



NUI Galway
OÉ Gaillimh

Orientation Booklet for **International Students** **2017/2018**

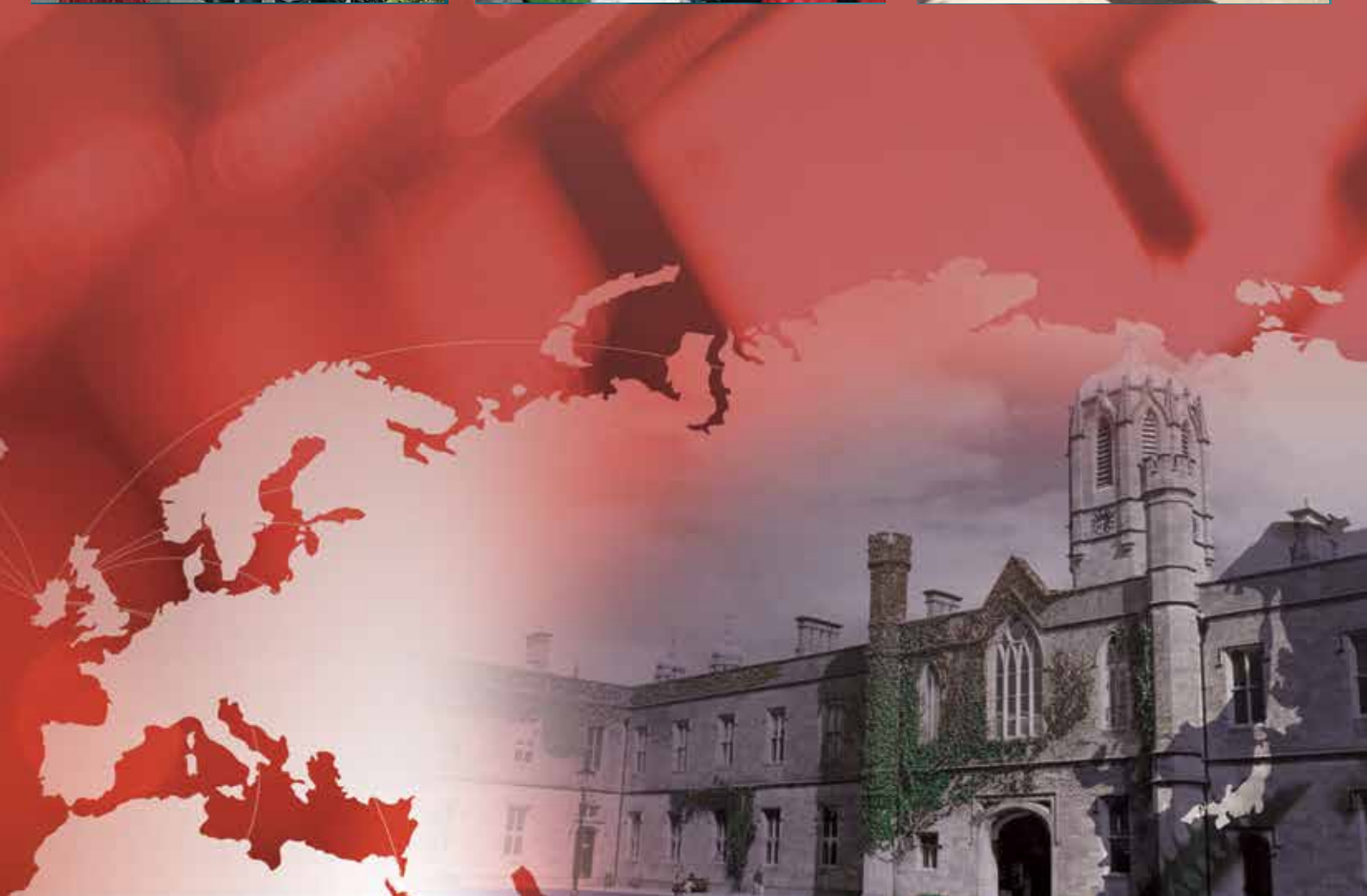
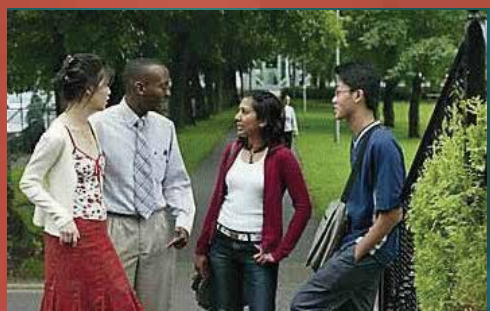


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Academic Year 2017-2018	
Semester 1	
Orientation 1 st Years	Tuesday 29 th August to Friday 1 st September 2017
Start of Teaching all years	Monday 4th September 2017
End of Teaching all years	Saturday 25th November 2017
Study Week	Monday 27th November - Saturday 2nd December 2017
Semester 1 Exams Start	Monday 4th December 2017
Semester 1 Exams End	Friday 15th December 2017 (10 days of exams)
Christmas Holidays	Saturday 16th December 2017
Semester 2	
Start of Teaching	Monday 15th January 2018
End of Teaching before Easter Hols (10 weeks)	Saturday 24th March 2018
Field Trips	Monday 26th March - Thursday 29th March 2018
Easter:	Good Friday 30th March - Easter Monday 2nd April 2018
Easter Holidays	Monday 2nd April to Saturday 7th April 2018
Teaching resumes after Easter Holiday (2 weeks of teaching)	Monday 9th April 2018
Teaching Ends	Saturday 21st April 2018
Study Week	Monday 23rd April - Saturday 28th April 2018
Semester 2 Exams Start	Monday 30th April 2018
Semester 2 Exams End	Thursday 17th May 2018 (13 exam days)
Autumn Exams	Tuesday 7th August - Friday 17th August 2018
Holidays	Easter: Good Friday 30th March to Easter Monday 2nd April 2018
	Bank holidays: Monday 30th October 2017 / Monday 19th March 2018 /
	Monday 7th May 2018 / Monday 4th June 2018 / Monday 6th August 2018

* IMPORTANT: The Academic Calendar as set out above applies with certain exceptions for First Arts Examination dates in Semester II and repeat examinations. Dates for Clinical Medicine are also not available at the time of print. Please refer to www.nuigalway.ie/academic_dates/ or contact the International Affairs Office for the exact dates for your course of study prior to making travel arrangements.

Some Engineering courses are examined in March/April.

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

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

ACCOMMODATION

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

The relevant website is <http://www.nuigalway.ie/student-life/accommodation/>. The Students' Union has useful accommodation advice at www.su.nuigalway.ie/site/view/80/.

Other sources of information about accommodation are the local (free) newspapers the Galway Advertiser (www.galwayadvertiser.ie) and the Galway Independent (www.galwayindependent.ie).

Accommodation lists from the Galway Advertiser can be accessed online or purchased from the Galway Advertiser every Wednesday at the Galway Advertiser office on Eyre Square. The following property websites may be a good source for rental options:

www.daft.ie
www.myhome.ie
www.findahome.ie
www.collegecribs.ie

www.let.ie
www.grabagaff.com
www.rent.ie
www.findahome.ie

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

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

Tips for Finding Accommodation

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

Mould

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

What is condensation?

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

How to avoid condensation:

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

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

N.B. Ventilate to remove the moisture

Ventilation is needed to get rid of moisture. You need much more ventilation in the kitchen and bathroom when cooking, washing up, bathing and drying clothes. Always open the windows when cooking and after showering. However, remember to close the windows when leaving your apartment. Close the kitchen and bathroom doors when these rooms are in use even if your

kitchen or bathroom has an extractor fan. Doing this will help to stop the moisture reaching other rooms, especially bedrooms, which are often colder and more likely to get condensation. Allow space for the air to circulate in and around your furniture. Open doors from time to time to ventilate cupboards and wardrobes.

How to remove mould

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

AIRPORT

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

Dublin Airport also provides international flights and is approximately 3 hours away. The airport is serviced by Bus Éireann (www.buseireann.ie), Citylink (www.citylink.ie), and Gobus (www.gobus.ie).

APPROXIMATE COST OF LIVING

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

Monthly	€
Rent/Utilities	500
Food	260
Books and other academic requisites	60
Clothes, laundry	60
Recreation	180
Other	100
Nine month academic year	€10,440

BANK HOLIDAYS

Republic of Ireland Bank Holidays/Public Holidays 2016/17

	2017	2018
New Year's Day	2 Jan	1 Jan
St Patrick's Day	17 Mar	17 Mar
Easter Monday	17 Apr	22 Apr
May Day	01 May	07 May
June Bank Holiday	05 Jun	04 Jun
August Bank Holiday	07 Aug	06 Aug
October Bank Holiday	30 Oct	29 Oct
Christmas Day	25 Dec	25 Dec
St Stephen's Day	26 Dec	26 Dec

BANKING

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

Bank opening hours are: 10.00 a.m. – 4.00 p.m. Monday to Friday

Banks at NUI Galway campus:	<p>On Thursday, banks are open until 5.00 p.m.</p> <p>The Bank of Ireland is open until 5.00 pm on Mondays</p> <p>Bank of Ireland, the Concourse, NUI Galway.</p> <p>Allied Irish Bank, Lower Newcastle Rd.</p> <p>Ulster Bank, opposite the University College Hospital, Newcastle Rd.</p>
Currency:	<p>The Irish unit of currency is the Euro. The Euro can be divided into 100 cents. Coins in the following denominations are used: €2, €1, 50c, 20c, 10c, 5c, 2c and 1c. The bank notes are €100, €50, €20, €10 and €5.</p>

What you need to open a bank account

- Passport
- NUI Galway student identity card
- Letter from International Office confirming you are a registered student in NUI Galway

BICYCLES

Check "for sale" advertisements in the Galway Advertiser www.advertiser.ie/galway

Europa Bicycles, Unit 1, Bridgewater Court, Fairhill Rd Lower, The Claddagh, Galway www.westirelandcycling.com. Bicycles can be hired or purchased second-hand. Europa will also buy back the bicycle when you have finished with it.

Kearney's Bicycle Sales & Hire, Terryland Retail Pk, Galway, www.kearneycycles.com

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

West Ireland Bicycles, 11 Upper Dominic St, Galway for hire and purchase www.westirelandcycling.com

Westside Cycles, Unit 4, West Side Business Centre, West Side, Galway. Ph: +353 91 525 007 www.westsidecyclesireland.com provide a student bike hire service.

Nigel Cycles, 3/4 Tuam Road Centre (Opposite Travel Lodge), Tuam Road, Galway www.nigelscycles.com.

Halfords, Unit 6, Galway Retail Park, Headford Road, Galway www.halfords.com

On your Bike, On Your Bike, 42 Prospect Hill, Galway City, Co. Galway, Ireland, www.onyourbikecycles.com/

BLACKBOARD

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

list of frequently asked questions (FAQ's) can be accessed online at http://www.nuigalway.ie/blackboard/new_blackboard/students/studentfaq.html

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

If you are having difficulty accessing your Blackboard account you should contact the Information Solutions & Services Dept at ServiceDesk@nuigalway.ie or telephone 091 495777.

The Service Desk provides first level advice and support to students and staff on both Library and IT services and is located in the foyer of the James Hardiman Library.

BOOKS

Second-hand books

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

Charlie Byrne's Bookstore

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

CAREERS SERVICE

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

The full range of services available includes:

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

The office is located in the Arts Concourse building and is open from 9.00 am – 5.00 pm Monday to Thursday and 11.00 am – 5.00 pm on Friday. For further information please see www.nuigalway.ie/careers

CHILDCARE

Information regarding the childcare subsidy and a list of community-based childcare services and information is available from Una McDermott in the Student Services Dept (una.mcdermott@nuigalway.ie).

The University Crèche has been designed, furnished and equipped to the highest standards for children from 3 months to 5 years and consists of a baby/wobbler room, toddler room and Montessori and after school.

We would advise all prospective parents to reserve your place as soon as possible as places are given on a first come first served basis. Policies and Procedures are available from the Crèche for parents. For more information please contact Teresa Murphy or Niamh Heneghan on 091-493739 or spraoinuig@gmail.com.

Cindy Dring is available for one-to-one help and support. To contact Cindy, please email cindy.dring@nuigalway.ie or telephone 091 492048

The Wellness Centre (in the back of the Hub) has books and information about pregnancy, childbirth, breastfeeding, and other parenting issues (as well as a range of health and wellbeing topics). Breastfeeding mothers are welcome to use the 'Relaxation Room' to express breast milk, or for a quiet place to bring baby.
Full time students can apply to the Financial Aid Fund for financial assistance with childcare costs.

You will find advertisements for childcare services and crèches in the classified section of the Galway Advertiser www.galwayadvertiser.ie, the Golden Pages telephone www.goldenpages.ie, another useful resource for children events & activities www.mykidstime.ie

CLASS TIMES

In order to facilitate the sharing of modules, the commencement and finishing times of lectures are synchronized, with classes beginning on the hour and ending at 10 minutes to the hour. Timetables can be obtained from academic disciplines. A list of academic disciplines, their location, contact email addresses and website addresses, is available in this booklet.

CLIMATE - KEEPING WARM AND DRY – helpful hints

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

COMPUTER ACCESS - INFORMATION SOLUTIONS & SERVICES (ISS)

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

- Campus Account (<https://cass.nuigalway.ie>)
- PC Suites
- Printing Facilities
- Student Mail (www.nuigalway.ie/cs/)
- Blackboard

- Wireless access (NUIWiFi)
- Assistive Technology (technical support to the Disability Office and the

Assistive Technology Service in the James Hardiman Library)

Students should ensure that they activate their Campus Account after registering. They should also activate their NUI Galway student email account.

The Service Desk provides first level advice and support to students and staff on both Library and IT services. The Service Desk is located in the foyer of the James Hardiman Library.

Staff at the Service Desk can assist with your queries on the following topics –

User ID / Passwords – Campus, email and Library Accounts	Blackboard queries
Book Loans – Issuing and Renewals	Training on how to use the Library
Printing / Copying / Scanning	Software
Support for NUI Galway Email (Student & Staff)	Finding and using print and online information resources
WiFi Access (NUIWiFi / EduRoom)	Information on Library and IT Services

You can also contact the Information Solutions & Services Dept at ServiceDesk@nuigalway.ie or telephone 091 495777.

DISABILITY OFFICE/DYSLEXIA SUPPORT

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

DRIVING IN IRELAND

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

ELECTRICITY

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

EMBASSIES

Contact details for foreign embassies in Ireland or Irish embassies abroad can be found on the government's Department of Foreign Affairs website at <https://www.dfa.ie/media/dfa/alldfawebstemedial/embassies/Diplomatic-List-June-2015.pdf>.

EMERGENCIES

Dial **112** for police, ambulance, fire and other emergency services. Local Gardaí (Police) tel. 091-538000.

Emergency medical help

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

The Health Unit on campus is open Monday – Friday (during the academic term); 9.15 am – 12.30 pm, 2.30 pm – 4.30 pm. Please use this number during lunchtime and from 4.30pm when the Student Health Unit is closed until 6.00pm, 087-2623997.

Outside opening hours Monday – Thurs (after 6.00pm contact Dr. Donal Curtis on 091 582600 or Dr. Donal O'Beirne on 091 583268. Weekends are covered by Citydoc located in Bon Secours Hospital, 8am until 6pm on Saturday, Sunday and Bank Holiday Mondays contact 091 758008, from 6pm on Friday, Saturday and Sunday evenings contact 087 7744430. Local doctors provide this cover and students will be responsible for call out fees except in the case of medical card holders, EHIC holders or NHS students.

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

Non medical emergencies

In the case of a non medical emergency you should contact one of the following staff members. Please ensure that you speak to the person contacted directly, it is not sufficient to leave a message on an answering machine.

Key contact person: Louise Kelly, **International Student Officer**; telephone no. Office hours 091-493581 ext. 3581 Emergency Mobile no. 086-8576152 available on a 24 hours basis.

If Louise Kelly is unavailable contact Fr Barry Horan on 091 492164 or 086 6095104

ENQUIRIES AND INFORMATION

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

Course enquiries

Arts:	Ms Caroline Kennedy (Arts Millennium Building) tel. ext 5799
Business:	Ms Raphael McLoughlin, (Room 355, Top Floor, Cairnes Building) tel. ext 3620
Law:	Ms Carmel Flynn, (Room 405, Tower 2, Arts/Science Building) tel. ext 3082
Science:	Ms Claire Mitchell, (Room 207, Arts/Science Building) tel. ext 3700
Engineering:	Ms Olive McGrath, (Room ENG-1046, Engineering Building) tel. ext 3026

Medicine, Nursing, Health Sciences (including OT, SLT, Podiatry): Mr Declan Ashe (Clinical Science Institute) tel. Ext 2117

Accommodation

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

Disability Officer

Ms Bernie McGee, Áras Uí Chathail, tel. 091 493541. Email bernie.mcgee@nuigalway.ie

Fees Office

General Enquiries, Áras Uí Chathail, tel. ext 2386, tel 091 492386. Email: fees@nuigalway.ie

Health Unit

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

Information Solutions & Services (ISS)

For information and assistance with computer services issues please contact the Service Desk in the Library or tel. 091 495777. Email: servicedesk@nuigalway.ie

Student Information Desk

For information regarding Admissions and Examinations please contact the Student Information Desk which is located on the ground floor of Áras Uí Chathail. Website www.nuigalway.ie/sid
Tel ext 091 495999, Email: sid@nuigalway.ie

Student Counsellors

Emer Casey, Tel 091 495633
Eamon O'Dochartaigh, Tel 091 494430

Ms Geraldine Connolly, Tel 091 495202

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

Student Services

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

Students' Union

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

ENTERTAINMENT

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

Cinema

The Eye Cinema, Wellpark Retail Park, Wellpark, Galway
Website: www.eyecinema.ie

IMC, Galway Retail Park, Headford Road, Galway
Website: www.imccinemas.ie/home.asp?venue=GALWAY

Theatre

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

Website: www.townhalltheatregalway.com

Druid Theatre Company, Flood St, Galway

Website: www.druidtheatre.com

Galway Youth Theatre, 47 Dominick St, Galway

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

Blackbox Theatre, Dyke Road, Galway

Website: www.townhalltheatregalway.com

An Taibhdhearc, Middle Street, Galway

Website: www.antaibhdhearc.com

Comedy

The Laughter Lounge, Roisin Dubh, Dominick St, Galway

Website: www.roisindubh.net

Live Music Venues

The Crane Bar, William St West, Galway

www.thecranebar.com

Monroe's Tavern, Dominick St, Galway

www.monroes.ie

Taaffes, Shop St, Galway

Tigh Chóilí, Mainguard St, Galway

The Quays, Quay St, Galway

www.facebook.com/quaysgalway

The King's Head

www.thekingshead.ie

Kelly's Bar & Lounge, Bridge Street, Galway

www.kellysbar.ie

Live Music

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

The Galway Independent newspaper

www.galwayindependent.com

The Galway Advertiser newspaper

www.galwayadvertiser.ie

Entertainment Ireland

www.entertainment.ie

Students' Union newspaper

www.sin.ie

Students' Union

www.su.nuigalway.ie

NUI Galway Societies

www.socs.nuigalway.ie

Galway Pub Guide

www.galwaycitypubguide.com

Classical Music

Music for Galway

www.musicforgalway.ie

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

Clubs

Karma, Eyre Sq, Galway
Halo, Abbeygate St
Coyote's, Shop St
Carbon, Eglington St
Electric Garden & Theatre

www.karma.ie
www.halonightclub.com
www.coyotes.ie
www.carbonnightclub.ie
www.electricgalway.com

EXAMINATIONS

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

Timetables.

Examination timetables will be available online at www.nuigalway.ie/exams before examinations commence. Timetables are normally released mid semester. The examination timetable **should not** be used for planning flights as the timetable may change. Personal timetables are available online (see online timetable release dates) before exams. You must activate your [CASS \(Computer Account Self Service\) account](http://www.nuigalway.ie/cs/students/cass/) in order to access your timetable and results.
<http://www.nuigalway.ie/cs/students/cass/>

Amendments

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

ID Cards

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

Mobile Phones

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

Past Examination Papers

For past exam papers up to and including the 2006/07 academic year www.library.nuigalway.ie/collections/specialcollections/exampapersarchive/ . For papers from academic year 2007/08 onwards you will need to search the database provided by Information Solution Systems https://www.mis.nuigalway.ie/regexam/paper_index_search_main_menu.asp. If you cannot find exam papers online for your course you will need to ask the secretary of your discipline to source them for you.

Transcripts

Examination transcripts for Visiting and Erasmus students issue from the International Affairs Office

automatically at the end of each semester/year. Additional copies of transcripts can be requested by completing a request form which can be downloaded from:

<http://www.nuigalway.ie/sid/transcripts.html>

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

FEDERAL AID

U.S. citizens (or eligible non-citizens) who are enrolled at NUI Galway at least half-time in a Degree, Masters or PhD program may be eligible for US Federal Aid Government student loans under the William D. Forde Direct Loan Program as follows:

- * Federal Direct Loans (Subsidized & UnSubsidized)
- * Federal Direct PLUS loans

IMPORTANT: Please note, the following programs are NOT eligible for Federal Aid:

- * Nursing
- * Higher Diplomas
- * Programs at the Burren College of Art
- * Programs with any time based in the US

Please note, Pell Grants are not an option at NUI Galway as it is a 'foreign institution'.

For details on how to apply for Federal Aid at NUI Galway, please see www.nuigalway.ie/international-students/feesfinance/federalaid/

While applications can be submitted throughout the academic year, applications received after the **JULY 1st** deadline may be subject to delays.

For questions on US Federal Aid or Canadian Loan forms, please email christina.mulgannon@nuigalway.ie or telephone 091-495424

FLIRT FM

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

HEALTH

It is a requirement of the Garda National Immigration Bureau that all non EU students hold private health insurance. Irish health insurance providers are listed below:

A **Medical Expenses Insurance Policy** is available to international students through O'Driscoll O'Neill. Medcover does not provide cover for any pre-existing illness known to the insured person at the time of purchase. Nor does it cover costs associated with pregnancy. Information regarding Medical Expenses Insurance is available at <http://www.odon.ie/nuig.aspx>

Name	Website	Tel No.	Email
Voluntary Health Insurance Company	www.vhi.ie	1890 444444	info@vhi.ie
Laya Healthcare	www.layahealthcare.ie	1890 700 890	info@layahealthcare.ie
Glohealth	www.glohealth.ie	1890 781 781	providers@glohealth.ie
Aviva	www.aviva.ie	1890 716666	info@avivahealth.ie

The Health Insurance Authority provides impartial advice and comparisons of health insurance providers in Ireland. You can access the website at www.healthinsurancecomparison.ie.

When making inquiries about health insurance you should check

- If a discount is available for students
- If the waiting period for cover is waived
- If pre-existing conditions and/or maternity cover is included in your policy
- If a PPS (social security number) is required. Non EU students must have registered with GNIB before a PPS number can be obtained.

EHIC Cards for EU students

EU students from any member state of the EU are entitled to free hospital services provided they have S1 (formerly E.109) with them. The European Health Insurance Card (EHIC) has replaced the E111 and E128 forms. See www.ehic.ie for further details. EU citizens can get necessary healthcare in the public system of any EU / EEA country or Switzerland, if you become ill or injured while on a temporary stay in that country. Students need to obtain the relevant documentation or card in their home country. Students should obtain an EHIC card prior to departure from their home country.

Student Health Unit, NUI Galway

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

Surgery Hours

Monday - Friday

9.15 am - 12.30 pm and 2.30 pm - 4.30 pm

Appointments

There is no charge to visit the nurse or doctor; however, there are charges for certain ancillary services www.nuigalway.ie/health_unit/fees.html. 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. It is not possible to book an appointment via email or on-line. Contact: 091-492604. Emergency and acutely ill patients can always be seen initially by the nurse and referred on to the doctor as soon as is necessary. **Note: If all appointments are booked up for the day but you feel that you need to be seen, please make it known to reception**

Pre-existing Medical Condition

If you are an incoming international student and have a pre-existing medical condition, it may be helpful for you to contact us prior to your arrival by email healthunit@nuigalway.ie to ensure that all your medical needs can be met as some overseas medications are not licensed for use here in Ireland. You should also register with the Health Unit after arrival on campus.

Nurse Consultations:

Walk-in triage service Monday – Friday

Physiotherapy: By appointment only – charge of €25 for first visit and €20 per subsequent visit

Psychiatrist: Referral through Student Health Unit doctors

Emergency Hours /Out of Hours Service:

If you are acutely ill on the day, your problem may initially be assessed by a nurse and if necessary seen by the doctor as soon as is possible. If you need to contact the Student Health Unit between 12:30pm and 2.30pm or between 4.30pm and 6.00pm please ring 087-2623997

Weekends are covered by CityDoc located in Bon Secours Hospital:

Daytime Saturday, Sunday and Bank Holiday Mondays 8am-6pm contact 091 758008

Friday, Saturday and Sunday evenings - Galway City GP Rota from 6 pm 087-7744430

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

Dr. Fergil Colohan, Terryland Shopping Centre, Galway (in the mall beside Dunnes Stores) 091-565664.
www.galwaymedical.com Opening hours Monday - Friday 10.30 am - 1 pm and 3 - 6 pm

Student Health Services - Summer Service:

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

Galway Hospitals

University Hospital Galway
Newcastle Rd, Galway
Tel.: +353 91 524222
Fax : +353 91 520316
eServices@mailn.hse.ie
www.whb.ie

Merlin Park University
Hospital Galway
Tel.: +353 91 524222
Fax: +353 91 520316
eServices@mailn.hse.ie
www.whb.ie

Galway Clinic
Doughiska Galway
Tel: +353 91 785000
Fax: +353 91 785100
www.galwayclinic.com

Galway Pharmacies

Eglinton Street Late Night Pharmacy Eglinton St Galway Tel: (091) 569090 Opening Hours: Mon - Sat 9.00 am – 7.30 pm Sun 11.00 am – 7.30 pm	Boots the Chemist 35 Shop St Galway Tel: (091) 561022 Opening Hours: Mon -Wed 9.00 am – 7.00 pm Thurs - Fri 9.00 am – 9.00 pm Sat 9.00 am – 7.00 pm Sun 11.30 noon – 6.00 pm
University Pharmacy* Newcastle Rd Galway Tel: (091) 520115 Opening Hours: Mon – Sat 9.00 am – 9.00 pm Sat 9.30 a.m. – 6.30 p.m. Sun 12.00 noon – 6.00 p.m.	McSharry Pharmacy Terryland Shopping Centre Headford Rd Galway Tel: (091) 561423 Opening Hours: Mon – Tue 9.00 am – 6.00 pm Wed - Fri 9.00 am – 9.00 pm Sat 9.00 am – 6.00 pm Sun 11.00 am – 6.00 pm

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

Dental Care and Optical Treatment

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

Counselling Service

NUI Galway's Counselling Service offers a free confidential service to students. The counsellors can be contacted at No 5 Distillery Rd, NUI Galway. The Counselling website is www.nuigalway.ie/counsellors. Appointments can be made by phoning 091-492484 or emailing: counselling@nuigalway.ie. Alternatively you a drop in service is available from 2.15 pm and 4.15 pm, Monday to Friday.

Home Insurance

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

Immigration Registration

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

Non-EU/EEA nationals who have entered the State with the intention of residing in Ireland for a period of more than three months must register with their local immigration registration office **within 30 days of arrival**. An immigration certificate of registration (GNIB Registration Card) is issued by the Garda National Immigration Bureau to a non-EU/EEA national who so registers. Students who fail to register will be prosecuted.

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

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

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

Location: Unit 3, Liosbaun Industrial Estate, Tuam Road, Galway.
Contact: Tel: 091 768002 / Fax 091 768003

Immigration Office Opening Hours

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

For immigration registration students require:

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

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

- Personal credit/debit card for payment of immigration fee of €300. If a student does not have a credit card, he/she will be issued with a bank giro form by the Immigration Officer and requested to return with the completed bank giro form, confirming payment of the fee. Payment may be made at the student's bank on campus. Please note that €300 will be charged for card replacement due to loss or theft.
- Proof of comprehensive medical insurance which must include hospitalisation cover. You must provide the original policy document in English and the policy document should state your name. Your policy should clearly state the precise start and finish dates of the insurance cover. You should therefore ensure that you are covered for the full length of time you are in Ireland i.e. either for the academic year or the semester as appropriate. If you have an insurance card for your policy you should bring it with you to the GNIB office.
- Under immigration rules, all non-EU students must notify the GNIB of any changes to their registration details, including a change of address, change of course or withdrawal from a course, within 7 days. The telephone number is 091 768002 and the fax number is 091 768003.

NB: Only original documentation should be presented to the GNIB. Photocopied or faxed documents are not acceptable. Please also note that €300 will be charged for a card replacement due to loss or theft.

NB: From the 10th of May 2014, a revised, interim smart card Certificate of Registration will be issued to all non-nationals residing in the State on registration with An Garda Síochána in accordance with Section 9 of the Immigration Act 2004.

These new cards will be printed centrally, in batches, at the offices of the Garda National Immigration Bureau, Burgh Quay, Dublin 2.

Non-nationals residing outside of the Dublin Metropolitan Region will continue to register in the Registration District in which they reside and will be required to return to the same Registration Office to collect their Certificate of Registration at a later date.

Directions

To get there on foot – walk from the University over the Quincenntenial Bridge (bridge over the Corrib River). Turn left at the roundabout (Gort na Coirbe will be on your left and Dunnes Stores on your right). Go to the next roundabout and take the fourth exit off the roundabout (the Pillo Hotel will be on your right). The road will branch to the left hand side. Keep to the left and you will see Unit 3 straight ahead of you. The Immigration Office is located near O'Brien's Sandwich Bar.

To get there by bus - students cannot get a bus directly from the University to the Liosbaun Industrial Estate. You will need to get the Ballybane bus from Eyre Square, number 405. Buses start at 7 am and run every 20 minutes up till 7:30 pm after which they are less regular. You can ask the bus driver to drop you near the Ulster Bank on the Tuam Road. Take the entrance road by the Ulster Bank into the Liosbaun Industrial Estate. Walk past Centrepont Apartments. The GNIB office is on the right hand side at the end of the road between O'Brien's Sandwich Bar and Jaycee Printers.

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

RE-ENTRY VISAS

If you required a visa to enter Ireland initially, you will need a re-entry visa if you are travelling overseas to allow you to re-enter Ireland (a single or a multi-entry visa can be obtained). Please refer to the Irish Naturalisation & Immigration Service website for information on the application process for re-entry visas at www.inis.gov.ie. The International Affairs Office will provide you with a support letter for your re-entry visa on request.

IRISH LANGUAGE (GAELIGE)

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

LAPTOP INFORMATION

Power

The voltage in the US and Canada is 100 - 120, while the voltage in the UK and Europe is 200 - 240. Most new laptops are dual voltage and will simply require a travel plug adapter to go from the 2-prong plug to the 3-prong plug used in Ireland. Travel adapters are readily available in most

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

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

WiFi

The NUIGWiFi service is designed to provide students with easy access to the Internet. You connect to NUIGWiFi automatically and students should login with their Campus Account User ID and password. All Operating Systems should work but note that Information Solutions and Services does not currently provide support for Microsoft Vista. All browsers should work. Information Solutions and Services recommend Internet Explorer as your browser for the wireless service. Browser setting should be Automatic or No Proxy. In Internet Explorer, from the Tools menu, choose Internet Options and click the Connections tab. Click LAN Settings. Automatically Detect Settings should be the only box ticked. Full details including troubleshooting instructions for the wireless network on-campus are available at <http://www.nuigalway.ie/information-solutions-and-services/students/wireless/wireless.html>

LIBRARY

The Library is located in the centre of the campus opposite the Arts/Science Building. The Library telephone extension is 3399. Opening Hours during term time:

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

Services offered by the Library include:

- Browsing Room
- Assistive Technology Service
- Archives
- Special Collections
- Bibliographic Services
- Law Library
- Microform/Microfiche
- Study Spaces
- Library Catalogue
- Photocopier/ printer/scanner services
- Computer Suites
- Audio-visual collection
- Past examination papers database
- Library tours & support services
- WiFi

Further information is available at www.library.nuigalway.ie

ACADEMIC WRITING CENTRE

The Academic Writing Centre in the Library offers free one-on-one teaching sessions tailored to the needs of individual students. In addition to help with grammar, punctuation, and spelling, we provide assistance with essay structure and overall writing process. For example, you may find it difficult to start writing an essay, or have trouble focusing on one aspect of a broad topic. We can 'get you started' or help you clarify your ideas. The Academic Writing Centre is primarily a drop-in facility. However appointments can be booked at specific times. For the best learning experience, you should bring your written work with you. Some students bring completed assignments; others bring rough drafts or notes. Please note, however, that we are not an editing or proof-reading service. If you cannot make it the Centre during its opening hours or would like to, put your name down for one of the group workshops, send an email to Ira Ruppó at writingcentre@nuigalway.ie.

LOCKERS ON CAMPUS

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

- Library basement locker: €25. There is no deposit.
- Concourse locker: €15. There is no deposit.
- Áras Moyola or I.T. Building locker: €25 (€15 plus €10 security deposit, which will be returned to you if your key is returned on the date given).
- Engineering Lockers: €15. There is no deposit.

Getting a locker is easy. If you have a SU account you can book a locker directly from [your Students Union services](http://www.su.nuigalway.ie/users/login/) at <http://www.su.nuigalway.ie/users/login/>

LOST & FOUND SERVICE

A Lost and Found service is administered from the Student Information Desk, Áras Uí Chathail, extension 5063, email sid@nuigalway.ie

Opening hours from Monday to Friday are:

Front Desk: 10.00 am to 12.30 pm and 2.00 pm to 4.00 pm.

Telephone: 9.00 am to 1.00 pm and 2.00 pm to 5.00 pm

Lost passport, wallet etc.

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

PARKING ON CAMPUS

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

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

Students displaying a valid NUI Galway Student parking permit may park in any Student Only or shared parking space, as shown on the **Map of Student and Pay & Display Car Parks**, which can be viewed online at:

www.nuigalway.ie/administration_services/buildings_office/images/map_carparks.jpg

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

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

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

How to get a NUI Galway Student Parking Permit:

A charge of €45 applies for student parking permits. The new permits are for the duration of your student career and you need not renew your permit each year. To get a full permit, please fill out a student permit application form. The form can be downloaded from the Buildings Office website www.nuigalway.ie/buildings/parking_students_permit.html. You must also have the following documentation - originals only (as specified on the application form).

1. Valid NUI, Galway student ID card. (i.e. you must be registered)
2. Copy of your driver's license
3. Valid Insurance Cert showing that you are a named driver on the car you will be driving or a vehicle licensing certificate to show that you are the owner of the car. If you are not the owner of the car, you must also have a letter from the owner granting you permission to use the car.



NUI Galway OÉ Gaillimh

- 1 The Quadrangle
- 2 Áras na Gaeilge
- 3 The Hardiman Building
- 4 Arts Millennium Building
- 5 Sports Centre
- 6 Arts / Science Building
- 7 IT Building
- 8 Orbsen Building
- 9 Student Information Desk (SID) / Áras Uí Chathail
- 10 Áras na Mac Léinn and Bailey Allen Hall
- 11 Human Biology Building (under construction)
- 12 Bank of Ireland Theatre
- 13 Martin Ryan Building
- 14 Áras Moyola
- 15 J.E. Cairnes School of Business and Economics
- 16 Corrib Village (Student Accommodation)
- 17 Institute of Lifecourse and Society
- 18 Park and Ride
- 19 Engineering Building

..... Accessible Route Across Campus (for the mobility impaired)

Cafés, restaurants and bars

- A An Bhialann
- B Smokey Joe's Café
- C Coffee On Line
- D College Bar
- E Zinc Café
- F Friars Restaurant



Under Construction

Please excuse our temporary appearance.

Engineering Building



Áras Moyola



IT Building



Arts / Science Building



Sports Centre



Institute of Lifecourse and Society



P&R

18

Corrib Village

17

Corrib Village Entrance

Upr. Newcastle Entrance



J.E. Cairnes School of Business and Economics

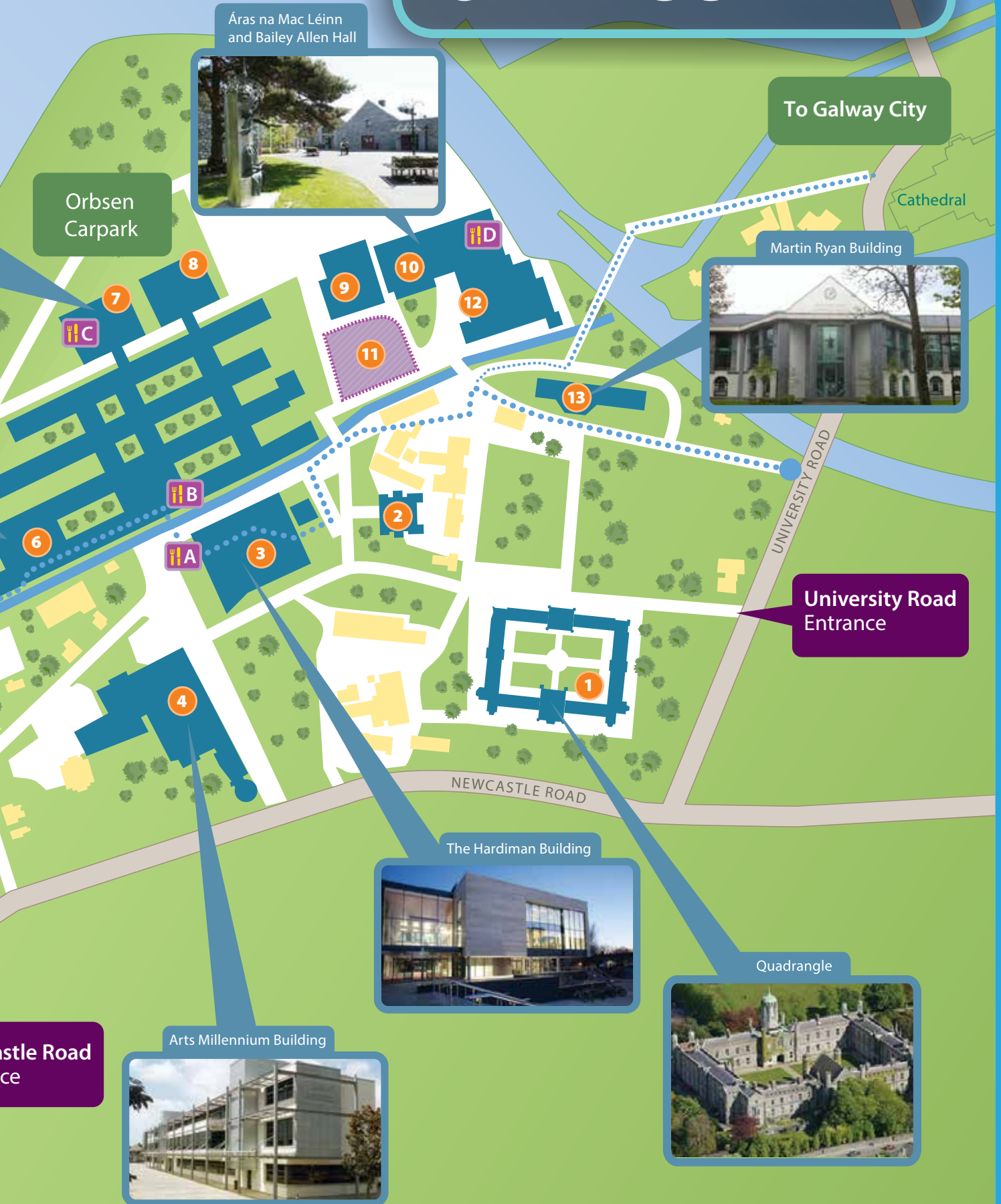
Newcastle Entrance

QUINCENTENNIAL BRIDGE

DISTILLERY ROAD

NEWCASTLE ROAD

CAMPUS MAP



North campus classroom list

Cairnes Building (North Campus)	
CA001	Cairnes Building, North Campus
CA002	Cairnes Building, North Campus
CA003	Cairnes Building, North Campus
CA004	Cairnes Building, North Campus
CA005	Cairnes Building, North Campus
CA114	Cairnes Building, North Campus
CA115	Cairnes Building, North Campus
CA116a	Cairnes Building, North Campus
CA117 (MBA Room)	Cairnes Building, North Campus
CA118	Cairnes Building, North Campus
CA111 (Lecture Hall 1)	St Anthony's College, (beside Cairnes Building), North Campus
CA101 (Lecture Hall 2)	St Anthony's College, (beside Cairnes Building), North Campus
Áras Moyola, North Campus	
MY123	Áras Moyola, North Campus
MY124	Áras Moyola, North Campus
MY125	Áras Moyola, North Campus
MY126	Áras Moyola, North Campus
MY127	Áras Moyola, North Campus
MY129	Áras Moyola, North Campus
MY231	Áras Moyola, North Campus
MY232	Áras Moyola, North Campus
MY243	Áras Moyola, North Campus
MY336	Áras Moyola, North Campus
MY337	Áras Moyola, North Campus
MY338	Áras Moyola, North Campus
Engineering Building, North Campus	
ENG-G017	Engineering Building (North Campus)
ENG-G018	Engineering Building (North Campus)
ENG-G047	Engineering Building (North Campus)
ENG-2001	Engineering Building (North Campus)
ENG-2002	Engineering Building (North Campus)
ENG-2003	Engineering Building (North Campus)
ENG-2033	Engineering Building (North Campus)
ENG-2034	Engineering Building (North Campus)
ENG-2035	Engineering Building (North Campus)
ENG-2036	Engineering Building (North Campus)
ENG-3034	Engineering Building (North Campus)
ENG-3035	Engineering Building (North Campus)
ENG-3036	Engineering Building (North Campus)

Abbreviations Key	
AC	Arts Concourse
AM	Arts Millennium
CA	Cairnes Building (Business School)
ENG	Engineering Building
IT	Information Technology Building
MY	Áras Moyola
MRI	Martin Ryan Institute
TB	Tower Block 2, Concourse
Venue	Location
Arts/Science Building, South Campus	
Anderonson Theatre	Concourse, Arts/Science Bldg, South Campus
D'Arcy Thompson Theatre	Concourse, Arts/Science Bldg, South Campus
Dillon Theatre	Concourse, Arts/Science Bldg, South Campus
Kirwan Theatre	Concourse, Arts/Science Bldg, South Campus
Larmor Theatre	Concourse, Arts/Science Bldg, South Campus
McMunn Theatre	Concourse, Arts/Science Bldg, South Campus
O'Flaherty Theatre	Concourse, Arts/Science Bldg, South Campus
Tyndall Theatre	Concourse, Arts/Science Bldg, South Campus
AC201	Concourse, Arts/Science Bldg, South Campus
AC202	Concourse, Arts/Science Bldg, South Campus
AC203	Concourse, Arts/Science Bldg, South Campus
AC204	Concourse, Arts/Science Bldg, South Campus
AC213	Concourse, Arts/Science Bldg, South Campus
AC214	Concourse, Arts/Science Bldg, South Campus
AC215	Concourse, Arts/Science Bldg, South Campus
AC216	Concourse, Arts/Science Bldg, South Campus
TB301	Tower Block 2, Concourse, Arts/Science Bldg, South Campus
TB302	Tower Block 2, Concourse, Arts/Science Bldg, South Campus
TB303	Tower Block 2, Concourse, Arts/Science Bldg, South Campus
TB304	Tower Block 2, Concourse, Arts/Science Bldg, South Campus
TB305	Tower Block 2, Concourse, Arts/Science Bldg, South Campus
TB307	Tower Block 2, Concourse, Arts/Science Bldg, South Campus
Áras Uí Chathail, South Campus	
UC102 (Theatre, Áras Uí Chathail)	Áras Uí Chathail, ground floor
Arts Millennium Building, South Campus	
AM104	Arts Millennium Building, South Campus
AM105	Arts Millennium Building, South Campus
AM107	Arts Millennium Building, South Campus
AM108	Arts Millennium Building, South Campus
AM109	Arts Millennium Building, South Campus
AM110	Arts Millennium Building, South Campus
AM112	Arts Millennium Building, South Campus
AM121	Arts Millennium Building, South Campus
AM122	Arts Millennium Building, South Campus

AM215	Arts Millennium Building, South Campus
AMB-2070	Arts Millennium Building, South Campus
AMB-G036	Arts Millennium Building, South Campus
AMB-G043	Arts Millennium Building, South Campus
AMB-G065	Arts Millennium Building, South Campus
AMB-G066	Arts Millennium Building, South Campus
AMB-G067	Arts Millennium Building, South Campus
Fottrell Theatre	Arts Millennium Building, South Campus
O'hEocha Theatre	Arts Millennium Building, South Campus
O'Tnuathail Theatre	Arts Millennium Building, South Campus
Block E, South Campus	
E212	Block E (former Civil Engineering Building), 2nd floor
Information Technology Building, South Campus	
IT125 (First Floor)	IT Building (1st floor), South Campus
IT125G (Ground Floor)	IT Building (ground floor), South Campus
IT202	IT Building (2nd floor), South Campus
IT203	IT Building (2nd floor), South Campus
IT204	IT Building (2nd floor), South Campus
IT206	IT Building (2nd floor), South Campus
IT207	IT Building (2nd floor), South Campus
IT250	IT Building (2nd floor), South Campus
Marine Science Annexe, South Campus	
MRA201 MRI Theatre	Martin Ryan Institute Annex

PERSONAL SAFETY

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

- Do not walk alone on ill-lit streets late at night. If you must walk, then use a busy route and a walkway that is well illuminated. If you go out with a group stay as a group and make sure that all members of the group return home safely.
- Where possible take a taxi at night. Give your name to the booking office and make sure the vehicle that calls for you has your name. Always ensure you have adequate funds to get a taxi home after a night out.
- Do not hitchhike.
- Don't display obvious valuables – jewellery, handbags etc. unless completely necessary
- Keep your money in a safe, secure place. Never leave your bag unattended in restaurants or bars
- Make sure that you use an ATM in a bank or supermarket. If you notice anything peculiar about the machine, leave the area and inform the police immediately. Cover the numeric key pad when entering your personal pin number.
- When socialising, don't leave an opened drink unattended, even for short periods

- Don't leave property unattended in libraries, lecture theatres, restaurants or changing rooms
- If you think you are being followed, go to the nearest place where there are other people, and contact the Gardaí (police)
- If you are assaulted, help is available to you from the Gardaí 24 hours a day
- Remember, no mobile phone credit is needed to make 112 emergency calls
- Be careful with your phone. To determine your phone's I.M.E.I. number enter the following code *#06# (star hash zero six hash). The resulting 15 digit number is your phone's registration number. If your phone is lost or stolen then give your service provider the I.M.E.I. number and the phone can be blocked
- You should store an **In Case of Emergency** telephone number in your mobile phone under ICE so that an appropriate family member or friend can be contacted if you are involved in an accident
- Students staying in Corrib Village should not walk alone, after dark, on the path along by the river that runs from the University to Corrib Village
- If you live in a ground floor apartment do not leave your windows open when you are not in your apartment. Do not give your key to anyone. Don't leave your apartment keys where anyone will find them. Do not leave your door open for a friend. When leaving your apartment, check to ensure that all windows and doors are locked
- Inform a trusted neighbour if you are going to be away for some days
- Be careful with the offer of a very good bargain. If it is too good to be true then it usually is.
- If you require Garda (police) assistance at any time during your stay please do not hesitate to call them at 091 538000 or in an emergency dial 112 for emergency services.

Security of Your Accommodation

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

Security of Your Bicycle, Car or Motorcycle

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

The National Age Card

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

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

POST OFFICES

The General Post Office (GPO) is 3 Eglinton Street, Galway. The phone number is 091 563768 www.anpost.ie

Opening Hours:

Mon 9:00 - 5:30; Tues 9:30 - 5:30; Wed 9:00 - 5:30; Thurs 9:00 - 5:30; Fri 9:00 - 5:30; Sat 9:00 - 5:30
(Closed for 30 mins training on Tues except for 1st Tues of month)

Latest Time of Posting: 5.30pm

Postal services

Standard letters/postcards

Ireland	Britain	Europe	Rest of
€1.00	€1.35	€1.35	World €1.35

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

PRINT THAT (Fax & Photocopying services)

Students requiring photocopying, fax, binding and laminating facilities may use the services provided by Print That located on the Concourse, Arts/Science Building (beside Smokey Joe's Restaurant). The website is www.nuigalway.ie/printthat/ Photocopiers are also available in the Library.

PUBS

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

Normal opening hours: 10.30 a.m. – 11.30 p.m. (Mon – Thurs)

10.30 a.m. – 12.30 midnight (Fri – Sat)

Sunday Hours: 12.30 p.m. – 11.00 p.m.

Many pubs have extended opening hours, particularly at the weekend. Restaurants often are only licensed to sell wine, but most sell a full range of drinks. They usually have longer opening hours, as do hotels providing drinks for residents. If you do not drink alcohol, it is quite acceptable to have only soft drinks when you visit a pub. For information on responsible drinking please refer to the following website www.drinkaware.ie. ***Please drink responsibly.***

RECREATION AND SPORT

Sporting activities help students to relax and keep fit, and also provide the opportunity to make new friends. There are many student clubs and societies one can join at NUI Galway. To become a member of a club/society, a student can register on the recruitment days that are held each year in September and January in Áras na Mac Léinn (societies) and the Kingfisher Sports Centre (clubs). For a list of clubs and societies and further information go www.socs.nuigalway.ie and www.sports.nuigalway.ie. You can email any club or society during the year and indicate your interest in joining.

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

Sports Centre

The NUI Galway Sports Centre provides the following facilities:

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

REGISTRATION

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

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

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

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

RELIGIOUS PROVISION

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

Catholic:	Room 104, Ground Floor, St. Declans, 6 Distillery Road Fr Barry Horan, Direct line: 091 492164 or Mobile: 0866095104 www.nuigalway.ie/student_services/chaplains
Church of Ireland: Gordon,	Rev. Gary Hastings, Canon Maureen Ryan and Reverend Tom Collegiate Church of St. Nicholas - located at the end of Shop Street, Galway Tel. 091 794599 or 091 521914 www.stnicholas.ie
Presbyterian/ Methodist:	Rev. Peter Berrill, Victoria Place, just off Eyre Square, Galway Tel. 093 358 50
Reformed Presbyterian Church:	Rev. Raymond Blair, Tel. 091 763437
The Lutheran Church:	Luther House, 24 Adelaide Road, Dublin 2. Tel 01 676 6548 or Email: lutheranchurch@eircom.net www.lutheranworld.org/lwf/
Religious Society of Friends (Quakers):	Quaker House, Stocking Lane, Dublin 16 T Richard: Tel: 01-499-8003 www.quakers-in-ireland.ie/home/
Galway Christian:	Mr. Stephen Kenny, New Life Centre, Monivea Road, Ballybrit, Galway Tel: 091 752989 / 086 3697516 Email: admin@gcf.ie
Baptist Church:	Rev. Denis Jacob, Carraig na Greine, Furbo, Co.Galway Tel. 091 596944
Galway Islamic Centre:	13 Sandyview Drive, Riverside Tel. 091 751621 www.gicc.ie Other useful websites are www.islaminireland.com/ and www.muslimyouth.nuigalway.ie/
Dublin Hebrew Congregation:	Rathfarnham Road, Terenure, Dublin 6 Tel 01 4923751 www.jewishireland.org
Trinity College Jewish Society	www.trin.cam.ac.uk/tcjs Tel 087 2726126

SCHOLARSHIPS

Students interested in applying for funding to further their studies in Ireland will find information on funding options for international students at <http://www.nuigalway.ie/international-students/fees-and-finance.ht>

SHIPPING SERVICES

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

Hawthorn Logistics

Tel: 01 8991101
Website: <http://www.hawthornlogistics.ie/>
Email: moving@hawthornlogistics.ie

Mail Boxes ETC

Tel: 0800 623 123
Website: <http://www.mbeireland.ie/>

Seven Seas Worldwide

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

Smurfit Kappa Direct

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

Eco Parcel

Website: www.ecoparcel.eu

SHOPPING - GENERAL

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

Suggestions for Good Value:

- (i) For clothes, shoes, rainwear, bedding, towels and hardware:
Dunnes Stores (Eyre Square, Westside Shopping Centre, Terryland Shopping Centre, Headford Road, Briarhill and Knocknacarra) and **Penneys** (Eyre Sq. Centre, Galway Shopping Centre, Headford Rd.)
- (ii) Electrical goods: Argos, Headford Rd. Currys, Galway Retail Pk, Headford Rd.
- (iii) Main supermarkets in shopping centres for a general range of food:
Tesco (Galway Shopping Centre) and **Dunnes Stores** (branches listed above)
Lidl (Headford Rd) and **Aldi** (West City Centre Retail Park and Galway Retail Park, Headford Road.), **Supervalu**, Fr. Griffin Rd, and Ballybane. Lidl and Aldi are the cheapest supermarkets.
- (iv) For wet weather clothing: **Army and Navy Stores** (Shop Street), **Dunnes Stores**, **Penneys**, **Portwest**, Quay St., **Great Outdoors** (Eglinton St), **Riverdeep Mountain High** (Middle St, Galway), **Trespas** (Eglinton St).

- (v) For sports clothing: **Lifestyle** (Shop Street and Galway Shopping Centre, Headford Rd.), **Great Outdoors** (Eglinton St.), **Elvery's** (Headford Rd. and Eyre Sq. Shopping Centre, **Riverdeep Mountain High** (Middle St, Galway), **Portwest**, Quay St.
- (vi) Irish-made gifts: **The Treasure Chest** (Shop Street), **The Kilkenny Shop** (Quay St.), **Craft Shop** (Quay Street), **Blarney Woollen Mills**, Merchant's Rd.
- (vii) For anything from household items, electrical equipment and jewellery to sound and vision equipment and much more, the **Argos Store** located at the Plaza Development, Headford Road, Galway (beside Lidl) has a wide variety of goods on offer. You can view stock online at www.argos.ie
- (viii) Discount stores can provide bargains for the discerning shopper. Products include household goods, gifts, stationery, toiletries and bric a brac. Options include **Dealz**, Galway Shopping Centre, Headford Rd; **Pound World**, Galway Shopping Centre, Headford Rd; **Two Euro Stores** on Eglinton St, and, Mainguard St.
- (ix) Secondhand shops offer bargains for household items, books and clothing – **Simon Shop**, Sea Road, **St Vincent de Paul Curiosity Shop**, Merchants Rd.

Food

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

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

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

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

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

SMOKING BAN

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

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

STUDENT SERVICES

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

STUDENTS' UNION

NUI, Galway Students' Union is an autonomous body which represents its members' interests in the University and elsewhere. Every student who registers at NUI, Galway automatically becomes a member of the Students' Union. Members are entitled to numerous benefits including representation and advice from the Students' Union officers, membership of the Students' Union Club (College Bar) and access to a wide range of Students' Union commercial services. The Students' Union offices are open from 9am to 6pm, Monday to Friday. Services offered by the Students' Union include:

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

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

Students' Union Club (College Bar)

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

Students' Union Shop

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

Student Travelcard

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

TAXI/HACKNEY SERVICES

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

Some useful numbers:

Big O Cabs	091 585858	Apollo/Corrib Cabs	091 564444
Pro Cabs	091 565900	United Hackney	091 529900
Claddagh Cabs	091 588434	Cara Cabs	091 563939

TELEPHONE SERVICES

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

Landline Telephone Services

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

Mobile (Cell) Phones

There are 6 main mobile phone service providers in Ireland. The relevant websites are listed below. Please refer to the websites for information on special offers, price plans and free web text service.

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

www.vodafone.ie
www.three.ie
www.meteor.ie

www.3ireland.ie
www.tescomobile.ie
www.emobile.ie

These service providers offer the option of "ready to go" phones or an account option. The 'ready to go option' allows a customer to purchase a mobile phone and 'top it up' with credit as and when required. Credit can be purchased online, at ATM machines in shops or in dispensing machines. There are several shops in Galway City which sell mobile phones e.g. The Carphone Warehouse with branches in the Galway Shopping Centre, Headford Rd and the Eyre Square Shopping Centre, Vodafone Store, Eyre Square, 3Store, Shop St, O2 Store, Shop St., Meteor Shop, William St. It is a good idea to shop around to find the best deal available. Be conscious that when

buying a ready to go phone that you will receive call credit when you purchase the phone. The call credit is usually delivered over a number of months. If you are a semester only student you may not be in Ireland for long enough to benefit fully from the credit allocated with your telephone.

Prepaid International Call Cards

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

THESIS BINDING

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

- JFK Book Binders, Unit 12B, Sandy Rd, Galway. Tel. 091 773311 <http://jfkbookbinders.com/>
- Kennys Book Bindery, Liosbaun Industrial Estate, Tuam Rd, Galway. Tel: +353 (0)91 709362 and Fax: +353 (0)91 709355. E-mail: bindery@kennys.ie; Web: www.kennys.ie/BookBindery/
- Print That, Concourse, NUI Galway. Email: printthat@nuigalway.ie / tel: 091 492350 www.nuigalway.ie/printthat/

TIMETABLES

Timetables for classes are available from academic disciplines. They may be posted on the discipline's website or else they can be collected in person. Links to discipline websites are available at www.nuigalway.ie/colleges-and-schools/

TOURISM

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

www.discoverireland.ie

www.visitdublin.com

www.galwaytourist.com

www.irelandsislands.com

www.corkjazzfestival.com

www.lallytours.com

www.healytours.ie

www.signposttours.com

www.vagabond-ireland.com

www.stpatricksday.ie

www.extremeireland.ie

www.dulranaturetours.com

www.burrenwalks.com

www.galwayartsfestival.com

www.galwayartscentre.ie/cuirt/literature.html

www.galwayfilmfleadh.com

www.galwayoysterfest.com

www.culturefox.ie

Suggested Outings

St. Patrick's Day Festival

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

1. Trinity College*
2. Kilmainham Gaol Historical Museum
3. Guinness Storehouse

4. [Temple Bar](#)
5. [St. Patrick's Cathedral](#)
6. [Dublin Castle](#)

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

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

The Aran Islands

No trip to the west of Ireland is complete without a visit to the Aran Islands. The Aran Islands comprise three islands (Inis Mór, Inis Meáin and Inis Óírr) located at the mouth of Galway Bay. An excellent Visitor's Centre, Ionad Arainn, on Inis Mór provides a solid introduction to the history and culture of the island. Undoubtedly the most famous and impressive site on Inis Mór is the great stone fortress of Dun Aonghasa – the largest of the prehistoric stone forts of the Aran Islands. It is perched spectacularly on the edge of a sheer 100m (300 ft) cliff that falls away into the Atlantic Ocean. For further information on the Aran Islands and how to get there please see www.visitaranislands.com or www.aranislandferries.com.

Inishbofin (Inis Bó Finne)

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

Bunratty Castle

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

The Burren & Cliffs of Moher

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

of O'Brien's Tower. The Tower was built by Cornelius O'Brien, a descendant of Brian Boru, to impress female visitors. The sea stack, Breanan Mór, stands over 70 metres above the foaming waves.

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

Connemara

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

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

Delphi Adventure Centre

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

Killary Adventure Centre

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

Discount Travel Websites

Ryan Air	www.ryanair.com
Aer Lingus	www.aerlingus.com
BMI Baby	www.bmibaby.com
Ebookers	www.ebookers.ie
Last Minute	www.lastminute.ie
British Airways	www.ba.com
Easyjet	www.easyjet.com

Flybe	www.flybe.com
USIT	www.usit.ie
Sayit	www.sayit.ie
Student Travel	www.studenttravelcard.ie
Go4less	www.goforless.ie
WWoof Ireland	www.woof.ie

TRANSPORTATION IN IRELAND

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

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

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

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

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

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

Transport in Dublin

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

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

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

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

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

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

Car Hire

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

TV LICENCE

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

USEFUL ADDRESSES/WEBSITES

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

Philox

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

New to Town Website

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

Other useful websites are:

www.galwayadvertiser.ie
www.galwayindependent.com
www.galway.ie
www.galwaycity.ie
www.oasis.gov.ie
www.immigrantcouncil.ie
www.inis.gov.ie

www.enterprise.gov.ie
www.theirishmind.com
www.indiansinireland.com
www.livinginireland.ie
www.islaminireland.com
www.boards.ie
www.justlanded.com/english/Ireland

local Galway paper
local Galway paper
Galway County Council (local government) website
Galway City Council
Irish government services
The Immigrant Council of Ireland
Irish Naturalisation & Immigration Service
(visa/immigration Information)
Dept of Jobs, Enterprise & Innovation (work permits)
CNBC Irish Mind TV Series
Website for the Indian community in Ireland
Online resource with information on living in Ireland
Website of the Islamic Foundation of Ireland
National online discussion website
Online resource with information on living in Ireland

VOLUNTEERING

NUI Galway's student volunteering programme

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

ALIVE Volunteering Opportunities

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

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

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

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

- Mentoring
- Class Reps
- Societies
- Clubs
- Access

Why volunteer?

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

NUI Galway ALIVE Certificate for Volunteering

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

For further information contact:

Lorraine Tansey
Student Volunteer Coordinator
Ground Floor, Arts Millennium Building

Email: studentvolunteering@nuigalway.ie
Tel: +353 91 495346, Ext 5346
Website: www.nuigalway.ie/alive

WORKING IN IRELAND

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

Students from non-EU/EEA countries must be registered as full time students on an Irish government approved course leading to a recognised qualification in order to work legally in Ireland on a part-time basis i.e. up to twenty hours per week during term time and full time during holiday periods. EU/EEA countries are the 27 EU countries, Norway, Liechtenstein, Switzerland and Iceland. A full-time course is a course of at least one academic year in duration which includes at least 15 contact hours per week. Further information and a complete list of approved courses can be found on the Internationalisation Register on www.ngai.ie. This list is updated quarterly.

PPS Number

To work in Ireland you will require a **PPS number**. This is a Personal Public Service Number, which you will require for tax purposes. A PPS number is also required for any formal interaction with State agencies. PPS numbers will only be issued for the following reasons. stipend payment, commencement of employment (hard copy proof of job offer required) and applying for the driver theory test (hard copy of application required).

Applications for a PPS number can be made at the Social Welfare Office, Sean Duggan Centre, Fairgreen Road, Galway. Phone: (091) 500800. Fax: (091) 500808.

Opening Hours: Mon - Wed 9:15- 17:00, Thu 10:30 - 17:00 & Fri 9:15 - 16:30. After application, your PPS number should issue by mail within 3-5 working days.

Documents Required to apply for a PPS No.				
	IRISH NATIONALS	U.K. CITIZENS (may include citizens of Northern Ireland)	EU NATIONALS and Other EEA CITIZENS (includes EU Nationals & citizens of Iceland, Liechtenstein, Norway plus Switzerland)	NON EEA NATIONALS
PHOTO (Commencement Date to be advised*)	Recent Passport size photograph And	Recent Passport size photograph And	Recent Passport size photograph And	Recent Passport size photograph And
Birth Cert/Passport	Birth Certificate And	Current Valid Passport or Birth Certificate And	Passport or National Identity Card And	Passport and Certificate of Registration with Department of Justice Equality and Law Reform (Immigration card) And
Photographic ID	Valid Photographic ID e.g. Current Valid Passport or Driving Licence	Valid Photographic ID e.g. Driving Licence		
Address	Evidence of address And	Evidence of address And	Evidence of address And	Evidence of address And
History		<i>If Available</i> Supporting documentation of either birth, work, unemployment, residency, tax liability or education history	<i>If Available</i> Supporting documentation of either birth, work, unemployment, residency, tax liability or education history	<i>If Available</i> Supporting documentation of either birth, work, unemployment, residency, tax liability or education history

* The requirement for customers to provide a passport size photograph is not being applied for the moment.

The document submitted, as proof of address, must show the customer's name and address and can be any one of the following:

- a household bill
- an official letter/document
- financial statement
- property lease or tenancy agreement
- verifiable employer's letter
- confirmation of address by a third party such as a school administrator, accommodation/property owner or manager.

Taxation in Ireland

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

Farigreen, Geata na Cathrach, Galway (behind new coach station) Monday to Friday: 9:30 - 13:00	091-547-700 Lo-Call number 1890 777425	galwayroscommon@revenue.ie www.revenue.ie
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Applications for a Tax Certificate can be made in person or online by completing Form 12A. Form 12A can be downloaded from the Revenue website <http://www.revenue.ie/en/personal/popular-forms.html>. You will need your employer's PAYE Registration number, which your employer will be able to provide. Tax credits can also be claimed for rent paid to your landlord and for tuition fee payments. Tax credits for tuition fee payments can be claimed at the end of the tax year which runs from January to December. You can apply for tax credits on third level education fees by calling to the Inland Revenue Office in Fairgreen, Geata na Cathrach with your P60 and the receipt for tuition payments from the Fees Office.

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

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

Tax refunds are applied for by completing Form P50, also available online <http://www.revenue.ie/en/personal/popular-forms.html>. You will need a P45, which your employer should issue when you terminate your employment. Your P45 will show details of tax paid while employed.

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

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

National Minimum Wage

The National Minimum Wage Act, 2000 provides that the minimum wage rate for an experienced adult is €9.12 per hour. **Further information about working in Ireland can be found at www.defi.ie or www.oasis.gov.ie.**

The Irish Council for International Students has produced a very useful booklet about working in Ireland which can be downloaded at the following website www.icosirl.ie/eng/publications/employment_of_international_graduates_in_ireland_guidelines_for_employers_and_international_students

Third Level Graduate Scheme

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

Who can apply?

If you availed of the Third Level Graduate Scheme before May 2017 you will not be able to extend your Stamp 1G visa for a further 12 months. Only students who graduated in 2017 and applied for the scheme in May 2017 or after will be eligible for renewal in 2018 for a further 12 months. The student at the time of application must hold a current Certificate of Registration issued by the Garda National Immigration Bureau.

- How long can I stay?
- Students who hold a Level 8 (e.g. Honours Degree) - Maximum 12 months
- Students who hold a Level 9/10 (e.g. Masters'/PhD) - Maximum 24 months

How to apply

To apply to renew an immigration permission under the scheme, graduates living in Dublin should go through the Irish Naturalisation and Immigration Service (INIS), 13/14 Burgh Quay, Dublin 2. Graduates living outside Dublin should go through their local Garda Síochána registration office. When attending, applicants should take documentary evidence of their exam results in addition to the usual requirements for renewal of a GNIB card. Cards are issued at the normal fee rate.

Documents required when making an application:

- A letter from the International Affairs Office confirming a student has successfully completed a course of study and the qualification gained.
- Original examination transcript issued by the Student Information Desk
- Current passport.
- Valid medical insurance
- Current Certificate of Registration issued by the Garda National Immigration Bureau.
- When can I apply?
- You can apply as soon as you receive confirmation of your degree result. To qualify, application should be made within six months of results being received.
- Note: Graduating non-EEA students can engage in full-time work (up to 40 hours per week) between 1st June and 30th September provided this period is covered by an existing Stamp 2 student permission.

What are my entitlements under the scheme?

Holders of a Stamp 1G can seek employment, work for up to 40 hours per week and apply for further permission to remain in the state under employment permit arrangements. The types of work which can be undertaken with Stamp 1G are not limited to specific employment categories or salary levels, as with employment permits.

Graduates who receive the Stamp 1G are also entitled to return to education after availing of the scheme if they re-enter at a higher level and can finish the new course within the overall 7 year limit on studies for non-EEA students. For graduates with an award at level 9 or above the overall limit is 8 years.

Work Permits

Information regarding Work Permits, Green Cards and the Graduate Permit Scheme can be accessed through the Department of Jobs, Enterprise and Innovation at www.enterprise.gov.ie.

COMMON ABBREVIATIONS USED

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

List of disciplines/locations/contact details.

Department/School	Location	Website	Email
COLLEGE OFFICES			
College of Arts, Social Sciences & Celtic Studies	Arts Millennium Building, First Floor	www.nuigalway.ie/arts	collegearts@nuigalway.ie
School of Business & Economics	Top Floor, Cairnes Building.	www.nuigalway.ie/commerce	business@nuigalway.ie
School of Law	Tower 2, Arts/Science Building	www.nuigalway.ie/law	law@nuigalway.ie
College of Engineering & Informatics	Room ENG-1046, Engineering Building	www.nuigalway.ie/engineering	engineeringandinformatics@nuigalway.ie
Nursing, & Health Sciences	Clinical Science Institute	www.nuigalway.ie/medicine	collegemnhs@nuigalway.ie
College of Sciences	Building	www.nuigalway.ie/science	science@nuigalway.ie

International Affairs Office Staff List

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Fax: + 353 91 495551

General Enquiries – international@nuigalway.ie

International Admission Queries
internationaladmissions@nuigalway.ie

Opening Hours

14th August to 29th September 2017 – 03 January to 31st January 2018

10.00am to 1.00pm

2.00pm to 4.00pm

Remainder of the Academic Year

11.30am to 1.00pm

2.30pm to 4.00pm

International Affairs Office
NUI Galway
Tel: 00 353 91 495277
Email: international@nuigalway.ie
Website: www.nuigalway.ie/international