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.

www.nuigalway.ie/startinguniversity
#MyNUIGalway
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:
August 15th to September 28th 2018:
Mon to Fri: 9 am to 1 pm and 2 pm to 5 pm
Saturday, August 18th & 25th 2018:
9.00 am to 1.00 pm or visit: www.nuigalway.ie/new-students

ORIENTATION WEEK
Monday, 3rd September - Friday, 7th September
Attendance is compulsory
Contents

Welcome

The Equal Access Survey

10 Top Tips for Success

Need to Know
Student Services
Student Information Desk
Accommodation
Fees and Grants
Registration
Student Cards
Money/Finance
Computers and Email
Travelling to Campus and Parking
Student Connect Programme
International Students
Code of Conduct

Learning Support
Learning at University
Jargon Buster
Blackboard
Plagiarism
James Hardiman Library
Academic Writing Centre
SUMS

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

Get Involved
Sports, Clubs and Recreation
Student Societies
Volunteering
Flirt FM
Sin Newspaper

On Campus Services
Student Shop
Pharmacy
Food Outlets
Banking
Copying and Printing
Bookshops
Security

Campus Map
Welcome to the NUI Galway Student Guide Book for 2018/2019. 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 15-16 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/startinguniversity

Orientation week runs from Monday, 3rd September - Friday, 7th September. It is compulsory that you attend.

It will provide you with an opportunity to attend the first week of lectures, 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
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 “How to Register” and following the link “New Undergraduate Students”. More information available at www.hea.ie
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 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.
Need to Know

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
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 for information on academic records, conferring, registration, admissions and exams. They assist with:

- 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. Proof of Registration

-------------------------------

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

-------------------------------

Student Services Team

John Hannon
Director of Student Services

Michael Heffernan
PA to Director of Student Services

Una McDermott
Manager, Accommodation & Welfare

Teresa Kelly
Accommodation Officer

Angela Walsh
Accommodation and Welfare

Our location
Áras Uí Chathail

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

-------------------------------

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 support you in your search for housing. We can also support and / or refer you to relevant internal and external services should you experience issues with your house mates, difficulties with your landlords etc.

Please contact us using our online contact form available at:
https://nuig-accom-welfare.targetconnect.net/home.html

To find out more, see:
http://www.nuigalway.ie/student-life/accommodation

-------------------------------

Got a Query?

All general welfare/support queries
contact 091 492354 or 091 495282
Location: 1st Floor, Áras Uí Chathail

Top tip!
Have your accommodation booked in advance.

You must abide by the Student Code of Conduct

You’ve got a query?

New resources for you and your students.
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 (i.e. holding an EU Passport/or Birth Certificate) who have been ordinarily resident in an EU member state for at least three of the last five years. Undergraduate fees have three 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 €3,000: 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 Once you receive official confirmation of your SUSI grant please email it to the Fees Office: fees@nuigalway.ie

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

Top Tip!

When searching for accommodation, don’t forget to check out our website at: www.nuigalway.ie/student-life/accommodation/

You can also check out other websites such as: www.daf.ie www.findahome.ie

Top Tip!

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

Registration is the collection and maintenance of student data. All students at NUI Galway must register each year to become students of the University, this is obligatory. For more information please click "http://www.nuigalway.ie/registration"

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.

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 https://www.facebook.com/NUIG.StudentInformationDesk

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.

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.

“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.

To help you manage your own personal budget check out the budget planner at: www.consumerhelp.ie/budgeting-calculators

Our Financial Counsellor, Dave Barry, can advise you on finance and budgeting. To make an appointment please use our online contact form at: https://nuig-accom-welfare.targetconnect.net/home.html

Find out more www.nuigalway.ie/student-life/financial-matters/

<table>
<thead>
<tr>
<th>Monthly</th>
<th>Euros</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation (rented)</td>
<td>450</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>
<tr>
<td>Monthly Total</td>
<td>1,250</td>
</tr>
</tbody>
</table>

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.

Find out more www.nuigalway.ie/student_services/financialaidfund.html

“Investing in Your Future”

Grants

For information regarding maintenance grants please see www.susi.ie
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 2017-18 will be presented at a ceremony held in the Bailey Allen Hall on Thursday 11 October 2018.

Other Awards/Prizes/Scholarships will be presented at Lá na nGradam to be held in February 2018. All information regarding the Sport Scholarships can be viewed at http://www.nuigalway.ie/scholarships/

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

Find out more

+353 91 495 999
admissions@nuigalway.ie
http://www.nuigalway.ie/admissions/scholarships/

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.

For further information on this facility please contact your bank directly.
Access to all IT services, including Blackboard and Email, are automatically disabled when you are no longer a registered student at NUI Galway.

Further information about your Campus Account and Student Email is available at http://www.nuigalway.ie/iss4students

Information and Identity Security
The University has number of Information and Communication Technology (ICT) security policies which you should familiarise yourself with available at http://www.nuigalway.ie/information-solutions-services/ictpolicies/

Spam and Phishing
Be suspicious of any email with requests for personal information. Information Solutions and Services (ISS) will never send an email asking you to provide us with your password. If you are locked out, you can raise a ticket with ISS.

For information on all IT services available at NUI Galway go to http://www.nuigalway.ie/iss4students

Go to http://www.nuigalway.ie/iss4students to see our Quick Start Guide video for students and to download the latest version of our Quick Start Guides.

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. In addition, keep up to date with the latest service status information on the James Hardiman Library Facebook page -facebook.com/nuiglibrary.

E: servicedesk@nuigalway.ie
P: +353 91 495777
W: servicedesk.nuigalway.ie

Email (Office 365)

1. Go online to https://outlook.office365.com/

2. ID = your NUI Galway email address (e.g. j.bloggs2@nuigalway.ie) Find your email address at http://cass.nuigalway.ie

3. Campus Account Password - Please use your new Campus Account Password

4. Your email account is the official means of communication from NUI Galway

5. You can install Microsoft Office onto 5 devices

6. You have access to up to 1TB of storage through OneDrive

Wireless Access (Wi-Fi) 24/7

You can connect to the campus Wi-Fi network using either Eduroam (preferred) or using NUIGWiFi.

Eduroam remembers your credential so there is no requirement to re-enter your password.

NUIGWiFi requires re-entry as your credentials are not stored.
How do I get a parking permit?

IMPORTANT - New students must use the temporary student permit from 20th August until 30th September available at www.nuigalway.ie/parking which allows you to park only in park and ride, until you pay your fee of €50 for a full parking permit for the year (August – August), this time period will be shown on your permit. To pay for your student permit please visit the Online Payment System at www.nuigalway.ie/parking.

Dos & Don’ts

- Don’t park in spaces marked as reserved or loading bays.
- Don’t use the universally accessible spaces if you don’t have or display a valid Irish Wheelchair Association ‘blue badge’ permit.
- 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 you up and drop you back to your car. Save time and avoid the stress of waiting for a 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.

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

Mentoring

Student Connect - Colleges of Arts, Social Sciences and Celtic Studies, Science, Medicine, Nursing and Health Sciences and the Schools of Law and Informatics.

Mentors in the Programme provide support to all first year students in the Colleges of Arts, Science, MNHS and the Schools of Law and Informatics and help to make the transition from second level to third level education an enjoyable and memorable time. First year students in these colleges will be allocated a mentor before they arrive in the University. We will send you your mentor’s name, email address and telephone number so that you can contact them before you arrive with any queries you might have in relation to coming to University.

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 (socially, academically and emotionally). The best way to learn is by hearing it from a student who was in your shoes this time last year. Follow us on Facebook to find out more: https://www.facebook.com/NUIGStudentConnect/

First year student in the School of Business, Engineering, School of Geography, Sociology and Politics and BA Law (Law via Arts)

Connect Programme does not operate in these Colleges.

Business Students are mentored by students in business.

The programme in the School of Business is a Peer Assisted Learning Programme managed by the School of Business.

CÉIM academic peer learning

First year students in Engineering, Geography, Sociology and Politics, and BA Law (Law via Arts) meet weekly in small groups to connect with others in their year, discuss coursework and ask questions. CÉIM sessions are facilitated by trained 2nd and 3rd year student leaders, and are organised by academic staff and the Students’ Union. Find out what group you’re in and when to meet at www.su.nuigalway.ie/ceim

top tip!

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.

CLAMPING

Do not park illegally as NUI Galway is regularly patrolled by clampers. Release fee: €60 & €80 after 6pm
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.
http://www.nuigalway.ie/student-life/student-support/

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:
http://www.nuigalway.ie/international-students/afteryouarrive.html#tab1

The International Office provides specific 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 www.nuigalway.ie/codeofconduct/index.php?language=gaeilge

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/sshr/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.
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.

Optional Modules: Options that you can choose within your course

Core Modules: Modules that you must study as part of your course

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.

Jargon Buster – Modules, Programmes, Levels

Students Must Activate Their CAS Account to Have Access to Blackboard.
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:

http://www.nuigalway.ie/academic-skills/gettingstarted/studentemail/
JAMES HARDIMAN LIBRARY

The James Hardiman 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.

- **Training & Support** – The library offers workshops and learner support that in its overall approach emphasizes critical thinking, skilful research in a digital environment, and the creation of new knowledge. Sign up for our training sessions which will support you in your assignments and exams [http://libguides.library.nuigalway.ie/events](http://libguides.library.nuigalway.ie/events)

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

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

- 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://library.nuigalway.ie)

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

**TERM TIME OPENING HOURS:**

**James Hardiman Library:**
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.

**Library Reading Room (Basement Level):**
Monday to Sunday 7.00 am to 2.30 am

**Medical Library:**
Monday to Friday 8.00 am to 10.00 pm

Call by our Academic Skills Hub located in the foyer of the Library where you can get help on finding or using information for your studies. For more information go to [www.library.nuigalway.ie/academicskills](http://www.library.nuigalway.ie/academicskills/)

---

**Always carry your Student ID Card with you as you will need it to both enter and exit the Library**

---

**top tip!**

Avoid charges! Return your books on time

---

**top tip!**

Never forget to check your email as Library notifications will be sent to your NUI Galway email account.
Academic Skills Hub

The James Hardiman Library operates a free Academic Skills Hub desk where you can access one-to-one support with information skills such as searching for books and journals, or referencing your work:

http://library.nuigalway.ie/support/academicskills/

There is also an online Academic Skills Hub that brings together most of NUI Galway’s academic skills supports in one place. This online resource is packed with tips, information, short guides, checklists, links, and more, to help you to develop key skills needed for academic success at NUI Galway:

http://www.nuigalway.ie/academic-skills/gettingstarted/studentemail/

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

The drop in service is available 12 weeks per semester for 1st and 2nd year students across all colleges. The SUMS room is available all day for students at any level as a study place.

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.

For one-to-one help with your maths, drop into Room ADB-G023, Áras de Brún

Opening hours
Monday to Friday  2.00 pm - 5.00 pm
Wednesday, 7.00 pm - 9.00 pm

Contact
Dr. Kirsten Pfeiffer  T:  +353 91 49 4488

For more information and to view the current timetable see: www.maths.nuigalway.ie/sums

The Academic Writing Centre is primarily a drop-in facility.
However appointments can be booked online at: http://www.eventbrite.ie/o/academic-writing-centre-1874011895
Opening hours and more information are available at: www.library.nuigalway.ie/awc/
Student Services

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

- Career Development Centre
- Chaplaincy Services
- Childcare Facilities
- International Office
- Disability Office
- Access Programme
- Mature Students
- Health Services
- Health Promotion
- 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.
- Placement - we work closely with a number of academic programmes to support students going on a compulsory 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.
- Career modules, lectures and tutorials integrated in many academic programmes.
- NUI Galway Employability Award - open to all students.

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):

Log in to Careers Connect at: www.nuigalway.ie/careers/careersconnect

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/Careers.NUIGalway
www.twitter.com/NUIGCareers
**Childcare Facilities**

The Chaplaincy Service strives to help make your university experience enjoyable and fulfilling. The Chaplains place a particular emphasis on acknowledging, celebrating and nurturing the spiritual dimension of your life. They are also involved in a wide variety of community and campus activities.

The Chaplains are easily accessible and they are there to listen and help if you have any troubles or difficulties. The Chapel of St. Columbanus (the University Chapel) is a place of quiet and comfort. The Chaplaincy Office is open from Monday to Friday, 9.00 am to 3.45 pm and is located in St. Declan’s N6, Distillery Road.

**Fr. Ben Hughes**  
+353 91 492168  
ben.hughes@nuigalway.ie

**Fr. Declan Lohan**  
+353 91 49 2164  
declan.lohan@nuigalway.ie

**Dolores McAndrew**  
Secretary/Receptionist  
+353 91 495 055  
chaplains@nuigalway.ie

For updated information on events and liturgical services run by the chaplaincy please visit

[www.nuigalway.ie/chaplains](http://www.nuigalway.ie/chaplains)

Find us on Facebook

**International Office**

NUI Galway is a truly international campus with international students comprising over 20% 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](http://www.nuigalway.ie/international-students/downloads)

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](http://www.nuigalway.ie/international-students)
**Access Centre**

**Disability Support Service**

The Disability Support Service provides confidential support for students with a disability, long-term physical or mental health condition, or specific learning difficulty.

Students are encouraged to register with us for reasonable accommodations and supports* to ensure every opportunity to fulfill their academic potential.

Further information on available support and details of our registration process can be found on our website. Additionally, students are encouraged to make contact with us with any queries or concerns.

**Find out more**
www.nuigalway.ie/disability/

e: disabilityservice@nuigalway.ie  t: 353 (0) 91 492813

**Location:** Room 1004, First Floor, Áras Uí Chathail

**Opening Hours:** Monday to Friday 9:00am - 5:00pm

**Reasonable Accommodations/Supports may include***
- Exam Accommodations
- In class supports
- Placement planning
- Assistive Technology (Equipment & Software)
- Extended library loans

*“We promote inclusive practices throughout the campus community and are committed to the provision of an equitable learning environment that will enable students to become independent learners and highly skilled graduates.”*

Disability Support Service team.

**Access Programmes**

The Access Programmes are designed for 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 Programmes 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 Programmes 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.

**Find out more**
www.nuigalway.ie/access  e: access@nuigalway.ie

---

**Mature Students**

We at NUI Galway know that entering university can be a big change in life and lifestyle for mature students. Mature students juggle many roles including being a parent, spouse/partner and breadwinner along with a new exciting role of being a full-time student.

**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 programmes. These are provided outside of regular class hours and can help you prepare for your course assignments and end of semester examinations.

**Find out more**
Trish Bourke,
www.nuigalway.ie/access
Mature Students Officer
t: 353 (0) 91 492 695
e: maturestudents@nuigalway.ie

**Location:**
Access Centre, Áras Uí Chathail

**Opening Hours:**
Monday to Friday 9:30am - 4pm

**Transition Officer**

Support is available for first year HEAR students, former Access students moving onto a degree programme and those that entered university directly with a QQI/FET qualification. Ease your way into University life by accessing support on social, personal, financial and academic experiences.

**Find out more**
Grainne Morahan
e: grainne.morahan@nuigalway.ie
t: 353 (0) 091 493298

http://www.nuigalway.ie/accesscentre/studenttransitionofficer/
Health Services

The Student Health Unit provides on-campus acute medical illness care to full-time registered students in a confidential, professional and courteous 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
T: +353 91 492 604

**Appointments**
A walk in triage clinic is available daily with initial assessment by the nurse and referral into the doctor if necessary.

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

**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 & Bank Holiday Mondays
8.00am - 6.00 pm:
+353 91 758 008

Evenings Saturday, Sunday & Bank Holiday Mondays
6.00 pm - 8.00 am
087 774 4430

There is a charge for this out of hours service.

---

Health Promotion

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
- 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.
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. We can help".

The Student Counselling Service

Why counselling?
A professional counsellor 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
- Online self-help programmes and resources
- Information and referral
- Complimentary therapy
- Tá comhairleoireacht le fáil tri mheán na Gaeilge.

The service operates within the Code of Ethics and Practice agreed by the Irish Association of University and College Counsellors.

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, Students’ Union Shop, Sult, 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 and Equality 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 nineteen 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

Drop in service
We run a drop-in service from 2-4pm every day every weekday, (best to arrive early as we operate a first come first served system) when students can be seen for a brief consultation, without prior appointment. Following the drop in consultation regular counselling appointments can be scheduled, if the student wishes.

Location:
5 Distillery Road,
NUI Galway
http://www.nuigalway.ie/counsellors/

Opening hours:
The Student Counselling Service is open between 9am and 1pm and 2pm - 5pm all year. During term the office is open between 2pm to 9 pm Monday to Thursday.
t: +353 91 492484
or +353 87 664 4299
Get Involved

This section covers all you need to know about...
- Sports, Clubs and Recreation
- Student
- Volunteering
- Flirt FM
- Sin Newspaper
Getting Involved in Student Life

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.

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.

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.
Some of the sporting clubs available:

### Field Sports Club
- Camogie
- Cricket
- Gaelic Football (Ladies)
- Gaelic Football (Mens)
- Hockey
- Hurling
- Lacrosse
- Rugby (Ladies)
- Rugby (Mens)
- Soccer (Ladies)
- Soccer (Mens)

### Indoor Clubs
- Archery
- Badminton
- Basketball (Ladies)
- Basketball (Mens)
- Boxing
- Fencing
- Handball
- Inline Hockey
- Pool and Snooker
- Squash
- Table Tennis
- Volleyball

### Great Outdoors
- Athletics
- Equestrian
- Frisbee
- Golf
- Mountain Bike
- Mountaineering
- Skydiving
- Snow Sports
- Tag Rugby
- Tennis

### Martial Arts Clubs
- Aikido
- Judo
- Karate
- Kendo
- Muay Thai
- Taekwondo

### Water Sports Clubs
- Kayak
- Rowing
- Sailing
- Sub-Aqua
- Surf
- Swimming & Waterpolo
- Windsurfing

**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](http://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**

Wednesday 5th September
Location: University Sports Centre - Kingfisher Club.

**Semester 2: Wednesday 16th January**

Or drop into the office.
Sports Unit, University Sports Centre, Kingfisher Club.

**Get off the Couch! Get involved.**

**t:** +353 91 493 482/3475
**www.nuigalway.ie/sports**
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.

Find out more from:
The Sports Unit
T: +353 91 493 475
E: kathy.hynes@nuigalway.ie

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

Closing date for Performance Points Scholarship applications - 31st March - each year
Closing date for Elite Sports Scholarship - 31st July - each year

NUI Galway Sports Scholarships
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 115 student societies in the University, from social and artistic societies like Drama, Choral, Musical and Dance, to subject-based societies like Law, French and Medicine. There are also interest based societies like Literary and Debating, Juggling Baking, Anime & Manga and Photo. Photography. Plus charity, volunteering, political, fun and health and wellbeing societies. 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 to apply for a table at Socs Day, as a new society, at the start of semester one or two, and fill in full detail and application form on https://socs.nuigalway.ie/page.php?id=Mw==

How to find us

Riona Hughes
Societies Officer
Áras Na Mac Léinn
T: +353 91 492 088
E: socsoffice@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

Webstore: www.socsbox.nuigalway.ie
For tickets and merchandise

Our Societies have won the most awards at the National BICS Awards - bics.ie We won 7 BICS Awards last year out of the possible 12. We have 13,500 members 13,500 students on committees 3,000 events each year from Gala Balls & themed weeks to conventions.

As a committee member you can also participate in the Societies Leadership Programme and training, learn valuable life skills and earn a digital badge.

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.
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 https://www.studentvolunteer.ie/nuigalway and download the ALIVE Guide to International Volunteering brochure or visit us at the Volunteering Fair, Wednesday 19th September 2018.

Find out more
T: +353 91 495 346
E: alive@nuigalway.ie

Openning 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
Flirt FM has its own student radio station, Flirt FM based in NUI Galway; it broadcasts weekdays, year round, taking short breaks for Christmas, Easter and August. The radio provides full coverage of important campus events from the SU Elections to the University themed weeks. If you’re interested in volunteering call in, they are located just behind the Socs Box in Áras na Mac Léinn, sign up for training on their website.

Tune in on 101.3fm listen online at www.flirtfm.ie, on your phone or tablet using TuneIn and @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
- Pharmacy
- Food Outlets
- Banks
- Copying and Printing
- Bookshops
- Security
Students’ Union Shop
The Student Shop is the campus convenience store 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 grocery essentials you will need.

Location
Basement, Library Building

Term Times
Mon - Thurs 8.00 am - 8.00 pm
Fri - 8.00am-6.00pm
Sat - 10.00 am - 4.00 pm
(summer time)
Mon - Fri 8.30 am - 4.00 pm

Contact Us
studentsunion@nuigalway.ie

Pharmacy
(Matt O’ Flaherty Chemists)
The campus pharmacy stocks a wide range of pharmaceutical, cosmetic and toiletry products and also provides a consultancy service around general health and well-being.

All private, medical card and European prescriptions can be dispensed. Additional services are also offered.

Location
Ground Floor, Hardiman Building

Opening hours:
Mon - Thurs: 8.30am - 6.30pm
Fri: 8.30am - 5.00pm
Find out more:
www.nuigalway.ie/shops
T: 091 495044 or 091 864025
## Food Outlets

There are 17 food outlets across the NUI Galway campus.

<table>
<thead>
<tr>
<th>Outlet</th>
<th>Location</th>
<th>Opening Times (Term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Úr</td>
<td>Basement, Library Building</td>
<td>Mon – Thurs: 8:00am – 7:00pm Fri: 8:00am – 3:00pm Sat: 10:00am – 2:00pm</td>
</tr>
<tr>
<td>Sub Central at INC</td>
<td>Basement, Library Building</td>
<td>Mon - Thur: 7:30 am - 6:00 pm Fri: 7:30 am - 3:00 pm Sat: 10:00 am - 2:00 pm</td>
</tr>
<tr>
<td>Caife na Gaeilge</td>
<td>Aras na Gaeilge</td>
<td>Mon - Thur: 9:00 a.m. - 3:00 pm and 6:00 pm - 8:00 pm Fri: 9:00 am - 1:00 pm</td>
</tr>
<tr>
<td>Cloud Cafe</td>
<td>IT Building</td>
<td>Mon – Thurs: 8:30 am – 8:00 pm Fri: 8:30 am – 3:00 pm</td>
</tr>
<tr>
<td>Zinc Cafe</td>
<td>Engineering Building</td>
<td>Mon - Thurs 8:30 am - 3:30 pm Fri - 8:30 am - 3:00 pm</td>
</tr>
<tr>
<td>Top Sos</td>
<td>Biosciences Research Building</td>
<td>Mon - Fri: 8:30 am - 3:30 pm</td>
</tr>
<tr>
<td>Stem Cafe</td>
<td>Lambe Institute, UCHG</td>
<td>Mon - Thurs: 8:30 am - 4:00pm Fri: 8:30 am - 3:30pm</td>
</tr>
<tr>
<td>SAOL Cafe</td>
<td>ILAS Building</td>
<td>Mon – Fri: 8:00 am – 3:45 pm</td>
</tr>
<tr>
<td>Friars</td>
<td>Cairnes Building</td>
<td>Mon - Thur: 8:00 am - 4:00 pm Fri: 8:00 am - 3:30 pm Hours will change in Dec &amp; Apr-Aug</td>
</tr>
<tr>
<td>Moffetts</td>
<td>Orbsen Building</td>
<td>Mon - Thur: 8:30 am - 4:00 pm Fri: 8:30 am - 3:00 pm</td>
</tr>
<tr>
<td>Oasis</td>
<td>Arts Millenium Building</td>
<td>Mon - Thur: 9:30 am - 4:30 pm Fri: 9:30 am - 1:00 pm</td>
</tr>
<tr>
<td>CSI Cafe</td>
<td>Clinical Science Institute</td>
<td>Mon - Thur: 8:30 am - 4:00 pm Fri: 8:30 am - 2:30 pm</td>
</tr>
<tr>
<td>The Hub</td>
<td>Aras na Mac Léinn</td>
<td>Mon - Thur: 9:00 am - 5:00 pm Fri: 9:00 am - 3:30 pm</td>
</tr>
<tr>
<td>Smokey’s Cafe</td>
<td>Arts/Science Building</td>
<td>Mon to Thur: 8:30 am to 9:00pm Fri: 8:30 am - 7:00 pm Sat: 9:00 am - 5:00 pm Sun: 11:00 am - 4:00 pm</td>
</tr>
<tr>
<td>Sult</td>
<td>Aras na Mac Léinn</td>
<td>Mon-Fri 08:30 am - 11:30 pm</td>
</tr>
<tr>
<td>Breakfast</td>
<td></td>
<td>Mon - Fri: 8:30 am - 11:00 am</td>
</tr>
<tr>
<td>Coffee Dock</td>
<td></td>
<td>Mon - Fri: 8:30 am - 10:00 pm</td>
</tr>
<tr>
<td>Grab &amp; go</td>
<td></td>
<td>Mon - Fri: 11:30 am - 4:30 pm</td>
</tr>
<tr>
<td>Carvery (now known as Hot and Cold Deli)</td>
<td>Mon - Fri: 12:00 pm - 4:00 pm</td>
<td></td>
</tr>
<tr>
<td>Hatch (Pizza &amp; filthy food)</td>
<td>Mon - Fri: 12:00 pm - 4:00 pm</td>
<td></td>
</tr>
<tr>
<td>The Wall Cafe</td>
<td>Sports Centre</td>
<td>Mon to Fri: 8:00 am to 7:00 pm Sat: 9:00 am to 3:00 pm Sun: 11:00 am to 3:00 pm</td>
</tr>
<tr>
<td>DERI Cafe</td>
<td>DERI, North Campus</td>
<td>Mon - Thur: 8:00 am - 4:30 pm Fri: 8:00 am - 4:00 pm</td>
</tr>
</tbody>
</table>
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 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.

**Location:**
Concourse, NUI Galway

**Opening hours:**
Monday: 10.00 am - 5.00 pm
Tues - Fri: 10.00 am - 4.00 pm

**Contact:**
T: +353 91 524 555

**AIB**
AIB offers a Student Plus Account which might be worth checking at:
https://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.

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

**Contact:**
T: +353 91 524 466

**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 Uí 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

PrintThat

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

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

Printing

You can print, copy and scan documents at any Multi-Function Printer (MFP) located throughout the campus. You have the option to print in Black & White or Colour (choose this option before sending your document to print). Printers are clearly identified as Black & White or Colour.

You can purchase credit online at [https://printcredit.nuigalway.ie](https://printcredit.nuigalway.ie) or go to one of the print kiosks located in the Print Release Room 125A, opposite the Arts and Science PC Suite in the Arts & Science Building, the front foyer in the Cairnes’ Building and also in the James Hardiman Library. Printing can be done via Wi-Fi or Email. Scanned documents will be sent to your NUI Galway email address.

Further information is available at [http://www.nuigalway.ie/iss4students](http://www.nuigalway.ie/iss4students)

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](http://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 land line being engaged. A voice over will indicate when this is happening.
Arts Millennium Building (and new home of the School of Psychology)

James Hardiman Library

Student Information Desk (SID)/Áras Uí Chathail

O’Donoghue Centre for Drama, Theatre and Performance

Human Biology Building

University Hospital Galway (UHG), including School of Medicine/ Clinical Sciences Institute

IT Building

The Quadrangle

Newcastle Road Entrance

University Road Entrance