

KALENDARIUM

Collegii Sti Patricii

APUD MAYNOOTH

**IN EXEUNTEM ANNUM MMX
ET PROXIMUM MMXI**



KALENDARIUM

Saint Patrick's College

MAYNOOTH

**FOR THE YEAR
2010 - 2011**



Saint Patrick's College
Maynooth
County Kildare
IRELAND

Telephone:
Ireland: 01-708-4700
International: +353-1-708-4700

Fax:
Ireland: 01-628-9063
International: +353-1-628-9063

Web Page: www.MaynoothCollege.ie

Editor:
Louise Hennessy
College Promotions Officer
Telephone: 01-708-3964
FAX: 01-708-3954
E-mail: Louise.Hennessy@may.ie

While every care has been taken in compiling this publication, Saint Patrick's College, Maynooth is not bound by any error or omission from the Kalendarium.

Contents

CHAPTER I: INFORMATION AND PERSONNEL	9
President’s Welcome.....	10
The Governing Body.....	12
Officials of Saint Patrick’s College.....	13
Academic Personnel.....	14
Administrative Personnel.....	17
Useful Contacts for Students.....	18
Seminary Council.....	20
Finance Council.....	20
Priests in Residence.....	20
Important Dates.....	21
Fees & Accounts.....	23
General Rules of the College.....	30
Disciplinary Code for Students.....	32
Plagiarism.....	37
Policy for Responsible Computing.....	39
Code of Conduct for users of Computer Facilities.....	41
Policy on Dignity of Work / Studies.....	44
The Library.....	48
Library Regulations.....	49
CHAPTER II: THE PONTIFICAL UNIVERSITY	53
Degree and Diploma Courses in the <i>Pontifical University</i>	54
<i>Pontifical University</i> Mission Statement.....	55
<i>Pontifical University</i> Scholarships.....	56
<i>Erasmus</i> Lifelong Learning Programme.....	58
Student Representation on the Council of the Faculty of Theology.....	60
Examinations: Grades and Distinctions.....	61
<i>Pontifical University</i> Rules, Marks and Standards in Examinations..	62
External Examiners in the <i>Pontifical University</i>	64
Procedure for the Discussion, Checking and Appeal of Examination Results.....	66
CHAPTER III: PRIMARY DEGREE PROGRAMMES IN THE FACULTY OF THEOLOGY	69
Baccalaureate in Divinity (BD).....	70
Baccalaureate in Theology (BTh).....	76
Baccalaureate in Theology and Arts (BATH).....	82

CHAPTER IV: COURSE MODULES FOR PRIMARY DEGREE PROGRAMMES IN THE FACULTY OF THEOLOGY	87
• Understanding Modules & Credits	88
• Reading & Writing Theology	90
• Systematic Theology (ST)	92
• Moral Theology (MR)	106
• Sacred Scripture (SC)	117
• Ecclesiastical History & Patrology (EH)	129
• Liturgy (LI).....	136
• Canon Law (CL).....	139
• Mission Studies (MS)	141
• Qualifying Courses	
○ Biblical & Theological Languages (BL)	142
○ Pastoral Courses (PC).....	147
• Faith and Culture	152
• BTh Research Seminars (RS)	153
• Elective and Special Courses (EL)	156
• Major Theological Essay (ME).....	162
 CHAPTER V: POST GRADUATE DEGREE PROGRAMMES IN THE FACULTY OF THEOLOGY	163
Licentiate in Divinity (STL).....	164
Doctoral Degree in Divinity (DD).....	166
Master's Degree in Theology (MTh)	168
Doctoral Degree in Theology (PhD)	171
Master's Degree in Liturgical Music (MLM).....	173
Master's Degree in Pastoral Studies (MPS).....	175
 CHAPTER VI: COURSE MODULES FOR POST-GRADUATE DEGREES IN THE FACULTY OF THEOLOGY	179
Reading Courses.....	180
Seminar Courses Semester I.....	186
Seminar Courses Semester II.....	192
 CHAPTER VII: DIPLOMA COURSE PROGRAMMES IN THE FACULTY OF THEOLOGY	199
Higher Diploma in Theological Studies	200
Diploma in Theology.....	208
Diploma in Mission Studies	210
Diploma in Religious Studies.....	211
Higher Diploma in Pastoral Studies / Diploma in Pastoral Studies....	212
Diploma in Diaconate Studies	215
Postgraduate Diploma in Christian Communication & Development	217

Diploma in Christian Communication.....	219
Higher Diploma in Pastoral Liturgy	221
Diploma in Pastoral Liturgy	222
CHAPTER VIII: FACULTY OF CANON LAW	223
Licentiate in Canon Law (LCL).....	224
Doctorate in Canon Law (DCL).....	224
CHAPTER IX: FACULTY OF PHILOSOPHY	225
Degrees and Diplomas offered by the Faculty of Philosophy	226
Baccalaureate in Philosophy (BPh)	227
Licentiate in Philosophy (LPh).....	228
Doctorate in Philosophy (DPh)	228
Higher Diploma in Philosophy	229
Diploma in Philosophy	230
Diploma in Philosophy and Arts	230
CHAPTER X: COURSE MODULES FOR PRIMARY DEGREE PROGRAMMES AND DIPLOMA PROGRAMMES IN THE FACULTY OF PHILOSOPHY	231
Understanding Modules and Credits	232
Modules in Philosophy – NUIM	233
Elective Modules in Philosophy – NUIM	239
Modules in Philosophy – SPCM	241
Modules in Arts – SPCM	246
Elective Modules in Arts – SPCM	248
CHAPTER XI: INDEX PRAEMIORUM.....	249
Special Prizes	251
Pontifical University Graduation.....	252
CHAPTER XII: SEMINARY	259
Classpiece.....	260
Ordination to Priesthood	261
Ordination to Diaconate	262
Admission to Candidacy for Ordination as Deacon & Priest	262
Ministry of Acolyte	263
Ministry of Reader	263
Matricula	264
Diocesan Students	266
The College Chapel Choir	270
Introduction to Music in the Liturgy	271
General Regulations for the Entrance of Clerical Students	273
Seminary Formation Programme	275
Horarium	284

CHAPTER XIII: APPOINTMENTS FROM 1795 TO DATE	287
President.....	288
Vice President	288
Master.....	290
Deputy Master	290
Dean / Director of Formation	290
Spiritual Director.....	292
Assistant to the President	293
Bursar & Procurator	293
Assistant Bursar.....	293
Registrar	293
Librarian.....	294
Secretary to the Board of Trustees	294
Professor.....	294
Associate Professor	301
COLLEGE MAP.....	Inside Back Cover

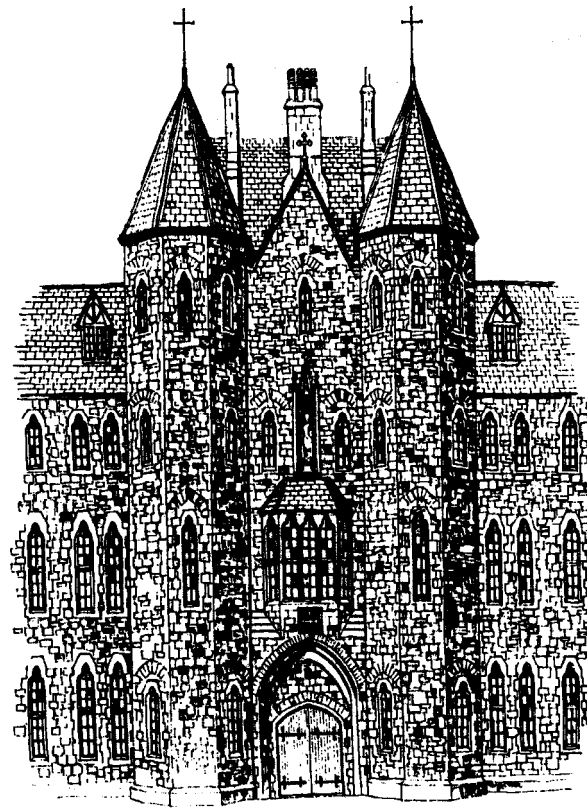
College of Saint Patrick, Maynooth

Established 5 June 1795
(35 Geo III, cap 21)



Chapter I

Information and Personnel



The President's Arch in Saint Patrick's House
Designed by A W Pugin

Saint Patrick's College, Maynooth

I extend a very warm Céad Míle Fáilte to you as we begin a new academic year at Saint Patrick's College. If you are embarking upon your first year with us, you are especially welcome.

On our beautiful campus, we are fortunate to have three different institutions of learning, each of which contributes to a very vibrant, dynamic and enriching place of higher learning, formation and research. Pontifical University staff and students share the campus with their colleagues in the National Seminary and National University of Ireland, Maynooth [NUIM].

The college is justly proud of its long-standing tradition of commitment to high quality education and student services, provided by a responsive faculty, staff, and administration. Many of our alumni and current students cite close interaction with faculty members as hallmarks of their educational experience at Maynooth. This year the Pontifical University is delighted to announce that six new Arts subjects can be taken to degree level with Theology in our undergraduate Theology and Arts programme. The year ahead also sees the further development of our Diploma in Diaconal Studies and our partnership in learning with ACCORD one of our campus based agencies. In addition, a new "Master's Degree in Liturgical Music" is available.

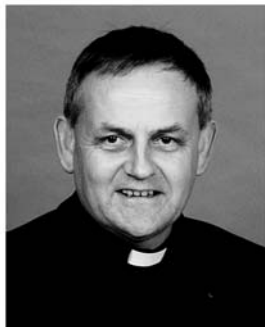
One thing however that is not changing is our commitment to each student, to deliver a high quality third and fourth level educational experience, one that is at once academically challenging and personally supportive. St Patrick's College will continue to provide students with a solid academic foundation, a strong spiritual base and a value-added research and recreational environment, capable of generating graduates who are equipped with the requisite knowledge and leadership skills to excel in their career fields or vocational callings. Your years at Maynooth are truly a time of rich opportunity for intellectual, personal, spiritual and human development.

As we embark on a new academic year together, faculty, staff and student body alike, are on a journey of faith, discovery, leadership and community. Our common goal is the education and formation of leaders: for the church, our country, our communities, the professions and a myriad of different walks of life. Let us make the most of this piece of the road that we will share together!

I am looking forward to serving you, and would like to thank you again for making Saint Patrick's College, Maynooth your university.

Right Reverend Monsignor Hugh Connolly
President

Coláiste Phádraig, Má Nuad



Fáiltím romhat agus tú ag cur tús le bliain acadúil nua ag Coláiste Phádraig. Tá fáilte romhat go háirithe más í seo an chéad bhliain agat linn.

Tá an t-ádh orainn go bhfuil trí institiúid éagsúla foghlama ar an gcampas den scoth atá againn, agus cuidíonn gach aon cheann acu chun áit bhríomhar, dinimiciúil agus saibhrithe a chruthú don ardfhoghlaim, don mhúnlú agus don taighde. Roinneann foireann agus mic léinn na hOllscoile Pontaifiúil an campas lenár gcomhghleacaithe sa Chliarscoil Náisiúnta agus in Ollscoil na hÉireann, Má Nuad [NUIM].

Tá an coláiste fíor-bhródúil as an traidisiún fada tiomantais a sholáthraíonn na dámha, an fhoireann agus an lucht riaracháin ó thaobh cúrsaí oideachais agus seirbhísí do mhic léinn ar ardchaighdeán. Deir go leor dár n-alumni agus na mic léinn atá againn faoi láthair go mbíonn an idirghníomhú dlúth a bhíonn acu le comhaltaí dáimhe mar shaintréith dá dtaithí oideachais ag Má Nuad. Tá an Ollscoil Pontaifiúil fíor shásta i mbliana a fhógairt gur féidir le mic léinn sé ábhar nua Ealaíona a roghnú go dtí leibhéal na céime i gcomhar le Diagacht sa chlár fochéime Diagacht agus na hEalaíona. Déanfar tuilleadh forbartha sa bhliain atá amach romhainn ar an Dioplóma i Staidéar Diaconal agus ar ár gcomhpháirtíocht i bhfoghlaim le ACCORD, ceann de na gníomhaireachtaí atá bunaithe ar an gcampas. Ina theannta sin, tá céim nua ar fáil freisin “Céim Mháistreachta i gCeol Liotúirgeach”.

Rud amháin áfach nach mbeidh ag athrú agus is é sin ár dtiomantas go bhfaighidh gach mac léinn, taithí oideachais ar an tréimh nó ar an ceathrú leibhéal a bheidh ar ardchaighdeán, taithí a mbeidh dúshlán acadúil ann dóibh agus a thabharfaidh tacaíocht phearsanta don duine. Leanfaidh Coláiste Phádraig ag tabhairt bunchloch acadúil dlúth agus bunús spioradálta láidir i dtimpeallacht ardluach taighde agus áineasa do mhic léinn agus cruthófar céimithe a mbeidh an t-eolas riachtanach agus na scileanna ceannaireachta acu a bheidh uathu chun déanamh chomh maith agus is féidir leo ina ngairmeacha beatha nó ina nglaoch gairme. Is tréimhse ina mbeidh deiseanna iontacha ann duit na blianta ag Má Nuad ó thaobh forbairt intleachtúil, phearsanta, spioradálta agus forbartha daonna.

Agus sinn ag tabhairt faoi bhliain acadúil nua le chéile, beidh an dámh, an fhoireann agus na mic léinn araon ag tabhairt faoi thuras creidimh, fionnachtana, ceannaireachta agus pobail. Is é an sprioc atá againn go léir oideachas agus foirmliú ceannairí: don eaglais, dár dtír, dár bpobail, do na gairmithe agus d’iliomad roghanna eile sa saol. Tá súil agam go mbainfidimid an méid tairbhe agus is féidir as an bpósa bóthair seo a mbeimid i dteannta a chéile!

Táimid ag súil go mór freastal ort agus gabhaimid buíochas leat arís as Coláiste Phádraig, Má Nuad a roghnú.

An Monsignor Fíor-Oirmhinneach Aodh Ó Conghaile
Uachtarán

The Governing Body

Trustees

(Incorporated 8 & 9 Vic., C.25)

His Eminence Seán Cardinal Brady, Archbishop of Armagh
His Grace Most Reverend Diarmuid Martin, Archbishop of Dublin
His Grace Most Reverend Dermot Clifford, Archbishop of Cashel & Emlly
His Grace Most Reverend Michael Neary, Archbishop of Tuam
Most Reverend Joseph Duffy, Bishop of Clogher
Most Reverend Séamus Hegarty, Bishop of Derry
Most Reverend Donal Murray, Bishop of Limerick
Most Reverend Colm O'Reilly, Bishop of Ardagh & Clonmacnois
Most Reverend Anthony Farquhar, Auxiliary Bishop of Down & Connor
Most Reverend Michael Smith, Bishop of Meath
Most Reverend John Buckley, Bishop of Cork and Ross
Most Reverend John Magee, Bishop of Cloyne
Most Reverend Francis Lagan, Auxiliary Bishop of Derry
Most Reverend John Kirby, Bishop of Clonfert
Most Reverend Eamonn Walsh, Auxiliary Bishop of Dublin
Most Reverend Gerard Clifford, Auxiliary Bishop of Armagh

Secretary to the Board of Trustees

Very Reverend Francis Duhig

Visiting Prelates

His Eminence Seán Cardinal Brady, Archbishop of Armagh
His Grace Most Reverend Diarmuid Martin, Archbishop of Dublin
His Grace Most Reverend Dermot Clifford, Archbishop of Cashel & Emlly
His Grace Most Reverend Michael Neary, Archbishop of Tuam
Most Reverend Donal Murray, Bishop of Limerick
Most Reverend Joseph Duffy, Bishop of Clogher
Most Reverend John Kirby, Bishop of Clonfert
Most Reverend Eamonn Walsh, Auxiliary Bishop of Dublin

Officials of Saint Patrick's College

President

Right Reverend Monsignor Hugh Connolly, BA, DD

Vice-President

Reverend Professor Michael Mullaney, BA, BD, DCL

Registrar

Reverend Professor Michael Mullaney, BA, BD, DCL

Assistant to the President

Dominic McNamara, BSc, HDE

Directors of Formation

Reverend Donal O'Neill, BSc, MEd, STL
Reverend Paul Prior, BD, HDip (Psych Counselling)

Bursar

Fidelma Madden, FCA, AITI

Spiritual Directors

Rev Michael McCullagh CM
Reverend Laurence Murphy SJ

Supervisor of Examinations

Reverend Professor Michael Mullaney, BA, BD, DCL

Academic Personnel

Faculty of Theology

DEAN

Reverend Pádraig Corkery, BSc, STD, (CUA)

SECRETARY

Sr Bríd Liston fcj, MDiv (Chicago), MTh

PROFESSORS

Canon Law: Reverend Michael Mullaney, BA, BD, DCL
Ecclesiastical History: Salvador Ryan, BA, BD, PhD
Faith & Culture: Rev Michael Conway, MSc, STL, DTheol
(Freiburg im Br)
Homiletics: Reverend Thomas R Drury, BA, BD
Liturgy: Reverend Liam Tracey OSM, STB, SLD, Dip Mar,
Dip Pastoral Theol
Moral Theology: Vacant
Sacred Scripture: Reverend Séamus O'Connell, BSc, LSS, DTh
Systematic Theology: Reverend Brendan J Leahy, BCL, DD,
Barrister-at-Law

DIRECTORS OF PROGRAMMES

Pastoral Studies: Sr Bríd Liston fcj, MDiv (Chicago), MTh
Post-Graduate Studies: Reverend Liam Tracey OSM, STB, SLD, Dip Mar,
Dip Pastoral Theol
Sacred Music: John O'Keefe, PhD, HDE, LTCL

LECTURERS

Moral Theology: Reverend Pádraig Corkery, BSc, STD (CUA)
Reverend Kevin O'Gorman SMA, BA, BD, STD
Reverend Michael Shortall, MA (UCD), STD (Greg)
Sacred Music: John O'Keefe, PhD, HDE, LTCL
Sacred Scripture: Reverend Brendan McConvery CSsR, BA, BD,
LSS, HDE
Systematic Theology: Reverend Martin Henry, BA, BD, DPhil (Oxon)
Reverend Declan Marmion SM, MTh, STD, HDE,
DipPastTheol
Reverend Oliver Treanor, BA, PGCE, DD

INVITED AND OCCASIONAL LECTURERS

<i>Catechetics:</i>	Sr Kathleen Fitzpatrick IBVM
<i>Ecclesiastical History:</i>	Elena Martin, PhD
<i>Ecumenics:</i>	Lindsey Hall, PhD
<i>Moral Theology:</i>	Suzanne Mulligan, PhD
<i>Pastoral Studies:</i>	Lloyd Bracken, MA Ann Codd PhD Ms Carol Cunningham Giovanna Feeley, MTh Jane Ferguson, MTh Rev Laurence Murphy SJ Kieran O'Mahony OSA, HDE, STL, LSS, PhD Brendan O'Reilly, BEd,
<i>Sacred Scripture:</i>	Máire Byrne, PhD Jonathan Kearney, PhD Rev Seán Maher, MèsLettres, MèsArts, STB, SSL Reverend Anthony O'Leary CP, STL, LSS
<i>Systematic Theology:</i>	Reverend Gearóid Dullea, BA, DD Mary McCaughey, BBS, MEqSt, HDE, STL

Faculty of Canon Law

PROFESSOR

Reverend Michael Mullaney, BA, BD, DCL

Faculty of Philosophy

DEAN

Michael Dunne, MA, DPhil (Gregoriana), FRHistS

SECRETARY

Mette Lebech, DPhil (KU Leuven)

PROFESSOR

Vacant

LECTURERS

Michael Dunne, MA, DPhil (Gregoriana), FRHistS

Amos Edelheit PhD

Mette Lebech, DPhil (KU Leuven)

LECTURER IN PHILOSOPHY AND ARTS
Donal McMahon, MA, HDE

INVITED AND OCCASIONAL LECTURERS
Reverend Donal Daly SVD, DPhil
Stephen McGroggan, BSc, MA, PGCE
Denise Ryan, BPhil, MA

Supervisory Board of Seminarist Studies

Rt Reverend Monsignor Hugh G Connolly, BA, DD – President
Reverend Michael Mullaney, BA, BD, DCL – Vice President
Reverend Donal O'Neill, BSc, MEd, STL – Secretary
Donal McMahon, MA, HDE

Administrative Personnel

Office of the President: Cora Hennelly

Accounts Office: Fidelma Madden, FCA, AITI (*Bursar*),

Raymond Manning, Marie Moore, Elaine Cahill, Carol Vaudrion

Admissions Office: Sandra P Norgrove, MTh, HDipSGC

Archivist: Susan Leyden

Assistant to the President: Dominic McNamara, BSc, HDE

Auditor: Baker Tilly Mooney Moore, Belfast

Catering Department:

Catering Manager: Dearbhaile O'Boyle

Assistant Catering Manager: Michelle Bergin

Development Office: Dominic McNamara, BSc, HDE, Louise Hennessy

Domestic Supervisor: Maura O'Reilly

Health & Safety Office: Brendan Ashe, DipSHWW

Library: The Library facilities are shared by *Saint Patrick's College* and the *National University of Ireland, Maynooth*

Librarian: Cathal McCauley, MLIS, CDipAF

Maynooth Campus Conference & Accommodation:

Manager: Bill Tinley, PhD

Sales & Marketing: Katja Nolan

Reservations: Niamh O'Neill

Events: Fiona Smith, BA

Accommodation Manager: Carmen Stegarescu

Accounts: Bríd Keenan

Maynooth University Bookshop: Proprietor: John Byrne

National Science Museum: Honorary Curator: Niall E McKeith, PhD

Pontifical University Office: Colette Scully, Sheila Browne

Public Relations and Information: Dominic McNamara, BSc, HDE

Security Office: John Hayes

Solicitor: Arthur O'Hagan Solicitors, Dublin

Vocational Growth Counsellor: Rev David Marsden SCJ

Useful Contacts for Students

Calls originating outside the republic of Ireland should prefix the following numbers with +353-1.

Calls originating in Ireland outside the 01 area should prefix the following numbers with 01.

Calls originating on College or University phones should dial the last four digits only.

Faculty and Staff:

Browne, Ms Sheila	Pontifical Uni Office	708-3600
Connolly, Rt Rev Msgr Hugh – President	Stoyte House	708-3958
Conway, Rev Professor Michael	17 Dunboyne	708-6293
Corkery, Rev Dr Pádraig – Dean, Faculty of Theology	5 Dunboyne	708-3506 708-3600
Davis SJ, Rev Patrick	A8 Long Corridor	708-3643
Drury, Rev Professor Ronan	A1 Long Corridor	708-3635
Dunne, Dr Michael, – Dean, Faculty of Philosophy	31 Arts Building	708-3575
Edelheit, Dr Amos	32 Arts Building	708-3680
Feeley, Ms Giovanna	20 Dunboyne	708-3497
Henry, Rev Dr Martin	Dunboyne	708-3629
Leahy, Rev Professor Brendán	10 Dunboyne	708-3498
Lebech, Ms Mette	9 Arts Building	708-3718
Liston, Sr Bríd	19 Dunboyne	708-6229
Marmion, Rev Declan	7 Dunboyne	708-3503
McConvery, Rev Brendan	15 Dunboyne	708-3507
McCullagh CM, Rev Michael	Top Dunboyne	708-3649
McDermott, Sr Margaret	Long Corridor	708-3560
McMahon, Mr Donal	14 Dunboyne	708-3753
Mullaney, Rev Prof Michael – Registrar	Pontifical Uni Office	708-3600
Murphy SJ, Rev Laurence	Top Dunboyne	708-6466
Norgrove, Ms Sandra P – Admissions Officer	Pontifical University Office	708-4772
O’Connell, Rev Professor Séamus	11 Dunboyne	708-3505
O’Gorman SMA, Rev Kevin	17 Dunboyne	708-3625
O’Keefe, Dr John	37 Logic House	708-3732
O’Neill, Rev Donal	Mid Saint Mary’s	708-3615
Prior, Rev Paul	Saint Patrick’s House	708-6192
Scully, Ms Colette	Pontifical Uni Office	708-3892
Shortall, Rev Michael	6 Dunboyne	708-6165

Ryan, Professor Salvador	1 Dunboyne	708-3972
Tracey OSM, Rev Professor Liam – Director of Post-Graduate Studies	16 Dunboyne	708-3442 708-3600
Treanor, Rev Dr Oliver	4 Dunboyne	708-3431

Offices:

Opening hours at the Pontifical University Office at Saint Patrick's College Maynooth are as follows:

9.30 a.m. to 1.00 p.m.

2.00 p.m. to 5.00 p.m.

If you should have difficulty contacting one of the specific offices below, you may contact the Pontifical University Office at 708-3600 for assistance.

Academic Advisory Office *	59 Arts Building	708-3368
Access Office *	Humanity House	708-4519
Admissions Office	Pontifical University Office	708-4772
Alumni Office *	Humanity House	708-6492
Careers & Appointments Office *	Arts Building	708-3592
Chaplaincy *	Student Services Centre	708-3827
Counselling *	Riverstown House	708-3554
Dean of Philosophy	31 Arts Building	708-3575
Dean of Theology	5 Dunboyne	708-3506
Examinations Office	Pontifical University Office	708-3600
Fees & Accounts Office	Stoyte House	708-4751
International Office *	Humanity House	708-3417
National Centre for Liturgy	Long Corridor	708-3478
Philosophy Office *	30 Arts Building	708-3661
Pontifical University Office	Pontifical University Office	708-3600
Postgraduate Studies Office	16 Dunboyne	708-3442
President's Office	Stoyte House	708-3958
Registrar's Office	Pontifical University Office	708-3600
Secretarial Office	Pontifical University Office	708-3892
Sports Office *	Sports Complex	708-3824
Student Services *	Sports Complex	708-3825
Students' Union *	Sports Complex	708-3669
Theology Office	Pontifical University Office	708-3892

* This office is coordinated in conjunction with the *National University of Ireland, Maynooth* (NUIM).

Seminary Council

Rt Reverend Monsignor Hugh G Connolly – President
Reverend Michael Mullaney – Vice President
Reverend Donal O’Neill – Director of Formation
Reverend Paul Prior – Director of Formation

Finance Council

Rt Reverend Monsignor Hugh G Connolly – President
Reverend Michael Mullaney – Vice President
Ms Fidelma Madden, Bursar
Reverend Dr Martin Henry

Priests in Residence

Cassin, Rt Rev Monsignor James
Connolly, Rt Rev Monsignor Hugh
Conway, Reverend Michael
Corkery, Reverend Pádraig
Drury, Reverend Ronan
Dullea, Reverend Gearóid
Flynn, Reverend Brian
Hannon, Reverend Patrick
Henry, Reverend Martin
Jones, Reverend Patrick
Martin, Reverend Eamon

McDonagh, Reverend Enda
Mullaney, Reverend Michael
Murphy SJ, Reverend Laurence,
O’Connell, Reverend Séamus
Ó Doibhlin, Rt Rev Msgr Brendan
O’Gorman SMA, Reverend Kevin
O’Neill, Rev Donal
Prior, Rev Paul
Shortall, Reverend Michael
Treanor, Reverend Oliver

Important Dates 2010 - 2011

First Semester:

2010

Sunday 22 August	First Year seminarians arrive First Divinity seminarians return
Sunday 29 August	Second Year seminarians return
Tuesday 14 September	All other seminarians return
Wednesday 15 September	Opening of Year: Retreat begins
Sunday 19 September	Retreat ends
Monday 20 September	Lectures commence
Thursday 30 September	Mass for the Opening of the Academic Year
Sunday 17 October	Day of Recollection
Friday 22 October	Study week commences on conclusion of lectures
Sunday 31 October	Seminarians Return
Monday 1 November	Feasts of All Saints Lectures Resume
Saturday 6 November	Pontifical University Conferring
Saturday 20 November	Mass for Deceased Benefactors of the College
Sunday 5 December	Day of Recollection
Monday/Tuesday 13/14 December	Christmas Carol Service
Friday 17 December	Christmas vacation commences on conclusion of lectures

2011

Thursday 6 January	Feast of the Epiphany: Seminarians Return
Friday 7 January	Study period and examinations commence*
Friday 28 January	Seminarians return after Inter-Semester Break
Saturday/Sunday 29/30	Institution of Reader and Acolyte
Monday 31 January	Lectures Begin

Second Semester:

2011

Sunday 27 February	Day of Recollection: Admission to Candidacy
Wednesday 9 March	Ash Wednesday
Friday 11 March.....	Study-Week commences on conclusion of lectures
Thursday 17 March	Saint Patrick's Day
Sunday 20 March	Seminarians return
Sunday 27 March	Choral Concert Bach's <i>St John Passion</i>
Friday 15 April	Class concludes for Easter Break
Wednesday 20 April	Retreat commences for seminarians
Thursday 21 April.....	Holy Thursday
Friday 22 April.....	Good Friday
Saturday 23 April.....	Holy Saturday
Sunday 24 April.....	Easter Sunday & vacation
Tuesday 26 April	Lectures resume
Sunday 2 May	College Foundation Day
Friday 6 May.....	Conclusion of lectures
Sunday 8 May	Day of Recollection
Monday 9 May	Study period commences
Friday 13 May	SPCM / NUIM Examinations commence*
Sunday 29 May	Diaconate Ordination
Tuesday 14 June	Maynooth Union Day

* Inter-semester break or vacation begins at end of last examination.

Fees and Accounts

The Accounts Office:

The Accounts Office at Saint Patrick's College, Maynooth deals with all matters relating to course fees, and grants from Local Authorities and the VEC. Located on the lower ground floor of Stoyte House, it is open for queries, and for the distribution of maintenance cheques during the following times:

Mornings	9.30 am - 1.00 pm
Afternoons	2.00 pm – 5.00 pm, Monday - Thursday only

Fees for the current year:

Overseas fees are noted separately where different:

First Divinity (BD or Diploma)	€7,470
Second Divinity (BD or Diploma)	€7,470
Third Divinity (BD or Diploma)	€7,470
Licentiate in Divinity (STL), Year I	€7,470
Licentiate in Divinity (STL), Year II	€7,470
Doctorate in Divinity (DD), Year I	€7,470
Doctorate in Divinity (DD), Years II, III & Recurring	€3,890
Baccalaureate in Theology (BTh), Year I	€5,716
Baccalaureate in Theology (BTh), Year II	€5,716
Baccalaureate in Theology (BTh), Year III	€5,716
Baccalaureate in Theology (BTh), All Years – Overseas	€13,974
Baccalaureate in Theology and Arts (BATH), Year I	€5,716
Baccalaureate in Theology and Arts (BATH), Year II	€5,716
Baccalaureate in Theology and Arts (BATH), Year III	€5,716
Baccalaureate in Theology and Arts (BATH), All years - Overseas	€13,974
Master's Degree in Theology (MTh), Year I	€4,840
Master's Degree in Theology (MTh), Year II (includes specialisations in Ecclesiastical History, Pastoral Liturgy and Liturgical Music)	€4,840
Doctorate in Theology (PhD), Year I	€5,160
Doctorate in Theology (PhD), Year II	€5,160
Doctorate in Theology (PhD), Year III	€5,160
Doctorate in Theology (PhD), Year IV & Recurring	€3,070

Fees for the current year continued:**Overseas fees are noted separately where different:**

Master's Degree in Pastoral Studies (MPS), Year I	€4,840
Master's Degree in Pastoral Studies (MPS), Year II	€4,840
Master's Degree Qualifier	€3,100
Add-On Baccalaureate in Theology	€2,500
Higher Diploma in Pastoral Studies	€7,470
Diploma in Pastoral Studies	€7,470
Diploma in Mission Studies	€4,280
Diploma in Religious Studies	€4,280
Diploma in Pastoral Liturgy	€4,280
Higher Diploma in Pastoral Liturgy	€4,280
Higher Diploma in Theological Studies	€3,100
Postgraduate Diploma in Christian Communications & Development	€6,000
Postgraduate Diploma in Christian Comm & Development - Overseas	€9,600
Diploma in Christian Communication	€4,160
Diploma in Christian Communication - Overseas	€5,570
Licentiate in Canon Law (LCL), Year I	€7,470
Licentiate in Canon Law (LCL), Year II, III & Recurring	€3,890
Doctorate in Canon Law (DCL), Year I	€7,470
Doctorate in Canon Law (DCL), Years II, III & Recurring	€3,890
Baccalaureate in Philosophy (BPh), Year I	€5,716
Baccalaureate in Philosophy (BPh), Year II	€5,716
Baccalaureate in Philosophy (BPh), Year III	€5,716
Baccalaureate in Philosophy (BPh), All Years – Overseas	€13,974
Licentiate in Philosophy (LPh), Year I	€7,470
Licentiate in Philosophy (LPh), Year II	€3,890
Licentiate in Philosophy (LPh), Year III	€3,890
Doctorate in Philosophy (DPh), Year I	€7,470
Doctorate in Philosophy (DPh), Year II	€3,890
Doctorate in Philosophy (DPh), Year III & Recurring	€3,890

Fees for the current year continued:

Overseas fees noted separately where different:

Diploma in Philosophy and Arts, Year I	€6,370
Diploma in Philosophy and Arts, Year II	€6,370
Diploma in Philosophy and Arts (Composite Diocesan Fee – Year I)	€21,140
Occasional Theology (Full Time: 60 credits)	€5,716
Occasional Theology (Minimum: 30 credits)	€3,652
Diocesan Maintenance Fee	€15,990

Repeat Fees upon request

Grants and Fee Remission:

The BTh and the BATH Degree courses qualify for the Government's Higher Education Grants and for Fee Remission programs. For eligible grant holders, the Local Authority pays the Student Services Charge to the College. In all other cases, the student pays the College.

New & Existing Undergraduate Students:

The Course Fee includes tuition and examination fees, but does not include repeat examination fee, late payment fee or late registration fee.

Tuition fees will be paid by the Exchequer in respect of EU nationals who have been ordinarily resident in an EU Member State for at least three of the five years preceding their entry to their third-level course subject to the following conditions:

- (a) Tuition fees will be paid only in respect of students attending full-time undergraduate courses.
- (b) The courses must, other than exceptionally, be of a minimum of two years duration.
- (c) Tuition fees will not be paid in respect of students pursuing a second undergraduate course. However, notwithstanding this condition, fees will be paid in respect of students who already hold a national certificate or diploma and are progressing to a degree course, where their existing qualifications provide them with the necessary credits to enable them to meet the entry requirements and an appropriate exemption from the normal duration of the degree course is available on the basis of the certificate / diploma.
- (d) Except in the case of second chance students [see (e) below] tuition fees will not be paid in respect of students repeating a year-level having changed (but not completed) their undergraduate course. This condition may be waived in exceptional circumstances such as cases of certified illness.

- (e) Tuition fees will be paid in respect of students who, having attended but not completed approved courses, are returning following a break of at least five years in order to pursue approved courses at the same level.
- (f) The tuition fee payable does not include the payment to be made by students towards the cost of registration, examinations and student services.

Retiring from ' Free Tuition' Undergraduate Course:

The College is obliged to confirm to the Department of Education the names of all students who register initially and then who are in attendance at the beginning of the second term. Students retiring from University must notify the Pontifical University Office by completing an 'application to withdraw' form and by returning their student ID.

Fee Implications for:

- **Students retiring in order to pursue a different course**
If a student accepts a place and then retires following the first day of term and prior to 31st January, the student will subsequently become liable for fees for a half year if attending the same level of a third level course within the next five years.
- **Students retiring after 31st January**
Full fees will be claimed from the Department of Education for students in attendance at the beginning of the second term. Any student retiring after 31st January will become liable for full fees if attending the same year level of a third level course within the next five years.
- **Students retiring on medical or other grounds**
Students retiring in exceptional circumstances such as certified illness may apply to the Registrar (Rev Michael Mullaney) for permission to re-attend as 'Free Fee' Students.

First Time Applicants:

First time applicants having accepted a place via the CAO for the Academic year will receive a Bank Giro payment form from the University to enable them to pay the relevant fee as follows:

- Non grant-holders are required to pay €1,587 before Registration is completed which includes Student Services Charge of €1,500 and the Student Levy of €87 totalling €1,587.
- Grant-holders are required to pay the Student Levy of €87 before Registration is completed and to produce a letter of confirmation from their Local Authority that they are in receipt of a grant when they register at University.

- Once a student receives an ID card and is a registered student of the University, all deposits are non-refundable should the student decide to de-register from the University.

Overseas & Occasional Students:

All Overseas and Occasional fees must be paid in full prior to registration.

The Overseas Fee Surcharge is not payable in the following cases:

- Where a student holds a Birth Certificate from a country within the European Union.
 - Where a student's permanent home residence is within the European Union
- and*
- Where a student has completed three years full-time second level education within the European Union or has three years work experience within the European Union immediately prior to University entry.

Notes:

- Evidence of EU citizenship alone is not sufficient for exemption from the overseas surcharge.
- A student deemed liable for the overseas surcharge at time of registration cannot subsequently have his/her status altered while attending the University.

Should you require clarification of any of the above please contact our International Office:

Telephone: (01) 708-3417, or from overseas, +353-1-708-3417.

Postgraduate, Repeat & Other Course Students:

Postgraduate, Repeat and all other course students, including those not eligible for "free tuition", should have half of the required fee paid prior to registration and the balance before the 1st February. Otherwise they will be liable for a late payment fine of €50 on the first moiety and €70 on the second moiety.

Bank Information:

Details of the Pontifical University's bank account, into which fee payments should be made, are as follows:

Address:	Allied Irish Bank PLC Main Street Maynooth Co. Kildare	Sort Code: 93-32-01
		Account No: 00154863

Please quote your student number and the name under which you are registered at the University on all bank transactions. Students are advised to use the *bank giro* system rather than sending cash or cheques directly to the Accounts Office. If paying electronically from outside the Republic of Ireland please use the following account numbers:

IBAN: IE37 AIBK 9332 0100 1548 63

BIC: AIBKIE2D

Higher Education Grants:

All students in receipt of Higher Education Grants or VEC Grants are required to pay the Student Levy of €7 only, which is not covered by the Grant Scheme. This sum together with a matching amount from the Pontifical University will be used for the development of student sports, social and recreational facilities.

Applications for maintenance grants and Student Services charge must be made to your Local Authority. Before registration can be completed written confirmation of your award from the Local Authority must be produced. In some cases this evidence will be available in time for registration, but in other cases not. If the latter is the case students have the option of paying an additional €1,500 usually payable by non grant holders. Any such payment will be refunded in full if a grant is subsequently awarded and when the university has received the appropriate amount from the Local Authority.

Maintenance Cheques:

Maintenance cheques are generally received in three instalments, usually in mid October, January and April. The names of the Local Authorities from which maintenance cheques have been received are posted daily on the notice board at the Accounts Office of Saint Patrick's College. Students awaiting cheques are advised to check this notice board regularly. When your Local Authority / VEC's name appears on the board, you may call bringing your current Student Identity Card to collect your cheque. Please note maintenance cheques will not be released under any circumstances unless a current ID-Card is produced.

Since the Accounts office is only involved in the distribution of maintenance cheques, any queries in relation to delays or amounts should be addressed to the relevant Local Authority. It is the responsibility of students to collect their maintenance cheques from the Office. Failure to do so will result in the cheque being returned to the Local Authority, which may result in the grant being discontinued.

Funding - Student Assistance Fund (ESF)

The Student Assistance /Access Fund is jointly sponsored by the European Social Fund and the Irish Government. It is available for students who require additional financial support to enable them to benefit fully from their third level studies.

Registered students do not necessarily need to be grant holders to apply for funding. It simply offers a limited amount of financial support to students who experience financial difficulties related to the costs of their studies.

The funding is available to all full-time registered students of the Pontifical University. Application forms are available in the second semester of each academic year and may be collected from the Pontifical University Office in the months of February or March annually.

Should you require any further information please do not hesitate to contact the Accounts Office.



The Accounts Office
Saint Patrick's College
Maynooth
County Kildare
IRELAND

E-mail: Accounts.spcm@may.ie
Web Page: www.MaynoothCollege.ie

Telephone:
Ireland: 01-708-4751
International: +353-1-708-4751

Fax:
Ireland: 01-708-4748
International: +353-1-708-4748

General Rules of the College

1. Student Identity Cards, issued to each student at Registration, shall be carefully retained and produced on demand to any College official or member of the academic staff or properly authorised College employee. If a student fails or refuses to produce his / her Student Identity Card on such demand, he or she may be denied access to any or all College premises and facilities. If the Student's Identity Card is lost he / she should immediately inform the Pontifical University Office. A replacement may be issued on payment of a fee.

2. A student entered for a course or courses is expected to attend all lectures, tutorials and classes etc given in each course for which he / she is registered.

3. If a student changes his / her address, he / she must notify the Pontifical University Office as soon as possible.

4. A student who wishes to withdraw from College should:

- Notify the Pontifical University Office
- Notify the Library
- Return Student Identity Card to the Pontifical University Office. Failure to do so could affect later claims regarding fee remission or social welfare entitlements.

5. The *Public Health (Tobacco) Acts 2002 & 2004* prohibit smoking in all enclosed areas. The legislation applies to all College buildings, including offices, lecture halls, class halls, restaurants and the Students' Union Bar. Smoking will not be permitted in student accommodation with the exception of designated smoking apartments. A fine of up to €3,000 may be imposed on any person found in breach of the provisions of the legislation.

6. The consumption of alcohol on the campus or College grounds is prohibited without the expressed permission of the College authorities.

7. Vehicles on Campus

- Motorists and cyclists must adhere to the speed limit of 25 Km per hour that applies throughout campus.
- Motor cycles are not permitted on the South Campus and must be parked in the vicinity of the bicycle racks at the Main Gate.
- Bicycles must be left in bicycle racks which are provided in key locations around the campus.

- Cycling is prohibited in Saint Joseph's Square, in the vicinity of the John Paul II library, on the footbridge linking the North and South campus and in such areas as are indicated in signposts.

8. Parking:

- Vehicles must be parked in the car parks or designated parking areas.
- Parking in Saint Joseph's Square is reserved for resident staff of Saint Patrick's College.
- Parking to the front of Stoyte House and Long Corridor is restricted to designated staff of Saint Patrick's College.

9. Saint Joseph's Square is a formal garden. Picnics, sunbathing and sitting on the grass are not allowed within the Square.

10. By way of Medical and Counseling support, the College authorities may require a student, during his / her period of study at the College, to attend a nominated medical practitioner or counselor. The authorities would require such attendance only where they consider it to be necessary to the well being of the student concerned and / or the well being of another member / members of the College community or otherwise. The College authorities would be responsible for the cost of the initial attendance but not in respect of any further attendance for treatment indicated.

11. A student may be denied access to any or all College premises or facilities without notice, and for such period of time as the College authorities see fit, in the event that the College authorities deem such exclusion to be necessary in the interests of the safety and well being of that student and / or any other member / members of the College.

12. Any accident that occurs on Campus must be reported to a security officer, without undue delay.

13. All property found on campus is to be handed in to Security. Property not claimed after a period of three months by the true owner becomes the property of the College or the National University of Ireland, Maynooth.

14. Failure to comply with these rules may result in the imposition of disciplinary sanctions (including expulsion, fines, campus service and, in the case of the rule in relation to vehicles, the placing of adhesive stickers on vehicles and vehicle clamping, requiring a release fee of €80).

Disciplinary Code for Students

Introduction

The purpose of a code of discipline within Saint Patrick's College is to ensure that the pursuit of the objectives of the College shall not be disrupted. These are primarily the advancement, promotion, gathering and dissemination of knowledge and understanding through research, teaching, learning and rational discussion. To enable these aims to be fulfilled in a satisfactory manner it is necessary that a suitable academic environment be maintained. A code of discipline is a positive thing, which promotes concern and respect for people's rights and property. This helps to enhance the quality of life for all members of the College community - staff and students. A student who registers for any course in the College shall be expected to accept these objectives and to observe the rules and regulations of the College.

A Committee of Discipline exists to help maintain good discipline within the College and its general environs.

The Code of discipline and its implementation are subject to the present Statutes of the College and to amendment by the College authorities. The Code of Discipline is subject to review at such intervals and in such manner as the College authorities consider appropriate.

Rules and Breaches

The two basic rules of the Code of Discipline are:

1. Every student is expected and required to respect the rights of fellow students and the authority of the College academic and other staff in the performance of their duties. At all times every student is expected to observe the rules and regulations of the College and conduct themselves in a manner conducive to the academic environment of the College and the promotion of its objectives.
2. Every student is expected and required to respect the rights of fellow students in the enjoyment of the facilities of the College, including its clubs and societies, and all privileges in relation to those facilities, and to observe applicable rules or regulations and at all times to respect the property of the College or of other students, members of the College staff or other persons working in or visiting the College.

In interpreting the two basic rules the Committee of Discipline would normally regard as serious offences against the code such examples as:

- Plagiarism, cheating or the use of unauthorised material during an examination or other breaches of examination Regulations. Breaches of

the Examination Regulations shall be dealt with directly by Officers of the College. (See section on Plagiarism following).

- Disruption of teaching, study, research or administration of the College.
- Obstruction of members of the College administrative staff, academic staff, officers, students or servants of the College in the performance of their duties.
- Furnishing false information to the College with intent to deceive or in circumstances calculated to deceive.
- Forging, alteration, or misuse of College documents, records or identity cards.
- Intimidation or harassment of any kind, physical abuse or verbal abuse of a defamatory character of another person.
- Malicious or reckless damage or theft of College property or any other property on the College grounds. Misuse of College property including library materials or private property on the campus.
- Forcible occupation of College buildings or grounds.
- Unwarranted interference with the College's safety equipment, fire fighting equipment, security systems and alarm systems.
- On or off-campus conduct likely to bring the College into disrepute.
- Engaging in activities that contravene the laws of the State, and infringe either of the College's two basic rules of discipline.
- Refusal to produce a Student Identity Card when requested to do so by a College Staff member who shall identify himself / herself.
- Failure to pay a fine or comply with a disciplinary sanction imposed for a breach of discipline (subject to any right of appeal applicable).
- A serious failure to comply with the regulations governing the use of College Computer services (Code of Conduct for users of Computing Facilities listed below) and Library services which, in the case of a breach of Library Regulations, has not been dealt with by the librarian in accordance with the terms of those regulations.

Membership of the Committee of Discipline

The Committee of Discipline shall comprise:

- Dean of the Faculty of Theology or his delegate
- Two members of the Faculty elected by the Council of the Faculty
- One of the two student representatives on the Council of the Faculty of Theology.

Academic members are elected for a period of three years, student representatives for a period of one year.

The Dean or his delegate shall be the Chairman of the Committee and one member of the Faculty shall be the Secretary. Three members, one at least of whom must be a student representative, shall constitute a quorum. Should a

meeting duly called fail to have a quorum because no student representative is in attendance, then the proposed meeting may proceed within a reasonable time, provided that three committee members are in attendance. An agenda will be circulated in advance of Committee meetings and its deliberations will be kept in confidence. In the event of a tie, the Chairman shall have a casting vote.

Procedure

It is open to any staff or student member of the College community to report in writing any alleged breach of discipline to the Chairman of the Committee of Discipline. If an allegation of a serious breach of the Code has been made against a student, the President of the College or his nominee shall have the power to exclude that student from College premises, if he deems fit, while the alleged breach of discipline is being investigated.

The Chairman of the Committee of Discipline is empowered to handle summarily what he regards as minor breaches of the Code of Discipline. In cases where he adjudges the alleged breach to be of a serious character he shall refer the issue in writing to the Committee of Discipline at the earliest convenient opportunity.

An appeal from a decision by the Chairman of the committee of Discipline shall be to the Committee of Discipline (excluding the Chairman). The appeal procedure shall apply to such an appeal only to the extent relevant. A reasonable effort must be made to inform the student in writing of the alleged breach:

- Detailing the nature of the allegation, and any grounds on which it has been made
- Informing the student of his / her rights and
- Inviting him / her to attend a meeting of the Committee of Discipline convened to deal with the allegation, and to make such representations in relation to the allegation as he or she sees fit.

The student is entitled to have present to assist him / her at the meeting a representative who is a registered student or a member of the academic or administrative staff of the College.

The College or the student in question may have a legal adviser present at the meeting, subject to prior notice having been given to the student or the Committee as the case may be. If a student fails to respond to such an invitation, and / or to present himself or herself at the meeting, the matter may be dealt with in his / her absence.

If a member of the Committee of Discipline is a complainant or is otherwise involved in the alleged breach of conduct, he / she shall be replaced at the meeting

by a nominee of the President of the College. The Committee, having considered the allegation, the evidence received in relation to it, and any representations made by or on behalf of the student, and made such enquiries as it sees fit, shall deliberate in private and shall notify the student of the outcome within three days, where practicable. The Committee shall forward a written report of its handling of any serious breach of conduct to the President and, in the event of an appeal, following the expiry of that appeal, to the Dean of the appropriate Faculty.

Where a Head of Department or the Head of Security (hereinafter referred to as “the Relevant Head”) becomes aware of a breach of the Code of Discipline of the type described below, he or she may elect not to refer the breach to the Committee of Discipline where: in his / her opinion,

- the breach is such that it could appropriately be dealt with by the Relevant Head
- the student has admitted the breach of the Code, and confirmed in writing that he or she wishes to have the matter dealt with by the Relevant Head.

The Relevant Head shall promptly inform the Chairman of the committee of Discipline that he or she is dealing with such a breach. The disciplinary sanctions which may be imposed by a relevant head are confined to a fine not exceeding €64, campus service up to 5 hours, a reprimand, warning or advice, and repay compensation for loss or damage caused.

In deciding what disciplinary sanction will apply, the Relevant Head will ensure that the student is informed of the full case against him / her, and offer the student an opportunity to explain any mitigating circumstances to the Relevant Head. A written summary of the facts of, and the decision taken, in any such case will be supplied to the Chairman of the Committee of Discipline. An appeal from a decision by the Relevant head shall be to the Chairman of the Committee of Discipline, and the appeal procedures shall apply to such an appeal only to the extent relevant.

Disciplinary Sanctions

The Committee of Discipline may recommend to the President that the following sanctions be imposed upon a student who has been found in breach of discipline.

- *Expulsion* - that the student ceases to be a member of the College and that he / she be barred from any property occupied by the College. This penalty shall appear on the student’s record permanently.
- *Withdrawal* - that the student be requested to withdraw from the College permanently or for a stated period, or until he / she has complied with the requirements laid down by the Committee.
- *Suspension* - that the student be suspended from the College, or be barred from certain activities for a stated period, or until he / she has

complied with the requirements laid down by the Committee, or the Relevant Head.

- *Fine* - that the student be fined a sum determined by the Committee or the Relevant Head.
- *Campus Service* - that the student be required to carry out a period of service on the College Campus of a nature and on such terms as are determined by the Committee or the Relevant Head
- *Reprimand* - that the student be reprimanded and warned that if further breaches of discipline occur in future his / her present breach would be taken into consideration by the Committee or the Relevant Head in making a decision.
- *Conditional Discharge* - that no further action be taken against the student provided he / she fulfils the conditions laid down by the Committee. The Committee reserves the right to impose conditions involving compensation in the case of damage to property or persons. The Committee may also give an absolute discharge. Save as provided above, any sanction imposed shall appear on the student's record for such period of time as the Committee may decide.

Appeal Procedure

A student who is aggrieved by a decision of the Committee of Discipline shall have the right of appeal to the President of the College. The President may, at his discretion, nominate an Appeal Committee of three people to conduct an inquiry into the appeal. An Appeal Committee shall consist of two nominees of the President, one of whom must be a member of the academic staff. A third member shall be a student, nominated by the President of the Student's Union. The appointment of an appeal Committee shall be notified to the student in question. No member of the Committee of Discipline which made the appealed decision shall be a member of an Appeal Committee.

Appeals must be brought within twenty eight days of the date of service of the original decision. References below to the appellate authority are to the President, or where he decides that an appeal will be dealt with by an Appeal Committee, the Appeal Committee. Appeals will not normally involve a rehearing of the evidence but arrangements must be made for written submissions, appearing in person and / or producing fresh evidence.

The student shall convey in writing to the appellate authority the grounds of the appeal and any relevant evidence supportive of the case for appeal. The aggrieved student may also represent his / her case in person to the appellate authority, and may be accompanied by a registered student or by a member of the academic or administrative staff of the College. The College or student may

have a legal adviser present subject to prior notice having been given to the student or the appellate authority.

The appellate authority may affirm, reverse or vary any decision of the Committee of Discipline, or remit the case to the Committee of Discipline for reconsideration. The decision arrived at through the appeals procedure shall be final.

Plagiarism

It is recognized that nearly all assignments and essays draw on the work of others: published research and critical commentary, lecturers' notes and handouts, etc. The effective use and evaluation of existing material are among the skills that students are expected to develop.

Material is cited in order to contribute to a larger line of argument, or to be subjected to scrutiny, or to be combined with other material in order to arrive at new perspectives; value should be added by some original thinking in the way in which it is used. In all cases, the source of the material (an idea or opinion, a quote, data, etc) must be acknowledged in a standard form of referencing.

Plagiarism is the passing off of another person's work as your own. It includes copying without acknowledgement from a published source (print or electronic), or from unpublished sources (eg another student's essay or notes). Plagiarism occurs when material is copied word for word, but not only in that circumstance. Plagiarism also occurs when the substance or argument of a text is copied even with some verbal alterations, such as in paraphrase or translation, without acknowledgement.

Plagiarism includes using material from books or periodicals, from the internet, from grind tutors, or from other students, without full acknowledgement of the sources. Copying and collusion are related to plagiarism. Copying occurs when a student copies work from a peer, with or without the consent of the original author. Collusion is when students collaborate to present work as if it were individual and original. Both copying and collusion are forms of plagiarism.

In instances where two or more purportedly original assignments show clearly derivative similarities that are unacknowledged, they shall both or all be treated as plagiarism unless the contrary can be demonstrated.

Plagiarism in any form of assignment contributing to marks or a grade for a course is a serious offence. It is a form of cheating on several counts: the perpetrator is attempting to obtain credit for work not done, and is also attempting to benefit

from work done by somebody else. Plagiarism undercuts the whole thrust of scholarly enquiry that is the essence of education.

Plagiarism will be severely penalised wherever it is detected. Students submitting assignments, essays, dissertations or any form of work for assessment may be required to sign a declaration that the material in question is wholly their own work except where indicated by referencing or acknowledgement.

Students should provide adequate and accurate referencing for their assignments. Gordon Harvey, *Writing with Sources: A Guide for Students*, (Hackett Publishing Company, 1998) is one of a number of booklets outlining good practice in reference and citation.

Disciplinary Consequences

Plagiarism is a form of academic dishonesty and will be treated with the utmost seriousness wherever discovered. Examiners, tutors and markers are required to report instances of suspected plagiarism to the relevant Head of Department concerned.

Any student submitting written work for continuous assessment can be asked by the marker or the department to take a further test. This may take the form of an oral examination on the assignment in question and related issues, or the writing of a test paper in controlled conditions. Requiring a student to take such a test does not necessarily imply that plagiarism is suspected.

In instances where an element forming part of an assignment (from a phrase or sentence up to a paragraph or two) is found to be plagiarised, marks will be deducted for that assignment, there will be no possibility of submitting a "makeup" assignment, and previous and subsequent work submitted in connection with the course may be subject to particular scrutiny. While the amount of marks deducted will be proportionate to the extent of the plagiarised material, the deduction may be severe.

In instances where a significant part or all of an assignment is found to be plagiarised, zero marks may be awarded for that assignment, there may be no possibility of submitting a "makeup" assignment, and previous and subsequent work submitted in connection with the course may be subject to particular scrutiny. In serious cases the plagiarism will be reported to the Supervisor of Examinations and the Committee of Discipline.

Plagiarism in postgraduate or research material is a particularly serious offence. Penalties imposed may involve suspension or expulsion from the course and from the University, in addition to deduction of marks. Early offenders may be required to attend educative classes.

Policy for Responsible Computing

In support of its mission of teaching, research and public service, Saint Patrick's College provides access to computing and information resources for students and staff, within institutional priorities and financial capabilities.

Preamble

The Policy for Responsible Computing at the College contains the governing philosophy for regulating staff and student use of the College's computing resources. It spells out the general principles regarding appropriate use of equipment, software and networks. By adopting this policy, the Academic Council recognises that all members of the College are also bound by local, national and international laws relating to copyrights, security and other statutes regarding electronic media. The policy also recognises the responsibility of academic staff and system administrators to take a leadership role in implementing the policy and assuring that the College community honours the policy.

Policy

All Members of the College community who use the College's computing and information resources must act responsibly.

All users and system administrators must guard against abuses that disrupt or threaten the viability of systems, including those at the College and those on networks to which the College's systems are connected.

Every user is responsible for the integrity of these resources. All users of College-owned or College-leased computing systems must respect the rights of other computing users, respect the integrity of the physical facilities and controls and respect all pertinent license and contractual agreements. It is the policy of Saint Patrick's College that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations and the highest standard of ethics.

Access to the College's computing facilities is a privilege granted to College staff and students. The College reserves the right to limit, restrict or extend computing privileges and access to its information resources.

Data owners - whether academic departments, administrative departments or students - may allow individuals other than College staff and students access to information for which they are responsible, so long as such access does not violate any license or contractual agreement, College policy, or any national or international law. The data owner must also take account of the need to know on

the part of the applicant for access, the sensitivity of the information and the risk of damage to, or loss by the College, should the information be misused. College computing facilities and accounts are to be used for the College-related activities for which they are assigned. This policy applies equally to all College-owned or College-leased computers.

Data Protection Declaration:

Saint Patrick's College processes your personal information (including the e-mail address assigned to you by the College) within the College only for administrative purposes, both prior to and on your admission, at registration, for examinations and on your graduation. Save in cases where the College is by law required or permitted to disclose your details to others, third party disclosure only takes place to:

- Funding Bodies and agencies that support and sponsor your education
- Professional, Educational or similar institutions that you have approached
- Third party service providers
- Organise Conferring Ceremonies where your graduate status or other award is publicly acknowledged
- The Maynooth Alumni Association and Development Office to facilitate future contact between you, the College and fellow alumni.

Access to information resources without proper authorisation from the data owner, unauthorised use of College computing facilities and intentional corruption or misuse of information resources are direct violations of the College's Code of Conduct for Users of Computing Facilities as outlined in the *Kalendarium* of Saint Patrick's College, Maynooth. Such instances may also be considered civil or criminal offences.

Implementation

Appropriate College administrators should adopt guidelines for the implementation of this policy within each department and regularly revise these guidelines as circumstances warrant. The Computer Centre shall, from time to time, issue recommended guidelines to assist departments and units with this effort.

Enforcement

Alleged violations of this policy may be dealt with by the College in accordance with such disciplinary codes and/or procedures as are in place, from time to time, in respect of students and / or staff of the College.

Code of Conduct for Users of Computing Facilities

This code of conduct supports the College Policy for Responsible Computing. It should be read in conjunction with the Notes on the Code of Conduct which are attached.

Staff, registered students and registered visitors are authorised to use certain computing and networking facilities provided by Saint Patrick's College, Maynooth in support of its mission of teaching, research and public service.

Usernames and passwords are required to gain access to specific services. Students are assigned Usernames and Passwords and e-mail addresses at registration which allow them access to a range of facilities. Staff are allocated e-mail accounts on request.

All users must comply with the code of conduct for users of computer facilities at Saint Patrick's College, Maynooth that is outlined below.

Under the Code of Conduct you are not permitted to:

- engage in activities which waste resources (people, networks, computers)
- engage in activities which are likely to cause a serious disruption or denial of service to other users
- use computer or network resources to access, distribute or publish material that is obscene, libelous, threatening or defamatory or in violation of any right of any third party
- use computer or network resources for any activities which contravene the laws of the state, or the destination country in the case of data being transmitted abroad
- use computer or network resources for commercial activities which are not part of your work in Saint Patrick's College, Maynooth
- infringe copyright or the proprietary rights of software
- share usernames or e-mail addresses, transfer them to other users, or divulge your passwords to other users. Assigned group Usernames and accounts are to be used only for the College-related activities for which they are assigned
- access or interfere with data, displays or storage media belonging to another user, except with their permission
- undertake any actions that are likely to bring Saint Patrick's College, Maynooth into disrepute

Notes on the Code of Conduct

1. While network traffic or information stored on College equipment is not normally monitored, it may be necessary to monitor if there is reason to suspect that this Code of Conduct is being breached, or for purposes of backup or problem-solving. You must therefore be aware that such monitoring may occur.
 2. Software and / or information provided by Saint Patrick's College may only be used as part of user's duties as a member of staff of Saint Patrick's College or for educational purposes.
 3. The user is responsible and accountable for all activities carried out under their username.
 4. Passwords used must adhere to accepted good password practice.
 5. Attempts to access or use any user name which is not authorised to the user may be in breach of the *Criminal Damages Act (1991)*.
 6. Existing norms of behaviour apply to computer based information technology just as they apply to more traditional media. The ability to undertake a particular action does not imply that it is acceptable.
 7. If you store personal data about others on a computer, you must comply with the provisions of the *Data Protection Act, 1988 to 2003* and the *Freedom of Information Act (1997)* and any applicable legislation from time to time.
 8. The user may use approved College links to other computing facilities which they are authorised to use. When using external facilities the user must also abide by their rules or code of conduct, insofar as such rules or codes of conduct are not incompatible with the College Codes of Conduct.
 9. All Computer usage is subject to compliance with the *Child Trafficking and Pornography Act 1998*. Users are hereby informed that Section 5 of the Act makes it an offence to knowingly produce, distribute, print or publish any child pornography. The term "distribution" in relation to child pornography is defined in the Act as including "parting with possession of it to, or exposing or offering it for acquisition by another person". Persons guilty of producing, distributing, printing or publishing any child pornography are liable:
 - on summary conviction, to a fine not exceeding €1,905 or to imprisonment for a term not exceeding 12 months, or both or;
 - on conviction on indictment, to a fine or to imprisonment not exceeding 14 years or both.
- The Gárda Síochána have powers of entry, search and seizure where they believe that an offence has been or is being committed under the Act. A person who obstructs a Gárda is guilty of an offence, and may be tried summarily and if convicted, be subject to a fine of not more than €1,905 or imprisonment for not longer than 12 months.
10. The attention of all network users is drawn to the fact that attempts at 'hacking' across networks may result in criminal prosecution in the State or elsewhere.
 11. This code of Conduct is reviewed from time to time and any new regulations must be observed by all users.

12. Alleged violations of this code of conduct may result in the service being withdrawn and may be dealt with by the College in accordance with such disciplinary codes and / or procedures as are in place, from time to time, in respect of students and / or staff of the College.

Policy on Dignity at Work / Studies

Policy

Saint Patrick's College Maynooth, including the National Seminary and the Pontifical University (hereafter "the College") recognises the entitlement of all the members of the College community to work and study in an environment free from inappropriate behaviour. Any member of the College community is prohibited from behaving in a manner which is inappropriate to any other member of the College community.

Scope

The Policy extends to the entire staff, students, visitors, contractors, sub-contractors and others associated with the College (referred to in this Policy as "members of the College community").

Nothing herein shall constitute as "inappropriate behaviour" the legitimate exercise of responsibility by the President and / or the Seminary Council and / or the Trustees of the College in the upholding of the Seminary Rule, this Policy and adherence to the College Statutes.

Additional Requirements of the National Seminary

All members of the community must comply with those requirements set out in the Policy. The conduct and behaviour required of seminarians in addition to this Policy is set out in the Seminary Rule.

Principles

The objectives of this Policy are to:

1. Define "inappropriate behaviour";
2. Promote awareness of the issue amongst members of the College community;
3. Provide an effective procedure for dealing with allegations of inappropriate behaviour;
4. Explain the possible outcomes if inappropriate behaviour is established.

Definitions

"Inappropriate behaviour" may be intentional or unintentional. However, it must be noted that where an allegation of inappropriate behaviour is made, the intention of the alleged bullying or harassment is irrelevant. It is the effect of the behaviour upon the individual which is important. "Inappropriate behaviour" includes but is not limited to, Sexual Harassment, Harassment and Bullying which are defined as follows:-

A. Sexual Harassment

The definition of sexual harassment includes any:-

- a. act of physical intimacy;
- b. request for sexual favours;
- c. other act or conduct including spoken words, gestures, or the production, display or circulation of written words, pictures or other material that is unwelcome and could reasonably be regarded as sexually offensive, humiliating or intimidating.

B. Harassment

The definition of harassment is similar to that of sexual harassment but without the sexual element.

Harassment is any act or conduct (including spoken words, gestures, or the production, display or circulation of written words, pictures or other material), if the action or conduct is unwelcome to the recipient and could reasonably be regarded, in relation to the “relevant characteristic” of the recipient, as offensive, humiliating, or intimidating.

“Relevant characteristics” (as defined by the Employment Equality Acts, 1998 and 2004 and the Equal Status Acts 2000 and 2004) are:

gender; marital status; family status; sexual orientation; religious belief (or none); age; disability; race, colour, nationality or ethnic or national origin; or membership of the Traveller community.

C. Bullying

Repeated inappropriate behaviour, direct and indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others which could reasonably be regarded as undermining the individual’s right to dignity in their place of work or study.

An isolated incident of the behaviour described in this definition may be an affront to dignity in their place of work or study, of itself is grounds for disciplinary action but, as a once off incident, it is not considered to be bullying.

Effects of Harassment / Bullying

Harassment and bullying have serious ramifications for both the victim and the College. They can seriously affect the health and well-being of the individual. They can undermine the self-confidence of students or staff by communicated to them that they are not taken seriously or accorded the personal respect to which they are entitled. They also impact on the broader College community and may have serious negative implications.

Protection against victimisation

Where in good faith a member of the College Community reports an incident of alleged inappropriate behaviour or assists in any way in an investigation into same, the College will provide such member with all reasonable protection against victimisation.

Any member of the College community, who victimises another member who has reported an incident of alleged inappropriate behaviour or assisted in any way in an investigation into same, may be subject to disciplinary action by the College.

Malicious complaints

Any member of the College community, who maliciously makes a false complaint of inappropriate behaviour, may be subject to disciplinary action by the College.

Complaints Procedure

1. Persons who make complaints regarding inappropriate behaviour are encouraged to raise their concerns at the earliest opportunity.
2. A Designated Person is to be appointed by the Trustees to hear concerns of students in relation to the inappropriate behaviour of any member of the College community towards another member of the College Community. This person has the assistance of two further persons with appropriate training and competence and together they are referred to as “the Panel”. The name, address and telephone number of the Designated Person shall be given to all students who are to be informed of the role of this person.
3. Where there is a complaint the Designated Person and another member of the Panel shall meet the complainant and listen to their complaint. The Designated Person will where possible avail of the services of the full Panel to evaluate the concerns.
4. Where the conduct complained of is violent or criminal in nature, the Gardai should be contacted without delay by the designated person. The complainant should be encouraged and supported to make a complaint to the Gardai.
5. Where the conduct complained of so warrants, the Panel may recommend that the Designated Person deal with it in an informal manner.
6. If the Panel is of the opinion that a prima facie case of inappropriate behaviour has been established and that it is not suitable for informal resolution, the Designated Person will refer the matter to the President for further action. The President shall communicate the concern to the member of the College community involved. The President will advise the Chairman of the Trustees of the concern and together they will judge how best to proceed.

7. Where the complaint is in relation to the President or a personal guest of the President, the Designated Person shall communicate the result of their inquiries to the Chairman of the Trustees. The Chairman shall tell the President of the complaint and inform him of the procedures which it is envisaged will be followed in its regard.

8. Confidentiality will be maintained throughout any investigation to the extent that it is consistent with the requirements of a fair investigation. All individuals involved in the procedure referred to are expected to maintain the utmost confidentiality on the subject. However, appropriate persons will be obliged to disclose the details of any complaint to such persons and to such extent as is necessary to investigate the complaint.

9. Care shall be taken at all times to follow fair procedures and not to impugn unjustly the good name of any person.

Outcome

1. Any member of the College community who is found to have engaged in inappropriate behaviour may be subject to disciplinary action and / or other sanctions, which in the case of employees may include dismissal for serious offences. Penalties and procedures are in accordance with the normal disciplinary procedure and / or employee's contract of employment and / or the students' Code of Discipline.

2. Persons found to have engaged in inappropriate behaviour who are neither staff nor students of the College may be excluded from the campus.

***Designated Person: Telephone.....**

* Current Designated Person's name and telephone number is available from the Pontifical University Office: 01-708-3600.

The Library

Librarian: Cathal McCauley, MLIS, CDipAF

The *John Paul II Library* was opened in 1984 and is the main College and University Library, named after the Pope who blessed the foundation stone during his visit to the College on 1st October 1979.

The Russell Library is a research library open to staff and postgraduate students of the College. It contains the early printed books, manuscripts and archives, and a collection of about two-thousand bibles in over six-hundred languages.

The *John Paul II Library* contains approximately 700 reader places. Book stock currently numbers some 350,000 volumes and over 10,000 journals are received in either print or electronic format. The Library is a beneficiary of the statutory deposit provisions of the Copyright Act (1963).

Books are arranged according to the Dewey Decimal Classification and most are available for borrowing. The reference books for each subject area are shelved at the beginning of the sequence. Books in heavy demand for undergraduate courses are clearly identified and have a restricted loan period so they will be available for the use of as many readers as possible.

The Library provides a wide range of services to the staff and students of the College. Detailed information leaflets are available from the Information Desk. A Library newsletter is produced three times a year. Statistical information is available in the Librarian's Annual Report. These publications are available from the Library website at <http://library.nuim.ie/>

Guided tours are provided during the first weeks of the academic year, and cover general library use and location of material. At a later stage, more advanced training on the use of printed and electronic information sources is provided. At the Information Desk in the Library members of staff are available to help with enquiries. There is a team of subject and information librarians to help with detailed subject queries and to provide training in using the library resources.

The library catalogue ALEPH holds information on most books and periodicals in the Library. This catalogue is available in the Library and from any PC with Internet accesses worldwide. There are a number of PCs available for Internet searching and the Library provides access to a wide range of electronic information sources via the web. Instruction on how to access this information off-campus is given on the web-site. Interlending facilities are available for material not held in the Library.

Library Regulations

Readers wishing to use the Library are expected to acquaint themselves with, and observe library regulations. They are required to respect and comply with these regulations in order to ensure an appropriate atmosphere for study and research. Any member of the library staff is empowered to enforce the regulations. The Librarian has the power to restrict or suspend any reader who contravenes regulations from the use of the Library and its services and/or to impose a fine of up to €63. All Library users are bound by the “General Rules of the College” published in the current Maynooth College *Kalendarium*.

Persons Entitled to use the Library

1. The Trustees of Saint Patrick’s College and Members of the Governing Authority of NUI Maynooth; registered students; full-time permanent staff; contract members of the academic staff; and retired members of the academic staff are entitled to borrow library material in accordance with borrowing regulations.
2. Staff and students of other institutions in accordance with agreed co-operative schemes – ALCID, CONUL, and SCONUL.
3. External readers for material not available elsewhere. A fee may be charged.
4. External readers may be granted borrowing concessions in exceptional circumstances. An annual fee of €300 is charged.
5. Such other persons as the Librarian may consider eligible.
6. Visitors to the John Paul II Library and the Russell Library are admitted at the discretion of the Librarian.
7. External readers and visitors are admitted on the understanding that they do not hinder members of the College in pursuit of their research and studies.

Code of Conduct

8. All library users must produce identification on request from a member of security or library staff.
9. Talking is not permitted in the Library reading areas or stairs, quiet conversation is allowed on the ground floor.
10. Any person who seriously inconveniences other users or causes damage may be excluded from the Library and must make good any damage caused.
11. Smoking and the consumption of food and drink are not allowed in the Library.
12. Readers are requested to turn off mobile phones when entering the Library. Offenders are fined €6.
13. Seats may be reserved for 30 minutes. Readers are asked to use the seat reservation system provided.
14. The Library accepts no responsibility for personal belongings left in the

building.

15. When leaving the Library readers must produce for inspection all material in their possession if requested by the security officer or any member of library staff.
16. If the security check, mechanical or manual, discovers that an item has been taken inadvertently without being checked out, the first time defaulter will be fined €1.25.
17. The maximum fine of €3 may be payable when library property has been removed illegally. In addition to the fine the Librarian is empowered to suspend library privileges of the wrongdoer and report the case to the Committee of Discipline.
18. The Librarian can request the replacement cost of defaced library materials. Mutilating or vandalising books will incur the penalty of exclusion from the Library for an appropriate period and/or a fine. In addition the case may be reported to the Committee of Discipline.
19. Loss of, or damage to library material or material borrowed on inter-library loan must be reported to the Library immediately. The reader responsible will be required to make good any such loss or damage.

Borrowing

20. No item may be removed from the Library until the appropriate borrowing procedure has been followed. A reader is responsible for all items borrowed in his/her name. His / her responsibility is not transferable and ends only when the appropriate return procedure has been completed.
21. Items must be returned on the date and time due. Fines are charged on all overdue items and borrowing rights are withheld until fines are paid.
22. All items are subject to recall after one week, regardless of the normal loan period allowed.
23. The loan period for Standard Loan books can be renewed once unless another reader wants them, or they are requested for the Short Loan collection.
24. Users of the Library leaving the College must return all items on loan before the end of their course or before they leave. Disciplinary action will be taken against those who do not return library material. The authorities will be notified and the maximum penalties will be imposed.
25. The Librarian has discretionary power to lend, to refuse to lend, or to recall any book at any time.
26. Certain material is either confined permanently to the Library or available for restricted loan only.
27. Information on the number of items that may be borrowed, fines and restricted material is to be found on the library web site at www.may.ie/library and in the current library guide.

Library PC Workstations

28. Users of library PCs are bound by the College *Code of Conduct for Users of Computing Facilities* and College *Policy for Responsible Computing* also available on the College web site at www.may.ie/services/computer_centre/.
29. PCs are provided for library-related research and educational purposes only.
30. As demand for PCs exceeds supply, readers are asked to use the booking system in operation.

Copying

31. Readers wishing to use the copying facilities are obliged to observe the *Copyright and Related Rights Act, 2000*.
32. A brief summary of the act is available on the library website at www.may.ie/library. Click on *publications/guides/reports*.

Health and Safety

33. Fire drills are held at intervals during the year and readers are expected to follow the procedures correctly.
34. All untoward incidents must be reported to a security officer or a member of the library staff.
35. Users of the library car park are requested to park in the designated spaces and not to block the entrances which must be kept clear for emergency services.

Russell Library

36. The Russell Library is for reference only; material may not be borrowed.
37. Admission is restricted to members of the academic staff and postgraduate students. Undergraduates are admitted on the recommendation of their lecturer.
38. External readers and scholars are admitted at the discretion of the Librarian.
39. Visitors are admitted by prior arrangement only and must be accompanied by a library staff member. Parties larger than five must also be accompanied by a security officer.
40. Material in the Russell Library may not be photocopied. Photographs may be made available at the Librarian's discretion.
41. The permission of the Trustees of *Saint Patrick's College* must be obtained before any manuscripts or rare books are removed from the Library.

Stores

42. Material in the Pugin Store may be consulted in the Russell Library by arrangement.
43. Materials (excluding newspapers) from stores may also be transferred to the John Paul II Library for consultation or borrowing, on application to the Information Desk in the John Paul II Library.

Note:

Legislation referred to in the rules, codes and regulations of the College, including references to sanctions, may be subject to change from time to time, and any such change may have an impact on the rules, codes and regulations. The rules, codes and regulations do not purport to reflect all legislation to which members of the College may be or may become subject.