

# Maynooth University Student Guide 2015



# 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 analyze 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 chose 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 optional and in addition to the academic subjects that you choose to study towards your degree. 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 2015 the course is offered in three 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. Because of the nature of the course, enrolment will be limited to 225, and offered on a first-come-first served basis.

The three options are:

### 1. GREAT IDEAS WHICH CHANGED THE WESTERN WORLD.

This course develops the critical skills through a study of wide ranging philosophical ideas, and runs for the first semester only.

### 2. GLOBALIZATION: INTEGRATING WORLDS.

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

### 3. UNIVERSAL CRITICAL SKILLS (UNIVERSITY LEARNING AND BEYOND).

This course will develop critical skills through work on material you are studying in your other subjects. This option is suitable for students of all disciplines. It runs for both semester 1 and 2, and you can choose to take either the first semester, or both semesters.

You can get more details on First Year Critical Skills courses at [www.maynoothuniversity.ie/criticalskills](http://www.maynoothuniversity.ie/criticalskills)



# Getting Started



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## Checklist

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### BEFORE YOU ARRIVE...

- ☐ Apply to **SUSI** (page 29) for grant. Application **DEADLINE** 1st August, 2015
- ☐ What **FEES** (page 27) must I 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 16).
- ☐ Find suitable on-campus or off-campus **ACCOMMODATION** (page 12).
- ☐ Find out information about **STUDENT LIFE** (page 41) or at [www.maynoothuniversity.ie/campus-life](http://www.maynoothuniversity.ie/campus-life)
- ☐ Complete the on-line **EPUB** self assessment (page 62).
- ☐ Work out your **LIVING COSTS** (page 31) and how you will manage your money. Plan your budget.
- ☐ Apply for a place in the University **CRECHE** (page 59) 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?

### 14-18TH SEPT, 2015 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 91) to find location.
- ☐ During orientation you will:
  - ☐ *Bring your handbook & orientation week timetable and use these as reference tools.*
  - ☐ *Take the campus tour and note the location of your department.*
  - ☐ Attend **REGISTRATION VERIFICATION** (page 16) even if you don't have all your documentation or fees paid.
  - ☐ Attend the tour of the **CAMPUS & LIBRARY** and learn how to save time and get ahead.
  - ☐ *Bring your birth certificate or passport*
  - ☐ Attend the **SERVICES EXPO** in the Library Building.

**NOTE**  
You can park in any Maynooth University staff, student or multi-permit area until 28th September without having a parking permit.

- ☐ 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 43 & 47)
- ☐ Attend talk on **GETTING STARTED WITH YOUR LEARNING**. Part of this talk will introduce you to **MOODLE** (page 72), 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
  - KNOW HOW AND WHERE TO PRINT DOCUMENTS ON CAMPUS.
- ☐ Once you have attended registration verification & your department's **SUBJECT TALK/ARTS TALKS**, you should go online and print your **ACADEMIC TIMETABLE** (page 24).
- ☐ If you intend **PARKING** (page 73) 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 16 & 77).
- ☐ Once you have received your Student I.D. you can go to the Student Centre to apply for a **STUDENT LEAP CARD** (page 77) and enjoy travel and retail discounts.

## 21-25 SEPT, 2015

### WEEK 1: TERM & LECTURES COMMENCE

- ☐ Arrive early to college 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 **16TH OCTOBER 2015**.
- ☐ Get a **LOCKER** (page 69) from the staff located in the Iontas Foyer each day 10am-3pm this week.

## 28 SEPT – 2 OCT, 2015

### WEEK 2

- ☐ Pick up your **PARKING PERMIT** (page 73) as per the instructions provided to you by email. Enforcement of parking regulations commences on the North Campus on **28TH SEPTEMBER, 2015** (page 73).
- ☐ Save the numbers of campus **SECURITY** (page 76), **STUDENT HEALTH CENTRE** (page 77), your academic department, first year co-ordinator, your landlord/residence, local taxis/cabs to your mobile .

For updates on your first week here on campus and for news throughout the year check out: [www.facebook.com/FirstYearatMaynooth](http://www.facebook.com/FirstYearatMaynooth) or @MU\_FYE15

- ☐ If you require information or have questions, go to the **STUDENT SERVICES RECEPTION** (page 49) 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 58).
- ☐ 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 30TH SEPTEMBER 2015 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 79), **MATHEMATICS SUPPORT CENTRE** (page 70).

- ☐ Need someone to talk to: we have the following confidential free supports; **STUDENT COUNSELLING** (page 59), **CHAPLAINCY** (page 56) and **STUDENT HEALTH CENTRE** (page 77).
- ☐ If you have not already done so, check out the **LIBRARY INFORMATION SKILLS, TUTORIALS (LIST)**, (page 68) which provide a number of information sessions from essay writing, to ebooks to managing stress.
- ☐ 1st year deadline for change of **SUBJECT CHOICE** (page 20) is Friday 16th October 2015.
- ☐ Elect your class representative.
- ☐ **STUDENT ASSISTANCE FUND (ESF)** (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.

## 26TH - 30TH OCT (WEEK 6) STUDY WEEK

- ☐ If you are considering withdrawing from your course (see page 22).

Note  
You can park in any Maynooth University staff, student or multi-permit area until 28th September without having a parking permit.

# 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
- FAX (01) 708 3523
- @ accommodation.office@nuim.ie
- www www.maynoothuniversity.ie/accommodation
- t @NUIMApartments
- f NUIM Accommodation Office

## Opening Hours

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

## What we offer:

- Campus Accommodation
- Home Finder Service

## CAMPUS ACCOMMODATION

We cater for over 900 students 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 2015-2016 is now fully booked. The August Lottery will distribute any vacancies from the booking phase.

## Campus Accommodation for 2016-2017

Rooms may be booked on a first come first served basis in February annually (Continuing Students) and May annually (First Year CAO 2016). 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 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 category on your application.

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 web site 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. See the accommodation website for details of how to apply for vacancies.

Please be aware that rooms will be advertised online on a first come first served basis. Rooms may be available for semester 1 only and specify which category of student may apply for example first years only or post grads only etc

## HOME FINDER SERVICE

We offer an accommodation advisory service ([www.maynoothuniversity.ie/accommodation](http://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](http://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 so check out how and when you can gain access based on your student category and that you fulfil the criteria for access. See our website for details.

## Type of Accommodation

Type of Accommodation	Typical Costs	Notes
Self-Catering	€80 – €120, per person, per week	Depends on size
Accommodation in a Family Home	€110 – €142 per week	Includes meals
Room Only in a family home	€70 – €86 per week	No meals

Local landlords advertise their student accommodation offerings from July to early September for CAO and 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 (where possible) before you confirm any arrangement. The demand for accommodation in Maynooth town itself 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!

# Getting Started – Before You Arrive

## 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 your listing service for Kilkenny.

## SHORT STAY / OCCASIONAL ACCOMMODATION

### Guest Accommodation

- ✉ Maynooth Campus Conference & Accommodation  
Long Corridor , South Campus 25
- ☎ (01) 708 6400
- FAX (01) 708 3534
- @ info@maynoothcampus.com
- WWW 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 1.30pm-7.30pm	8.00pm-11.00pm

During the academic year Maynooth Campus offers overnight stays for students, guests, conference delegates and holidaymakers. Prices are from €23 per person per night.

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



## PAYMENT OF COLLEGE FEES

You will receive an e-mail to the e-mail 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. Full information can be found in the Money Matters chapter (pages 27-29).

### Note

Payment of fees alone does not constitute registration.





## Getting Started – Before You Arrive

Maynooth University

### 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 e-mail to the e-mail 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 e-mail 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, 14th -18th September 2015.

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](http://www.maynoothuniversity.ie).

### DOCUMENTS REQUIRED FOR YOUR REGISTRATION SLOT:

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

OR

Valid Passport (plus Marriage Certificate (State Version) for students who wish to use their married name).

NOTE: Driving Licence is not acceptable.

2. PPS (Personal Public Service) Number
3. Your “Proof of Registration” – You will print this sheet from Step 6 in the On-line Registration Menu on the Student Web.
4. Your “Proof of Fee Payment” – You will print this from Step 11 in the On-line Registration Menu on the Student Web.
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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## First Semester

WEEK	DATES	EVENT
0	14 – 18 Sep, 2015	<b>Orientation Week (including Registration Verification)</b>
1	21 – 25 Sep	<b>Start of Lectures</b>
2	28 Sep – 2 Oct	<b>Clubs &amp; Societies Fairs Day – Wednesday, 30th September, 2015</b>
3	5 – 9 Oct	
4	12 – 16 Oct	<b>1st year deadline for change of subject choice – Friday 16th October, 2015</b>  <b>Maynooth Social Justice Week</b>
5	19 – 23 Oct	
6	26 – 30 Oct	<b>Study week</b>
7	2 – 6 Nov	
8	9 – 13 Nov	
9	16 – 20 Nov	
10	23 – 27 Nov	
11	30 Nov – 4 Dec	
12	7 – 11 Dec	
13	14 – 18 Dec	<b>Last week of Lectures</b>
	21 – 25 Dec	<b>Christmas Vacation</b>
	28 Dec 2015 – 1 Jan 2016	<b>Christmas Vacation</b>
14	4 – 8 Jan, 2016	<b>Study Week.</b> <b>Exams Commence Friday 8th January 2016</b>
15	11 – 16 Jan	<b>Exam Week</b> (Including Saturday)
16	18 – 23 Jan	<b>Exam Week</b> (Including Saturday)
	25 – 29 Jan	<b>Inter Semester Break</b>

## Second Semester

WEEK	DATES	EVENT
1	1 – 5 Feb, 2016	<b>Start of Lectures</b>
2	8 – 12 Feb	
3	15– 19 Feb	
4	22 – 26 Feb	
5	29 Feb – 4 Mar	
6	7 – 11 Mar	
7	14 – 18 Mar	<b>Study Week</b>
	21 – 24 Mar	<b>Easter vacation (Good Friday 25th March)</b>
8	29 Mar – 1 Apr	<b>(Easter Monday 28th March)</b>
9	4– 8 Apr	
10	11 – 15 Apr	
11	18 – 22 Apr	
12	25 - 29 Apr	
13	2– 6 May	<b>Last week of Lectures</b>
14	9 – 13 May	<b>Study Week</b> <b>Exams Commence Friday 13th May, 2015</b>
15	16 – 21 May	<b>Exam Week</b> (Including Saturday)
16	23 – 28 May	<b>Exam Week</b> (Including Saturday)
	30 May – 4 June	<b>Exam Week</b> (Including Saturday)

Please note that students may not register for the Language Centre by post.

## REGISTRATION OF SUBJECT CHOICES

Students with optional subject choices are required to attend the Departmental Subject 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 16th October 2015. 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, MODULES AND LANGUAGE LABORATORY

### 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.

## 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>.

## Language Laboratory

In addition to lectures and tutorials, language students must attend Language Laboratory classes. These classes are arranged by the Language Centre. It is therefore imperative that students of French, German, Spanish and Chinese register with the Language Centre.

Registration takes place on Moodle during the first 2 weeks of the academic year (including the week of orientation). For further information, contact the Language Centre ☎ at (01) 708 3737 between 8.30am and 4.50pm.

## 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 <sup>23</sup> in writing and return your Student Identity Card to the Student Records & Registration Office. You must also advise the Academic Advisory Office, Education House <sup>49</sup> (tel: 01 708 3368). You are also advised to contact the Fees and Grants Office <sup>23</sup> (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 TIMETABLE

To access the academic timetable please visit: <https://apps.maynoothuniversity.ie/timetable>

Prior to registration the available modules can be viewed from the COURSE FINDER. [<http://www.maynoothuniversity.ie/courses>].

This will show you all the module codes for the subjects you intend to choose. You can then use the Timetable Tab to select the modules you would like to see.

- Selecting ‘Course’ from the drop down e.g. 1st Arts (The CAO code is in brackets beside it)
- Then ‘Programme’
- ‘Semester’ and then the modules you need.

The screenshot shows the 'Academic and Exam Timetable' page for Maynooth University. At the top, there's a navigation bar with links to 'Student Guide', 'Department Guide', 'Home', 'Contact us', 'Venues', and 'Homepage'. Below this is a set of tabs: 'Timetable' (selected), 'Venues', 'Departments', 'Student', and 'Low Vision'. The main content area has a 'Search Timetable' section with a dropdown menu for 'Course' and buttons for 'Continue' and 'Reset'. A message states: 'This is the 2014/2015 Academic Timetable. The 2015/2016 timetable will not be available until August. Your personalized timetable will only become available after you have registered.' A disclaimer at the bottom reads: 'Disclaimer: While every care has been taken in compiling this timetable, the University is not bound by any errors or omissions. The University reserves the right at any time to cancel, revise, amend or alter timetabling information.'



Multiple modules may be selected by holding down the ‘Ctrl’ key while selecting the modules.

The “**Timetable**” tab allows you to display a timetable for a particular course and programme, e.g. 1st Arts, 2nd Biotechnology etc. It can be used prior to registration.

The “**Venues**” and “**Departments**” tabs are intended primarily for use by departments.

The “**Student**” tab requires you to login and brings you to a personalised timetable.

## Please note

- Once you have registered you can use the personalised tab called “Student” to view your timetable. You will need your student number and password to do this.
- Only your lectures may appear on the timetable viewer. You will need to check with the Department regarding labs and tutorials.
- Not every student needs to attend every offering of the module as some may be small group work e.g. MD103 – the entire class attends on Tuesday at 10am and then the students are split into three groups and each group goes to one of the other classes. All of this will be explained in your first lecture.
- It is your responsibility to ensure that you are registered correctly. Check your registration with the Student Records & Registration Office if you are unsure – [records.office@nuim.ie](mailto:records.office@nuim.ie)

The Timetable Office can be contacted at [timetable@nuim.ie](mailto:timetable@nuim.ie)

More venue information can be found on page 84 of this publication



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All matters relating to Fees (Tuition, Student Contribution, Student Levy), Higher Education Grants (SUSI), are dealt with by the University Fees & Grants Office. <sup>23</sup>

## FEES & GRANTS OFFICE

✉ Humanity House, South Campus <sup>23</sup>  
 ☎ 01 708 4747  
 ✉ fees.office@nuim.ie.  
 www http://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 2015/16) 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**).

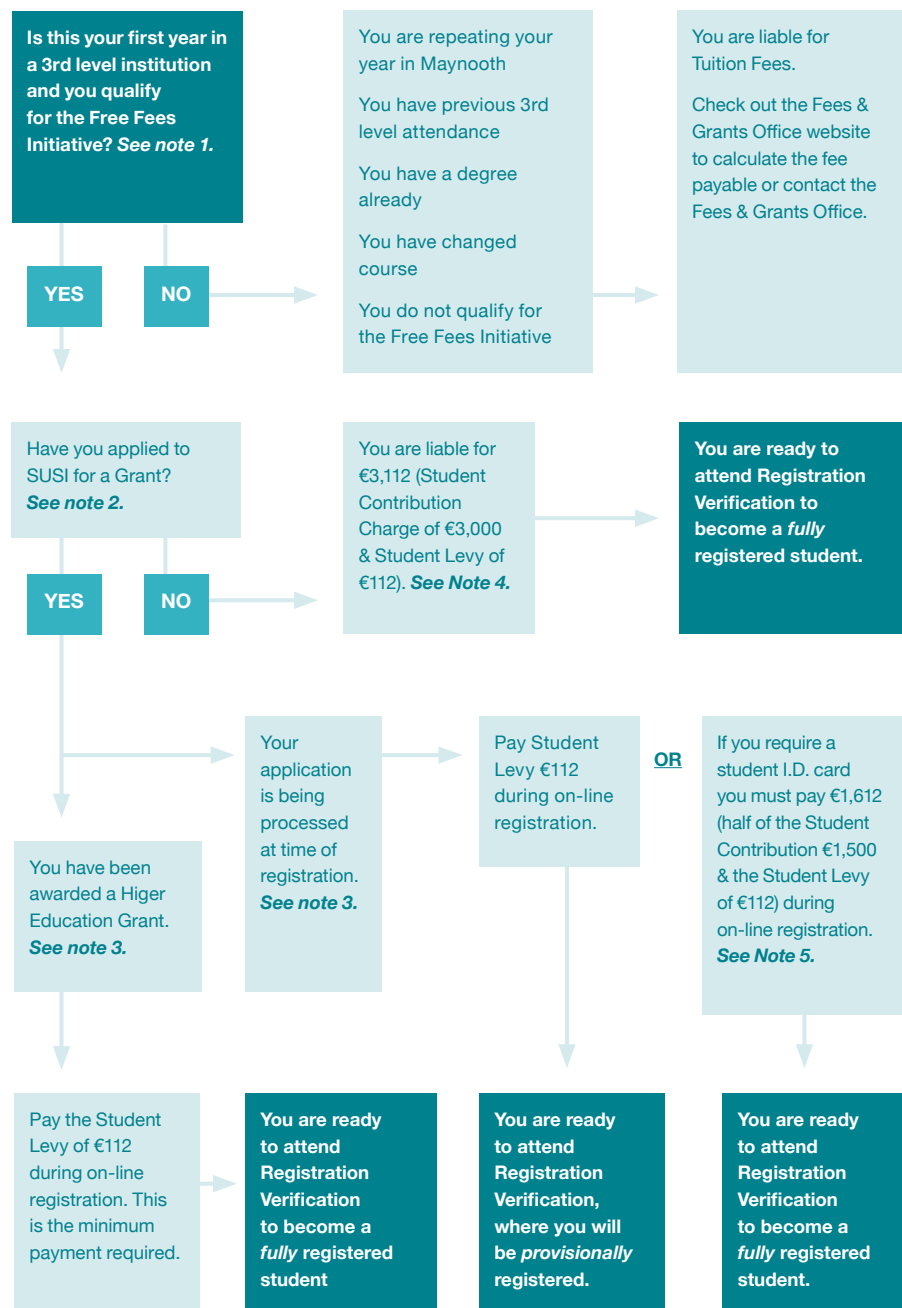
### 3. Student Levy

€112 payable by ALL STUDENTS for 2015/16. 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.





## 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](http://WWW.SUSI.IE) for all details, access to online application and contact details for any enquiries. Closing date for receipt of 2015/16 applications is **FRIDAY, 1ST AUGUST 2015**.

## 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 €1,612 (€1,500 & the Student Levy of €112) to be paid during on-line registration. Second instalment €1,500: to be paid by 31st January 2016.

## Note 5:

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

## HIGHER EDUCATION GRANTS

[www.studentfinance.ie](http://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 2014 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 in to 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](http://www.studentfinance.ie).

## Your College Budget

Decide on whether amounts entered will be weekly, monthly or yearly. Academic year 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)	112
Other Grants/Awards (page 33)		Books/Stationery/Printing	
ESF Fund (page 32)		Childcare/Creche	
MSU Childcare Fund (page 32)		Transport	
		Petrol/Diesel	
		Car Tax	
		NCT	
		Campus Parking Permit	40
		Once Off Expenses	
		Other repayments	
<b>TOTAL</b>		<b>TOTAL</b>	

### BUDGETING ADVICE SERVICE

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

@ Student.Budget@nuim.ie

www http://www.maynoothuniversity.ie/money-matters

### Opening Hours

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

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

	ON CAMPUS		OFF CAMPUS	
	Monthly (€)	Academic year (€)	Monthly (€)	Academic year (€)
Rent	461-545	4,150-4,910	280-400	2,520-3,600
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
<b>TOTAL</b>	<b>877-1071</b>	<b>7,894-9,644</b>	<b>681-931</b>	<b>6,129-8,379</b>

### STUDENT ONCE OFF EXPENSES

Security Deposit for Accommodation	300-500*
Textbooks	100-500**
Bed Linen + Sundry Items For Accommodation	100-500
<b>TOTAL</b>	<b>500-1,500</b>

### 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
<b>TOTAL</b>	<b>572-782</b>

\* 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



## 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](http://www.welfare.ie) and [www.citizensinformation.ie](http://www.citizensinformation.ie). Students are advised to contact their local office for further details and instructions.

## 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](http://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/moneymatters](http://www.maynoothuniversity.ie/moneymatters).

(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 in college in Maynooth. 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 Reception, Student Services Centre (01) 708 4729

## STUDENTS' UNION CHILDCARE FUND

This fund is allocated by the Students' Union each year. Undergraduate Students with a child are entitled to apply. Any amount awarded is a once-off payment, and not a loan. Applications will be available from the Students' Union Front Office at the start of term. For more details please check the Students' Union website: [www.msu.ie](http://www.msu.ie)

## 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 Access Programme [www.maynoothuniversity.ie/access-office](http://www.maynoothuniversity.ie/access-office) and from the Student Budgeting Advice Service at [www.maynoothuniversity.ie/money-matters](http://www.maynoothuniversity.ie/money-matters).



# Maynooth & Getting Here

Maynooth University



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## Maynooth

34 – 35

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.

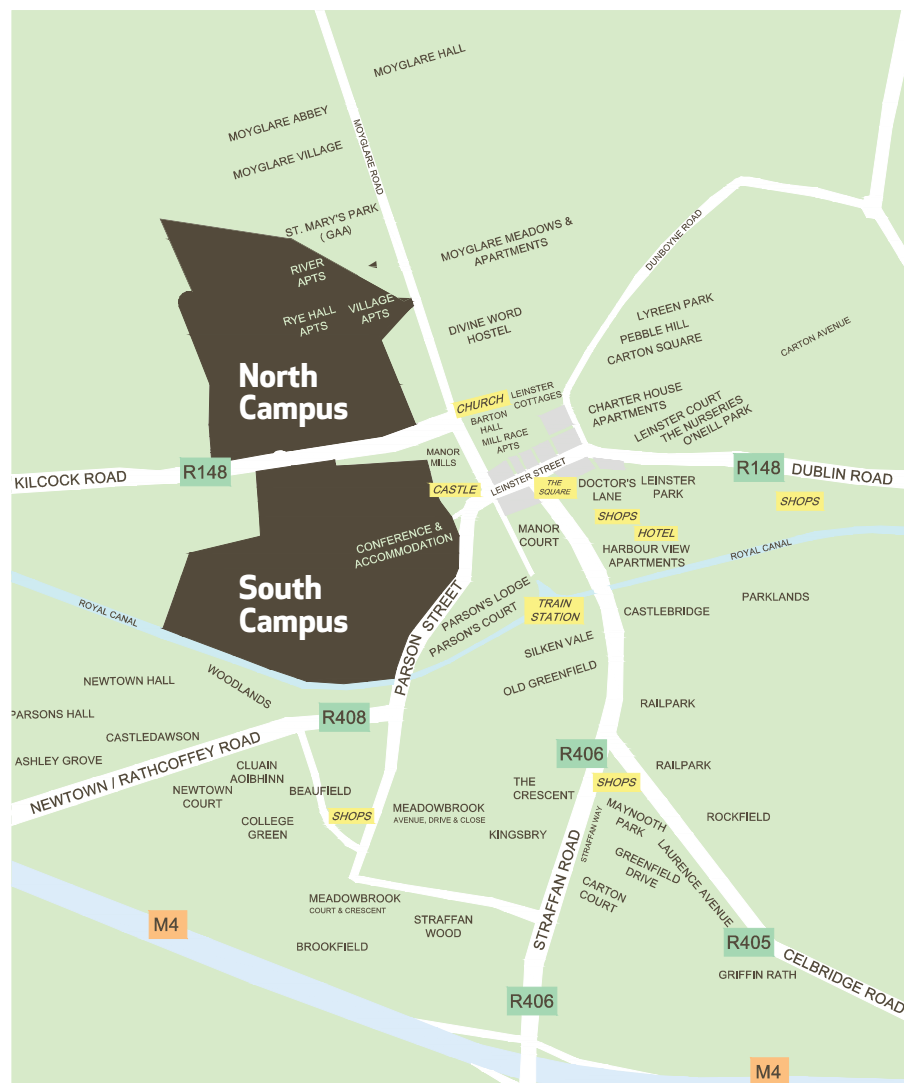
This creates a vibrant and buzzing environment for social, sporting and cultural activities. Maynooth is **YOUR** town too and you are a big part of this community!

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](http://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>





**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](http://www.maynoothuniversity.ie/location) or by contacting the individual transport providers.

## 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 73 for further details.

## 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.

## TRAIN

### Irish Rail – [www.irishrail.ie](http://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.

## BUS

### Dublin Bus – [www.dublinbus.ie](http://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.

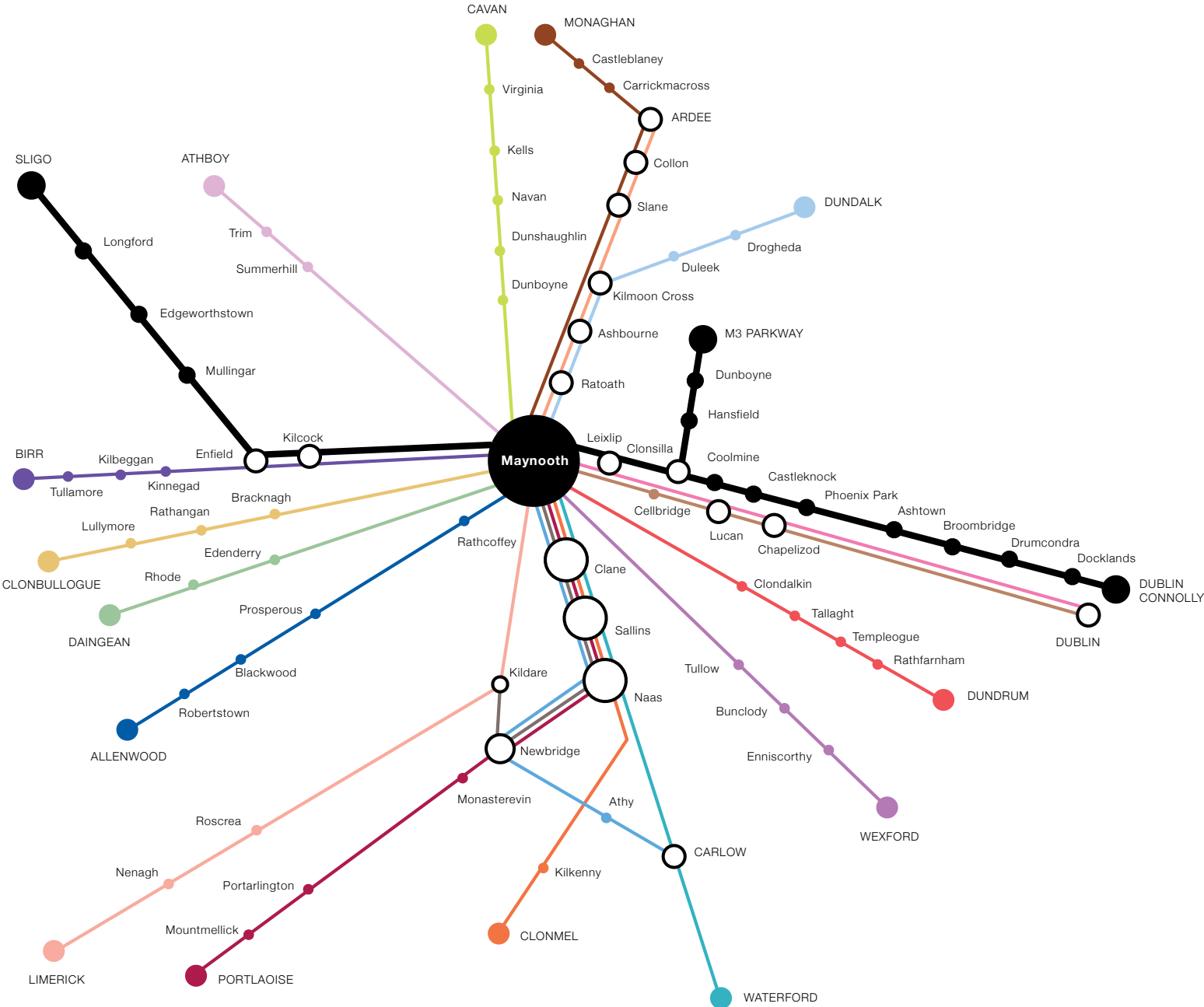
### Bus Éireann – [www.buseireann.ie](http://www.buseireann.ie)

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

# Bus & Train Routes to Maynooth

## LIST OF BUS PROVIDERS

Route	Provider
<div></div>	66 Dublin Bus
<div></div>	67 Dublin Bus
<div></div>	Kearns Transport
<div></div>	J.J. Kavanagh (056) 883 1106
<div></div>	J.J. Kavanagh (056) 883 1106
<div></div>	J.J. Kavanagh (056) 883 1106
<div></div>	J.J. Kavanagh (056) 883 1106
<div></div>	J.J. Kavanagh (056) 883 1106
<div></div>	J.J. Kavanagh (056) 883 1106
<div></div>	J.J. Kavanagh (056) 883 1106
<div></div>	Streamline Coaches (049)433 0281
<div></div>	Streamline Coaches (049)433 0281
<div></div>	Kildare Dublin Local Link (045) 980 383
<div></div>	Kildare Dublin Local Link (045) 980 383
<div></div>	Kildare Dublin Local Link (045) 980 383
<div></div>	Finlay Coaches (041) 685 6505
<div></div>	Finlay Coaches (041) 685 6505
<div></div>	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 http://www.maynoothuniversity.ie/sport

### SPORTING HIGHLIGHTS 2014/2015

The Maynooth University Sports Clubs enjoyed high rates of participation and solid performances through 2014/15.

The University was host to many inter-varsity events, starting with the Irish University Athletic Association's Road Relays in November, multiple archery, fencing, basketball, volleyball, rugby, GAA and soccer matches throughout. On a single day in March, Maynooth welcomed over five hundred student athletes who had qualified in the sports of badminton, volleyball and rugby for the Student Sport Ireland League Finals. On top of the regular club training sessions and practices both on and off campus, it made for a very busy year.

It was a year that Maynooth University was in contention for major titles in a wide spectrum of sports. MU Barnhall RFC played its second consecutive year in All Ireland League Division 2A. While the Maynooth University RFC Freshers' team won the O'Boyle Cup for a remarkable 4th consecutive year.

In soccer, on the back of the Collingwood win the previous year and the recruitment of excellent scholarship players, our men's team contested the Colleges and Universities Football League Premiership Final, only to lose out on penalties following extra time.

Our women, however, won the Women's Soccer Colleges Association of Ireland Premier League, with the help of top goal scorer, Amber Barrett - a remarkable achievement as it was only the Ladies Soccer Club's second year in the Premiership.

Our Hurlers had baptism of fire on their return to Fitzgibbon Cup Championship competition, with the Freshers competing in the Division 1 for the first time losing out to eventual winners UL in the quarter finals. Camogie ladies took home the Purcell Shield and Ladies Football stepped to the O'Connor Cup for the first time.

In golf, our strongest players battled it out against the best on this island and further afield.

# Sports & Sports Facilities

Stuart Grehan claimed the East of Ireland Amateur title and was selected for the World University Games team along with team-mate and Order of Merit leader Sean Flanagan, while Gary Hurley makes his way into the professional game.

It's getting serious. Most importantly, however, wishing all continued fun and success into 2015 / 16.

## SPORTS FACILITIES

### Indoor:

- Two Sports Halls <sup>38</sup>
- Fitness Centre <sup>38</sup>
- Weights Room <sup>38</sup>
- Snooker Hall <sup>43</sup>

### Outdoor:

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

To book any sports facilities please email [fitness.centre@nuim.ie](mailto: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: <http://www.maynoothuniversity.ie/study-maynooth/undergraduate-studies/scholarships/sport-scholarships>

## SPORTS CONTACTS



### Sports Officer <sup>38</sup>

 (01) 7083824  
 [paul.davis@nuim.ie](mailto:paul.davis@nuim.ie)



### Sports Reception <sup>38</sup>

 (01) 7086406  
 [pamela.lucas@nuim.ie](mailto:pamela.lucas@nuim.ie)



### GAA Development Officer

 (01) 7083321  
 [jenny.duffy@nuim.ie](mailto:jenny.duffy@nuim.ie)

### Rugby Development Officer



 (01) 7086065  
 [dennis.bowes@nuim.ie](mailto:dennis.bowes@nuim.ie)

### FAI Development Officer

 (01) 7086054  
 [barry.prenderville@nuim.ie](mailto:barry.prenderville@nuim.ie)

### Paddy Harrington

#### Golf Scholarship manager

 (086) 1675056  
 [barry.fennelly@nuim.ie](mailto:barry.fennelly@nuim.ie)

## Clubs on Campus

Student-run clubs form the backbone 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.

### MARTIAL ARTS

Aikido  
Archery  
Boxing  
Fencing  
Judo  
Kickboxing  
Self-Defence

### INDOOR

Badminton  
Basketball  
Olympic Handball  
Trampoline  
Volleyball

### OUTDOOR

Athletics  
American Flag Football  
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  
Rovers-Scouting & Outdoor Pursuits  
Snowsports  
Ultimate Frisbee

**Check out what groups you want to join at Clubs & Socs Fairs Day on Wednesday, 30th September**

# Maynooth Students' Union (MSU)

Maynooth University

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.

## 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.

✉ Student Centre, North Campus <sup>37</sup>

☎ (01) 708 3669 / (01) 708 6819

✉ students.union@nuim.ie

✉ frontdesk@nuimsu.com

www http://www.msu.ie/

## What We Offer:

- Clubs & Societies HQ
- Clubs & Societies 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
- Printing Press
- Photocopying / Scanning / Binding
- Branded Clothing
- Chill Cafe

## SABBATICAL OFFICERS 2015/2016:

President - Matt O'Boyle

☎ (01) 708 6436

✉ president@nuimsu.com

VP for Welfare & Equality - Siona Cahill

☎ (01) 708 6808

✉ welfare@nuimsu.com

VP for Education - Dillon Grace

☎ (01) 708 4712

✉ education@nuimsu.com

VP for Clubs, Societies

& Student Engagement - Eric Lawless

☎ (01) 708 6249

✉ clubsandsocs@nuimsu.com

# Student Engagement Office & Societies

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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 <sup>47</sup>

☎ (01) 708 6071

✉ ian.russell@nuim.ie

www http://www.maynoothuniversity.ie/student-engagement

f http://www.facebook.com/MaynoothOSE

t @MaynoothOSE

## SOCIETY HIGHLIGHTS 2014/2015

University societies cater for those individuals who are starting an activity for the first time right up to advanced level. These student led groups have consistently performed at the highest levels both regionally and nationally.

This trend was 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".

The Enactus Society were crowned the national Enactus champions and will represent Ireland at the Enactus World Cup in the autumn.

The Pride Society were crowned the Best Society in Maynooth for 2015 while the Literary & Debating Society and the Access Society won the Maynooth Most Improved and Best New Society respectively.

## 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 their 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.

## Getting Involved –

### Club & Societies Fairs Day 2015

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, 30TH SEPTEMBER 2015** in the **Sports Hall**. You can find out about Society activities on the clubs and societies website ([www.maynoothuniversity.ie/student-engagement](http://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](mailto: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.

For updates on your first week here on campus and for news throughout the year check out: <https://www.facebook.com/FirstYearatMaynooth> or @MU\_FYE15



## Societies on Campus

### ACTION/ RELIGIOUS

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

### ARTISTIC & PERFORMANCE

Alternative Music  
Arts, Crafts & Design (Playdo)  
Broadcasting  
Busking  
Composers  
Dance  
D.J.  
Drama  
Gospel Choir  
Jazz  
Music  
Music And Drama  
Style  
Trad Music

### DEBATING & POLITICAL

Labour  
Literary & Debating  
Ogra Fianna Fail  
Ogra Sinn Fein  
Socialist Workers  
Young Fine Gael

### DEPARTMENTAL

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

### Mundo Latino

Postgrad  
Psychology  
Sociology & Politics  
**SOCIAL & GAMING**  
African/Caribbean  
Airsoft  
Cards  
Circus  
Comedy  
Disney  
Games  
Hogwarts  
International Development  
International Students  
Johto University  
Mature Students  
Memory  
Minds  
Omega  
Parents  
Signing  
Yoga



# Campus Facilities, Services & Learning Supports

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## Campus Facilities, Services & Learning Supports

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In this chapter, you will find information on many facilities and services available to you during your time in college.

If you are looking for further or other information please visit [www.maynoothuniversity.ie](http://www.maynoothuniversity.ie) or call to the Student Services Reception. <sup>47</sup>

### STUDENT SERVICES RECEPTION

Whatever your query, maybe you need directions to a building, need information about a particular service, want to find out who you should talk to, then the Student Services Reception is the place to go.

✉ Student Services Reception,  
Ground Floor, Student  
Services Centre <sup>47</sup>

☎ (01) 708 4729

@ student.services@nuim.ie

www [http://www.maynoothuniversity.ie/  
student-services](http://www.maynoothuniversity.ie/student-services)

### Opening Hours

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

### ACADEMIC ADVISORY

✉ Academic Advisory Office, 1st Floor,  
Education House, North Campus <sup>49</sup>

☎ (01) 708 3368

@ advisory.office@nuim.ie

www [www.maynoothuniversity.  
ie/academic-advisory](http://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.

# Campus Facilities, Services & Learning Supports

## ACCESS OFFICE

✉ MAP Lodge, North Campus 47  
☎ (01) 708 6025  
✉ access.office@nuim.ie  
www http://www.maynoothuniversity.ie/access-office  
TUBE youtube.com/nuimaccess  
t @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 uses the resources of the entire Maynooth University Access Office to provide a coordinated approach to supporting all students from these groups. 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 http://www.maynoothuniversity.ie/access-office  
t @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 is available in the Assistive Technology Centre (ATC) and selected software is mainstreamed in all computer rooms across the campus.
- Technology+: an innovative module for 1st year students that 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, news and opportunities to communicate important announcements, share study skills resources and provide useful information about our services to other students and staff.

Mainstreamed academic supports include the Academic Advisory Office, the Mathematics Support Centre, the Academic Writing Centre, the Experimental Physics Centre, the Computer Programming Centre and the Library Information Skills Tutorials (LIST).



# Campus Facilities, Services & Learning Supports

## ALUMNI OFFICE

✉ Riverstown Lodge <sup>21</sup>  
☎ (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;

- 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 (guest and special lectures for alumni);
- Invitations to class reunions or we can assist you in organising one.

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.

## ASSISTIVE TECHNOLOGY CENTRE

✉ MAP Lodge North Campus <sup>52</sup>  
☎ (01) 708 6722  
✉ atc@nuim.ie  
www http://www.maynoothuniversity.ie/access-office  
t @MU\_MAP

### Opening Hours

Day	Open
Monday – Friday	9.00am-5pm

At the Assistive Technology Centre (ATC) students can find out about software and hardware to help them study. Computers are available here to work on assignments, research online, access email, print, scan or use educational technology. Staff in the ATC provide training on how best to use technology in conjunction with your learning and the Technology+ module is located here.

Examples of assistive technology include:

- Reading and Writing support software;
- Magnification software;
- Screenreading technology;
- Voice recognition technology;
- Mindmapping software;
- Alternative keyboards and mice;

As educational technology is helpful to all students, you'll find some of the most useful software installed in all computer rooms across campus.

## BANK

✉ AIB, John Hume Building, North Campus <sup>52</sup>  
☎ (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.



# Campus Facilities, Services & Learning Supports



## BOOKSHOP

- ✉ Maynooth University Bookshop  
John Hume Building,  
North Campus <sup>52</sup>
- ☎ 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

## BUDGETING ADVICE SERVICE

- ✉ Student Budgeting Advisor  
Student Services Centre,  
North Campus. <sup>47</sup>
- ✉ Student.Budget.@nuim.ie
- www http://www.maynoothuniversity.ie/money-matters

## Opening Hours

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

## 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.

## CAREER DEVELOPMENT CENTRE

- ✉ Arts Building <sup>35</sup>
- ☎ (01) 708 3592
- ✉ careers@nuim.ie
- www http://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-friendly, 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.





# Campus Facilities, Services & Learning Supports

## CHAPLAINCY

- ✉ Arts Building (Room 49) <sup>35</sup>
- ✉ Student Services Centre <sup>47</sup>
- ☎ (01) 708 3320
- ✉ chaplaincy@nuim.ie
- www http://www.maynoothuniversity.ie/chaplaincy
- f www.facebook.com/NuimChaplaincy

### Opening Hours for Chaplaincy service

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

### Who we are:

- Two lay Roman Catholic Chaplains;
- Here for you with a listening ear and a supportive presence.

### What we offer

- An open door;
- Hospitality;
- Spiritual and pastoral care;
- Prayer opportunities (Quiet Room / Prayer Space available);
- Bereavement support;
- Mass Cards;
- Weekly Free Coffee Morning during term;
- Weekly Mindfulness Meditation upstairs in the Student Centre;
- Retreats;
- Volunteering opportunities;
- Lunch time social gatherings every month (with free food!);
- Brochure of events;
- Calendar of events for academic year;
- Online resources.

## 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

For other enquires please contact Chaplaincy.

## COMMON ROOM

The common room <sup>39</sup>, 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

- ✉ Computer Centre Reception <sup>53</sup>
- ☎ (01) 708 3830
- ✉ helpdesk@nuim.ie or ccadministration@nuim.ie
- www http://www.maynoothuniversity.ie/computer-centre

### Opening Hours

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

The Computer Centre 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;
- Computer training;
- IT Helpdesk (01) 708 3388 or helpdesk@nuim.ie.



# Campus Facilities, Services & Learning Supports

## COMPUTER ROOMS

### PACR (Public Access Computer Rooms)

- ✉ North Campus, Arts Building <sup>35</sup> & Callan Building <sup>36</sup>
- ✉ South Campus, Long Corridor <sup>25</sup>, Teaching Rooms <sup>30</sup> (Computer Centre)
- www <https://www.maynoothuniversity.ie/computer-centre/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 Computer Centre 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 Computer Centre'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 Computer Centre website.



## COUNSELLING

- ✉ Student Services Centre (2nd Floor) <sup>47</sup>
- ☎ (01) 708 3554
- www <http://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.**

## CRECHE

- ✉ Rye Hall, North Campus <sup>49</sup>
- ☎ (01) 708 3319
- @ [creche.care@nuim.ie](mailto:creche.care@nuim.ie)
- www <http://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.



# Campus Facilities, Services & Learning Supports

## DIGNITY OF STAFF AND STUDENTS IN THE UNIVERSITY

The University is committed to the protection of men and women in the University, and to the principle that every staff member and student is entitled to work and study in an environment free from harassment. As part of the procedures adopted by the University, a staff member or a student who believes that he/she has been the subject of harassment may discuss the alleged harassment in an informal manner with his/her Head of Department or with any one of a number of contact persons appointed by the University.

Contact persons have been provided with training in relation to their roles as contact persons. This list of contact persons and their telephone numbers are at <https://www.maynoothuniversity.ie/human-resources/hr-policies/code-conduct>



## STUDENTS WITH DISABILITIES

- ✉ Disability Officer, MAP  
Lodge, North Campus
- ☎ (01) 708 6025
- 🌐 <http://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;
- 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 Information Session 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) and selected software is mainstreamed in all computer rooms across the campus.
- Technology+, an innovative module for 1st years that will introduce you to the latest educational technologies and show you how to integrate these technologies into your learning.
- Moodle: The MAP Area provides access to advice, study tips, news and opportunities to communicate with other students and staff.

Mainstreamed academic supports include the Academic Advisory Office, the Mathematics Support Centre, the Academic Writing Centre, the Experimental Physics Centre, the Computer Programming Centre and the Library Information Skills Tutorials (LIST).

# Campus Facilities, Services & Learning Supports

## 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/campus-life/student-wellbeing-support/student-health-centre/alcohol-and-you>



## EXAMINATIONS & TIMETABLING OFFICE

✉ Exams Office, Ground Floor,  
Humanity House, South Campus  
☎ (01) 708 3820  
✉ exams.office@nuim.ie  
www 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.

## FOOD OPTIONS – NORTH CAMPUS

### ✉ Bewley's, Arts Building 35

#### Opening Hours - Term Time

Weekday	Times	Other Days
Monday – Thursday	8.30am – 8.00pm	Weekends closed
Friday	8.00am – 3.30pm	Bank Holidays closed

### ✉ Chill Cafe, Student Centre 37

#### Opening Hours - Term Time

Weekday	Times	Other Days
Monday – Thursday	8.00am – 6 pm	Weekends closed
Friday	8.00am – 4 pm	Bank Holidays closed

### ✉ Costa Cafe, 1st Floor, Sports Complex 38

#### Opening Hours - Term Time

Weekday	Times	Other Days
Monday – Thursday	9.30am – 4.00pm	Weekends closed
Friday	9.00am – 2.00pm	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

### ✉ O'Briens, John Hume Building 52

#### Opening Hours - Term Time

Weekday	Times	Other Days
Monday – Thursday	9.00am – 5.00pm	Weekends closed
Friday	9.00am – 4.00pm	Bank Holidays closed

### ✉ Phoenix (Market 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





# Campus Facilities, Services & Learning Supports

## FOOD OPTIONS – SOUTH CAMPUS

✉ **Pugin Dining Hall,  
St. Patrick's House** <sup>23</sup>

Opening Hours - Term Time

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

✉ **Starbucks Coffee  
Company, Library** <sup>33</sup>

Opening Hours - Term Time

Weekday	Times	Other Days
Monday – Thursday	8.30am – 8.00pm	Sat/Sun 10.00am–4.00pm
Friday	8.30am – 4.00pm	Bank Holidays 10.00am–4.00pm



## MAYNOOTH PLACEMENT OFFICE

☎ (01) 708 3457  
✉ pmurray@nuim.ie  
www http://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 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. A placement agreement (provided by the Placement Office) between the student and the university is signed before placement commences.



Employment contracts are normally signed between the student and host placement organisation, these may include confidentiality clauses. A Medical, which is organised and paid for by the host organisation, may be compulsory prior to placement in some instances.

Students will be assisted in finding suitable placements, company research, interview preparation and CV preparation. 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. Interviews may be held on campus or on site

## INTERNATIONAL OFFICE

✉ Top Floor Humanity House,  
South Campus <sup>23</sup>  
☎ (01) 708 3386  
FAX (01) 708 6113  
✉ international.office@nuim.ie  
www http://www.maynoothuniversity.ie/international  
f http://www.facebook.com/MaynoothUniversityInternational  
BLOG http://www.i-studentglobal.com/student-blogs/  
t @MU\_Intl

### Opening Hours

Day	Morning	Afternoon
Monday, Tuesday & Thursday	9.00am – 13.00	14.00 - 17.00
Closed for Lunch	13.00 - 14.00	

### 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.

# Campus Facilities, Services & Learning Supports

## 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 advisory 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.



## LIBRARY

✉ John Paul II Library 33  
✉ Russell Library 11  
☎ (01) 708 3884  
FAX (01) 628 6008  
@ library.information@nuim.ie  
www www.maynoothuniversity.ie/library  
f https://www.facebook.com/pages/Maynooth-University-Library/  
t @library\_MU

The Library plays a key role in the student experience. Library staff provide all registered 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. Self-service laptops computers are available. 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. Library services can also be accessed through mobile phone apps. The Library has the distinction of being the largest Irish university library on Facebook, with over 2,500 followers. Social media tools, including YouTube, Flickr, Online Chat and RSS feeds are used to enhance services to our users.

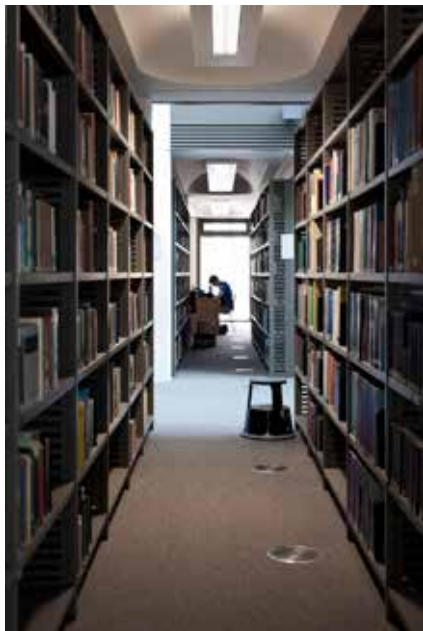
The Library's older book, archives and manuscript collections, are housed in a new special collections area in the John Paul II Library and in the Russell Library, which is a research library focusing on pre-1850 material.

# Campus Facilities, Services & Learning Supports

## 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 in the Library. Sessions 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, please consult the Library website at [www.maynoothuniversity.ie/library/support-training/list](http://www.maynoothuniversity.ie/library/support-training/list)



## LANGUAGE CENTRE

The Language Centre offers language classes and language support to all users of the university and to the general public. The Language Centre has a range of facilities for language learners:

- Digital language laboratories;
- Self-access language learning area;
- Online learning resources;
- Satellite television;
- Film library;
- Vifax don Ghaeilge;
- Language Advisory Service.

All undergraduate and postgraduate students (except those studying their chosen language full time) can sign up, at no extra cost, for our credit-bearing Languages for All Students (LASP) programme in Irish, French, German, Spanish, Chinese or English for Speakers of Other Languages ([www.maynoothuniversity.ie/language-centre/languages-all-students](http://www.maynoothuniversity.ie/language-centre/languages-all-students)). Students will be notified by email at the beginning of term regarding registration on Moodle for these classes. Students taking LASP Irish have the opportunity to take the Teastas Eorpach na Gaeilge examinations in April or May. (See [www.teg.ie](http://www.teg.ie)).

Please note that full-time students of French, German, Spanish or Chinese must sign up for a Language Centre class in addition to their Departmental classes. Dates and instructions will be available at university registration. Special discounts are available for students taking evening classes. For more information, visit [maynoothuniversity.ie/language](http://maynoothuniversity.ie/language)

## 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, 21st to Friday, 25th September 2015 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 <sup>35</sup> 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).



# Campus Facilities, Services & Learning Supports

## MATHEMATICS SUPPORT CENTRE

✉ Rye Hall, North Campus <sup>43</sup>  
@ supportcentre@maths.nuim.ie  
www http://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 <http://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](mailto:ciaran.macanbhaird@nuim.ie)  
(01) 708 3992.

## MATURE STUDENTS

✉ Mature Student Officer,  
MAP Lodge, North Campus <sup>47</sup>  
☎ (01) 708 3307/6724  
www <http://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 is available in the Assistive Technology Centre (ATC) and selected software is mainstreamed in all computer rooms across the campus.





# Campus Facilities, Services & Learning Supports

- Technology+: an innovative module for 1st year students that 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, news and opportunities to communicate important announcements, share study skills resources and provide useful information about our services to other students and staff.

Mainstreamed academic supports include the Academic Advisory Office, the Mathematics Support Centre, the Academic Writing Centre, the Experimental Physics Centre, the Computer Programming Centre and the Library Information Skills Tutorials (LIST).



## 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.

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.

### How to access Moodle:

Open your web browser (Firefox, Safari, Internet Explorer, or Google Chrome) and go to the University homepage at <http://www.maynoothuniversity.ie/>. Click the

**For Current Students** menu and then click 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 three letters and four numbers. Take care to enter your details in lower-case (no capital letters) and ensuring that letters are not confused with numbers (e.g. letter L for number one, or letter o for zero).

Further information about Moodle is available on the Moodle site or for support contact [moodlesupport@nuim.ie](mailto:moodlesupport@nuim.ie).

For Moodle updates, follow @MU\_Moodle on Twitter.

## PARKING (MAYNOOTH UNIVERSITY SPACES AND PERMITS)

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

☎ (01) 708 6937

www <http://www.maynoothuniversity.ie/location/parking-traffic-management>

@ [parking@nuim.ie](mailto: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](http://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

## 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 2015/2016 are:

- Monday 28th September to Friday 18th December 2015
- Monday 4th January 2016 to Friday 3rd June 2016
- 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.
- Be advised that St. Patricks College may still enforce their traffic management policy. See St. Patricks College web site for further details [www.maynoothcollege.ie](http://www.maynoothcollege.ie).

# Campus Facilities, Services & Learning Supports

## PHOTOCOPYING

- ✉ LIBRARY, South Campus <sup>33</sup>
- € MyCard

- ✉ STUDENTS' UNION PRINTING PRESS, North Campus <sup>37</sup>
- € Cash

- ✉ POST ROOM, Ground Floor, John Hume Building, North Campus <sup>52</sup>
- € Cash

- ✉ POST ROOM, Riverstown Annexe, South Campus <sup>20</sup>
- € Cash

## POSTAGE

- ✉ POST ROOM, Ground Floor, John Hume Building, North Campus <sup>52</sup>
- € Cash

- ✉ POST ROOM, Riverstown Annexe, South Campus <sup>20</sup>
- € Cash

### 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 <sup>33</sup>
- € MyCard

### Opening Hours

See library website [www.maynoothuniversity.ie/library](http://www.maynoothuniversity.ie/library)

- ✉ PACR ROOMS, North & South Campus
- € MyCard
- www [www.maynoothuniversity.ie/computer-centre/copy-and-print-service-cps](http://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 <sup>37</sup>
- € Cash

### Opening Hours

Day	Time
Monday – Friday	9.30am – 4.00pm

## RECORDS & REGISTRATION OFFICE

- ✉ Student Records & Registration Office, Humanity House, South Campus <sup>23</sup>
- ☎ (01) 708 3813
- @ [records.office@nuim.ie](mailto:records.office@nuim.ie)

### 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 2015 / 2016 including information for late registration;
- Student ID Cards;
- Change of Subjects/Modules Information Guide;
- Stamping of Forms (Medical, Social Welfare, J1 Visa, Scholarship applications);
- Student Withdrawal/Deferrals;
- Change of Personal Details;
- Change of Qualification;
- Letters certifying attendance.



# Campus Facilities, Services & Learning Supports

## SECURITY

- ✉ Arts Building, North Campus <sup>35</sup>
- ✉ Security Hut, South Campus <sup>28</sup>
- ☎ (01) 708 3929
- ☎ Emergency (01) 708 3333
- www <http://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 <sup>24</sup>, (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](http://www.studentleapcard.ie) or you can simply call to the Student Centre <sup>37</sup>, 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. <sup>47</sup>
- ☎ (01) 708 3878
- www [www.maynoothuniversity.ie/StudentHealthCentre](http://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
- Limited Travel Vaccination Clinic (charges apply depending on vaccine required, see our website).

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](http://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.

# Campus Facilities, Services & Learning Supports

## MAYNOOTH GREEN CAMPUS

✉ c/o Dorena Bishop, Music Department, Logic House  
☎ (01) 708 4637  
www <http://www.maynoothuniversity.ie/greencampus>  
@ greencampus@nuim.ie  
f <https://www.facebook.com/MaynoothGreenCampus>  
t [twitter.com/GreenCampus\\_Maynooth](https://twitter.com/GreenCampus_Maynooth)

We are a group of staff and students interested in improving our campus and developing Maynooth into a Green Campus and eventually gaining the 'Green Flag'.

We promote sustainable and efficient planning within the University, working on core areas such as Biodiversity, Litter & Waste, Energy, Water Conservation, Transport & Travel and Social Justice.

We aim to undertake a multi-themed approach to improving our campus. 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.



## STUDENTS' UNION (MSU)

✉ Student Centre, North Campus 37  
www <http://www.msu.ie/>

### Opening Hours for Front Desk at Student Centre

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

See page 42 in this handbook for further information.

## WRITING CENTRE

✉ Rye Hall, North Campus 43  
@ writingcentre@nuim.ie  
www [www.maynoothuniversity.ie/writing-centre](http://www.maynoothuniversity.ie/writing-centre)

### Opening Hours

Day	One-To-One	Drop In
Monday	Closed	Closed
Tuesday – Thursday	10.00am – 2.00pm	
Friday	12.00 – 2.00pm	

### What we offer:

- Free, friendly, non-judgemental writing help to any student, undergraduate or postgraduate, regardless of course, degree or level;
- 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');
- The centre also offers 'on demand' appointments. You should contact us at least two working days before the date on which you would like a one-to-one appointment. Please note: one-to-one appointments last for 45 minutes and can be booked by emailing us at [writingcentre@nuim.ie](mailto:writingcentre@nuim.ie)
- The Centre is also engaged in on-campus, national and international research into academic writing, writing and literacy.
- If you would like to meet a writing tutor contact us by email on: [writingcentre@nuim.ie](mailto:writingcentre@nuim.ie)



# Rules & Regulations

Maynooth University



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## Rules & Regulations

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Students are required to observe the University Rules and Regulations.

Students are expected to acquaint themselves with these regulations, which are available on the University website at [www.maynoothuniversity.ie/policies](http://www.maynoothuniversity.ie/policies).

The main rules and regulations that you should read are outlined below. Please note that this is an outline of the areas covered in the regulations, and not a summary of the regulations.

### GENERAL RULES OF THE UNIVERSITY

Please read the General Rules for information on the student ID cards, attendance, withdrawal, smoking on campus, traffic management, health & safety, and disciplinary sanctions.

### CODE OF DISCIPLINE FOR STUDENTS

The purpose of a Code of Discipline within the 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.

### 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 results to parents or family members. There are some exceptions to this policy, including emergency situations, legal requirements to disclose information, and information requested by the Gardai.

## 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 also 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 a requirement for silence in the library, responsibility for damage to book and materials, regulations for borrowing and fines for late return, and the requirement to comply with copyright legislation.

## PLAGIARISM POLICY

Plagiarism involves an attempt to use an element of another person’s work, without appropriate acknowledgement, in order to gain academic credit. 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 may result in expulsion, suspension, or award of a zero mark. The Plagiarism Policy explains the process for cases of plagiarism and the possible penalties.

## EXAMINATIONS

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

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

# Map & Classroom Locations






























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# Classroom Locations

Maynooth University

Student Guide

 South Campus  
 North Campus

ROOM CODE	ROOM NAME	BUILDING	MAP NO.
61	Room 61	Rhetoric Annex	 19
62	Room 62	Rhetoric Annex	 19
APT	Apartment Lecture Hall	River Apartments Reception	 44
AX1	Auxilia Lecture Hall 1	Auxilia	 46
AX2	Auxilia Lecture Hall 2	Auxilia	 46
B-07	First Floor	Manor Mills	 55
B-08	First Floor	Manor Mills	 55
B-09	First Floor	Manor Mills	 55
B-11	First Floor	Manor Mills	 55
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
CompSci2.20	Software Lab 5A Room 2.20 (Mac Lab)	Callan	 36
CS2	Lecture Theatre 2	Callan	 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
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

ROOM CODE	ROOM NAME	BUILDING	MAP NO.
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	Classshall A	Arts Building	 35
HB	Classshall B	Arts Building	 35
HC	Classshall C	Arts Building	 35
HD	Classshall D	Arts Building	 35
HE	Classshall E	Arts Building	 35
HF	Classshall F	Arts Building	 35
HH	Classshall H	Arts Building	 35
HJ	Classshall HJ	Arts Building	 35
ICTROOM	ICT Room	Rye Hall	 43
IONSEM	Iontas Seminar Room 0.32	Iontas	 41
IONTH	Iontas Lecture Theatre	Iontas	 41
JH1	John Hume Lecture 1	John Hume Building	 52
JH2	John Hume Lecture 2	John Hume Building	 52
JH3	John Hume Lecture 3	John Hume Building	 52
JH4	John Hume Lecture 4	John Hume Building	 52
JH5	John Hume Lecture 5	John Hume Building	 52
JH6	John Hume Lecture 6	John Hume Building	 52
JH7	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
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

ROOM CODE	ROOM NAME	BUILDING	MAP NO.
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
RHP01	Rye Hall	Rye Hall	43
RHP02	Rye Hall	Rye Hall	43
RHP03	Rye Hall	Rye Hall	43
RHT05	Rye Hall	Temporary Building near Rye Hall	43
RHT06	Rye Hall	Temporary Building near Rye Hall	43
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

The University is made up of the North and South Campuses.

It is situated in the heart of Maynooth Town and all its transport links.

Each of the University buildings is numbered on the map to help you find your way around. If you have any difficulty just ask a member of staff and they will point you in the right direction.

Throughout this book we've added map references to help you locate that particular office, room or building.

- South Campus
- North Campus

LOCATION	NO.
Academic Advisory Office (room 1.1.3)	49
Academic Council (room 7)	23
Access Office (MAP Lodge)	47
Accounts Office(Maynooth University) (ground floor)	21
Admissions Office (first floor)	23
Adult Education Dept (room 3.1.5)	49
AIB Bank	52
Alumni Office	21
An Foras Feasa (first floor)	41
An Tobar (across from Information Point)	47
Ancient Classics Dept (room 9)	35
Anthropology Dept. (room AN2.18)	48
Applied Social Studies Dept. (room 3.2)	50
Arts Building and Annex	35
Assistive Technology Centre	47
"Asntre" Mathematics & Writing Support	43
ATM (outside the science building)	34
ATM (Students' Union building)	37
Aula Maxima	31
Auxilia	46
Bewerunge Room (ground floor)	8
Bewley's	35
Biology Dept. (first floor, room 2.41)	36
Bioscience & Electronic Engineering Building	40
Budgeting Advice Centre (first floor)	47
Bursar's Office	21
Business Dept. (room BL1.15)	48
Callan Building	36
Callan Hall	25
Campus Planning & Development	14
Campus Services	52
Career Development Centre	35
Casey Changing Rooms	9
Centre for Teaching and Learning (room 1.1.5)	49
Chaplaincy Student Services	47
Chaplaincy (Arts Building)	35
Chemistry Dept. (first floor, room 2.64)	34
Chill Cafe	37
Chinese Dept (room 33A)	35
College Chapel	16
Columba Centre	32
Commercialisation (third floor)	52
Student Common Room	39
Computer Centre	53
Computer Science Dept. (first floor, room2.118)	36
Conference & Accommodation	25



# Map Index

Council Room	21
Counselling Service (second floor)	47
Creche	43
Crolly Room	11
Deans' Office	23
Design Innovation (Rowan House, room BL1.19)	48
Disability Office (Access)	47
Dunboyne House	22
Economics, Finance & Accounting (room 34)	17
Edgeworth Room (first floor, room 30)	17
Education Dept.(room 2.1.1)	49
Education House	49
Electronic Engineering (second fl,room E3.01)	40
English Dept. (ground floor, room 0.17)	41
Eolas	53
Examinations Office (ground floor)	23
Experimental Physics (first floor, room 2.9)	34
Fees & Grants	24
Freedom of Information Office (room 25)	23
French Dept. (room 37)	35
Gate Lodge (Security)	28
Geography Dept. (second floor)	17
German Dept. (room 36)	35
Gilmartin Room	11
Graduate Studies Office (third floor)	52
Hamilton Institute	53
Health & Safety Office (first floor)	47
Het Hut	3
History Dept. (first floor)	17
Human Resources Office	21
Humanity House	23
ICARUS	50
Student Services Reception / Information Point	47
International Office (second floor)	23
Iontas	41
IVI (Innovation Value Institute)	53
John Hume Building	52
John O'Connell, Seminar Room	50
John Paul II Library	33
Junior Infirmary	1
Kairos Communications (off campus)	55
Kildare Room (second floor, room 23A)	17
Language Centre & Labs	35
Laraghbyran House	50
Law Dept. (second floor)	29
Library (John Paul II)	33
Loftus Halls	10
Logic Annex	7
Logic Annex (old)	2
Logic House	8

Londis	52
Long Corridor	25
Lower Loftus	10
Mac Lab (room 2.20)	36
Manor Mills (Off-Campus)	55
MAP Lodge (Access office)	47
Marketing & Communications Office	23
Mathematical Physics Dept.(room 1.11)	34
Mathematics Dept. (second floor)	8
Mathematics Support Centre	43
Mature Students Office (MAP Lodge)	47
Media & Theatre Studies (ground floor)	41
Student Health Centre	47
Middle Loftus	10
Museum	12
Music Dept. (first floor)	8
Music Performance Suite	5
Music Practice Rooms (old)	4
Music Technology Lab	6
New House	29
NIRSA/NCG (second floor)	41
O'Brien's Cafe	52
O'Callaghan Room (Logic House)	8
Patrick Murray Room	11
Philosophy Dept. (room 10)	35
Phoenix Restaurant	38

Physics Hall	26
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Post Room South Campus	20
Power House	14
President's Office (Maynooth University)	21
President's Arch	15
Procurement Office	21
Product Design Studios	42
Psychology Dept (second floor, room SF13 )	52
Pugin Dining Hall	14
Quality Promotion Unit (room 15)	23
Quiet Room (Arts Building)	35
Reading Room (Arts Building)	35
Registrar's Central Office	23
Registrar's Office (ground floor)	23
Registration (ground floor)	23
Renehan Hall	13
Research Support Office (third floor)	52
Residence Office	47
Rhetoric Annex	19
Rhetoric House	17
Riverstown Hall	21
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Roinn na Nua-Ghaeilge (room 20)	35
Roinn na Sean-Ghaeilge (room 25)	35

Roque Lab (Rhetoric House)	17
Rowan House	48
Russell Library	13
Rye Hall	43
Salaries Office (Maynooth University)	21
Science Building	34
Security North Campus (Arts Building)	35
South Campus (Gate Lodge)	28
Snooker Room	43
Sociology Dept.(room 1.5)	46
Spanish Dept.(room 35)	35
Sports Complex	38
Sports Halls (small and main)	38
St. Catherines	51
St. Joseph's Hall	26
St. Joseph's Oratory	26
St. Mary's House	11
St. Mary's Oratory	13
St. Pauls	54
Stoyte House (SPCM Accounts)	27
Student Centre	37
Student Common Room	39
Student Records Office (ground floor)	24
Student Services Centre	47
Student Services Director	47
Students' Union (SU) Offices	37

SU Bar & "The Venue	37
SU Print Press	37
SU Shop (Londis)	52
The Bunker	35
Theology Dept	19
Teaching and Learning	49
Trocaire	26
University Bookshop	52
Village Apartment's Reception	45
Writing Support Centre	43

# South Campus

# North Campus



LEGEND

ATM

Bookshop

Barrier

Bus Stop

Church

Coach Park

Crèche

Defibrillator

Entrance

Food Outlet

Library

Student Health Centre

One Way System

Pedestrians Only

Post Office

BUS STOPS

Ardcavan / A2B Coaches

Callinan Coaches, J.J. Kavanagh (Carlow Bus)

J.J. Kavanagh (all services except Carlow bus), Streamline Coaches, OK Community Transport, Finlays Coaches, Slevins Coaches

Dublin Bus

LEGEND (continued)

Public Access Computer Room

Quiet Room

Apartments Reception

Shop

Emergency Call Points

Pay and Display

Multi-Permit

Students

Car share/pooling

Staff

E-charge point

## South Campus Entrance

## North Campus Entrance

## Moyglare Entrance

## Town Centre

## RIVER APARTMENTS

## RYE HALL APARTMENTS

## VILLAGE APARTMENTS

- A Avoca
- B Boyle
- C Carrick
- D Dodder
- E Erne
- F Foynes
- G Gweedore
- H Hurley
- J Joyce
- K Killybeg
- L Liffey
- M Moy
- N Nore
- P Pottery
- Q Quilty

- A Block A
- B Block B
- C Block C
- R Riordan Hall
- S Leavey Hall
- T Hargadon Hall
- U Mullin Hall



## FEEDBACK

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

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## Social Justice Week 2015

12TH – 16TH OCTOBER  
A CALL TO ACTION

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