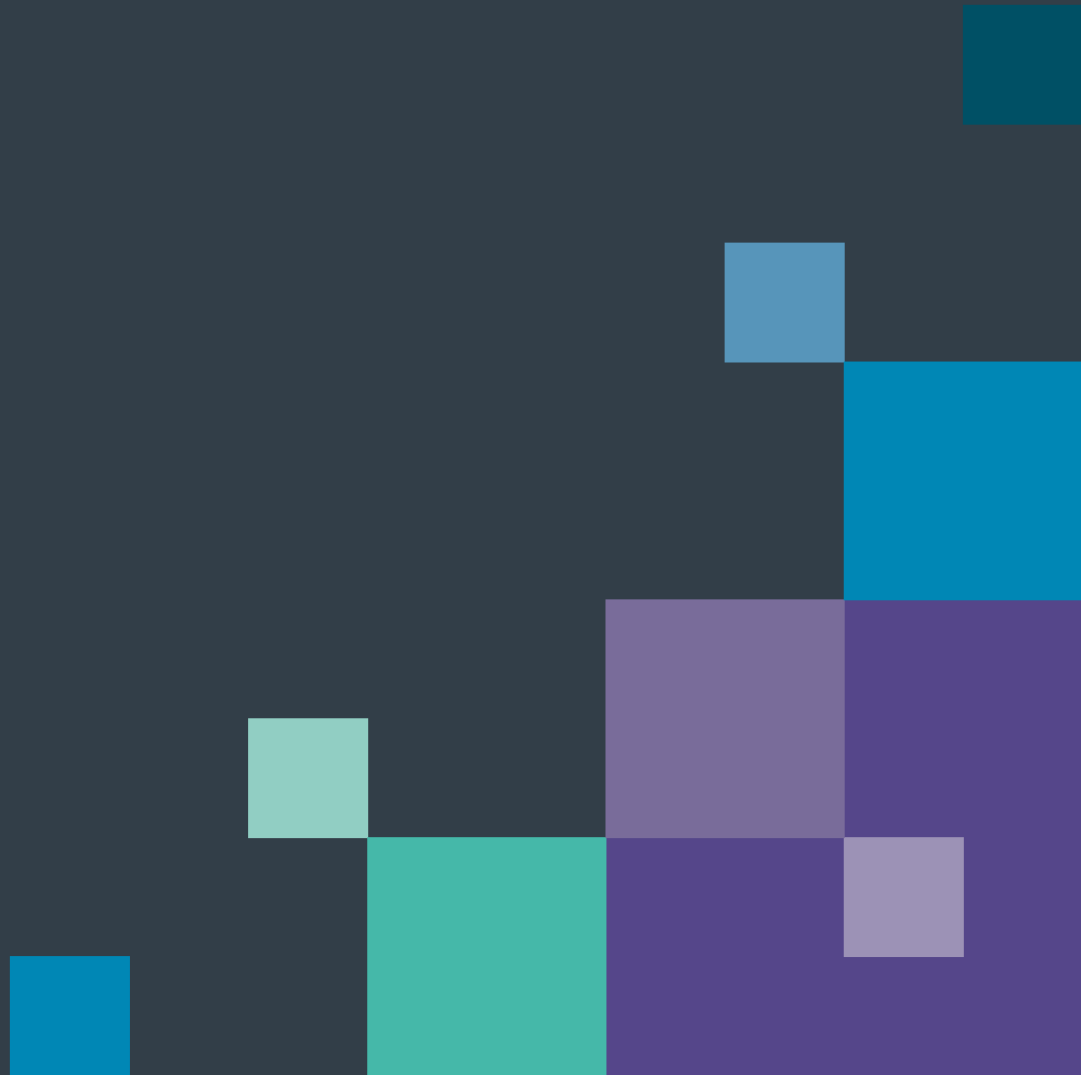


“AdvanceHE



# + Athena Swan Ireland

Programme of support for 2024-2029



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# 1 Athena Swan Ireland programme of support

## 1.1 Advance HE's aims and objectives

Advance HE aims to deliver an Athena Swan Ireland Charter and corresponding programme of support that:

- + Includes access to materials and resources that enable HEIs to comprehensively advance equality.
- + Assesses the progress and success of HEIs through a system of peer-review and the conferring of awards.
- + Guides applicants to make a positive impact as they apply for, renew and upgrade their awards.
- + Enables key stakeholder groups to share expertise and thought leadership.
- + Celebrates success and the sharing of good practice.
- + Clearly communicates purpose and impact, supporting HEIs to proactively respond to equality challenges and opportunities.
- + Develops in response to continued sector consultation and national and European requirements.
- + Provides the infrastructure to deliver a sector-wide framework with an Ireland-based core team connected to Advance HE's wider equality charters community.

## 1.1 Materials and resources

Institutions participating in the Athena Swan Ireland charter framework can avail of the following materials and resources:

- + The Athena Swan Ireland Charter principles, template letter, certificate and logo.
- + Four information packs for Institutions, Academic Departments, Professional Units and Research Institutes.
- + Application forms including:
  - Bronze, Silver, Gold and renewal forms for Institutions
  - Bronze, Silver, Gold and renewal forms for Academic Departments
  - Bronze, Silver, Gold and renewal forms for Professional Units
  - Bronze, Silver, Gold and renewal forms for Research Institutes

- + A template to provide required themes and suggested questions for staff consultation activities.
- + Frequently Asked Questions to support engagement with the framework.
- + Athena Swan Ireland Guide to Processes and associated policies.
- + Guidance for aligning Athena Swan Ireland work to HEA and Horizon Europe expectations.
- + The EDI Literacy Glossary.
- + Monthly communication in the Advance HE Ireland newsletter outlining key processes, available supports and recent activities.

Additional guidance will be developed in response to sector needs.

## 1.2 Training and support

The Athena Swan Ireland Team deliver training and support, including:

- + Online drop-in sessions ahead of each submissions round. The Athena Swan Ireland Team will continue to provide online sessions for applicants to ask questions and share experiences.
- + Live and recorded webinars on key topics.
- + Remote support by email, phone and online (e.g. Microsoft Teams).
- + An institutional site visit.

Delivery can be adapted to best suit the needs of the institution and can take place in person or online. Hybrid delivery can also be accommodated with prior discussion with the Athena Swan Ireland Team. Examples of site visits are:

- + The delivery of a presentation (60 minutes with Q&A) can cover information and guidance to meet the needs of the institution or specific Athena Swan Ireland award applicant. Suggested topics include:
  - Introduction to Athena Swan Ireland
  - The role of the self-assessment team
  - Applying for an Athena Swan Ireland award (Bronze, Silver, Gold or Renewal)
  - Exploring good practice (institutions may request areas of focus relevant to the Athena Swan Ireland framework)
- + A facilitated workshop (90-120 minutes) can cover guidance and activities to meet the needs of the institution or specific Athena Swan Ireland applicant. Suggested topics include:
  - Preparing for self-assessment: data collection and consulting with your community

- Building an evidence-base: qualitative, quantitative and benchmarking data
- SMART Action planning: developing priorities for successful implementation
- Renewing your award: assessing progress and developing priorities for the future
- Upgrading your award: evaluating for impact and sustaining success
- + Attendance from a member of the Athena Swan Ireland Team at a self-assessment team meeting (or comparable committee meeting) to offer advice on particular agenda items or activities.
- + The review of a previous action plan to understand the progress and/or impact required for renewal or upgrade of their Athena Swan Ireland award. This session requires applicants to submit a Red Amber Green (RAG) rated action plan with comments on implementation and evaluation in advance. The plan will be reviewed will be followed with a one-hour advice session. We recommend early discussions with the Athena Swan Ireland Team who can advise on appropriate timings for availing of this support option.

Institutions seeking to arrange a site visit should contact the Athena Swan Ireland team to explore suitable dates. Six weeks lead time is recommended. Institutions are allocated one site visit in any one-year period.

Bespoke options are also available with prior discussion with the Athena Swan Ireland Team.

### 1.3 Application assessment

Advance HE manages the assessment of Athena Swan Ireland award applications, including:

- + Administration and peer-review assessment for institutional and research institute applications. All applicants receive written feedback.
- + Administration and peer-review assessment for up to six sub-unit (academic departments and professional units) applications (capped at four per awards round) from institutions funded by the Higher Education Authority (HEA). HEA-funded institutions wishing to submit additional sub-unit applications and those accessing Athena Swan Ireland through their membership package are required to pay a fee of €1000. All applicants receive written feedback.

Additional feedback is provided for unsuccessful applicants through:

- + In-person feedback surgery for unsuccessful institutional applications
- + Remote feedback surgery for unsuccessful sub-unit applicants (maximum of two per institution per awards round)

Those undergoing revisions may also request remote support.

Applicants may request an observer place on Athena Swan Ireland panels, though these places are limited.

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## 1.4 Celebrating success

Advance HE celebrates the success and the sharing of good practice.

- + Athena Swan Ireland award logos are provided in English and Irish.
- + The allocation of two free places for conferred award holders at an annual awards ceremony where they will be presented with a certificate, trophy and the opportunity for a professional photograph. Additional places at the awards ceremony may be purchased on a first-come first-served basis and will be charged in line with event costs.
- + Good practices identified by peer-review panels are highlighted at the awards ceremony.
- + Case studies from award holders showing progress and success.

## 1.5 Key stakeholder groups

To enable key stakeholder groups to share expertise and thought leadership, institutions:

- + Provide representation on the Athena Swan Ireland National Committee (3 meetings per year) and associated sub-committees and working groups, with Secretariat provided by Advance HE.
- + Access the Athena Swan Ireland Practitioner Network (3 meetings per year).

### **Athena Swan Ireland Team**

Athena Swan Ireland is staffed by a dedicated team based in Ireland. General enquiries can be sent to [athenaswanireland@advance-he.ie](mailto:athenaswanireland@advance-he.ie).

Figure 1. HEA-funded Higher Education Institutions

Institution
Atlantic Technological University
Carlow College
Dublin City University
Dublin Institute of Advanced Studies
Dún Laoghaire Institute of Art, Design and Technology
Dundalk Institute of Technology
Mary Immaculate College
St Patrick's Pontifical University, Maynooth
Maynooth University
Munster Technological University
National College of Art and Design
National College of Ireland
RCSI University of Medicine and Health Sciences
South East Technological University
Technological University Dublin
Technological University of the Shannon: Midlands Midwest
Trinity College Dublin
University College Cork
University College Dublin
University of Galway
University of Limerick

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# Contact us

## All enquiries

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**Advance HE helps HE institutions be the best they can be, by unlocking the potential of their people.**

We are a member-led, sector-owned charity that works with institutions and higher education across the world to improve higher education for staff, students and society. We are experts in higher education with a particular focus on enhancing teaching and learning, effective governance, leadership development and tackling inequalities through our equality, diversity and inclusion (EDI) work.

Our strategic goals to enhance confidence and trust in HE, address inequalities, promote inclusion and advance education to meet the evolving needs of students and society, support the work of our members and the HE sector.

We deliver our support through professional development programmes and events, Fellowships, awards, student surveys and research, providing strategic change and consultancy services and through membership (including accreditation of teaching and learning, equality charters, knowledge and resources).

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