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# Document Information

## 1. Document Details

Title:	Policy for flying the National Flag at Half-Mast
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This Version Number:	0.2
Status:	Final

**Important Note:** If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

## 2. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?
0.1	8/10/2015	First Draft	
0.2	21/09/2017	Final Draft for Approval	

## 3. Relevant Existing/Related Documents

Title	Status	Relevance to this Document

## 4. Consultation History

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

Name	Date	Details of consultation
The President	8/10/2015	
The President	21/09/2017	

## 5. Approvals

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

Name	Date	Details of Approval Required
President		

## **CORK INSTITUTE OF TECHNOLOGY**

### **POLICY FOR FLYING THE NATIONAL FLAG AT HALF-MAST**

The following are the instances when the National Flag is to be flown at half-mast.

- 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 for one day only on the death of
  - a current student,
  - current staff member,
  - current Governing Body member,
  - former students (when notified),
  - retired staff member (when notified),
  - former Governing Body member (when notified) and
  - at the discretion of the President
- On notification of a State Funeral

Usually, this is the day of burial unless otherwise stated.

- On days of National Mourning
1. Details to be notified to [cit@cit.ie](mailto:cit@cit.ie).
  2. No other flag to be flown when the National Flag is at half-mast.
  3. Requests to fly the National Flag at half-mast to be made to the President's Office who will in turn notify the Caretakers.