

N ROINN OIDEACHAIS,  
BRAINSE AN IARBHUNOIDEACHAIS,  
TEACH HÁICÍN (3ú Urlár),  
BAILE ÁTHA CLIATH, 2.



DEPARTMENT OF EDUCATION,  
POST-PRIMARY BRANCH,  
HAWKINS HOUSE (3rd Floor),  
DUBLIN, 2.

Freagra a sheoladh go dtí  
Address reply to

An Rúnaí

Fón (Telephone) 714311

Fó-líne (Extension).....

TAG. (Ref.).....

DO THAG. (Your Ref.).....

The Chief Executive Officer,  
of the Vocational Education Committee,  
named in the address.

|| Deireadh Fómhair, 1982.

Circular Letter F. 45/82.

1. Study Leave in respect of certain part-time courses
2. Release of Officers to attend Full-time university courses.  
leading to degrees in Public Administration.

I am directed by the Minister for Education to refer to the discussions at a recent meeting of the Conciliation Council for Clerical and Administrative Staff of Vocational Education Committees, and to say that the Minister is prepared to sanction the following arrangements for Clerical and Administrative Staff employed in a permanent whole-time capacity by V.E.C.s:-

- (a) Officers pursuing, in their own time, primary degree courses to which this Circular Letter applies, as set out at 'A' in the attached Appendix, may be allowed ten days study leave with pay for the entire period of the course;
- (b) Officers should be given as much freedom as possible as regards spreading the leave over the various course examinations subject to the condition that a maximum limit of five days study leave with pay will apply to each academic year;
- (c) The arrangements at (a) and (b) will also apply to other third-level courses of education which last for three years or longer and to which this Circular Letter applies, as set out at 'A' in the attached Appendix.

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## Appendix

- A: Section 1 of Circular Letter F. 45/82 applies to courses of study which (a) are provided by a University or other educational institution or professional body;
- (b) lead to a third-level qualification;
- (c) are accepted by the V.E.C. as relevant to the V.E.C. employment of the officers attending them and (d) are pursued in the officers' own time.

For the purpose of paragraph (c), above, the following are accepted as relevant to employment in the V.E.C. service generally:-

- (I) University courses leading to the degrees of Bachelor or Master of Arts or Commerce.
- (II) The course leading to the Diploma in Administrative Science and the one year course in Public Administration provided by the Institute of Public Administration;
- (III) courses in the following subjects:-
- Accountancy
  - Business Administration
  - Business Studies
  - Computer Science
  - Economics
  - General Management
  - Industrial Engineering (for Engineers).
  - Law (for BCL & BL or Diploma in European Law only)
  - Personnel Management
  - Public Administration
  - Secretaryship (Institute of Chartered Secretaries)
  - Sociology
  - Statistics
  - Systems Analysis.

B: University College, Dublin.

Master of Public Administration: Since 1973 the College has been providing a two-year post-graduate course leading to this degree. It has been run on a cyclical basis i.e. every two years.

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The course is part-time and involves attendance during the academic year on one working day a week and Saturdays.

Bachelor of Public Administration: In the academic year 1978/79, the College initiated a new four-year undergraduate course leading to this degree. It involves evening lectures for the first three years and full-time attendance for the fourth and final year.

Trinity College Dublin.

Bachelor of Science (Public Administration): Since 1976 the College have been providing a one-year full-time course for this degree. It is open to holders of the Diploma in Public Administration awarded by the Institute of Public Administration.

For shorter third-level courses, three days study leave with pay may be allowed for each year of the course, repeat years being excluded.

2: I am also to say that the Minister is prepared to allow Vocational Education Committees, where they so decide, to allow the full-time release with pay of officers to attend the courses specified at 'B' in the attached Appendix.

The Minister appreciates that it is entirely a matter for each V.E.C. to decide whether or not full-time release should be allowed. However, in deciding on such cases Committees might bear in mind the following;

- (i) Most of the Officers who would want to secure the two primary degrees mentioned in the attached Appendix, which alone involve full-time absence for an academic year, would be junior officers.
- (ii) In practice any officer who looked for full-time release should have committed himself/herself well in advance, such as by doing the evening lectures for the B. Public Administration, to studies for the completion of which full-time release would eventually be necessary.

L. Ó Laidhin.  
Rúnaí.