



Institute of  
Technology  
Carlow  
INSTITIÚD TEICNEOLAÓICHTA  
CARRLOW

Waterford  
Institute of  
Technology  
INSTITIÚD TEICNEOLAÓICHTA  
PHOIRT LAIBHE

**NEWSLETTER**  
28<sup>th</sup> March 2022

## Spotlight: Corporate Affairs

### Human Resources

Employees of IT Carlow and Waterford IT will receive a letter formally informing them of their transfer of employment to SETU in April. Contractual relationships are governed by employees existing Terms and Conditions.

The alignment of policies are in progress, through engagement with our IR partners. The need for training is acknowledged with policy and procedure changes and will be made available to staff at a future date. Any matters that are subject to information and consultation will be discussed with staff representative unions. Last but not least, payrolls will continue as normal post establishment date.

### Finance

We are now entering a key phase with regards to the Finance system migration and unification activities for SETU. As part of the go-live prep process, both Finance Departments are now focused on closing out all open transactions wherever possible e.g. current requisitions, purchase orders, customer invoices, in order to ensure a seamless transition to the unified merged SETU finance system. Both Finance Departments will be continuing to work closely with internal and external stakeholders and additional communication will be provided in the lead up to and post Establishment day.

### IT / IS

Email addresses for all staff will be in place by Establishment day, and will follow the format of `firstname.surname@SETU.ie`. Existing email from both institutes will continue to function with the SETU address. There will be no login changes until key applications have been fully integrated and users migrated. We have planned a transition phase after Establishment day for the migration of staff login accounts, email and data. Build work for a new, underlying SETU IT infrastructure is ongoing, including work on a combined network link, Office 365 and Active Directory Domains.

Many of you have been asking about the Learning Management Systems (LMS) Moodle and Blackboard. This journey to using a single LMS will be a longer process, but rest assured it will have an informed roadmap based on best practices. The need for a Digital Examination Management System on both campuses is also on our radar.

Integration projects of MIS systems for SETU are underway and a new phone number for SETU will auto-forward to existing receptions. The consolidation of applications is ongoing, with licenses merged, replaced or upgraded. Library and journal subscriptions will be renewed as one the next time they are up for renewal. Student and Staff cards will be redesigned, however current cards will not be replaced and will continue to work after Establishment Day.

### Estates

Access to buildings on all campuses will continue as normal. The replacement of external signage has priority over the coming weeks, with the tender out for this work.

Development of the SETU Health & Safety statement is ongoing and nearing completion. There will be an increased promotion of sustainability from the group.

Communications with Estates Office and communications within Estates Office teams is being addressed to ensure you know where to go to for all your needs.

## SETU Countdown

# 34

days until  
establishment!



For more information on the above or to share any ideas or concerns, please contact the SETU Programme Management Office at [SETUpmo@ie.gt.com](mailto:SETUpmo@ie.gt.com)

## News from across the SETU programme

### Academic & Student

- Appointment of Integration Leads for:
  - Academic Administration
  - Student Support
  - Academic Quality
  - Teaching and Learning
- The Registrars will be communicating with all staff with two documents on the orderly transition of services and activities:
  - Approach to the development of academic delivery and services through the transitional merging phase.
  - What our SETU Applicants, Students and Graduates can expect on Establishment Day and beyond.
- The second Joint Academic Council meeting will take place on the 28<sup>th</sup> March 2022, to finalise the formation of an Academic Council for SETU.

### Research & Innovation

- Further consultation has been carried out on the terms of reference and operation of a Research Graduate Student liaison group and provision of training for Graduate Student members.
- Policies related to IP, Consultancy and Conflict of Interest have been prepared and are currently subject to consultation, before presentation to Joint Executive.
- Other research-related policies procedures and guidelines have been collated and are currently being prepared for consultation and presentation to Joint Executive
- A white paper outlining the SETU research ethics operating model has been drafted and agreed in principle by the domain leadership group. This operating model will be presented to the joint executive in the coming weeks.

### Integrated Programmes

- Initial Change Network event was held Wednesday 16<sup>th</sup> with all change champions, list of Change Champions issued to all staff.
- New SETU identity (logo and visual language) will soon be in place.
- Training to support staff in how to use the brand correctly will be made available, along with a brand toolkit.
- Communication supports will also be provided (tone of voice and style guide).
- Social media best practice training for staff involved in social media and new SETU social media accounts to follow.
- We are working to establish interest groups and on campus events to help with everyone getting to know each other.

### Change Champions: Who's who?

Click [here](#) to access the full list of Change Champions, whose role is to be a local presence with programme knowledge, who acts as a key liaison between the project team and staff

