Your Student Guide Book provides you with useful information to aid your progress through a happy and rewarding first class education experience. Retain and use this Student Guide Book to help you get the best out of your learning experience at NUI Galway.
Orientation Week
Monday to Friday, 1–5 September
Attendance is compulsory

First Year Hotline
To find out about orientation, start dates, fees, accommodation, registration or any other queries you may have, please call the First Year Hotline:

+353 91 493 999

Opening hours:
13 August until 30 September - Mon to Fri: 9.00am to 6.00pm
Saturday 16 & 23 August: 9.00am to 1.00pm
or visit: www.nuigalway.ie/new-students

The contents of the Student Guide are for information purposes only and shall not be deemed to constitute a contract between NUI Galway and an applicant or any third party. Whilst every effort is made to ensure the accuracy of the information in this publication, the University reserves the right to amend, change or delete any courses, syllabuses, examinations, fees, regulations, rules or orders at any time without notice.
The Equal Access Survey

The HEA Equal Access Survey provides NUI Galway with a means of judging the diversity of students participating in higher education. It allows for the allocation of funding to support students with disabilities, mature students and those from socio-economically disadvantaged backgrounds. This is your opportunity to influence and change the services provided to you as a student at NUI Galway.

Completion of the Equal Access Survey is anonymous.

How do I complete the survey?

Fill in the survey when you register online at www.nuigalway.ie/registration by selecting “Student Registration Information” and following the link “New Undergraduate Students (1st Year)”. More information available at www.heai.ie
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Welcome

Congratulations on becoming a student at one of Ireland’s best universities, NUI Galway. We are delighted to welcome you and we look forward to having you on campus. You can be confident that you are joining a dynamic and forward-thinking university, with a distinguished reputation for teaching and research excellence.

Welcome to the NUI Galway Student Guide Book for 2014/2015. Within this guide you will find important information about being a student at NUI Galway and helpful advice about getting the most out of your time at the University. The NUI Galway Student Guide Book is a compact, easy to use, complete guide which highlights the different aspects of life in NUI Galway.

The guide has been organised into 6 sections: Your Arrival, Need to Know, Learning Support, Student Services, Get Involved and On Campus Services. A brief outline of the Student Code of Conduct and Student Rights and Responsibilities are included within this guide on pages 16-17 and the full text can be viewed at:

www.nuigalway.ie/codeofconduct

It is very important that you are aware of the University’s rules, policies and regulations and as a student you are bound by these provisions.

Information on Orientation for students is available at:

www.nuigalway.ie/new-students

Orientation week runs from Monday 1 to Friday 5 September 2014. It is compulsory that you attend.

“It will provide you with an opportunity to get to know our campus and to meet with your Student Connect Mentor who will advise and support you in the transition to university life.

We hope that you find the guide useful during your time here at NUI Galway and we wish you every success in your chosen Degree.

“Our aim is to ensure that the time you spend at NUI Galway is the most fulfilling, both educationally and personally”.

Get your very own official NUI Galway Hoody at the Gift Shop located in the Quad
10 Tips for success at NUI Galway

1. Be smart about your study habits
At the beginning of each semester, plot out your classes, important dates for exams, deadlines for papers, etc. Weekly and monthly calendars of commitments, along with daily “to do” lists will help you stay on track. If you have difficulty – SEEK HELP.

2. Find your niche
It’s easy to feel alone on this campus unless you find a “home” in one of the smaller communities. Take a look at the huge variety of societies, sports clubs and recreation options, or look into volunteering opportunities with the ALIVE programme. There’s bound to be many other students who share your interests.

3. Get your Zzz-s
Not getting enough sleep or having a wildly irregular schedule throws off your internal clock, leaving you less able to concentrate, and more likely to get sick. Try to get at least 6-8 hours of sleep.

4. Eat!
This seems like an easy thing to do, and yet so many students forget when things get hectic. Begin the day with breakfast (even if it’s on the go) and never go more than 3 hours without food. Aim for balance, and you’ll have a lot more energy.

5. Physical activity is a must
The physical benefits are well documented, plus it’s a great stress reliever. Try to get at least 30 minutes of moderate activity a day. Walk briskly to your classes, join the gym, take an ‘Off the Couch’ class, join a sports club, whatever you like!
6. **Strike a balance**

Spending every possible minute studying is not good for your health, nor is it wise to overextend yourself with too many extracurricular commitments. A balanced week is composed of time for study, family and friends, work, exercise, extracurricular activity, and some quiet down time.

7. **Say “yes” to fun**

Many students feel guilty about having fun, but scheduling in fun (a movie, a social evening with friends, a good book) will contribute to your success as a student.

8. **Resilience is key**

Minor obstacles and disappointments are a normal part of life, learning how to lift your own spirits and tap into your inner strength is a skill that you learn as you go through life. Among your “bag of tricks” can include simple activities, such as picking up the phone and calling a friend, or watching a video that makes you laugh.

9. **It’s OK to ask for help**

If you are feeling overwhelmed always ask for help. We all need extra help and support at different points in our lives. Draw on the support of your family, friends, or contact the many support services within the University. These are confidential and free and are detailed within this guide.

10. **Get involved**

You can touch lives in big and small ways: Study with a classmate, take a friend to dinner, write a letter to the editor of SIN about an issue you care about, do regular community service through ALIVE. The sky is the limit in terms of the ways you can extend yourself to others. You’ll feel better about yourself and the world.
This section covers all you need to know about...

- Student Services
- Student Information Desk (SID)
- Accommodation
- Fees and Grants
- Student Cards
- Finance/Money
- Computers and Emails
- Travelling to Campus and Parking
- Student Connect Programme
- International Students
- Code of Conduct
Accommodation

Before you start searching, it is important to know what type of accommodation you are looking for:

- Student Residence
- Digs/Lodgings
- House Sharing
- Flats/Apartments

Whatever you choose, the Accommodation Office is available to help you in your search, advise you on housing issues, provide information on tenants’ rights and responsibilities and provide assistance in dispute resolution.

T: +353 91 493 540
or  +353 91 492 364
E: teresa.kelly@nuigalway.ie
or angela.walsh@nuigalway.ie
www.nuigalway.ie/accommodation

Student Services Team

Matt Doran
Áras Ni Éimhígh
matthew.doran@nuigalway.ie
T: +353 91 492 235

Una McDermott
Áras Ni Éimhígh
una.mcdermott@nuigalway.ie
T: +353 91 495 282

Angela Walsh
Áras Uí Chathail
angela.walsh@nuigalway.ie
T: +353 91 492 364

Teresa Kelly
Áras Uí Chathail
teresa.kelly@nuigalway.ie
T: +353 91 492 364

Our location
Áras Uí Chathail

Opening hours:
10.00am - 12.45pm
2.15pm - 4.45pm
Monday - Friday

www.nuigalway.ie/student_services

Accommodation

Before you start searching, it is important to know what type of accommodation you are looking for:

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Whatever you choose, the Accommodation Office is available to help you in your search, advise you on housing issues, provide information on tenants’ rights and responsibilities and provide assistance in dispute resolution.

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or  +353 91 492 364
E: teresa.kelly@nuigalway.ie
or angela.walsh@nuigalway.ie
www.nuigalway.ie/accommodation

Student Services

The Student Services Team provide support, advice and help to make your time at NUI Galway as fulfilling and enjoyable as possible.

You can call in to see them in relation to personal, social or practical issues you may have throughout the year.

Student Information Desk

The Student Information Desk is the University’s point of contact to help you with:

- Registration, exams and admissions queries
- Replacement ID Cards (£20 charge)
- Validation and stamping of forms e.g. social welfare, medical card, drug payment, USIT visa (Student Travelcard forms are stamped by SU)
- Statements e.g. letters of attendance
- Parking

Student Information Desk

Location:
Ground Floor
Áras Uí Chathail
T: +353 91 495999
E: sid@nuigalway.ie
www.twitter.com/nuigsid
www.facebook.com/NUIG.StudentInformationDesk

Opening hours
Monday – Friday
from 9.00am - 12.30pm
and 2.00pm - 4.00pm

you must abide by the student code of conduct

Got a Query?

All general welfare/support queries contact + 353 91 492 364
or email teresa.kelly@nuigalway.ie
Location: 1st Floor, Áras Uí Chathail

top tip!

Have your accommodation booked in advance.
Where to rent?

Key Tips for Renting
- Always view a property before paying a deposit
- Always bring a friend or parent with you when meeting a landlord
- Ensure you have a rental agreement
- Always read and understand the Rental Agreement before signing
- Always get a receipt for the deposit paid and rent in advance
- Always make a list of furniture and appliances with the landlord. Damage or loss of property is a regular reason for losing a deposit
- If there are any outstanding repairs, ask the landlord to state in writing that they will be repaired - take photos if necessary

Fees and Grants
The fee for your University programme varies from discipline to discipline.

EU undergraduate fees are paid by EU nationals (EU birth certificate or passport) and have 3 elements as follows:

1. Tuition fee: This varies from degree programme to degree programme. This may be paid on your behalf by the Irish Government. It is not means tested and a brief synopsis of eligibility is available at www.studentfinance.ie

2. Student contribution charge €2,750: This is payable by you or if you apply for a SUSI grant and are deemed eligible, we will invoice SUSI for your SCC. This SUSI grant is means tested and you can apply online at www.grantsonline.ie

3. Student levy €224: This is payable by all students and is not covered by a SUSI grant.

When searching for accommodation, don’t forget to check out good websites such as www.daft.ie or www.findahome.ie

You can also check out the listings each Wednesday on www.classifieds.advertiser.ie/

Check out the website www.studentfinance.ie which provides comprehensive information for students in relation to fees, grants and supports.
Student Cards

The University provides all new students with a Student ID Card once your fees have been paid and you are fully registered. This card will be your official identification card for the duration of your time at NUI Galway. It provides access to a range of university facilities such as the University Library, facilitating the borrowing of library books, and allows admission to examination halls, lecture halls, other student facilities and services and collecting grant cheques at the Fees Office.

*This card will be your official identification card for the duration of your time at NUI Galway.*

Money/Finance

Managing your finance is a big part of university life. This may be your first time living away from home and it is important that you sit down and make a list of your income and expenditure.

Living costs

Budgeting is one of the key skills you will need to develop during your time at university. Managing your money well will make your university experience more enjoyable.

Do bear in mind that some costs are seasonal and vary from month to month. The first month can be expensive as you may travel home more or go out more or buy one-off course materials. You also use more electricity and oil during the winter, and printing and photocopying costs can vary over the course of the year.

Remember that a budget is a plan - a list of money coming in and a list of money you need to pay out - the trick is to stick to it!

If you don’t have a bank account then it is a good idea to set one up as soon as you can. There is a bank on campus and several other banks close to the University.

It is important that you look after this card as there is a replacement fee of €20 should you lose or misplace your card. For more information visit [www.nuigalway.ie/registration/student_card](http://www.nuigalway.ie/registration/student_card).

“Once you learn how to manage your money, you will be able to enjoy university life to the full!”
## Budgeting

To the right we have created a very general guide of how much you will need to survive for one month in college.

You should sit and discuss this with your parents/guardians and see where you can cut costs and how much they will be able to give you on a monthly or weekly basis.

Distinguish between needs and wants. While it’s important to spend some money on fun, or “wants”, just make sure you have enough for your “needs” first.

For financial and budgeting advice contact Cindy Dring at +353 91 492 048 or email cindy.dring@nuigalway.ie

www.nuigalway.ie/student_services/documents/yourfinances.html

### Monthly Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost (Euros)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation (rented)</td>
<td>340</td>
</tr>
<tr>
<td>Food, including a weekly shop and food in college</td>
<td>260</td>
</tr>
<tr>
<td>Phone, TV and Internet</td>
<td>70</td>
</tr>
<tr>
<td>Books/Academic Requisites</td>
<td>60</td>
</tr>
<tr>
<td>Photocopying and Printing</td>
<td>25</td>
</tr>
<tr>
<td>Electricity and Oil</td>
<td>80</td>
</tr>
<tr>
<td>Clothes and Laundry</td>
<td>60</td>
</tr>
<tr>
<td>Recreation</td>
<td>180</td>
</tr>
<tr>
<td>Travel</td>
<td>45</td>
</tr>
<tr>
<td>Medical</td>
<td>20</td>
</tr>
</tbody>
</table>

**Monthly Total** 1,140 Euros

---

## Financial Support

Some students may find themselves experiencing financial difficulties despite being careful with money during their time at university. If you find yourself in this situation and cannot reasonably obtain funds elsewhere, financial support is available from the university in the form of the **Financial Aid Fund**. The purpose of the fund is to overcome financial difficulties and enable students to fully benefit from their studies. Costs such as childcare, academic materials, rent, heat/light, food, travel, medical/dental expenses and those arising from family breakdown or bereavement can be considered for support. No money will be given to assist with fees, registration or debt. Students who are following a course of at least one years duration leading to an undergraduate / postgraduate qualification are eligible to apply. The fund is means tested.

For information regarding maintenance grants please see


www.nuigalway.ie/student_services/financialaidfund.html

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## Grants

Find out more
Scholarships

The University has a large number of scholarships and awards for registered students. Each Award/Prize/Scholarship has associated qualifying criteria, terms and conditions. All are listed, under undergraduate and postgraduate in the individual College Calendars and can be viewed online on the respective College websites.

The Excellence Scholarships for 2014-15 will be presented at a ceremony held in the Bailey Allen Hall on Thursday 16 October 2014.

Other Awards/Prizes/Scholarships will be presented at Lá na nGradam to be held in February 2015. All information regarding the Sports

Scholarships can be viewed at www.sports.nuigalway.ie. Students of NUI Galway may also compete for the prizes, medals, scholarships and studentships offered for competition by the National University of Ireland, Dublin. For further information please view www.nui.ie

Grant Advance

If you haven’t enough funds to meet expenses prior to the issue of the grant cheque, you may obtain a Grant Advance from the University branch of the Bank of Ireland or AIB which are located on campus.

The Grant Advance is free of interest. For queries and information about fees contact the Fees Office at www.nuigalway.ie/student_fees or call +353 91 492 905.

Other resources

The website www.studentfinance.ie provides comprehensive information for students in relation to fees, grants and supports.
Computers & Email

All students have access to PC suites and WiFi on campus.

As a new student you MUST activate your Campus Account. You can do this by going online to cass.nuigalway.ie and use the following credentials:

1. User ID (also known as your CAO / Registration ID number)

2. Temporary Activation Password ‘galway’ followed by the first four digits of your date of birth (in the format galwayddmm).

3. Complete the activation questions and choose your new password.

4. Activate your NUI Galway email account by going online to www.nuigalway.ie/information-solutions-and-services/students/email/information.html

5. It is very important that you check your NUI Galway student email account regularly as it is the official means by which the University will communicate with you in relation to registration, fees, exams and key information from your Programme, School(s), student advisers, lecturers and the Library.

Further information on the student email service is available at:

www.nuigalway.ie/information-solutions-and-services/students/email/information.html

The Library and I.T. Service Desk is located in the foyer of the James Hardiman Library and offers first level support for all library and IT queries

E: servicedesk@nuigalway.ie
P: +353 91 495 777

Office 365 eMail (StudentMail)

1. Go online to studentmail.nuigalway.ie/

2. ID = your NUI Galway email address (e.g. j.bloggs2@nuigalway.ie) Find your email address at www.nuigalway.ie/cs/students/email/faq/index.html

3. Password = your temporary activation password (as for Campus Account Step 2 above)

4. Your Campus Account is now active

5. Choose your new email password

6. Your StudentMail account is now active

Wireless Access (WiFi) 24/7

NUIG WiFi is available in various hotspots on campus and you will also have a personal storage space (U: drive) which is accessible from any PC suite and from off-campus locations.

Help and advice on IT problems is offered through the Service Desk. Contact the Service Desk at servicedesk@nuigalway.ie

T: +353 91 495 777 or visit www.nuigalway.ie/iss
Students who are travelling by car to the University can avail of parking on campus. You will need a student parking permit to park on campus. Student parking map is located online: www.nuigalway.ie/parking

Be sure to familiarise yourself with these parking zones and do not park in the wrong space as you will get clamped.

How do I get a parking permit?

IMPORTANT - New students must use the temporary student permit available at www.nuigalway.ie/parking which allows you only to park in Corrib Village, until you pay your fee of €45 for a full parking permit for the duration of the academic year, this time period will be shown on your permit.

To pay your fee please visit www.nuigalway.ie/parking

Dos & Don’ts

- Don’t park in spaces marked as reserved or loading bays.
- Don’t use the universally accessible parking spaces if you don’t have or display a valid Irish Wheelchair Association ‘blue badge’ permit.
- Do display your permit at all times or you may get clamped.
- Do use the Park and Ride Facility in Dangan as much as possible. It has lots of free spaces and is only a three minute drive away. A bus will pick up and drop you back to your car. Save time and avoid the stress of waiting for a parking space!
- Do ensure that you ALWAYS give pedestrians right of way and take care when driving on campus. Be WARNED that speeding cars will have their number noted and drivers will be addressed.

Student Connect Programme

Our Mentors in the Student Connect Programme provide support to all first year students and help to make the transition from second level to third level education an enjoyable and memorable time. You will be allocated a mentor before you arrive in the University. Your mentor will send you their name, email address and telephone number so that you can contact them before you arrive and during the year with any queries you might have. You will meet your mentor and a group of other first years during the orientation week. The venue and time will be sent to you in advance. This meeting is crucial as it sets the whole University scene for you and will put into context what you need to know as a first year student. The best way to learn is by hearing it from a student who was in your shoes this time last year.

JUST REMEMBER!

- Don’t think twice about seeking help – this is a sign of strength and not weakness
- There is no issue too big or small
- There is no shame in asking for help in any matter, be it personal, social or practical issues. These individuals are professionals and are trained to help you.

Check out the website: www.student-connect.nuigalway.ie to find out more about the mentoring programme.

Travelling to Campus and Parking

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

CLAMPING

Do not park illegally as NUI Galway is regularly patrolled by clappers. Release fee: €60 & €80 after 6pm
International Students

International students have requirements additional to those of Irish Nationals. Comprehensive advice and guidance for International Students is provided in the Orientation Booklet for International students, which may be downloaded from:

www.nuigalway.ie/international-students/downloads.html

The International Office provides special supports for International students. You may call in person to the Office at:

No 7, Distillery Road or telephone +353 91 495 277 or email: international@nuigalway.ie

You can also reach out to fellow international students on our Facebook page and follow us on Twitter for the latest news and updates.

Code of Conduct, Student Rights and Responsibilities

It is important that you read the Student Code of Conduct before beginning your university life at NUI Galway. While NUI Galway wants its students to enjoy the full experience of university life, you must remember that while attending NUI Galway you are part of an institution of learning that expects the highest standards of behaviour from its students. Breaches of this Code or of any university regulations make students liable to the imposition of sanctions, and up to and including suspension.

The Student Code of Conduct and regulations and rules should be read by every student and is available at: www.nuigalway.ie/codeofconduct/

Learning and Leadership for Life and Work

Third level education is intended to be formative. The mission of NUI Galway is Learning and Leadership for Life and Work. We are committed to providing an environment and a community in which our students have a positive experience and are facilitated to achieve their potential, academically and personally. The University community of students and staff is a large and integral part of the larger community of the city of Galway, and the majority of our students live amongst the city community.

Afford dignity and respect

Fellow students, staff of the University and members of the community outside of the University must be treated with dignity and respect. Accordingly, members of the University Community are required to adhere to certain rules and regulations.

The Student Code of Conduct governs your behaviour on and off the University campus

In the case of students, the primary document governing your behaviour is the Student Code of Conduct. The Code governs your behaviour in the academic context, as well your personal behaviour both on and off the University Campus.
When you register, you give an explicit agreement to abide by the NUI Galway Student Code of Conduct and the various Regulations and Policies of the University. You have an obligation to read the Student Code of Conduct and these other Regulations and Policies.

These are available at:
www.nuigalway.ie/codeofconduct/
and

Do not disturb your fellow student or neighbour, or engage in anti-social behaviour

Students are expected to be respectful towards the other members of their household and residents in the neighbourhood in which they reside. Disturbing fellow residents and engaging in what is generally regarded as anti-social behaviour is viewed as a serious breach of the Student Code of Conduct. Any kind of behaviour that is disruptive, is a breach of public order, damages property, bullying, any act that causes hurt to other people, or places or property is considered to be anti-social. House parties are a common source of disruptive activity, leading to complaints from residents.

There are significant punishments for breaches of the Student Code of Conduct

Breaches of the University Code of Conduct are punishable by sanctions which can be a reprimand, substantial fine, suspension or expulsion.

You have a right to complain

The objective of the University is to strive to provide our students with a positive and wholesome learning experience. Where you have a complaint in relation to a service or course you have a right to have that complaint heard. Such complaints are usually and effectively dealt with in an informal way at a local level, i.e. at the service or discipline level. Where this is not possible, the University has a formal Student Complaints Procedure.

It is available at:
www.nuigalway.ie/vp/sshrr/Student_Complaints_Procedure_Pages_and_Files/student_complaints_procedure.html
Learning Support

This section covers all you need to know about...

- Learning at University
- Jargon Buster
- NUI Galway Mobile App
- Blackboard
- Plagiarism
- James Hardiman Library
- Academic Writing Centre
- SUMS
Learning at university is of course a very different experience to that of being at school. For a start, as a student you are considered an adult learner, capable of managing your own study schedule and putting in the time to read textbooks, articles and other materials so that you really understand your chosen subjects and feel more confident as you progress.

The lectures, seminars, laboratory classes and other timetabled classes are actually only a small part of the total effort that you need to put in to succeed. All of the assessment, coursework and available credit are based on the idea that you are spending a minimum of 40 hours per week, every week of the semester, on learning and assessment. In some courses it may be a little higher than this because of the nature of the subject.

The other big difference between university-level courses and some other types of qualification is that you really need to try to understand the subject and the ideas you come across in class or your reading. It’s not about memorizing and regurgitating facts, but about seeing the ideas that lie behind them and being able to make use of knowledge to tackle new problems.

The good news is, that this is exactly what learning something new is like for everyone. There are always ideas that are really tricky to grasp at first and which don’t make sense until you try again and again, hopefully getting some feedback on your efforts and maybe through working with fellow students. But when it does ‘click’, things fall into place and you get a sense of satisfaction that hopefully makes some of that struggle worth it! That’s why we say you need to spend so many hours on self-study, because we know from experience (and extensive research on education) that you will need that time.

If you are experiencing difficulties or take ill please make sure that you contact your lecturer or the appropriate person in your College or School (information should be in your course handbook). You may have an individual advisor or may need to speak with the Head of School or Dean. Please don’t hesitate in letting us know of any issues so that we can provide help where possible.

**Academic and support staff in this university are very approachable and used to helping students with all sorts of issues that might impede their studies.**
Jargon Buster – Modules, Programmes, Levels

All courses in NUI Galway are made up of ‘modules’. These are usually described by a set of ‘Learning Outcomes’ that state what you should be able to do after successfully completing the module and a number of ‘ECTS’ credits. ECTS is basically an indicator of how big the module is. A module that is rated at 5 ECTS, for example, means that you need to spend at least 100 hours of concerted effort (including lectures, exams and self-study) in order to complete it satisfactorily. A module that is 10 ECTS, requires double that effort.

A whole year’s worth of modules (if you are a full-time student) should total up to 60 ECTS (30 in each semester). To be awarded the credits for a module you must have successfully completed it in terms of attendance, participation, coursework and examinations.

A ‘programme’ is a whole degree course, made up of all the individual modules.

All of our degree programmes are recognised by employers and other educational institutions and comply with international agreements on course structure (the ‘Bologna Process’). All programmes are subject to regular quality reviews where the quality of the teaching and learning is scrutinised by an external panel with international experts in the subject. Every programme also has an ‘external examiner’ (a senior academic from another university) who oversees the final decisions about grades, checks the examination papers and processes and guarantees that the quality of our courses and graduates compare well with the standards in the subject.

An undergraduate honours degree (BA, BSc, BComm, etc) is a ‘level 8’ qualification. A Masters would be level 9 and a PhD level 10.

So what does this mean in practice? Well, that you must attend all the scheduled classes, spend time every week on reading, studying and working through course materials.

There’s still plenty of time to socialize and get involved in clubs and sports!

The lectures, labs, tutorials and other classes, combined with the textbooks, online materials, and the library are all resources that the university provides to help you succeed. At the end of the day, though, success depends on your own efforts. But the good news is that we know that it is possible to not only succeed in the assessments and feel a sense of achievement at having learned new knowledge and skills, but also to enjoy being a student in your chosen subject. Your final qualification will be well-regarded and recognised internationally by employers and other educational institutions across the world.

The University hopes that you will, be a member of our academic community. That you will be able to get the most out of being in a city of ideas and learning not just about the basics of your subject but also get a feel for the latest research, the big ideas, the debates and where future opportunities lie for further study, research or employment.
Download the New NUI Galway Mobile App

This NUI Galway mobile application for smartphones and tablets was designed by students for students and aims to make your daily life on campus a whole lot easier.

PC Suites  Student Mail  Campus Maps  News

Now Available for Download at:

Check out: www.nuigalway.ie/mobileapp for a complete list of features
Study and Assessments

Blackboard

In this university we use a learning system called Blackboard, which allows lecturers to post materials such as lecture notes, reading materials, weblinks, videos, quizzes, etc, online. Many courses also use this for announcements, news items and for students to submit their coursework. Blackboard has a lot of additional tools and capabilities and quite which of these are used is decided by the lecturer or course team. Blackboard is available 24/7 from both on and off campus. Not every lecturer or module will necessarily be using it, but most will and in different ways.

You should certainly login regularly to check for updates to your modules. For those of you with a smartphone or tablet, there is also a Blackboard App (in iPhone and Android versions) which you can download.

Plagiarism

Plagiarism is “the act of copying, including or directly quoting from, the work of another without adequate acknowledgement.” Plagiarism undermines learning, is not good academic practice and is not acceptable at NUI Galway.

Plagiarism occurs if a student has copied material from a book, journal, website, fellow student or any other source, and then includes this material in a submission for an assignment or project of any kind without giving a suitable reference to the original creator of the material. Plagiarism is subject to the University Code of Practice for Dealing with Plagiarism which can be found on the University website at: www.nuigalway.ie/plagiarism

The penalties for plagiarism vary, but include the possibility of expulsion from the University in extreme cases. The key to avoiding plagiarism is to always properly acknowledge your source. When you make use of pre-existing material, make it clear who originally wrote/created the material. If in doubt, ask your lecturer or supervisor.

The Learning Centre - online support and training

All first year students are also enrolled onto a Blackboard course called the ‘Learning Centre,’ which contains online self-study lessons and guides to many relevant academic skills such as essay/report writing, studying and preparing for assessments. The University has a licence to make these materials available to students and we would strongly encourage you to make use of them. Feedback from other students has been very positive. The Learning Centre will also have links to other materials and interesting articles and updates will be posted there throughout the academic year, so please log in regularly.

How to access Blackboard

Once you are enrolled in the university you will have access to Blackboard using the same username and password for email and other computer services. Blackboard is available at: nuigalway.blackboard.com/
The James Hardiman Library is a key support for your study and learning. It provides you with a **space for quiet study** in an atmosphere of scholarship, as well as **group study rooms** for collaborative work and group projects. The library gives you access to all the **information resources** you will need during your studies – books, e-books, journals, databases, DVDs and so much more. Library staff are here to **help and support** you in seeking the information you need and finding your way around the library’s many services and facilities. They also provide training to give you lifelong skills of information seeking.

- **Getting Started in the Library** – short introductory sessions will be run in the early weeks of the Semester to help you get to know how to make the best use of the library. Monday to Friday 11.00 am, 2.00 pm and 7.00 pm in the Library Training Room. Just drop in, no need to book!

- **Need Help?** T: +353 91 493399; E: library@nuigalway.ie; Call in person to the Library and I.T. Service Desk, located in the foyer of the Library.

- The **Library website** has information about all the library’s services and is your starting point in searching for the information resources you need for your studies. [www.library.nuigalway.ie](http://www.library.nuigalway.ie)

- As well as the main James Hardiman Library, there is a **Medical Library** located on the ground floor of the Clinical Science Institute in the grounds of University College Hospital, Galway.

- Extra study spaces are provided in the **Library Reading Room** at basement level of the James Hardiman Library. This room is open daily from 7.00 am to 2.30 am.

- **Top Tip:** Avoid charges! Return your books on time or renew them on the library website [www.library.nuigalway.ie](http://www.library.nuigalway.ie)

- **Remember to check your email as Library notifications will be sent to your NUI Galway email account.**

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**JAMES HARDIMAN LIBRARY**

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**TERM TIME OPENING HOURS:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Hardiman Library</td>
<td>Monday to Friday 8.30 am to 10.00 pm; Saturday 8.30 am to 5.30 pm; Sunday 10.00 am to 5.30 pm.</td>
</tr>
<tr>
<td>Library Reading Room (Basement Level)</td>
<td>Monday to Sunday 7.00 am to 2.30 am</td>
</tr>
<tr>
<td>Medical Library</td>
<td>Monday to Friday 8.00 am to 10.00 pm</td>
</tr>
<tr>
<td>Medical Library PC Suite</td>
<td>Monday to Friday 8.00 am to 10.00 pm Saturday 8.00 am to 4.00 pm</td>
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</tbody>
</table>
The Academic Writing Centre

The Academic Writing Centre (AWC) provides free one-on-one sessions on essay writing tailored to the needs of individual students. Students of all disciplines and levels of writing proficiency are welcome. AWC tutors work with first-year students and advanced postgraduates alike.

You can visit the AWC to work on various grammar issues, essay structure, punctuation, and other aspects of the writing process including writer’s block and worries over unintentional plagiarism.

The AWC offers support for writing in both English and Irish. It also runs group workshops and writing competitions. Phone consultations are available for distance learners.

To get the best out of your session, bring your written work with you. Completed essays, rough drafts, and past assignments are all acceptable. You can also kick-start the writing process by discussing your ideas with us.

Remember, AWC tutors cannot proofread your essay or write it for you, but they can help you to become a better and more confident writer.

The AWC is located on the second floor of the James Hardiman Library. During term time you can drop in during our opening hours or make an appointment on our website www.library.nuigalway.ie/awc/

Queries and suggestions are very welcome. Please contact the manager at irina.ruppo@nuigalway.ie

SUMS

SUMS (Support for Undergraduate Maths Students) is a FREE drop-in support centre open to all NUI Galway undergraduate students. SUMS helps students with any aspect of Mathematics or Mathematics-related subjects. SUMS aims to provide a comfortable, informal environment where students can study at their own pace, with expert tutors on hand to offer individual help, if required.

The tutors at SUMS are postgraduates of the School of Mathematics, Statistics and Applied Mathematics; as recent undergraduates they are in a position to understand you and can help you.

The Academic Writing Centre is primarily a drop-in facility. However appointments can be made by emailing writingcentre@nuigalway.ie.

Opening hours and more information are available at: www.library.nuigalway.ie/awc/

NEED HELP?

For one-to-one help with your maths, drop into Room C116, Áras de Brú.

Opening hours
Monday to Thursday
2.00 pm - 5.00 pm

Contact
Dr. Liam Naughton
T: +353 91 495 004
www.maths.nuigalway.ie/sums
Student Services

This section covers all you need to know about...

- Career Development Centre
- Chaplaincy Services
- Childcare Facilities
- Disability Support
- Access Programme
- International Office
- Mature Students
- Health Services
- Health Promotion Service
- Counselling
- Students’ Union
Career Development Centre

When you start your course you really don’t have to know what you want to do with the rest of your life but by the end of your degree, you will need to make some decisions that determine the next step. The Career Development Centre encourages you to use your time in NUI Galway to increase your employability by developing your skills and exploring your options while studying so you will have a deeper insight into what you might like to do after graduation. The Career Development Centre aims to provide you with a quality career guidance and information service focused on facilitating and empowering you to manage your own career development and make effective career transitions.

The Career Development Centre helps you to manage your own career by providing a wide range of support services. Services offered include:

- Seminars and information on occupations, employers, industry sectors and postgraduate programmes. Attending these will really help you to understand what is involved in different careers and open up options with your degree.
- Workshops and seminars which encourage students to develop employability and career management skills.
- The Professional Experience Programme (PEP) – this is an integral part of a number of programmes and offers students the opportunity to avail of relevant work experience. We encourage companies to review your CV, organise interviews to secure a placement and support students while on placement.
- One-to-one career guidance for current students of NUI Galway.
- Opportunities to meet with potential employers and alumni at seminars, presentations and a variety of job fairs throughout the academic year.
- One to one CV advice and interview preparation.
- Career modules, lectures and tutorials integrated in many academic programmes.

Online Careers Connect system

NUI Galway students have access to the online ‘Careers Connect’ system where you can:

- Book appointments
- Book a place at events
- Search our job vacancy database

Opening Hours:
Monday to Thursday
9.00 am – 5.00 pm
Friday
11.00 am - 5.00 pm

Daily 15 minute appointments (longer appointments available by referral):
11.00am – 12.00pm and 2.30pm – 4.00pm

CV and application Clinics (available during term). Check Careers Connect for availability.

Contact:
www.nuigalway.ie/careers
E-mail: careers@nuigalway.ie
Tel: +353 91 493 589
www.facebook.com/CareersNUIGalway
www.twitter.com/NUIGCareers

First Year Drop in
Mondays during September
from 2.30pm – 4.00pm
Call in and get your career questions answered!
Childcare Facilities

The University Crèche

The University Crèche is designed, furnished and equipped to the highest standards for children from three months to eleven years. The crèche caters for 84 children and facilities include a baby room, a toddler room and Montessori, play rooms and after school classes. We would advise all parents to reserve your place as soon as possible as places are given on a first come first served basis. The crèche is located just off campus at No. 50 Upper Newcastle Galway, close to Corrib Village. Policies and procedures are available from the crèche for parents. To receive additional information or to make an appointment to have a tour please contact Christine or Fiona on +353 91 493 739 or email nuigcreche@gmail.com

Childcare Subsidy

Means-tested funding is available for childcare from the Financial Aid Fund, please see page 12 for further information.

Parenting Support

If you are looking for advice and support in relation to pregnancy, childbirth, breast-feeding, or parenting issues please contact Cindy Dring, Health Promotion Officer at +353 91 492 048 / +353 87 852 6367 or email cindy.dring@nuigalway.ie

Disability Support

The Disability Support Service provides support for students with a variety of disabilities including:

- ADD/ADHD
- Asperger’s Syndrome
- Blind/Vision Impaired
- Deaf/Hearing Impaired
- Dyspraxia
- Neurological Conditions
- Significant Ongoing Illness
- Physical Disability
- Specific Learning Difficulty
- Other disabilities

services:
- Individual Needs Assessment
- Reasonable Accommodations in Exams
- Assistive Technology Devices & Software
- Assistive Technology Training
- Learning Support
- Academic Writing Support
- Application to the European Social Fund for Students with Disabilities
- Extended Library Loans
- Printing & Photocopying - Credit

Register with the Disability Support Service if you have any of the above disabilities. Registration with the Disability Service is confidential. Students who are registered with the Disability Service can avail of some or all of the following services:

Find out more
Disability Officer
T: +353 91 493 541
E: disability.service@nuigalway.ie
www.nuigalway.ie/disability

Location:
Áras Uí Chathail
Opening Hours: (Monday to Friday)
9.15 am - 12.30 pm and 2.30 pm - 4.00 pm

“The Disability Office Team are committed to promoting disability awareness on campus and the provision of an inclusive and equitable learning environment that promotes a university experience of the highest quality for all students.” The Disability Office Team
Access Programme

The Access Programme targets students who have the ability to benefit from and succeed in higher education but who, for a variety of social and economic reasons, are under-represented at third level. The Access Programme has developed admission routes, namely the delivery of Access Courses for school leavers and mature students and the Higher Education Access Route (HEAR) scheme to support students from disadvantaged backgrounds to enter NUI Galway. The Access Programme supports undergraduate students linked to the Access Courses and delivers a comprehensive orientation programme to first year HEAR entrants that give students a head start on what life at NUI Galway is about.

Financial advice and ongoing personal support is provided by the Access Team to all Access Programme entrants. Access and HEAR students are also eligible to apply for the NUI Galway / Salthill Devon Soccer Scholarships.

**Access Programme Team**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
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<tbody>
<tr>
<td>Imelda Byrne</td>
<td>Access Officer</td>
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<tr>
<td>Trish Hoare</td>
<td>Mature Students’ Officer</td>
<td></td>
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<tr>
<td>Breda Kenna</td>
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<tr>
<td>Kathleen Hartigan</td>
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</tr>
<tr>
<td>Helena Moran</td>
<td>Executive Assistants</td>
<td></td>
</tr>
<tr>
<td>Sinead Quinn</td>
<td>HEAR Administrator</td>
<td><a href="mailto:hear@nuigalway.ie">hear@nuigalway.ie</a></td>
</tr>
<tr>
<td>Jane Ennis</td>
<td>Course Co-ordinator</td>
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**International Office**

NUI Galway is a truly international campus with international students comprising over 12% of the student population from over 110 different countries. The International Office offers a wide range of services to incoming international students as well as to Irish students wishing to study abroad on exchange programmes, Erasmus or international study. Services provided by the International Office include:

- English language classes
- Information on fees and scholarships
- Orientation programmes for newly arrived international students
- Advice, information and support services for all international students
- Social and cultural events
- Handbook for international students
- Out of hours emergency helpline

Comprehensive advice and guidance for international students is provided in the Orientation Booklet for international students which may be downloaded from: www.nuigalway.ie/international-students/downloads.html

Drop by in person to the office at No 7, Distillery Road
P: +353 91 495 277 E: international@nuigalway.ie

Reach out to fellow international students on Facebook and follow us on Twitter for the latest news and updates. www.nuigalway.ie/international-students

Mature Students

We at NUI Galway know that entering university can be a big change in life and lifestyle for many mature students. Many mature students juggle many roles including parent, spouse/partner and breadwinner along with a new role of being a student. Whether you are returning to full-time or a part-time education as a mature student, NUI Galway has a wide range of courses and student supports for you.

**Study support**

If you have been away from formal education for some time, you may find the prospect of exams and assignments daunting. However, our staff are very supportive and will help you in any way possible. We generally offer additional study, examination techniques, applied writing, reading skills and memory technique workshops to students on our full-time and part-time programmes. These are provided outside of regular class hours and can help you prepare for your course assignments and end of semester examinations.

**Contact us**

**Full-time programmes**

Trish Bourke,
Mature Students Officer
T: +353 91 492 695
E: maturestudents@nuigalway.ie

www.nuigalway.ie/mature

**Part-time programmes**

Adult and Continuing
Education Office
T: +353 91 492 062
E: adulteducation@nuigalway.ie

www.nuigalway.ie/adulteducation
Health Services

Health Unit

The Student Health Unit provides on-campus medical, psychiatric and physiotherapy care to registered NUI Galway students in a professional and confidential manner.

Location:
Áras na Mac Léinn, first floor

Opening hours:
(Monday to Friday)
9.15 am – 12.30 pm
2.30 pm – 4.30 pm

Appointments

During busy periods it is not always possible to book appointments in advance but a walk-in triage clinic is available daily with initial assessment by the nurse and referral into the doctor if necessary. To make an appointment, please contact +353 91 492 604.

The cost and list of services is available at www.nuigalway.ie/health_unit/fees.html

If you are 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.

Emergency out of hours

If you need a doctor out of hours, please call +353 87 262 3997. Weekends are covered by CityDoc located in Bons Secours Hospital, Renmore, Galway.

Daytime Saturday, Sunday and Bank Holiday Mondays
8.00 am - 6.00 pm: +353 91 758 008
Evenings Saturday, Sunday and Bank Holiday Mondays
6.00 pm - 8.00 am: 087 774 4430

There is a charge for this out of hours service.

Health Promotion Service

Your lifestyle, your health and your studies are interconnected. We offer programmes, one to one services and online resources in the following areas to promote better health and wellbeing:

- Alcohol
- Nutrition & Physical Activity
- Mental/Emotional Wellbeing
- Sexual Health
- Time Management
- Mind, Body and Soul Programme
- Exam Destress Programme

Drop into the Wellness Centre in the Hub in Áras na Mac Léinn to browse our books and information, or to take a break in the Relaxation Room. Online information includes e-PUB for alcohol information.

Location:
Áras Ní Èimhigh, NUI Galway

Opening hours:
(Monday to Friday): 10.00 am - 12.45 pm;
2.15 pm - 4.45 pm

Contact:
Cindy Dring, Health Promotion Officer
T: +353 91 492 048 / +353 87 852 6367
E: cindy.dring@nuigalway.ie
Making an appointment
T: +353 91 492484
or +353 87 664 4299
E: counselling@nuigalway.ie

Opening hours
Drop into the office between the hours of 9.15 am and
1.00 pm or 2.15 pm and 4.15 pm.

Drop in service
We also run a drop-in service from 2.15 pm - 4.15 pm every
day during term time, when
students can be seen for a brief
consultation, without prior
appointment.

Location:
5 Distillery Road,
NUI Galway
www.nuigalway.ie/
student_services/
counsellors
The counselling service is FREE.

Counselling Service
The Student Counselling Service is
committed to providing easily
accessible support for students when
personal issues arise that affect their
happiness, well-being, capacity to
cope, relationships or learning.

“University is a big step with many
potential rewards. However, there can
also be challenges and it can be stressful
at times. You may be experiencing
personal difficulties which are affecting
your studies. These can also affect your
ability to take full advantage of the
opportunities available to you at
NUI Galway. This is where we can help”.
The Student Counselling Service

Why counselling?
A professional counsellor is a neutral
observer who will not judge, criticise or
make assumptions about what you
discuss. You can be completely honest
with us in a way that is not always possible
with friends or family. Because your counsellor is outside
your daily life, you don’t have to worry about the impact of your
session on those close to you.

What we offer
Our team are qualified and
experienced counsellors,
psychologists and psychotherapists.
Their services include:
- Individual counselling
- Drug and alcohol counselling
- Group work
- Personal development workshops
- Information and referral
- Complimentary therapy
- Tá comhairleoireacht le fáil trí
mheán na Gaeilge.
The service operates within the
Code of Ethics and Practice agreed
by the Irish Association of
University and College Counsellors. Comhairleoirí Ollscoile agus
Coláiste na hÉireann.

Students’ Union
As a registered student who
has paid the student levy, you
are a member of the Students’
Union (SU). The Union is the
independent voice of students
representing your interests
and solving your problems,
on campus and beyond.
As a member of the Union, you can
avail of services such as:
- Representation at local and
  national level
- Online Grinds Register and
  Second-hand Bookstore
- Lockers, SU Shop, College
  Bar, Cafés and Cloakroom
- Assistance and guidance
  in the areas of finance,
  accommodation, academic
  problems, rights, jobs, personal
  safety, mental health
  and wellbeing
- Life Skills Programme
  The Students’ Union is also
  there to provide you with
  information and support in a
  huge variety of situations. The
  Education Officer can help you
  with academic difficulties and
  grants problems. The Welfare
  Officer offers confidential support
  and information should you be
  experiencing residential, financial,
  social or personal problems.
  The President provides
  representation on issues
  relating to the University, the
  campus and student life. The
  fifteen elected officers of the
  Union represent your interests
  within the University and are
  answerable to your elected
  Class Representatives. If you
  require any assistance, even
  with the smallest problems, feel
  free to contact the SU for some
  friendly support!

Find out more
Áras na Mac Léinn (upstairs)
Opening hours:
(Monday to Friday)
10.00 am - 5.00 pm
T: +353 91 524 810
E: studentsunion@nuigalway.ie
www.su.nuigalway.ie

The counselling service is FREE.
Get involved

This section covers all you need to know about...

- Sports, Clubs and Recreation
- Student Societies
- Volunteering
- Flirt FM
- Sin Newspaper
Getting Involved in Student Life

NUI Galway’s clubs and societies are the backbone of the University and the memories fostered in these clubs can be the most special of your student life and help you develop personal and life skills which can add an edge to any CV when entering the jobs market.

NUI Galway has a rich and varied student life offering a wealth of experience outside the classroom. This offers a unique opportunity in which artistic, cultural, social and sporting groups can thrive.

Sports, Clubs and Recreation

Whether a budding athlete or occasional exerciser, NUI Galway, Sports clubs and Recreation programme “Off the Couch” offers you a chance to get involved. With over 50 Sports Clubs and a schedule of recreational activity—there really is something for everyone. Being involved can mean training for that all important competition or improving your health and well being. Each club also offers our students the opportunity to manage their own Sports Club through their club committees. Our Sports Clubs are student lead and student friendly. As a committee member you have the opportunity to shape the direction of your club and gain valuable skills of management and leadership along the way.

The Sports Centre includes:
- A six-lane, 25 metre swimming pool, with a moveable floor (international competition standard)
- Dedicated squash and racquetball courts
- A National League basketball arena and sports hall with bleacher seating for over 600 spectators
- A 100-piece cardiovascular gym with 35 pieces of resistance equipment
- A dedicated elite training gym
- Two fitness studios, suitable for aerobic training
- A competition-style climbing wall
- Saunas and a steam room
- And that all important coffee dock for the chat and the craic after training.

Outdoor facilities

The University’s outdoor sports facilities can be found in Dangan, on the north of the campus.

They include:
- Dangan Sports Pavilion and Pitches are an 8 minute walk from the main campus;
- Ten Natural Grass playing Pitches, provide a natural challenging cross country and fun run area;
- Synthetic grass pitch;
- An 8 lane athletics track with steeple chase and throwing area;
- Designated Training pitch;
- Dangan Pavilion: a dedicated training facility, boasting 12 dressing rooms, training hall, Physio room and meeting rooms.
Sports Clubs

Our Sports Clubs are fun, friendly and supportive. We endeavour to provide you with opportunities to train, play and compete in sport; we have a wide range of traditional sports complimented by innovative club and recreational activity. We cater for a wide range of interests and levels of abilities - no matter what your passion. Our Sports Clubs are a valuable part of your academic life, encouraging social interaction with your fellow students and a balance to your studies. The friends you will meet through being a member of NUI Galway sports clubs are truly your friends for life.

How to join a club

Check out our website www.nuigalway.ie/sports
You can join a club at any time of the year! However at the beginning of each semester we have designated days to meet with the Clubs and talk to them directly.

Semester 1: Clubs Day
Thursday 11 September
Location: University Sports Centre - Kingfisher Club.

Semester 2: Thursday 15 January

Or drop into the office. Sports Unit, University Sports Centre, Kingfisher Club.
T: +353 91 493 482/3475
E: kathy.hynes@nuigalway.ie
Development Officer for Sports Clubs and Participation
www.nuigalway.ie/sports

Some of the sporting clubs available:

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<thead>
<tr>
<th>Field Sports Club</th>
<th>Indoor Clubs</th>
<th>Great Outdoors</th>
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</thead>
<tbody>
<tr>
<td>Camogie</td>
<td>Archery</td>
<td>Athletics</td>
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<tr>
<td>Cricket</td>
<td>Badminton</td>
<td>Equestrian</td>
</tr>
<tr>
<td>Gaelic Football</td>
<td>Basketball (Ladies)</td>
<td>Frisbee</td>
</tr>
<tr>
<td>(Ladies)</td>
<td>Basketball (Mens)</td>
<td>Golf</td>
</tr>
<tr>
<td>Gaelic Football</td>
<td>Boxing</td>
<td>Mountain Bike</td>
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<tr>
<td>(Mens)</td>
<td>Darts</td>
<td>Mountaineering</td>
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<tr>
<td>Hockey</td>
<td>Fencing</td>
<td>Skydiving</td>
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<tr>
<td>Hurling</td>
<td>Handball</td>
<td>Snow Sports</td>
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<tr>
<td>Lacrosse</td>
<td>Inline Hockey</td>
<td>Speed Ball</td>
</tr>
<tr>
<td>Rugby (Ladies)</td>
<td>Pool and Snooker</td>
<td>Tag Rugby</td>
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<tr>
<td>Rugby (Mens)</td>
<td>Squash</td>
<td>Tennis</td>
</tr>
<tr>
<td>Soccer (Ladies)</td>
<td>Table Tennis</td>
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<tr>
<td>Soccer (Mens)</td>
<td>Volleyball</td>
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<tr>
<td>Softball</td>
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Martial Arts Clubs

Aikido
Judo
Karate
Muay Thai
Taekwondo

Water Sports Clubs

Kayak
Rowing
Sailing
Sub-Aqua
Surf
Swimming & Waterpolo
Windsurfing

Get off the Couch!!!! Get involved.
We offer Sports Scholarships to athletes of outstanding calibre who register as students of NUI Galway. Our programmes focus on developing the athlete so that they can achieve sporting success, as well as academic and personal development during and after their time in university.

Current Scholarship holders include those from basketball, soccer, rugby, GAA, gold, martial arts, swimming, archery and many more.

As well as the scholarship, you will receive specialist sports supports including physiotherapy, treatment of injury, fitness training, coaching and travel to national and international competitions.

**How to apply**
Apply online at: www.sports.nuigalway.ie/scholarshipform.html

**Closing date** 31 July 2014.
No applications will be accepted after this date.

**Find out more**
Kathy Hynes
Elite Development Officer,
T: +353 91 493 475
E: kathy.hynes@nuigalway.ie
Student Societies

Joining a Society will help you make friends, learn new skills, pursue your interests, broaden your horizons and go on great trips. Societies provide the best free/affordable entertainment in Galway. Being a member of a Society gives you access to high profile speakers, educators and potential employers. It gives you an opportunity to unleash your creative potential, engage, volunteer, contribute and make a difference both on campus and in the wider community. You can also receive your ALIVE Certificate for your work with Societies.

Which Society to Join

There are over 100 student societies in the University, from social and artistic societies like DramaSoc and Film Soc, to subject-based societies like Business, French and Medicine. There are also societies like the award-winning Literary and Debating, Juggling, Lotus and Choral Society and there are societies just for fun like FanSci, Disney, Potter & Victorian Socs. If you still can’t find a society to suit you why not set up a new one? All you need is a good idea and apply for a table at Socs Day, as a new society, at the start of semester one or two, and fill in the application form on www.socs.nuigalway.ie

How to join a society

Riona Hughes
Societies Officer
Áras Na Mac Léinn
T: +353 91 492 088
E: socsofficer@socs.nuigalway.ie

SocsBox
Áras Na Mac Léinn
T: +353 91 492 852
E: socsbox@socs.nuigalway.ie
Áras na Mac Léinn
(Bailey Allen Hall)
Opening Hours (SocsBox):
Monday to Thursday 10.00am - 8.00pm and Friday 10.00am - 6.00pm

Our Societies have won the most awards at the National BICS Awards - bics.ie
We have 10,000 members
920 students on committees
3,000 events each year from Gala Balls & themed weeks to conventions. See our new socsbox On-line for all your society tickets and merchandise.

Volunteering

Volunteering is the giving of your time, without payment, to work in an organisation, a group, for a cause or with individuals. Through volunteering you can gain life experiences and skills, meet interesting people, have fun, gain work experience, give back, broaden your horizons and challenge yourself.

ALIVE is NUI Galway’s student volunteering programme. When you volunteer with ALIVE, at the end of the academic year you will receive an ALIVE Certificate at the special NUI Galway Presidential Awards for Volunteering Ceremony. This experience can contribute to your
Volunteering Opportunities

As an NUI Galway student, you can volunteer with a wide variety of community organisations for about one hour a week including:
- Big Brother Big Sister
- Childrens Hospital Ireland
- Riding for the Disabled
- Simon Community
- Homework Clubs in schools.
- Community Gardens

Visit www.nuigalway.ie/alive for a full list of volunteering opportunities.

Overseas Volunteering Opportunities

Not only are there hundreds of opportunities to volunteer locally in Galway but there is a whole world of international volunteer opportunities. ALIVE connects NUI Galway students to reputable overseas programmes in Asia, Latin America, Africa and across Europe.

Spend your summer months or even a year engaging with young people in Italy, building projects in Haiti, cultural programmes in Northern Ireland, a sponsored climb of Mount Everest in Nepal, animal preservation in South America or teaching in India. Volunteering your time, skills, and energy with any one of thousands of global organisations, issues, or causes, all helps to make a contribution within communities around the world. Log onto www.nuigalway.ie/alive and download the ALIVE Guide to International Volunteering brochure or visit us at the Volunteering Fair Wednesday, 24 September 2014.

Find out more
T: +353 91 495 346
E: alive@nuigalway.ie
Drop into our office on the ground floor, Áras na Mac Léinn
www.nuigalway.ie/alive
Opening hours
(Monday to Thursday)
2.00 p.m - 5.00 p.m

Student Media

NUI Galway’s newspaper and radio station are always looking for new contributors throughout the year. No matter what your background you might have an interest in news reporting, feature-writing, sports, films, events reviews.

Flirt FM

NUI Galway has its own student radio station, Flirt FM. It broadcasts weekdays, year round, taking short breaks for Christmas and Easter. The radio provides full coverage of important campus events from the SU Elections to the Múscailt Arts Festival. If you’re interested in volunteering call in, we are located just behind the Socs Box in Áras na Mac Léinn or just drop them a line to:
info@flirtfm.ie
Tune in on 101.3fm
listen online at www.flirtfm.ie
and tweet @FlirtFM

Sin Newspaper

Sin Newspaper is one of Ireland’s oldest Student Newspapers and is the only Student Newspaper for NUI Galway’s 17,000 students. It is distributed widely across campus and in selected City Centre venues. Sin is always looking for contributors so if you have an interest in journalism, current affairs, photography, design and other areas of newspaper production, just give us a call at:
+353 91 493 262
or email: editor@sin.ie
www.sin.ie
On Campus Services

This section covers all you need to know about...

- Student Shop
- Food Outlets
- Banks
- Copying and Printing
- Bookshops
- Security
**Student Shop**

The Student Shop is located in the basement of the Library building. Students can buy newspapers at discounted rates, NUI Galway hoodies and t-shirts, phone credit, laptop bags, stationery, refreshments, lab coats, dissection kits, confectionery, minerals, hot beverages and all the essentials.

**Location**  
Basement, James Hardiman Library

**Term Times**  
Mon - Thurs 8.00 am - 9.00 pm  
Fri - 8.30 am - 6.30 pm  
Sat - 10.00 am - 5.00 pm  
(summer time)  
Mon - Fri 8.30 am - 4.00 pm

**Visit us on:**  
www.facebook.com/studentsunionshop

**Contact Us**  
info@suhospitality.com

**Food Outlets**

There are 15 food outlets across the NUI Galway campus.

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<tr>
<th>Outlet</th>
<th>Location</th>
<th>Opening Times (Term)</th>
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</table>
| An Bhiálann  | Basement Arts/Science Building | Mon - Thur: 8.00 am - 7.00 pm  
                           | Fri: 8.00 am - 3.00 pm  
                           | Sat: 9.30 am - 2.30 pm                            |
| Subway       | Basement Arts/Science Building | Mon - Thur: 9.30 am - 8.00 pm  
                           | Fri: 9.30 am - 4.00 pm                            |
| Starbucks    | Basement Arts/Science Building | Mon - Thur: 7.30 am - 8.00 pm  
                           | Fri: 7.30 am - 4.30 pm                            |
| Caifé na Gaeilge | Áras na Gaeilge  
                           | Mon - Thur: 8.30 am - 9.30 pm  
                           | Fri: 8.30 am - 4.00 pm                            |
| Coffee on Line | I.T Building                  | Mon - Thur: 8.30 am - 8.00 pm  
                           | Fri: 8.00 am - 3.00 pm                            |
| Zinc Café    | Engineering Building        | Mon - Thurs 8.00 am - 7.00 pm  
                           | Fri - 8.00 am - 6.00 pm                            |
| Friars       | Cairnes Building            | Mon - Thur: 8.30 am - 6.30 pm  
                           | Fri: 8.30 am - 5.00 pm  
                           | Sat: 9.00 am - 4.30 pm  
                           | (Hours extend during exam periods)                |
| Moffetts     | Orbsen Building             | Mon - Thur: 8.30 am - 4.00 pm  
<pre><code>                       | Fri: 8.30 am - 3.00 pm                            |
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<th>Outlet</th>
<th>Location</th>
<th>Opening Times</th>
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<td>Oasis</td>
<td><em>Arts Millenium Building</em></td>
<td>Mon - Thu: 9.00 am - 3.00 pm</td>
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<td>Fri: 9.00 am - 1.00 pm</td>
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<tr>
<td>Restaurant Clinical Science Inst.</td>
<td><em>Clinical Science Institute</em></td>
<td>Mon - Thu: 8.30 am - 5.00 pm</td>
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<td>Fri: 8.30 am - 2.30 pm</td>
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<tr>
<td>The Hub</td>
<td><em>Áras na Mac Léinn</em></td>
<td>Mon - Thu: 9.00 am - 5.00 pm</td>
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<td>Fri: 9.00 am - 3.30 pm</td>
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<tr>
<td>Smokey’s Café</td>
<td><em>Arts/Science Building</em></td>
<td>Mon - Fri: 8.30 am - 10.00 pm</td>
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<td>Sat/Sun: 9.00 am - 6.00 pm</td>
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<tr>
<td>College Bar</td>
<td><em>Áras na Mac Léinn</em></td>
<td>Mon - Fri: 11.00 am - 5.00 pm</td>
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<td>Sandwich Bar</td>
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<td>Carvery</td>
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<td>Mon - Thu: 11.00 am - 5.00 pm</td>
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<td>Fri: 11.00 am - 4.00 pm</td>
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<tr>
<td>Pizza Bar</td>
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<td>Mon - Fri: 12 noon - 9.00 pm</td>
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<td>The Wall Café</td>
<td><em>Sports Centre</em></td>
<td>Mon - Fri: 8.00 am - 8.00 pm</td>
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<td>Sat/Sun: 9.00 am - 5.00 pm</td>
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<tr>
<td>DERI Café</td>
<td><em>DERI, North Campus</em></td>
<td>Mon - Thu: 8.30 am - 5.00 pm</td>
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<td>Fri: 8.30 am - 4.00 pm</td>
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Banking

Bank of Ireland

Bank of Ireland, NUI Galway is located on the main concourse right at the heart of university activities. It is a student branch which provides the complete range of banking services all year round, and is specially geared to cater for your needs. As it is centrally located it is easily accessible in between lectures.

Bank of Ireland
New College Finance Loan

NUI Galway has teamed up with Bank of Ireland to introduce a new College Finance Loan.

The new loan scheme College Finance Loan enables parents/guardians of full-time undergraduate students to borrow the cost of the Student Contribution Charge, which is currently €2,750 and applies to all Undergraduate Degree courses. The loan is offered at a preferred rate for the length of the course, for up to five years. Once the course is completed the standard Graduate loan interest rate applies and the loan is repaid over three years.

Banking Services

BOI’s friendly Student Advisors Kevin Burke and Kevin Broderick will be happy to help you with financial problems and will advise you on how to manage your finances and budget for the year. Students are welcome to phone or call in to the campus branch.

AIB

AIB offers a Student Plus Account which might be worth checking at: http://personal.aib.ie/our-products/current-accounts/student-plus-account to see what personal finance benefits you can avail of on a Student Plus Account.

Location:
AIB is adjacent to the Campus on Distillery Road.

Contact:
T: +353 91 524 466

Opening hours:
Mon - Wed & Fri
10.00 am - 4.00 pm
Thurs 10.00 am - 5.00 pm

Ulster Bank

Ulster Bank is located directly across from the University Hospital Galway (UHG). It offers a full range of student banking, including a student current account. It is worthwhile to call into them if you are thinking of opening a student bank account.

Location:
Newcastle Road, Galway

Opening hours:
Mon, Tue, Thu, Fri:
9.30 am - 4.30 pm,
Wed: 10.00 am - 4.30 pm

Contact:
T: +353 91 529 013

PASS (ATM) Machines

For your convenience two ATM machines are located at the Campus Bank. Another machine is located outside the back of the National Diagnostics Centre (NDC) - on your way from Áras Ui Chathail Áras na Mac Léinn to the Library/Concourse. Medical students please note there is an ATM machine located at University Hospital Galway.

Other ATM machines include:

A 24 hour ATM is located at the Topaz filling petrol station on Newcastle Rd.

Other ATMs are located in BOI branches on Mainguard St, Salthill, Galway Shopping Centre, Eyre Square Shopping Centre and 43 Eyre Square.
Copying and Printing

Print That

The Print That Service is located on the Concourse (Arts/Science Building), next door to Smokey’s Café and provides student services such as photocopying, binding, laminating, typing, scanning, stationary, graphic design and much more.

T: +353 91 492 350
E: printthat@nuigalway.ie

Photocopying

Copy cards are available in the Students’ Union Shop and in the Library. Photocopiers are located in the library and in the library basement. You can also print from all PC Suites across campus in black and white A4. A small number of PC suites also contain printers that can produce A3 sized printouts. For colour printing you must submit print jobs to the Colour_Release print queue. Jobs sent to this queue are held for 24 hours until you release them from a print release station.

NEED HELP!

For a list of release locations visit:
www.nuigalway.ie/information-solutions-and-services/students/printing/release_station.html

For costs of printing and photocopying visit:
www.nuigalway.ie/cs/students/printing/printing_cost.html

The University Bookshop

The University Bookshop is located in the basement of the James Hardiman Library. Any prescribed texts that you need for your NUI Galway courses will be available here, together with a range of lighter reading material.

Opening Hours:
Monday to Friday:
9 am - 6 pm
Saturday:
11.00 am - 1.00 pm

Students’ Union Second Hand Bookshop

The Students’ Union also operate a year-round online second-hand bookshop on their website:
www.services.su.nuigalway.ie/bookstore

Here you can buy and sell second hand textbooks from and to other students.

Security

The NUI Galway campus is monitored 24/7 by security. Services include opening and closing buildings, foot and van patrols of the campus, the operation of CCTV systems, access control systems, traffic control for events, issuing keys and liaising where necessary with the Guards.

Location:
The Security Office is base at Number 14, Distillery Road

How to contact Security
T: +353 91 492 198
(2198 from a university phone)

Emergency:
T: +353 91 493 333
(3333 from a university phone)
Calls will divert to mobile phones in the event of security office being unoccupied.