STUDENT HANDBOOK 2015-16

Dear Student

Welcome to Limerick City College. I hope your period of study will be both enjoyable and rewarding.

The following information has been compiled to assist you both at the beginning and during your period of study with us. Please read the following pages carefully and retain for future reference.

Should you require further information or explanation, please contact Ms Deirdre Clohessy (College Administrator) or Mr Glen Anderson (College Director).

We look forward to working with you and wish you every success.

Glen Anderson

College Director

Limerick City College English language School
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- ***Limerick City College has a policy of continuous improvement.***
- ***As a result the information contained within this handbook may be added to, deleted or modified.***
- ***Changes to any section of this handbook will be advised via the College notice board.***

SECTION A:

COLLEGE INFORMATION

Limerick City College English Language School Administration

Name of College**:**	**Limerick City College**
Address:	**Limerick City College** **Parkway House,** **Parkway SC,** **Dublin Road,** **Limerick, Ireland**
Phone Number**:**	**+353 061 592195**
Fax Number**:**	**+353 061 267754**
Web Address:	http://www.limerickcc.ie
E-mail Address:	info@limerickcc.ie
Board of Management:	G. W Anderson G.D Anderson
College Director:	Mr G. Anderson *ganderson@limerickcc.ie*
Contract Training Manager:	Mr David Sheehan *dsheehan@limerickcc.ie*
Academic registrar	Edel Foster *efoster@limerickcc.ie*
Marketing Manager	Louise Anderson landerson@limerickcc.ie
College Administrator	Deirdre Clohessy dclohessy@limerickcc.ie
IT & Facilities Administrator:	Luandre Willemse *lwillemse@limerickcc.ie*
Undergraduate Programmes Co-ordinator:	Ciara Brennan *cbernnan@limerickcc,.ie*

International Officer	Jean Alfred jalfred@limerickcc.ie
English Language School Acting Director	Bernie McCarthy *bmccarthy@limerickcc.ie*
English Language School Academic Manager	Laura Bond *lbond@limerickcc.ie*
English Language School Co-ordinator	Caroline Madden *cmadden@limerickcc.ie*

Limerick City College English Language School Location and Layout

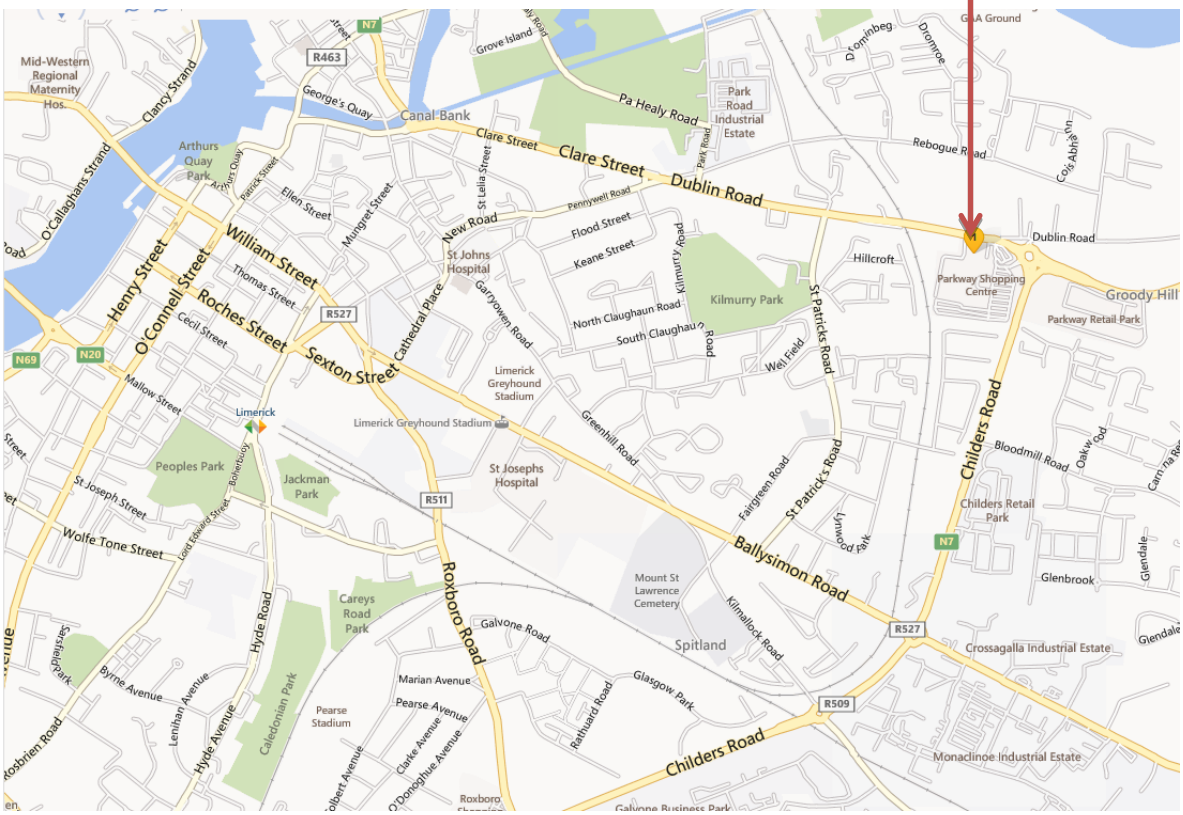
1. **Location of Limerick City College**

Description

The Parkway House is conveniently located on the Dublin Road which offers ease of access for those travelling by car, bus and on foot as opposed to the city centre. The building is laid out over one main floor comprising of 11,000 ft² with classrooms and computer laboratory's fitted out to the highest standard.

The Parkway House is an ideal, fit for purpose building with disability access and toilets and 700 free parking spaces. There are a number of recreational facilities within a few hundred yards of the entrance to the college including Dunnes Stores, Easons, Bank of Ireland, Lloyds Pharmacy and many more.

New
Limerick City College
Premises



Accommodation

GROUND FLOOR

- Main entrance
- Disability access

FIRST FLOOR

Classrooms:

- Classroom 1
- Classroom 2
- Classroom 3
- Classroom 4
- Classroom 5
- Classroom 6
- Classroom 7
- Classroom 8 (Computer Laboratory)

Reception Area

Common Area

Toilets/WC's

- Ladies
- Gents
- Disabled
- Staff Male
- Staff Female

Computer Laboratory

Library/ Computer Laboratory

Quiet Study Area

Canteen Area x 2

Lecturer Administration Office

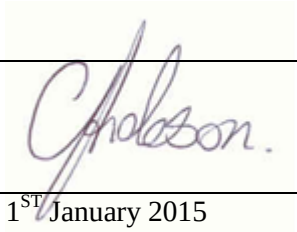
3 x Office Areas

2. **Resources**

Limerick City College	
Room Number	Room Capacity
101	100
102	10
103	15
104	20
105	20
106	55
107	50
108 Computer Laboratory	25
Library/ Study Area	15
Common Area	
Canteen	
Lecturer Admin Room	
3 x Administration Offices	

Rooming Requirements	All lecture rooms equipped with projectors, screens, white boards, and desktop computer. Both computer labs equipped with MS Office and Wi-Fi available throughout the building	Total capacity of over 300 students at any given time can be accommodated by the premises. A plan of the layout of accommodation is attached. This is over 100 more student capacity than in our previous premises.
Consumables & Learning Resources	Internet access on all computers and Wi-Fi available throughout the building. MS Office software installed on all computers. Printing and photocopying facilities available for staff and students.	3 large photocopiers available on site with desktop printers available for staff. Audio Facilities: 10 Visual: 10 Photocopying Machines 5 Digital Projectors 10

		Laptops: 4 Staff Printers: 6 Overhead Projectors 10 Internet Access: 20MB All PC work stations are equipped with complete MS Office Packages including word, excel, publisher and power point.
Library/Technical Resources	Students will have access to library resources on campus as well as through the UCEEL online facility The college relies on the professional judgement of the Liaison Librarian (Collection Management) regarding the number of copies purchased. In practice, academic staff often recommend the number of copies to be bought, anywhere between 3 and 12, depending on programme and module. The load period is normally set at two weeks, but items can often be one week non-renewable loans. Students are encouraged purchase the essential textbooks for individual modules and should look to the library to provide a wide range of relevant material to support assignments, reading on a particular aspect of the subject and for the latest academic research. Breadth of subject coverage is a key element in the development of the collection. The Collection Management team will ensure that all ensure that all	CCC/LCC is committed to providing a wide selection of other relevant books for students to reference. The library has an annual budget for stocking. This is set between Programme Leaders and the Director of Studies and is targeted to course provision according to stock numbers. Currently the library budget is €5,000. The library book stock is reviewed each term in light of the above. All students registered on BCU programmes will, of course, have free access to BCU's own UCEEL online digital library.

	definitive module reading lists material is available adequate quantities and appropriate formats by using their professional judgement and by close consultation with academic staff. The growing availability of e-books will also have an impact on the number of physical copies the college library buy, so over time, this is likely to result in a drop in physical copies held on site, but an increase in the breadth of the collection. The faculty link tutor will review book stock available at the College during regularly scheduled visits each term to ensure progress on the acquisition of copies	
Other resource equipment needs	None	
Signed on behalf of Limerick City College		Mr G Anderson (Director)
Date	1ST January 2015	

SECTION B:

HEALTH AND SAFETY

Limerick City College English Language School
Health and Safety

Health & Safety at Work Act 1989

- It is the policy of Limerick City College English language School to comply with the Health & Safety at Work Act 1989 and the Construction, Safety, Health & Welfare Regulations 1995, and to ensure, so far as reasonably practicable, the safety, health and welfare of all staff, students and all others who may use the college.

Health & Safety Guidelines

- Every student is required to make himself / herself familiar with the College's general Health and Safety guidelines, including those specific guidelines relating to the use of the library and computer laboratories. Copies of the guidelines are held in the library.

Fire Drill

- A Fire Drill will be held early in the year so that students will be familiar with College fire procedures.

- Instructions in the event of fire:

  - Report fire immediately to Reception in person or by phone by dialling extension number 0.

  - Evacuate the building via the designated fire escape.

  - Do not attempt to fight fire yourself, leave it to the experts.

  - As soon as you hear the fire alarm bell, close all doors and windows behind you and leave the building as quickly as possible. Follow the instructions of lecturers and the IT & Facilities Manager. Do not delay to collect books or bags. Do not panic or run.

  - Do not return to the College for anything and do not allow anyone else to return to the College until the all-clear has been given by the IT & Facilities Manager.

Assembly Points and Emergency Exits

- When Limerick City College is being evacuated all students should meet their lecturers in the **CAR PARK** to await further instructions. Students should remain there until told to disperse by the IT & Facilities Manager.

- There is access to the fire escape from the rear lecture rooms on first, second and third floors of the main building. Please follow the emergency exit signs. For students in the mezzanine at the rear of the college, there is access directly into the lane from each room.

Fire Prevention

- The vast majority of fires are caused by faulty or misused electrical installations and equipment. More than 30% of fires are started in this way. The second most frequent cause is carelessness on the part of smokers (at least 20%).

- At the end of every day check the following:

- Computers and all equipment are switched off and plugged out as advised by your Lecturer.

- Doors and windows are shut properly and lights are switched off (the third most frequent cause of fire is malicious arson on the part of unknown intruders).

Personal Belongings / Lost and Found

- Any items found unattended within the College should be brought to Reception. Such items will be held for a period of one month and then disposed of if not claimed by the owner.

- Students must take great care not to leave coats, purses, bags, mobile phones, books and notes unattended. The college does not take responsibility for any belongings lost or stolen on the premises.

- Should you discover any unattended items that look out of place or in suspicious circumstances, do not touch or move them. Please advise reception.

- Do not accept packages or parcels, bags etc, from someone unknown to you. Report the matter immediately to reception.

- There are security cameras installed in various locations throughout the college. They are there to enhance our overall security system, and afford a higher level of individual protection.

- Parts of the college share a public right of way. Should you see anyone causing distress or concern to any student or staff member please contact reception in person or by telephone.

First Aid

- There are a number of college staff who are qualified to administer first aid. In case of illness / accident please notify reception immediately and they will alert the appropriate people.

- Should any student have an accident or suffer injury, however minor, he / she must report the matter to the reception team as soon as possible.

- Should you discover anyone who has had an accident or seems unwell please advise any member of the lecturing team or reception staff in person.

- First Aid kits and blankets are kept in the reception area.

- Any student who suffers from any particular illness or condition should inform reception; details of same will be held in the student's file and will be treated in the strictest confidence in accordance with current data protection legislation.

Duties and Responsibilities of Students of Limerick City College:

- To take reasonable care of their own safety, health and welfare and any other persons who might be affected by their acts or omissions.

- To co-operate with staff and management in order to enable them to comply with statutory obligations.

- To report without undue delay any defects of equipment, which might endanger health, safety and welfare.

- To never intentionally or recklessly interfere with or misuse any equipment provided to ensure safety e.g. fire extinguishers, fire alarms etc.

- To avoid any act or omission, which would be a source of danger to themselves or others.

SECTION C:

FACILITIES AND SERVICES

Limerick City College English Language Facilities and Services

Limerick City College English language School

- During term time, the College is open from:
  - 09:00 to 17:30 Monday to Thursday
  - 09:00 to 17:00 Friday
  - 09.30 to 13.00 Saturday
  - Closed Sunday

- Lecture rooms and computer laboratories will be made available for study. See college notice board for details or contact Reception

Student Services (Library)

- The facilities provided by Student Services include:
  - Photocopying (15 cent per page)
  - Signing of USIT forms, child benefit forms, etc.
  - Printing (15 cent per page)

Library

- Library use is restricted to current full-time and part-time students and staff of Limerick City College

- Strict silence must be maintained at all times in the library. Smoking, eating and drinking are strictly forbidden in the library.

- Library opening hours: 9.00 to 17.30 pm Monday to Thursday.

- Should a student require assistance in locating relevant reading / reference material he / she should ask Reception for assistance.

Reception

- The reception area is the focal point for most activities within the college. It is staffed by members of our team from 09:00 to 17.30 Monday to Friday.

- Both course fees and exam fees should be paid at Reception by given deadlines.

- Requests for references should be made in writing to Reception.

- Should it be necessary for you to meet the College Administrator or Further Education Course Co-ordinator, appointments should be made at Reception.

- For full-time students, all notes explaining absence should be handed in to Reception and marked for the attention of the appropriate Course Leader prior to or immediately after absence. The note **must** include the following details: name, class, date and time of absence and reason for absence.

SECTION D:

COMMUNICATION

Limerick City College English Language School Communication

College Notice boards

- Students should regularly check all notice boards for information on new activities timetables, examinations, etc.

- The College notice boards constitute the official mechanism through which details of examinations dates / times / venues / fees will be communicated and the onus is on the student to check the notice boards on a regular basis.

Personal Calls

- As a general rule students will not be called to the telephone at reception. Messages concerning students will be posted on the relevant class notice board.

- Only in exceptional circumstances will the administrative staff call a student from a lecture to take a telephone call.

- With the exception of emergencies, students may not make outgoing calls from the College.

Enquiry and Complaint Procedure

- In general any request by a student for an appointment with a member of the staff should be accompanied by a brief explanation in writing, detailing the reason for the request and any other relevant information. This enables the relevant member of staff to respond more efficiently to the enquiry.

- Difficulties that arise in class should be resolved between the people concerned.

- If the issue still remains unresolved, the student(s) may wish to make an appointment to see the Academic Manager. This should be done through Reception and should be accompanied by a brief explanation in writing, detailing the reason for the request and any other relevant information. This enables the relevant member of staff to respond more efficiently to the enquiry.

SECTION E:

COLLEGE RULES AND REGULATIONS

Limerick City College English Language School
College Rules and Regulations

- Every student must maintain satisfactory attendance. The minimum attendance deemed to be satisfactory is 85% per subject. There are specific attendance requirements for international students who hold study visas. The minimum attendance deemed to be satisfactory by the Garda Immigration Service is 85%. International students who do not meet this requirement may face difficulties in renewing their study visas or have their visa cancelled by Immigration.

- Students must complete assignments and homework as assigned by lecturers within the appropriate time scale.

- In accordance with the provisions of the Public Health (Tobacco) Act 2002 and the Tobacco Smoking (Prohibition) Regulations 2003, smoking is prohibited in all parts of the college.

- Smoking, the consumption of alcohol and / or the use of illegal substances on the college premises shall result in the application of disciplinary procedures which may result in expulsion from the college.

- Students must advise reception, in writing, of any change of address.

- Students are personally responsible for determining and meeting with all examination entry requirements, i.e. dates, times and locations of examinations and are subject to the appropriate examination regulations.

- Posters and notices may only be displayed on the appropriate notice boards with management approval.

- Chewing gum and / or tobacco is forbidden on college premises and anyone found disobeying this rule will be liable to a €20 on-the-spot fine.

- Students are asked not to congregate in the public areas within the buildings or to loiter or smoke on the pavement outside the main door or in the enclosed area at the rear entrance of the College.

- The College must be consulted in advance if any student clubs or committees intend to organise events in the name of Limerick City College. Advance notice is required for insurance purposes.

- The College does not accept responsibility for any loss of personal property irrespective of where such property was left. Students should report any loss to Reception.

- Students are subject to the Code of Discipline and other regulations, including safety regulations, which may be in force at the time, including those laid down by the College and those governing the buildings and facilities such as computer laboratories, library and multi-purpose hall.

SECTION F:

CODE OF DISCIPLINE

Limerick City College English Language School
Code of Discipline

Introduction

- A Code of Discipline exists in order to have a professional academic environment within Limerick City College. The Code specifies the obligations and rights of students with regard to College Rules & Regulations (see Section E) and overall discipline within the College. It details major and minor disciplinary offences and describes the procedures to be followed in the cases of breaches of the Code.

- Infringements of the Code will be dealt with by the Disciplinary Committee which will consist of the following persons:
    - College Administrator
    - One member of academic staff
    - Student representative or nominee

  Disciplinary Committee decisions are final.

- The Code of Discipline is applicable to **all** students of Limerick City College.

Obligations of Students

The Code outlines the obligations of students as follows:

- Each student is responsible for his or her own conduct and is expected to behave in such a manner which causes no disruption, damage or risk of damage to other students, staff or the College.

- There is no general right for students to bring members of the public onto the College property. They must wait in reception. In particular, only registered students of the College are permitted access to the computer and library facilities.

- Student identity cards remain the property of Limerick City College. It is a serious offence to misuse them and once issued to students they should be kept in a safe and secure place at all times. Students who lose their ID card must inform reception immediately the loss is discovered. A fee of €50 is payable for replacement. Students will be required to produce their ID card upon request from any of the College's management or lecturing team. Students who are unable to produce their identity card at examination sessions may not be allowed entrance to the examination hall.

Rights of Students

- The Code of Discipline and its contents do not affect the legal rights of students.

- In relation to the Code, no student will be charged twice with the same offence in relation to the same incident.

- In relation to major breaches of the Code, the student shall be advised in writing of the charge(s) made against him / her and the basic facts relating to the charge(s).

- In relation to major breaches of the Code, the student is permitted to speak on his / her own behalf, to call witnesses or ask questions of the person(s) making the charge(s) and have a representative of his / her choice at any meeting in relation to any breach of the Code of Discipline.

Enforcement

- Students attending Limerick City College who infringe the Code of Discipline will be identified by staff and dealt with in accordance with College regulations.

- If a member of staff believes a breach of the Code has taken place, he / she has both the right and duty to demand identification.

- Students misbehaving in class may be called aside by the lecturer / tutor and warned. Any students receiving more than one warning may be called before the Further Education Course Co-ordinator and / or College Administrator and be given a formal warning. Should the disruptive behaviour continue, the student may be asked, following a meeting with the College Director, to leave **without the refund of fees.**

Offences

Minor Offences

The following offences are given as examples of minor offences:

- Littering
- Minor incidents of disorderly conduct or conduct which obstructs the activities of the college or any person carrying out their normal duties
- Smoking and chewing tobacco in the college
- Eating and drinking in unauthorised areas
- Causing minor damage to property (up to €100 replacement cost)
- Being in unauthorised areas without permission
- Failing to identify oneself on request
- Use of computer disks without first virus checking
- **The foregoing list is not absolute.**

Major Offences

The following offences are given as examples of major offences:

- Academic cheating and academic malpractice (including plagiarism)
- Furnishing false information to the college with intent to deceive
- Forging, alteration, or misuse of college documents, records, or identification cards
- Physical abuse or assault of another person on the college campus
- Malicious destruction, damage or misuse of college property, including library materials, or of private property in Limerick City College (over €100 replacement value)
- Possession and use of offensive weapons
- Possession of illegal drugs
- Occupation of college buildings or grounds
- Interference with safety equipment, fire fighting equipment
- Any unauthorised tampering with Limerick City College hardware and / or software
- **The foregoing list is not absolute.**

Procedures - Minor Offences

- A member of academic staff or College management can demand any student produce his / her identity card if they are of the opinion that the student is in breach of the Code of Discipline or other College regulations. The student will be informed of his / her alleged offence. If the matter is deemed to be a minor offence the offence will be reported to the relevant person and they may take such disciplinary action as they see fit.

- Students working in the computer laboratories or library are required to obey the instructions of the staff therein and if they fail to do so minor disciplinary action may be taken.

- Minor offences regarding damage or related matters shall be dealt with by the College Director. A €100 fine will be imposed on any student found to have defaced or used graffiti on college property.

- Any student may lodge an appeal with the Disciplinary Committee within **three days** of the imposition of a penalty, sanction or fine. This appeal must be made in writing to the College Administrator and all disciplinary action will be suspended until after the appeal has been heard.

Procedures - Major Offences

- If the student has committed a major offence, his / her name will be given to the Disciplinary Committee with full written details of the alleged offence. Sanctions or penalties will be decided by the Committee. The student will have the opportunity to state his / her case before the Committee and may be accompanied by legal representation.

- In cases of violent conduct, drug related offences or similar criminal offences the Director may suspend a student immediately and without reference to the Disciplinary Committee. The matter should then be investigated and if deemed appropriate a meeting of the Disciplinary Committee convened.

Procedures – Assessment Malpractice

- Examples of assessment malpractice activities include:
    - Learner plagiarism i.e. passing off someone else's work as the learner's own with or without their permission. This may involve direct plagiarism of another learner's work or getting another individual to complete the assessment activity
    - Impersonation of another learner
    - Fabrication of evidence
    - Alteration of results
    - Wrongly obtaining secure assessment material e.g. examinations
    - Behaving in any way such as to undermine the integrity of the Assessment Process.

- Students who are set assignments as part of their continuous assessment must ensure the work submitted is produced solely by them and be original in content.

- Limerick City College has established procedures to ensure the reliability of learner evidence. Where an assessor is not in a direct position to observe the learner carrying out an assessment activity e.g. portfolios or projects, he/she must be confident that the work was actually produced by the learner. Ways which an assessor may and should use to ascertain if learner work is reliable and genuine are:
    - Questioning
    - Authorship statement
    - Personal Log
    - Personal Statements
    - Peer Reports
    - Independent Testimony

- Where an assessor is not satisfied that work submitted is reliable and genuine, an allegation of malpractice must be brought to the attention of the College Administrator, who shall gather all the facts of the case and refer the matter to the Disciplinary Committee for adjudication.

- The Disciplinary Committee shall review and decide on the matter within two working days of the allegation being made.

- The learner will attend a meeting with the Disciplinary Committee and are entitled to submit any additional information to support his/her situation. A learner may bring another person to this meeting if he/she so wishes.

- Where collaboration or plagiarism is found to have occurred, this will be referred to the Disciplinary Committee to consider the relevant facts. If collaboration or plagiarism did take place between two or more students then the student(s) concerned are deemed to have equal culpability in the matter.

- A candidate found to be in breach of the assessment regulations and the Code of Discipline may have all assessments for the particular programme declared void.

- Any candidate disqualified because of assessment malpractice might not subsequently be eligible for consideration for an award with distinction or merit.

- Other forms of assessment undertaken in that academic year may also be declared void, if this is considered appropriate or necessary.

- In addition to its recommendation(s) to the Board of Examiners and/or External Authenticators, the Disciplinary Board may, at its discretion, impose other sanctions.

- For FETAC assessments, any assessment malpractice investigation should be included in the final report of the external authenticator.

Penalties

- Any criminal offence shall be referred to the Gardai.

- Major offences will result in suspension from the college and may include expulsion and / or fines.

- Minor offences may result in informal cautions, formal cautions, short stays of suspension (maximum of 1 month), withdrawal of services and / or fines. All penalties are to be determined by the Disciplinary Committee.

Minors

- A minor is defined by Irish law as one who has not yet reached the age of 18.

- The college is therefore required to give a higher standard of care where minors are concerned.

- Information concerning the supervision of minors is available from the College Administrator.

SECTION G:

FEES, REFUNDS & TRANSFERS

Limerick City College English Language School
Fees

Course Fees

- All course fees must be paid **in full** on or before the commencement of each course.

NON-EEA STUDENT REFUND POLICY

Refund Policy (Note: GNIB – Garda National Immigration Bureau):

Grounds for a refund or partial refund of fees:

a) Irish Study Visa extension refusal (for students who are not successful in obtaining their visa). Any application for a refund must be made in writing and must be accompanied by both a copy of the rejection letter from the GNIB and a copy of their passport stamped. Please note: the rejection letter issued by the GNIB will be evaluated by the College in-order to assess grounds for any refund. All original letters issued by the College along with the student's GNIB card must be returned to LCC administration before any refund can be considered.
b) Illness or disability suffered after the student's enrolment has been confirmed. In any such instance, a doctor's certificate would be required to confirm.
c) Upon arrival to Limerick, should any student be refused access into Ireland for any reason, any application for a refund must be made in writing and be accompanied by both a copy of the rejection letter from the GNIB and a copy of their passport stamped. Please note: the rejection letter issued by the GNIB will be evaluated by the College in order to assess grounds for any refund.

1. A refund will only be granted in respect of fees which have been paid for the most recent year in which (a) or (b) occurs. There is no automatic right to a refund of fees if at any time, a student changes his/her mind about studying at LCC.
2. After course commencement, any student requiring to submit a refund request for any reason other than those specifically detailed above (a, b or c) will be required to have achieved a minimum attendance of 85% in accordance with GNIB (student visa requirements) at the time of request.
3. If a student withdraws after course commencement no refund will be given.
4. All course cancellation/withdrawals must be made in writing using the College's "Tuition fees Refund" form before course commencement date.
5. If a Student changes their course of study during their semester, no refunds would be given where the revised course involves fewer subjects.
6. Where an offer was made on the basis of incorrect or incomplete information being supplied by the applicant or student, resulting in their visa being refused shall be exempt from any form of refund. This includes detailing and informing the college of their previous immigration history/record.
7. Students having accepted an offer of a course place and not having travelled to Ireland, gives a minimum of four weeks written notice of an inability to undertake the course, all tuition fees paid are refundable, provided that the student provides evidence of the

cancellation or expiration of his or her study visa to Ireland. The notice period is measured as four weeks before the notified commencement date of the course.

8. Whilst course commencement and completion dates are not expected to change, the College reserves the right to alter any previously detailed dates in order to facilitate or improve the provision of any course and any associated examination. Those changes will in no way affect the other terms and conditions of the student's contract with the Administration. Should a change be necessary, the administration will not be liable to provide any form of compensation or refund.
9. Bank Charges of €25.00 are levied to cover financial transaction costs per refund.
10. Courier charges €60.00 for the express shipment of documents to students.
11. Please note an Administration fee of €250 will be deducted from all refunds given.
12. All refunds requests will be processed within 60 days of the initial refund request. Refunds are considered by the College Director.

Conditions Determining Zero Refunds

a) A student, who withdraws from a course for whatever reason after teaching commences, will not be eligible for a refund.
b) A student whose visa is withdrawn subsequent to the granting of a visa will not be eligible for a refund unless there are extenuating circumstances.
c) Where an offer of a course place was made on the basis of documents which is subsequently proved to be fraudulent or misleading.
d) Students having accepted an offer of a course place and not having travelled to Ireland, without giving a minimum of four weeks written notice of an inability to undertake the course, will not be eligible for a refund.
e) A student whose entitlement to attend a programme is terminated due to academic misconduct or antisocial behaviour within the college, will not be eligible for a refund.
f) A student unable to continue or complete his/her studies because of having been in breach of government regulations governing his/her student status in Ireland will not be eligible for a refund.
g) A student, who is unable to continue or complete his/her studies because of having been convicted of a criminal offence in the jurisdiction of the Republic of Ireland, will not be eligible for a refund.

Refunds are only paid when evidence is provided by the student of the cancellation or expiration of his or her study visa to Ireland.

Refunds are denominated in the same currency as that in which the fees were originally invoiced. Payment is made to a designated bank account in the student's home country, except in exceptional circumstances.

Refunded fees are ideally transferred electronically through the international banking system to avoid delay.

SECTION H:

ATTENDANCE & PUNCTUALITY

Limerick City College English Language School
Attendance & Punctuality

Attendance

- The minimum attendance deemed to be satisfactory by the College is 85%. The nature of the subjects taken at Limerick City College is such that the student who forms a casual attitude to attendance will run into increasing difficulties as the year progresses. Limerick City College submit monthly attendance reports to the local GNIB Office, Henry Street, Garda Station.

- The primary responsibility for attendance rests with the student. Students with levels below the minimum stated shall be referred to the Course Leader / Further Education Course Co-ordinator / College Administrator for consultation. If there is no improvement, a meeting with the fee-paying agent will be arranged. The right to continue a course of study will be revoked if a satisfactory level of attendance is not achieved.

The Irish Department of Justice, Equality & Law Reform requires that all Non-EU visa required students must maintain a **minimum attendance rate of 85%** in order to satisfy the conditions of their student visas. Students' attendance is monitored throughout the year and **it is your responsibility** to ensure that your attendance is recorded accurately. TMS system operates throughout the campus and is available at all lecture venues.

If you have a valid reason for non-attendance, you are required to provide an explanation along with any relevant documentation to your course administrator and a copy to the International Office. If your non-attendance is due to **medical reasons**, you must submit a **Medical Certificate** from a doctor who is registered and approved by the **Irish Medical Council**. Certified or documented absences will not affect your attendance record.

Poor attendance will result in the College sending a **formal written warning** to your home address and persistent unsatisfactory attendance may lead to the **termination of your place** in Limerick City College. The College is also required to report poor attenders to the **Irish Naturalisation & Immigration Service (INIS) and/or GNIB**.

If you go to the INIS to extend your student visa and your attendance rate is **below 85%**, you may face one of the following consequences:

- ❖ Your **INIS Card/ 'Green Card'** will be taken from you by the INIS and your visa will only be extended for as little as **one month** until your attendance rate improves.

-and/or-

- ❖ Your **passport will be held** by the INIS and your visa will only be extended for as little as **one month** until your attendance rate improves.

or

- Your **passport** will be withheld and procedures will be instigated by the INIS for your deportation.

If this occurs, you should obtain legal representation immediately to seek a court injunction to stop the progression of the Ministerial Order for deportation. Please note that the College will no longer be able to offer assistance at this stage.

If you are unable to attend a class for **cultural/religious reasons**, e.g. due to a **religious holiday**, please contact your **course administrator** for **permission** to be excused. The College is flexible with regard to time off for religious holidays etc. but you must get permission from your faculty before you miss classes, otherwise your overall attendance rate will be affected.

If students wish to travel home during term time, their overall attendance rate may be adversely affected. Therefore, Limerick City College reserves the right to withhold the necessary letters required by students to assist them with their travel arrangements should their period of travel overlap with their academic timetable.

Students are not only required to attend, but also to **participate** in all classes. To ensure appropriate participation, students are expected to equip themselves with any materials (such as text books, manuals, notebooks, pens, paper etc.) stipulated by the lecturers/faculty as essential to the programme of study. Persistent **unsatisfactory participation** may lead to the termination of your place in the College, as with persistent non-attendance.

If you require further information or advice about any of these issues, please contact the International Office or your faculty.

Punctuality

You are required to be present at the appointed start time for all of your classes. If you are late for a class and your attendance is not recorded, your overall attendance rate will be affected. Students that arrive in excess of 10 minutes after the scheduled commencement of class will not have their attendance recorded and will be marked absent.

Limerick City College places a strong emphasis on high levels of attendance for the following reasons:

- It has been proven that there is a correlation between student attendance and student performance;
- Employers ask the college about individual students' attendance when seeking to recruit from the college;
- BCU, EDI, ABE and ACCA specify a minimum attendance level in all subjects.
- For holders of International Study Visas, Limerick Immigration Office specifies a minimum attendance level of **85%.** Students who do not attain this level of attendance will experience great difficulty in having their permission to study in Ireland extended.

College Policy on Absenteeism & Expulsion

Verbal Warning

- When a student's weekly or average attendance falls below the required 85%, the International Officer will send a notice to the student at the last known address requesting him / her to attend the College at a stated time and date to discuss his / her attendance.

- At this meeting a verbal warning will be issued, outlining the corrective action needed to be taken by the student. This will be recorded in the student file and a letter issued to the student outlining the corrective action required and demanding a substantial improvement in attendance within seven days. The failure of a student to make himself / herself available for a meeting will constitute a breach of the regulations and constitute a warning in itself.

First Written Warning

- If a student fails to show any improvement in attendance arising from his/her verbal warning, he / she will be issued with a formal written warning, which will be placed on his / her student file.

Final Written Warning

- If poor levels of attendance continue, a second letter is sent to the student outlining his / her unsatisfactory attendance and his / her failure to make any improvement. The letter invites the student to attend the college within **forty-eight hours** or the process of de-registration will begin. If the student attends he / she will be issued with a written warning. This will be attached to his / her file. The student will have to **strictly** meet any requirements outlined for the **remaining duration** of the course to avoid de-registration. If the student fails to attend the college within forty-eight hours of the second letter, the process of de-registration will begin.

De-Registration

- If a student fails to abide by the agreed terms of the final warning or does not make himself / herself available for the requested meetings, the student will be sent a letter informing him / her that in seven days time he / she will be removed from the college register and expelled. The student's file is then sent to the Immigration Office with a letter informing them of the College's decision.

- Once this process is complete the college accepts no further responsibility for the student. A letter explaining the circumstances is also sent to the student concerned. **Under no circumstances are fees refundable.**

Change of Address

- It is the **student's responsibility** to inform the International Officer of any change of address. All written correspondence will be sent to the last address provided by the student.

Sickness

- Students who are unable to attend college due to sickness must contact the College reception prior to 13:00 on the first day of sickness to explain the problem. Students who are unable to attend college for 1 or more days must produce a medical certificate which confirms non-attendance due to sickness. This certificate must be handed in to the International Officer on the day that the student returns to college.

Employment

- According to the terms of the study visa, students are allowed to work for up to 20 hours per week and up to a maximum of 40 hours per week during specified INIS holiday periods, provided that the hours worked do not coincide with scheduled lectures, or require the student to leave college prior to the end of a scheduled lecture, in order to be at the place of work by a specific time. Those students who are found to be employed during a time that conflicts with their studies will be required to give their employer advance notice that their hours of work are no longer appropriate – and request rescheduling.

Appeals

- It is the student's responsibility to conform to the attendance regulations. Students who are asked to attend meetings regarding non-attendance may, if required, be accompanied by a fellow student or other nominated person and have the right to appeal against any decision made.

- Requests to appeal against a decision must be made in writing and be received by the International Officer not more than **five days** after the original decision has been taken.

- **Students who are unsure about any part of this document are advised to contact the International Officer for clarification.**

Holidays and Breaks

No unscheduled breaks are permitted except in documented cases of illness or close family bereavement. In the event of a student requiring leave during the programme, the student must complete an Authorised Absence Form which can be found at Reception or on Moodle. This form must be approved and signed by their Course Leader before being submitted to the International Office.

Each application is given due consideration and is dealt with on a case by case basis. Limerick City College will always endeavour to accommodate the student's requirements where possible. The criteria for accepting or refusing a request are as follows:

1. Necessity of the requested leave
2. Impact on completion of the programme
3. Timing of the requested leave
4. Length of the requested leave

If the Course Leader refuses to approve the leave, the student can then contact the College Director to appeal this decision. The College Director's decision is final.

SECTION I:

EXAMINATIONS AND CONTINUOUS ASSESSMENTS

Limerick City College English Language School Examinations and Continuous Assessments

- A number of different awarding bodies accredit the courses offered at Limerick City College. While the college implements general examination procedures and regulations relevant to all courses, the awarding bodies also implement regulations particular to themselves. It is the student's responsibility to inform himself / herself as to the examinations procedures for the awarding body relevant to his / her course.

- It is the responsibility of the College Administrator and Further Education Course Co-ordinator to ensure that the integrity and validity of the assessment process for all courses is ensured. In the case of any errors, omissions or any deliberate act by learners or staff which impact on the validity or integrity of the assessment process, appropriate corrective action will be taken by the College Administrator and / or Further Education Course Co-ordinator. In all cases, the relevant awarding body will be notified and a corrective action plan will be agreed with that body and implemented accordingly.

End-of-programme exams

All students are required to complete a Release of Information Consent letter at registration which gives Limerick City College consent to release results to parents or sponsors on request and also to INIS.

EDI Pearson Functional Skills English

Entrance to Functional Skills English (FSE) programmes is decided by the Limerick City College placement tests which are scheduled monthly. Each test is double marked by LCC ELS Academic staff and students receive a full summary of results within two days of the test.

Functional Skills English students are also required to take a EDI Pearson exam. Limerick City College will make arrangements for all FSE students to take this exam. Students must sign an agreement with Limerick City College at the start of their programme where they state that they accept that this exam is a mandatory part of their programme.

The ELS Director of Studies will schedule the exams at various stages during the academic year. Students must complete an EDI Examination form at enrolment and LCC ELS will make arrangements for the exams.

All students are required to complete a Release of Information Consent letter at registration which gives Limerick City College consent to release results to parents or sponsors on request and also to INIS.

IELTS Preparation

All students must complete an IELTS exam as an end-of-course exam for this programme. Students must sign an agreement with Limerick City College at the start of their programme where they state that they accept that this exam is a mandatory part of their programme.
The ELS Director of Studies will make arrangements for students to take IELTS exams at the end of the course. However, Students are also free to schedule this exam at a time which is preferred to them. All students must submit evidence of completion of this exam to Limerick City College. This is agreed in writing at the start of the programme.

Cambridge English Preparation Programmes

All students must complete a Cambridge English exam as an end-of-course exam for this programme. Students must sign an agreement with Limerick City College at the start of their programme where they state that they accept that this exam is a mandatory part of their programme. Cambridge English Examination Preparation is offered for the following programmes:

- Cambridge English: First (FCE)
- Cambridge English: Advanced (CAE)
- Cambridge English: Proficiency (CPE)
- Cambridge English: Business Certificates (BEC)

The ELS Director of Studies will make arrangements for students to take Cambridge English exams at the end of the course. However, Students are also free to schedule these exams at a time which is preferred to them. All students must submit evidence of completion of this exam to Limerick City College. This is agreed in writing at the start of the programme.

Examination and Assessment Regulations

- The onus lies with each candidate to be informed of the dates, times and rooms for all examinations and assessments. The College notice board constitutes the official mechanism through which examination details will be notified to students. Examination timetables are posted on the examinations notice board in the College well in advance of each sitting.

- Candidates may not seek to have the dates for assessments or examinations changed.

- Candidates must attend for both written and oral examinations at least **15 minutes** before the scheduled start time.

- Any candidate who misses an examination, whether written or oral, is automatically disqualified from the examination. In the case of illness, the candidate must present a Medical Certificate to the College Administrator or Further Education Course Co-ordinator within **7 days** of the examination taking place. This may allow a student to sit a missed assessment, but students missing an end of year course examination must wait for the repeat sitting.

- All students must show their Limerick City College Student ID card before entry is permitted to the examination hall.

- During any examination all candidates must ensure that they can be seen clearly by the invigilator.

- If an invigilator requests a candidate to change desks at the beginning of an examination the candidate must do so without question.

- Each student must ensure that he / she has nothing on his/her desk except pens, pencils, rulers, erasers, sharpener, tippex, calculator or dictionary (if allowed). All bags, notes, books, folders, pencil cases, etc must be left at the front or rear of the examination room. All mobile phones must be switched off before entering the room.

- Students are required to sign an attendance register for all examinations and present their identity cards for validation.

- All students must maintain silence in the examination room throughout the examination. Examination papers will not be handed out unless there is complete silence.

- All examinations will start on time - no extra time will be given to latecomers. No latecomers will be admitted after 30 minutes of the examination have elapsed.

- Examination question papers will be distributed face down on the desks and only when all papers have been distributed and the instruction is given by the invigilator can the candidates turn the papers over.

- Any candidate wishing to temporarily leave the examination room may not do so unless accompanied by an invigilator.

- Candidates may not disrupt the examination in search of examination materials

- If a candidate finishes the examination in less than the time allowed, he / she may hand in his / her paper and leave the Examination Room quietly so as not to disturb other candidates. However, candidates may not leave within one hour of the commencement of a three hour examination or within 30 minutes of the end of a three hour examination.

- A fifteen minute warning will be given before the end of the time allowed for each examination.

- At the end of the examination all candidates must remain in their places until the invigilator has collected their scripts. It is the candidate's responsibility to ensure that his / her script is handed to the invigilator.

Deadlines for submission of assessment work:

- Course syllabi, deadlines and dates for continuous assessments and examinations are given to all learners upon course commencement.

- Learners are expected to present assessment work within the deadline identified by the course tutor unless there are extenuating circumstances.

- Projects and assessment work will not be accepted after the identified deadline unless there is a clear case of extenuating circumstances which have been communicated to the College Administrator **on or before the identified deadline**.

- It is the responsibility of each candidate to keep a photocopy of any project being submitted as corrected projects will not be returned.

- The project must be typed on A4 paper in double line spacing. It should be presented as directed by the lecturer. The candidate's name and the title of the project must appear on the outside cover.

- The candidate must acknowledge all sources as prescribed by the Harvard Referencing System (or alternative system specified by the course tutor).

Compassionate Consideration & Extenuating Circumstances

- Each application for compassionate consideration or extenuating circumstances will be judged on its own merits by the College Administrator, Academic Registrar and/or the Further Education Course Co-ordinator.

- In the case of continuous assessment work, an application for compassionate consideration must normally be made on or before the deadline for submission of work.

- In the case of an unforeseen event happening on the day of examination or on the submission deadline (preventing the submission of the project rather than the completion of it), an application for consideration must be made within two working days. No application that is received after this time will be considered.

- Examples of circumstances under which Limerick City College may consider giving compassionate consideration to a learner are:
    - a physical injury or emotional trauma during a period of 4 weeks prior to the assessment
    - a physical disability or chronic or disabling condition that incapacitates the learner
    - recent bereavement of a close family member or friend
    - severe accident
    - domestic crisis
    - terminal illness of a close family member

- The learner is required to make a formal application and to provide appropriate evidence/documentation to support a request for compassionate consideration.

- Only a Medical Certificate will be accepted for absence due to illness and this must be presented to the Further Education Course Co-ordinator or College Administrator **within four working days** of the examination or assessment taking place.

SECTION J:

CONFIDENTIAL COUNSELLING SERVICES

Limerick City College English Language School
Confidential Counselling Services

- For some the transition into higher and further education can be a stressful time, the pressure of work and the prospect of examinations may become an event where feelings of stress become difficult to manage.

- Events in one's home life can also cause difficulties, which make the process of studying stressful.

- The College Administrator and Further Education Course Co-ordinator are happy to discuss with parents, fee-paying agents and students any relevant topics they may want to discuss. Due to the various demands on time an appointment may sometimes be necessary.

SECTION K:

STUDENT EQUALITY POLICY

Limerick City College English language School
Student Equality Policy

- Limerick City College is fully committed to equality of educational access and attainment among students. Management will actively seek to develop and implement policies and procedures which promote equality and which avoid unfair discrimination on the grounds of age, disability, membership of the Traveller community, marital status, family status, gender, religion, social class, sexual orientation, race, colour, nationality or ethnic or national origins. Limerick City College regards equality as an essential component of quality assurance which has aimed at improving the quality of education and related services, while also ensuring the maintenance of proper academic standards.

General Provisions:

- Limerick City College will provide appropriate support mechanisms so as to promote optimum individual educational attainment, as measured by completion rates, examination performance and progression to higher-level degree and diploma courses.

- Limerick City College will promote equality of treatment of students in the conduct of examinations and in the provision of services to students.

- Limerick City College is committed to providing training on equality issues to staff to ensure a climate of equality with respect to students.

- Language used in giving both formal and informal guidance and advice to students shall underline the college's commitment to equality. Such language will be non-discriminatory.

- Selection for all courses and programmes will be on published course-related criteria. Interviews are conducted according to guidelines designed to avoid unfair discrimination.

Reasonable Accommodations:

- Students and potential students with recognised disadvantages or disability may be given special consideration Information about such considerations will be made available to all potential applicants.

- Limerick City College will take reasonable steps to ensure that it does not place a student with a disability or a student covered by any of the nine grounds of Equality legislation at a substantial disadvantage compared to a non-disabled student. A substantial disadvantage is one that entails time, inconvenience, effort or discomfort compared to other people or students and which is more than minor or trivial.

- A reasonable accommodation is any action that helps alleviate a substantial disadvantage e.g. changing procedures, providing additional time at examinations.

- Each request for a reasonable accommodation will be determined on a case-by-case basis by the College Administrator in consultation with the Academic Registrar and, where appropriate, the College Director. Each applicant with a disability has a responsibility to provide documentation from acceptable professional sources that verifies the nature of the disability and any disadvantage arising from that disability. All disability records will be treated confidentially and each applicant will be treated with dignity and respect.

Complaints & Appeals:

- Limerick City College will not tolerate any behaviour which is discriminatory, unwelcome, intimidating or offensive toward any student or member of staff. All staff and students are responsible for ensuring that discrimination or harassment does not occur at any level in Limerick City College. Ultimate responsibility however rests with management. Any student or course applicant who believes that he / she has been unequally treated or was not accorded a reasonable accommodation by the college has the right to complain regarding the alleged discrimination.

Procedure for Informal Complaints:

- A student or staff member who believes he / she is being discriminated against by another student or staff member should follow the guidelines below:
    - **Step 1:** Tell the offender to desist, as his/her behaviour/words or actions are unwelcome. If they feel unable to do so, a member of staff may act on their behalf.
- **Step 2:** If this approach is unsuccessful then report the matter immediately to the College Administrator.
- **Step 3:** Where this is inappropriate, then the College Director should be informed and will mediate between the two parties.
- **Step 4:** Keep a note of all dates, offences and witnesses, if any.

Procedure for Formal Complaints:

- If the procedure for informal complaints is unsuccessful, then a formal written complaint may be made and referred to the College Administrator. A formal investigation will then be instigated under the following guidelines:
    - The College Administrator will establish a review committee in order to determine the validity or otherwise of the complaint in question.

    - The procedure for the establishment of the review committee will be as follows:
        - A minimum of 3 people with both genders represented
        - If the complainant or alleged offender is a student, then a student member of the equality committee must be a member of the investigation team

- If the complainant or alleged harasser is a member of staff, then a staff member of the equality committee must be a member of the investigation team

- The College Administrator will carry out the actual investigation and present findings to the review committee.

- The investigation will be carried out according to the following guidelines:
  - Immediate attention and priority coupled with assured confidentiality will be given to the investigation
  - A fair and objective hearing for all concerned
  - Discretion will be a priority while investigating the facts and seeking to find if other students have experienced similar harassment
  - The alleged offender will be given details of the allegation and an opportunity to respond.

- The College Administrator will deliver a written summation of the investigation to the registrar in the case of a student and the Chairman of the Board of Management in the case of a staff member.

- The review committee will determine whether the complaint is:
  - Valid
  - Invalid
  - Insufficient evidence available in order to reach a conclusion
  - Malicious. If malicious, appropriate disciplinary action will be recommended.

- The College Administrator will advise both parties of the result of the investigation.

- In the event where the complaint is found to be valid, then appropriate action may be taken. This may include the following:
  - Disciplinary action to immediately stop the offensive behaviour and prevent a repeat of the behaviour
  - Counselling recommended for both parties
  - Sanctions. These may include verbal warnings, written warnings, fine or dismissal. The type of sanction imposed will reflect the status of the individual and also on agreed conditions of service or contract.

- If either party is dissatisfied with the outcome of the review committee, they will have the right of appeal to the governing body. The appeal must be lodged within 30 days of formal notification or resulting action.

SECTION L:

COMPUTER SERVICES

Limerick City College English Language School
Computer Services

- The following rules should be observed by all persons using the computer facilities at Limerick City College:

General Rules:

- If a screen is blank, hit the return key or move the mouse to see if the system is already on or not.

- To access the network every student will be assigned a username and password. Students may not use any other student's logon details. This will be monitored by lecturers.

- Students will have access to a designated folder on the network that their logon will permit. This folder is for class purposes only to store files which are class-related. Students may not use this folder to store pictures / movies / programs etc for their own personal use. These files will be deleted by the monitoring network administrator and disciplinary action will be taken. These files will also be deleted once the course has concluded so any files you may want to keep must be copied to a floppy before this date. Any students that need files copied to CD Rom can request this from the network administrator.

- If you are asked to turn off the computers make sure that you use the **shutdown** facility. Under no circumstances are you to turn off the power on the CPU without doing this. If you are unsure please ask your tutor.

- The computer must never be switched off while an application e.g. Microsoft Word is running.

- If you discover any faults in the equipment please notify your tutor immediately.

- We have spent a lot of time making sure that all the required software is loaded on each system. Please ensure that you do **not** delete any files that are not your own.

- Under no circumstances are the default settings for the screen to be changed.

- Please do **not** password protect the screensaver. Do **not** save any images onto the desktop as a background.

- Please do **not** delete any icons that are on the desktop. Neither should you add any.

- Each student must save his / her work onto a disk, where all his / her files are to be saved. Do **not** save anything onto the hard disk, as we cannot guarantee that they will not be deleted.

- Users must **never** take disks home or use them in their own computers.

- Disks from outside Limerick City College should **never** be used in our systems.

- Students are not to put their own labels on disks.

- It is important that viruses are kept off our systems. Use Sophos anti-virus software to check your disk periodically.

- Make two copies of important files.

- When using the Laser printers, colour paper must never be used and only final documents should be printed. Students are **not** allowed to print material outside of class time.

- When using the computers, students must only use the application packages that are relevant to their course.

- Students must strictly observe their allocated Computer Lab Rota Time.

- Under no circumstances may a friend or non-Limerick City College person use the IT facilities.

- Students are not to use the IT facilities for extra curricular activities i.e. work for clubs, friends or family.

Internet Rules

- To login to Internet everyone will be issued with a user name and password. This will be used to monitor web usage i.e. sites visited, time on-line etc. Abuse of this facility may result in your access being denied. The password is your responsibility, so it should be kept confidential. N.B. Ensure the 'remember password' is **never** ticked when logging in.

- No file-downloading unless specifically directed by your class tutor.

- Use of instant messengers is discouraged and you must ensure they do not automatically load at logon.

- Limerick City College has the facility to monitor all Internet activity. Your web activity will be monitored on a daily basis.

- Any Internet rules not adhered to may result in your privileges being denied or possibly more serious disciplinary action being taken.

- The Internet is being made available to students in and out of class times for the purpose of being used as a learning tool. We encourage all students to take advantage of this facility as part of the learning experience with the college. The college will not tolerate internet usage that would bring a student to undesirable / offensive websites. Viewing and downloading offensive / adult material is strictly forbidden. Students who violate this rule will be subject to disciplinary action and / or even suspension.

Printing Rules

- Only print documents when they are fully checked and finished. Documents from the Internet can only be printed with permission from your tutor. Students who needlessly waste paper will be denied computer access time. **Printing is charged at 10c per page, the fee can be paid at Reception.**

General House-keeping Rules:

- No food or drink is allowed in the computer rooms.

- Swivel chairs are not to be tampered with.

***Note**: If the above procedures are followed carefully, smooth operation of the computer rooms will be ensured throughout the year, for both staff and more importantly for you and your fellow students. Failure to comply with these rules will result in Computer Rooms being locked and open access denied to all.*

Appendix 1:

Useful Numbers and information

Useful Contacts in Limerick

Name	Telephone	Email /Website (if available)
Park View Hall Accommodation	(061) 446 714	
Healthwise Medical and Dental Clinic	(061) 609 777	
Garda Station (Police)	(061) 212400	
Immigration Office	(061) 212411	
Regional Hospital	(061) 301111	
Grove Island Sport Centre	061 350221	http://www.groveislandleisure.ie/
Bus Eireann, Timetable, Limerick	061 31 33 33	http://www.buseireann.ie/
The Official Guide to Limerick	(61) 407377	http://www.limerick.ie/
Tourist Information Office	1850 23 03 30	
Fixed Price Taxi	(061) 313131	

Appendix 2:

Computer Security

Limerick City College English Language School
Appendix 2: Computer Security

Dear Student

Welcome to Limerick City College English language School. We are very proud of the computer hardware and software in the College. College management invests heavily in computer facilities so as to ensure that all students have the opportunity to become fully aware of and familiar with all modern computer applications.

We want to be in a position to allow students access to computer facilities whenever it is required by their course and to allow rota time outside the normal class hours.

To facilitate this objective, all students are required to fully understand and accept that basic rules must be complied with so as to keep the equipment in good working order.

Please make careful note of the rules in the memorandum in Section L of the Limerick City College Student Handbook 2015-16. Before you sign this document, please ensure that you have read, understood and accept the conditions for use of computer facilities at Limerick City College:

Thanking your for your co-operation.

Name: _____

Class: _____

I have read and understood the contents of Section L of the Limerick City College Student Handbook 2015-16 and agree to adhere to the rules as stated therein. I understand that my access to computers will be curtailed if I deviate from these rules.

Signed: _____

Date: _____