

## Faculty of Science and Health Administrative first points of contact

### Introduction:

The aim of this document is to provide information on the main activities of the Faculty Administration Team by providing a listing of the common questions received with regard to these areas. The information is provided under five headings which would allow for relevant members of academic staff to access information which would be of relevance to them. It is recognised that this is an initial first points of contact and for all queries not detailed below, please make contact with our Faculty Secretary, Ms Emer O'Hara at 01 700 8975 who will assist you with your enquiry.

### 1. Examinations

Query	Contact point	location	Additional details
Who do I submit my exam papers to	Grace Hickey	H101, Nursing building	Responsible for the co-ordination of all examination papers within the Faculty and associated external examiner enquiries
Who liaises with the external examiner from the Faculty Administrative Team	Grace Hickey	H101, Nursing building	
Who do I submit my examination results to/ who deals with examination results queries and timings	Sharon Farrell – Examinations processing and point of contact for the Schools of Nursing (Postgraduate), Health and Human Performance  Denise Freir – Examinations processing and point of contact for the Schools of Nursing (Undergraduate), School of Physical Sciences  Ciaran McKenna – Examinations processing and point of contact for the Schools of Chemistry, Biotechnology and Mathematics (including actuarial exemptions as part of the remit under the School of Mathematical Sciences)	H101, Nursing building	
Who do I contact with a examination timetabling query in the Faculty	Sharon Farrell – Examinations processing and point of contact for the Schools of Nursing (Postgraduate), Health and Human Performance  Denise Freir – Examinations processing and point of contact for the Schools of Nursing (Undergraduate), School of Physical Sciences  Ciaran McKenna – Examinations processing and point of contact for the Schools of Chemistry, Biotechnology and Mathematics (including actuarial exemptions as part of the remit under the School of Mathematical Sciences)	H101, Nursing building	The examinations timetable is organised and managed by the Registry. The contact points as listed therefore should be viewed within this context

## 2. Module co-ordination/Teaching

Query	Contact point	Location	Additional details
Who do I contact about the timetabling of my module (s)	Tanya Sereti - Schools of Biotechnology, Physics, Chemistry and Mathematics Sonya McKenna - Schools of Nursing and Health & Human Performance	H101, Nursing building	
Who looks after the organisation of the School Teaching meetings (Programme Boards) for my School	Tanya Sereti - Schools of Biotechnology, Physics, Chemistry and Mathematics Sonya McKenna - Schools of Nursing and Health & Human Performance	H101, Nursing building	The full schedule of Faculty meetings is published on the Faculty intranet each September/October at <a href="https://www.dcu.ie/internal/staff/science/2010/FCM-2010-11.pdf">https://www.dcu.ie/internal/staff/science/2010/FCM-2010-11.pdf</a> .
Who should I contact if I want to get approval of a professional stand-alone module	Bernadette Dowling – Secretary to Faculty Teaching Committee	H302, School of Nursing	Full details on how to organise approval of a stand-alone module is published on the Faculty website at <a href="https://www.dcu.ie/internal/staff/science/pdfs/FTC_Final_approved_policy.pdf">https://www.dcu.ie/internal/staff/science/pdfs/FTC_Final_approved_policy.pdf</a> .
Who looks after the administration of professional stand-alone modules once approved	Grace Hickey	H101, Nursing building	
Who should I contact if I want to re-structure my programme ( e.g. change title/add new pathway)	Bernadette Dowling – Secretary to Faculty Teaching Committee – Academic approval and processes  Pauline Mooney, Faculty Manger – Finance and resourcing aspects of new programmes	H302, /H303 School of Nursing	Full details on the University procedures on this should be referenced at <a href="http://www.dcu.ie/ovpli/ac.shtml">http://www.dcu.ie/ovpli/ac.shtml</a> . The relevant section on this page is under the heading “Request for formal approval from Faculty committees and Education committee”.
Who should I contact if I want to establish a new programme of study	Bernadette Dowling – Secretary to Faculty Teaching Committee – Academic details  Pauline Mooney – Faculty Manger – Finance and resourcing aspects of new programmes	H302, /H303 School of Nursing	Full details on the approval procedures required for new programmes as this relates to the Faculty are published at <a href="http://www.dcu.ie/science_and_health/faculty_teaching_committee.pdf">http://www.dcu.ie/science_and_health/faculty_teaching_committee.pdf</a> . University guidelines are published at <a href="http://www.dcu.ie/ovpli/ac.shtml">http://www.dcu.ie/ovpli/ac.shtml</a> . Both documents should be reviewed together.
Who deals with PAC (postgraduate applications centre) enquiries within the Faculty	Tanya Sereti - Schools of Biotechnology, Physics, Chemistry and Mathematics Sonya McKenna - Schools of Nursing and Health & Human Performance	H101, Nursing building	The admission of postgraduate applications through the PAC system ( <a href="http://www.pac.ie">www.pac.ie</a> ) is part of the remit of the Registry. The Faculty contact will deal with queries within this context.
Who is the contact point for Admissions when CAO offers are being processed	Pauline Mooney, Faculty Manager	H303 School of Nursing	Details of the programmes admitted by CAO at <a href="http://www.cao.ie">www.cao.ie</a> .

### 3. Marketing and promotional activities

Query	Contact point	location	Additional details
Who deals with prospective student enquiries	Emer O'Hara	H101 Nursing building	
Who looks after the advertising of my programme	Margaret Irwin-Bannon	H101 A Nursing building	
Who looks after the updating of the prospectus information for my programme (online and printed)	Margaret Irwin-Bannon	H101 A Nursing building	Tanya Sereti provides support in this area.
Who will produce or update a Faculty leaflet on my programme	Margaret Irwin-Bannon	H101 A Nursing building	
Who co-ordinates attendance at promotional exhibitions	Margaret Irwin-Bannon	H101 A Nursing building	
Who looks after the booking and organisation of the in-house school liaison activities (Leaving certificate experiments, Summer Camps, Transition year lectures)	Grace Hickey	H101 Nursing building	
Who organises the transition year work experience	Grace Hickey	H101 Nursing building	
Who is responsible for the co-ordination of Science Week/Open Days	Margaret Irwin-Bannon	H101 Nursing building	Grace Hickey provides support in this area.
Who is responsible for the overall Faculty Marketing planning and strategy	Pauline Mooney, Faculty Manager	H303 Nursing Building	The Faculty operates this function through the Faculty Marketing Group ( <a href="https://www.dcu.ie/internal/staff/science/fmgtor.shtml">https://www.dcu.ie/internal/staff/science/fmgtor.shtml</a> ). Pauline Mooney is Chair of this group. Margaret Irwin-Bannon provides a full Secretariat function to this group.
Who should I contact if I have a programme related update to the website	Tanya Sereti	H101 Nursing building	

#### 4. Research Information

Query	Contact point	location	Additional details
Who provides the Secretariat to Faculty Research Committee (FRC)	Pauline Mooney, Secretary FRC	H303, School of Nursing	Full details and terms of reference available at <a href="https://www.dcu.ie/internal/staff/science/frc_tor.shtml">https://www.dcu.ie/internal/staff/science/frc_tor.shtml</a> .
Who do I contact to seek approval for a GTE (Graduate Training Elements) module/academic structure	Pauline Mooney, Secretary FRC	H303, School of Nursing	
Who do I contact to process results for GTE modules	Tanya Sereti	H1001, School of Nursing	
Who do I contact in relation to research funding schemes	Pauline Mooney, Secretary FRC	H303, School of Nursing	
Who do I contact in relation to the funding information of research students	Tanya Sereti	H1001, School of Nursing	
Who should I contact in relation to the documentation and timings of the Faculty Research Boards	Sharon Sheehy	H304, School of Nursing	

#### 5. Nursing allocations (record of clinical placements)

Query	Contact point	location	Additional details
Who looks after the student records for the B.Sc. in Nursing students on clinical placements	Sharon Farrell – B.Sc. in Children's and General Nursing programme  Denise Freir – B.Sc. in General Nursing  Ciaran McKenna – Intellectual Disability Nursing/Psychiatric Nursing.	H101, Nursing building	Emer O'Hara, Faculty Administration Team provide additional support to this function in the area of attendance inputting and checking.