

Guidelines for Assignees from Agencies (Ireland)



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Fáilte go hOllscoil Mhá Nuad

Welcome to Maynooth University

As you are employed by an agency, you should familiarise yourself with the agency's policies, procedures, terms and conditions.

Find out what makes your placement at Maynooth University unique.

- ☐ [What makes Maynooth University unique](#)
- ☐ [Our Vision, Purpose, Values and Strategic Plan](#)
- ☐ [Organisational Structure](#)
- ☐ [Meet the University Executive Team](#)
- ☐ [Sustainable commuting](#)
- ☐ [Campus Life](#)
- ☐ [Campus Facilities](#)
- ☐ [Campus Maps](#)
- ☐ [Travel by public transport](#)
- ☐ [Parking](#)
- ☐ [Key dates for the academic year](#)
- ☐ [Research at Maynooth University](#)
- ☐ [International Office](#)
- ☐ [Students and Learning](#)
- ☐ [Acronyms and Abbreviations](#)

Section 1: Eolas Ollscoile

University Information

Most of the learning in terms of the University, its people, systems and procedures will happen informally during your assignment with MU.

As an agency assignee to Maynooth University, there are a number of areas you should become familiar with. Each new assignee will have different needs, and we have listed key areas to support you in your service delivery to Maynooth.

This checklist and information guide will differ from person to person and assignment to assignment. We recommend you start on the first week by getting to know the department/area you are assigned to. Then become familiar with the structures and strategy of the Department and the University. The next step is getting to know the assignment and what is expected of you.

After this you should become familiar with the policies of the University. These are outlined under [Maynooth University Policies](#). Recommended but not limited to:

- ☐ Protected Disclosure (Whistleblowing)
- ☐ Code of Conduct
- ☐ Equality and Diversity Policy
- ☐ Data Protection Policy
- ☐ Information and Data Security Policy
- ☐ Responsible Computing Policy
- ☐ Password Policy
- ☐ Health & Safety Policy
- ☐ Finance Policies (if relevant to your role)

Tacaíochtaí Úsáideacha d'Fhostaithe

Useful Supports

- ☐ For your assignment at MU, having a support 'buddy' assigned to you
- ☐ Refer to the Maynooth University website (www.maynoothuniversity.ie)
- ☐ Complete GDPR and IT Security compliance training
- ☐ Familiarise yourself with the Health & Safety procedures
- ☐ Details of fire exits, emergency procedures and assembly points ([Fire Safety | Maynooth University](#))
- ☐ Location of fire extinguishers
- ☐ Name of Fire Warden
- ☐ Name of First Aider
- ☐ Location of *First Aid Kit*
- ☐ Any health & safety requirements for dress code (if applicable)
- ☐ Details of hazardous materials on site (if applicable)
- ☐ Copy of local safety statement (For overall MU Safety policy, see ([Health and Safety Policy Statement Jan 2023 0.pdf](#)))
- ☐ Details on accidents/near miss reporting procedures
- ☐ Emergency contacts ([Emergency Contact Numbers | Maynooth University](#))
- ☐ Oifig na Gaeilge or The Irish Language Office offers supports on the promotion of the Irish language under the Official Languages Act 2003.
- ☐ Library ([Library | Maynooth University](#))
- ☐ People Finder ([University People | Maynooth University](#))
- ☐ Dealing with students (<https://www.maynoothuniversity.ie/student-services>)

Struchtúir agus Straitéis

Structures and Strategy

- ☐ Outline of immediate assignment plan, important milestones and targets
- ☐ Organisation structure and departmental functions
- ☐ Who is who in the organisation – The President, Registrar, Bursar, Deans, Vice-Presidents, Heads of Department in the Faculty etc.
- ☐ Overview of MU Strategy and how it applies to the department
- ☐ Structure of the department
- ☐ Overview of the department – its goals and strategic objectives
- ☐ Introductions to department staff and tour of the department
- ☐ A tour/map of campus – pointing out relevant buildings and facilities

Socruithe sa Roinn Féin

Local Department Arrangements

- ☐ Contact details for assigned manager and department staff
- ☐ Get to know the department admin office team and supports
- ☐ A department specific information sheet which deals with local 'housekeeping' issues unique to that area
- ☐ When absent or sick you should contact your Agency and your assigned manager in your department
- ☐ Location of service areas (tea/coffee/lunch/toilets/bins)
- ☐ Frequency and structure of meetings in the department
- ☐ Where post is collected and sent from. How you get access to the post (if applicable)
- ☐ Location of stationary supplies and procedures for ordering stationary supplies
- ☐ Location of photocopiers / scanners / printers / post / department notice board / changing facilities
- ☐ Details on access to buildings (entrances/exits) and swipe cards/keys (if applicable)
- ☐ General security advice (closing windows, who locks office etc)
- ☐ Data Retention Schedule for your department

Eolas Riachtanach

Essential Information

- ☐ IT Services [\(IT Services | Maynooth University\)](#)
- ☐ IT set up and passwords - IT Services support servicedesk@mu.ie
- ☐ What systems and drives you need access to (check with assigned manager)
- ☐ How to set up laptop/desktop to printers
- ☐ How to book a room for a meeting
- ☐ How to set up video and conference calls (MS teams)

- ☐ Teams Telephony and voicemail.
- ☐ How to set up signature in email and what to include
- ☐ MU Branding Guidelines ([Brand and Marketing | Maynooth University](#))
- ☐ Accounts payable - how to process invoices
- ☐ Campus Services Maintenance helpdesk ([Campus Services Helpdesk | Maynooth University](#))

Eolas ar Chórais OMN/

Information on MU Systems

(If applicable)

- ☐ Office 365 (<https://www.office.com>)
- ☐ Moodle - Contact moodlesupport@mu.ie for support and workshop details.
- ☐ Workbench for Student biographical information ([Workbench :: Login](#))
- ☐ PAC (Post-graduate Application Centre)
- ☐ ITS, Student Record System
- ☐ Timetabling
- ☐ Audio Visual Support ([Audio Visual Support | Maynooth University](#))
- ☐ Catering orders ([Masterchefs - Maynooth University](#))
- ☐ Room bookings process

Teagasc agus Taighde

Teaching and Research Supports

(If your role includes supporting the administration of teaching activity)

- ☐ Details on current teaching and research in the department, that you may be involved in supporting
- ☐ Centre for Teaching & Learning [Centre for Teaching and Learning | Maynooth University](#)
- ☐ Virtual Learning Environment – Moodle
 - Contact moodlesupport@mu.ie for support and workshop details.
- ☐ Academic timetable ([Academic Timetable | Maynooth University](#))
- ☐ Academic Exam Timetable ([Academic Timetable | Maynooth University](#))

(If your role includes the administration of research activity in the department)

- ☐ Research ([Research Beacons | Maynooth University](#))
- ☐ Research Development Office ([Maynooth University Research Development Office | Maynooth University](#))
- ☐ Research Ethics and Research Integrity ([Research Ethics | Maynooth University](#))

Section 3: Teagmhálacha Ollscoile Úsáideacha

Useful University Contacts

My Contact Number:
My Work Email Address (if applicable):
Name of support 'buddy' assigned:

Name	Phone number
<i>Campus Emergency Contacts</i>	
Security	+353 (0) 1 708 3929
Emergency call	+353 (0) 1 708 3333
Campus Services	+353 (0) 1708 3930
Irish Emergency Service	999

[illegible]