

BRIATHAR DÉ MO LÓCHRANN



MIC

MARY IMMACULATE COLLEGE
COLÁISTE MUIRE GAN SMÁL

MIC Publication Scheme



2016

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Section A. Information about Mary Immaculate College

Founded in 1898, by Catholic Sisters of Mercy and the Bishop of Limerick, Edmund T. O' Dwyer, Mary Immaculate College (MIC) is the oldest third level institution in Limerick. The College has expanded significantly since 75 young women were enrolled in 1901 and, today, student numbers stand at more than 3,000.

When the foundation stone for Mary Immaculate College was laid in 1899, the intention was to provide an institution dedicated to the professional training of female teachers for the Catholic national school system. Today, with over 3,000 young men and women enrolled at the College and participating in a multitude of academic programmes, MIC continues to embrace the founding vision of Catherine Mc Auley, who established the Catholic Sisters of Mercy as champions for the most marginalised in society with the conviction that education was essential to the quality of life to which all individuals should be entitled. These enduring values remain enshrined in the College Mission Statement as Mary Immaculate steers a new course in the Twenty First Century.

Since its foundation, the College has grown consistently and diversified, with many significant milestones reached throughout the Twentieth Century. The advances of the last twenty years have been particularly remarkable, with a major expansion in academic offerings and a phase of intensive development of campus infrastructure accompanying a constant surge in student numbers from 297 in Academic Year 1991-92 to 2,957 within the Academic Year 2010-11 (with many more students participating at the College on a part-time basis).

Roles, responsibilities and functions

Mary Immaculate College is a distinctive and inclusive, university-level, Catholic College of Education & the Liberal Arts, offering undergraduate programmes as well as a range of research-based and taught postgraduate programmes at Diploma, Masters and Doctorate levels.

Mary Immaculate College is recognised and appreciated for its excellence in teaching, learning and research and its essential contribution to the continuum of academic provision in effective and productive collaboration with its partners in the higher education sector.

Since its foundation in 1898, the College has sustained its commitment to academic excellence and the fostering of critical thought, educational inclusion and innovation.

The programmes of study in our College are among the most highly sought after in the country. The College is equally proud of its reputation as a caring institution, where there is genuine concern for the individual. There is a friendly and welcoming atmosphere in the College, which has over 3,000 students.

Governance/Management arrangements

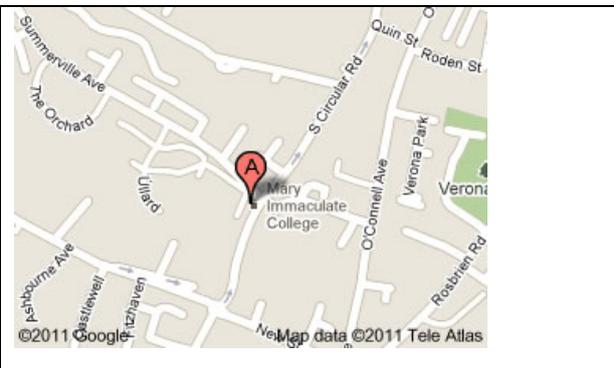
Mary Immaculate College is a registered Charity (under Section 2 of the Charities Act, 1973) and operates under governance structures set out in a number of regulatory instruments. These documents are listed below, together with a description of the various bodies involved in the governance of the College.

The governance of the College is regulated, primarily, by two documents, the Scheme of Incorporation and the Instrument of Government. The Scheme of Incorporation sets out the role of An Bord Rialaithe (the Governing Body of the College), which according to the Scheme is "the body appointed by the Trustees to govern and control all the affairs of the College, subject to [the] Scheme of Incorporation and in accordance with the Instrument of Government approved by the Trustees."

The Instrument of Government is the document which sets out the structures and procedures for the governance and regulation of the College. The Universities Act (1997) requires that all universities adopt an Instrument of Government based on its provisions and, although MIC, as a College of Education, is not covered by this statute, it has adopted an instrument based on the Universities Act model, subject to the provisions of the Scheme of Incorporation. The Instrument of Government describes the role of the College President (Uachtarán) who is Chief Executive of the College. It also lists the bodies charged with governing and regulating the affairs of the College, in accordance with the Scheme of Incorporation, and details the role and membership of those bodies.

- **MIC Strategic Plan - [Click Here](#)**
- **MIC Annual Reports - [Click Here](#)**
- **MIC Pay Scales - [Click Here](#)**

Locations and contact details for the organisation

<p>Mary Immaculate College, South Circular Road, Limerick, Tel: +35361 204300</p>	
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- **[INTERACTIVE CAMPUS MAP](#)**

Service Level Agreements/Memoranda of Understanding

- List of Institutional Memoranda of Understanding – Click [here](#)

Customer Charters

- [Student Charter](#)

Codes of Practice

- [Code of Conduct for Students](#)
- [Code of Conduct for Members of Staff](#)
- [Code of Conduct for Members of An Bord Rialaithe](#)
- [Code of Conduct for Trustees](#)

Section B. Functions & Services provided

Services provided for public including administration of an enactment/scheme (e.g. grants)

MIC has a rich history of innovation and pioneering activity in teaching and learning as the first College of Education to be established outside Dublin, the first to offer a Liberal Arts programme and the first to produce both a Bachelor of Education degree in Education & Psychology and a Bachelor of Arts in Early Childhood Care & Education.

MIC offers a wide range of programmes in Education and the Liberal Arts at both undergraduate and postgraduate level and over 3,000 students are engaged in studies here.

- [Undergraduate Studies](#)
- [Postgraduate Studies](#)
- [Mature Students](#)
- [International Students](#)
- [Additional Programmes](#)

How such services can be accessed / Administration of such services

The services of the College are accessed through the MIC Student Services Office which administers all services in respect of applicants and currently registered students. The MIC Student Services office operated to the following Mission Statement:

Student Services is dedicated to providing a professional and supportive service for students and staff in a welcoming environment. Student Services are committed to striving for excellence in the delivery of this crucial service and in doing so endeavour to promote the College's ethos and mission.

Student Services foster a holistic approach with an "open door" policy, recognising with respect the diverse social and cultural backgrounds, values and beliefs of our students.

Student Services advocate nurturance of the Irish Language and Culture.

For further information click on the following link:

<http://www.mic.ul.ie/adminservices/student-services/Pages/default.aspx>

Review or appeal rights relating to such services

Review and appeal rights in respect of students enrolled at MIC are contained in the MIC [Student Handbook](#).

Section C. Decision making process for major policy proposals

A call for a College Policy may be initiated by the Executive Team, An Bord Acadúil another College Body or Committee, individuals or groups within the College Community. The need for a College Policy must be formally communicated to the Executive Team and agreed there.

In the case of existing College Policies, amendments may take place in two ways:

1. Each policy will have a specified review period. The Executive Team will monitor the review dates of all policies. It will direct that the required review take place and nominate a review group to undertake this task and recommend any amendments it should deem appropriate.
2. A call for amendments to an existing College Policy, as required by any relevant circumstances arising, may be initiated by the Executive Team, another College Body or Committee, individuals or groups within the College Community as circumstances require. The need for such an amendment to a College Policy must be formally communicated to the Executive Team, and agreed there.

The critical path for development of a new College Policy or amendment to an existing College Policy can be found along with current policies [here](#)

Section D. Financial Information

MIC Finance Office - [Click here](#)

MIC Financial Statements- [Click here](#)

MIC Campus Masterplan - [Click here](#)

Horizon 2020 - [Click here](#)

Project Opportunities - [Click here](#)

Section E. Procurement

MIC Procurement Policy - [Click here](#)

A link to all current tender competitions on the eTenders website - [Click here](#)

Section F. FOI Disclosure Log and Other Information to be Published Routinely

FOI Disclosure Log

For more information on the Disclosure Log please check the Information & Compliance page on the MIC website by clicking [here](#).

Information held by the body which is sought regularly

- Feeder Schools of new entrant undergraduate students admitted each year. This information is routinely provided by MIC outside of the FOI Act and is sent from the [Corporate Communications Office](#) annually on request.