

Flying of Flags Policy



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

Table of Contents

- 1. Purpose.....3**
- 2. Scope3**
- 3. Roles and Responsibilities3**
- 4. Policy3**
- Document Control.....5**

1. Purpose

This policy is to outline the steps to be followed with respect to the flying of flags at Munster Technological University campuses.

2. Scope

This policy shall apply to the flying of all relevant flags on Campus at the Munster Technological University. It is applicable to the flags flown at the exterior flag poles located on the campuses in Cork and Kerry.

3. Roles and Responsibilities

Responsible Offices	Role
The Office of the President	To advise Caretakers, when a flag is to be flown and for how long.
The Caretakers Office	Caretakers to raise the flag(s) to be flown.

4. Policy

The official MTU external Flagpoles at the Bishopstown Campus (three) are located in front of the Administration Building and in front of the Business and IT building at North Campus Tralee (three). At the MTU Cork Crawford Art and Design Campus, there is a flagpole located in the front garden in Sharman Crawford Street (one). MTU Cork School of Music, does not have any flagpoles. The National Maritime College of Ireland Campus has three flagpoles to the right of the entrance (three). The external flagpoles are exclusively reserved for the display of the following flags:

- The Irish National flag
- The European Union flag
- The MTU flag
- The national flag of any visiting international dignitary

There are additional flags that will be flown from time to time. All or any other flags relating to MTU (incl. student activities, clubs and societies) may be displayed on the approval of the Office of the President. From time to time, the university may specify which flags may be flown and for how long.

The Irish National flag and European Union flag are on display in the Council Room at the Bishopstown Campus, Cork and the Boardroom in North Campus, Tralee.

No flag or banner may be displayed in the university where this might be detrimental to the university's good name and reputation, might result in disruption to university operations or result in public disorder.

The following are the instances when the National Flag is to be flown at half-mast at the Bishopstown Campus, Cork and North Campus, Tralee.

As a mark of sympathy and respect, the National Flag will be flown at half-mast from the middle Flag Pole located at the set down area in front of the Administration Building, Bishopstown and at Business and IT Building at North Campus, Tralee for one day only on the death of:

- a) a current student;
- b) current staff member;
- c) current Governing Body member;
- d) former students (when notified);
- e) retired staff member (when notified);
- f) former Governing Body member (when notified);
- g) at the discretion of the President;
- h) on notification of a State funeral (usually, this is the day of burial unless otherwise stated.);
and
- i) on days of national mourning.

The following steps must be followed when the flag is flown at half mast:

- Details to be notified to cit@cit.ie and allstaff@list.ittralee.ie or MTU staff email list when active.
- No other flag to be flown when the National Flag is at half-mast.
- Requests to fly the National Flag at half-mast to be made to the President's Office who will in turn notify the Caretakers.

Any queries in relation to the display of flags at MTU should be directed to the Office of the President.

Document Control

A. Document Details

Title:	Flying of Flags Policy
Owner(s):	Office of the President
Author(s):	Office of the President
This Version Number:	1.0
Status:	Final
Effective Date:	22/01/2021
Review Date:	01/2022

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

B. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?	Proposed Revision Date
0.1	18/03/2020	First Draft		
0.2	25/11/2020	Consultation with the Offices of the Presidents	Yes	01/2022

C. Relevant/Related Existing Internal/External Documents

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D. Consultation History

This document has been prepared in consultation with the following bodies:

Offices of the Presidents in Cork Institute of Technology and IT Tralee.

E. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
Governing Body	22/01/2021	

F. Responsible for Communication and Implementation

The Manager/Functional Area responsible for communication and implementation of the policy:

Title	Functional Area	Date Implemented
President	Office of the President	29/01/2021