work of DISC or the University, or interfere with its public functions, activities or legal duties.

Additionally, students should be aware that:

- You must always wear your UCD ID card on the provided lanyard while on campus or within the centre. Identification must be presented upon request when asked by a member of DISC or University staff in relation to security, administrative matters or alleged misconduct. ,
- Students should not attempt to incite others to commit any act of misconduct mentioned above; and
- Tutors/ College Deans may exercise discretion in determining what constitutes acceptable or unacceptable behaviour within DISC premises, University accommodation or College premises.

Rules cannot be made to cover all circumstances. However, in general terms, a breach of common sense may very often also be a breach of DISC and University Rules.

Classroom Behaviour

Again, it is not possible here to list all examples of unacceptable behaviour.

However, there are a few things that you should always bear in mind:

- Eating and drinking are always forbidden in classrooms, except for plain water, which may be consumed hot or cold from a cup or bottle with a secure lid
- English is the language spoken while studying at DISC. Therefore, when you are in the centre, you must communicate in English inside and outside the classroom. Using English consistently supports full language immersion, helping you to develop confidence and fluency in preparation for university study. It also promotes inclusivity as it ensures that everyone can participate equally in conversations and

activities. It also contributes to a safe and respectful environment where staff can understand all students and respond appropriately to any concerns or issues that may arise. Please read DISC's English Language policy, which is available on Studysmart.

- Mobile phones should be set to silent during class time and must not be used to take pictures, make recordings, make calls or send text messages;
- Listening to any device with headphones in the classroom is not acceptable;
- Headphones, ear pods, etc must be removed when entering the classroom or the office (even if turned off);
- Smoking, e-cigarettes and vaping is prohibited inside all university buildings, including toilets;
- Sleeping or resting your head on the desk when the teacher is in the classroom shows a lack of respect for the teacher and should be avoided;
- Coming late to the class, for whatever reason, is disruptive and again shows a lack of respect for the teacher and the other students.

Of course, this is not a complete list. However, if you always consider whether your words and actions show respect for your teacher and fellow students, you are unlikely to encounter serious issues.

Mobile Phones

Mobile phones must not be used for any purpose during class time unless specifically indicated by the class tutor. If you need to keep your phone 'on,' you should set it to 'silent' during class time.

Mobile phones used inappropriately in class will be confiscated by the teacher and will be returned by the end of the academic day.

About the Programmes

Programme Types

Two different programmes are currently taught at DISC: the English Language (ELP) programme and the International Foundation Year Programme (IFY).

The IFY is a pathway programme that leads to a range of progression degrees at UCD. Each progression degree requires a different combination of modules. Detailed information for each progression degree can be found in the Academic section of the Virtual Reception.

Each semester, you will be provided with a module descriptors for the modules you are studying during that period. These are available on the VLE module page and provide more detailed information regarding the content of each module.

Below, you will find more general information about DISC's academic programmes and the various procedures you need to be familiar with.

The ELP Programme

Purpose and Structure

The ELP programme is an intensive English course that provides optimum preparation for the IFY programme. You will study 20 hours a week across a number of skill areas, including general English and academic English.

The ELP programme aims to develop general and academic English skills that will enable students to reach a level suitable for entry to the IFY programme. To enter the IFY programme, you need a level of English equivalent to IELTS 5.0 or 5.5 (depending on your undergraduate degree) across all components of the test.

Testing and Progression

All students take diagnostic tests on arrival. This helps tutors determine the most appropriate academic plan for each student as they progress through the programme. If the exam results indicate that a student's language level does not meet the required standard for successful progression in the International Foundation year programme, it will be recommended that the student complete a term of ELP. If a student decides

not to take this recommendation, they will have to inform the Deputy Director of Curriculum and Progression in writing.

Students who have participated in the ELP programme will be re-tested at the end of the term to assess whether they have reached the required level for progression to the IFY programme.

The final decision on progression is made by the Deputy Director of Curriculum and Progression, in consultation with the tutors.

Resources and Materials for the ELP Programme

You may need to buy books for your ELP programme. DISC will make these books available for you to buy, and the English tutors will tell you when you must pay and how much each book costs. You may not be able to follow classes without the relevant books.

All other materials you use during the programme will be provided by the tutors. Each module has a module page on Studysmart, where you will find resources and activities to complete outside the classroom. You will also use a platform called Insendi for your Academic English Skills (AES).

Some books and academic resources listed on your module reading lists may need to be accessed through the University library. You will receive guidance during induction on how to locate these materials.

The IFY Programme

DISC's IFY programme is a full-time academic course specifically designed to support international students in preparing for undergraduate studies in universities in Ireland. The programme spans three terms and offers a comprehensive educational experience that bridges the gap between a student's current qualifications and the academic expectations of third-level education.

DISC's IFY programme is aligned with Level 5 of the National Framework of Qualifications (NFQ), which means it is recognised as a post-secondary qualification and meets nationally approved academic standards. Upon successful completion, students are awarded a Level 5 Specific Purpose Certificate in International Foundation Studies, officially acknowledging a student's academic readiness and English language proficiency for future study.

Purpose and Structure

The IFY programme aims to develop the academic and English language skills you will need for your chosen UCD undergraduate programme.

You can choose between two 'pathways' that lead directly to undergraduate programmes in the following areas:

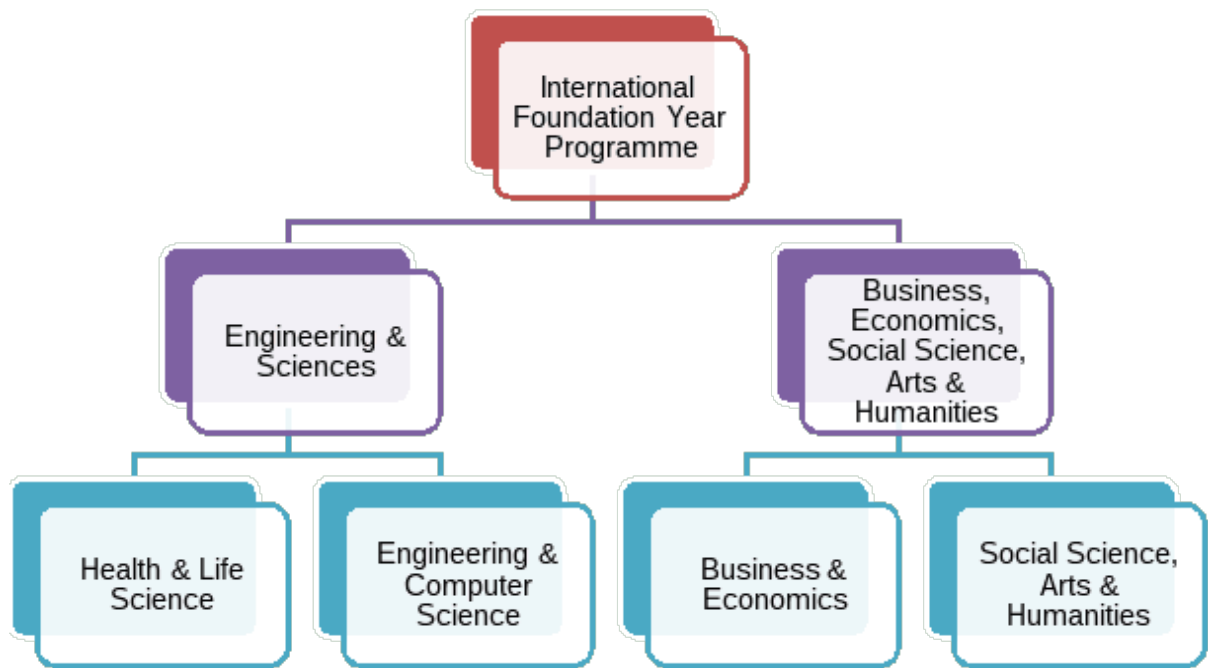
- Engineering and Sciences; and
- Business, Economics, Social science, Arts and Humanities.

Each pathway consists of 7 modules, including c both core units that all students study and modules specifically related to the pathway you have chosen.

All students also take a compulsory module called Life, University and Intercultural Skills. This essential module equips students with the technological and cultural skills needed to succeed on the programme. It

also prepares students for the differences that they may encounter in education, daily life and cultural expectations.

Below is a chart that shows the list of modules from which you will study on each pathway. You will study Academic English Skills (AES) every term, along with other academic modules.



Health and Life Sciences

Semester 1	Semester 2	Semester 3
Academic English Skills	Academic English Skills	Academic English Skills
Mathematics	Mathematics	Mathematics
Physics	Physics	Physics
Fundamentals of Scientific Enquiry	Chemistry	Chemistry
Life, University and Intercultural Skills (LUIS)	Biology	Biology
	Life, University and Intercultural Skills	Data Analysis
		Life, University and Intercultural Skills

Engineering and Computer Science

Semester 1	Semester 2	Semester 3
Academic English Skills	Academic English Skills	Academic English Skills
Mathematics	Mathematics	Mathematics
Physics	Physics	Physics
Fundamentals of Scientific Enquiry	Chemistry	Chemistry
Life, University and Intercultural Skills (LUIS)	Computer Programming	Computer Programming
	Life, University and Intercultural Skills	Data Analysis
		Life, University and Intercultural Skills

Business and Economics

Semester 1	Semester 2	Semester 3
Academic English Skills	Academic English Skills	Academic English Skills
Mathematics	Mathematics	Mathematics
Economics	Economics	Economics
Introduction to Business	Introduction to Business	Introduction to Accounting and Finance
Life, University and Intercultural Skills (LUIS)	Introduction to Accounting and Finance	Data Analysis
	Life, University and Intercultural Skills	Digital Business
		Life, University and Intercultural Skills

Social Science, Arts and Humanities

Semester 1	Semester 2	Semester 3
Academic English Skills	Academic English Skills	Academic English Skills
Mathematics	Mathematics	Mathematics
Economics	Economics	Economics
Introduction to Business	Introduction to Business	Globalisation
Life, University and Intercultural Skills (LUIS)	Introduction to Sociology	Critical Reading
	Life, University and Intercultural Skills	Life, University and Intercultural Skills

DISC's IFY programme leads to a QQI Level 5 Special Purpose Award. Each programme module is evaluated individually, and grades are awarded based on a student's performance.

The grade scale is as follows:

- Distinction: 80% - 100%
- Merit: 65% - 79%
- Pass: 50% - 64%
- Fail: Below 50%

At the end of each module, students will be assessed and awarded a grade of **Pass, Merit, or Distinction**, based on their academic performance. In addition, students who achieve the required academic standard may be awarded a **Progression Grade**, indicating that they have met the criteria for entry to their chosen undergraduate degree programme at UCD.

An overall 'Pass' grade means that you have achieved at least 50% in each module. This means that you have successfully completed the foundation programme but will not be able to progress onto the UCD undergraduate programme.

An overall 'Progression' grade means that you have achieved a sufficiently high mark in both the English language component and your other modules to be accepted by

your chosen University Department. The required progression grade may vary from one module to another and from one University Department to another.

If you fail to achieve 50% in a module, you will have two opportunities to attempt to pass it. The first option is to resit the exam or resubmit a piece of coursework. If necessary, the second option is to retake the entire module. Students who retake a module are not permitted to resubmit coursework or resit examinations as part of this second attempt. [Re-sitting Examinations and resubmitting assessments](#)

The rules for progressing at the module and programme level are described in the sections above. All students receive clear guidance on grading scales by class tutors and centre staff. Details about progression rules from one term to the next are shared with students during induction at the start of the programme.

The Centre will provide additional exam preparation classes where necessary.

To progress to the next term, students are required to pass all modules and are required to achieve a minimum grade of 50% to pass. Students are allowed one resit per module to improve their grades.

Students who fail one module may be allowed conditional progression to the next term, provided they complete a resit of the failed module. The student may also be required to take extra support classes as a condition of progression. However, a student who fails a resit for a core module will normally be asked to leave the programme without a further opportunity to resit.

Students who pass a module but fail to meet progression requirements for that module may be asked to resit module assessments.

Students are normally allowed only one resit and/or retake of a module, although the opportunity for a second resit/retake may be granted in exceptional circumstances by the Module Assessment Board.

In order to pass DISC programmes, students are required to pass all modules with a minimum of 50%. However, in order to progress onto their chosen degree programme, progression grades are much higher, typically around 60% for all modules. Students receive clear guidance on the minimum grades needed to progress to their chosen undergraduate degree programme, and these are also available on the DISC website: www.dublinisc.com/

Full details on assessment regulations can be found on the Studysmart VL



Your Path through DISC

Timetables

You will receive a copy of your timetable during induction. It will also be available on the student portal, and a current copy will always be displayed on the Centre's notice boards and on Studysmart. Although timetables may occasionally change due to circumstances beyond our control, such changes are kept to a minimum. In these circumstances, updated timetables are sent to students via their Study Group email account, are made available in the student portal and posted on the Virtual Reception.

ELP Timetable

Timetables may vary slightly between different groups, so it's important to always refer to your own timetable rather than that of another student.

International Foundation Year (IFY) Programme Timetable

Students on the IFY programme will attend **8 hours of AES classes each week**, in addition to **4 hours per week for each of the other modules within their chosen pathway**. Students are also expected to complete weekly activities provided on the relevant module pages. Timetables may vary between students and groups within the programme, so it is important that you refer only to **your own timetable** and not to that of another student.

Choosing your Undergraduate Programme

It is important to carefully consider your choice of undergraduate degree. While it may be possible to change your selection, any change must be to a programme within your designated pathway and must be requested before the end of the first term. The university will have final approval over any changes in degree choice.

Throughout the year, you will have the opportunity to visit various university departments and faculties, allowing you to explore and better understand the areas you may wish to study.

Important Dates

All important dates regarding examinations, term dates, social activities etc. will be displayed on the notice board and on the Virtual Reception. These dates will also be communicated to you via your student email account and through the Studysmart announcements.

You will be informed by email during the year of any office closures.

Resit Exams

Resit dates will be posted on the academic noticeboard. Students must not book any holidays or make any travel plans until these dates have been confirmed.

Academic Administration

Assessment Methods

In both the ELP and the IFY programmes, you will regularly receive grades for coursework, periodic tests and required homework. These grades will be considered when determining your final overall grade. In most modules, you will sit end-of-term examinations, which are conducted under strict invigilated conditions.

Details of the assessment schedule for each module are outlined in the Programme of Study. Examination dates are provided in this handbook, and students will receive the exact exam timetables at least two weeks in advance.

Examination Rules and Procedures

DISC and UCD have very strict guidelines concerning conduct during examinations. A summary of these rules is summarised below:

Before The Exam
Check the student list on the notice board to locate your exam room and confirm your student number.

You must be seated at the correct desk in the designated examination room at least 15 minutes before the exam start time.

You will not be allowed to enter the AES Listening exam once it has begun, nor may you leave while it is in progress.

If you arrive more than 15 minutes late, you will not be allowed to enter the exam. You may be offered a resit at a later date, which may incur additional charges.

Do not write your name on any exam materials. You must write only your student number on the question paper, answer booklet, and any additional sheets used.

What to Bring

You may bring the following items into the exam room:

- Pen or pencil
- Ruler and eraser
- Calculator (check compliance with Examinations Officer)
- A transparent water bottle

What Not to Bring

The following items are not permitted in the examination area:

- Bags, coats or personal belongings
- Any electronic devices including:
 - o Mobile phones
 - o Pagers
 - o MP3 Players or iPods
 - o Earphones or microphones
 - o Electronic dictionaries or spell checkers

Possession of any unauthorised electronic device during an examination will result in disciplinary action in line with the Academic Integrity policy.

During the Exam

Exam papers will be distributed at the start of the exam.

You will have 10 minutes of reading time before writing begins.

A visible clock will be available in the exam room.

If you need help, raise your hand, and an invigilator will assist you.

Additional paper or pens may be requested from the invigilator.

You may not leave the examination room or submit your work during the first 30 minutes or the last 15 minutes of the exam.

If you need a toilet break, raise your hand, and a staff member will escort you to the toilet. Only one student may leave the examination room at a time.

After the Exam

- When instructed to stop writing, you must do so immediately.
- Ensure your student identification number is clearly written on all your exam materials.
- Remain seated while the exam papers are being collected.
- All questions, answer booklets, and additional sheets must be handed to an invigilator before leaving the examination room.

Failure to comply with assessment regulations may result in disciplinary action under DISC's Academic Integrity and Invigilation policies.

Absence and Non-Submission of Work

It is very important that you attend all your classes and complete all assigned work, both in class and through independent study. Your tutors will keep detailed records of attendance, participation, and work completed. This information will be reviewed

by the Deputy Director of Curriculum and Progression as part of ongoing academic monitoring.

Absences from Class

There are two kinds of absence at DISC: 'Authorised' and 'Unauthorised'.

'Authorised' absences can only be confirmed by the Deputy Director of Curriculum and Progression and/or the Deputy Director of Student Experience.

If you are absent without informing the DISC office in advance, your absence will automatically be recorded as 'unauthorised'. However, an absence may be retrospectively authorised if you provide an official certificate, for example from a GP or another relevant professional, to the DISC office after the date of absence. It is always best practice to notify the office in advance whenever possible.

You must read the Student Attendance and Punctuality policies thoroughly. If anything is unclear, feel free to ask any member of staff for clarification.

These policies can be found on Studysmart in the Policies section of the Virtual Reception.

Homework and Coursework

Students are expected to complete regular homework while studying at DISC. A record of all homework marks and any missing homework will be kept in your student file and will appear on your end-of-term report.

If you do not complete your final assignments, your tutor will report this to the Deputy Director - Curriculum & Progression, who will request a meeting with you for an explanation. If you have a satisfactory reason for not producing the assignment, no action will be taken (and support will be given to help students. If not, you will receive a formal caution, and a note will be placed in your student record.

If you fail to complete multiple assignments, the Deputy Director of Curriculum & Progression will initiate an 'academic plan' with you. You will be expected to follow the terms of the plan. A copy of the plan will be signed by you and placed in your student file.

Late Submission of Assessed Coursework

If you submit a piece of assessed coursework late, you will be penalised by a deduction of 5% from the awarded mark for each day (24 hours), or part of a day, that the work is submitted after the published deadline. Once the deadline has been exceeded by three days (72 hours), the work may not be accepted unless you invoke the Personal Mitigating Circumstances (PMC) procedure. More information regarding personal mitigating circumstances is outlined below.

If a piece of work is submitted within three days (72 hours) of the deadline and would receive a mark below 50% after the penalty is applied, the final grade will be capped at 50%. In other words, penalties alone will not reduce a grade to below 50%.

The original deadline for each piece of coursework is published by your teacher on Studysmart. It is your responsibility to check this deadline and plan accordingly.

Personal Mitigating Circumstances

Illness and Personal Difficulties during the Academic Year

DISC acknowledges that students may face various illnesses and/or personal circumstances during their course of study. It is the student's responsibility to inform DISC of any such issues that could impact academic performance or attendance. In particular, you should notify DISC of any ongoing medical conditions. Medical notes must be submitted to cover any absences. DISC cannot accept medical certificates submitted at the end of programme.

Assessed coursework is an important and integral part of assessment, and the submission deadlines of such work must be observed; otherwise, penalties may be imposed (as outlined above). However, if you experience genuine difficulties in meeting a deadline for a piece of assessed coursework or sitting an exam because of illness or other personal circumstances, you should seek advice from the Deputy Director of Student Experience. When reasonable notice is given, cases of serious illness or personal difficulty are likely to be treated sympathetically, and accommodations may be made regarding the deadlines.

Illness and/or Personal Difficulties during the Examination Period

The following procedure applies in those exceptional circumstances when students may be absent from assessed coursework or an examination, or believe their performance in an examination has been adversely affected due to illness or other personal mitigating circumstances. In such circumstances, DISC allows students the opportunity to present their case fairly and submit suitable and acceptable supporting documentation.

Personal Mitigating Circumstances Form

If you are unable to attend an examination or complete a piece of assessed coursework due to illness or another valid reason, it is essential that you complete a 'Personal Mitigating Circumstances' form. This form is available on Studysmart in the Policies section of the Virtual Reception.

Your mitigating circumstances must be explained in writing using the designated form and must be accompanied by appropriate supporting evidence (e.g., a medical certificate). The completed form and evidence must be submitted to the Office Director no later than:

- o Three days after the relevant examination session
- o Three days before an assignment deadline

Please note: Mitigating circumstances for assignment submissions do not include illness on the day of submission, unless the illness involves an accident or emergency that occurs on that date.

You should complete a PMC form, which is available from the DISC Office or on [Studysmart](#).

The PMC form must be submitted along with acceptable documentation such as a medical note, police report, travel cancellation, or similar evidence.

PMC forms and supporting documentation should be addressed to the Deputy Director Curriculum & Progression and submitted to the DISC Office as close to the time of illness or personal difficulty, and certainly before the meeting of the Module Assessment Board (MAB).

- o Academic appeals on these grounds will generally not be permitted unless there is new evidence that, for a valid reason, could not have

been submitted to the Module Assessment Board at the appropriate time.

Personal Mitigating Circumstances Panel

PMC forms will be considered by the Personal Mitigating Circumstances Panel (PMC Panel), and the decision of the Panel will be conveyed in writing to the student no later than seven days after the Panel meeting. The consideration of PMCs will be recorded in the MAB minutes and will be made available to the External Examiner before the student's final grades are considered and signed off.

Academic Integrity

During your induction programme you will receive information about 'Academic Integrity'. A copy of this statement is included in this handbook as an appendix.

Here is a reminder of what Academic Misconduct means:

- Academic misconduct is a term which covers cheating (including the use of AI), attempts to cheat, plagiarism, collusion, copying and any other attempts to gain an unfair advantage in assessments. Assessment includes all forms of written work, presentations and examinations. Academic misconduct, in any form, is a serious offence. Penalties reflect the severity of the offence, and a distinction is made between minor and major instances.

We hope that during your time at DISC, you will develop good academic and study habits that will support your success in your undergraduate degree.

It is crucial that you understand the importance of academic honesty. There are specific actions you must always avoid, as they lead to serious consequences at DISC and at the university level. The University regards 'unfair means' (cheating, collusion, plagiarism, etc.) as serious offences. Students found guilty of such misconduct may be required to leave the university.

Most instances of 'unfair means' relate to how assessed work is completed and submitted. It is essential that any work you present as your own is genuinely your own work and not copied from another source or completed by someone else. Cheating,

the use of AI, collusion (working together with another person), and copying from unacknowledged sources (plagiarism) are all serious offences and must be avoided.

All assignments and coursework must include a cover sheet with a signed declaration confirming that the work is submitted is your own.

'Plagiarism' is a serious form of academic misconduct and a term you will frequently encounter during your time at university. Plagiarism is defined as 'the incorporation by students of work, which is not their own, in all types of work submitted for assessment'. This definition is taken from the University's policy on plagiarism, which can be found at . You are strongly urged to read this document carefully.. You are strongly urged to read this document carefully.

Self-plagiarism occurs when a student submits their own previously completed work, in whole or in part, without appropriate acknowledgement or prior permission. This may include submitting the same essay, report, or other assessed material for more than one module or assessment. Although the work is the student's own, this practice is considered academic misconduct because each assignment must be original and prepared specifically for the assessment for which it is submitted.

Students are not permitted to use books (including dictionaries), notes, calculators, PDAs, mini-computers or any other 'pre-stored electronic information' in an examination or during any assessed coursework unless specifically permitted by the tutor, invigilator or examiner. Scientific calculators may only be used with the permission of the examiner or invigilator. Your tutor will provide you with a list of approved calculators.

The use of recording devices, receivers, mobile phones and pagers is strictly prohibited in examinations. Any student found cheating, copying from another student, or attempting to communicate during an exam will be removed from the exam room and awarded a zero mark for that exam.

Complaints and Appeals

This section provides information on what to do if you are unhappy about something or with the behaviour of another person.

If you find this section difficult to understand, you can ask a staff member to explain it to you. It is important that you understand your rights.

Please note that the resolution of academic appeals and complaints will be handled within DISC and Study Group and will never be considered the responsibility of UCD.

Complaints

This procedure applies to complaints related to:

- the delivery and/or management of an academic module or programme; and
- any services provided by DISC (NOT UCD, which operates its own complaints procedure).

This procedure does not apply to complaints concerning:

- decisions of Assessment Boards or Examiners, or marking of exam scripts or coursework; or
- any services provided by UCD, for example, accommodation, ISS, Library, etc.

DISC is committed to providing the best possible experience for our students in a high-quality learning environment and will make every effort to resolve any reasonable complaint promptly.

Students seeking guidance on how to file a complaint should speak with a member of DISC staff.

Students who submit a complaint in good faith will not be treated less favourably as a result. All reasonable complaints will be considered carefully and managed in line with the relevant policy procedures.

If a complaint is found to be frivolous or false, DISC may take disciplinary action against the student who submitted the complaint.

DISC will deal with all complaints confidentially and expects students to maintain the same level of discretion.

Any initial complaint should be made informally to the relevant staff member as soon as possible after the issue arises. If you are not satisfied with the outcome, you should complete a complaint form (available from the Office or on Studysmart in the Policies

section of the Virtual Reception). **Please note:** Any complaint relating to a safeguarding concern must only be reported directly to the Designated Safeguarding Lead (DSL) and not handled through the general complaints process.

When completing the student complaint form, you should include the following information:

- The reason(s) for your complaint;
- Any evidence supporting the complaint (please attach any relevant documents);
- Any actions you have taken so far to try to resolve the issue;
- The outcome or resolution you are seeking; and
- Your name and contact details.

DISC will acknowledge the receipt of the complaint form, normally within 5 working days. If the informal process has not been followed correctly, you will be advised on how to make the informal complaint first.

We will investigate the matter, and you will be informed of the expected timescale for reaching a decision or resolving the complaint. You will have the right to meet with the person investigating the complaint. You are entitled to be accompanied to this meeting by another member of staff, a student representative, or a friend. The attendance of legal representatives is not permitted during these meetings.

Once the investigation is complete, the Centre Director will write to you outlining the findings and, if appropriate, any actions to be taken.

Full details of the complaints process can be found in the Student Complaints and Appeals Policy, available on Studysmart.

Appeals

Students who have valid grounds for appeal have the right to submit an appeal.

Appeals must be submitted in writing to the Centre Director using the official appeals form, which is available from the Office or on StudySmart. Appeals may be submitted under the following circumstances:

- against decisions made regarding allegations of cheating and other forms of academic misconduct in assessments or examinations;
- if you have personal or other circumstances that were not known at the time of an Assessment Board's decision;
- If you believe that you have been disadvantaged by any external circumstances within DISC's control.

When completing the appeal form, you should clearly state the grounds for your appeal and explain why you believe the original decision was incorrect or unfair.

Students invited to attend an appeals panel meeting are generally permitted to bring a person for support. If you wish to be accompanied, you must inform DISC in advance.

Following the meeting, you will receive written notification of the decision and any actions to be taken. Full details of the appeals process can be found in the Student Complaints and Appeals Policy, available on Studysmart.

The Behaviour of Other People

As a student at DISC, you have the right to be treated with respect by both staff and fellow students. You are not expected to tolerate any form of abuse or harassment for any reason.

If you believe that you are being bullied, sexually or racially harassed, or subjected to any form of harassment or unlawful discrimination, you should speak immediately to the Centre Director, the Deputy Director of Student Experience or the Student Welfare Officer. They will arrange for the matter to be investigated and seek to resolve it quickly in confidence.

Complaints Against the University

Where your contractual arrangement is with the university directly, for example, residential accommodation or the use of university facilities such as the sports centre or library, you have a right to lodge a complaint with the university if you are not satisfied. Equally, the university has the right to take action against you if you breach its rules.

For further information, please refer to UCD's website:

<https://www.ucd.ie/secca/studentcomplaints/>

Appendices

Appendix A: Academic Misconduct

1. Please note that full versions of these documents can be found in the Policies section of the Virtual Reception of Studysmart.

Academic Misconduct

Cheating

Cheating includes:

- Any form of communication with or copying from any other source (for example, another student) during an examination.
- Communicating during an examination with any person other than an authorised member of staff.
- Introducing any written, printed, or other material into an examination (including electronically stored information) is not permitted unless it is specifically allowed in the rubric of the examination paper. Any additional written or printed material permitted in the examination room must be clearly specified in the rubric, in a way that would be understandable to a non-specialist invigilator.
- Gaining access to unauthorised material during or before an assessment (for example, a copy of the question paper or mark scheme relevant to a forthcoming examination).

The use of electronic dictionaries and of calculators with text storage capabilities is not allowed in examinations. Mobile phones and pagers may not be taken by students into any examination room. Any such devices brought into the room must be switched off and handed to an invigilator. Breaches of this rule will be treated in the same way as attempts to cheat.

Plagiarism

Plagiarism is a serious academic offence and occurs when a student presents someone else's work, whether written, spoken, visual, digital, or from any source, including books, websites, AI tools, as it were their own original work. Below are specific examples of what constitutes plagiarism.

- The verbatim (word-for-word) copying of another person's work without clear identification and acknowledgement.
- The close paraphrasing of another person's work by simply changing a few words or altering the order of presentation, without clear identification and acknowledgement.
- Unidentified and unacknowledged quotation of phrases from another person's work.
- The deliberate and detailed presentation of another person's ideas as one's own.
- The use of text copied from any AI source (ChatGPT, translators, etc.).

Collusion

Collusion includes the conscious collaboration, without official approval, between two or more students or the use of AI (Artificial Intelligence) in the preparation and production of work which is finally submitted by each in an identical or substantially similar form and/or is represented by each to be the product of their individual efforts.

Collusion also occurs where there is unauthorised co-operation between a student and another person in the preparation or production of work which is then submitted as the student's own work.

Procedures to be Followed when Any Form of Cheating is Suspected:

In the case of coursework assignments, either written or oral, the subject tutor will prepare a report, to include the reasons for their suspicions and any relevant evidence, which must be submitted to the Deputy Director of Curriculum and Progression.

In the case of breaches of examination regulations, the Examinations Officer will prepare a report on the nature of the breach (again with any relevant supporting material) and submit it to the Academic Misconduct Panel. This report should include any action already taken (for example, if the student was told to leave the examination room).

The Academic Misconduct Panel, after reviewing the report from the subject tutor or Chief Invigilator, will interview the student suspected of cheating. If the student admits the offence or attempted offence, a record of the interview will be placed in

their file and a penalty will be imposed, as indicated below. If there has been a breach of examination regulations, the Academic Misconduct Panel will determine an appropriate penalty and/or actions required by the student. All decisions will be reported to and confirmed by the MAB and subsequently reported to the relevant PAB.

The student must be informed of their right to invoke the DISC Appeals Procedure. Appeals may be made against the decision itself and/or the penalty applied.

Penalties to be Applied

Two basic principles underpin the penalties imposed when an allegation of academic misconduct is upheld. The first is that the penalty should reflect the perceived seriousness of the offence, with consideration given to the student's intent. The second is that the penalty must be more severe than the consequences of simply not submitting a piece of work or not attending an examination.

Potential penalties for minor Academic Misconduct:

- Percentage reduction of the final mark for the assessment
- Resubmission of sections of coursework
- Full resubmission of the assessment
- Examination grade set to zero with resit required.

Potential penalties for major misconduct:

- Percentage reduction of the final mark for the programme
- Full resubmission of the assessment for a capped mark
- Examination grade set to zero with resit required
- Assessment grade set to zero with no resubmission permitted.

You can also find this information on the Studysmart in the Policies section of the Virtual Reception.

Appendix B: Useful Websites

University College Dublin	https://www.ucd.ie/future/
Universal Currency Converter	www.xe.com/ucc/
National Rail network	http://www.irishrail.ie/home/
Tourist Information	http://www.discoverireland.ie/
Virtual Dublin	http://www.virtualvisittours.com/category/places-to-see-dublin
Students Union	http://www.ucdsu.ie/
Golden Pages (online phone directory)	http://www.goldenpages.ie/

Title	DISC Student Handbook	
Version	1.1	
Date	31 July 2023	
Author	Centre Management Team	
Owner	DISC Academic Board	
Version	Date/ Updated By	Details
1.2	02.04.2025 / Roslin Treacy	Substantial amendments to reflect new programme grading and assessments.

