

Maynooth University Student Guide 2016



**Ollscoil
Mhá Nuad**
Ollscoil na hÉireann
Má Nuad



Fáilte chuig Ollscoil Mhá Nuad

A Mhic léinn, a chara,

Ba mhaith liom fáilte a chur romhat chuig Ollscoil Mhá Nuad. Tá beartaithe agat staidéar a dhéanamh anseo linn agus tá ríméad orainn go mbeidh tú i do bhall de phobal Mhá Nuad, pobal a bhfuil ceangal aige le háiteanna ar fud na cruinne.

Sílím go bhfuil cinneadh maith déanta agat. Le breis is 10 mbliana anuas, is í Ollscoil Mhá Nuad an ollscoil is gasta fás in Éirinn agus tá cúis mhaith leis sin. Tá an cháil atá orainn bunaithe ar theagasc agus ar thaighde den scoth, agus ar phobal de bhaill foirne sochaideartha agus tacaíochta a bhfuil sé mar aidhm acu sár-eispeireas i Má Nuad a chur ar fáil do mhic léinn.

Leagaimid caighdeán arda síos, agus cabhraímid leat na caighdeán sin a bhaint amach. Is áit chairdiúil í an ollscoil do mhic léinn agus cuireann sí réimse leathan deiseanna sóisialta, cultúrtha agus spóirt ar fáil. Treoirleabhar atá sa cháipéis seo a chabhróidh leat tosú amach anseo. Cuireann sé eolas praiticiúil ar fáil faoin méid atá le déanamh agat sula dtosaíonn tú, faoin tseachtain ionductaithe, agus sonraí eile a chabhróidh leat socrú isteach i saol na hollscoile.

Cé go bhfuil go leor le foghlaim, tá go leor le haimsiú freisin, agus tá súil againn gur túsphointe maith a bheidh sa treoirleabhar seo do na hiarrachtaí sin. Guím gach rath ort agus tú ag aistriú chuig Ollscoil Mhá Nuad. Tá súil agam go mbeidh an tréimhse a chaitheann tú linn chomh luachmhar agus chomh tairbhíúil agus a thuigimidne gur féidir leis a bheith.

An tOllamh Aodán Ó Maolchaoin
Leasuachtarán um Chúrsaí Acadúla,
Cláráitheoir agus Uachtarán Ionaid



Welcome to Maynooth University

Dear Student,

I would like to welcome you to Maynooth University. You have chosen to study with us, and we are delighted to have you join the Maynooth community, whose tentacles reach across the globe.

We think you made a good choice. Maynooth University has been Ireland's fastest growing university for the last decade, and with good reason. Our reputation is built on top quality teaching and research, but also on a community of approachable and supportive staff who aim to make the student experience at Maynooth truly outstanding.

We set high standards, and we help you to achieve them. It is also a friendly place to be a student and offers a wide range of social, cultural and sporting opportunities. This is a guide to help you get started. It provides practical information about what to do before you start, about our orientation week, and other details to help you settle into university life.

While there is a lot to learn, there is also much to be discovered, and we hope this guide will be a good starting place for that endeavour. I wish you all the best in your transition to Maynooth University, and I hope you find your time with us as rewarding and beneficial as we know it can be.

Professor Aidan Mulkeen
Vice-President Academic,
Registrar and Deputy President

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Keeping an Eye on the Target

A Maynooth University degree is an incredible opportunity and a life-changing experience.

The expertise and skills that you get, the values you develop, and the friends you make, are likely to change the course of your life. We want you to get the most from the experience, and like most things, the more effort you put in the more you will get from the experience. Right from the start, we want you to put effort into making sure you get the most from your degree, so it is worth taking a moment to think about what you can achieve:

Expert knowledge

By the time you complete your degree, you will have had a thorough education in your chosen disciplines. You will have a deep appreciation of the key ideas in those disciplines, and the insights and ways of thinking that make each discipline unique.

Graduate-level skills

As well as the specialist expertise in your discipline, you will have developed the skills and qualities we expect of university graduates. These include the ability to analyse complex concepts, bring together ideas from different sources and perspectives, and communicate your ideas clearly. These are important skills that are essential in your studies and in whatever you choose to do after your degree.

A broader view

A university education is also a unique time to explore new ideas. You will have the opportunity to learn about the thinking in different disciplines and around issues of societal and global importance. You will meet people from diverse backgrounds and cultures, and with wide ranging points of view. This is an opportunity to develop your own views, recognise the spectrum of views and your own responsibilities, and to emerge ready to make your own positive contribution, locally or globally.

As you go through your degree, make sure to keep your focus on these aims. If you achieve these three goals, you will emerge with

- (i) excellent specialist knowledge in your discipline,
- (ii) the ability to analyse and communicate well, and
- (iii) a broad world view and a clear sense of your own responsibilities and values.

This is a combination of attributes that will make you attractive to prospective employers, and help you to succeed in whatever role you choose. Achieving these goals is your responsibility. The university provides the opportunities, but it is up to you to take them. So, please make the most of your time here. Have a regular review and ask yourself whether you are doing enough to reach your full potential in each of these areas, and always make a conscious effort to avail of the opportunities to learn more and develop your capacity.

Critical Skills

There are some skills that we regard as critical for a university education and that every university graduate should have.

These are also skills that are highly valued by today's employers. You will have to be able to deal with complex arguments, evaluate evidence and make balanced judgements, and communicate ideas clearly both verbally and in writing. Because these skills are so important, both in university and beyond, we are offering a specially designed foundation course for first-year students in critical skills.

The First-Year Critical Skills courses will be on offer as a 15-credit option and you can choose to take a Critical Skills course as one of your credit-bearing courses in first year. It will involve small-group sessions every week, which will give you an opportunity to develop and practice these essential skills right from the outset.

For 2016 the course is offered in seven distinct versions, and you can choose the one that most appeals to you. You can find out more during orientation week, and decide if you want to register for these.*

* Availability is subject to timetable considerations and degree choice.



Critical Skills

The seven options (six thematic and one universal) are:

1. Great Ideas that changed the Western World.

This course develops critical skills through a study of wide-ranging philosophical ideas.

2. Globalization: Integrating Worlds.

This course develops critical skills through a study of diverse aspects of our global society. This will be multidisciplinary in approach with topics which span the social sciences, humanities, and natural sciences.

3. Critical Skills for Social Science.

This course develops critical skills through promoting and developing a sense of inquiry and discovery. This course focuses on the basic skills to engage in social science discourse.

4. Exploring the Power of Language, Literature and Culture.

This course introduces students to the skills necessary for exploring language as a system and its use in examples of film, literature, and culture.

5. Social Analysis of Everyday Life.

This course develops critical skills through engagement, analysis, and reflection upon current political, economic, and social issues – such as sustainability and social justice.

6. Culture and Representation.

This course develops critical skills through engaging with different media formats in order to explore culture and cultural difference, with a special emphasis on anthropological research.

7. Universal Critical Skills (University Learning and Beyond).

This course develops critical skills through work on material you are studying in your other subjects. This option is suitable for students of all disciplines.

You can get more details on First Year Critical Skills courses at www.maynoothuniversity.ie/criticalskills



Getting Started



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Checklist

Before you arrive...







- Apply to SUSI (page 29) for grant. Application deadline 8th July, 2016
- Learn what fees (page 28) I must pay online prior to attending registration.
- Carefully read all the information sent to you by the University including what you need to do to register for your course (page 17).
- Find suitable on-campus or off-campus accommodation (page 13).
- Find out information about STUDENT LIFE (page 41) or at www.maynoothuniversity.ie/campus-life
- Complete the on-line ePub self assessment (page 65).
- Work out your living costs (page 30) and how you will manage your money. Plan your budget.
- Apply for a place in the University Creche (page 65) or other childcare facility, if required.
- If you are on a Social Welfare payment or intend to apply for BTEA (page 32) contact your local Social Welfare Office before starting in University.
- Find out what funding (page 32) and scholarships (page 33) are available in college and how to apply?

12-16th Sept 2016 Orientation Week

- Attend **Orientation & Registration Verification** as per your first week schedule. Attendance at orientation is compulsory and your attendance will be required for 2 days of this week.
- The first building on campus that you will need to locate is the John Hume Building on the North Campus. See map (page 94) to find location.
- During orientation you will:
 - Bring your Student Guide & Orientation Week schedule and use these as reference tools.
 - Take the campus tour and note the location of your department.
 - Attend **Registration Verification** (page 16 & 17) even if you don't have all your documentation or fees paid.
 - Bring your birth certificate or passport.
 - Attend the **Services Expo** in the Library Building.
- Introduce yourself to other students, attend the **Meet your Students' Union** and the **Get to know your Campus & Community** talks and find out more about your **Students' Union** (page 44) **Student Engagement** (page 45), **Sports, Clubs & Societies** (pages 42 & 47)

- Attend talk on **Getting Started With Your Learning**. Part of this talk will introduce you to **Moodle** (page 57), an online learning environment. You will use Moodle to access lecture notes, reading materials, forums, chat and supports for your studies.
- By the end of this week you should know:
 - where your lectures/tutorials are held
 - where to get a meal and cup of coffee/tea.
 - how and where to print documents on campus.
- Once you have attended registration verification, your department's talk and **Subject Information Talks**, you should go online and print your **academic timetable** (page 24).
- If you intend **Parking** (page 80) on-campus, apply online for a **Parking Permit** (you can only do this once you have attended registration verification and received your **Student I.D.** (pages 17 & 70).

Maynooth Freshers 2016

-  [MaynoothFreshers16](#)
-  [@MU_Freshers16](#)
-  [@MU_Freshers16](#)
-  [MU_Freshers16](#)
-  [Maynooth Freshers '16](#)
-  MyMaynooth.Wordpress.com
www.maynoothuniversity.ie/freshers16

- Once you have received your Student I.D. you can go to the Student Centre to apply for a **Student LEAP card** (page 70) and enjoy travel and retail discounts.

19-23 Sept 2016 Week 1: Term & Lectures Commence

- Arrive early to University so you have ample time to locate your first lecture location.
- Attend lectures as per your timetable. If you are unsure of your subject choice attend other subject options. The deadline for first year students to change subject selection is **14th October 2016**.
- Get a **locker** (page 79) from the staff located in the Iontas Foyer each day 10am-3pm this week.

26 - 30 Sept 2016 Week 2

- Pick up your **Parking Permit** (page 80) as per the instructions provided to you by email. Enforcement of parking regulations commences on the North Campus on **26th September, 2016** (page 81).
- Save the numbers of campus **security** (page 70), **student health centre** (page 71), your academic department, first year co-ordinator, your landlord/residence, local taxis/cabs to your mobile.

Checklist

- If you require information or have questions, go to the **Student Services Hub** (page 62) in the Student Services Centre or the Front Desk in the **Student Centre** (page 44).
- Check out study areas on campus and visit a **Public Access Computer Room (PACR)** (page 77).
- Need a form signed by the University? – go to the **Student Records & Registration Office**.
- If you need advice on managing your monies, support with grant applications and Social Welfare payments, visit the **Student Budgeting Advisor** (page 30) to put together a budget plan.
- Attend **Clubs & Societies Fairs Day** on Wednesday 28th September 2016 in the Sports Hall (page 46).

Weeks 3, 4 & 5

- If you have any queries about your degree programme, contact your academic department without delay.
- Consider other academic supports; **Academic Advisory Office** (page 49), **Writing Centre** (page 60), **Mathematics Support Centre** (page 54).

- Need someone to talk to: we have the following confidential free supports; **Student Counselling** (page 64), **Pastoral Care Service** (page 63) and **Student Health Centre** (page 71).
- If you have not already done so, check out the **Library Information Skills, Tutorials (LIST)**, (page 53) which provide a number of information sessions from essay writing, to ebooks to managing stress.
- 1st year deadline for change of **subject choice** (page 21) is Friday, 14th October 2016.
- Elect your class representative.
- Student Assistance Fund (SAF)** (page 32) information will be sent to all students at their Maynooth University email address. Check out the information provided as you may be eligible to apply for financial support.

31st Oct - 4th Nov (Week 7) Study Week

- If you are considering withdrawing from your course there are some important dates to be mindful of (see page 23).



Getting Started – Before You Arrive

- **Arranging your accommodation**
- **Paying your fees**
- **Registration & Orientation Week**

Accommodation

- ✉ Accommodation Office, Student Services Centre, North Campus. 47
- ☎ (01) 708 3322 (CAMPUS ADMIN)
- ☎ (01) 708 4729 (HOME FINDER)
- @ accommodation.office@nuim.ie or homefinder.service@nuim.ie
- www www.maynoothuniversity.ie/accommodation
- t @MU_apartments
- f Maynooth University Accommodation

OPENING HOURS

Day	Morning	Afternoon
Monday – Friday	9.30am – 1pm	2.00 – 5.30pm

WHAT WE OFFER:

- Campus Accommodation
- Home Finder Service

Campus Accommodation

We cater for over 900 students which is expected to expand to 1200 this academic year. Students live in residence halls (River, Village and Rye). These purpose built student accommodations are located on the North Campus. The Accommodation website contains descriptions and pricing for each type of room. Campus Accommodation for the academic year 2016-2017 is now fully booked and will open again when the newly built rooms come available. This is likely to be Semester 2 (January 2017). Please keep an eye on the website for updates.

CAMPUS ACCOMMODATION FOR 2017-2018

Rooms are booked on a first come first served basis in February annually (Continuing Students) and May annually (First Year CAO 2017). Campus rooms are provided for 7 days per week and for 38 weeks per academic year. International Students should refer to the International Office for their procedures.

INTERNATIONAL STUDENTS *

Please refer to the Accommodation Office website for your application procedures. Before applying you will need to have made contact with the International Office, <http://www.maynoothuniversity.ie/international>. Please use International Student as the category on your application.

Getting Started – Before You Arrive

Demand for campus rooms in February and May is always greater than supply. So if you intend to apply to live on campus watch the Accommodation website from early December annually for details of Campus booking dates and process.

CAMPUS VACANCIES

From time to time and particularly in mid September to early October annually we have a small number of room cancellations as students finalise their university arrangements. All vacancies arising late in the season will be advertised.

Rooms advertised may be available for a single semester only and may also specify which category of student may apply, for example first years only or post grads only etc

Home Finder Service

We offer an accommodation information service (www.maynoothuniversity.ie/accommodation) consisting of OPTIONS you may wish to consider, RESOURCES that you are welcome to use and a LISTING SERVICE on www.maynoothstudentpad.ie

This web search facility will help you identify places to live in the local area to Maynooth, Celbridge, Leixlip and Kilcock and environs.

Access is reserved for MU students only. Please check the advert to see how and when you can gain access based on your student category. See also our website for details.

TYPE OF ACCOMMODATION

Type of Accommodation	Typical Costs	Notes
Shared Student House	€100 – €120 pppw	Limited
Self-Catering in Owner Occupied	€90 – €120, pppw	Depends on size & 5 / 7 days
Accommodation in a Family Home	€120 – €140 per week	Includes meals
Room Only in a family home	€80 – €100 per week	No cooking facilities

Local landlords advertise their student accommodation offerings from August to early September for CAO students and in July / August for International Students. Landlords offering accommodation for continuing students will advertise from February to June. Properties offered via our web search facility are not vetted by the university.

We advise students to always visit a property and speak with the landlord before you confirm any arrangement. The demand for accommodation in Maynooth town is very high but do bear in mind that there are very good accommodation offerings based in Celbridge and other towns near Maynooth. Do keep an open mind!

COMMUTE OR STAY OR BLEND THE TWO?

It is a good question to ask yourself. Not all students need accommodation and those that do, may only need it for 4 days or 5 days per week. Some may only need accommodation for the exam weeks or to stay over for an event from time to time. So why pay for 7 days accommodation if you need less? Consider your budget when making these decisions.

About 62% of Maynooth students commute daily to University. Staying at home and commuting to university is a real option for many students. Our online transport guide on the University website will give you an idea of how long it will take to commute to MU from various places, how much it will cost and how available is transport from your home.

Living locally to the university during term time can be attractive and by blending a commute with occasional accommodation you may be able to get the best of both. Check out the options to book in advance all your short stays for semester 1 and 2 on <http://maynoothcampus.com/> (page 15).

Kilkenny Campus

Students seeking accommodation in Kilkenny are welcome to check out the accommodation website for details of the listing service for Kilkenny.

Short Stay / Occasional Accommodation

GUEST ACCOMMODATION

-  Maynooth Campus Conference & Accommodation
Long Corridor, South Campus 25
-  (01) 708 6400
-  (01) 708 3534
-  info@maynoothcampus.com
-  www.maynoothcampus.com

OPENING HOURS

Day	Daily	Evening
Monday-Friday	8.30am - 7.30pm	8.00pm - 11.00pm
Weekends & Bank Holidays	8.30am - 12.30pm	8.00pm - 11.00pm
	1.30pm - 7.30pm	

During the academic year Maynooth Campus offers overnight stays for students, guests, conference delegates and holidaymakers. Prices are from €24 per person per night (sharing) and €29 for a single room.

24 individually appointed en-suite rooms and 40 standard rooms (available in a mixture of singles, twins and doubles) are located on the South Campus.

During the summer 1000 bedrooms, 60 meeting-rooms and two restaurants are available for conferences, meetings, summer schools, sports programmes and other events.

Getting Started – Before You Arrive

Payment of College Fees

You will receive an email to the email address you supplied to the CAO with detailed instructions on how to register and pay your fees. This email will be issued by the Student Records & Registration Office. Full information can be found in the Money Matters chapter (pages 27-33).

NOTE

Payment of fees alone does not constitute registration.

Registration

All students are required to register at the beginning of each Academic Year for every year of their programme. You will be required to register and pay your fees on-line in the Maynooth University Student Web. You will receive an email to the email address you supplied to the CAO with detailed instructions on how to register and pay your fees. This e-mail will be issued by the Student Records & Registration Office.

You will also be required to come on campus to attend a series of orientation events and a Registration Verification where Student Records & Registration staff will check to ensure you have registered correctly and will issue your student card. Refer to the First Week schedule booklet and your email for the dates you are required to come on campus.

Note: A late registration penalty of €100 will apply to students who fail to attend their designated Registration Verification slot.

Orientation Week







Each student must attend the campus for two consecutive days during Orientation week which takes place from:

**Monday to Friday,
12th -16th September 2016.**

Full details of Orientation Week are in the “Your First Week Schedule” booklet you will have received with your welcome pack. This schedule is also available on www.maynoothuniversity.ie/freshers16



Maynooth Freshers 2016

-  MaynoothFreshers16
 -  @MU_Freshers16
 -  @MU_Freshers16
 -  MU_Freshers16
 -  Maynooth Freshers '16
 -  MyMaynooth.Wordpress.com
- www.maynoothuniversity.ie/freshers16

Documents required for your registration verification slot:

1. Birth Certificate (please note that your Baptismal Certificate will not serve as a substitute for your Birth Certificate)
OR
Valid Passport

NOTE: Driving Licence is not acceptable.

NOTE: Students wishing to register in their married name must either produce a state marriage certificate or have their married name on their passport.
2. PPS (Personal Public Service) Number.
3. Confirmation of registration and fee status (as per registration instructions received via email).
5. Study Abroad & Erasmus students are also required to bring your signed “Module Registration” form (provided during orientation welcome talk by the International Office).

NOTE:

If you do not produce your documents or have your fees paid on the date for Registration Verification your registration will be deemed to be provisional and incomplete and you will not receive your Student card until all is in order.

Planning for your Academic Year



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Academic Year 2016 / 2017

First Semester

Week	Dates	Event
0	12 – 16 Sept, 2016	Orientation Week (including Registration Verification)
1	19 – 23 Sep	Start of Lectures
2	26 Sept – 30 Sept	Clubs & Societies Fairs Day – Wednesday, 28th September, 2016
3	3 – 7 Oct	
4	10 – 14 Oct	1st year deadline for change of subject choice – Friday 14th October, 2016 Maynooth Social Justice Week
5	17 – 21 Oct	
6	24 – 28 Oct	
7	31st Oct – 4 Nov	Study Week
8	7 – 11 Nov	
9	14 – 18 Nov	
10	21 – 25 Nov	
11	28 Nov – 2 Dec	
12	5 – 9 Dec	
13	12 – 16 Dec	Last week of Lectures
	19 – 23 Dec	Christmas Vacation
	26 - 30 Dec	Christmas Vacation
14	2 – 6 Jan, 2017	Study Week. Exams Commence Friday 6th January 2017
15	9 – 14 Jan	Exam Week (Including Saturday)
16	16 – 21 Jan	Exam Week (Including Saturday)
	23 – 27 Jan	Inter Semester Break

Academic Year 2016 / 2017

Second Semester

Week	Dates	Event
1	30 Jan – 3 Feb, 2017	Start of Lectures
2	6 – 10 Feb	
3	13– 17 Feb	
4	20 – 24 Feb	
5	27 Feb – 3 Mar	
6	6 – 10 Mar	
7	13 – 17 Mar	Study Week
8	20 – 24 Mar	
9	27– 31 Mar	
10	3– 7 Apr	
11	10 – 13 Apr	(Good Friday 14th April)
	17 – 21 Apr	Easter Vacation
12	24 - 28 Apr	
13	1– 5 May	Last week of Lectures
14	8 – 12 May	Study Week Exams Commence Friday 12th May, 2017
15	15 – 20 May	Exam Week (Including Saturday)
16	22 – 27 May	Exam Week (Including Saturday)
	30 May – 4 June	Exam Week (Including Saturday)
	27 June	Consultation Day

Academic Year

Registration of Subject Choices

Students with optional subject choices are required to attend the Subject Information Talks on the first day of their two day orientation / registration slot and are required to register their subject choices on-line in the Student Web ahead of attendance at their Registration Verification slot on day 2.

You may attend lectures in any subject over the first four weeks in Semester One to facilitate your final selection. It is not advisable to leave selection to the fourth week. Remember, 1/3 of the semester will have passed at this stage! Contact the Student Records & Registration Office if you encounter any issue amending your subject selections on-line.

The deadline for 1st Year Change of Subject is Friday 14th October 2016.

Absolutely no changes for 1st Year students are permitted after this date.

The Academic Year

The academic year is divided up into two semesters, each lasting 16 weeks. A semester consists of 12 teaching weeks and two study weeks, followed by a period of examinations. The teaching weeks normally involve a series of lectures and tutorials, along with written assignments and/or laboratory work, depending on your chosen discipline.

Lectures, Tutorials, Lab Work, Assignments and Modules

LECTURES

You will be expected to attend a series of lectures as part of your course. Lectures form the core of theoretical knowledge of your subjects, introducing the main ideas of your discipline and providing a guide to further research and reading. Lectures are delivered to groups of students, varying in size from 40 to 450 people.

TUTORIALS

Tutorials involve smaller groups of students, who meet regularly with an academic staff member to work through ideas and topics relevant to their course. Tutorials provide an opportunity for you to engage in debate and exchange ideas with your fellow students. Marks are allotted for attendance at tutorials, as part of continuous assessment. A high attendance record is required to pass each year.

LABWORK

Certain courses, especially subjects within Science and Engineering, involve a substantial amount of laboratory work. This consists of a series of hands-on, practical sessions where you will have an opportunity to explore the reality behind the theory of your chosen subjects, under the supervision of experienced staff members.

Academic Year

ASSIGNMENTS

Assignments take the form of essays or project work, which require reading and independent research. A certain amount of marks will be given for assignments and these will contribute to your overall grade for continuous assessment each year. In First Year you will be given guidelines on how to prepare and present assignments.

MODULES

Degree programmes are made up of modules in a range of subjects. A module is a self-contained fraction of the workload for the year and carries a unique examination or assessment mark. Different modules are given different credit weightings. For example, a module on the study of modern drama, as part of English literature (MH101), is worth 2.5 credits. An entire year of an undergraduate degree programme is typically worth 60 credits. The credit system is based on the European Credit Transfer System (ECTS), which provides common procedures to guarantee academic recognition of studies at institutions offering ECTS-based programmes. Within your chosen degree programme, there is a range of modules – some compulsory, some required and some optional. Compulsory and optional modules are just that. Required modules are compulsory and must be passed in order to progress to the next year of your degree. For more information on modules, and to see the structure of the various degree programmes in terms of modules and credits, visit <http://www.maynoothuniversity.ie/courses>.

Changing Modules

1st Year Students have the first **FOUR** weeks in Semester 1 to change first semester modules and the first **TWO** weeks of Semester 2 to change second semester modules. In this time, it is advisable that students attend many different lectures to decide if they have made the right choice.

This time allows students to sit in on a variety of lectures and not miss out on important notes. Students wishing to change modules can do so online. Details on how to do this can be found on the **STUDENT RECORDS & REGISTRATION OFFICE** web pages. It is the responsibility of each student to ensure that his/her modules are recorded correctly.

Personal Details, Transfers & Withdrawals

PERSONAL DETAILS

Your personal details (permanent home address, study address and phone numbers including emergency contact name and number) must be up to date on the Student Records System at all times. Please log into the Student Web and update all changes in the Update Address/ Phone Details menu. This will ensure that communications from the University regarding courses and examinations etc. will reach you safely.

TRANSFERS

Please note that if you accept a CAO place in a particular Faculty, any later request on your part to transfer to another degree within the University will only be considered if you possess the points appropriate for admission to that other degree as well as any specific subjects and grades required.

Please contact the Admissions Office in the first instance for further information on transfer procedures.

WITHDRAWAL FROM COURSE

Should you withdraw from University at any stage after you have registered, you must notify the Student Records & Registration Office ²⁴ in writing and return your Student Identity Card to the Student Records & Registration Office. You must also advise the Academic Advisory Office, Education House ⁴⁸ (tel: 01 708 3368). You are also advised to contact the Fees and Grants Office ²⁴ (01) 708 4747 with regard to fee implications should you intend to return to University at a later date.

By doing this, there will be a record of your cessation of studies from the time of receipt of your I.D. Card, which can subsequently be certified by the University to the Department of Social Protection or any educational establishment which may request such a statement.

If you fail to follow this procedure, the University may not be able to certify your withdrawal from the course. This could affect your transactions with the Department of Education under the Government's Free Fees Initiative if you seek admission to another third level college in the future.

Important Dates:

Last day to de-register without losing Free Fees status is 31st October;

Last day to de-register and retain half Free Fees status is 31st January;

De-registering after 1st February will incur full fees the following academic year.

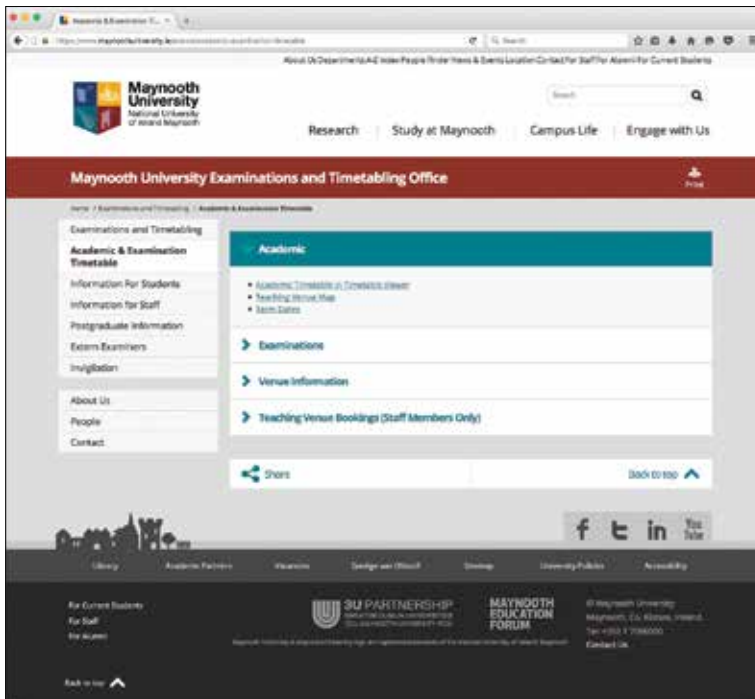
Academic Year

Academic Timetable

During Orientation Week you will be shown how to access your academic timetable. There will also be a stand at the Services Expo where all your queries about the timetable can be dealt with.

You will be able to access your timetable via the following website link:

<https://www.maynoothuniversity.ie/exams/academic-examination-timetable>



CampusEngage

LEARN HOW AT
**STUDENT
VOLUNTEER
.IE**

**CLICK. FIND.
VOLUNTEER.**

studentvolunteer.ie is a new easy-to-use, one-stop-shop portal connecting higher education students with civil society organisation volunteering opportunities.

REGISTER TODAY!

Just for Life

Money Matters



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Money Matters

All matters relating to Fees (Tuition, Student Contribution, Student Levy) and Higher Education Grants (SUSI) are dealt with by the University Fees & Grants Office. ²⁴

Fees & Grants Office

✉ Humanity House, South Campus ²⁴
 ☎ 01 708 4747
 @ fees.office@nuim.ie.
 www www.maynoothuniversity.ie/student-fees-grants

OPENING HOURS

Day	Morning	Afternoon
Monday – Friday	9.30am – 1.00pm	2.00 – 5.00pm



University fees – EU Nationals

There are three elements to fees:

1. TUITION FEE

First year undergraduate students attending publicly funded third-level courses who are eligible for the Free Fees Initiative (SEE NOTE 1 ON PAGE 29) do not have to pay tuition fees. All other students are liable for tuition fees.

2. STUDENT CONTRIBUTION CHARGE

This charge (€3,000 for 2016/17) must be paid by all students unless they are in receipt of a Higher Education Grant that covers all or part of this charge. If you have applied or qualified for a Higher Education Grant please (SEE NOTE 3 ON PAGE 29).

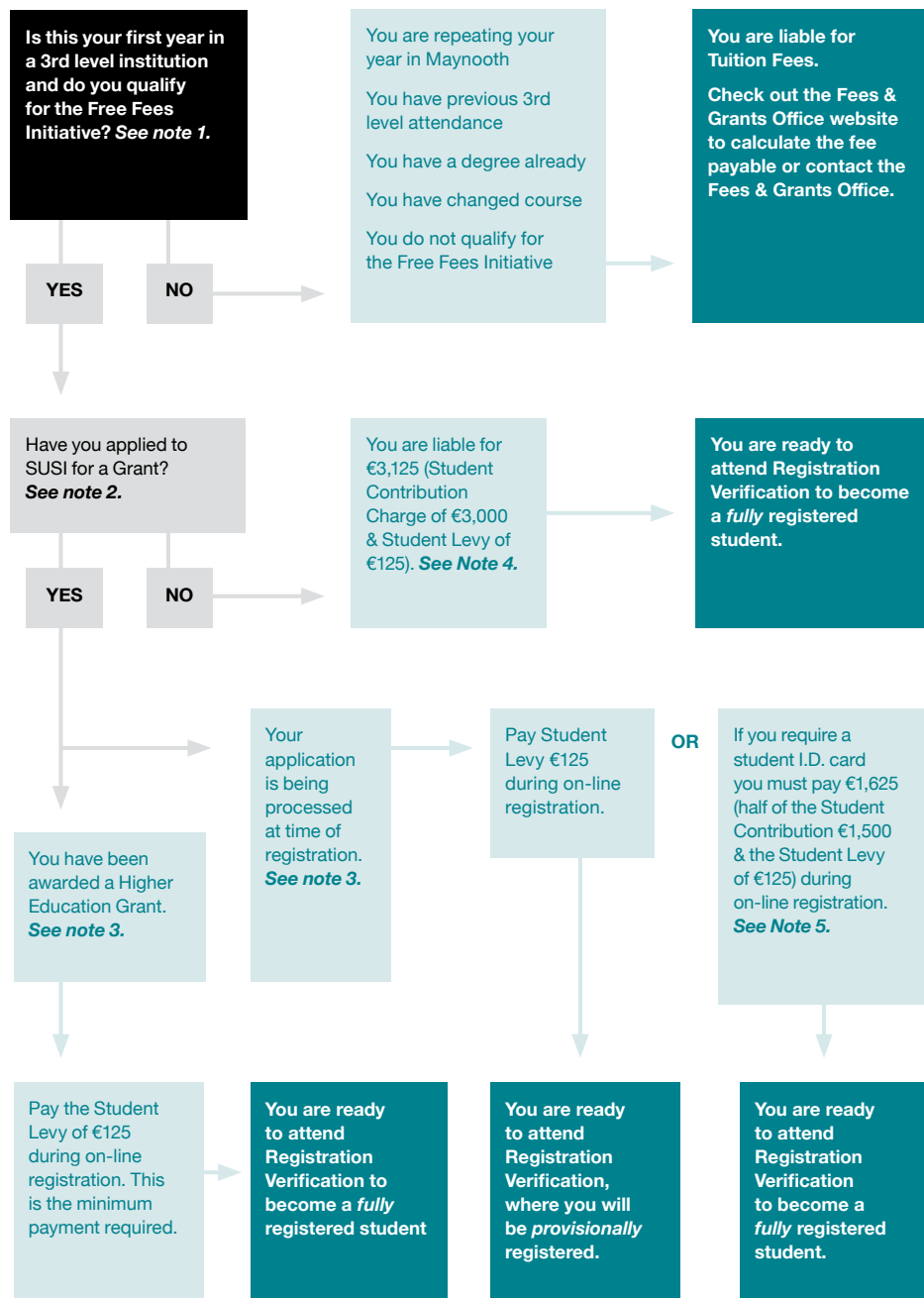
3. STUDENT LEVY

€125 payable by ALL STUDENTS for 2016/17. This is the minimum payment required to become a registered student.

University Fees – Non EU Nationals

Non EU Nationals can check the Fees & Grants Office website (www.maynoothuniversity.ie/student-fees-grants) for information on their fees and or contact the Fees Office on (01) 708 4747.

A Guide to Your Fees



Note 1:
Under the terms of the Free Fees Initiative, the Irish Exchequer will pay tuition fees to the University on behalf of students registered for the first time on qualifying, full-time, undergraduate degree programmes. For further details on the Free Fees Initiative, please refer to the Fees & Grants Office website.

Note 2:
SUSI (Student Universal Support Ireland) is the single Awarding Authority for all new student grant applications. Please visit www.susi.ie for all details, access to the online application and contact details for any enquiries. Closing date for receipt of 2016/17 applications is 8th July 2016.

Note 3:
If you have applied or qualified for a Higher Education Grant (SUSI), you need to bring a copy of correspondence indicating this information with you to your registration verification.

Note 4:
Payment can be made in two instalments: First instalment €1,625 (€1,500 & the Student Levy of €125) to be paid during on-line registration. Second instalment €1,500: to be paid by 31st January 2017.

Note 5:
Monies will be reimbursed when the University receives payment from your funding body. See the Fees Office Website for refund process.

Higher Education Grants

www.studentfinance.ie is a very comprehensive and clear website explaining grant information and funding options that may be available to you. All new applications for higher education grants are made online through SUSI (See Note 2). There are two classes of grant available from the Irish State under the Student Grant Scheme for eligible undergraduates in full-time courses: (1) Maintenance Grant, (2) Grant for Fees.

1. MAINTENANCE GRANT

A Maintenance Grant is a contribution towards a student's living costs and is means tested. Students who are awarded a Maintenance Grant are paid monthly directly into their bank account, provided that they are fully registered students of the University.

2. GRANT FOR FEES

- If you are eligible for the Maintenance Grant, all or part of the Student Contribution Charge will be paid on your behalf to the University.
- Some students may also be eligible for a grant in respect of eligible field trip expenditure. (A field trip is defined as a compulsory and integral part of a courses, which is for fact-finding or research purposes, and without which the student cannot graduate or progress to the next year of their course.)
- If your tuition fees are not being met under the Free Fees Scheme, you may be eligible for the tuition fee element of the fee grant. Full details are on www.studentfinance.ie.

Planning your College Budget

Your College Budget

Decide on whether amounts entered will be weekly, monthly or yearly. The academic year is normally is 38 weeks.

Income	€	Expenses	€
HEA Grant(SUSI) (page 29)		Rent/Mortgage	
Social Welfare/BTEA Payments		Food	
Rent Allowance		Lunches	
Mortgage Interest Supplement		Cleaning/Toiletries	
Family Support		Gas/ESB	
Part-Time Work		Bins/Water	
Summer Work		Broadband	
Spouse/Partner Income		TV Licence	
Savings		Tel./Mobile	
Bank Loan Repayment		Tuition Fees (page 27)	
Other Borrowings		Contribution Charge (page 27)	3000
Scholarship (page 33)		Student Levy (page 27)	125
Other Grants/Awards (page 33)		Books/Stationery/Printing	
ESF Fund (page 32)		Childcare/Creche	
		Transport	
		Petrol/Diesel	
		Car Tax	
		NCT	
		Campus Parking Permit	40
		Once Off Expenses	
		Other repayments	
Total		Total	

Budgeting Advice Service

✉ Student Budgeting Advisor, Student Services Centre, North Campus. 47

✉ Student.Budget@nuim.ie

www www.maynoothuniversity.ie/money-matters

OPENING HOURS

Day	Morning	Afternoon
Mon-Thurs (Term time)	9.00am – 1.00pm Drop in session every Wednesday (11.30 am - 12.30 pm)	2.00 – 5.30pm

Cost of Living (estimated) for Academic Year (9 months or 38 weeks)

	ON CAMPUS		OFF CAMPUS	
	Monthly (€)	Academic year (€)	Monthly (€)	Academic year (€)
Rent	456-633	4,104-5,700	340-420	3,060-3,780
Utilities	55	495	40-60	360-540
Food	120-180	1,080-1,620	120-180	1,080-1,620
Travel	20-50	180-450	20-50	180-450
Books & Materials	30	270	30	270
Clothes & Medical	43	387	43	387
Mobile	20-40	180-360	20-40	180-360
Social Life/Misc	128	1,152	128	1,152
Total	872-1,159	7,848-10,434	741-951	6,669-8,559

STUDENT ONCE OFF EXPENSES

Security Deposit for Accommodation	300-500*
Textbooks	100-500**
Bed Linen + Sundry Items For Accommodation	100-500
Total	500-1,500

INTERNATIONAL STUDENTS ONCE OFF EXPENSES

GNIB card	300
Taxi from Airport	50-60
Re-Entry Visa For Students Requiring Visas	60-100***
Medical Insurance	122
Mobile Phone	40-200
Total	572-782

* refundable (for Off-Campus Accommodation)

** some secondhand textbooks are available in the SU Shop, textbooks are available to borrow in the University Library or at your local library

*** Single entry visa €60, Multiple entry visa €100

This is intended as a guide, expenses will vary from student to student

Other Funding

Back To Education Allowance

The Back To Education Allowance (BTEA) is a scheme administered by the Department of Social Protection. It allows people in receipt of certain social welfare payments to retain those payments whilst participating in approved full-time courses in further and higher education.

Further details on www.welfare.ie and www.citizensinformation.ie. Students are advised to contact their local office for further details and instructions as criteria may change from year to year.

ESF Student Assistance Fund (SAF)

The SAF provides financial assistance for full-time higher education students (including grant holders) who may need additional support in order to remain in college.

Applications are means tested and funding is targeted at those students who are in most financial need. Guidance on the process and eligibility criteria for the SAF is available at www.maynoothuniversity.ie/access-office/student-assistance-fund.

Further financial advice and information is available from the Student Budgeting Advice Service at www.maynoothuniversity.ie/money-matters.

(The Student Assistance Fund is funded by the Irish Government and part funded by the European Social Fund).

Student Emergency Fund

The Student Emergency Fund is an emergency fund which is available to assist students who encounter unforeseen and unexpected circumstances during their time at Maynooth University. There are two types of assistance available from the fund: the short term emergency loan and the student aid loan.

Guidelines can be found at: <http://www.maynoothuniversity.ie/money-matters>. An application form must be accompanied by one written academic reference from academic staff.

For more information call to the Student Services Hub, Student Services Centre (01) 708 4729

Scholarships & Awards

The University has a range of scholarships available to undergraduates.

- Entrance Scholarships
- Michael Osborne Equine Business Scholarships
- Music Scholarships
- Sports Scholarships

See <http://www.maynoothuniversity.ie/study-maynooth/undergraduate-studies/scholarships> for further details.

Educationally Disadvantaged Students and Students with Disabilities

Some scholarships and bursaries are available for students with an educational disadvantage or a disability. Information is available from the Maynooth University Access Programme www.maynoothuniversity.ie/access-office and from the Student Budgeting Advice Service at www.maynoothuniversity.ie/money-matters.



Maynooth & Getting Here



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Maynooth

The beautiful and historic town of Maynooth is the fifth largest town in Co. Kildare and the only University town in Ireland. It has a population of over 12,000 people, though this swells to over 20,000 during the academic year with the arrival of the University students.

This creates a vibrant and buzzing environment for social, sporting and cultural activities. Maynooth is YOUR town too and you are a big part of this community!

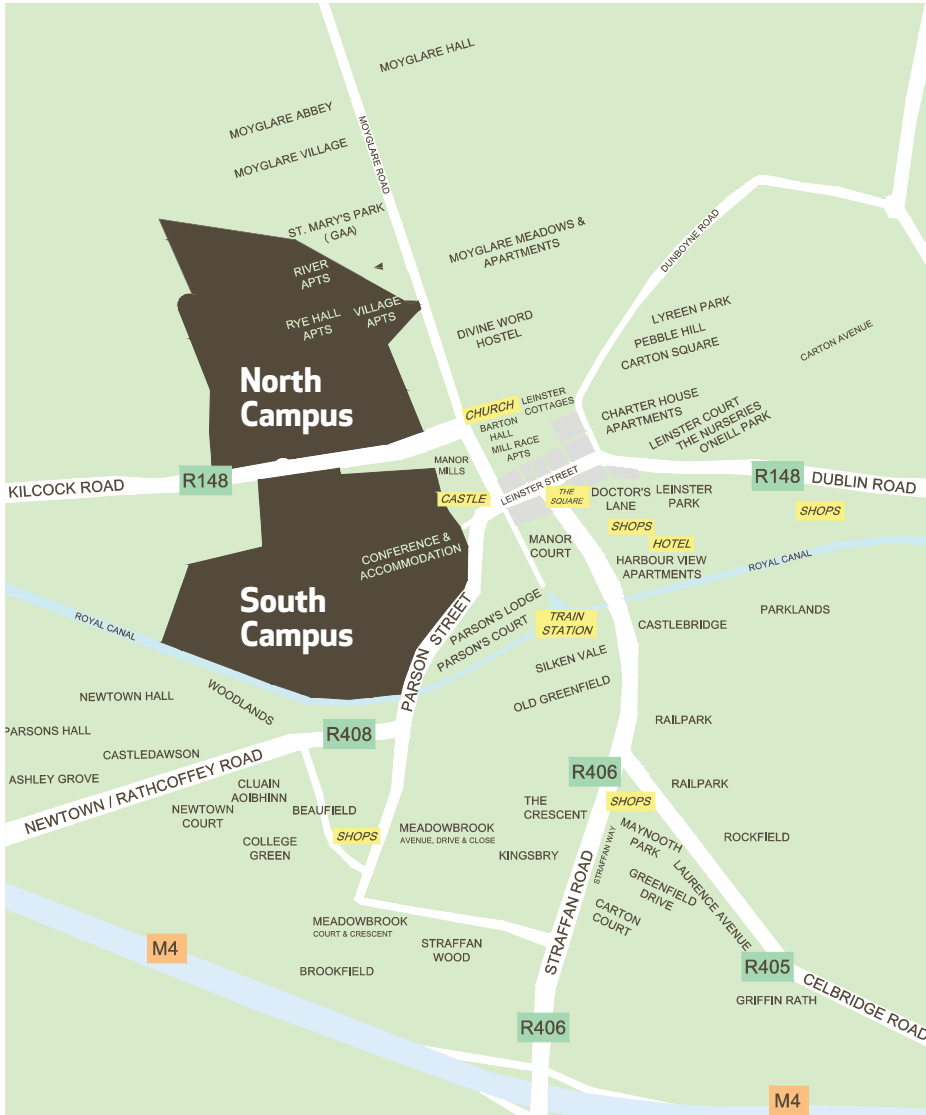


For many students, Maynooth will provide a home from home, as well as a place of study. You are urged to treat your neighbours with the respect that you and your family expect in your own home area.

The University and the Maynooth community work in close partnership to integrate the activities of the student body and the town, through initiatives such as the joint community relations project. During your time in the University you will have many opportunities to engage in co-operative ventures with representatives of the business, social or sporting life of Maynooth. Further details are available on www.maynoothuniversity.ie/student-engagement.

You may wish to read about the town's history, including the Castle at the entrance to the South Campus, at <http://www.maynoothuniversity.ie/campus-life/explore-maynooth-dublin>

Maynooth Town Map



Getting Here

Travelling to Maynooth is easy. Check our Transport Guide booklet for more detail on the options for commuting to the University.

To complement public transport services to Maynooth (Dublin Bus, Bus Éireann and Irish Rail), a number of private bus operators organise daily and weekly links to the University (See map on page 38). All information on timetables can be found on our website www.maynoothuniversity.ie/location or by contacting the individual transport providers.

Smart Travel

In this era of high fuel costs, cycling, walking and car pooling may prove more cost-effective ways of commuting to Maynooth. More and more bicycle paths are being developed and bicycle racks are provided in key locations around the campus. Students are advised that cycling is not permitted in Saint Joseph's Square, in the vicinity of the John Paul II library and in some other pedestrian areas.

Bus

DUBLIN BUS:

www.dublinbus.ie

The University is served by two Dublin Bus routes – the 66 and the 67 (66X is an express service) to and from Maynooth.

BUS ÉIREANN:

www.buseireann.ie

Services to / from Maynooth from:
Athlone / Mullingar / Ballina / Sligo / Galway / Tuam / Longford / Westport.

Train

IRISH RAIL

www.irishrail.ie

Maynooth lies on the Western Suburban railway line which serves the four Dublin city centre stations (Pearse Station, Tara St, Connolly Station and Docklands) as well as twelve other suburban stations (Drumcondra, Broombridge, Ashtown, Navan Rd. Parkway, Castleknock, Coolmine, Clonsilla, Hansfield, Dunboyne, M3 Parkway, Leixlip Confey and Leixlip Louisa Bridge) which makes it a quick and convenient way to get to Maynooth.











Car

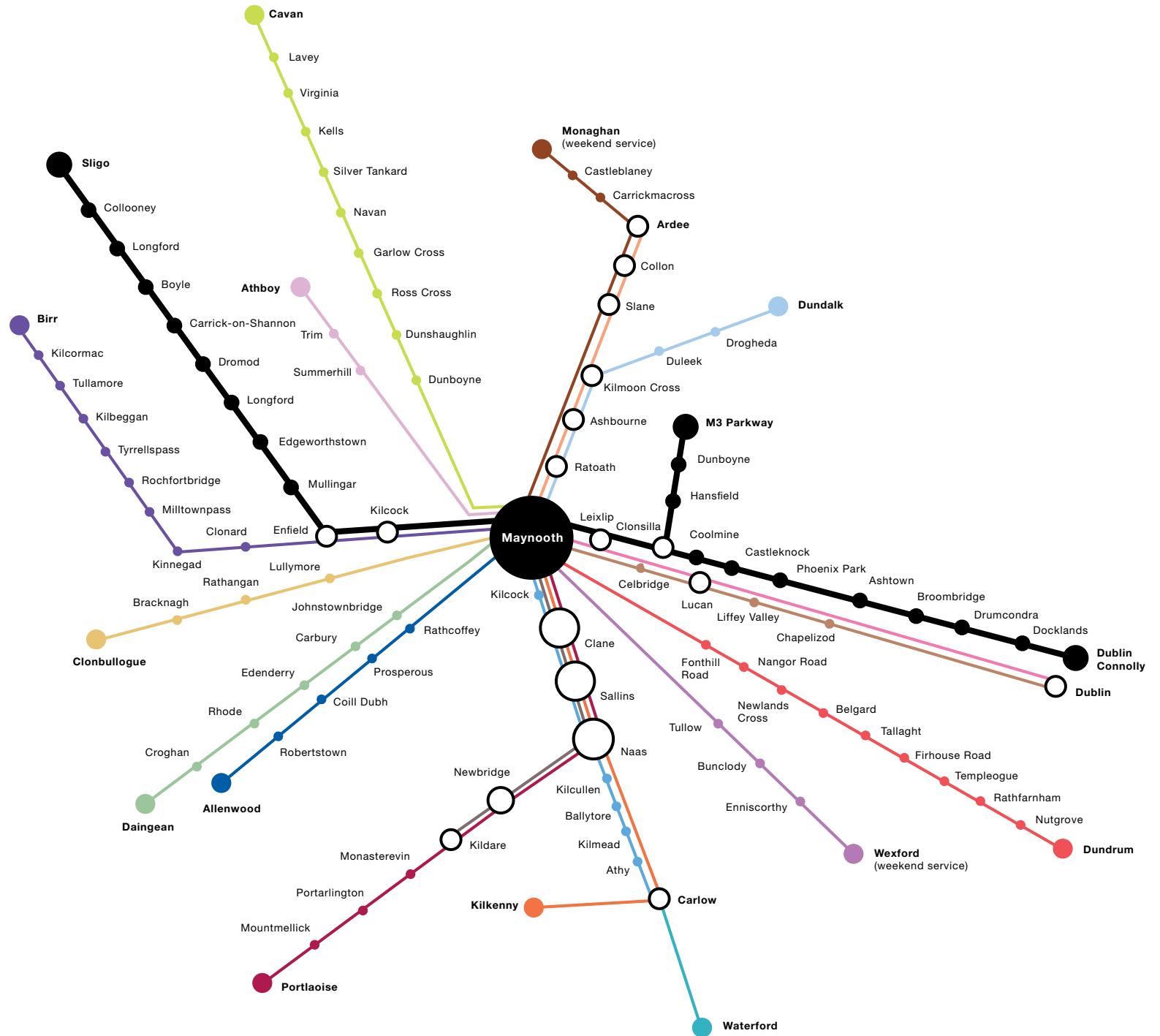
Maynooth is situated 25km from Dublin city centre. Take junction 7 (signposted Maynooth/Straffan/Naas) off the M4 and follow the signs to Maynooth. Turn left in the centre of the town and the gates to the South Campus are directly ahead of you. To reach the North Campus, take the left in the centre of the town, then turn right, take the next left and the entrance is on your right.

Designated Permit Parking is in force on our campus. See parking information on page 80 for further details.

Bus & Train Routes to Maynooth

List of Bus Providers

Route	Provider
	66 Dublin Bus
	67 Dublin Bus
	Kearns Transport
	J.J. Kavanagh (056) 883 1106
	J.J. Kavanagh (056) 883 1106
	J.J. Kavanagh (056) 883 1106
	J.J. Kavanagh (056) 883 1106
	J.J. Kavanagh (056) 883 1106
	J.J. Kavanagh (056) 883 1106
	Streamline Coaches (049)433 0281
	Streamline Coaches (049)433 0281
	Kildare Dublin Local Link (045) 980 383
	Kildare Dublin Local Link (045) 980 383
	Kildare Dublin Local Link (045) 980 383
	Finlay Coaches (041) 685 6505
	Finlay Coaches (041) 685 6505
	Slevins (044) 937 2777



Student Life



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Sports & Sports Facilities

The formative years spent at University should encompass a lot more than study and course-work. Research and practical experience shows that sport enables all of us to work and play better.

- ✉ Sports & Gym 38
- ☎ (01) 708 6406
- ✉ fitness.centre@nuim.ie
- 🌐 www.maynoothuniversity.ie/sport

Recent Sporting Highlights

The Maynooth University Sports Clubs enjoyed high rates of participation and solid performances through 2015/16. The University was host to many inter-varsity events, starting with the Irish University Athletic Association's Road Relays in November, followed by the Fresher's Basketball Championship in December, multiple archery, fencing, basketball, volleyball, rugby, GAA and soccer matches throughout, and in March welcomed over three hundred male and female rugby players for the Student Sport Ireland League Finals at MU Barnhall RFC. On top of the regular club training sessions and practices both on and off campus, it made for a very busy year.

Just before the start of the academic year, our golfers set the bar very high by winning team silver and Robin Dawson individual gold at the European University Championships in Switzerland.

The remarkable strength and depth of the programme was tested that same weekend as MU also emerged victorious in the final of GUI's most important club competition, the Senior Cup. The Irish team for the World University Championships in France will comprise 5 Maynooth University students including one graduate out of the six-person team.

Kelly-Anne Hutchinson (Equestrian) was also selected for World University Championship honours in Sweden (June 2016). We had a remarkable year at all levels in both the men's and women's soccer; in that we lost every semi-final, with each team that beat them emerging eventual winners!

Our Ladies Gaelic Football Club won their first ever O'Connor Cup. Camogie were finalist in the Purcell Cup. On the men's side, the hurlers were finalists the Kehoe Cup, and in fresher's football it was our seconds that won their championship.

Archery brought a good haul of medals from the Nationals with team golds and individual medals in the various disciplines of barebow, recurve and compound.

Maynooth University was honoured to have Lee Mitchell selected to represent the Irish Universities Rugby Union against England's representative side; a memorable occasion on the grounds of College Park, TCD. Who knows what 2016/17 will bring? Whatever the outcome, we hope that our clubs will continue to be driven from member engagement in the tradition of fun, fitness and friendship.

Sports & Sports Facilities

Sports Facilities

INDOOR:

- Three Sports Halls ³⁸
- Fitness Centre ³⁸
- Weights Room ³⁸
- Snooker Hall ⁴³
- Racquet Ball Court

OUTDOOR:

- All Weather Pitch
- Handball Court
- 5 Pitches (South Campus)
- 3 Pitches (North Campus)
- 2 Tennis Courts

To book any sports facilities please email fitness.centre@nuim.ie or go to the sports reception.

Sports Scholarships



The University is committed to the development of sporting excellence and awards a number of sports scholarships annually to promote and foster sporting talent in the University.

- GAA
- Golf
- Rugby
- Soccer
- Snooker

Further details on all of the above scholarships is available on the Admissions Office website: www.maynoothuniversity.ie/study-maynooth/undergraduate-studies/scholarships/sport-scholarships

Sports Contacts



SPORTS OFFICER ³⁸

-  (01) 7083824
-  paul.davis@nuim.ie



SPORTS RECEPTION ³⁸

-  (01) 7086406
-  pamela.lucas@nuim.ie



GAA DEVELOPMENT OFFICER

-  (01) 7083321
-  jenny.duffy@nuim.ie



RUGBY DEVELOPMENT OFFICER

-  (01) 7086065
-  tom.mckeeon@nuim.ie

FAI DEVELOPMENT OFFICER

-  (01) 7086054
-  barry.prenderville@nuim.ie

PADDY HARRINGTON GOLF SCHOLARSHIP MANAGER

-  (086) 1675056
-  barry.fennelly@nuim.ie

Clubs on Campus

Student-run clubs form the back-bone of the sports and recreation programme at the University. The Sports Office organises a range of fitness classes for those who are unable to commit themselves fully to a club. With over 35 active university clubs, an exceptional and time-honoured structure is in place for student sport.

Check out what groups you want to join at Clubs & Socs Fairs Day on Wednesday, 28th September

MARTIAL ARTS

- Aikido
- Archery
- Boxing
- Fencing
- Judo
- Kickboxing
- Self-Defence

INDOOR

- Badminton
- Basketball
- Olympic Handball
- Table Tennis
- Trampoline
- Volleyball

OUTDOOR

- Athletics
- American Flag
- Football
- Australian Rules
- Camogie
- Gaelic Football – Ladies & Mens
- Hurling
- Hockey

Rugby

- Soccer – Ladies & Mens
- GAA Handball And Netball
- Cricket

GAMES

- Chess
- Darts
- Snooker and Pool

AQUATIC

- Aquatics Club (including Lifesaving, Swimming And Waterpolo)
- Muck-Canoe and Kayak
- Surf

ADVENTURE & OUTDOOR

- Equestrian
- Golf (Scholars & Social)
- Rovers-Scouting & Outdoor Pursuits
- Snowsports
- Ultimate Frisbee

Maynooth Students' Union (MSU)

Maynooth Students' Union (MSU) is the representative body of all students. The aim of MSU is to promote, defend and advance the interests of its members.

Students' Union

Every registered student is a member of the Maynooth Students' Union. Further information about the Students' Union is available in a separate Handbook published by MSU.

- ✉ Student Centre, North Campus ³⁷
- ☎ (01) 708 3669 / (01) 708 6819
- @ students.union@nuim.ie
- @ frontdesk@nuimsu.com
- www www.msu.ie/

MSU Life

"Welcome to MSUlife!! Want to get involved, meet new people and try exciting new things? MSUlife offers a wide range of Extra Curricular activities for all its students. There are currently over 100 Clubs and Societies so there really is something for everyone. Whether you are interested in having fun and making new friends or want to compete competitively, MSUlife is for you. Register today at MSUlife.ie to join our amazing Clubs and Societies".

The Student Centre

The Student Centre is a hub for student cultural and social activities. There is so much more to University life than study and coursework. The campus is a vibrant place with a wide variety of activities open to students.

WHAT WE OFFER:

- Clubs & Societies HQ & Resource Room
- Meeting rooms
- Students' Union Bar & Entertainments Venue
- Student Common Room
- MARS FM Radio
- Students' Union Shop
- Students' Union Event Tickets
- Student Leap Card
- Chill Cafe

Sabbatical Officers 2016/2017:

President - Dillon Grace

- ☎ (01) 708 6436
- @ president@nuimsu.com

VP for Welfare & Equality - Karen Kane

- ☎ (01) 708 6808
- @ welfare@nuimsu.com

VP for Education - Niamh Halpenny

- ☎ (01) 708 4712
- @ education@nuimsu.com

VP for Clubs, Societies & Student Engagement - Lorna Sexton

- ☎ (01) 708 6249
- @ clubsandsocs@nuimsu.com

Student Engagement Office & Societies

Getting involved with the various student led initiatives and groups on campus gives you the opportunity to develop as an individual, gain key transferable skills, meet new friends as well as have some fun during your time in college.

The Student Engagement Office has responsibility for the development and support of a wide range of activities which aim to contribute to the holistic education of all students as well as promote a vibrant student life for University students. This includes the promotion of and access to opportunities to broaden and deepen the extra-curricular (co-curricular) experience, to develop and support student societies and other student led-initiatives thus enhancing the student experience outside of the classroom whilst complementing the academic mission of the University.

STUDENT ENGAGEMENT OFFICER ⁴⁷

- ☎ (01) 708 6071
- @ ian.russell@nuim.ie
- www www.maynoothuniversity.ie/student-engagement
- f www.facebook.com/MaynoothOSE
- t @MaynoothOSE

Recent Society Highlights

University societies cater for those individuals who are starting an activity for the first time right up to advanced level.

The Dance Society were crowned the Best Society in Maynooth for 2016 while the Broadcasting Society (MARS FM) won the Maynooth Most Improved Society.

Our student led groups have consistently performed at the highest levels both regionally and nationally. This trend has continued in recent years with the Literary & Debating Society winning the Most Improved Society in Ireland for 2015 while the Maynooth Students for Charity won Best National Society Event with the organisation of the "Galway Cycle".

Getting Involved

Clubs and Societies are the lifeblood of student activity on campus. Clubs (Sporting) and Societies (Non-Sporting) are groups run by students for students. There is a wide variety of these groups for students to get involved with during your time on campus.

Student Engagement Office & Societies

Clubs and Societies provide an opportunity to enhance your experience in the University, as well as helping you to develop existing or new skills such as financial planning, events planning, health & safety, thus assisting graduates in preparing for the working world. As well as being a welcome break from academic studies, clubs and societies are also a great way to meet friends and having fun.

The University has over 75 societies that cover non-sporting extracurricular activities. Whether it's our award-winning Pride Soc, Drama Society, Playdo Society, Music Society, Dance Society, Finomics Society, St. Vincent De Paul Society or Debating Society – we have something to interest everyone.

CLUB & SOCIETIES FAIRS DAY 2016: GETTING INVOLVED

You will get a chance to join as many clubs and societies as you want at the Clubs & Societies Fairs Day which takes place on **WEDNESDAY, 28TH SEPTEMBER 2016** in the **Sports Hall**. You can find out about Society activities on the clubs and societies website (www.maynoothuniversity.ie/student-engagement) or in the Students' Union publications (including the SU Handbook), or on the Society Noticeboards, most of which are in the Arts Block. If you happen to miss Clubs & Societies Fairs Day, contact the Students' Union Office at (01) 708 3669 or students.union@nuim.ie and you can get the contact details for the clubs and societies that you want to join.

Extra-Curricular Activities (ECA) Awards

The University is proud not only of delivering top quality academic courses, but of what it has to offer in relation to extra-curricular activities. We believe that this is an important part of the university experience and the development of our students. The Extra-Curricular Activity (ECA) awards scheme aims to formally recognise students for their work and achievement within the remit of extra-curricular activities.



Societies on Campus

ACTION/RELIGIOUS

Access
AIESEC
Amnesty
Animal Rights
Bosco
Cancer Soc
Christian Union
Enactus
Feminist
Gaisce
Irish Red Cross
Islamic
JP II Theological
Legion of Mary
Maynooth Mission Outreach
Mental Health
Pride
Pro-Life
Students For Charity (Galway Cycle)
St. Vincent De Paul
Suas
Young Christian Students

ARTISTIC & PERFORMANCE

Arts, Crafts & Design (Playdo)
Broadcasting
Busking
Circus
Composers
Creative Writing
Dance
D.J.
Drama
Gospel Choir
Jazz
Metal
Music
Music And Drama
Style / Spotlight
Trad Music

DEBATING & POLITICAL

Labour
Literary & Debating
Ogra Fianna Fail
Ogra Sinn Fein
Social Democrats
Socialist Party
Young Fine Gael

DEPARTMENTAL

Anthropology
Astro 2
Biology
Business
Celtic Studies
Chemistry
Chinese
Classics
Community, Education, Equality & Social Activism
Cuallacht
Cholm Cille
Design
Deukama / German
Education
Electronic Engineering
Elsa
Finomics
Flac
French
Froebel
Geography
History
Kilkenny Campus
Law
Maths
Media
Mundo Latino / Spanish

Postgrad
Psychology
Sociology & Politics

SOCIAL & GAMING

African/Caribbean
Banter
Cards
Comedy
Disney
Games
Hogwarts
International Development
International Students
Japanese Culture
Johto University
Makers
Mature Students
Memory
Minds
Omega
Parents
Signing
Tea
Veggie
Yoga

For updates on your first week here on campus and for news throughout the year check out: the Maynooth Freshers 2016 Social Media Channels on Page 11

Learning Supports



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Learning Supports

In this chapter, you will find information on the many learning supports available to you during your time in college.

If you are looking for further information please visit www.maynoothuniversity.ie or call to the Student Services Hub (Page 62). ⁴⁷

Academic Advisory

- ✉ Academic Advisory Office, 1st Floor, Education House, North Campus ⁴⁹
- ☎ (01) 708 3368
- @ advisory.office@nuim.ie
- www www.maynoothuniversity.ie/academic-advisory

OPENING HOURS

Check the Academic Advisory Office website for opening hours. The Academic Advisory Office should be your first point of contact when seeking advice or assistance with your general experience of University life.

Our mission is to provide you with high quality academic advice and guidance to support you to reach your full academic potential. We also provide an ombudsman-like role for students who may be encountering difficulties in their programme of study.

Academic Advisors are here to help you explore, identify and achieve your academic goals, to encourage you to take full advantage of both in- and out-of-class educational opportunities, and to assist you in becoming an independent, self-directed learner and decision maker.

The Academic Advisory Office is an open, welcoming and inclusive environment that nurtures and empowers all students through its programmes, services and initiatives.



Learning Supports

Access Office

- ✉ MAP Lodge, North Campus 47
- ☎ (01) 708 6025
- ✉ access.office@nuim.ie
- 🌐 www.maynoothuniversity.ie/access-office
- 📱 @MU_MAP

OPENING HOURS

Day	Morning	Afternoon
Monday – Friday	9.00am – 1pm	2.00 – 5.00pm

Maynooth University, through the Maynooth University Access Programme (MAP), is responsible for encouraging under-represented groups to enter third level education and to provide these groups with support throughout their time in university.

These groups include socio-economically disadvantaged school leavers, mature students, students with disabilities and members of the travelling community. We aim to encourage these groups to consider Higher Education as a real option and endeavour to provide them with access routes and post-entry supports.

MAP enables supported students to develop the practical skills involved in becoming confident, independent learners and to carry these skills forward into the workplace or onto further study.

ACCESS STUDENTS

- ✉ Access Advisor, MAP Lodge North Campus
- ☎ (01) 708 4703
- ✉ access.advisor@nuim.ie
- 🌐 www.maynoothuniversity.ie/access-office
- 📱 @MU_MAP

OPENING HOURS

Day	Morning	Afternoon
Monday – Friday	9.00am – 1pm	2.00 – 5.00pm





The Access Office provides support to students who come to Maynooth through the HEAR entry route and other specific underrepresented groups, with a particular focus on 1st year students. The following supports are designed to be enabling, that is, to help you to become independent in your learning, thereby easing the transition from school to university and from university to career.

- The Access Student Advisor is available to meet to discuss in confidence any personal or academic issues that you may be having difficulty with in university.
- Launchpad: a residential orientation programme for incoming 1st year students entering via HEAR or DARE which takes place before lectures commence.

- Finance: All students are offered financial advice and support through the Student Budgeting Advice Service. Access Students are prioritised for financial support.
- MAP Academic Advisor: a dedicated person in each academic department to help you with any course-related concerns.
- Educational Technology training for 1st year students will introduce you to the latest educational technologies and show you how to integrate online and mobile technologies into your learning.
- Moodle: The MAP Area provides access to advice, study tips and news.



Career Development Centre

-  Arts Building 35
-  (01) 708 3592
-  careers@nuim.ie
-  www.maynoothuniversity.ie/careers








OPENING HOURS – DURING TERM

Day	Morning	Afternoon
Mon– Friday	10.00am– 12.30pm	2.30pm– 4.30pm

WHAT WE OFFER:

- A student-focussed, professional and informative service;
- Careers Education, Information, Advice and Guidance;
- Drop-in Help Desk, no appointment necessary;
- Help with Career Planning, Employment Options, Job Applications and Networking;
- Transition to further study;
- A Career website (packed with resources such as Careers Interest Tests, Careers Library, Employers Database, Advertised Job Opportunities, Tips on perfecting your CV, Excelling at Interviews, What Maynooth students do, FAQs, etc. to help students make better decisions);
- Classroom based talks (on Career Planning, Finding the right job for you, Excelling at Interviews, Business Etiquette-How to fit in from day one, CV Preparation, Making Graduate Applications etc.);
- Host campus visits by major employers (including annual Accountancy and Law Showcases), Grad Ireland Graduate Recruitment and Postgraduate Study Fairs.

Library

-  John Paul II Library 33
-  Russell Library 13
-  (01) 708 3884
-  (01) 628 6008
-  library.information@nuim.ie
-  www.maynoothuniversity.ie/library
-  www.facebook.com/pages/
Maynooth-University-Library/
-  @library_MU

The Library plays a key role in the student experience. Library staff provide all students with a high quality service in a friendly and student-centred environment.

The Library caters for eight different learning styles and has extensive suites of PCs, printing and photocopying hubs. 36 self-service laptops are available for use in the library. Library users are also welcome to use their own laptops anywhere in the Library; with the campus-wide wireless network available throughout the Library building. Group study rooms, training suites, exhibition areas and a café are all part of the library experience.

In addition to a comprehensive desk service, the Library also has designated subject librarians for each programme offered. They assist students with sourcing information for projects and essays. The Library is committed to training users in finding, using and managing information.

Training on all aspects of the Library is provided in the initial weeks of the first semester and on a scheduled basis throughout the academic year.

The Library book collection (currently over 450,000 printed books and almost 400,000 ebooks) is available to all students. Printed books can be borrowed and returned through our self-service facility. Ebooks can be accessed via the library website as can the full text of over 49,000 journals. Kindle readers are available to borrow and the Library is endeavouring to make as much essential reading as possible available via Kindle. The Library has the distinction of being the largest Irish university library on Facebook, with over 4,500 followers. Social media tools, including Twitter, YouTube, Flickr and Online Chat are used to enhance services to our users.

The Library's older book, archives and manuscript collections, are housed in a new special collections area in the John Paul II Library and in the Russell Library, which is a research library focusing on pre-1850 material.

LIST (Library Information Skills Tutorials)

To help you get the most from the library and other on-campus resources/services we have a number of Information Skills Tutorials taking place both in the Library and online. Sessions in the library last no more than 30 minutes. To attend, meet in the Library five minutes before the start of the session.

For more information about LIST / LIST online, please consult the Library website at www.maynoothuniversity.ie/library/support-training/list



Mathematics Support Centre

- ✉ Rye Hall, North Campus ⁴³
- ✉ supportcentre@maths.nuim.ie
- www supportcentre.maths.nuim.ie/

OPENING HOURS

There are normally 27 hours of free drop-in help during term time along with the additional services. We open during mid term breaks and during the study weeks prior to examinations. Full details will be available from the MSC website.

WHAT WE OFFER

The Mathematics Support Centre (MSC) is a FREE service providing informal, friendly additional support to all undergraduate students.

The main service that the MSC provides during term time is a drop-in centre in Rye Hall. These sessions provide a relaxed, friendly and non-judgemental atmosphere for students who need assistance with any aspects of Mathematics. Students will be helped on a first come, first served basis.

Students are advised to bring their lecture notes, along with a calculator and any other relevant material, including homework and all attempted work. The Support Centre is a supplement to lectures and tutorials, NOT a substitute for them.

Our experience has been that regular attendance at the MSC helps improve students' grades and confidence. Students are strongly encouraged to attend the Centre as soon as they have a query/problem; the earlier you attend the easier it is to sort out!

Students are also encouraged to attend as often as they can, sometimes the MSC can be very busy and tutors can struggle to help everyone. The more often that students come, the more help they will receive.

ADDITIONAL SERVICES INCLUDE:

- First Science Mathematics Workshop;
- First Mathematical Studies Workshop– Mathematics Foundation Course;
- Mathematics Proficiency Course;
- On request workshop for 2nd and 3rd year Science and Studies modules, and 4th Year Applied Mathematics modules;
- Drop-in sessions for second level students.

More details and resources can be found at supportcentre.maths.nuim.ie/.

You are welcome to attend any session, there are no appointments.

If you have queries about the service provided feel free to contact the MSC Manager Dr. Ciarán Mac an Bhaird, ciaran.macanbhaird@nuim.ie (01) 708 3992.

Mature Students

- ✉ Mature Student Officer, MAP Lodge, North Campus ⁴⁷
- ☎ (01) 708 3307/6724
- www www.maynoothuniversity.ie/study-maynooth/mature-students
- t @MU_MAP

OPENING HOURS




Day	Morning	Afternoon
Monday – Friday	9.00am – 1.00pm	2.00pm – 5.00pm

The Mature Student Office through the Maynooth University Access Programme (MAP) welcomes mature applicants and encourages their pursuit of study at the University. A mature applicant is a student who is 23 or over on the 1st of January of the year they wish to commence their full-time undergraduate studies.

- A dedicated Mature Student Officer;
- An Orientation programme tailored for Mature Students in addition to the general orientation;
- MAP Academic Advisor: a dedicated person in each academic department to help you with any course-related concerns.
- Finance: All students are offered financial advice and support through the Student Budgeting Advice Service.

- Educational Technology training for 1st year students will introduce you to the latest educational technologies and show you how to integrate online and mobile technologies into your learning.
- Moodle: The MAP Area provides access to advice, study tips and news.

Maynooth Placement Office

 (01) 708 3457
 pmurray@nuim.ie
 www.maynoothuniversity.ie/computer-science/industrial-placement-office

The Maynooth Placement Office is responsible for the management, development and delivery of the placement programme for a defined set of degrees where placement is integral and accredited and forms part of the progression through the degree. The Placement Office supports students in work placement and assists in organising student placements.

The Placement Office is located on the first floor in Callan Building and includes an interview/resource room and Skype facility for interviews and meetings. Students are encouraged to use the resource room and engage with the Placement Office early in their academic life on campus in order to get maximum assistance benefit.

Placement is a three-way partnership between an employer, a student and the University, where a student is given the opportunity to work and learn in a professional environment relevant to their studies. All placements must be deemed to be academically relevant to the particular degree. Students may also source their own placement which must also be deemed academically relevant by the Placement Office in order to be accepted.

Students are required to provide evidence of personal insurance including travel and medical (including repatriation) when undertaking a placement outside of Ireland.

Employment contracts are normally signed between the student and host placement organisation, these may include confidentiality clauses. A placement offer from an organisation may be contingent on passing a medical, organised and paid for by the host organisation.

Students are assisted with finding suitable placements, company research, interview preparation and CV preparation, business etiquette etc. Workshops may be held from time to time on topics helpful to students requiring placement. Host employers are invited to meet students and presentations by companies are arranged regularly.

The Placement Office staff expect to meet all placement students in a classroom setting on a regular basis and supplementary information is available on the Placement Moodle site which is accessed once the students registers with the Placement Office.



Moodle

Moodle is the virtual learning environment (VLE) we use at Maynooth University. Moodle allows you to access resources and online learning activities associated with your course.

HOW TO ACCESS MOODLE

You can access Moodle from wherever you can access the Internet - from your computer or from mobile devices such as Apple or Android tablets and mobile phones.

You can access the Maynooth University Moodle site directly at: <https://2017.moodle.maynoothuniversity.ie/>

Alternatively, from the University website, navigate to the “For Current Students” web page and select Moodle from the quick links menu.

To login to Moodle, you will need your University student login, which will be given to you at registration. Your login is made up of your username and password. Your username is your student number, and your password is a combination of letters and numbers. After you have registered for your programme and modules, your chosen modules should appear in Moodle within two working days.

Further information about Moodle is available on the Moodle site or for support with Moodle, contact moodlesupport@nuim.ie.

For Maynooth University Moodle updates, follow @MU_Moodle on Twitter.

Students with Disabilities

 Disability Office, MAP Lodge, North Campus
 (01) 708 6025
 www.maynoothuniversity.ie/access-office
 @MU_MAP

OPENING HOURS

Day	Morning	Afternoon
Monday – Friday	9.00am – 1pm	2.00pm – 5.00pm

Over 6% of the full-time undergraduate student population at Maynooth includes students with disabilities. That’s one of the highest participation rates in the country. Here at Maynooth, we strive to create an inclusive campus community where all students are afforded the same opportunities to learn, socialise, participate and progress. We have a wide range of supports that put you, the student, at the centre of your academic journey.

To receive support as a student with a disability at the University you must register online with the Disability Office and provide appropriate verification of your disability. Students who typically register with the Disability Office include students with the following disabilities:

- Autistic Spectrum Disorder;
- ADD / ADHD;
- Blind/Vision Impaired;

Learning Supports

- Deaf/Hard of Hearing;
- DCD/ Dyspraxia/ Dysgraphia;
- Mental Health Conditions;
- Neurological Conditions (incl. Brain Injury and Speech and Language Disabilities);
- Significant Ongoing Illnesses;
- Physical/Mobility Difficulties;
- Specific Learning Difficulty (incl. Dyslexia and Dyscalculia).

The following supports are designed to be enabling, that is, to help you to become independent in your learning, thereby easing the transition from school to university and from university to career:

- Disability Advisor in the Disability Office to work with you to identify the supports you need to help you achieve your academic goals.
- Disability Orientation Day to introduce you to the Disability team and the various supports available at Maynooth University.
- MAP Academic Advisor, a dedicated person in each Academic Department to help you with any course-related concerns.
- Student Central is an academic support programme for students with significant learning needs. Support is tailored to meet the individual needs of the student, with the objective of improving academic outcomes and helping the student meet the demands of his or her course.

- Examination supports which may include extra time, a smaller venue or use of educational technology.
- Educational Support Workers for some students who may require support such as an academic/ personal assistant, a note taker or a sign language interpreter.
- Finance: All students are offered financial advice and support through the Student Budgeting Advice Service.
- Educational technology training is available in the Assistive Technology Centre (ATC) to introduce you to the latest software and apps and selected software is mainstreamed in all computer rooms across the campus.
- Moodle: The MAP Area provides access to advice, study tips, news and opportunities to communicate with other students and staff.

Student Plus (Student +)

Making the move to university is a major step in life which you might be apprehensive about. If you are feeling daunted by the thought of studying at university then Student Plus can provide you with exactly the type of useful information and advice that will help you to get started, to feel more confident and ready to succeed in your first year.

WHAT WE OFFER

Student Plus is a free learning skills course for first-year students. The sessions are designed to help you to develop the skills that will enable you to learn more effectively during your time here in Maynooth and in the years ahead after university.

By taking part in Student Plus you can expect to learn more about the following topics:

- Getting the most out of lectures and tutorials;
- How to make notes;
- Managing reading on your course;
- Finding information to complete essays and assignments;
- Referencing;
- Preparing for assessments;
- Developing critical thinking skills;
- Organising yourself and your environment to study;
- Approaches to enhance learning;
- Making presentations and speaking in front of an audience.

Sessions run once a week during the first semester and each session lasts one hour. When you sign-up for Student Plus, you will be able to choose which day and time suits you best to attend your Student Plus session.

Expressions of interest to take part in Student Plus can be made during the orientation week in September. Therefore, if you think that you would like to join Student Plus, or would like to find out some more information, please do come and talk to us on the Student Plus stand at orientation. You can also email us at studentplus@nuim.ie for further details about the course and the application procedure. Please note that places on Student Plus are limited and will be allocated on a first-come, first-served basis. Although all first-year students are welcome to apply for a place, it is important to be aware that many of the topics explored on Student Plus may be more relevant for students taking modules from the Faculty of Arts, Celtic Studies and Philosophy and the Faculty of Social Sciences.



Learning Supports

Writing Centre

✉ Education Building, North Campus ⁴³

@ writingcentre@nuim.ie

www.maynoothuniversity.ie/writing-centre

OPENING HOURS

Day	One-To-One
Monday	Closed
Tuesday – Friday	10.00am – 2.00pm

WHAT WE OFFER:

- Free, friendly, non-judgemental writing help;
- One-to-one tutoring by appointment;
- Discipline-specific work with individual departments;
- Supervised study and group working space;
- Referral to other services/ supports on campus;
- Access to relevant materials and handouts;
- Web-based learning materials including self-diagnostic tests;
- Interdisciplinary and collaboratively provided workshops;
- Scheduled topic specific sessions ('hot topics');

Please note: one-to-one appointments last for 45 minutes and can be booked by emailing us at writingcentre@nuim.ie



Support Services



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Support Services

In this chapter, you will find information on the many support services available to you during your time in college. If you are looking for further or other information please visit www.maynoothuniversity.ie or call to the Student Services Hub (Page 62). ⁴⁷

Student Services Hub

The staff of the Student Services Hub are happy to assist you with any query you may have during your time at Maynooth including; information about a particular service, directions to a building on campus or advice on who you can talk to. The Student Services Hub staff administers the Short Term Loan (see Student Emergency Fund page 32). The HomeFinder Service (See Accommodation section page 14) is also located here.

✉ Student Services Reception, Ground Floor, Student Services Centre ⁴⁷

☎ (01) 708 4729

✉ student.services@nuim.ie

www www.maynoothuniversity.ie/student-services

OPENING HOURS

Day	Morning	Afternoon
Mon - Thurs (Term time)	9.00am – 1.00pm	2.00 – 5.30pm

Alumni Office

✉ Riverstown Lodge ²¹

☎ (01) 708 6492

✉ alumni@nuim.ie

www www.maynoothuniversity.ie/alumni-office

When you graduate you will become an alumnus of the University and join the network of thousands of Maynooth alumni. Maynooth alumni enjoy many benefits including:

- Be the first to know about University news and events (including news about job opportunities or career initiatives);
- Networking opportunities at home and abroad;
- Invitations to music and cultural events (Alumni Summer Soirée);
- Access to college services like the library or the sports facilities at reduced rates;
- You can apply for our Taught Masters Alumni Scholarships;
- Lifelong learning opportunities (Alumni Lecture Series);
- Invitation to the Annual Maynooth Alumni Reunion.

So why not register with the Maynooth Alumni Online Community at <https://alumni-network.maynoothuniversity.ie> so you can keep your contact details up to date and we can keep you up to date with any other benefits.

Maynooth Alumni - Thousands of Graduates, One Community.

Budgeting Advice Service

✉ Student Budgeting Advisor
Student Services Centre,
North Campus. ⁴⁷

✉ Student.Budget.@nuim.ie

www www.maynoothuniversity.ie/money-matters

OPENING HOURS

Day	Morning	Afternoon
Mon - Thurs (Term time)	9.00am – 1.00pm	2.00 – 5.30pm
	Drop in session every Wednesday (11.30 am - 12.30 pm)	

WHAT WE OFFER:

- Free, friendly and confidential service;
- Help, guidance and support with any financial issue;
- Advice on budgeting and living costs;
- Checking your entitlements or helping with difficulties experienced in accessing Social Welfare payments;
- Assisting with SUSI process or SUSI appeals;
- Discussing your options with regard to money matters, outstanding bills and loan repayments;
- Liaising with external agencies such as MABS, FLAC, SUSI etc. on your behalf.

Pastoral Care Service

✉ Student Services Centre ⁴⁷
Arts Building (Room 49) ³⁵

☎ (01) 708 4729 / 3320

✉ pastoral.care@nuim.ie

✉ chaplaincy@nuim.ie

www www.maynoothuniversity.ie/student-services

OPENING HOURS

Day	Morning	Afternoon
Monday – Friday	9.00am – 1pm	2.00pm – 5.00pm

Pastoral care is a personal support service, available to all students on the campus, which encompasses support by way of spiritual, pastoral, emotional or practical care. We are here to provide a listening ear and supportive presence for students of all faiths and none.

Who we are: A Pastoral Care Co-ordinator and a Roman Catholic Chaplain.

WHAT WE OFFER

- An open door
- Hospitality
- Spiritual support
- Pastoral care
- Prayer opportunities (Quiet Room)
- Bereavement support
- Mass Cards

Support Services

Other Contacts (if you require contact with a Faith not listed here, please contact the Pastoral Care Co-ordinator at pastoral.care@nuim.ie).

FURTHER CHAPLAINCY CONTACTS

Church of Ireland

☎ (01) 825 3288

✉ janiceaiton1@gmail.com

Methodist

☎ (01) 668 0833 / (083) 1585988

✉ andydoc@eircom.net

Presbyterian

☎ (01) 505 4990/(086) 8530096

✉ keith@maynoothcc.org

The Society of Friends in Ireland

www www.quakers-in-ireland.ie

Jewish Community Offices

☎ (01) 492 3751

Islamic Cultural Centre of Ireland

☎ (01) 208 0000

Counselling

✉ Student Services Centre (2nd Floor) 47

☎ (01) 708 3554

www www.maynoothuniversity.ie/counselling

OPENING HOURS

Day	Times	Closed
Monday – Friday	9 am – 5pm	1pm – 2pm
Daily Drop-in Service	2.00pm – 3.00pm	No appointment needed

WHAT WE OFFER

- Professional Counselling Service
- Strictly confidential
- Free service
- Individual / Group counselling
- Drop-In Service
- Personal development workshops
- Information and referral
- Online self-help resources
- Relevant Literature & Leaflets

Counselling provides the opportunity for students to discuss in private any issues or concerns impacting on their academic performance or personal health and well-being. Deciding to speak with a counsellor can be a positive step towards making life better for you.

TO MAKE AN APPOINTMENT

Simply contact the Service on 01-7083554 or call to our Reception during office hours. Self-referral welcomed & encouraged.

Crèche

✉ Rye Hall, North Campus 43

☎ (01) 708 3319

✉ creche.care@nuim.ie

www www.maynoothuniversity.ie/creche

OPENING HOURS

Day	Term Time	Outside Term
Monday – Friday	8.45am – 6.15pm	9.00am – 5.30pm

- Open to the children of all University students;
- Caters for children aged between 1 and 5 years;
- CCS Scheme available for qualifying parents;
- ECCE Grant Scheme for pre-school children.

COST

Students are charged a reduced rate during the academic term (which is subsidised by the University). The normal rate applies outside the academic term. Details of the rates are available on the creche website.



e-Pub

Your lifestyle, your health and your studies are interconnected. The electronic Personal Use Barometer (e-Pub) is a brief online self-assessment that provides you with accurate and confidential information on your alcohol intake. Take the e-Pub challenge on <http://www.maynoothuniversity.ie/StudentHealthCentre>



Support Services

Examinations & Timetabling Office

✉ Exams Office, Ground Floor,
Humanity House, South Campus

☎ (01) 708 3820

✉ exams.office@nuim.ie

🌐 www.maynoothuniversity.ie/exams

OPENING HOURS

Day	Morning	Afternoon
Monday – Friday	9.30am – 1pm	2.00pm – 5.00pm

The Examinations and Timetabling Office administers the academic and examination timetables. It is responsible for the central administration of the University examinations. The academic year is semesterised with examinations held in Semester One (January) and Semester Two (May) with a re-sit session in August.



International Office

✉ Top Floor Humanity House,
South Campus 23

☎ (01) 708 3386

FAX (01) 708 6113

✉ international.office@nuim.ie

🌐 www.maynoothuniversity.ie/international

f www.facebook.com/
MaynoothUniversityInternational

BLOG www.i-studentglobal.com/student-blogs/

t @MU_Intl

www www.instagram.com/
maynoothuni_international

OPENING HOURS

Day	Morning	Afternoon
Monday - Friday	9.00am – 13.00	
Monday & Wednesday		14.00 - 16.00
Closed for Lunch	13.00 - 14.00 (Monday - Friday)	

INTERNATIONAL STUDENTS STUDYING AT MAYNOOTH UNIVERSITY

The International Office is the first point of contact for Study Abroad and Erasmus exchange students, as well as full-degree non-EU students studying a full undergraduate or postgraduate programme at the University.



WHAT WE OFFER

- Support with applications;
- Pre-Arrival support (incl. advice on visas & immigration);
- International Student Guide (available online);
- Dedicated orientation session for International Students;
- Support with registration, banking and immigration;
- General information service;
- Social and cultural events;
- Student Buddy Network.

Each academic department has an International Coordinator who can help students with academic queries. The list of coordinators is available on the International Office website.

MAYNOOTH UNIVERSITY STUDENTS STUDYING ABROAD

Studying abroad for a semester or an academic year is an exciting way to enrich your educational experience while getting to know another country and culture. It's not only language students who study abroad; all students have an opportunity to study abroad as part of their degree. International experience gained as part of your degree will give you an advantage over other job seekers.

As a global University, Maynooth University has been working closely with many prestigious higher education institutions to promote and facilitate student mobility in Europe, Asia, Australia, and North & South America.

Each academic department has an International Coordinator who works closely with the International Office to provide academic support to current students applying to study abroad.

Support Services

Maynooth Green Campus

✉ c/o Dorena Bishop, Music Department, Logic House

☎ (01) 708 6944

🌐 www.maynoothuniversity.ie/greencampus

@ greencampus@nuim.ie

f www.facebook.com/MaynoothGreenCampus

t twitter.com/GreenCampus_MU

We are a group of staff and students working together to improve our campus by developing Maynooth into a Green Campus and eventually be awarded the 'Green Flag' from An Taisce.

We aim to undertake a multi-themed approach to improving our campus. Promoting sustainability and green issues by working on core areas such as Biodiversity, Litter & Waste, Energy, Water Conservation, Transport & Travel and Social Justice. We meet on a regular basis to discuss and develop our action plan.

It's all about making small changes that will impact our campus for the better.

Greening our campus for a sustainable world.

Why not get involved and contact us now.



Oifig na Gaeilge/ Irish Language Office

✉ Lóiste Riverstown / Riverstown Lodge

☎ (01) 7086133

🌐 www.maynoothuniversity.ie/oifig-na-gaeilge

@ oifig.nagaeilge@nuim.ie

UAIREANTA OSCAILTE / OPENING HOURS

Day	Morning	Afternoon
Luan – Aoine / Monday – Friday	9.00 – 13.00	14.00 – 17.00pm

Tacaíonn Oifig na Gaeilge le húsáid na Gaeilge i measc fhoireann agus mhic léinn. Má tá spéis agat sa Ghaeilge, tapaigh na deiseanna atá ar fáil in Ollscoil Mhá Nuad. Bí linn!

The Irish Language Office supports the use of the Irish language among staff and students. If you have an interest in Irish, make the most of the opportunities available in Maynooth University. Be with us!

RANGANNA GAEILGE / IRISH LANGUAGE CLASSES

Cuirtear ranganna Gaeilge ag leibhéil éagsúla ar fáil do mhic léinn intíre agus idirnáisiúnta. Tá teorainn le líon na n-áiteanna.

Free Irish language classes, at various levels, are made available to domestic and international students. Places are limited.



SCÉIM CHÓNAITHE / IRISH LANGUAGE RESIDENCY SCHEME

Cuirtear seomraí in árasáin ar an gcampas thuaidh ar fáil dóibh siúd a bhfuil spéis acu an Ghaeilge a úsáid agus a chur chun cinn ar an gcampas.

Rooms in apartments on the north campus are made available to those who wish to speak and promote Irish on the campus.

SEOMRA NA GAEILGE, FOIRGNEAMH NA nEALAÍON / IRISH LANGUAGE ROOM, ARTS BLOCK

Is spás caidrimh agus comhrá do chainteoirí Gaeilge é Seomra na Gaeilge.

Seomra na Gaeilge is a social and conversational space for Irish language speakers.

Coinnigh do chuid Gaeilge beo in Ollscoil Mhá Nuad



Tabhair cuairt ar Sheomra na Gaeilge

Glac ballraíocht sa Chumann Gaelach,
Cuallacht Cholmcille

Freastail ar rang Gaeilge

Bí Linn!

Lean an Chuallacht ar na meáin shóisialta:

Facebook/Cuallacht

Twitter/CuallachtMaNuad

Snapchat/Cuallachtnag

www.maynoothuniversity.ie/oifig-na-gaeilge
oifig.nagaeilge@nuim.ie

Security

- ✉ Arts Building, North Campus ³⁵
- ✉ Security Hut, South Campus ²⁶
- ☎ (01) 708 3929
- ☎ Emergency (01) 708 3333
- 🌐 www.maynoothuniversity.ie/campus-security

OPENING HOURS

24 / 7 service
at (01) 708 3929

Common Sense Security – Never assume that you or your property are safe, always take steps to make them so. Your Student Card is your access to designated buildings on campus. Under no circumstances should it be used by any other person. Campus sites are busy places with large numbers of people going about their daily routines. If your awareness level is alert, then already you are more likely to perceive a problem arising and take preventative measures.

Please remember that most people go through life without ever encountering a personal safety problem, so please keep it in perspective. Respect others when using social media and remember you have an obligation to others when using social networking sites. Any inappropriate use may be subject to disciplinary and or criminal proceedings. Campus Watch is a guide to safety for you, your property and other persons who share the campus: <http://www.maynoothuniversity.ie/campus-security/campus-watch-booklet>.

Student Cards

MYCARD (STUDENT I.D. CARD)

When registered, you will be issued with your official University student identity card called MyCard. This should be carried by you at all times when on campus. It acts as your personal ID card. Under no circumstances should your card be used by any other person. It provides access to the Library, Electronic Payments in on-campus restaurants, shops and print/copy locations and other campus services.

It can be “topped up” using the on-line MyCard Top-Up option under the Current Student tab on the web site or using the top up machines located in the Arts Building (North Campus) and the library (South Campus).

There is a ‘no refund’ policy with regards to the balance on your MyCard. Replacement of a lost card is subject to a re-issue fee of €20. Contact the Student Records Office ²⁴, (01) 708 3813.

STUDENT LEAP CARD

The Student Leap Card is an ID card that students can apply for to avail of discounted ticket prices for Irish Rail, Dublin Bus and LUAS, and discounts on other services and goods. For further details visit www.studentleapcard.ie or you can simply call to the Student Centre ³⁷, North Campus where you can complete an application form, make payment and receive this card. You must have your official MyCard in order to be able to apply for this travel card. The cost for this card is approx €15.

Student Health Centre

- ✉ Student Services Centre, North Campus. ⁴⁷
- ☎ (01) 708 3878
- 🌐 www.maynoothuniversity.ie/StudentHealthCentre

OPENING HOURS

Day	Morning	Afternoon
Monday – Wednesday & Friday	9.00am – 12.45pm	2.00 – 4.45pm
Thursday	9.00am – 11.30am	2.00 – 4.45pm

WHAT WE OFFER:

- Walk-in “sick on the day” Clinics (9.00-10.00am & 2.00-3.00pm);
- Consultations by appointment (01-7083878);
- Emergencies take priority over all routine appointments with the Doctor or Nurse;
- Out of Hours Service: call (01) 6291169

For further information on our services check our website. There are charges for certain services in the Student Health Centre. Payment may be made through MyCard only. Please see: www.maynoothuniversity.ie/studenthealthcentre for further details.

MEDICAL CARD HOLDERS

The Student Health Centre is not a GMS Medical Card Practice. All medical card holders are encouraged to register with a Maynooth based GMS Practice.

Student Records & Registration Office

- ✉ Student Records & Registration Office, Humanity House, South Campus ²⁴
- ☎ (01) 708 3813
- @ records.office@nuim.ie
- 🌐 www.maynoothuniversity.ie/records

OPENING HOURS

Day	Morning	Afternoon
Monday – Friday	9.30am – 1.00pm	2.00 – 5.00pm

The Student Records Office provides the following services to students:

- Registration and registration information for all New Students;
- Registration Schedule for 2016 / 2017 including information for late registration;
- Student ID Cards;
- Change of Subjects/Modules Information Guide;
- Stamping of Forms (Medical, Social Welfare, J1 Visa, Scholarship applications) - PLEASE NOTE that these forms can only be stamped once a student is fully registered;
- Registration;
- Student Withdrawal/Deferrals;
- Change of Personal Details;
- Change of Qualification;
- Letters certifying attendance.

Students' Union (MSU)

✉ Student Centre, North Campus ³⁷

www www.msu.ie/

OPENING HOURS FOR FRONT DESK AT STUDENT CENTRE

Day	
Monday –	9.30am – 5.00pm
Friday	Closed from 1 pm – 2pm for lunch

See page 44 in this handbook
for further information.



Campus Facilities



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Campus Facilities

In this chapter, you will find information on the many facilities available to you during your time in University.

If you are looking for further information please visit www.maynoothuniversity.ie or call to the Student Services Reception. ⁴⁷

Bank

- ✉ AIB Bank, John Hume Building, North Campus ⁵²
- ☎ (01) 6285277
- ✉ 933201@aib.ie

AIB OPENING HOURS

Day	Term Time	Outside Term
Monday – Friday	10.00am – 4.30pm. Closed for lunch (12.30 pm - 1.30 pm)	Closed

WHAT WE OFFER:

- Account Opening (Transaction Free Banking);
- Student Lending & Credit Cards;
- Kiosk & Phone Banking Services;
- Savings Accounts.

Bookshop

- ✉ Maynooth University Bookshop
John Hume Building,
North Campus ⁵²
- ☎ 01 7083607 / 01 6285629
- ✉ bookshop@nuim.ie

SERVICES

Books & Stationery, Computer Accessories, Greeting Cards and Newspapers (at special student rates).

OPENING HOURS

Day	Open
Monday – Thursday	8.30am – 6.00pm
Friday	8.30am – 5.30pm



Campus Facilities

Common Room

The common room ³⁹, located behind the Arts block, caters for students to eat their own lunches, have group meetings, watch the news on the plasma screens or use their laptops. It is a space designed solely for students to have their own place to relax.



Computer Facilities

- ✉ IT Services Reception ⁵³
- ☎ (01) 708 3830
- @ helpdesk@nuim.ie or ccadministration@nuim.ie
- www www.maynoothuniversity.ie/it-services

OPENING HOURS

Day	Morning	Afternoon
Monday – Friday	9.00am – 1.00pm	2.00pm – 5.00pm

IT Services caters for the computing needs of students, including the following services:

- Computer rooms space (known as PACRs, Public Access Computer Rooms) with printing facilities;
- Internet access;
- Wireless network;
- IT support;
- IT Helpdesk (01) 708 3388 or helpdesk@nuim.ie.

Computer Rooms

PACR (PUBLIC ACCESS COMPUTER ROOMS)

- ✉ North Campus, Arts Building ³⁵ & Callan Building ³⁶
- ✉ South Campus, Long Corridor ²⁵
- www www.maynoothuniversity.ie/it-services/public-access-computer-rooms-pacr

OPENING HOURS – TERM TIME

Day	Times
Monday – Friday	9.00am – 9.00pm

During the academic year Computing Assistants (CAs) are available in the North Campus PACRs – 09.00 to 21.00. Internal phones are provided in all of our PACRs, contact the IT Services Helpdesk at 3388.

The PACRs provide vital services such as printing and access to email/internet, and the University's own e-learning tool Moodle. A wide variety of software is installed on the PACR computers:

- Microsoft Office
- Specialised software which is used to support the teaching and research requirements of individual departments.
- Assistive technology software (Inspiration, TextHelpRead & Write Gold)



COMPUTING FACILITIES USAGE POLICY

All users of the IT Service's resources are expected to abide by the Code of Conduct for Users of Computing Facilities and the University Policy for Responsible Computing. Full details are on the IT Services website (www.maynoothuniversity.ie/it-services).

Campus Facilities

Food Options – North Campus

THE LITTLE COFFEE CO.

✉ The Little Coffee Co, Arts Building ³⁵

Opening Hours - Term Time

Weekday	Times	Other Days
Monday – Thursday	8.00am – 8.30pm	Weekends closed
Friday	8.00am – 4.30pm	Bank Holidays closed

CHILL CAFE

✉ Student Centre ³⁷

Opening Hours - Term Time

Weekday	Times	Other Days
Monday – Friday	9.00am – 4.30 pm	Weekends closed
		Bank Holidays Closed

SU SHOP

✉ John Hume Building ⁵²

Opening Hours - Term Time

Weekday	Times	Other Days
Monday – Thursday	8.30am – 7.00pm	Closed on Weekends
Friday	8.30am – 5.00pm	Bank Holidays closed

SUBWAY

✉ John Hume Building ⁵²

Opening Hours - Term Time

Weekday	Times	Other Days
Monday – Thursday	8.00am – 8.00pm	Weekends closed
Friday	8.00am – 4.00pm	Bank Holidays closed

PHOENIX (THE KITCHEN)

✉ Ground Floor, Sports Complex ³⁸

Opening Hours - Term Time

Weekday	Times	Other Days
Monday – Thursday	8.30am – 8.30pm	Weekends closed
Friday	9.00am – 2.00pm	Bank Holidays closed

PHOENIX (THE LIVING ROOM)

✉ Ground Floor, Sports Complex ³⁸

Opening Hours - Term Time

Weekday	Times	Other Days
Monday – Thursday	8.30am – 8.30pm	Weekends closed
Friday	9.00am – 2.00pm	Bank Holidays closed

Food Options – South Campus

PUGIN DINING HALL

✉ St. Patrick's House ¹⁴

Opening Hours - Term Time

Weekday	Times	Other Days
Monday – Thursday	8.00am – 3.00pm	Weekends closed
Friday	8.00am – 3.00pm	Bank Holidays closed

JP'S

✉ JP's, Library ³³

Opening Hours - Term Time

Weekday	Times	Other Days
Monday – Thursday	8.30am – 8.30pm	Sat/Sun 10.00am-4.00pm
Friday	8.30am – 4.00pm	Bank Holidays 10.00am-4.00pm

Lockers

Student lockers are located in the Arts Building, Callan Building and Loftus Halls.

Lockers may be rented on a first come, first served basis from Monday, 19th to Friday, 23rd September 2016 inclusive.

Lockers will be issued from 10.00 am to 3.00 pm daily in the Iontas Foyer at a cost of €20 per academic year

Students must use the locker assigned to them.

Lockerfix is the company who issue lockers and handle all enquires. They can be contacted on (01) 4018 801.



Lost Property

There is a “Lost And Found” cabinet at the entrance to the Arts Building ³⁵ where items handed in or found around the University are displayed for students. Students can reclaim items from Security Office in the Arts Building at (01)708 3929 (Located beside the “Lost And Found” cabinet).



Parking (Maynooth University Spaces and Permits)

✉ Travel & Traffic Management Office,
Room 3B (Basement),
Auxilia Building, North Campus ⁴⁶

☎ (01) 708 6937

🌐 www.maynoothuniversity.ie/location/parking-traffic-management

✉ parking@nuim.ie

All registered students who need to park on campus during the core hours of 08:30 to 17:00hrs Monday – Friday are eligible to apply for permits. Proof of Registration and evidence of insured interest in the vehicle being registered may be required to obtain a parking permit. Permits do not guarantee the holder that a parking space will be available. Permits cost €40 per academic year.

APPLYING FOR A PERMIT:

Permits may be purchased on-line from: www.maynoothuniversity.ie/location/parking-traffic-management/apply-permit Students may only apply for one permit. Up to two vehicle registration numbers may be registered per permit but only one vehicle is permitted on campus at any given time. Once an application has been validated, details on where and when the permit may be obtained will be communicated by e-mail to each applicant.

PAYMENT TYPES

Credit/Laser Card/Bank Draft/Postal Order accepted

NOTE

Bank Drafts/Postal Orders should be made payable to Maynooth University for the amount of €40 and together with a Manual Permit Application form handed in to the Parking Office.

PARKING ENFORCEMENT

Parking is only permitted in designated marked car park spaces on campus. Vehicle owners infringing on parking regulations will be liable to have their vehicles clamped. Full details on these regulations and clamping can be found on the Traffic Management & Parking website. Enforcement of this policy will apply between 08.30-17.00 hours, Monday-Friday during term time, and on any other days at the discretion of the University. The dates of enforcement for 2016/2017 are:

- Monday 26th September to Friday 16th December 2016
- Monday 2nd January 2017 to Friday 2nd June 2017
- Permits will not be required during study weeks or exam periods. However, please note that APCOA will be patrolling on campus during study weeks, exam periods and outside of term time for dangerous, illegal and inappropriate parking and will penalise any offending vehicles found in breach of Maynooth Universities Traffic Management Policy.

Photocopying

✉ LIBRARY,
South Campus ³³

€ MyCard

✉ STUDENTS' UNION PRINTING PRESS,
North Campus ³⁷

€ Cash

✉ POST ROOM,
Ground Floor, John Hume Building,
North Campus ⁶²

€ MyCard

Campus Facilities

Postage

✉ POST ROOM,
Ground Floor, John Hume Building,
North Campus ⁵²

€ Stamped Items Only

✉ POST ROOM,
Riverstown Annexe,
South Campus ²⁰

€ Stamped Items Only

POST ROOMS OPENING HOURS

Day	Morning	Afternoon
Monday – Friday	9.30am – 1.00pm	2.00 – 5.00pm



Printing

Printing of assignments etc. can be done in the following locations:

✉ LIBRARY,
South Campus ³³

€ MyCard

OPENING HOURS

See library website
www.maynoothuniversity.ie/library

✉ PACR ROOMS,
North & South Campus

€ MyCard

www www.maynoothuniversity.ie/computer-centre/copy-and-print-service-cps

OPENING HOURS

Day	Time
Monday – Friday	9.00am – 9.00pm

✉ STUDENTS' UNION PRINTING PRESS, North Campus ³⁷

€ Cash

OPENING HOURS

Day	Time
Monday – Friday	9.30am – 4.00pm

Rules & Regulations



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Rules & Regulations

Maynooth University has rules and regulations which govern the behaviour of students. Students are required to acquaint themselves with these regulations which are available on the University website at: www.maynoothuniversity.ie/university-policies/university-regulations. The main rules and regulations that all students should be familiar with are outlined below.

General Rules of the University

Please read the General Rules for information on your student ID card (MyCard), attendance obligations, withdrawal and suspension procedures, smoking policy, traffic management, health and safety issues, and disciplinary sanctions.

Code of Conduct & Discipline for Students

The University reserves the right to suspend a student for a period, or to expel a student permanently. This may be done in cases of inappropriate behaviour or where the University finds that the student is not fit for the programme of study. The University may also decide not to make an academic award in cases where the student breaches academic regulations, or where the course fees are not paid in full. In cases of academic malpractice, the University may retrospectively withdraw an award which has been conferred.

The purpose of a Code of Discipline within Maynooth University is to ensure that the pursuit of the objectives of the University is not disrupted. The code of discipline requires that you respect the right of students and staff to engage in their duties without interference, and that you behave in a manner conducive to the operation of the University. It covers areas of; disruption, obstruction, provision of false information, forgery, intimidation and harassment, reckless behaviour, misuse of property, interference with safety equipment, conduct (even off campus) likely to bring the University into disrepute, nuisance to the public, refusal to produce a student identity card, and other inappropriate behaviour.

The Code of Discipline also explains the disciplinary procedure which can result in expulsion, suspension, a fine or other penalties. The President or the Vice President Academic may also approve suspension of a student outside of the normal disciplinary process where it is believed that this is appropriate to protect either the student or the University.

The University authorities may require a student to attend a nominated medical practitioner or counsellor during their studies.

Rules & Regulations

Contact with Third Parties: University's Code of Practice

This Code of Practice explains that the University has a relationship with you as a student, and will not normally release information about you to third parties. This means that, for example, we will not provide information about examination results to parents or family members. There are some exceptions to this policy, including emergency situations, legal requirements to disclose information, information requested by the Gardaí and where a student has given written permission for their information to be disclosed. Where the University authorities have concerns about the well-being of a student, the University reserves the right to make contact with family members or other named contacts, to discuss these concerns

Policy for Responsible Computing

This Policy requires that you use the University computer and information resources and networks responsibly. This includes; treating the equipment with appropriate care, avoiding risks to the security of the systems and networks, and taking care with passwords and data security. The Policy prohibits the use of the University equipment or networks for inappropriate activities including; illegal acts, abuse and harassment, accessing obscene material, violation of the rights of a third party, and copyright infringement.

The Policy requires that you take care to protect your password at all times, and points out that you are responsible for any activities carried out under your username.

This Policy is supported by a "Code of Conduct for Users of Computing Facilities". Students are advised to read the Code and to act in accordance with this Code.

Library Regulations

Students wishing to use the Library are expected to acquaint themselves with, and observe library regulations. They are required to respect and comply with these regulations in order to ensure an appropriate atmosphere for study and research. These regulations include responsibility for damage to books and materials, regulations for borrowing and fines for late return, and the requirement to comply with copyright legislation.

The Library does not permit entry to children. Children are welcome to visit the Library's public facilities such as the foyer and coffee shop once they are accompanied by an adult.

The Library Regulations are published on the University website at: <https://www.maynoothuniversity.ie/university-policies/rules-regulations-students>

Plagiarism Policy

Plagiarism involves an attempt to use an element of another person's work, without appropriate acknowledgement, in academic work. It may include the unacknowledged verbatim reproduction of material or unsanctioned collusion but is not limited to these matters; it may also include the unacknowledged adoption of an argumentative structure, or the unacknowledged use of a source of research materials, including computer code or elements of mathematical formulae in an inappropriate manner.

Plagiarism is a very serious academic offence and a finding of plagiarism may result in expulsion, suspension, or serious academic penalties. The Plagiarism Policy explains the process for cases of plagiarism and the possible penalties.

Examinations

The University regulations for assessment are described in the Marks and Standards of the University. These lay out the regulations for passing modules, compensation, repetition, progression to the next year, and the calculation of the final award.

These marks and standards are subject to change from time to time, and are published on the University website at: www.maynoothuniversity.ie/university-policies/academic

All students are advised to read the following documents which relate to University Examinations:

- Examinations Regulations
- Procedures in Examination Halls
- Checking and Appeal of Examination Results.

Map & Classroom Locations



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Classroom Locations

Room Code	Room Name	Building	Map No.
APT	Apartment Lecture Hall	River Apartments	44
AULA	Aula Maxima	Aula Maxima	31
AX1	Auxilia Lecture Hall 1	Auxilia	46
AX2	Auxilia Lecture Hall 2	Auxilia	46
BSem	Seminar Room 2.28 (First Floor)	Callan	36
BR	Bewerunge Room	Logic House	8
CC1	Public Access Computer Room 1	Computer Centre	30
CC2	Public Access Computer Room 2	Computer Centre	30
CH	Callan Hall	Long Corridor	25
CompSci:2.20	Software Lab 5A Room 2.20 (Mac Lab)	Callan	36
CB1	CB1	Callan Building	36
CB2	CB2	Callan Building	36
CB3	CB3	Callan Building	36
CB4	CB4	Callan Building	36
CB5	CB5	Callan Building	36
CB6	CB6	Callan Building	36
CB7	CB7	Callan Building	36
CB8	CB8	Callan Building	36
CB9	CB9	Callan Building	36
CBCL1	CB Computer Lab1	Callan Building	36
CSSR	Conference Seminar Room	Callan	36
Design Studio 1	Design Studio 1 (Large Prefab)	Product and Design	42
Design Studio 2	Design Studio 2 (Large Prefab)	Product and Design	42
Design Studio 3	Design Studio 3 (Large Prefab)	Product and Design	42
E1.01A	Engineering Lab E1.01A	Bioscience & Electronic Engineering	40
E1.01B	Engineering Lab E1.01B	Bioscience & Electronic Engineering	40
E2.01B	Engineering Lab E2.01B	Bioscience & Electronic Engineering	40
E2.07	Engineering Lab E2.07	Bioscience & Electronic Engineering	40
E2.08	Engineering Lab E2.08	Bioscience & Electronic Engineering	40
ELT	Education Lecture Theatre	Education House	49
EngSem1	Seminar Room 1 Room 0.33	Iontas	41

Classroom Locations

- South Campus
- North Campus

Room Code	Room Name	Building	Map No.
EngSem2	Seminar Room 2 Room 0.15	Iontas	41
EP_CL	Computer Lab Room 2.41 First Floor	Science Building	34
EP_INST	Instrument Room 2.34 First Floor	Science Building	34
EP_LAB_1	Undergraduate Lab 1 Room 1.24	Science Building	34
EP2.3Lab	Undergraduate Lab 2 Room 1.20	Science Building	34
ESR	Education Seminar Room	Education House	49
GR	Geography Roque Lab	Rhetoric House	17
HA	Classhall A	Arts Building	35
HB	Classhall B	Arts Building	35
HC	Classhall C	Arts Building	35
HD	Classhall D	Arts Building	35
HE	Classhall E	Arts Building	35
HF	Classhall F	Arts Building	35
HH	Classhall H	Arts Building	35
HJ	Classhall HJ	Arts Building	35
ICTROOM	ICT Room	Rye Hall	43
IONSEM	Iontas Seminar Room 0.32	Iontas	41
IONTH	Iontas Lecture Theatre	Iontas	41
JHL1	John Hume Lecture 1	John Hume Building	52
JHL2	John Hume Lecture 2	John Hume Building	52
JHL3	John Hume Lecture 3	John Hume Building	52
JHL4	John Hume Lecture 4	John Hume Building	52
JHL5	John Hume Lecture 5	John Hume Building	52
JHL6	John Hume Lecture 6	John Hume Building	52
JHL7	John Hume Lecture 7	John Hume Building	52
KC1	Specialised media rooms (off campus)	Kairos Communications	53
KC2	Specialised media rooms (off campus)	Kairos Communications	53
LC	Long Corridor PC Lab	Long Corridor	26
LGH	Logic Hall	Logic House	8
MAC	PRO Lab Rm 5b Computer Lab	Music Technology Lab	8
MAH	Maths Hall	Logic House	8

Room Code	Room Name	Building	Map No.
MCL	Maths Computer Lab	Logic House	8
MS1	Room 227 Second Floor	Logic House	8
MS2	Room 233 Second Floor	Logic House	8
MTL	Keyboard Lab	Music Technology Lab	8
NMR	New Music Room	Logic House	8
OCR	O'Callaghan Room	Logic House	8
PCT	Physics Chemistry Theatre	Science Building	34
PEHALL	PE Hall	Sports Complex	38
PECLASSRM	PE Classroom	Sports Complex	38
PH	Physics Hall	Long Corridor	26
RH2.21	Room 2.21 First Floor	Rowan House	48
RHT05	Rye Hall	Temporary Building near Rye Hall	43
RHT06	Rye Hall	Temporary Building near Rye Hall	43
RM61	Room 61	Rhetoric Annex	19
RM62	Room 62	Rhetoric Annex	19
RVH	Riverstown Hall	Riverstown Lodge	21
SLT	Science Lecture Theatre	Callan Building	36
T.L.Lab Iontas	Teaching & Education Lab 1.37	Iontas	41
T1	John Hume Tutorial Room 1	John Hume Building	52
T2	John Hume Tutorial Room 2	John Hume Building	52
T3	John Hume Tutorial Room 3	John Hume Building	52
T4	John Hume Tutorial Room 4	John Hume Building	52
T5	John Hume Tutorial Room 5	John Hume Building	52
T6	John Hume Tutorial Room 6	John Hume Building	52
T7	John Hume Tutorial Room 7	John Hume Building	52
T8	John Hume Tutorial Room 8	John Hume Building	52
T9	John Hume Tutorial Room 9	John Hume Building	52
T10	John Hume Tutorial Room 10	John Hume Building	52
TH1	Lecture Theatre 1	Arts Building	35
TH2	Lecture Theatre 2	Arts Building	35
WR1	Wet Room	Rye Hall	43

Campus Map

	NO.		NO.
Academic Advisory Office, Education House (room 1.1.3).....	16	Crèche.....	3
Academic Council, Humanity House (room 7).....	23	Croly Room, St. Mary's House.....	11
Access Office (MAP Lodge).....	37	Deans' Office, Humanity House.....	23
Accommodation Office.....	37	Design Innovation (Rowan House, room BL1.19).....	38
Accounts Office (MU), Riverstown House.....	21	Disability Office (Access), MAP Lodge.....	9
Accounts Office (SPCM), Stoyte House.....	27	Dunboyne House.....	22
Admissions Office, Humanity House (first floor).....	23	Economics, Finance & Accounting, Rhetoric House (room 34).....	17
Adult Education Dept, School of Education.....	35	Edgeworth Room, Rhetoric House (first floor, room 30).....	17
AIB Bank, John Hume Building.....	35	Education Dept. School of Education.....	35
Alumni Office, Riverstown House.....	21	Education House.....	4
An Foras Feasa, Iontas (first floor).....	41	Electronic Engineering (second floor, room E3.01).....	3
An Tobar, Student Services Building (across from reception).....	37	English Dept. Iontas (ground floor, room 0.17).....	3
Ancient Classics Dept. Arts Building (room 9).....	15	Eolas.....	38
Anthropology Dept. Rowan House (room AN2.18).....	16	Examinations Office, Humanity House (ground floor).....	23
Applied Social Studies Dept. Laraghbryan (room 3.2).....	30	Experimental Physics, Science Building (first floor, room 2.9).....	3
Arts Building.....	15	Fees & Grants, Humanity House.....	24
Assistive Technology Centre, Student Services Building.....	37	Freedom of Information Office, Humanity House (room 25).....	23
ATM (outside the science building).....	37	French Dept. Arts Building (room 37).....	35
Aula Maxima.....	31	Froebel, School of Education.....	35
Auxilia.....	16	Gate Lodge (Security).....	28
Bewerunge Room, Logic House (ground floor).....	8	Geography Dept. Rhetoric House (second floor).....	17
Bewley's, Arts Building.....	15	German Dept. Arts Building (room 36).....	35
Biology Dept. Callan Building (first floor, room 2.41).....	16	Gilmartin Room, St. Mary's House.....	11
Bioscience & Electronic Engineering Building.....	35	Graduate Studies Office, John Hume Building (third floor).....	35
Budgeting Advice Centre, Student Services (first floor).....	37	Hamilton Institute, Eolas.....	38
Bursar's Office, Riverstown House.....	21	Health & Safety Office, Lyreen House.....	30
Business Dept. School of Business.....	35	Het Hut.....	3
Callan Building.....	16	History Dept. Rhetoric House (first floor).....	17
Callan Hall.....	25	Human Resources Office, Riverstown House.....	21
Campus Planning & Development Office.....	14	Humanity House.....	23
Campus Services, John Hume Building.....	37	ICARUS, Laraghbryan.....	30
Career Development Centre, Arts Building.....	15	International Office, Humanity House (second floor).....	23
Casey Changing Rooms.....	9	Iontas.....	4
Centre for Teaching & Learning, School of Education.....	35	IVI (Innovation Value Institute), Eolas.....	38
Chemistry Dept. Science Building (first floor, room 2.64).....	34	IT Services, Eolas side entrance.....	38
Chill Cafe, Student Centre.....	37	John Hume Building.....	35
Chinese Dept. Arts Building (room 33A).....	15	John O'Connell Seminar Room, Laraghbryan,.....	30
College Chapel.....	16	John Paul II Library.....	33
Columba Centre.....	32	Junior Infirmary.....	1
Commercialisation, John Hume Building (third floor).....	37	Kairos Communications, Moyglare Road (off campus).....	35
Computer Science Dept. Eolas.....	38	Kildare Room, Rhetoric House (room 23A).....	17
Conference & Accommodation, Long Corridor.....	25	Language Centre & Labs, Arts Building.....	35
Council Room, Riverstown House.....	21	Laraghbryan House.....	30
Counselling Service, Student Services Building.....	37	Law Dept. New House (second floor).....	29
Courtyard Apartments.....	37	Library (John Paul II).....	33

	NO.		NO.
Loftus Halls.....	10	Registrar's Office (ground floor) Humanity House.....	23
Logic Annex.....	7	Registration (ground floor) Humanity House.....	23
Logic Annex (old).....	2	Renehan Hall (through President's Arch).....	13
Logic House.....	8	Research Support Office (third floor) John Hume Building.....	32
Londis, John Hume Building.....	3	Rhetoric Annex, Opposite Rhetoric House.....	19
Long Corridor.....	25	Rhetoric House.....	17
Lower Loftus, Loftus Halls.....	10	River Apartment's Reception.....	14
Lyreen Building (former Computer Centre).....	30	Riverstown Hall, House & Lodge.....	21
Mac Lab (room 2.20) Callan Building.....	35	Roinn na Nua-Ghaeilge (room 20) Arts Building.....	15
MAP Lodge (Access office).....	37	Roinn na Sean-Ghaeilge (room 25) Arts Building.....	15
Marketing & Communications Office, Riverstown House.....	23	Roque Lab. Rhetoric House.....	17
Mathematical Physics Dept. (room 1.11) Science Building.....	3	Rowan House.....	18
Mathematics Dept. (second floor) Logic House.....	8	Russell Library.....	13
Mathematics Support Centre "Asrre", Rye Hall.....	35	Rye Hall.....	5
Mature Students Office (MAP Lodge).....	37	Salaries Office (MU) Riverstown House.....	21
Maynooth Works, Eolas.....	38	School of Business.....	16
Media & Theatre Studies (ground floor) Iontas.....	4	School of Education.....	35
Middle Loftus, Loftus Halls.....	10	Science Building.....	3
Museum.....	12	Scripture Hall, Loftus Halls.....	10
Music Dept. (first floor) Logic House.....	8	Security - North Campus, Arts Building.....	15
Music Performance Suite.....	5	- South Campus, Gate Lodge.....	28
Music Practice Rooms (old Prefab).....	4	Snooker Room, Rye Hall.....	5
Music Technology Lab.....	6	Sociology Dept. (room 1.5) Auxilia.....	15
New House.....	29	Spanish Dept. (room 35) Arts Building.....	15
NIRSA/NCG (second floor) Iontas.....	4	Sports Complex.....	16
O'Callaghan Room (Logic House).....	8	Sports Halls (Large, Small and PE).....	16
Pastoral Care..... Student Services Building.....	37	St. Catharines.....	31
Arts Building.....	15	St. Joseph's Hall.....	26
Patrick Murray Room, St Marys House.....	11	St. Joseph's Oratory.....	26
Philosophy Dept. (room 10) Arts Building.....	35	St. Mary's House.....	11
Phoenix Restaurant.....	30	St. Mary's Oratory.....	13
Physics Hall, Long Corridor.....	26	St. Paul's House, Moyglare Road (off campus).....	37
Pontifical University Office.....	19	Stoyte House.....	27
Post Room, North Campus, John Hume Building.....	32	Student Centre / Student Union.....	37
Power House.....	14	Student Common Room.....	35
President's Office, Riverstown House.....	21	Student Health Centre, Student Services Building.....	17
President's Arch, St Patrick's House.....	15	Student Records Office (ground floor) Humanity House.....	24
Procurement Office, Riverstown House.....	21	Student Services Building.....	37
Product Design Studios.....	35	Students Union Offices, Student Centre.....	37
Psychology Dept (room SF13) John Hume Building.....	32	Bar & "The Venue".....	35
Pugin Dining Hall.....	14	Shop (Londis).....	32
Quality Promotion Unit (room 15) Humanity House.....	23	"Subway", John Hume Building.....	32
Quiet Room, Arts Building.....	35	Trócaire, Long Corridor.....	26
Reading Room, Arts Building.....	35	Village Apartment's Reception.....	16
Registrar's Central Office, Humanity House.....	23	Writing Support Centre "Asrre", Rye Hall.....	14

SOUTH CAMPUS

NORTH CAMPUS



- River Apartments**
- | | |
|------------|-----------|
| A Avoca | J Joyce |
| B Boyne | K Killary |
| C Carrick | L Liffey |
| D Dodder | M Moy |
| E Erne | N Nore |
| F Foyle | P Potters |
| G Gweedore | Q Quilty |
| H Hurley | |

Village Apartments

- | |
|-----------------|
| R Riordan Hall |
| S Leavey Hall |
| T Hargadon Hall |
| U Mullin Hall |

Rye Hall Apartments

- | |
|-----------|
| A Block A |
| B Block B |
| C Block C |

PARKING

Pay and Display	MU Students
Multi-Permit	Car share/pooling
Restricted	MU Staff

LEGEND

ATM	Assembly Point	Church	EV Charger Point
Apartment Reception	Bookshop	Coach Park	Food Outlet
Barrier	Bus Stop	Crèche	Library
	Defibrillator	Post Office	Public Access Computer Room
		Shop	SOS - Emergency Call Points
		One Way System	Student Health Centre

Assembly Point	Church	EV Charger Point	Post Office	Shop
Bookshop	Coach Park	Food Outlet	Public Access Computer Room	SOS - Emergency Call Points
Barrier	Crèche	Library	Quiet Room	Student Health Centre
Bus Stop	Defibrillator	One Way System		

Feedback

Please contact us if you have any suggestions as to how we can improve this publication for students. Email student.engagement@nuim.ie

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[A CALL TO ACTION](#)
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