



NUI Galway
OÉ Gaillimh

Orientation Booklet for **International Students** 2011 / 2012



Welcome from the International Affairs Office

We are delighted that you have chosen NUI Galway to pursue your studies. Galway City and indeed the University have a renowned reputation for hospitality. It is a great privilege to spend part of your studies overseas. Regardless of the length of time you plan to spend with us, please take the opportunity to get involved and make the most of your time abroad.

There are a range of clubs, societies and sporting activities to suit all. You will have the opportunity to learn about all of these activities during your orientation programme and this booklet provides comprehensive information on services available at the University as well as everything you need to know about living in a new country.

NUI Galway is a truly international campus with over 2,000 international students from 90 different countries. You will be our future international ambassadors. We hope your experience will be a positive one, with lasting impressions of genuine warmth and hospitality.

We are available to help you and have extensive experience in dealing with all aspects of studying abroad.

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The Academic Year 2011/12 (Visiting Students)	
First Semester	
Orientation	31 August – 2 nd September 2011
Teaching begins	5 September 2011
Teaching ends	26 November 2011
Study Week	28 November - 2 December 2011
Examinations begin	5 December 2011
Examinations end	16 December 2011
Christmas Vacation	18 December 2011 – 8 January 2012
Second Semester	
Orientation	4 - 6 January 2012
Teaching begins	9 January 2012
Teaching ends	31 March 2012
Study Week & Easter Vacation	1 April - 12 April 2012
Examinations begin*	13 April 2012
Examinations end**	18 May 2012

The above academic calendar is most relevant to **Visiting and Erasmus students**. The academic calendar for full undergraduate and postgraduate students of NUI Galway varies depending on the programme and year of study. Please refer to the online Academic Calendar for further information http://www.nuigalway.ie/academic_dates/.

*Some Engineering courses are examined in March/April.

** All examination dates are subject to ratification at time of print. Visiting Students should refer to the Examinations Office website (www.nuigalway.ie/exams/) for confirmation of exam dates **before making travel arrangements**. Examination timetables issue mid semester.

Full Degree Undergraduate Students and Postgraduate Students should also refer to the Examinations Office website for separate term dates **before making travel arrangements**.

ACCOMMODATION

The Student Accommodation Office provides a comprehensive service to help students find suitable accommodation. You can contact the Accommodation Office on + 353 91 492364 or email accommodation@nuigalway.ie. The relevant website is www.nuigalway.ie/accommodation.

Other sources of information about accommodation are the local (free) newspapers the Galway Advertiser (www.galwayadvertiser.ie) and the Galway Independent (www.galwayindependent.ie). Accommodation lists from the Galway Advertiser can be accessed online or purchased from the Galway Advertiser every Wednesday at the Galway Advertiser office on Eyre Square.

The Students' Union also has accommodation information on <http://www.su.nuigalway.ie/site/view/80/> and boards function at <http://www.sin.nuigalway.ie/sin/sinfull>.

The following property websites are good source for rental options: www.daft.ie, www.myhome.ie, <http://www.findahome.ie/> and www.let.ie.

There are a number of letting agencies in the city which can provide listings of rental properties:

Winters Property Management Ltd	www.winterspm.com
Galway Property Services	www.galwayproperty.ie
Castle Estates	www.castle-estates.ie
Homeseekers	www.homeseekers.ie
Galway Property Management	www.galwaypm.com
Martina McKeown Estate Agents	www.mmck.ie

Tips for Finding Accommodation

- Don't view a house alone if possible. A second opinion can be very useful.
- Choose your flatmates carefully
- Is the location convenient? Check bus routes, local shops, etc
- Check for dampness – wardrobes are a good place to check
- Check the appliances are working i.e. immersion, shower, fridge, tumble dryer
- Is there a smoke detector/fire extinguisher/fire exit?
- What are the rubbish/refuse disposal arrangements?
- Is there a secure place for bikes/cars?
- Are doors/windows secure and who has access to the keys?
- Don't sign a tenancy agreement until you are sure you want to rent the property.
- Make sure you get a receipt for the deposit paid and rent paid.
- Get the name and number of the landlord for emergencies.
- Check the notice boards on campus – many students will be advertising for roommates, especially on the notice board beside the Accommodation Office on campus in Áras Uí Chathail.

Mould

Galway has a cold wet climate. In winter especially, the damp air can cause **mould on walls and furniture** in housing. It is important therefore for tenants to take precautions to ensure that their accommodation is kept warm and well aired, as mould can cause respiratory problems. In Ireland a major cause of damp is caused by condensation.

What is condensation?

There is always some moisture in the air, even if you cannot see it. If the air gets colder it cannot hold all the moisture and tiny drops of water appear. This is condensation. Condensation occurs mainly during cold weather, whether it is raining or dry. It appears in places where there is little movement of air. Look for it on walls, in corners, on or near windows, in or behind wardrobes and cupboards.

How to avoid condensation:

Cooking: To reduce the amount of moisture, cover saucepans and pots and do not leave kettles boiling.

Washing clothes: Put **wet clothes** outdoors to dry if you can or put them in the bathroom with the door closed and the window open or fan on. If you have a tumble dryer make sure it is vented to the outside (unless it is the self-condensing type). Ask your landlord if you are unsure about this.

N.B. Ventilate to remove the moisture

Ventilation is needed to get rid of moisture. You need much more ventilation in the kitchen and bathroom when cooking, washing up, bathing and drying clothes. This means opening the windows wider. *NB Always open the windows when cooking and after showering.* However, remember to close the windows when leaving your apartment. Close the kitchen and bathroom doors when these rooms are in use even if your kitchen or bathroom has an extractor fan. Doing this will help to stop the moisture reaching other rooms, especially bedrooms, which are often colder and more likely to get condensation. Allow space for the air to circulate in and around your furniture. Open doors from time to time to ventilate cupboards and wardrobes.

How to remove mould.

When you notice mould you should deal with it immediately. Wipe down walls and window frames with a fungicidal wash e.g. Dettol Mould & Mildew Remover spray or Dettol Mould & Mildew remover. Clothes with mildew should be dry-cleaned. Report mould to your landlord or housing complex office for advice.

AIRPORT

Galway Airport (www.galwayairport.com) is located 6km from Galway City centre. Passengers can fly direct from Galway to Cork, Dublin, Edinburgh, London-Luton, Lorient, Manchester and Waterford. The airline flying out of Galway Airport is Aer Arann (www.aerarann.ie).

Shannon Airport is an hour and a half from Galway City by bus (www.buseireann.ie) and provides international flights. For further details please see www.shannonairport.com.

Dublin Airport also provides international flights and is approximately 3.5 hours away. The airport is serviced by Bus Éireann (www.buseireann.ie), Citylink (www.citylink.ie) and Gobus (www.gobus.ie).

APPROXIMATE COST OF LIVING

(Cost of Living: student away from home; academic terms only: excluding fees)

Monthly	€
Rent	340
Utilities	60
Food	260
Books and other academic requisites	60
Clothes, laundry	60
Recreation	180
Other	100
Total	€1060
Nine month academic year	€9540

BANK HOLIDAYS

Republic of Ireland Bank Holidays/Public Holidays 2011/2012

	2011	2012
New Year's Day	1 Jan	1 Jan
St Patrick's Day	17 Mar	17 Mar
Easter Monday	25 Apr	9 Apr
May Bank Holiday	2 May	7 May
June Holiday	6 Jun	4 June
August Holiday	1 Aug	6 Aug
Halloween	31 Oct	29 Oct
Christmas Day	25 Dec	25 Dec
St Stephen's Day	26 Dec	26 Dec

BANKING

Most banks provide foreign exchange and travellers cheque facilities. Major credit cards can be used in Ireland (e.g. Visa, Mastercard, American Express).

Bank opening hours are: 10.00 a.m. – 4.00 p.m. Monday to Friday
On Thursday, banks are open until 5.00 p.m.
The Bank of Ireland is open until 5.00 pm on Mondays

Banks at NUI Galway campus: Bank of Ireland, the Concourse, NUI Galway.
Allied Irish Bank, Newcastle Rd.
Ulster Bank, opposite the University College Hospital, Newcastle Rd.

Currency: The Irish unit of currency is the Euro. The Euro can be divided into 100 cents. Coins in the following denominations are used: €2, €1, 50c, 20c, 10c, 5c, 2c and 1c. The bank notes are €100, €50, €20, €10 and €5. The Euro became the official currency of the Economic and Monetary Union (EMU) on 1st January 1999.

What you need to open a bank account

- Passport
- NUI Galway student identity card

- Letter from NUI Galway confirming your home address and Galway address. This letter can be acquired from the International Affairs Office once you have registered as an NUI Galway student. The letter must show your address in Galway and your residential address in your country of origin.

BICYCLES

Check "for sale" advertisements in the Galway Advertiser newspaper www.galwayadvertiser.ie

Europa Bicycles, Hunter Building, Earls Island, Galway (opposite the Cathedral) <http://www.westirelandcycling.com/>. Bicycles can be hired or purchased second-hand. Europa will also buy back the bicycle when you have finished with it.

Kearney's Bicycle Sales & Hire, Terryland Retail Pk, Galway, <http://www.kearneycycles.com>

Mountain Trail Bike Shop, Unit 15 Cornstore, Middle St, Galway, <http://www.bikehireireland.com>

Richard Walsh's Cycles Galway, Headford Rd, Woodquay, Galway

West Ireland Bicycles, 11 Upper Dominic St, Galway <http://www.westirelandcycling.com> for hire and purchase of bicycles.

Westside Cycles, Unit 1, West Side Business Centre, West Side, Galway. Ph: +353 91 525 007 <http://www.westsidecyclesireland.com/> provide a student bike hire service.

BLACKBOARD

NUI Galway uses the Blackboard virtual learning environment (VLE) to support the use of web-based resources in teaching and learning. Blackboard accounts are created for all students by the department of Information Solutions & Services (ISS). Blackboard can be accessed at <http://www.nuigalway.ie/blackboard>. Students can access course material such as lecture notes, slides, reading lists and web links through their Blackboard account. Information for new users including training and a list of frequently asked questions (FAQ's) can be accessed online at <http://www.nuigalway.ie/blackboard/student/support/support.html>

Students have access to their online Blackboard courses once they are registered for a course at NUI Galway. When a student registers for a course or module with the NUI Galway Student Records System, they are automatically enrolled in the corresponding course on Blackboard.

If you are having difficulty accessing your Blackboard account you should contact the Information Solutions & Services Dept at ServiceDesk@nuigalway.ie or telephone 091 495777. You can also call to the User Support Centre located at Room 128, Information Solutions and Services (ISS), Arts and Science Building (Ground Floor).

BOOKS

The **University Bookshop** is located below the Library Building, telephone extension 2599. Opening hours are:

9.00 a.m. – 6.00 p.m.	Monday to Friday
11.00 a.m. – 1.00 p.m.	Saturday

Second-hand books

The Students' Union provides an online second-hand bookstore on its website at <http://www.su.nuigalway.ie/bookstore/>

Charlie Byrne's Bookstore

Charlie Byrne's Bookstore on Middle St, Galway has a good selection of second hand textbooks.

CAREERS SERVICE

The Careers Service provides a quality careers guidance and information service focused on facilitating and empowering students of NUI Galway to manage their own career development.

The full range of services available includes:

- Information on opportunities with your degree
- Occupational Information
- Further Study in Ireland or UK
- Job Search in Ireland and UK
- Work / Study Abroad
- Company Information / Directories
- Quick Query meeting with a Careers Adviser
- Consultation with a Careers Adviser (available after attending Quick Query only)
- Career Matters – free fortnightly jobs bulletin available on paper and online
- Email Alerts – sign up for regular emails
- Careers Education
- Curriculum Vitae / Interview Seminars
- Career Seminars
- Career Mentoring
- On campus employer presentations
- Publications – opportunities with your degree, FAQ series on getting into specific careers, starting point series (job search, UCAS etc), annual Career Service Guide.
- Psychometric Testing
- Graduate Recruitment Fair
- Science & Technology Careers Fair
- Teaching Fair
- Postgraduate Studies Fair
- Volunteering Fair
- UCAS online applications administration

The office is located in the Arts Concourse building and is open from 9.00 am – 5.00 pm Monday to Friday. For further information please see www.nuigalway.ie/careers

CHILDCARE

Information regarding the childcare subsidy and a list of community-based childcare services and information is available from Una McDermott in the Student Services Dept (una.mcdermott@nuigalway.ie). The University Crèche has been designed, furnished and equipped to the highest standards for children from 3 months to 5 years and consists of a baby/wobbler room, toddler room and Montessori and play rooms. We would advise all prospective parents to reserve your place as soon as possible as places are given on a first come first served basis. Policies and Procedures are available from the Crèche for parents. For more information please contact Christine or Fiona on 091-493739 or nuigcreche@gmail.com. The Student Services Dept also runs a Childcare Support Group for parents. The contact person is Cindy Dring. To contact Cindy, please email cindy.dring@nuigalway.ie or telephone 091 492048.

You will find advertisements for childcare services and crèches in the classified section of the Galway Advertiser www.galwayadvertiser.ie. The Golden Pages telephone directory is also a good information source www.goldenpages.ie. Another useful resource is the website www.mykidstime.ie where you can search a database of activities, classes, events and services in Galway for children.

CLASS TIMES

Timetables schedule classes to begin on the hour. In practice however, classes begin at ten minutes past the hour and finish on the hour. This allows students ten minutes to travel from one class to another. Timetables can be obtained from academic departments. **A list of academic departments, their location, contact email addresses and website addresses, is available in the centre pages of this booklet.**

CLIMATE - KEEPING WARM AND DRY – helpful hints

1. Buy woollen sweaters, not acrylic.
2. Buy a good set of waterproof clothing i.e. over-trousers and jacket with hood – Army and Navy Stores on Shop St., Dunnes Stores, Lifestyle, Millets, Penneys and Portwest.
3. Buy an umbrella! – Dunnes and Penneys.
4. Electric blankets are a great comfort. Can be purchased in Argos on the Headford Rd. Read instructions carefully.
5. When choosing accommodation, check about the heating system. Is it oil-fired or solid fuel? How long is it on for? Is it included in the cost of accommodation or otherwise?

COMPUTER ACCESS - INFORMATION SOLUTIONS & SERVICES (ISS)

Information Solutions & Services (ISS) provides a range of services for NUI Galway students including:

- Campus Account (<https://cass.nuigalway.ie>)
- PC Suites
- Printing Facilities
- StudentMail
- Blackboard
- Wireless access (NUIWiFi)
- Assistive Technology (technical support to the Disability Office and the Assistive Technology Service in the James Hardiman Library)

User Support Centre

The User Support Centre (USC) is a service provided for all staff and students. It offers a "one-stop shop" for all your computing related problems/queries. You can contact the User Support Centre on ext 3325 or by calling to the centre at Room 118, Information Solutions & Services (ISS), Arts and Science Building (Ground Floor) or online at www.nuigalway.ie/cs/USC/. The contact email address is usersupport@nuigalway.ie. Further information about Information Solutions & Services (ISS) can be found at www.nuigalway.ie/cs/. (For information on laptops see page 16 of this booklet).

DIALANN (Events Guide)

The Press & Information Office creates a list of campus events each week. This includes information on conferences, book launches, concerts, guest speakers on campus etc. This listing can be accessed at www.nuigalway.ie/press_office/dialann.html

DISABILITY SERVICE/DYSLEXIA SUPPORT

NUI Galway is committed to equality of opportunity and positively values the participation of students with special needs in its educational and other programmes. While there is no obligation on a student to disclose his or her disability, we strongly advise you to inform the Disability Service so that it can arrange facilities and supports to suit your needs. The Disability Office provides a professional, confidential, responsive and approachable service to support the needs of students who have special needs. Details of the supports provided by the Disability Service, including dyslexia support, can be obtained by contacting the Disability Officer, Elizabeth Walsh, at elizabeth.walsh@nuigalway.ie or by telephone 091 493541.

DRIVING IN IRELAND

A full driver's licence from other countries is valid in Ireland for a period of up to one year. For details relevant to driving licences please see the Department of Transport's website at www.transport.ie. The Irish drive on the **left-hand** side of the road. The speed limit in towns and cities is 50 km/h; the speed limit on secondary roads is 80 km/h and on national roads the limit is 100 km/h. You can find information on the Irish rules of the road at www.irishmotoring.ie or you can purchase a hardcopy of the Rules of the Road in Eason's bookstore on Shop St. Seat belts are mandatory for drivers and **all** passengers. The use of mobile phones while driving is prohibited in Ireland.

ELECTRICITY

The standard voltage used in Ireland is **220V**. If you intend using electrical equipment from a country where the voltage used is not 220V e.g. USA, Canada, you should purchase a universal AC adaptor. A universal adaptor can be purchased from CT Electric, Sean Mulvoy Road, Galway (091 745300) or Argos on the Headford Rd. Three pin plugs are used in Ireland so you may require a three-pin plug adaptor, which can be bought at any electrical shop e.g. Currys Electrical, Galway Retail Park, Headford Road, or Argos on the Headford Rd. There are three electricity suppliers in Ireland ESB Electric Ireland (www.esb.ie), Bord Gais Energy (<http://www.bordgaisenergy.ie>) and Airtricity (<http://www.airtricity.com/ie/home/>).

EMBASSIES

Contact details for foreign embassies in Ireland or Irish embassies abroad can be found on the Department of Foreign Affairs website at www.dfa.ie/home/index.aspx?id=376.

EMERGENCIES

Dial **112** for police, ambulance, fire and other emergency services.

EMERGENCY MEDICAL HELP

In the case of a serious accident, dial **112 for** emergency services.

The Health Unit on campus is open Monday – Friday (during the academic term); 9.15 am – 12.30 pm, 2.30 pm – 4.30 pm. It is closed for lunch but in the case of an emergency during lunchtime please call 087-2623997. Please use this number only during lunchtime.

Outside opening hours – an emergency on call doctor can be accessed on 091-492604. Local doctors provide this cover and students will be responsible for call out fees except in the case of medical card holders, EHIC holders or NHS students.

In a serious emergency, go to the hospital outpatient casualty clinic at University College Hospital on the Newcastle Rd. A charge may be made for non-E.U. students. The hospital is located on the Newcastle Road, close to the University.

EMERGENCIES – OTHER THAN MEDICAL EMERGENCIES

The **International Student Officer** can be contacted at 091-493581 or extension 3581 in the University. In a serious emergency she can be contacted at 086-8576152.

Local Gardaí (Police) tel. 091-563161.

ENQUIRIES AND INFORMATION

The University telephone number is 091-524411; ask the switchboard operator for the relevant extension number, staff member or department. If you know the extension number for a staff member just add the prefix "49" to call from outside the University e.g. ext 2199 becomes 492199 if you are dialling from outside the University.

Course enquiries

Arts:	Ms Mary Liddy (Arts Millennium Building) tel. ext 5799
Business:	Ms Suzann Murray (Cairnes Building) tel. ext 3617
Law:	Mr Desmond McSharry (Arts/Science Building) tel. ext 2615

Science: Ms Nora Murphy (Arts/Science Building) tel. ext 2387
Engineering: Ms Olive McGrath (Room E206, Civil Engineering Building) tel. ext 3026
Medicine: Mr Declan Ashe (Clinical Science Institute) tel. ext 87-4671

Accommodation

Teresa Kelly, Accommodation Office, Áras Uí Chathail, tel. 091 492364. Email teresa.kelly@nuigalway.ie

Disability Officer

Elizabeth Walsh, Áras Uí Chathail, tel. 091 493541. Email: Elizabeth.walsh@nuigalway.ie

Dyslexia Support Tutor

Angela Joyce, Áras Uí Chathail, tel. 091 492875. Email: angela.joyce@nuigalway.ie

Fees Office

General Enquiries, Áras Uí Chathail, tel. ext 2069, tel 091 492069. Email: fees@nuigalway.ie

Health Unit

Nurse Edel Quinn, Student Centre (Áras na Mac Léinn), tel. 091 492604. Email: healthunit@nuigalway.ie

Information Solutions & Services (ISS)

User Support Centre, Room 118, Arts/Science Building, tel 091 49577. Email: servicedesk@nuigalway.ie

Student Contact Centre

For information regarding Admissions and Examinations please contact the Student Contact Centre Located on the ground floor of Áras Uí Chathail. Website <http://www.nuigalway.ie/scc/>. Tel ext 091 495999, Email: scc@nuigalway.ie

Student Counsellors

Ms Beatrice Gavin, Tel. 091 492427
Emer Casey, Tel 091 495633

Eamon O'Dochartaigh, Tel 091 495605
Ms Geraldine Connolly, Tel 091 495202

The Counselling service is located at No. 5 Distillery Rd and can be contacted on 091 492484.

Student Services

Located on the first floor of Áras Uí Chathail, tel. 091 492364. Email: angela.walsh@nuigalway.ie

Students' Union

First floor, Áras na Mac Léinn, tel. 091 493570, tel. 091 524810. Email: studentsunion@nuigalway.ie

ENTERTAINMENT

Galway has as a vibrant entertainment scene to offer students both on and off campus. International students are strongly encouraged to join some of the many NUI Galway sports clubs and societies, as this will help students integrate into campus life and provide a rich social experience. Clubs and societies regularly organise social events both on and off campus. Trips organised by clubs and societies are subsidised and offer a less expensive way of travelling around Ireland. Recruitment days are held each semester to facilitate membership recruitment. Apart from this, Galway City has plenty to offer in terms of entertainment. Please see below for some of the more popular options:

Cinema

The Eye Cinema, Wellpark Retail Park, Wellpark, Galway

Website: www.eyecinema.ie

Galway Omniplex, Galway Retail Park, Headford Road, Galway

Website: www.omniplex.ie

Theatre

The Town Hall Theatre & Black Box Theatre, Courthouse Square, Galway

Website: www.townhalltheatregalway.com

Druid Theatre Company, Flood St, Galway

Website: www.druidtheatre.com

Galway Youth Theatre, 47 Dominick St, Galway

Website: <http://www.galwayartscentre.ie/galway-youth-theatre.html>

Blackbox Theatre, Dyke Road, Galway

Website: www.townhalltheatregalway.com

Comedy

The Laughter Lounge, Roisin Dubh, Dominick St, Galway

Website: www.roisindubh.net

Traditional Irish Music Venues

The Crane Bar, William St West, Galway www.thecranebar.com

Monroe's Tavern, Dominick St, Galway <http://www.monroes.ie>

Taaffes, Shop St, Galway

Tigh Chóilí, Mainguard St, Galway

Live Music

For weekly information on live music options in Galway City, the following are good sources of information:

The Galway Independent newspaper

www.galwayindependent.com

The Galway Advertiser newspaper

www.galwayadvertiser.ie

Entertainment Ireland

www.entertainment.ie

Roisin Dubh

www.roisindubh.net

The Crane Bar

www.thecranebar.com

MCD

www.mcd.ie

Students' Union newspaper

www.sin.ie

Students' Union

www.su.nuigalway.ie

NUI Galway Societies

www.socs.nuigalway.ie

Ireland Xposed

www.irelandxposed.com

Galway Pub Guide

www.galwaycitypubguide.com

Classical Music

Music for Galway

www.musicforgalway.ie

The majority of Music for Galway concerts take place in the Aula Maxima, Quadrangle on campus.

Clubs

GPO, Eglington St

www.gpo.ie

Central Park, Upper Abbeygate St

www.centralparkclub.com

Karma, Eyre Sq, Galway

www.karma.ie

Halo, Abbeygate St

www.halonightclub.com

Coyote's, Forster St

www.coyotes.ie

EXAMINATIONS

Students should familiarise themselves with the Exams Office website at www.nuigalway.ie/exams especially in regard to examination procedures, regulations and timetable information. It is vital that students are correctly registered for the modules they are studying. **Please check your registration statement for accuracy and report any errors.**

Timetables

Examination timetables will be available online at www.nuigalway.ie/exams before examinations commence. Timetables are normally released mid semester. The examination timetable **should not** be used for planning flights as the timetable may change. Personal timetables are available online (see online timetable release dates) before exams, using a personal PIN number. Your PIN is printed on your student registration statement and is emailed to your NUI Galway student email account on the date examination timetables are released.

It is your responsibility to check that your NUI Galway email address is active and ensure that your Inbox is not full, as this will prevent the email with your PIN number from being delivered. PIN numbers can also be obtained at any time using the Pin Request form on the Exams Office website.

Amendments

When necessary, (e.g. clashes, additions and deletions) amendments to the timetable will be published on the web site. Please check this link at regular intervals to ensure you have the latest details regarding your exams; **it is your responsibility to know when your exams are taking place.** Amendments to the timetable will only be available on the Web; your Personal Timetable will not be updated.

ID Cards

All students must produce their current student I.D card for inspection during all examinations - failure to do so will result in a €30 fine. If you have lost your identity card you can obtain a new one at the Student Contact Centre on the ground floor of Áras Uí Chathail.

Mobile Phones

Students are prohibited from taking mobile phones into examination venues. Mobile phones found in exam venues will be confiscated and can be collected from the Exams Office on payment of a fine of €20.

Past Examination Papers

For past exam papers up to and including the 2006/07 academic year
<http://www.library.nuigalway.ie/collections/specialcollections/exampapersarchive/>

For papers from academic year 2007/08 onwards you will need to search the database provided by Information Solution Systems https://www.mis.nuigalway.ie/regexam/paper_index_search_main_menu.asp

If you cannot find exam papers online for your course you will need to ask the secretary of your Department to source same for you.

Transcripts

Examination transcripts for Visiting and Erasmus students issue from the International Affairs Office automatically at the end of each semester/year. Additional copies of transcripts can be requested by completing a request from which can be downloaded from
<http://www.nuigalway.ie/international/afterarrive/examinations.html>.

Fulltime undergraduate and postgraduate students' transcripts issue from the Student Contact Centre in Áras Uí Chathail. Undergraduate Final-Year results and Postgraduate results only will be posted to the candidate's home address as registered - these results will also be available on-line. All other results will be available on-line only. Information on how to request additional copies of transcripts can be found at
<http://www.nuigalway.ie/scc/transcripts.html>.

FEDERAL AID

Overview of Paperwork required to process your Federal Aid:

To start the process...

Paper Documents Required:

- A copy of your acceptance letter from the National University of Ireland, Galway OR your PAC student application ID number.
- A copy of your academic qualifications.
- Completed 'Section 1' of 'Federal Aid Request' form (available at the back of 'Federal Aid Student Guide 2011' below)

Online:

- Signed Master Promissory Note (MPN) for loan via <http://www.studentloans.gov/>
- For Direct PLUS loans, signed MPN and Credit Check by selecting 'Complete PLUS Request Process' via <http://www.studentloans.gov/>
- Completed Entrance Counselling via <http://www.studentloans.gov/>

After you have received your 'Cost of Attendance' (COA) for NUI Galway:

- Section 2 of Federal Aid Request Form (available at the back of 'Federal Aid Student Guide 2011' below)

Once Registered:

- Confirmation of Satisfactory Progress from Course Supervisor before 2nd disbursement of loan is released.
- Confirmation of completion of Student exit counselling via <http://www.studentloans.gov/> at the end of your programme of Study.

For full details of the application process and documents required, please see the 'Federal Aid Student Guide 2011' below. We are unable to obtain any of these documents on your behalf. This paperwork is a requirement of the loan program participants and a US Federal Government Regulation.

A Federal Aid Guide is available for download at <http://www.nuigalway.ie/international/fees/federalaid.html>. The contact person for queries is Florinda Green (florinda.green@nuigalway.ie/ tel + 353 91 495424).

FLIRT FM

Flirt FM is the student radio station on 105.6 FM. The station team consists of a full-time manager, a station assistant and about 100 volunteers. The volunteers present weekly shows on a schedule that is a very different mix to that heard on commercial radio. Flirt FM plays a large diversity of music, as well as having speech and current affairs programs. For further information please see www.flirtfm.org.

HEALTH

Non-EU students are strongly advised to ensure that they have comprehensive health insurance, which includes cover in the event of hospitalisation. It is a requirement of the Garda National Immigration Bureau that all non EU students hold private health insurance. There are three health insurance providers in Ireland

VHI www.vhi.ie
Quinn Health www.quinn-healthcare.com

A Medical Expenses Insurance Policy is available to international students through O'Driscoll O'Neill. Medcover does not provide cover for any pre-existing illness known to the insured person at the time of purchase. Information regarding Medical Expenses Insurance is available at <http://www.odon.ie/Quick-Quote/Questions.asp?Details=MEDICOVER&College=NUIG>

EU students from any member state of the EU are entitled to free hospital services provided they have Form E.109 with them. The European Health Insurance Card (EHIC) has replaced the E111 and E128 forms. See www.ehic.ie for further details. The EHIC Card was introduced on 1 June 2004. It means that EU citizens can get necessary healthcare in the public system of any EU / EEA country or Switzerland, if you become ill or injured while on a temporary stay in that country. Students need to obtain the relevant documentation or card in their home country.

Student Health Unit, NUI Galway

The Student Health Service provides on-campus medical and psychiatric care to registered students of the university in a professional, courteous and confidential manner. The Student Health Unit is located in Áras na Mac Léinn, upstairs beside Students Union. You can call to arrange an appointment with the Student Health Unit on 091 - 492604. Absolute confidentiality is maintained. All medical records are retained in the health centre and do not form part of the University student records. Information is only given to third parties with the patients consent.

There are services for which we charge see http://www.nuigalway.ie/health_unit/fees.html

Emergencies:

If you are acutely ill on the day, your problem may initially be assessed by a nurse and if necessary seen by the doctor as soon as is possible. For appointments outside opening hours, in the evenings or at weekends please see our out of hours arrangements at Emergency Doctor:

http://www.nuigalway.ie/health_unit/emergencydoctor.html

Student Health Services - Summer Service:

During the summer months a reduced service is available. Summer service is intended for students whose courses are ongoing over the summer e.g. postgraduates, Phd and Masters students or special cases by prior arrangement - other students should see their own GP.

Pre-existing Medical Condition

If you are coming to college for the first time and have a pre-existing medical condition, please ensure that you bring all your relevant medical documentation from home with you. It may be a good idea for you to register with the Student Health Unit on your arrival in college so that we are aware of your condition.

If you are an incoming overseas student and have a pre-existing medical condition, it maybe helpful for you to contact us prior to your arrival by email healthunit@nuigalway.ie to ensure that all your medical needs can be met as some overseas medications are not licensed for use here in Ireland.

Surgery Hours

Monday - Friday
9.15 am - 12.30 pm and 2.30 pm - 4.30 pm

Doctors can be seen by prior appointment only. Appointments are given out on a weekly basis on Monday mornings. You can arrange an appointment in person or by telephone at 9.15 am on Monday morning. There is a high demand for appointments and appointments get booked up quickly. There is no charge to visit the nurse or doctor; however, there are charges for certain ancillary services http://www.nuigalway.ie/health_unit/fees.html.

Nurses run a walk in triage clinic every morning and this is managed on a first come first served basis. Nurses can be seen in the afternoon by prior appointment only.

Emergency and acutely ill patients can always be seen initially by the nurse and referred on to the doctor as soon as is necessary.

Note: If all appointments are booked up for the day but you feel that you need to be seen, please make it known to reception

The following GP's are available in their own practice at a reduced student rate:

Dr. Eoin O'Dochartaigh, 21 Moyola Park, Newcastle, Galway. 091-521057. Surgery Hours Monday - Friday 9 - 11 am, 2 - 4 pm, no surgery Wednesday afternoon.

Dr. Fergil Colohan, Galway Shopping Centre, Headford Road, (beside permanent TSB) 091-565664. Opening hours Monday - Friday 10.30 am - 1 pm and 3 - 6 pm

Nurse Consultations:

Walk-in triage service Monday – Friday mornings

Afternoons – appointment only

Physiotherapy / Sports Injuries Therapy Service: By appointment only – charge of €20 per visit

Psychiatrist: Referral through Student Health Unit doctors

Designated Clinics:

Sexual Health Clinics (evenings)

Eating Disorders Clinic

Weight Loss Clinic

Cryotherapy

Staff:

Doctors: Dr. Fionnguala Lysaght (Medical Director), Dr. Paula Walsh

Psychiatrist: Dr. Camilla Langan

Nurses: Edel Quinn, Ann Kenny

Special clinic nurses: Paula Uniacke, Bettie Delaney

Physiotherapist: Anne Grete Gormley/Fearghal Geraghty

Sports Injuries Therapist: James O'Toole

Practice Manager: Kevina Shaughnessy

Galway Hospitals

University College Hospital Galway
Newcastle Rd
Galway

Telephone No.: +353 91 524222

Fax No: +353 91 520316

eServices@mailn.hse.ie

www.whb.ie

Merlin Park Regional Hospital,
Galway,

Telephone No.: +353 91524222

Fax No: +353 91 520316

eServices@mailn.hse.ie

www.whb.ie

Galway Pharmacies

Eglinton Street Late Night Pharmacy

Eglinton St

Galway

Tel: (091) 569090

Opening Hours:

Mon - Sat 9.00 am – 7.30 pm

Sun 11.00 am – 7.30 pm

Boots the Chemist

35 Shop St Galway

Tel: (091) 561022

Opening Hours:

Mon -Thur 8.45 am – 6.15 pm
Fri 8.45 am – 9.00 pm
Sun 12.00 noon – 6.00 pm

University Pharmacy*

Newcastle Rd
Galway
Tel: (091) 520115

Opening Hours:

Mon – Sat 9.00 am – 9.00 pm
Sat 9.30 a.m. – 6.30 p.m.
Sun 12.00 noon – 6.00 p.m.

Michael Mc Loughlin Pharmacy
Terryland Shopping Centre
Headford Rd
Galway
Tel: (091) 561423

Opening Hours:

Mon – Tue 9.00 am – 6.00 pm
Wed - Fri 9.00 am – 9.00 pm
Sat 9.00 am – 6.00 pm
Sun 10.00 am – 6.00 pm

*** This pharmacy offers a student discount on production of a student identity card.**

Dental Care and Optical Treatment

The Student Health Unit does not offer dental treatment. A list of dentists in Galway can be obtained by using the Golden Pages website at www.goldenpages.ie. EU students with an EHC card or E109 form can avail of dental services through the Irish Health Service Executive system. A list of approved dentists can be obtained at the International Affairs Office.

Counselling Service

NUI Galway's Counselling Service offers a confidential service to students. The counsellors can be contacted at No 5 Distillery Rd, NUI Galway, telephone 091 49248, email counselling@nuigalway.ie. The Counselling website is <http://www.nuigalway.ie/counsellors>.

IMMIGRATION REGISTRATION

If you are an E.U. or E.E.A. citizen you do not need to register with the Garda National Immigration Bureau (G.N.I.B.).

In general Non-EEA Students studying in Ireland for a period of less than 90 days are not required to register with the immigration authorities. However if directed to register by immigration officials at the point of entry to the State, such students will be required to demonstrate evidence of finance on the same basis as Non-EEA students studying for a period of less than 6 months.

Students from visa required countries must possess a valid student visa in order to study in Ireland and to register as a student with the GNIB. Information regarding student visas is available on the website of the Irish Naturalisation & Immigration Service at www.inis.gov.ie.

Students entering the State through Northern Ireland are not subject to border control upon entering the Republic of Ireland. These students must present themselves to the local GNIB office within 7 days of arrival to have their passports stamped.

The GNIB office is located at Unit 2, Liosbaun Industrial Estate, Tuam Road, Galway. The telephone number is 091 768002 and the fax number is 091 768003. The GNIB in Galway provides an immigration registration service. After registration students will receive an immigration certificate of registration (Registration Card). A fee of €150 will be charged in respect of the registration certificate.

For immigration registration students require:

- Passport
- Current NUI Galway student identity card
- Visiting Students/Erasmus students should bring their original letter of offer from NUI Galway
- Full degree undergraduate and full degree postgraduate students will require an additional letter from the International Affairs Office confirming their course of study and the start and finish dates of the course.
- Proof of your residential address in Galway e.g. a utility bill with your name and address, or a letter from your landlord/student residence confirming your residential address. Changes of address must be notified to the GNIB within 7 days of changing address.
- Students must demonstrate access to sufficient funds to support themselves during their period of study in Ireland. An acceptable form of evidence of financial support is an original bank statement which showing a student's name and bank balance. It is advisable to open a bank account in Ireland in order to demonstrate your financial status to the GNIB. Student bank accounts with Irish banks are not liable to any bank charges. Letters to open bank accounts can be obtained from the International Affairs Office. Please note that bank statements printed from online bank accounts will not be accepted by the GNIB. Students in receipt of funding from NUI Galway should provide a letter from their Discipline confirming their funding. Documentation should be originals; photocopies are not accepted.

Funding Requirements for Non-EEA Students at First Registration from 1 April 2011	
Non-EU/EEA Students studying for a period of less than 6 months	€500 per month of stay or €3,000 which ever is the lesser
Non-EU/EEA Students studying for a period equal to or greater than 6 months up to 1 year	€3,000
Non-EU/EEA Students studying in Ireland where the second registration takes place at a time exceeding 1 year	Such students are generally not required to produce bank accounts at second or subsequent registrations unless they are requested to do so by a Supervisor

- Personal credit/debit card for payment of immigration fee of €150. If a student does not have a credit card, he/she will be issued with a bank giro form by the Immigration Officer and requested to return with the completed bank giro form, confirming payment of the fee. Payment may be made at the student's bank on campus.
- Proof of comprehensive medical insurance which must include hospitalisation cover. You must provide the original policy document in English and the policy document should state your name. Your policy should clearly state the precise start and finish dates of the insurance cover. You should therefore ensure that you are covered for the full length of time you are in Ireland i.e. either for the academic year or the semester as appropriate. If you have an insurance card for your policy you should bring it with you to the GNIB office.
- Under immigration rules, all non-EU students must notify the GNIB of any changes to their registration details, including a change of address, change of course or withdrawal from a course, within 7 days.

NB: Only original documentation should be presented to the GNIB. Photocopied or faxed documents are not acceptable.

RE-ENTRY VISAS

If you required a visa to enter Ireland initially, you will need a re-entry visa if you are travelling overseas to allow you to re-enter Ireland (a single or a multi-entry visa can be obtained). Please refer to the Irish Naturalisation &

Immigration Service website for information on the application process for re-entry visas at www.inis.gov.ie. The International Affairs Office will provide you with a support letter for your re-entry visa on request.

Immigration Office Opening Hours

Mon – Thursday	7.30 am – 2.00 pm
Friday	7.30 am – 12.30 pm

Directions

To get there on foot – walk from the University over the Quincennial Bridge (bridge over the Corrib River). Turn left at the roundabout (Gort na Coirbe will be on your left and Dunnes Stores on your right). Go to the next roundabout and take the fourth exit off the roundabout (the Pillo Hotel will be on your right). The road will branch to the left hand side. Keep to the left and you will see Unit 2 straight ahead of you. The Immigration Office is located between O'Brien's Sandwich Bar and Jaycee Printers.

To get there by bus - students cannot get a bus directly from the University to the Liosbaun Industrial Estate. You will need to get the Ballybrit bus from Eyre Square. Buses start at 7.30 am and run every half hour up till 6.30 pm after which they are less regular. You can ask the bus driver to drop you near the Ulster Bank on the Tuam Road. Take the entrance road by the Ulster Bank into the Liosbaun Industrial Estate. Walk past Centrepoint Apartments. The GNIB office is on the right hand side at the end of the road between O'Brien's Sandwich Bar and Jaycee Printers.

To get there by taxi - Another way to get to the Immigration Office is for three to four students to share a taxi from the University. It will cost €2 to €3 each.

Children of Non-EEA Students attending Fee Paying and Non Fee Paying Schools

Background

As set out in the review of non-EEA student immigration it is intended to move to a system of immigration levies whereby the cost to the State of unaccompanied non-EEA child students enrolling in Irish schools would be recouped. Putting this system in place in terms of legislation and administration will take some time and it will not come into force before 2012 therefore it is appropriate to set out some interim arrangements. With regard to children being allowed to accompany a full time non-EEA student in Ireland, established policy in this area will remain in place and in general children of non-EEA students will not be permitted to accompany the primary student.

Transitional Arrangements

The following immigration arrangements now apply in relation to Children attending Fee Paying and Non Fee Paying Schools. These measures will apply with immediate effect.

(c) Children of non-EEA Students in the State

However, for children of non-EEA students currently in the State, the current policy whereby the children of persons who are here as students (holding Stamp 2 or 2a) must attend a fee paying school is being continued. However all children who are already in the system (i.e. prior to the 2010-2011 school year) will be permitted to remain on in their current school to the end of the parents course or to the end of July 2012, whichever is the earlier.

NOTE: These transitional arrangements will be updated in due course. The new policy in this area as outlined in the 'New Immigration Regime for Full Time Non-EEA Students' will be implemented for the 2012/2013 school year.

<http://www.inis.gov.ie/>

INSURANCE

Students wishing to purchase home insurance to insure their personal possessions may do so from Cover 4 Students. Campus Possessions Insurance provides cover for student's home contents and possessions whilst living on campus, in halls of residence and off campus, in private rented accommodation. Cover 4 Students also offers holiday, travel, backpacker and winter sports insurance. The relevant website is www.cover4students.ie

IRISH LANGUAGE (GAELIGE)

NUI Galway has a bilingual policy on campus. You will notice that signage on campus is provided in both Irish and English. NUI Galway's close proximity to the Connemara Gaeltacht, the largest Irish-speaking area in the country, provides a unique dimension to the campus. The regular use of the Irish language is an established part of social and academic life, while the City and University reflect the rich cultural ambience of a bilingual environment. Acadamh na hOllscolaíochta Gaeilge, a national institution dedicated to pioneering third-level education through the medium of Irish, is located on campus. Students who are interested in taking classes in the Irish language may do so by contacting Oifig na Gaeilge Labhartha (Office of Spoken Irish) in the building known as Áras na Gaeilge. The contact email address is caitriona.nichoirbhin@oegaillimh.ie

LAPTOP INFORMATION

Power

The voltage in the US and Canada is 100 - 120, while the voltage in the UK and Europe is 200 - 240. Most new laptops are dual voltage and will simply require a travel plug adapter to go from the 2-prong plug to the 3-prong plug used in Ireland. Travel adapters are readily available in most electrical retailers or big department stores e.g Argos on the Headford Rd. Students should check carefully if their laptop specifies the European voltage as they could damage the equipment otherwise. Computer manufacturers are obliged to put the voltage information on the equipment. Normally, the information is on the power cable that comes with the laptop. For dual voltage the specification usually looks as follows "INPUT: AC 100 – 240 V". In this case, all that is required is a travel plug adapter. If the equipment does not specify 220 V, the student needs to purchase a voltage adapter. This would not be as readily available and students would probably be best advised to go to large computer retail outlets e.g. Maplins, (Unit 10 Wellpark Retail Park, Dublin Road) or to purchase online.

Further information can be found on the Information Solutions & Services (ISS) website at www.nuigalway.ie/cs/students/wireless/wireless_poweradapter.html

Connectivity

Students can connect to the NUIG wireless network (called NUIGWifi) if they have a wireless card in their laptop. In most new laptops, a wireless network card is already built in. If the laptop does not have wireless capability, external wireless cards can be purchased from most computer retail outlets – they just need to ensure that it is compatible with the 802.11 b/g wireless network (this shouldn't be a problem as this is the industry standard). Full details about connecting to the wireless network on-campus are available at www.nuigalway.ie/cs/staff/wireless/wireless_wireless.html

LAUNDRETTES

Self-service: Corrib Village, Westside Shopping Centre, Galway Shopping Centre, Sea Road, Mary Street, Dúnaras, Gort na Coiribe, Cúirt na Coiribe, Donegan Court.

LIBRARY

The Library is located in the centre of the campus opposite the Arts Science Building. The Library telephone extension is 3005. Opening Hours during term time:

08.30 - 22.00 Monday - Friday
08.30 - 17.30 Saturday
10.00 - 17.30 Sunday

Services offered by the Library include:

- Browsing Room
- Assistive Technology Service
- Archives
- Special Collections
- Bibliographic Services

- Law Library
- Microform/Microfiche
- Desk Reserve Collection
- Study Spaces
- Library Catalogue
- Photocopiers
- Computer Suites
- Audio-visual collection
- Past examination papers database
- Library tours & support services

Further information is available at www.librarynuigalway.ie

LOCKERS ON CAMPUS

To avail of the Students Union locker service, you must be a registered NUI, Galway student. The charge for renting a locker is as follows:

- Concourse and library basement locker: €25. There is no deposit.
- Other Lockers: €25 plus €10 security deposit, which will be returned to you if the locker is kept in good condition throughout the year and your key is returned on the date given.

For further information see the SU website at <http://www.su.nuigalway.ie/lockers/> where lockers can be booked online.

LOST & FOUND SERVICE

If you believe you have lost property on campus you should check with the Lost & Found service at the Information/Parking Office located on the Concourse opposite the main Concourse entrance. The telephone number for the service is 091 495063 or email parking@nuigalway.ie.

Lost passport, wallet etc.

- Notify the Garda (Police), telephone 091 563161 and get a police report from them.
- Notify your embassy quoting your passport number. You should keep a record of your passport number. You should also make a photocopy of the identity page of your passport and of the visa page if relevant.
- For further help and advice, contact the International Affairs Office.

CATERING ON CAMPUS

The main University restaurant **An Bhiann** offers hot lunches and evening meals at reasonable prices. Opening hours:

Monday - Thursday:	8:30 am - 7:00 pm
Friday:	8:30 am - 3:00 pm
Saturday:	10:00 am- 2:00 pm (Limited Dates). Sunday: Prior to exams

EcoGrounds & Subway (beside the An Bhiann) specialise in coffees pastries, sandwiches and paninis.

EcoGrounds	Monday - Thursday:	7.30 am – 8.00 pm
	Friday:	7.30 am - 4:30 pm
Subway	Monday - Thursday:	9.30 am - 8.00 pm
	Friday:	9.30 am - 4:00 pm

Smokey Joe's (Concourse)

Tea, coffee, pastries, soups, sandwiches, confectionery.

Monday –Friday: 8.00 am - 10.30 pm
Saturday: 9:00 am - 5.00 pm

Friars Restaurant

Serves hot meals as well as sandwiches, salads, pastries and scones. Friars is located in the Cairnes Building. See <http://www.friarsrestaurant.ie/> for further information.

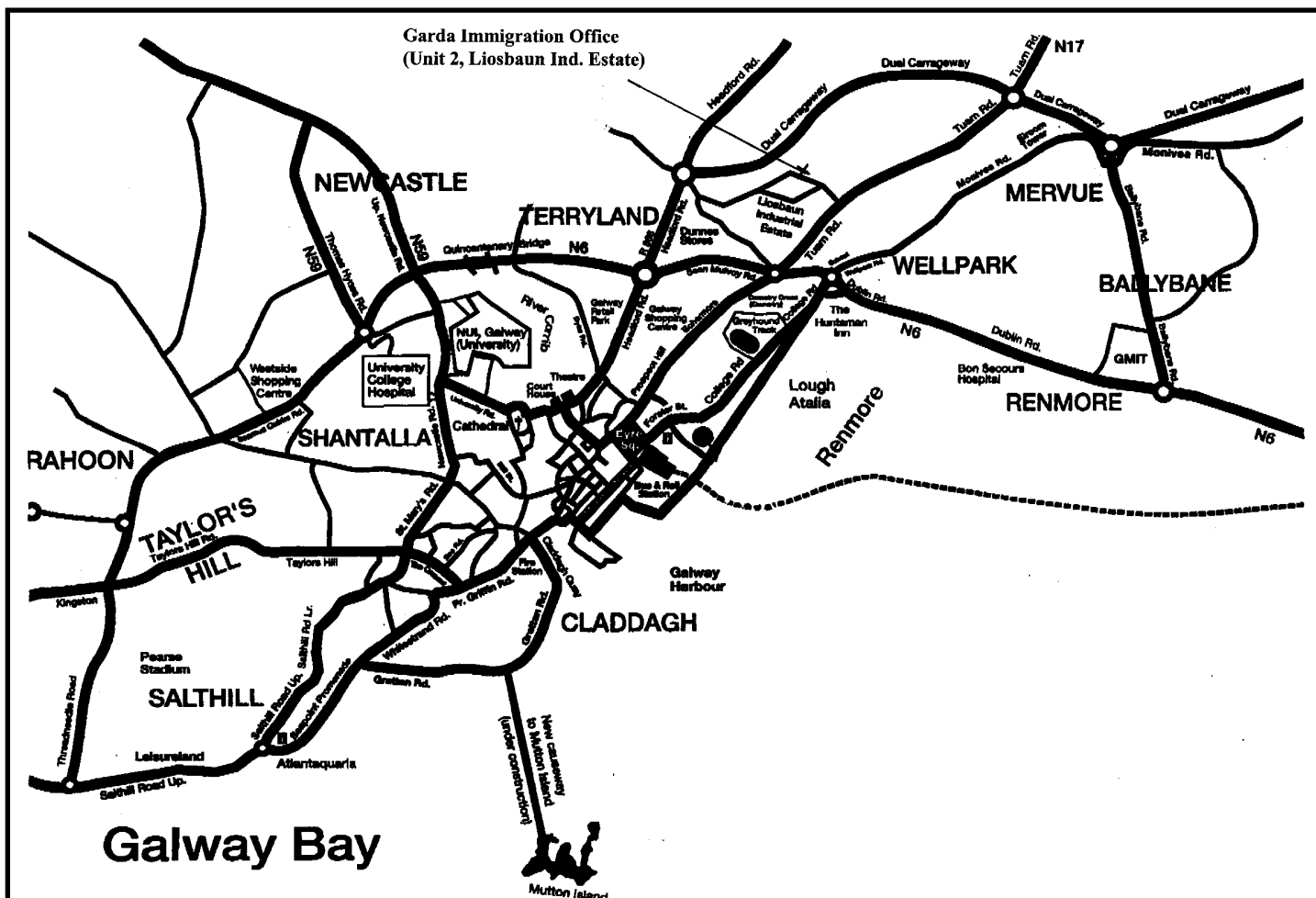
Monday – Thursday: 8.00 am – 7.30 pm
Friday: 8.00 am – 6.30 pm
Saturday: 8.30 am - 2.30 pm

The College Bar

The College Bar has long been famed for its top quality food and many past and present students will quote the bar as having the best food on campus - tasty, wholesome and with generous portions. Carvery dinners will offer three or four daily choices with a vegetarian option too. The newly renovated sandwich bar offers freshly made sandwich, smoothies, paninis, pizzas, toasties, pastries and the College Bar's famous homemade scones and muffins. There is also homemade soup of the days and a wide variety of speciality teas and coffees. See the following website for further information <http://www.nuigcollegebar.com/modules/news/>

Sandwich Bar: Mon - Fri: 10:00 am - 6.00 pm
Carvery Lunch: Mon - Fri: 12:00 noon - 4.00 pm

Snacks and light meals are also available in Rush/The Hub in the Áras na Mac Léinn and at other snack bars on campus (Áras na Gaeilge, Arts Millennium Building and the Information Technology building). City centre restaurants are within ten minutes walking distance from the University. For further information please check www.nuigalway.ie/catering/

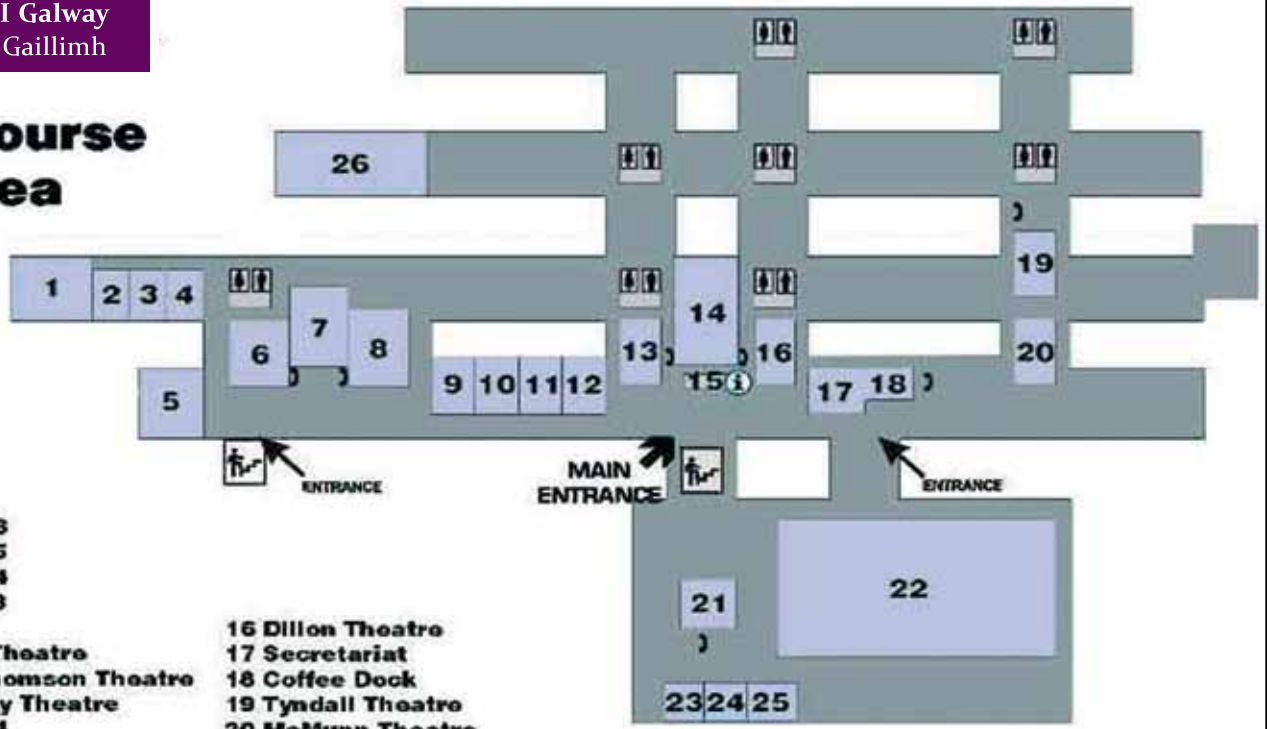




- Important buildings**
- 1 The Quadrangle
 - 2 Arts/Science Building
 - 3 James Hardiman Library
 - 4 Arts Millennium Building
 - 5 IT Building
 - 6 Orbsen Building
 - 7 Áras Uí Chathail (Student Contact Centre)
 - 8 Áras na Mac Léinn
 - 9 Martin Ryan Institute
 - 10 Áras na Gaelige
 - 11 Sports Centre
 - 12 Engineering Building
 - 13 Áras Moyola
 - 14 J.E. Cairnes Business School
 - 15 Corrib Village (Student Accommodation)
 - 16 Human Biology Building
 - 17 Arts, Humanities & Social Sciences Building
- Cafes, restaurants and bars**
- 11A An Bhláinn
 - 11B Smokey Joe's Café
 - 11C Coffee On Line
 - 11D Moffetts Restaurant
 - 11E College Bar
 - 11F Zinc Café
 - 11G Friars Restaurant
- Parking**
- P



Concourse Area



- 1 Room 216**
- 2 Room 215**
- 3 Room 214**
- 4 Room 213**
- 5 Bank**
- 6 Cairnes Theatre**
- 7 D'Arcy Thomson Theatre**
- 8 O'Flaherty Theatre**
- 9 Room 204**
- 10 Room 203**
- 11 Room 202**
- 12 Room 201**
- 13 Larmor Theatre**
- 14 Kirwan Theatre**
- 15 Information**
- 16 Dillon Theatre**
- 17 Secretariat**
- 18 Coffee Dock**
- 19 Tyndall Theatre**
- 20 McMunn Theatre**
- 21 Restaurant (basement)**
- 22 James Hardiman Library**
- 23 Students Union Shop**
- 24 Bookshop**
- 25 Travel Office**
- 26 New Reading Room**

Most Frequently Used Lecture Venues/Class Rooms

Venue	Location	Abbreviations Key	
O'Flaherty Theatre	Concourse	AC	Arts Concourse
Cairnes Theatre	Concourse	AM	Arts Millennium
D'Arcy Thompson Theatre	Concourse	CA	Business School, Cairnes Bldg
AC201	Concourse	IT	Information Technology Building
AC202	Concourse	MY	Áras Moyola
AC203	Concourse	MRI	Martin Ryan Institute
AC204	Concourse	SA	Saint Anthony's (beside the Cairnes Bldg)
AC213	Concourse	TB	Tower Block 2, Concourse
AC214	Concourse	EN	Engineering Building (North Campus)
AC215	Concourse		
Kirwan Theatre	Concourse	IT250	IT Building (2nd floor)
Larmor Theatre	Concourse	Lecture Hall 1 (LH1)	St. Anthony's College
Dillon Theatre	Concourse	Lecture Hall 2 (LH2) Postgrad	St. Anthony's College
McMunn Theatre	Concourse	Seminar Room B	St. Anthony's College
Tyndall Theatre	Concourse	Lecture Hall 3	St. Anthony's College
TB301	Tower Block 2, Concourse	CA001	Business School (Cairnes Bldg)
TB302	Tower Block 2, Concourse	CA002	Business School (Cairnes Bldg)
TB303	Tower Block 2, Concourse	CA003	Business School (Cairnes Bldg)
TB304	Tower Block 2, Concourse	CA004	Business School (Cairnes Bldg)
TB305	Tower Block 2, Concourse	CA005	Business School (Cairnes Bldg)
TB307	Tower Block 2, Concourse	CA113	Business School (Cairnes Bldg)
AM104	Arts Millennium Building	CA114	Business School (Cairnes Bldg)
AM105	Arts Millennium Building	CA115	Business School (Cairnes Bldg)
AM107	Arts Millennium Building	CA116	Business School (Cairnes Bldg)
AM108	Arts Millennium Building	CA117 (MBA Room)	Business School (Cairnes Bldg)
AM109	Arts Millennium Building	CA118	Business School (Cairnes Bldg)
AM110	Arts Millennium Building	UC102 Theatre, Áras Uí	
AM112	Arts Millennium Building	Chathail	Áras Uí Chathail (ground floor)
AM121	Arts Millennium Building	E212	Civil Engineering Building
AM122	Arts Millennium Building	MRA201 MRI Theatre	Martin Ryan Institute Annex
O'Tnuathail Theatre	Arts Millennium Building	EN117	Engineering Building (North Campus)
Fottrell Theatre	Arts Millennium Building	EN118	Engineering Building (North Campus)
AM215	Arts Millennium Building	EN147	Engineering Building (North Campus)
O'hEocha Theatre	Arts Millennium Building	EN301	Engineering Building (North Campus)
IT125 (First Floor)	IT Building (1st floor)	EN302	Engineering Building (North Campus)
IT125G (Ground Floor)	IT Building (ground floor)	EN303	Engineering Building (North Campus)
IT202	IT Building (2nd floor)	EN333	Engineering Building (North Campus)
IT203	IT Building (2nd floor)	EN334	Engineering Building (North Campus)
IT204	IT Building (2nd floor)	EN335	Engineering Building (North Campus)
IT205	IT Building (2nd floor)	EN434	Engineering Building (North Campus)
IT206	IT Building (2nd floor)	EN435	Engineering Building (North Campus)
IT207	IT Building (2nd floor)	EN436	Engineering Building (North Campus)
		EN452	Engineering Building (North Campus)

Discipline / Colleges Office Location Information

Discipline/School	Location	Website	Email
Accountancy & Finance	Top Floor, Cairnes Building	http://www.nuigalway.ie/acc_finance	AnnMarie.Curran@nuigalway.ie
Anaesthesia	Clinical Sciences Institute & University College Hospital, Galway	http://www.nuigalway.ie/anaesthesia	anaesthesia@nuigalway.ie
Anatomy	Block B	http://www.nuigalway.ie/anatomy	anatomy@nuigalway.ie
Archaeology	Room 217, Arts/Science Building	http://www.nuigalway.ie/archaeology	archaeology@nuigalway.ie
Bacteriology	Clinical Sciences Institute & University College Hospital, Galway	http://www.nuigalway.ie/bac	claudia.doherty@nuigalway.ie
Biochemistry	Room 215, Arts/Science Building.	http://www.nuigalway.ie/biochemistr	una.orourke@nuigalway.ie
Botany	Aras de Brún	http://www.nuigalway.ie/botany	sié.mhicdhooncha@nuigalway.ie
Celtic Civilization	Aras na Gaelge	http://www.nuigalway.ie/gaelge/index_irish.html	flona.depaor@nuigalway.ie
Chemistry	Room 236, Arts/Science Building	http://www.nuigalway.ie/chemistr	karen.kelly@nuigalway.ie
Civil Engineering	Room 233, Engineering Building	http://www.nuigalway.ie/civilenc	brid.flaherty@nuigalway.ie
Classics	Room 508, Tower 2, Arts/Science Building	http://www.nuigalway.ie/classics	classics@nuigalway.ie
Earth & Ocean Sciences	Martin Ryan Institute	http://www.nuigalway.ie/eo	loria.larkin@nuigalway.ie
Economics	1st Floor, Cairnes Building	http://economics.nuigalway.ie	economics@nuigalway.ie
Education, School of	Reception Area, Block M	http://www.nuigalway.ie/education	education@nuigalway.ie
Electrical & Electronic Engineering	Room 450, 3rd Floor, Engineering Building	http://www.eee.nuigalway.ie/	mary.costello@nuigalway.ie
English	Tower 1, Arts/Science Building	http://www.nuigalway.ie/english	english@nuigalway.ie
French	2nd Floor, Arts Millennium Building	http://www.nuigalway.ie/french	emer.oflynn@nuigalway.ie
General Practice	1 Distillery Rd	http://www.nuigalway.ie/general_practice	una.stjohn@nuigalway.ie
Geography	Room 115, Arts/Science Building	http://www.nuigalway.ie/geography	siobhan.comer@nuigalway.ie
German	2nd Floor, Arts Millennium Building	http://www.nuigalway.ie/germar	geraldine.myth@nuigalway.ie
Health Promotion	16 Distillery Rd	http://www.nuigalway.ie/hpi	denise.dooley@nuigalway.ie
History	Room 405, Tower 1, Arts-Science Building	http://www.nuigalway.ie/history	phil.faherty@nuigalway.ie
Huston Schol of Film and Digital Media	Block Q, Earl's Island (off campus near the Cathedral)	http://www.filmschool.ie	info@filmschool.ie
Hydrology	Block R, Earl's Island	http://www.nuigalway.ie/hydrolog	Carmel.King@nuigalway.ie
Information Technology	Room 444, Information Technology Building	http://www.it.nuigalway.ie	info@it.nuigalway.ie
Irish	Aras na Gaelge	http://www.gaelge.oegailimh.ie	caroline.nifhlatharta@oegailimh.ie
Irish Studies	Room 205, Martha Fox House, Distillery Road	http://www.nuigalway.ie/cis	samantha.williams@nuigalway.ie
Italian	2nd Floor, Arts Millennium Building	http://www.nuigalway.ie/italiar	italian@nuigalway.ie
Journalism	Ground Floor, Arts Millennium Building	http://www.go4th.ie/ma_journalism.htm	bernadette.osullivan@nuigalway.ie
Law/Legal Science	Tower 2, Arts/Science Building	http://www.nuigalway.ie/law	law.faculty@nuigalway.ie
Management	Top Floor, Cairnes Building.	http://www.nuigalway.ie/managemen	nuala.donohue@nuigalway.ie
Marketing	2nd Floor, Cairnes Building	http://www.nuigalway.ie/faculties_departments/marketing	marketing@nuigalway.ie
Mathematical Physics	Room C305, Aras de Brún	http://www.maths-physics.nuigalway.ie	noelle.gannon@nuigalway.ie
Mathematics	Room C204, Aras de Brún	http://www.maths.nuigalway.ie	Mary.Kelly@nuigalway.ie
Mechanical & Biomedical Engineering	Room 350, New Engineering Building	http://www.nuigalway.ie/mechbio	mechbio.eng@nuigalway.ie
Medical Informatics & Education	Clinical Science Institute	http://www.nuigalway.ie/medical_informatics	thomas.kropmans@nuigalway.ie
Medicine	Clinical Science Institute	http://www.nuigalway.ie/dept_medicin	una.oconnor@nuigalway.ie
Microbiology	Arts/Science Building	http://www.nuigalway.ie/microbiolog	microbiology@nuigalway.ie
Nursing	Aras Moyola	http://www.nuigalway.ie/cn	nursing.midwifery@nuigalway.ie
Obstetrics & Gynaecology	Clinical Science Institute	http://www.nuigalway.ie/obsayr	olive.oagradý@nuigalway.ie
Occupational Therapy	Aras Moyola	http://www.nuigalway.ie/occupational_therap	healththerapies@nuigalway.ie
Paediatrics	Clinical Science Institute	http://www.nuigalway.ie/paediatric	debbie.monroe@nuigalway.ie
Pathology	Clinical Science Institute	http://www.nuigalway.ie/patholog	claudia.doherty@nuigalway.ie
Pharmacology & Therapeutics	Experimental Medicine Building.	http://www.nuigalway.ie/pharmacolog	una.ryan@nuigalway.ie
Philosophy	Morrisroe House, 19 Distillery Road (located in the Distillery Rd carpark area near An Bhiann restaurant)	http://www.nuigalway.ie/philosophy	ann.ohiggins@nuigalway.ie
Physics, School of	Arts/Science Building	http://www.nuigalway.ie/physics	tess.mahoney@nuigalway.ie
Physiology	Quadrangle Building	http://www.nuigalway.ie/physiology	grace.timlin@nuigalway.ie
Political Science and Sociology	Floor 2, Aras Moyola	http://www.nuigalway.ie/soc	Kay.Donohue@nuigalway.ie
Psychiatry	Clinical Science Institute	http://www.nuigalway.ie/psychiatr	maion.fannon@nuigalway.ie
Psychology	St. Anthony's College, Newcastle Rd	http://www.nuigalway.ie/psy	psychology@nuigalway.ie
Radiology	Clinical Science Institute	http://www.nuigalway.ie/radiolog	radiology@nuigalway.ie
Spanish	2nd Floor, Arts Millennium Building	http://www.nuigalway.ie/spanish	spanish@nuigalway.ie
Speech and Language Therapy	Aras Moyola	http://www.nuigalway.ie/speech_language_therap	healththerapies@nuigalway.ie
Surgery	Clinical Science Institute	http://www.nuigalway.ie/surgen	grace.clarke@nuigalway.ie
Zoology	Aras de Brún	http://www.nuigalway.ie/zoology	anne.quinn@nuigalway.ie
COLLEGE OFFICES			
College of Arts, Social Sciences & Celtic Studies	Arts Millennium Building, First Floor	http://www.nuigalway.ie/arts	collegearts@nuigalway.ie
School of Business & Economics	Top Floor, Cairnes Building.	http://www.nuigalway.ie/commerce	business@nuigalway.ie
School of Law	Tower 2, Arts/Science Building	http://www.nuigalway.ie/law	law@nuigalway.ie
College of Engineering & Informatics	Room 246, First Floor, Engineering Building	http://www.nuigalway.ie/engineering	engineeringandinformatics@nuigalway.ie
College of Medicine, Nursing, & Health Sciences	Clinical Science Institute	http://www.nuigalway.ie/medicine	collegemnhs@nuigalway.ie
College of Sciences	Room 209, Arts/Science Building	http://www.nuigalway.ie/science	science@nuigalway.ie

PARKING ON CAMPUS

Parking spaces in NUI Galway fall into a number of categories:

- Staff Only
- Student Only
- Shared Staff and Student spaces
- Pay and Display (P&D) spaces
- "Reserved" spaces and loading bays
- Reserved Visitor Parking (arrangements to be made with NUI Galway Security in advance of arrival)

Students displaying a valid NUI Galway Student parking permit may park in any Student Only or shared parking space, as shown on the **Map of Student and Pay & Display Car Parks**, which can be viewed online at www.nuigalway.ie/administration_services/buildings_office/images/map_carparks.jpg

Students may not park in the 'Staff Only' car parks.

Pay & Display Spaces

If you park in a P&D space (marked in blue lines), you must display a valid P&D ticket, regardless of the type of parking permit you have.

Please note that the above parking management system is enforced by clamping during the hours 08.30 to 17.30, Monday to Friday. Clamp release fee is €60 and €80 after 6pm.

How to get a NUI Galway Student Parking Permit:

A charge of €32 applies for student parking permits. The new permits are for the duration of your student career and you need not renew your permit each year.

To get a full permit, please fill out a student permit application form. The form can be downloaded from the Buildings Office website http://www.nuigalway.ie/buildings/parking_students_permit.html

You must also have the following documentation - originals only (as specified on the application form).

1. Valid NUI, Galway student ID card. (i.e. you must be registered)
2. Copy of your driver's license
3. Valid Insurance Cert showing that you are a named driver on the car you will be driving.

OR

Vehicle licensing cert. (To show that you are the owner of the car - If you are not the owner of the car, you must also have a letter from the owner granting you permission to use the car).

In accepting a student parking permit, you are deemed to have read and understood this Student Parking web page and the relevant rules and regulations. Please note that abuse of the parking management system may result in a disciplinary procedure.

PERSONAL SAFETY

Galway City is a welcoming and hospitable city in which to live. However, it is always wise to be alert and aware of possible dangers to personal safety.

- Do not walk alone on ill-lit streets late at night. If you must walk, then use a busy route and a walkway that is well illuminated. If you go out with a group stay as a group and make sure that all members of the group return home safely.
- Where possible take a taxi at night. Give your name to the booking office and make sure the vehicle that calls for you has your name. Always ensure you have adequate funds to get a taxi home after a night out.
- Do not hitchhike.

- Don't display obvious valuables – jewellery, handbags etc. unless completely necessary.
- Keep your money in a safe, secure place. Never leave your bag unattended in restaurants or bars.
- Make sure that you use an ATM in a bank or supermarket. If you notice anything peculiar about the machine, leave the area and inform the police immediately. Cover the numeric key pad when entering your personal pin number.
- When socialising, don't leave an opened drink unattended, even for short periods.
- Don't leave property unattended in libraries, lecture theatres, restaurants or changing rooms.
- If you think you are being followed, go to the nearest place where there are other people, and contact the Gardaí (police).
- If you are assaulted, help is available to you from the Gardaí 24 hours a day.
- Remember, no mobile phone credit is needed to make 112 emergency calls.
- Be careful with your phone. To determine your phone's I.M.E.I. number enter the following code *#06# (star hash zero six hash). The resulting 15 digit number is your phone's registration number. If your phone is lost or stolen then give your service provider the I.M.E.I. number and the phone can be blocked.
- You should store an **In Case of Emergency** telephone number in your mobile phone under ICE so that an appropriate family member or friend can be contacted if you are involved in an accident.
- Students staying in Corrib Village should not walk alone, after dark, on the path along by the river that runs from the University to Corrib Village.
- If you live in a ground floor apartment do not leave your window open when you are not in your room. Do not give your key to anyone. Don't leave your apartment keys where anyone will find them. Do not leave your door open for a friend. When leaving your apartment, check to ensure that all windows and doors are locked.
- Inform a trusted neighbour if you are going to be away for some days.
- Be careful with the offer of a very good bargain. If it is too good to be true then it usually is.
- If you require Garda (police) assistance at any time during your stay please do not hesitate to call them at 091 538000 or in an emergency dial 112 for emergency services.

Security of Your Accommodation

- Lock your front/back doors at all times. If leaving, check that all windows are locked.
- Take care when letting in callers – ask for identification if in doubt.
- Take special care of valuables, including laptops, iPods and mobile phones.
- Always lock outside doors.
- Use your door chain.
- If you receive strange or abusive phone calls, contact the Gardaí / Campus Security.

Security of Your Bicycle, Car or Motorcycle

- When you purchase a bicycle, make sure you keep a receipt showing ID details.
- Secure your bicycle by using a good quality locking device.
- Leave your bicycle, car or motorcycle in an area which is supervised or where it can be seen.
- Don't leave valuables in your car. If you must, then keep them out of sight in the boot.
- Don't leave personal documents – driving licences, insurance certificates etc. in your car.
- Consider fitting a good quality alarm and/or immobiliser as well as a chain/padlock.
- Don't pick up hitch-hikers.
- Secure parking for motorcycles can be difficult to find. 'U' shaped pieces of scaffolding pole embedded into concrete, and located in areas, which have good natural surveillance can be the answer to the motor cyclist's theft problem.

The National Age Card

- Remember that you can apply for "The National Age Card" once you have reached 18 years of age.
- This is a state of the art identification card which provides you with the means to prove your age when requested
- The card can be applied for through your local Garda station.
- Check it out on www.agecard.ie.
- Your local Garda station will also be able to give you details.

A Campus Watch Service operates in the University and its objective is to make NUI Galway a safer place in which to study, live and work. If you notice anything suspicious contact Security staff at extension 2198/direct line 091 492198. For further safety information log on to Garda Crime Prevention Advice at www.garda.ie.

POST OFFICES

The General Post Office (GPO) is on Eglinton Street, Galway. The opening times are 9.00 a.m. to 6.00 p.m., Monday to Saturday (no lunch-time closing). For further information on post office services please see www.anpost.ie

Postal services

Standard letters/postcards

Ireland	Britain	Europe	Rest of World
55c	82c	82c	82c

A Post Office is located adjacent on the Newcastle Road opposite the University entrance beside the Arts Millennium Building. Services include stamps, registered post, express mail, parcel post, money orders, postal orders, international reply coupons, T.V. licences and savings accounts. Local Post Offices are open between 9.00 a.m. – 5.30 p.m. approximately, Monday to Friday. The Post Office on the Newcastle Road closes 1.00 p.m. – 2.00 p.m. for lunch.

Parcel deliveries – if you are not at home when the postman attempts to deliver a parcel, a delivery notification will be posted through your mailbox. You may collect your item the day after you received the delivery notice at the office shown on the notice. You should ensure you read the notice carefully. If you wish, you may use the address of the International Affairs Office as a delivery address for parcels. You will be notified when the parcel arrives by email and you may collect it from the International Affairs Office. The address is International Affairs Office, NUI Galway, 7 Distillery Rd, Galway, Ireland.

Print That (Fax & Photocopying services)

Students requiring fax facilities to communicate with their home institutions may use the fax service provided by Print That located on the Concourse, Arts/Science Building (beside Smokey Joe's Restaurant). The website is <http://www.nuigalway.ie/printthat/>.

PUBS

The pub is the social meeting place for many Irish people. Many pubs in Galway feature live music.

Pub Opening Hours

Normal opening hours:	10.30 a.m. – 11.30 p.m. (Mon – Thurs)
	10.30 a.m. – 12.30 midnight (Fri – Sat)
Sunday Hours:	12.30 p.m. – 11.00 p.m.

Many pubs have extended opening hours, particularly at the weekend.

Restaurants often are only licensed to sell wine, but most sell a full range of drinks. They usually have longer opening hours, as do hotels providing drinks for residents. If you do not drink alcohol, it is quite acceptable to have only soft drinks when you visit a pub.

For information on responsible drinking please refer to the following website www.drinkaware.ie.

Please drink responsibly.

RECREATION AND SPORT

Sporting activities help students to relax and keep fit, and also provide the opportunity to make new friends. There are many student clubs and societies one can join at NUI Galway. To become a member of a club/society, a student can register on the recruitment days that are held each year in September and January in Áras na Mac Léinn (societies) and the Kingfisher Sports Centre (clubs). For a list of clubs and

societies and further information go www.socs.nuigalway.ie and www.sports.nuigalway.ie. You can email any club or society during the year and indicate your interest in joining.

The International Students Society provides a forum where Irish and international students can meet and take part in social and cultural events together. The society organises trips around Ireland throughout the year as well as regular social events in Galway City. For further information please see the website <http://www.intstudents.nuigalway.ie>. If you are interested in becoming a committee member please contact the society directly (intstudents@socs.nuigalway.ie) or the International Affairs Office (international@nuigalway.ie). Student clubs and societies frequently organise trips around Ireland. These trips are subsidised and offer a less expensive way of seeing Ireland.

Sports Centre

The NUI Galway Sports Centre provides the following facilities:

- 25m, 6-lane swimming pool, with moveable floor
- Main sports hall – three competition basketball courts (12 badminton)
- Squash and racquetball courts
- Climbing and bouldering wall
- Viewing/spectator area
- Poolside sauna and steam room
- Saunas and ice baths in each gym changing room
- Shower cubicles in each changing room
- Poolside changing village with family change cubicles
- Latest technology in pool water filtration and sterilisation processes
- Studios for dance, aerobics etc.
- Large gymnasium

REGISTRATION

All students must register as students of the University. Visiting and Erasmus student registration is managed by the International Affairs Office. Queries can be addressed to visiting@nuigalway.ie. Fulltime undergraduate and postgraduate student registration is managed by the Registration Office. Queries can be addressed to reghelp@nuigalway.ie. Information on student registration dates, instructions and venues can be found on the NUI Galway website at www.nuigalway.ie/registration/.

Exam Timetables: Your exam timetable is directly related to your module registration. Please ensure you have selected the correct modules.

Blackboard Access: Access to your Blackboard account and also to your login for PC lab access is directly related to your module registration. Please ensure you have selected the correct modules.

Always check your student registration statement to ensure it accurately reflects your module selection.

RELIGIOUS PROVISION

There is complete freedom of worship in Ireland. Chaplains representing the main Christian churches are all available for consultation.

Catholic:

Fr. Diarmuid Hogan, 48 Lower Newcastle.
Direct Tel. 091 492164, Home Tel 091 524853 or extension 2164

Fr. Patrick O'Donoghue, 2 Distillery Road, Newcastle.
Direct Tel. 091 492168 or extension 2168

http://www.nuigalway.ie/student_services/chaplains

Church of Ireland:	Rev. Gary Hastings, Canon Maureen Ryan and Reverend Tom Gordon, Collegiate Church of St. Nicholas - located at the end of Shop Street, Galway Tel. 091 794599 or 091 521914 http://www.stnicholas.ie
Presbyterian/ Methodist:	Rev. Sahr Yambasu, Victoria Place, just off Eyre Square, Galway Tel. 091 591494
Reformed Presbyterian Church:	Rev. Raymond Blair, Tel. 091 763437
The Lutheran Church:	Tel 01 676 6548 or Email: lutheranchurch@eircom.net http://www.lutheranworld.org/lwf/
Religious Society of Friends (Quakers):	T Richard: Tel: 087 2375 789 http://www.quakers-in-ireland.ie/home/
Galway Christian: Fellowship	Mr Stephen Kenny, Tel 091 752989, Website: www.gcf.ie Galway East: New Life Centre, Monivea Road, Ballybrit, Galway. Galway West: Knocknacarra Community Rooms (Above XtraVision), Knocknacarra, Galway
Baptist Church:	Rev. Denis Jacob, Carraig na Greine, Furbo, Co.Galway Tel. 091 590767
Galway Islamic Centre:	13 Sandyview Drive, Riverside Tel. 091 751621 http://www.gicc.ie
Dublin Hebrew Congregation:	Rathfarnham Road, Terenure, Dublin 6 Tel 01 4923751 http://www.jewishireland.org
Trinity College Jewish Society	http://www.trin.cam.ac.uk/tcjs Tel 087 2726126

SCHOLARSHIPS

Students interested in applying for funding to further their studies in Ireland will find information on funding options for international students at www.nuigalway.ie/international/fees/intfunding.html.

SHIPPING SERVICES

The companies listed below may be contacted if you need assistance in relocating your possessions when you are moving to or from Ireland.

Hawthorn Logistics

Tel 01 8991101
Website : www.hawthornlogistics.ie
Email: moving@hawthornlogistics.ie

Mail Boxes ETC

Tel: 064 6620008
Website: www.killarney.mbeweb.ie
Email: Killarney@mbeweb.ie

Seven Seas Worldwide

Tel: 1800 216 698
Website: <http://www.sevenseasworldwide.com/homepage/default.aspx>
Email: a contact page is available on the website

Smurfit Kappa Direct

Tel: 091 755032
Website: www.smurfitkappadirect.ie
Email: direct@smurfitkappa.ie

SHOPPING - GENERAL

Big city-centre shops and department stores are open for six/seven days a week, usually closing at 6.00 p.m. with late shopping on Thursdays and Fridays until 9.00 pm. Supermarkets are usually open late on Thursday and Friday nights (until about 9.00 p.m.), and many are open seven days a week, but almost everywhere you can find smaller corner shops staying open much longer hours, including evenings and Sundays. They are usually more expensive for groceries than the supermarkets. Some supermarkets will deliver groceries to your accommodation for a small fee. For money saving grocery coupons see www.pigsback.com and www.couponmaster.ie and www.shopgalway.com. Other websites which promote value for money offers are <http://www.saveafewbob.ie/> and www.valueireland.com. Under the Waste Management (Environment Levy) retailers impose a charge of 22c for plastic bags.

Suggestions for Good Value:

- (i) For clothes, shoes, rainwear, bedding, towels and hardware:
Dunnes Stores (Eyre Square, Westside Shopping Centre, Terryland Shopping Centre, Headford Road, Briarhill and Knocknacarra) and **Penneys** (Eyre Sq. Centre, Galway Shopping Centre, Headford Rd.)
- (ii) Electrical goods: Argos, Headford Rd. Currys, Galway Retail Pk, Headford Rd.
- (iii) Main supermarkets in shopping centres for a general range of food:
Tesco (Galway Shopping Centre) and **Dunnes Stores** (branches listed above)
Lidl (Headford Rd) and **Aldi** (West City Centre Retail Park and Galway Retail Park, Headford Road.), **Supervalu**, Fr. Griffin Rd, and Ballybane. Lidl and Aldi are the cheapest supermarkets.
- (iv) For wet weather clothing: **Army and Navy Stores** (Shop Street), **Dunnes Stores**, **Penneys**, **Portwest**, Quay St., **Great Outdoors** (Eglinton St.), **Millets** (Galway Shopping Centre, Headford Rd), **Riverdeep Mountain High** (Middle St, Galway).
- (v) For sports clothing: **Lifestyle** (Shop Street and Galway Shopping Centre, Headford Rd.), **Great Outdoors** (Eglinton St.), **Elvery's** (Headford Rd. and Eyre Sq. Shopping Centre), **Millets** (Galway Shopping Centre, Headford Rd), **Riverdeep Mountain High** (Middle St, Galway), **Portwest**, Quay St.
- (vi) Irish-made gifts: **The Treasure Chest** (Shop Street), **The Kilkenny Shop** (Quay St.), **Craft Shop** (Quay Street), Blarney Woolen Mills, Merchant's Rd.
- (vii) For anything from household items, electrical equipment and jewellery to sound and vision equipment and much more, the **Argos Store** located at the Plaza Development, Headford Road, Galway (beside Lidl) has a wide variety of goods on offer. You can view stock online at www.argos.ie
- (viii) Discount stores can provide bargains for the discerning shopper. Products include household goods, gifts, stationery, toiletries and bric a brac. Options include **Poundscene**, Galway Shopping Centre, Headford Rd, and the **Two Euro Stores** on Eglinton St, and, Mainguard St.
- (ix) Secondhand shops offer bargains for household items, books and clothing – **Simon Shop**, Sea Road, **St Vincent de Paul Curiosity Shop**, Merchants Rd., **Age Action**, Upper Abbeygate Street, Galway.

Food

You will find all basic foodstuffs cheaper in the main supermarkets (Tesco, Dunnes Stores, Supervalu, Lidl, Aldi) which have central and suburban branches. Sometimes supermarkets have "own brand" foodstuffs e.g. the Tesco own brand. These are cheaper than regular brands. Tesco (open 24 hours) provides an online shopping facility and delivery service (www.tesco.ie). The delivery charge varies depending on the day of the week. Tesco stocks specialist grocery ranges including vegetarian, organic and ethnic ranges which covers Polish food and extended Asian foods. Dunnes Stores in the Eyre Square shopping centre and Dunnes Stores in the Westside Shopping Centre provide a delivery service for a small fee. Ask in store for details. Most supermarkets have a good selection of lentils, beans, rice pasta etc., but it is also useful to know about more specialist shops for buying these, plus oriental spices, fruit and vegetables outside the normal Irish range. Some good shops:

Evergreen	Mainguard St & Westside Shopping Centre & Galway Shopping Centre – health food store
Healthwise	Health food store, Lower Abbeygate Street
Fish Shops	McDonagh's (Quay Street) Tesco (Galway Shopping Centre) Galway Bay Seafoods, (New Docks) Gannet Fishmongers, (Eyre Sq Shopping Centre)
Halal Meat	Mediterranean Food Store, Seamus Quirke Rd
Ethnic Stores:	Eurasian Food Store, Market St Aroma Foods, Westside (Asian) Kalinka, Abbeygate St Lower (Russian) Eastern European Food Market, Woodquay Afro-Caribbean-Chinese-Mediterranean Food Merchant, Ivory Market, Forster St. Mafrego African Store, Unit 4 Kilkenny Pk Liosbaun Ind. Est, Tuam Rd. Bengal Store, Westside African Store, Bohermore Siatic Asian Store, Abbeygate St.

The Galway Market (www.galwaymarket.net/food.htm) which trades on Saturdays and Bank Holidays from 8.00 am to 6.00 pm and Sundays 2.00 pm to 6.00 pm, is located in Church lane by St Nicholas' Church and is well worth a look. You will find stalls selling fresh produce and locally produced crafts. There's a great variety of food available, including Madras curry, crepes, Japanese Sushi, and mouth watering handmade chocolates among many others.

Hal-al meats are available at the Mediterranean Food Store, Westside and Hal-al chicken is available at the University restaurant, An Bialann.

Eating out is expensive. Look for **Early Bird Menus** which offer better value for money e.g. Vina Mara, Middle St, Galway; Krusoes Restaurant in the Harbour Hotel, the Harbour; Kirbys Restaurant, Cross St, Cookes Restaurant, Upper Abbeygate St, KC Blakes, Quay St, Il Foletto, Quay St., Gourmet Tart, Salthill.

SMOKING BAN

On 29th March, 2004 the Irish Government implemented a ban on smoking in the workplace in Ireland. This means that with effect from that date (29 March 2004) **smoking is forbidden** in enclosed places of work in Ireland. This includes office blocks, various buildings, public houses/bars, restaurants and company vehicles (cars and vans). The ban was introduced as part of the Public Health (Tobacco) Act, 2002 (Section 47) Regulations 2003.

Any person found guilty of breaching the ban on smoking in the workplace may be subject to a fine of €3,000. The owner, manager, or person in charge of the workplace is legally responsible for ensuring that the ban on smoking in the workplace is complied with.

STUDENT SERVICES

Student Services within NUI Galway hosts a comprehensive website covering all aspects of Accommodation, Counselling, Career Development, Childcare, Health, Disability Support, Mentoring, Study Skills, Chaplaincy, Sport & Recreation and more. For further information, please go to www.nuigalway.ie/student_services/. Another useful site for information on campus activities is the Student Information Network at www.sin.ie.

STUDENTS' UNION

NUI, Galway Students' Union is an autonomous body which represents its members' interests in the University and elsewhere. Every student who registers at NUI, Galway automatically becomes a member of the Students' Union. Members are entitled to numerous benefits including representation and advice from the Students'

Union officers, membership of the Students' Union Club (College Bar) and access to a wide range of Students' Union commercial services. The Students' Union offices are open from 9am to 6pm, Monday to Friday. Services offered by the Students' Union include:

- Online Students' Union bookstore
- Online locker booking system
- Express Student Travelcard service
- Bus Eireann bus tickets
- Ticket sales for S.U. Events
- The Cloakroom
- The Grinds Register

The Union operates a stationery shop, and the SU Club. Entertainment is organised on a regular basis by the Union and is open to all students. For further information go to www.su.nuigalway.ie.

Students' Union Club (College Bar)

The Union runs a friendly bar where everyone is made to feel very welcome. Prices are lower here than in other pubs and value for money lunches are served daily. Opening hours are from 10.00 a.m. – 11.30 p.m. Monday to Friday.

Students' Union Shop

The Students' Union Shop operates a general shop in the basement of the Library building. A range of student stationery, writing materials, and confectionery is on sale there, as well as distinctive products bearing the NUI Galway crest/colours, including: sweatshirts, T-shirts, ties, scarves, etc. These are also available at Áras Fáilte.

Student Travelcard

Student Travelcard is Ireland's leading student discount card offering exclusive discounts of up to 40% on Irish Rail, DART, Dublin Bus and LUAS. As well as that, you can get over 200 discounts nationwide on production of the card in-store as well as online using your unique card number. For information on the Student Travel Card see <http://www.su.nuigalway.ie/site/view/433/>. You can apply for the Student Travel Card through the NUI Galway Students' Union which offers an express application service. Just call to the Students Union Office on the first floor of Áras na Mac Léinn to make an application for the card.

TAXI/HACKNEY SERVICES

Can be expensive – ask what the price is likely to be **before** travelling!

Some useful numbers:

Big O Cabs	091 585858	Apollo/Corrib Cabs	091 567222
Pro Cabs	091 565900	United Hackney	091 529900
Claddagh Cabs	091 588434	Cara Cabs	091 563939

TELEPHONE SERVICES

Instructions for using telephones are found at the front of the telephone directory and in the public telephone kiosks. Kiosks accept coins, call cards or credit cards. Call cards can be purchased at the Students' Union Shop, post offices or at general stores.

Special telephone services:

Operator	dial 10	Telemessaging dial 196
Directory Enquiries	dial 11850	Emergency International Telemessaging dial 10
Long Distance Calls	dial 10	Time dial 1191
International Calls	dial 114	

Do not ask the operator to make connections for you unless absolutely necessary, as it is usually cheaper to dial through yourself.

Landline Telephone Services

There are two main landline service providers in Ireland - Eircom and ESAT BT. There is a connection fee for initially installing the phone line, a monthly line rental fee and a charge per call. Bills issue every two months. For further information please see www.eircom.ie and www.esatbt.ie

Mobile (Cell) Phones

There are 5 main mobile phone service providers in Ireland. The relevant websites are listed below. Please refer to the websites for information on special offers, price plans and free web text service.

www.vodafone.ie
www.O2.ie *
www.meteor.ie
www.3ireland.ie
www.tescomobile.ie

These service providers offer the option of "ready to go" phones or an account option. The 'ready to go option' allows a customer to purchase a mobile phone and 'top it up' with credit as and when required. Credit can be purchased online, at ATM machines in shops or in dispensing machines. There are several shops in Galway City which sell mobile phones e.g. The Carphone Warehouse with branches in the Galway Shopping Centre, Headford Rd and the Eyre Square Shopping Centre, Vodafone Store, Eyre Square, 3Store, Shop St, O2 Store, Shop St., Meteor Shop, William St. It is a good idea to shop around to find the best deal available. Be conscious that when buying a ready to go phone that you will receive call credit when you purchase the phone. The call credit is usually delivered over a number of months. If you are a semester only student you may not be in Ireland for long enough to benefit fully from the credit allocated with your telephone.

***1Call**

1Call allows **O2** mobile phone customers to make cheap international calls directly from their O2 mobile. **1Call** is a separate add-on service which works with your existing mobile tariff by providing cheap international calls at much lower rates than your current mobile provider. Since it works as a separate service from your existing network plan it means that there are no phone numbers to change, no contracts to sign and no commitments of any kind. No calling card to buy, no pins to enter, no sign-up, no bills, no hidden charges. For further information on call costs and how to use the service please call **1800 928 928** (free phone number) or go to www.1Call.ie for more information.

A useful website for doing a cost comparison between telephone service providers is www.callcosts.ie

Prepaid International Call Cards

Prepaid international calling cards are an easy and cost effective way to make your international phone calls. These cards offer discounted charges for overseas calls and can be bought in various denominations e.g. €5, €10, €15 etc. Examples are Swiftcall, Global Caller, First National and Spirit cards. Cards can be purchased in newsagents or post offices.

THESIS BINDING

Arrangements to have your thesis bound can be made at two book binders in Galway City:

JFK Book Binders, Unit 12B, Sandy Rd, Galway. Tel. 091 773311.

Kennys Book Bindery, Liosbaun Industrial Estate, Tuam Rd, Galway. Tel: +353 (0)91 709362 and Fax: +353 (0)91 709355. E-mail: bindery@kennys.ie; Web: www.kennys.ie/BookBindery/

TIMETABLES

Timetables for classes are available from academic departments. They may be posted on the departmental website or else they can be collected in person. The link to academic departments is www.nuigalway.ie/faculties_departments/

TOURISM

The Tourist Information Office is located on Forster Street in the centre of Galway, tel. 091 537700. Information on trips to scenic areas, including the Aran Islands, Cliffs of Moher, the Burren etc is available each day 9.00 a.m. to 6.00 p.m. (excluding Sundays in winter). Day trips and weekend trips are organised by the University's clubs and societies on a regular basis. Check with the Societies' Ticket Desk in Áras na Mac Léinn. For information on what to do and where to go, guided tours etc in Ireland please see the following websites:

www.discoverireland.ie
www.visitdublin.com
www.festivalireland.com
www.galwaytourist.com
www.irelandislands.com
www.corkjazzfestival.com
www.lallytours.com
www.healytours.ie
www.signposttours.com
www.vagabond-ireland.com
www.stpatricksdays.ie
www.extremeireland.ie
www.dulranaturetours.com
www.burrenwalks.com
www.galwayartsfestival.com
www.galwayartscentre.ie/cuirt/literature.html
www.galwayfilmleadh.com
www.galwayoysterfest.com
www.galwayamericanafestival.com

Suggested Outings

St. Patrick's Day Festival

The 17th of March is St. Patrick's Day, Ireland's national holiday. There is an annual St. Patrick's Day Festival in Dublin city. There is an extensive list of events including the Festival Parade on March 17th and a Céilí Mór. For a full list of events please see www.stpatricksdays.ie. Other sights you might want to take in when you're visiting Dublin are

1. [Trinity College*](#)
2. [Kilmainham Gaol Historical Museum](#)
3. [Guinness Storehouse](#)
4. [Temple Bar](#)
5. [St. Patrick's Cathedral](#)
6. [Dublin Castle](#)

*For those of you interested in history, the Book of Kells is housed at Trinity College. The book of Kells contains a Latin text of the four gospels decorated by Irish monks in the year 800 AD.

To find out about the various festivals happening around the country each month go to www.festivalireland.com

The Aran Islands

No trip to the west of Ireland is complete without a visit to the Aran Islands. The Aran Islands comprise three islands (Inis Mór, Inis Meáin and Inis Óirr) located at the mouth of Galway Bay. An excellent Visitor's Centre, Ionad Arainn, on Inis Mór provides a solid introduction to the history and culture of the island. Undoubtedly the

most famous and impressive site on Inis Mór is the great stone fortress of Dun Aonghasa -- the largest of the prehistoric stone forts of the Aran Islands. It is perched spectacularly on the edge of a sheer 100m (300 ft) cliff that falls away into the Atlantic Ocean. For further information on the Aran Islands and how to get there please see www.visitaranislands.com or www.aranislandferries.com.

Inishbofin (Inis Bó Finne)

Inis Bó Finne means "Island of the white cow". Completely unspoilt, Inishbofin has a beautiful coastline that varies between white sandy beaches, dramatic cliffs, hidden caves, and a striking sea arch. The island's meadows are home to the endangered corncrake and a community of rabbits who bound about the hillsides. Several safe sandy beaches strewn with shells and with crystal clear water make swimming, snorkelling and diving a joy. The island is an ideal location for hiking and bird watching as well as having a seal colony and the imposing ruins of a 17th century Cromwellian fort. The travel time to Inishbofin is approx 2 hours. Citylink provides a bus service to Cleggan which takes approx 1.5 hours through the impressive scenery of Connemara. The ferry from Cleggan to the island takes 30 minutes. For more information see <http://www.inishbofin.com>.

Bunratty Castle

Bunratty Castle was built in 1425 by the MacNamaras and then passed to the O'Briens who were Earls of Thomond. The Castle is decorated with mainly 15th and 16th century furnishings. Medieval Banquets are held in the Castle year round (reservations necessary). Bunratty Folk Park recreates rural and urban life in 19th century Ireland. Visitors can, for example, view farmhouses representing various economic backgrounds, a watermill, a church and a village street. The 'Traditional Irish Night' celebrating the best in Irish music, song and dance, is held in the Corn Barn at Bunratty Folk Park. The walled garden at 19th century Bunratty House has been sensitively restored to a very high standard. For further information about Bunratty Castle and Folk Park please see www.shannonheritage.com. The Bus Éireann service from Galway to Limerick will enable you to access Bunratty.

The Burren & Cliffs of Moher

The Burren, from the Gaelic word "Boireann" is an area of limestone rock covering imposing majestic mountains, and tranquil valleys with gently meandering streams. With its innate sense of spiritual peace, extraordinary array of flora and wildlife, and megalithic tombs and monuments older than Egypt's pyramids, the Burren creates a tapestry of colour and a seductively magical aura which few people leave without wanting to experience again. The Burren Centre is located in Kilfenora, which can be accessed by the Bus Éireann service (Galway – Ennis – Kilfenora). For further information about the Burren and the Burren Centre please see www.theburrencentre.ie. The Cliffs of Moher are one of Ireland's most spectacular sights. Standing 230 metres above the ground at their highest point, and 8km long, the Cliffs boast some of the most amazing views in Ireland. On a clear day, the Aran Islands are visible in Galway Bay as well as the valleys and hills of Connemara. To the south of the cliffs is Hag's Head and the cliffs reach their highest point just north of O'Brien's Tower. The Tower was built by Cornelius O'Brien, a descendant of Brian Boru, to impress female visitors. The sea stack, Breanan Mór, stands over 70 metres above the foaming waves.

Dolphinwatch Carraigaholt in Co Clare provides boat trips in the Shannon Estuary. This area is home to over 140 Bottlenose Dolphins and more marine & coastal wildlife such as grey seals, gannets, guillemots, razorbills, choughs and peregrine falcons; even a herd of wild goats. Bring warm clothing and a camera. The relevant website is <http://www.dolphinwatch.ie>.

Connemara

This region of the west of Ireland covers much of west Galway and some of south Mayo and is among the most beautiful parts of Ireland. Two mountain ranges, the Twelve Bens and the Maumturk Mountains dominate the landscape of bogland and lake-land. Connemara today is the largest Gaeltacht (Irish-speaking area) in Ireland; however, English is also spoken. Places to visit include Kylemore Abbey and Victorian Walled Garden, Connemara National Park, Patrick Pearse's Cottage at Rosmuc, the Spiddal Craft Centre, and Dunguaire Castle. Places to stay in Connemara include Clifden, Spiddal and Carraroe.

For information on organised bus tours to places such as Connemara, the Cliffs of Moher, the Burren etc please see www.galwaytourist.com/tours. You will find tour details, cost and online booking form.

Delphi Adventure Centre

For the more intrepid amongst you the Delphi Adventure Centre offers the opportunity to engage with the great outdoors. The centre is located in southwest Mayo, halfway between Louisburgh and Leenane. All around are the mountains, beaches, sheltered inlets, rivers, lakes and the majestic scenery of Connemara. This lovely, remote, undiscovered corner of Western Europe boasts pollution free (blue flagged) beaches with incredible surf, Connacht's highest mountain and beautiful, clean fresh air ideal for the outdoor enthusiast. Delphi offers a wide range of outdoor activities both land and water based, anything from rock climbing to surfing. For further information please see <http://www.delphimountainresort.com>.

Killary Adventure Centre

Killary Adventure Company is one of Ireland's longest running adventure providers and can accommodate everyone's budget and taste. Activities are suitable for everyone from the complete beginner to the more experienced. The Killary Adventure Centre offers a huge variety of activities, including hiking, sailing, kayaking, rock climbing, abseiling and archery, as well as all-in activity weekends. Ireland's highest ropes challenge and the country's longest zip wire can also be found here. The K2 Hostel at the adventure centre is situated in a strikingly beautiful spot. For further information on the Killary Adventure Centre please see www.killaryadventure.ie

Signpost Tours

Signpost Tours is a tour company based in Galway specializing in activity and coach tours of the West of Ireland. Unlike other companies, its driver-guides get you off the coach to walk, cycle, or wade in Wellington boots through the bogs, beaches and beautiful surrounding area. Day tours, overnight tours and weekend tours can all be organized for student groups. For tour samples, visit the website: www.signposttours.com.

Discount Travel Websites

Ryan Air	www.ryanair.com
Aer Lingus	www.aerlingus.com
BMI Baby	www.bmibaby.com
Ebookers	www.ebookers.ie
Last Minute	www.lastminute.ie
British Airways	www.ba.com
Easyjet	www.easyjet.com
Flybe	www.flybe.com
Aer Arann	www.aerarann.ie
USIT	www.usit.ie
Sayit	www.sayit.ie
Student Travel	www.studenttravelcard.ie
Go4less	www.goforless.ie
WWoof Ireland	www.woof.ie

TRANSPORTATION IN IRELAND

The national bus service is called Bus Éireann – tel. 091 562000 or logon to www.buseireann.ie. Ceannt Station is the name of the main bus/train terminal off Eyre Square in Galway (behind the Great Southern Hotel).

Iarnród Éireann (Irish Rail) is the Irish rail provider - tel. 091 561444 / 1890 201393 for information on train services or logon to www.irishrail.ie There is a 24 hour talking timetable for Galway-Dublin trains, tel. 01-8054244.

Private bus companies also operate from Galway to Dublin on a daily basis. Tel. 091 564163 for Citylink (www.citylink.ie); GoBus 091 564600 (www.gobus.ie). Bus Éireann operate buses to Shannon Airport. Citylink and Bus Éireann also offer a bus service to Limerick and Cork.

Bus Éireann operates a city bus service in Galway City. A booklet containing the timetable for all Galway City services is available <http://www.buseireann.ie/bubble.php?id=59#galway>. A hardcopy can be obtained at the bus station.

City Direct also operates a Galway City bus service. The timetable can be downloaded at <http://galwaybus.com/galway-city-direct/>. Email: citydirect@eircom.net. Tel: 091 86 0814

Private bus operators provide weekend services around Ireland for NUI Galway students. Details can be obtained in the Students' Union office in Áras na Mac Léinn.

Transport in Dublin

Dublin Bus operates the Dublin City bus service. Information on their timetables, fares and routes can be found at www.dublinbus.ie

The **LUAS** is a light rail transit system operating in Dublin City. Details on timetables, fares and routes can be found on www.luas.ie

The **DART** is a Dublin city suburban train system. Timetables, fares and routes can be accessed on www.dart.ie

Information on travel within Ireland and abroad can be obtained from the student travel company USIT which is located at 16 Mary St in Galway City centre, telephone 091 565177, www.usit.ie

The International Student Identity Card (ISIC) is available from USIT and offers concessions on Bus Eireann (the National bus company) bus routes. To obtain an ISIC card, it is necessary to have your University I.D. card and one photograph.

Concessions on rail travel are available with an Irish Rail Student Card, which can be purchased at Galway train station. The application form for the Irish Rail Card can also be downloaded from the web www.irishrail.ie. The completed form should be taken to the Students' Union Office in NUI Galway to be stamped.

Car Hire

Students may wish to consider sharing the hire of a car in order to cut down on the cost of travelling around Ireland on breaks. A list of car hire companies can be found in the Golden Pages at www.goldenpages.ie

TV LICENCE

Every household with a television, or equipment capable of receiving a TV signal (i.e., an aerial, satellite dish, etc.,) must have a television licence. A television licence is a document that states that you have paid the appropriate fee (€160) to the government and contributed to the cost of public service broadcasting in Ireland. Licences can be purchased at the post office or online at www.billpay.ie

USEFUL ADDRESSES/WEBSITES

Immigration and Citizenship Divisions
Irish Naturalisation and Immigration Service
Department of Justice, Equality & Law Reform
13/14 Burgh Quay
Dublin 2 01-6167700
Lo Call: 1890 551 500
Website: www.inis.gov.ie

Philox

Philox (www.Philox.eu) is a European student community focussed on study and career. Students use Philox to connect with their fellow students from their university, but also to contact students from other countries to search for information about studying abroad, international internships or help with finding accommodation abroad.

New to Town Website

The site has been set up to help cater to the needs of the growing number of people choosing to make Ireland their new home. The articles on the bulletin boards cover most questions anyone moving to a new country would ask, from simple day-to-day matters such as how to set up a bank account to more complex issues such as visas, education and health matters. The site also offers visitors the opportunity to post any questions which may not have been covered and staff will endeavour to answer these queries, or, if this is not possible, to provide visitors with relevant contact details for those who may be able to answer them.

www.newtotown.ie

Other useful websites are:

www.galwayadvertiser.ie

www.galwayindependent.com

www.galway.ie

www.galwaycity.ie

www.galway.net

www.galway1.ie

www.oasis.gov.ie

www.immigrantcouncil.ie

www.inis.gov.ie

www.defi.ie

www.theirishmind.com

www.indiansinireland.com

www.livinginireland.ie

www.islaminireland.com

www.boards.ie

<http://www.justlanded.com/english/Ireland>

local Galway paper

local Galway paper

Galway County Council (local government) website

Galway City Council

local Galway website

local Galway website

Irish government services

The Immigrant Council of Ireland

Irish Naturalisation & Immigration Service (visa/immigration Information)

Dept of Enterprise, Trade & Innovation (work permits)

CNBC Irish Mind TV Series

Website for the Indian community in Ireland

Online resource with information on living in Ireland

Website of the Islamic Foundation of Ireland

National online discussion website

Online resource with information on living in Ireland

Hostel Accommodation in Galway

Kinley House,

Eyre Square

Tel. (091) 565144

www.kinlayhouse.ie

Sleepzone,

Bóthar na mBán

Tel. (091) 566999

www.sleepzone.ie

Hostel Accommodation in Dublin

Kinlay House,

2-12 Lord Edward Street,

Dublin 2.

Tel. (01) 6796644

www.kinlayhouse.ie

Ashfield House,

19-20 D'Olier Street,

Dublin 2.

Tel. (01) 6797734

www.ashfieldhouse.ie

VOLUNTEERING

NUI Galway's student volunteering programme

ALIVE (A Learning Initiative and the Volunteering Experience) was established by the University to harness, acknowledge and support the contribution that NUI Galway students make by volunteering either at home, in Galway or within the University community itself.

ALIVE Volunteering Opportunities

As an NUI Galway student you can volunteer with a huge variety of community organisations, based in Galway, in your home area or abroad, including:

- Big Brother, Big Sister
- Gaf Youth Café
- Riding for the Disabled
- Simon Community

- Homework Clubs
- Community Gardens

Log on to www.nuigalway.ie/alive to see the latest opportunities.

As an NUI Galway student you can volunteer with a huge variety of opportunities on campus including:

- Mentoring
- Class Reps
- Societies
- Clubs
- Access

Why volunteer?

Gain life experiences and skills ▫ Meet interesting people ▫ Have fun! ▫ Gain work experience ▫ Give back ▫ Be an agent of social change ▫ Broaden your horizons ▫ For the challenge ▫ Volunteering is a unique opportunity for students to increase their knowledge, skills and abilities, to understand and appreciate the diversity of our society and to work in partnership with communities for mutual benefit.

NUI Galway ALIVE Certificate for Volunteering

Get your ALIVE Certificate when you volunteer, it is a great addition to any CV. The ALIVE Certificate recognises your volunteering at home, in Galway, abroad or on campus, including: Student Connect Mentoring, Societies, Clubs, Access, Flirt FM, Class Reps and community organisations.

For further information contact:

Lorraine Tansey

Student Volunteer Coordinator

Room 122F, The Hub, Áras na Mac Léinn

Email: studentvolunteering@nuigalway.ie

Tel: +353 91 495346, Ext 5346

Website: www.nuigalway.ie/alive

WORKING IN IRELAND

EU/EEA nationals do not require a work permit to work in Ireland.

Students from non-EU/EEA countries must be registered as full time students on an Irish government approved course leading to a recognised qualification in order to work legally in Ireland on a part-time basis i.e. up to twenty hours per week during term time and full time during holiday periods. EU/EEA countries are the 25 EU countries, Norway, Liechtenstein, Switzerland and Iceland. A full-time course is a course of at least one academic year in duration which includes at least 15 contact hours per week. Further information and a complete list of approved courses can be found on the Internationalisation Register on www.nqqi.ie. This list is updated monthly.

PPS Number

To work in Ireland you will require a **PPS number**. This is a Personal Public Service Number, which you will require for tax purposes. Non EU students must register with the Garda National Immigration Office in Liosbaun Industrial Estate before applying for a PPS number.

Applications for a PPS number can be made at the Social Welfare Office, Hynes Building, St Augustine St Galway. Telephone: 091 500833. After application, your PPS number should issue by mail within 3-5 working days.

You will require the following documentation to apply for a PPS number

EU/EEA students

- 2 Forms of identity – e.g. Passport, National Identity Card
- Birth Certificate
- Proof of address (a utility bill in your name and address/bank statement with your name and address/ Letter from NUI Galway including your name and address and stating you are a student of NUI Galway).

Non EU/EEA students

- Passport
- Immigration Card (obtained by registering with the Garda National Immigration Bureau)
- Proof of address (e.g. a utility bill in your name and address/bank statement with your name and address/ Letter from NUI Galway including your name and address and stating you are a student of NUI Galway).

Taxation in Ireland

Once you have received your P.P.S. number you may apply to the Revenue Office for a Tax Certificate. This will allow you to earn a fixed amount per week without paying tax. Contact details for the Galway Tax Office are as follows:

Hibernian House, Eyre Square, Galway. Monday to Friday: 9:30 - 17:00	091-536 000 Lo-Call number 1890 777425	galwayroscommon@revenue.ie www.revenue.ie
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Applications for a Tax Certificate can be made in person or online by completing Form 12A. Form 12A can be downloaded from the Revenue website www.revenue.ie/forms/. You will need your employer's PAYE Registration number, which your employer will be able to provide. Tax credits can also be claimed for rent paid to your landlord and for tuition fee payments. Tax credits for tuition fee payments can be claimed at the end of the tax year which runs from January to December. You can apply for tax credits on third level education fees by calling to the Inland Revenue Office in Hibernian House, Eyre Square with your P60 and the receipt for tuition payments from the Fees Office.

You will normally start to pay tax from your first pay-day. The amount of tax you pay depends on your level of pay and the amount of your tax credits. If your pay on any pay-day is less than your tax-free allowances then you don't pay tax on that pay-day. If your pay is more than your tax-free allowances you pay tax on the difference. If you start work in the first week/month of the tax year your employer will deduct one week's/month's fraction of your annual tax-free allowances from your first week's/month's pay and will deduct tax from the balance.

When completing the section titled **Details of Residency** on Form 12 you will be asked if you are here on a permanent or temporary basis. You should state that you are here as a student on a temporary basis. As a student you will be allocated a full year of tax credits. If you have not used up your tax credits before you go home you will be able to reclaim tax from the Irish Revenue Service.

Tax refunds are applied for by completing Form P50, also available online at www.revenue.ie/pdf/p50_e.pdf. You will need a P45, which your employer should issue when you terminate your employment. Your P45 will show details of tax paid while employed.

Further information regarding all taxation matters can be accessed on www.revenue.ie or you can call the Lo-Call number 1890 777425.

Tax Certificates take approximately two weeks to issue. A copy will be sent to you and another to your employer to inform your employer of your tax credits and taxation rate.

National Minimum Wage

The National Minimum Wage Act, 2000 provides that the minimum wage rate for an experienced adult is €8.65 per hour.

Further information about working in Ireland can be found at www.deti.ie or www.oasis.gov.ie.

The Irish Council for International Students has produced a very useful booklet about working in Ireland which can be downloaded at the following website

http://www.icosirl.ie/eng/publications/employment_of_international_graduates_in_ireland_guidelines_for_employers_and_international_students

Third Level Graduate Scheme

The purpose of this Scheme is to allow legally resident non-EEA/EU third level graduates to remain in Ireland for one year after completion of a course for the purpose of seeking employment and applying for a Green Card or Work Permit.

Who can apply?

A non-EEA student who has, on or after 1 January, 2007, acquired a primary, masters or doctorate degree from an Irish third level educational institution will be permitted to apply for the Scheme. The student at the time of application must hold a current Certificate of Registration issued by the Garda National Immigration Bureau.

How to apply

An application for permission to remain under this Scheme may be made at the applicant's local GNIB registration office, or, if living in the Dublin area, to the Garda National Immigration Bureau, 13/14 Burgh Quay, Dublin 2.

Documents required when making an application:

- A letter from the International Affairs Office confirming a student has successfully completed a course of study and the qualification gained.
- Original examination transcript issued by the Student Contact Centre
- Current passport.
- Current Certificate of Registration issued by the Garda National Immigration Bureau.

Fees - the normal fees for the issuing of Certificates of Registration will apply to this Scheme.

Persons who qualify under this scheme will be granted one non-renewable extension to their current student permission (Stamp 2) for a one year period starting on the date upon which the person receives their exam results. The purpose of the permission to remain under this Scheme is to seek employment and gain a Green Card or Work Permit.

A person granted an extension to their permission to remain under this Scheme shall –

- be subject to the terms and conditions of that person's current student permission during the one year period.
- during the one year period the person shall be allowed to work for up to 40 hours per week without an employment permit.
- not engage in self employment or operate a business in the State.

An extension to permission to remain granted under this Scheme shall automatically expire after a period of one year. In circumstances where the person, a holder of a permission under this Scheme, obtains a Green Card or Work Permit that person shall be required to obtain permission to remain under the relevant employment scheme.

At the expiry of the one year period the person will no longer be legally resident in the State unless he or she is –

- the holder of a Green Card or Work Permit, or

- the holder of permission to remain in the State in accordance with another scheme.

A person who is no longer legally resident in the State shall be obliged to remove him or her self.

Students who wish to apply for the Graduate Permit Scheme should contact the International Affairs Office at international@nuigalway.ie. Graduates may not return to full time education after being registered under the Graduate Permit Scheme. For further information please refer to the document titled New Immigration Regime for Full-time Non EU Students available at <http://www.inis.gov.ie/>.

Work Permits

Information regarding Work Permits, Green Cards and the Graduate Permit Scheme can be accessed through the Department of Enterprise Trade and Innovation at <http://www.deti.ie/>.

COMMON ABBREVIATIONS USED

AA	Automobile Association Alcoholics Anonymous
ATM	Automated Teller Machine
CAO	Central Applications Office
DIRT	Deposit Income Retention Tax
EU	European Union
EHIC	European Health Insurance Card
ESB	Electricity Supply Board
GAA	Gaelic Athletic Association
GP	General Practitioner
GPO	General Post Office
GNIB	Garda National Immigration Bureau
HSE	Health Service Executive
IFA	Irish Football Association Irish Farmers' Association
IPA	Institute of Public Administration
IT	Institute of Technology e.g. GMIT = Galway/Mayo Institute of Technology
NUIG	National University of Ireland, Galway
PAYE	Pay as you Earn (Irish income tax withheld from salary)
PPS	Personal Public Service (number)
ROI	Republic of Ireland
RTE	Radio Telefís Éireann (Radio and Television Station of Ireland)
SU	Students' Union
UCHG	University College Hospital, Galway
USIT	Union of Students in Ireland (Travel)
VAT	Value Added Tax
VHI	Voluntary Health Insurance (Board)
VEC	Vocational Education Committee

International Affairs Office Staff List

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international@nuigalway.ie

www.nuigalway.ie/international



International Affairs Office
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