

MAYNOOTH UNIVERSITY

ACCESS PROGRAMME

LAUNCHPAD ORIENTATION POLICY



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LAUNCHPAD ORIENTATION PROGRAMME OVERVIEW

Launchpad is the Maynooth University Access Programme (MAP) orientation programme designed to support and ease the transition to third level for students who are coming to Maynooth University through entry routes supported by MAP including the Higher Education Access Route (HEAR), the Disability Access Route to Education (DARE), mature entry, QQI, the Turn to Teaching Programme and incoming students with a disability.

The aims of Launchpad are for new MAP students to get an insight into university life, to make friends, and to learn academic and personal skills that will help with settling in at Maynooth University. Participants on Launchpad report feeling better prepared for university, they develop a strong connection to Maynooth University and feel comfortable finding their way around campus. They understand the way the University works and where to go for support. They build up a network of friends and learn about their course and campus life from the MAP student ambassadors.

MAP is committed to delivering a high quality, safe and enjoyable programme for all participants. At the time of Launchpad, participants have not yet completed their official university registration and are not yet Maynooth University students.

Participants must agree to abide by the General Rules of the University and the relevant Launchpad Conditions of Participation when they accept their place on Launchpad. Failure to agree to any of the conditions will result in participants not taking part in Launchpad and may affect post entry supports in the case of HEAR students.

Launchpad participants are expected to attend all activities. The timetable is designed to facilitate the free movement of participants and contains opportunities to opt in or out of inclusively-designed activities in a safe and structured way.

HEAR PARTICIPANTS

Students entering Maynooth University through **HEAR** *must* attend the 3 Day Launchpad when invited. If HEAR students choose not to attend the mandatory residential Launchpad Programme, they will not receive HEAR supports from MAP and will not receive guaranteed funding from the Student Assistance Fund.

To ensure the smooth running of the residential Launchpad Programme it is important for MAP to receive advance notice of any exceptional circumstances that necessitate an absence in part or in full from the programme. Participants are asked to indicate their request for a partial or full absence via the online registration form for Launchpad and will be requested to provide verification of the

exceptional circumstance that precludes them from taking part in some or all of Launchpad. It is at MAP staff's discretion whether or not to approve an absence. Participants who have been approved a partial absence are expected to check back into the programme at Launchpad Headquarters at an agreed time to ensure their continued support from the MAP Office.

All HEAR participants with approved full absences will be required to attend a registration meeting with their MAP Advisor at the start of semester 1 to ensure their ongoing engagement with MAP and related supports. Failure to do so may result in the withdrawal of their HEAR supports.

There may be occasions where exceptional circumstances arise during the programme that necessitate a request for absence from a participant. Reasons for leave may include ill health, bereavement, or another unexpected event. Participants must notify their MAP ambassador and will meet with a member of the MAP staff team for support and guidance. MAP staff will ensure the safe departure of participants from the programme.

DARE PARTICIPANTS

The Disability Office also invites some students who enter through **DARE** to attend the residential Launchpad programme. Invitations are based on the participant's primary category of disability with priority given to students who will be registering with physical or sensory disabilities. Attendance on the residential Launchpad programme is not compulsory for invited students who entered via DARE but is strongly recommended. DARE students who choose to decline the invitation to the 3 Day Launchpad programme may wish to attend during the day.

There may be occasions where exceptional circumstances arise during Launchpad programme that necessitate a request for absence from a DARE participant. The general absence process for Launchpad applies and MAP staff will ensure the safe departure of participants from the programme. DARE participants who have been approved an absence from the programme are invited to meet with their Disability Advisor for support and guidance at the start of semester 1.

MATURE, QQI, TTT & CAO DISABILITY PARTICIPANTS

All students who enter Maynooth University via mature entry, QQI, Turn to Teaching Programme and students who indicate a disability on their CAO application, including DARE entry are invited to attend the Launchpad programme (non-residential). Attendance is not compulsory for invited students but is strongly recommended.

CONDITIONS OF PARTICIPATION

Students must agree to the following Conditions of Participation as part of the acceptance of their residential Launchpad Programme invitation.

- Remain on campus throughout the entirety of the programme.
- Submit a signed parental/guardian waiver to participate on Launchpad if under 18 years of age.
- Engage with activities and check in at all mealtimes and at nightly curfew with the relevant MAP Ambassador to ensure the Health and Safety of all participants on the programme.
- Switch off mobile phones during activities.
- Assume sole responsibility for any risk or injury that may result due to voluntary participation in activities. All activities offered are on a voluntary participation basis and carry various degrees of risk or injury.
- It is the student's responsibility to be knowledgeable of their own physical condition when participating in any activity.
- Treat the Maynooth University staff, MAP Ambassadors and other participants on Launchpad with respect at all times avoiding any harassment, bullying and/or disrespectful behaviour.
- Any instance of disruptive behaviour which puts at risk the safety and well-being of others will be referred to MAP staff.
- Respect the tobacco free nature of the programme. Tobacco use of any kind including e-cigarettes is not permitted for the duration of Launchpad.
- Maynooth University upholds zero-tolerance of alcohol and drugs on Launchpad and that the purchase, sale, possession and/or use of alcohol or drugs other than prescribed medication is not permitted.
- Abide by the Maynooth University [Code of Conduct for Use of Computing Facilities](#) and appropriate use of phone or social media regarding online bullying or sharing inappropriate images or action that would bring the programme into disrepute.

Infractions of the Conditions of Participation, the General Rules of the University or criminal conduct of any kind will result in disciplinary action, including but not limited to immediate dismissal from Launchpad, withdrawal of HEAR supports, further disciplinary sanctions from Maynooth University and/or a report to An Garda Síochána.

LAUNCHPAD REGISTRATION PERMISSIONS

During the online registration, participants are asked by Maynooth University to provide the following express permissions for attending this event and for MAP to provide post-entry supports: Conditions of Participation (see above), Data Consent, Third Party Contact, Photos and Images Waiver, Parent/ Guardian Waiver (if required), and permission to use HEAR application data to provide supports (if applicable).

By completing Launchpad registration, participants must provide consent to the obtaining, processing and retaining of personal data for the purposes described. If a participant does not wish to have their personal data collected by Maynooth University and further processed, they cannot take part in Launchpad.

Residential participants are requested to provide the name of a third party contact for situations that warrant contact including medical or other emergencies or challenging behaviour. An emergency may be considered to exist where it appears that serious harm may occur to the participant or to other people, or where serious concern is expressed by a third party that a participant may be at risk. Where permission to contact a third party is withheld/not given by a participant apparently against his or her best interest (e.g. after admission to hospital), the University may communicate with the emergency third party contact (without the student's permission) if it is deemed appropriate.

Launchpad participants are asked to consent that any photographs and other media recorded during Launchpad may be used to promote the activities of the University. Should a Launchpad participant (or the parents or guardians of such persons who are under the age 18) NOT want to be photographed or recorded, they must indicate this in their online Launchpad Registration Form and submit a completed Photo Opt-Out Form to MAP.

Launchpad participants are requested to consent to being contacted by text message by MAP to advise appointment times, deadlines and event information.

All participants under 18 years of age are required to supply a signed parental consent waiver, which confirms that the Launchpad Orientation Programme is an adult environment and each participant will be treated as an adult. The waiver authorises Maynooth University to provide emergency treatment on medical advice if it is not possible to contact a parent or an appointed guardian.

HEAR participants are requested to provide consent for Maynooth University to access information provided in their Higher Education Access Route (HEAR) application for the purposes of providing post-entry supports.

DATA PROTECTION STATEMENT

Data protection concerns the safeguarding of privacy rights in relation to the processing personal data. This includes any information that can identify an individual. This may, for example, include a name, email address, date of birth or telephone number.

Maynooth University is committed to protecting the rights and privacy of individuals in accordance with the [Maynooth University Data Protection Policy](#), the [Data Protection Act 1988 and the Data Protection \(Amendment\) Act 2003](#) and the EU General Data Protection Regulation (GDPR) 2017 to ensure that the University administers its responsibilities under the legislation.

By registering for Launchpad, participants submit personal data to the Maynooth University Access Programme. Maynooth University is the Data Controller in relation to personal data and complies with our responsibilities under these laws.

Why do we need personal data?

Personal data submitted during registration for Launchpad will be used only for the purpose of organisation and administration of Launchpad, prioritising and provision of post-entry supports for students who enter through the HEAR route, and the provision of post-entry supports for students who register with the Disability Office. The personal data submitted will be held for a period of 5 years.

The personal data requested is:

- Name, address, Eircode, age, gender, CAO number, mobile phone number, email address, entry route, health, diet, medical practitioner and emergency contact information.
- HEAR entry participants provide additional information on: household education and employment information, details about college concerns, funding, socio-economic information.

Separately, certain elements of participant personal data will also be shared with the All-Island Research Observatory (AIRO) to enable an understanding of the geographic areas that Launchpad participants live in. No other information will be shared with AIRO.

What rights do Launchpad participants have as “data subjects”?

Maynooth University will only process personal data on Launchpad participants for the purpose for which it is provided and to the extent necessary to register for Launchpad and provide supports.

Participants have the right to withdraw consent to processing and also have the right to access any personal data on request. Under data protection rules, participants have rights as a ‘data subject’.

These rights include:

- The right to be informed about what happens to information relating to you (personal data) (Articles 12-14 of GDPR);
- The right to access information relating to you which is held by Maynooth University (Article 15, GDPR);
- The right to rectification, to correct any errors in your personal data (Articles 16 & 19, GDPR);
- The right to erasure, to delete/destroy information relating to you which is held by Maynooth University (Articles 17 & 19, GDPR);
- The right to data portability (Article 20, GDPR);
- The right to object to processing of information relating to you (Article 21, GDPR);
- The right of restriction, to limit the way Maynooth University uses information relating to you (Article 18, GDPR); and,
- Rights in relation to automated decision making, including profiling (Article 22, GDPR).

Who to contact in relation to data protection?

If you have any questions in relation to how your personal data is used by Maynooth University, you may contact the University’s [Data Protection Office](#). In addition, the Data Protection Commission (DPC) is the official authority overseeing data protection in Ireland. You have the right to lodge a complaint with the DPC if you believe your personal data is being processed by us unlawfully. To find out more information about how to make a complaint to the DPC, please visit dataprotection.ie.

PARTICIPANT SAFETY ON LAUNCHPAD

Participants attending the residential Launchpad Programme will be supervised by MAP staff, MAP Ambassador Coordinators, experienced Head MAP Ambassadors and volunteer student MAP Ambassadors. MAP Ambassadors are students who have previously attended Launchpad and are being supported by MAP and act as Ambassadors for MAP while they are on Launchpad. MAP Ambassadors are interviewed, selected and attend advance training. All MAP staff, MAP Ambassador Coordinators, Head MAP Ambassadors and student MAP are Garda vetted and have completed the “Children First” online Child Protection Training through TUSLA, DCYA and the HSE.

Due to the residential nature of Launchpad, each student MAP Ambassador supervises a group of up to 4 participants within an apartment containing up to 5 en-suite bedrooms with individually lockable doors. Every apartment block has a Head MAP Ambassador trained in Fire Safety and Evacuation Chair procedures. 24 hour medical cover is provided for the duration of Launchpad.

It is the University’s policy to ensure that staff, students and persons using the Campus receive medical attention if required. In the event of an incident during Launchpad, the incident will be assessed by a medical professional. Where the medical staff refers a casualty for further treatment, the University will be invoiced. All incidents of first aid and/or emergency will be reported to the University’s Health and Safety Office and an Incident Report Form completed.

Some participants of the Launchpad Orientation Programme may be under 18 years of age. Members of the university community including staff and volunteers are guided by the [2017 Maynooth University Child Protection Policy](#) and [2017 Maynooth University Child Protection Procedures](#) which set out an overview of the responsibilities of members of the University community in relation to child protection, and supports the use of professional and safe practices when working with children and young people.

Policy Review

This policy is reviewed annually by the Maynooth University Access Programme in accordance with the development of Launchpad.

Version Control

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