



**Maynooth  
University**

National University  
of Ireland Maynooth

**Maynooth University**  
Student Guide  
2014

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**You are very welcome as you  
begin your studies at this  
historic centre of learning.**

This booklet is intended as an information package to help you prepare for your first weeks at University. It's packed full of dates and all the information you'll need.

We aim to promote and support the student experience beyond the lecture theatre or laboratory. We strive to create a community which is open and caring and where diversity is expected and respected. The opportunity to expand your horizons in cultural, sporting, volunteering and social pursuits, is a valuable part of your student life in Maynooth.

We hope you enjoy your student experience.

Prof. Aidan Mulkeen  
Vice-President Academic, Registrar  
and Deputy President



# Table of Contents

## GETTING STARTED

<b>CHECKLIST</b>	<b>7</b>
Before You Arrive	7
15-19th Sep, 2014: Orientation & Registration	7
22-26 Sep, 2014: Week 1: Term & Lectures Commence	8
29 Sept – 3 Oct, 2014 Week 2	8
Weeks 3, 4 & 5	9
27th Oct-31st oct (Week 6) Study Week	9

## GETTING STARTED - BEFORE YOU ARRIVE

Accommodation	10
On-Campus Student Accommodation	10
Off-Campus Student Accommodation	11
Short Stay / Occasional Accommodation	13
Payment of College Fees	13

## GETTING STARTED - YOUR FIRST WEEK 14

Registration	14
Documents Required for Registration	14

## PLANNING FOR YOUR ACADEMIC YEAR

<b>ACADEMIC YEAR 2014/2015</b>	<b>16</b>
First Semester	16
Second Semester	17
<b>ACADEMIC YEAR</b>	<b>18</b>
Registration of Subject Choices	18
The Academic Year	18
Lectures, Tutorials, Lab Work, Assignments, Modules and Language Laboratory	18
Personal Details, Transfers & Withdrawals	20
<b>ACADEMIC YEAR-MY TIMETABLE</b>	<b>22</b>
Academic Timetable	22

## MONEY MATTERS

Fees & Grants Office	25
University Fees – EU Nationals	25
University Fees- Non EU Nationals	25

## A GUIDE TO YOUR FEES 26

Higher Education Grants	27
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## PLANNING YOUR COLLEGE BUDGET 28

Your College Budget	28
Budgeting Advice Service	28
Cost of Living	29

## OTHER FUNDING 30

Back to Education Allowance	30
ESF Student Assistance Fund	30
Student Emergency Fund	30
Students' Union Child Care Fund	30
ESF Fund for Students with Disabilities	31
Scholarships & Awards	31

## MAYNOOTH & GETTING HERE

### MAYNOOTH 33

### MAYNOOTH TOWN MAP 34

### GETTING HERE 35

Car	35
Smart Travel	35
Train	35
Bus	35

### BUS & TRAIN ROUTES TO MAYNOOTH 36

## STUDENT LIFE

### SPORTS & SPORTS FACILITIES 39

Sporting Highlights 2013/2014	39
Sports Facilities	40

Sports Scholarships	40
Sports Contacts	40
Clubs on Campus	41

### MAYNOOTH STUDENTS' UNION (MSU) 42

Students' Union	42
The Student Centre	42
Sabbatical Officers 2014/2015	42

### STUDENT ENGAGEMENT OFFICE & SOCIETIES 43

Societies Highlights 2013/2014	43
Getting Involved	43
Extra-Curricular Activities (ECA) Awards	44
Societies on Campus	45

## CAMPUS FACILITIES, SERVICES & LEARNING SUPPORTS

Student Services Reception	47
Academic Advisory	47
Access Office	48
Alumni Office	49
Assistive Technology Centre	50
Bank	50
Bookshop	51
Budgeting Advice Service	51
Career Development Service	52
Chaplaincy	52
Common Room	53
Computer Facilities	53
Computer Rooms	54
Counselling	54
Creche	55
Dignity of Staff and Students in the University	56
Disability	56
e-Pub	58

Examinations & Timetabling Office	58
Food Options – North Campus	58
Food Options – South Campus	59
Industrial Placement Office	60
International Office	60
Library	61
Language Centre	62
LIST (Library Information Skills Tutorials)	63
Lockers	63
Lost Property	64
Mathematics Support Centre	64
Mature Student Office	65
Moodle	66
Parking (Maynooth University spaces and permits)	66
Photocopying	67
Postage	68
Printing	68
Student Records & Registration Office	69
Security	69
Student Cards	70
Student Health Centre	70
Student Plus	71
Online Student Plus	73
Studying Abroad	74
Students' Union (MSU)	75
Writing Centre	75

## RULES & REGULATIONS

### RULES & REGULATIONS 77

## MAP & CLASSROOM LOCATIONS

<b>CLASSROOM LOCATIONS</b>	<b>80</b>
<b>MAP INDEX</b>	<b>83</b>
<b>MAP</b>	<b>86</b>

# Getting Started

## GETTING STARTED CHECKLIST 7

### GETTING STARTED - BEFORE YOU ARRIVE 10

Accommodation 10

On-Campus Student Accommodation 10

Off-Campus Student Accommodation 11

Short Stay / Occasional Accommodation 13

Payment of College Fees 13

### GETTING STARTED - YOUR FIRST WEEK 14

Registration 14

Documents Required for Registration 14

# Checklist

## BEFORE YOU ARRIVE...

- Apply to **SUSI** (page 27) for grant. Application **DEADLINE** 1st August, 2014.
- What **FEES** (page 25) must I pay online prior to attending registration?
- Carefully read all the information sent to you by the University.
- Find suitable on-campus or off-campus **ACCOMMODATION** (page 10).
- Find out information about **STUDENT LIFE** (page 39) or at [www.maynoothuniversity.ie](http://www.maynoothuniversity.ie).
- Complete the on-line **EPUB** self assessment (page 58).
- Work out your **LIVING COSTS** (page 29 and how you will manage your money. Plan your budget.
- Do you need to apply for a place in the University **CRECHE** (page 55) or other childcare facility?
- If you are on a Social Welfare payment or intend to apply for BTEA (page 30) contact your local Social Welfare Office before starting in University.
- Do you know what **FUNDING** (page 30) and **SCHOLARSHIPS** (page 31) are available in college and how to apply?

## 15-19TH SEP, 2014 ORIENTATION & REGISTRATION

- Attend **ORIENTATION & REGISTRATION** as per your first week schedule. Attendance at orientation is compulsory and your attendance will be required for 2-3 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 87) to find location.
- During orientation & registration 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** (page 14) 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 **WELCOME EXPO** in the Phoenix Building (1st Floor).

### NOTE

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

# Checklist

- Introduce yourself to other students, attend the **MEET YOUR STUDENTS' UNION** and the **MAYNOOTH COMMUNITY** talks and find out more about your **STUDENTS' UNION** (page 42) **STUDENT ENGAGEMENT** (page 43), **SPORTS, CLUBS & SOCIETIES** (pages 41 & 45)

- Attend talk on **GETTING STARTED WITH YOUR LEARNING**. Part of this talk will introduce you to **MOODLE** (page 66), 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 & your department's **SUBJECT TALK/ARTS TALKS**, you should go online and print your **ACADEMIC TIMETABLE** (page 22).

- If you intend **PARKING** (page 66) on-campus, apply online for a **PARKING PERMIT** (you can only do this once you have attended registration and received your **STUDENT I.D.** (pages 14 & 70).

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

## 22-26 SEP, 2014 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 **17TH OCTOBER 2014**.

- Get a **LOCKER** (page 63) from the staff located in the Iontas Foyer each day 10am-3pm this week.

## 29 SEPT - 3 OCT, 2014 WEEK 2

- Pick up your **PARKING PERMIT** (page 66) as per the instructions provided to you by email. Enforcement of parking regulations commences on the North Campus on **29TH SEPTEMBER, 2014** (page 67).

- Save the numbers of campus **SECURITY** (page 69), **STUDENT HEALTH CENTRE** (page 70), your academic department, first year co-ordinator, your landlord/residence, local taxis/cabs to your mobile.

- If you require information or have questions, go to the **STUDENT SERVICES RECEPTION** (page 47) in the Student Services Centre or the Front Desk in the **STUDENT CENTRE** (page 42).

- Check out study areas on campus and visit a **PUBLIC ACCESS COMPUTER ROOM (PACR)** (page 54).

- 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 28) to put together a budget plan.

- Attend **CLUBS & SOCIETIES FAIRS DAY** on Wednesday 1st October 2014 (Sports Hall).

## 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 47), **WRITING CENTRE** (page 75), **MATHEMATICS SUPPORT CENTRE** (page 64) & **STUDENT PLUS** (page 71).

- Need someone to talk to: we have the following confidential free supports; **STUDENT COUNSELLING** (page 54), **CHAPLAINCY** (page 52) and **STUDENT HEALTH CENTRE** (page 70).

- If you have not already done so, check out the **LIBRARY INFORMATION SKILLS TUTORIALS (LIST)**, (page 63) which provide a number of information sessions from essay writing, to ebooks to managing stress.

- 1st year deadline for change of **SUBJECT CHOICE** (page 18) is Friday 17th October 2014.

- Elect your class representative.

- EUROPEAN SOCIAL FUND (ESF)** (page 30) information will be sent to all students at their NUIM email address. Check out the information provided as you may be eligible to apply for financial support.

## 27TH OCT-31ST OCT (WEEK 6) STUDY WEEK

- If you are considering withdrawing from your course (see page 20).

**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**

## ACCOMMODATION

✉ Residence Office, Student Services Centre, North Campus. 47

☎ (01) 708 3322

FAX (01) 708 3523

@ residence.office@nuim.ie

www http://www.maynoothuniversity.ie/accommodation

t @NUIMApartments

f NUIM Residence Office

## OPENING HOURS

DAY	MORNING	AFTERNOON
Monday – Friday	9.00am – 1pm	2.00 – 5.00pm

## WHAT WE OFFER:

- On-Campus Student Accommodation\*
- Assistance with finding Off-Campus Student Accommodation

## ON-CAMPUS STUDENT ACCOMMODATION

We cater for over 900 students in residence halls (River, Village & Rye). These purpose built student accommodations are located on the North Campus. The Residence Office website contains descriptions, photographs and pricing for each type of accommodation.

- Comfortable & spacious accommodation;
- Most have en-suite bathrooms;
- Twin room options available;
- Good study facilities;
- Internet access;
- All accommodations are non-smoking;
- Reception/Residence Assistant Services;
- Budget Rooms;
- Accessible rooms for students with disabilities.

## INTERNATIONAL STUDENTS \*

Please refer to Residence 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.

## BEFORE YOU APPLY:

- Decide if on-campus accommodation is the best option for you and which type of accommodation you prefer.
- Do your financial planning, taking into account that your deposit and first semester costs are paid upfront [approx €2,800\* including deposit €500] in August and a further payment of approximately €2,300\* in early January for the second semester costs.
- Check out the various additional options for on-campus living e.g. Shared Rooms, Scéim Chónaithe & Accessible Rooms.

\* Campus rates vary depending on type of accommodation chosen. Full details are on the Residence Office website.

## YOUR APPLICATION AND YOUR OFFER:

- You should only submit one application for on-campus accommodation. If you submit more than one application, all previous applications (including all preferences expressed or notes included in those applications) will be discarded and only the latest application will be included in the draws.
- It is essential that you choose the correct category on your online application form. **NEW STUDENT TO NUIM (OR SPCM)** – you should select this category only if you are a prospective first year student, and are planning to commence your studies in Maynooth in September 2014 having applied through the CAO.
- Use the **ADDITIONAL INFORMATION** Section to tell us about your preference for any additional options together with information about your mobility, if applicable.
- Make sure you accurately record your **CAO/STUDENT NO/PAC NO** as failure to do so will invalidate your application.
- Please make sure that you use a working email address that you check regularly.
- Know the process of how and when you will find out, if you have been offered on-campus accommodation. See table overleaf or Residence Office website for full details.

## LIVING ON CAMPUS

Once a student has been offered a place in on-campus accommodation, the Residents' page of the Residence Office website will contain further details on the following:

- Check-in dates and times and what documents you need to bring for check-in;
- List of items you will need to bring for your apartment;
- Expected behaviour for on-campus residents in accordance with licence terms;
- On-Campus Handbook.

## OFF-CAMPUS STUDENT ACCOMMODATION

The Residence Office maintains a database of off-campus accommodation.

## 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

You can access the current listing of off-campus student accommodation on [www.maynoothstudentpad.ie](http://www.maynoothstudentpad.ie)

For advice on 'Dos and Don'ts of Renting' please visit the Residence Office website.

# Getting Started – Before You Arrive

## On-Campus accommodation for 1st year students

The selection process explained.

DATES	STUDENT ELIGIBILITY CRITERIA	OFFERS & NOTIFICATION
<p><b>FIRST DRAW: MONDAY 18TH AUGUST, 2014 (94% OF ACCOMMODATION FOR 1ST YEAR STUDENTS IS ALLOCATED)</b></p>	<p>Accommodation application must have been made online before midnight on Thursday 13th August, 2014</p> <p>Must have been offered an academic place in Maynooth (or SPCM) via the CAO</p>	<ol style="list-style-type: none"> <li>1. Draw takes place 18th August following release of first round of CAO offers.</li> <li>2. The CAO numbers of the successful applicants and those on the waiting list will be published on the Residence Office website by noon on Monday 18th August, 2014.</li> <li>3. Successful Applicants will have their CAO number published on-line on the Residence Office Welcome page, including entrance and sports scholars.</li> </ol>
<p><b>FURTHER DRAW: WEDNESDAY, 29TH AUGUST, 2014 (6% OF REMAINING ACCOMMODATION FOR 1ST YEAR STUDENTS IS ALLOCATED)</b></p>	<p>All Accommodation applications made up to 28th August 2014.</p> <p>Must have been offered an academic place in Maynooth (or SPCM) via the CAO</p>	<ol style="list-style-type: none"> <li>1. Draw takes place Wednesday 29th August, 2014.</li> <li>2. The CAO numbers of the successful applicants will be published on the Residence Office website by noon on Wednesday 29th August, 2014.</li> <li>3. Successful Applicants will have their CAO number published on-line on the Residence Office Welcome page, including entrance and sports scholars</li> </ol>

## SHORT STAY / OCCASIONAL ACCOMMODATION

### GUEST ACCOMMODATION

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

### OPENING HOURS

DAY	DAILY	EVENING
Monday-Friday	8.30am - 7.30pm	8.30pm - 11.00pm
Weekends & Bank Holidays	8.30am - 12.30pm 1.30pm - 7.30pm	8.30pm - 11.00pm

During the academic year Maynooth Campus offers overnight stays for students, guests, conference delegates and holidaymakers. Prices are from €22.50 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 by email a set of instructions on how to pay your college fees online **PRIOR** to attending registration. This information will be issued by the Fees Office and will include a user name and password.

Full information can be found in the Money Matters chapter (pages 25-27).

### NOTE

Payment of fees alone does not constitute registration. You will be required to attend registration in person.



# Getting Started – Your First Week

**Generally, each new student must attend the campus on two consecutive days (three days for Science students) during Orientation and Registration week from Monday to Friday, 15th - 19th September, 2014 – full details are in the 'First Week Schedule 2014'. This schedule is also available on [www.maynoothuniversity.ie](http://www.maynoothuniversity.ie).**

## REGISTRATION

This is where students formally become a student of the University. All new students must come in person to register. If you are unable to attend on your assigned date and time then check the Student Records & Registration Office website for the late registration date.

The registration process involves selection of subjects and modules on-line in a supervised environment and the collection/ amendment of personal details including spellings of names, update of addresses etc.

## DOCUMENTS REQUIRED FOR REGISTRATION

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].  
  
*International (Full Degree), Visiting International, Occasional & Erasmus Students all require a valid passport.*
2. Your CAO Offer Notice or printout of your offer details from the CAO website, if applicable
3. Evidence of Higher Education Grant Award, if applicable
4. PPS (Personal Public Service) Number
5. *Visiting International and Erasmus Students are required to bring the signed module registration form (provided during orientation welcome talk by International Office) listing their chosen course modules.*

## NOTE

If your documents are not available or if the fee payment is incomplete, then you will be registered provisionally.

# Planning for your Academic Year



<b>ACADEMIC YEAR 2014/2015</b>	<b>16</b>
<b>First Semester</b>	<b>16</b>
<b>Second Semester</b>	<b>17</b>
<b>ACADEMIC YEAR</b>	<b>18</b>
<b>Registration of Subject Choices</b>	<b>18</b>
<b>The Academic Year</b>	<b>18</b>
<b>Lectures, Tutorials, Lab Work, Assignments, Modules and Language Laboratory</b>	<b>18</b>
<b>Personal Details, Transfers &amp; Withdrawals</b>	<b>20</b>
<b>ACADEMIC YEAR-MY TIMETABLE</b>	<b>22</b>
<b>Academic Timetable</b>	<b>22</b>



# Academic Year 2014/2015

## First Semester

WEEK	DATES	EVENT
0	15 – 19 SEP, 2014	<b>ORIENTATION AND REGISTRATION WEEK</b>
1	22 – 26 SEP	<b>START OF LECTURES</b>
2	29 SEP – 3 OCT	<b>CLUBS &amp; SOCIETIES FAIRS DAY – WEDNESDAY 1ST OCTOBER, 2014</b>
3	6 – 10 OCT	
4	13 – 17 OCT	<b>1ST YEAR DEADLINE FOR CHANGE OF SUBJECT CHOICE – FRIDAY 17TH OCTOBER, 2014</b> <b>THE EXPO – 15TH OCTOBER, 2014</b>
5	20 – 24 OCT	
6	27 OCT – 31 OCT	<b>STUDY WEEK</b>
7	3 – 7 NOV	
8	10 – 14 NOV	
9	17 – 21 NOV	
10	24 – 28 NOV	
11	1 – 5 DEC	
12	8 – 12 DEC	
13	15 – 19 DEC	<b>LAST WEEK OF LECTURES</b>
	22 – 26 DEC	<b>CHRISTMAS VACATION</b>
	29 DEC – 2 JAN	<b>CHRISTMAS VACATION</b>
14	5 – 9 JAN, 2015	<b>STUDY WEEK. EXAMS COMMENCE FRIDAY 9TH JANUARY 2015</b>
15	12 – 17 JAN	<b>EXAM WEEK (INCLUDING SATURDAY)</b>
16	19 – 24 JAN	<b>EXAM WEEK (INCLUDING SATURDAY)</b>
	26 – 30 JAN	<b>INTER SEMESTER BREAK</b>

## Second Semester

WEEK	DATES	EVENT
1	2 – 6 FEB, 2015	<b>START OF LECTURES</b>
2	9 – 13 FEB	
3	16 – 20 FEB	
4	23 – 27 FEB	
5	2 – 6 MAR	
6	9 – 13 MAR	
7	16 – 20 MAR	<b>STUDY WEEK</b>
8	23 – 27 MAR	
9	30 MAR – 2 APR	<b>(GOOD FRIDAY 3 APR)</b>
	6 – 10 APR	<b>EASTER VACATION</b>
10	13 – 17 APR	
11	20 – 24 APR	
12	27 APR – 1 MAY	
13	4 – 8 MAY	<b>LAST WEEK OF LECTURES</b>
14	11 – 15 MAY	<b>STUDY WEEK. EXAMS COMMENCE FRIDAY 15TH MAY, 2015</b>
15	18 – 23 MAY	<b>EXAM WEEK (INCLUDING SATURDAY)</b>
16	25 – 30 MAY	<b>EXAM WEEK (INCLUDING SATURDAY)</b>
	1 – 6 JUNE	<b>EXAM WEEK (INCLUDING SATURDAY)</b>

# Academic Year

## REGISTRATION OF SUBJECT CHOICES

Your subject choices must be made at Registration. During your first few weeks you have the opportunity to change your subjects. You may attend lectures in any subject to facilitate your final selection. Students must finalise their subject choice within the first four weeks of the semester, so that arrangements can be made for the end of semester examinations in January.

Remember also, 1/3 of the semester (4 out of 12 weeks) will have passed at this stage! In the event of altering your selection, you must notify immediately the Student Records & Registration Office. The 1st year deadline for notifying change of subject is **FRIDAY 17TH OCTOBER, 2014**. 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>.

### 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.

### 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, Nua-Ghaeilge and Spanish register with the Language Centre.

Registration for the Language Centre takes place in the Arts Building, North Campus, **35** during University Registration & Orientation (from Monday 15th – Friday 19th September, 2014). For further information, contact the Language Centre at (01) 708 3737 between 9am and 4.50pm.

**PLEASE NOTE**  
that students  
may not register  
for the Language  
Centre by post.

# Academic Year

## PERSONAL DETAILS, TRANSFERS & WITHDRAWALS

### PERSONAL DETAILS

You must notify any change of your registered address or phone number (home and local) to the Student Records & Registration Office. <sup>23</sup> 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 Year – My Timetable

## ACADEMIC TIMETABLE

To access the academic timetable please visit: <https://apps.nuim.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.

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 80 of this publication

The screenshot shows the 'Academic and Exam Timetable' page for NUI Maynooth. At the top, there are navigation links: 'Student Guide | Department Guide' and 'Home | Contact us | NUIM Venues | NUIM Homepage'. Below this is a horizontal menu with tabs for 'Timetable', 'Venues', 'Departments', 'Student', and 'Low Vision'. The 'Timetable' tab is selected. Underneath the menu is a 'Search Timetable' section with a search bar and a red warning message: 'Please see degree structures for further information. All optional modules may not be available to you. Note that practical sessions, small group work and some modules are not timetabled, contact relevant department for details.' Below the search bar is 'Step 1 - Select Course' with a dropdown menu for 'Course' and 'Continue' and 'Reset' buttons. At the bottom, there is a disclaimer: '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.'

# Money Matters

<b>Fees &amp; Grants Office</b>	<b>25</b>	<b>OTHER FUNDING</b>	<b>30</b>
<b>University Fees – EU Nationals</b>	<b>25</b>	<b>Back to Education Allowance</b>	<b>30</b>
<b>University Fees- Non EU Nationals</b>	<b>25</b>	<b>ESF Student Assistance Fund</b>	<b>30</b>
<b>A GUIDE TO YOUR FEES</b>	<b>26</b>	<b>Student Emergency Fund</b>	<b>30</b>
<b>Higher Education Grants</b>	<b>27</b>	<b>Students' Union Childcare Fund</b>	<b>30</b>
<b>PLANNING YOUR COLLEGE BUDGET</b>	<b>28</b>	<b>ESF Fund for Students with Disabilities</b>	<b>31</b>
<b>Your College Budget</b>	<b>28</b>	<b>Scholarships &amp; Awards</b>	<b>31</b>
<b>Budgeting Advice Service</b>	<b>28</b>		
<b>Cost of Living</b>	<b>29</b>		

# Money Matters

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

## 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 27**) do not have to pay tuition fees. All other students are liable for tuition fees.

### 2. STUDENT CONTRIBUTION CHARGE

This charge (€2,750 for 2014/15) 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 27**.

### 3. STUDENT LEVY

€100 payable by ALL STUDENTS for 2014/15. This is the minimum payment required to become a registered student.

## FEES & GRANTS OFFICE

✉ Humanity House, South Campus 23

☎ 01 708 4747

@ fees.office@nuim.ie.

www <http://www.maynoothuniversity.ie/student-fees-grants>

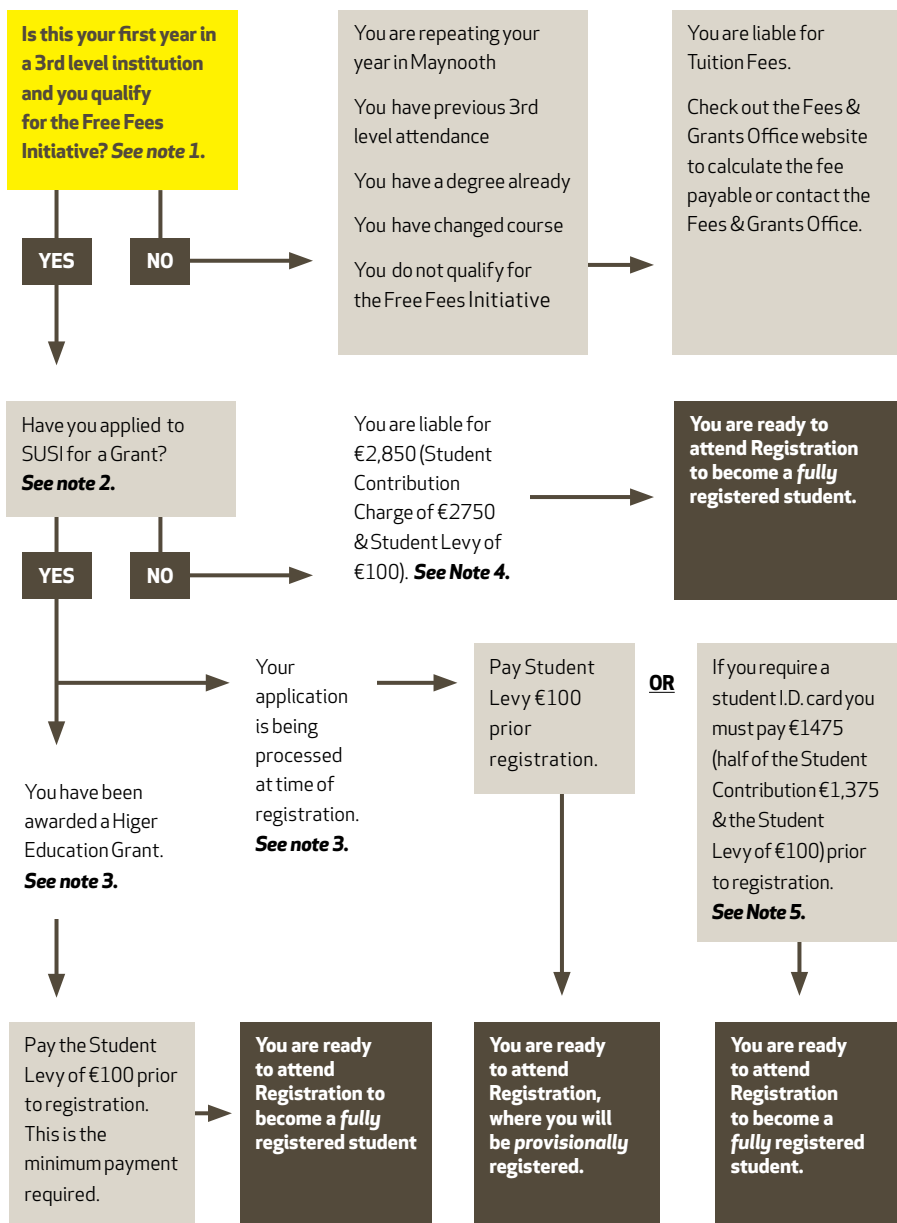
## OPENING HOURS

DAY	MORNING	AFTERNOON
Monday – Friday	9.30am – 1.00pm	2.00 – 5.00pm

## UNIVERSITY FEES – NON EU NATIONALS

Non EU Nationals can check out the Fees Office website (**[www.maynoothuniversity.ie/student-fees-grants](http://www.maynoothuniversity.ie/student-fees-grants)**) for information on their fees and or contact the Fees Office on (01) 708 4747.

# A Guide to Your Fees



## NOTE 1:

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

## NOTE 2:

SUSI (Student Universal Support Ireland) is the single Awarding Authority for all new student grant applications. Please visit [WWW.SUSI.IE](http://WWW.SUSI.IE) for all details, access to online application and contact details for any enquiries. Closing date for receipt of 2014/15 applications is **FRIDAY, 1ST AUGUST 2014.**

## NOTE 3:

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

## NOTE 4:

Payment can be made in two instalments: First instalment €1,475 (€1,375 & the Student Levy of €100) to be paid before date of registration. Second instalment €1,375: to be paid by 31st January 2015.

## 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).

# Planning your College Budget

## 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 27)		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 25)	
Other Borrowings		Contribution Charge (page 25)	2750
Scholarship (page 31)		Student Levy (page 25)	100
Other Grants/Awards (page 31)		Books/Stationery/Printing	
ESF Fund (page 30)		Childcare/Creche	
MSU Childcare Fund (page 30)		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

☎ (01) 708 4729

@ Student.Budget@nuim.ie

www <http://www.maynoothuniversity.ie/campus-life/budgeting-student-life>

### OPENING HOURS

DAY MORNING AFTERNOON

Wednesday 9.00am – 1.00pm 2.00 – 5.00pm

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

	ON CAMPUS		OFF CAMPUS	
	MONTHLY (€)	ACADEMIC YEAR (€)	MONTHLY (€)	ACADEMIC YEAR (€)
<b>RENT</b>	456-562	4,110-5,060	280-400	2,520-3,600
<b>UTILITIES</b>	55	495	40-60	360-540
<b>FOOD</b>	120-180	1,080-1620	120-180	1,080-1,620
<b>TRAVEL</b>	20-50	180-450	20-50	180-450
<b>BOOKS &amp; MATERIALS</b>	30	270	30	270
<b>CLOTHES &amp; MEDICAL</b>	43	387	43	387
<b>MOBILE</b>	20-40	180-360	20-40	180-360
<b>SOCIAL LIFE/ MISC</b>	128	1,152	128	1,152
<b>TOTAL</b>	<b>872-1088</b>	<b>7,854-9,794</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

# Other Funding

## BACK TO EDUCATION ALLOWANCE

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

Further details on [www.welfare.ie](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

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. Application to the fund is means tested and students must provide receipts for relevant expenses during the academic year.

Students are advised to check their University email account to find out about the application process and deadline. Guidance on eligibility for the SAF is available through the Access Office <http://www.maynoothuniversity.ie/access-office/student-assistance-fund>.

*(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 and an application form can be found on the Student Services webpages: <http://www.maynoothuniversity.ie/campus-life/budgeting-student-life>. 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 (which are available from the Student Centre) should be completed and returned to the Student Centre for the attention of the SU Vice President for Welfare before the **END OF OCTOBER**. The application must be accompanied by a copy of a benefit book (or any document to prove that the student is in receipt of benefits), and a letter stating that they have a child in full-time care.

For further information email [frontdesk@nuimsu.com](mailto:frontdesk@nuimsu.com)

## 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.

A number of scholarships in a range of areas are available.

## 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.nuim.ie/access-office](http://www.nuim.ie/access-office), (01) 7086025, [access.office@nuim.ie@nuimaccess](mailto:access.office@nuim.ie@nuimaccess)





# Maynooth & Getting Here



<b>MAYNOOTH</b>	<b>33</b>
<b>MAYNOOTH TOWN MAP</b>	<b>34</b>
<b>GETTING HERE</b>	<b>35</b>
Car	35
Smart Travel	35
Train	35
Bus	35
<b>BUS &amp; TRAIN ROUTES TO MAYNOOTH</b>	<b>36</b>

## Maynooth

**The beautiful and historic town of Maynooth is the fifth largest town in Co. Kildare and the only University town in Ireland. It has a population of over 12,000 people, though this swells to about 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. You are a big part of this community! RESPECT YOUR TOWN.**

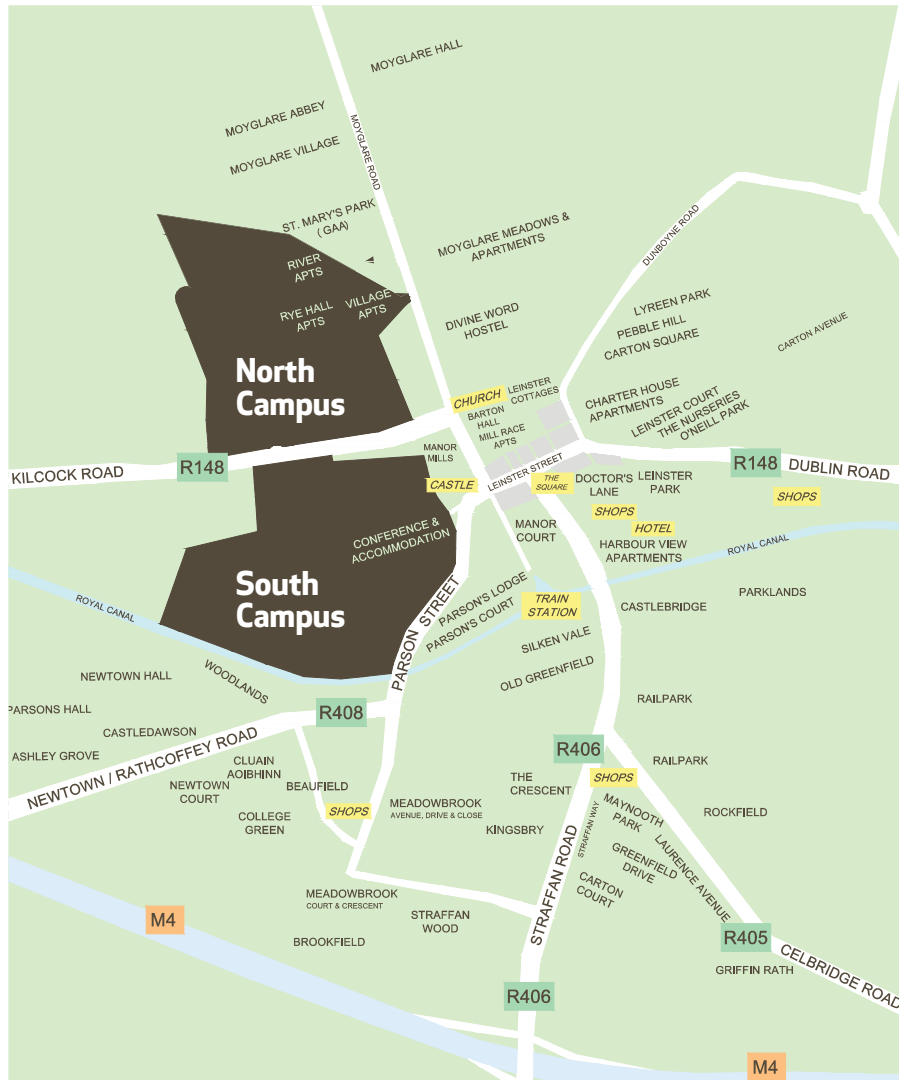


For many students, Maynooth will provide a home from home, as well as a place of study. You are urged to treat your neighbours with the respect that you and your family expect in your own home area.

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>

# Maynooth Town Map



# Getting Here

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

## 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.

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 36). All information on timetables can be found on our website [www.maynoothuniversity.ie/](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 66 for further details.

## BUS

### DUBLIN BUS

[www.dublinbus.ie](http://www.dublinbus.ie)

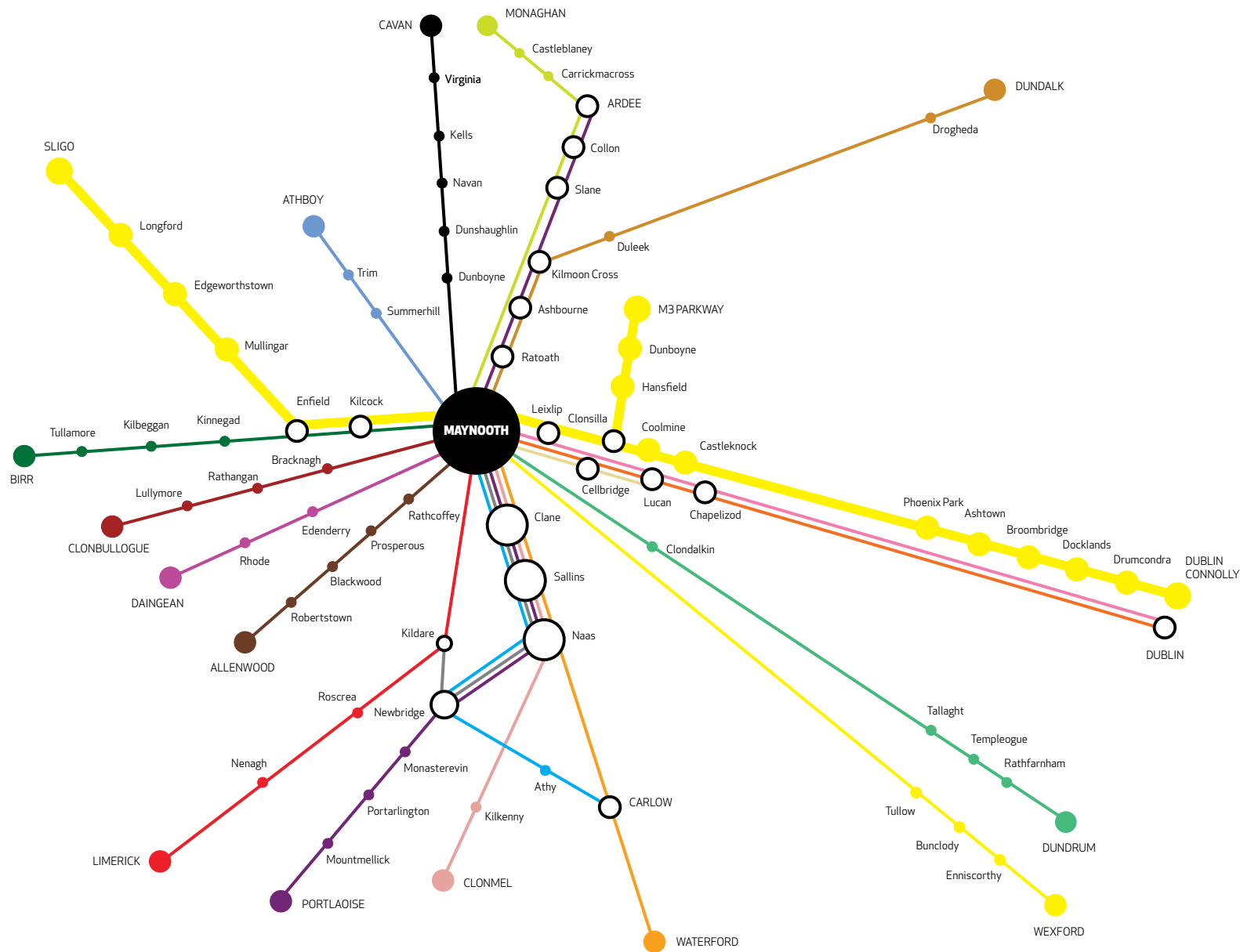
The University is served by two Dublin Bus routes – the 66 and the 67 (66X is an express service) to and from Maynooth.

### 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

#### DAILY

- 66 Dublin Bus
- 67 Dublin Bus
- Kearns Transport
- J.J. Kavanagh (056) 883 1106
- J.J. Kavanagh (056) 883 1106
- J.J. Kavanagh (056) 883 1106
- J.J. Kavanagh (056) 883 1106
- J.J. Kavanagh (056) 883 1106
- Streamline Coaches (049)433 0281
- OK Transport (045) 528 124/5/6
- OK Transport (045) 528 124/5/6
- OK Transport (045) 528 124/5/6
- Finlay Coaches (041) 685 6505
- Slevins (044) 937 2777
- Jame Mullally (01) 629 0290

#### DAILY / WEEKLY

- Streamline Coaches (049) 433 0281
- Finlay Coaches (041) 685 6505

#### WEEKLY

- Ardcavan Coaches (053) 912 2561
- A2B Coaches (047) 89 831

# Student Life

<b>SPORTS &amp; SPORTS FACILITIES</b>	<b>39</b>
Sporting Highlights 2013/2014	39
Sports Facilities	40
Sports Scholarships	40
Sports Contacts	40
Clubs on Campus	41
<b>MAYNOOTH STUDENTS' UNION (MSU)</b>	<b>42</b>
Students' Union	42
The Student Centre	42
Sabbatical Officers 2014/2015	42
<b>STUDENT ENGAGEMENT OFFICE &amp; SOCIETIES</b>	<b>43</b>
Societies Highlights 2013/2014	43
Getting Involved	43
Extra-Curricular Activities (ECA) Awards	44
Societies on Campus	45

# 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/campus-life/student-life-sport/sports>

## SPORTING HIGHLIGHTS 2013/2014

In the World University Games in Kazan, Russia, Maynooth's Sara Lawlor (FAI Player of the Year) scored two goals in women's soccer against Canada and Mexico, finishing in a very fine 6th place overall. Staying with soccer, graduate Jake Carroll progressed his professional career, signing for Huddersfield FC.

The golfers kicked off the summer by winning the Dublin Scratch Foursomes for the second time. Gary Hurley played in the Palmer Cup on the European team against USA's top student golfers and was nominated by the GUI to play in the 2014 Irish Open. Declan Loftus took home the

individual intervarsity golf championship and was selected, along with Maynooth's Conor O'Rourke, for the World University Golf Championships in Switzerland.

The Hurlers won the Ryan Cup, and in Basketball, Maynooth gained promotion to the division 1 league after emerging winners in a very close division 2 final.

Maynooth featured strongly in the Student Sport Ireland inter-varsity leagues, with Women's Volleyball winning the league for the first time ever, and our Rugby Club first years won the O'Boyle Cup in a brilliant final with great fitness and skill on display by both sides.

NUIM Barnhall RFC got through its first year in the All-Ireland League division 2A, finishing in 5th place but maintaining an undefeated record in colours games, and being honoured by the IRFU as Leinster Rugby's 'Club of the Year 2014'.

It was the 100th year of the Collingwood Cup, and the famous soccer tournament was being celebrated accordingly. Showing the strength and depth of our excellent soccer programme, Maynooth knocked out the two favourites, hosts UCD in the first game and then UCC, on the way to the final against an excellent NUIG team, where our team won that trophy for the first time in its 100 years.

# Sports & Sports Facilities

## SPORTS FACILITIES

### INDOOR:

- Two Sports Halls **38**
- Fitness Centre **38**
- Weights Room **38**
- Snooker Hall **43**
- Swimming Pool

### OUTDOOR:

- All Weather Pitch
- Raquet 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 **38**

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

### SPORTS RECEPTION **38**

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

### GAA DEVELOPMENT OFFICER

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

### RUGBY DEVELOPMENT OFFICER

- ☎ (01) 7086065
- @ dennis.bowes@nuim.ie

### FAI DEVELOPMENT OFFICER

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

### PADDY HARRINGTON GOLF SCHOLARSHIP MANAGER

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



## Clubs on Campus

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

### MARITAL ARTS

- AIKIDO
- ARCHERY
- BOXING
- FENCING
- JUDO
- KICKBOXING
- SELF-DEFENCE

### INDOOR

- BADMINTON
- BASKETBALL
- TRAMPOLINE
- VOLLEYBALL

### GAMES

- CHESS
- DARTS
- SNOOKER AND POOL
- TABLE TENNIS

### OUTDOOR

- ATHLETICS
- AMERICAN FLAG FOOTBALL
- CAMOGIE
- GAELIC FOOTBALL - LADIES & MENS
- HURLING
- HOCKEY
- RUGBY
- SOCCER - LADIES & MENS
- GAA HANDBALL AND NETBALL
- CRICKET

### AQUATIC

- LIFESAVING
- MUCK-CANOE AND KAYAK
- SWIMMING AND WATERPOLO
- SURF

### ADVENTURE & OUTDOOR

- EQUESTRIAN
- GOLF
- ROVERS-SCOUTING & OUTDOOR PURSUITS
- SNOWSPORTS
- ULTIMATE FRISBEE

# Maynooth Students' Union (MSU)

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

## STUDENTS' UNION

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

## THE STUDENT CENTRE

The Student Centre is the 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 37  
☎ (01) 708 3669 / (01) 708 6819  
@ students.union@nuim.ie  
@ frontdesk@nuimsu.com  
www http://maynoothsu.ie/

## WHAT WE OFFER:

- Students' Union Bar
- Entertainments Venue
- Clubs & Societies Resource Room
- Meeting rooms
- Sound room
- Travel Card
- Students' Union Event Tickets
- Printing Press
- Photocopying
- Binding
- Second-hand Bookstore
- Chill Cafe

## SABBATICAL OFFICERS 2014/2015:

President - Ben Finnegan

☎ (01) 708 6436

@ president@nuimsu.com

VP for Welfare & Equality - Siona Cahill

☎ (01) 708 6808

@ welfare@nuimsu.com

VP for Education - Andrew Garrad

☎ (01) 708 3669

@ education@nuimsu.com

VP for Clubs, Societies

& Student Engagement - Eric Lawless

☎ (01) 708 3669

@ clubsandsocs@nuimsu.com

# Student Engagement Office & Societies

**Getting involved with the various student led 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.

☎ (01) 708 6071

@ ian.russell@nuim.ie

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

## SOCIETY HIGHLIGHTS 2013/2014

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 when the Anthropology Society were successful in taking the title of Most Improved Society for 2012 at the National Society of the Year Awards. This victory was matched by the Finomics Society who won the Best New Society in Ireland for 2013 at the awards.

The Dance Society were crowned the Best Society in Maynooth for 2014 while the Pride Society and the Enactus Society won the Maynooth Most Improved and Best New Society respectively. The Musical and Dramatic Society, who brought their love of musicals to the campus community, took the Maynooth Best Society Event.

## 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 meeting friends and having fun.

The University has over 75 societies that cover non-sporting extracurricular activities. Whether it's our award-winning 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 2014

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, 1ST OCTOBER 2014** in the Sports Hall. You can find out about Society activities 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 is 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.

Successful applicants receive a certificate, along with their degree, at their graduation ceremony as well as having this achievement recorded on their exam transcripts



## Societies on Campus

### ACTION/RELIGIOUS

AIESEC  
AMNESTY  
BOSCO  
CHRISTIAN UNION  
ENACTUS  
FEMINIST  
GAISCE  
IRISH RED CROSS  
JP II THEOLOGICAL  
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  
CREATIVE WRITING  
DANCE  
D.J.  
DRAMA  
GOSPEL CHOIR  
JAZZ  
METAL  
MUSIC  
MUSIC AND DRAMA  
SAMBA  
STYLE  
TRAD MUSIC

### DEBATING & POLITICAL

LABOUR  
LITERARY & DEBATING  
OGRA FIANNA FAIL  
OGRA SINN FEIN  
SOCIALIST WORKERS  
YOUNG FINE GAEL  
YOUNG GREENS

### DEPARTMENTAL

ANTHROPOLOGY  
ASTRO 2  
BIOLOGY  
BUSINESS & ENTREPRENEURS  
CELTIC STUDIES  
CLASSICS  
COMMUNITY, EDUCATION, EQUALITY & SOCIAL ACTIVISM  
CUALLACHT CHOLM CILLE  
DESIGN  
DEUKAMA  
EDUCATION  
ELECTRONIC ENGINEERING  
ELSA  
FINOMICS  
FLAC  
FRENCH  
FROEBEL  
GEOGRAPHY  
HISTORY  
KILKENNY CAMPUS  
LAW  
MATHS  
MAKERS

### MEDIA

MUNDO LATINO  
PHILOSOPHY  
PSYCHOLOGY  
SOCIOLOGY & POLITICS

### SOCIAL & GAMING


AFRICAN/ CARIBBEAN  
BANTER  
CARDS  
COMEDY  
DISNEY  
GAMES  
HANGOVER FREE  
INTERNATIONAL STUDENTS  
JOHTO UNIVERSITY  
JUGGLING  
MATURE STUDENTS  
MINDS  
OMEGA  
RESIDENTS  
TEA  
VEGGIE SOC  
YOGA

# Campus Facilities, Services & Learning Supports








<u>Student Services Reception</u>	47	<u>International Office</u>	60
<u>Academic Advisory</u>	47	<u>Library</u>	61
<u>Access Office</u>	48	<u>Language Centre</u>	62
<u>Alumni Office</u>	49	<u>LIST (Library Information Skills Tutorials)</u>	63
<u>Assistive Technology Centre</u>	50	<u>Lockers</u>	63
<u>Bank</u>	50	<u>Lost Property</u>	64
<u>Bookshop</u>	51	<u>Mathematics Support Centre</u>	64
<u>Budgeting Advice Service</u>	51	<u>Mature Student Office</u>	65
<u>Career Development Service</u>	52	<u>Moodle</u>	66
<u>Chaplaincy</u>	52	<u>Parking (Maynooth University spaces and permits)</u>	66
<u>Common Room</u>	53	<u>Photocopying</u>	67
<u>Computer Facilities</u>	53	<u>Postage</u>	68
<u>Computer Rooms</u>	54	<u>Printing</u>	68
<u>Counselling</u>	54	<u>Student Records &amp; Registration Office</u>	69
<u>Creche</u>	55	<u>Security</u>	69
<u>Dignity of Staff and Students in the University</u>	56	<u>Student Cards</u>	70
<u>Disability</u>	56	<u>Student Health Centre</u>	70
<u>e-Pub</u>	58	<u>Student Plus</u>	71
<u>Examinations &amp; Timetabling Office</u>	58	<u>Online Student Plus</u>	73
<u>Food Options – North Campus</u>	58	<u>Studying Abroad</u>	74
<u>Food Options – South Campus</u>	59	<u>Students' Union (MSU)</u>	75
<u>Industrial Placement Office</u>	60	<u>Writing Centre</u>	75

# Campus Facilities, Services & Learning Supports

**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. **

## ACADEMIC ADVISORY

-  Academic Advisory Office, 1st Floor, Education House, North Campus 
-  (01) 708 3368
-  [advisory.office@nuim.ie](mailto:advisory.office@nuim.ie)
-  [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.

## 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 
-  (01) 708 4729
-  [student.services@nuim.ie](mailto:student.services@nuim.ie)
-  <http://www.maynoothuniversity.ie/student-services>

## OPENING HOURS

DAY	MORNING	AFTERNOON
Monday – Friday	9.00am – 1.00pm	2.00 – 5.00pm



# 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
- 📺 youtube.com/nuimaccess
- 📧 twitter.com/nuimaccess

## OPENING HOURS

DAY	MORNING	AFTERNOON
Monday – Friday	9.00am – 1pm	2.00 – 5.00pm

The University, through the Maynooth Access Programme, is responsible for encouraging under-represented groups to enter third level education and to provide these groups with post entry 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.

The Maynooth Access Programme uses the resources of the entire Maynooth University Access Office to provide a coordinated approach to supporting all students from these groups. The Access Office 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 ADVISOR

- ✉ Access Advisor, MAP Lodge North Campus
- ☎ (01) 708 4703
- @ access.advisor@nuim.ie
- www http://www.maynoothuniversity.ie/study-maynooth/tackling-educational-disadvantage-hear
- 📧 twitter.com/nuimaccess

## OPENING HOURS

DAY	MORNING	AFTERNOON
Monday – Friday	9.00am – 1pm	2.00 – 5.00pm

## ACCESS STUDENTS

The Access Student Advisor provides support to students with particular focus on 1st year students. If students need help adjusting to University, need advice or information in relation to social, personal or practical issues, the Access Student Advisor can be of help. The following supports are provided:

- **LAUNCHPAD:** a 4-day residential orientation programme for incoming 1st year students entering via HEAR or DARE which takes place before lectures commence.
- **FINANCE:** Access Students receive financial assistance from the Maynooth Access Programme.

- **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.
- **MAP ACADEMIC ADVISOR:** a dedicated person in each academic department to help you with any course-related concerns.
- **MOODLE:** The MAP Area provides access to advice, study tips, news and opportunities to communicate with other students and staff

For further information see Access Advisor, Access Students, Disability, Assistive Technology Centre and Mature Students sections.



## ALUMNI OFFICE

- ✉ Riverstown Lodge 21
- ☎ (01) 708 6492
- @ alumni@nuim.ie
- www www.maynoothuniversity.ie/alumni-office

When you graduate from the University, you will be an alumnus of the University and automatically become a member of the Maynooth Alumni Association. Membership is free and you'll get all these benefits:

- Being the first to know about University news and events (including news about job opportunities or career initiatives);
- Invitations to music and cultural events;
- Access to college services like the library or the sports facilities at reduced rates;
- Eligibility for Alumni Scholarships;
- Networking opportunities at home and abroad;
- Lifelong learning opportunities (guest and inaugural lectures);
- 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.nuim.ie> so you can keep your contact details up to date and we can keep you informed about any additional benefits.

Maynooth Alumni Association – Thousands of Members; One Community

# Campus Facilities, Services & Learning Supports

## ASSISTIVE TECHNOLOGY CENTRE

✉ MAP Lodge North Campus <sup>52</sup>

☎ (01) 708 6722

@ atc@nuim.ie

www <http://www.maynoothuniversity.ie/study-maynooth/supporting-students-disabilities/student-support/educational-technology>

f [twitter.com/nuimaccess](https://twitter.com/nuimaccess)

## 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 Maynooth University students, you'll find some of the most useful software available on the machines in all computer rooms across campus.

## BANK

✉ John Hume Building, North Campus <sup>52</sup>

☎ (01) 6285277

## AIB OPENING HOURS

DAY	TERM TIME	OUTSIDE TERM
Monday – Friday	10.00am – 4.30pm	Closed
	Closed for lunch (12.30 pm - 1.30 pm)	

## WHAT WE OFFER:

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

## BOOKSHOP

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

☎ 01 7083607 / 01 6285629

@ [bookshop@nuim.ie](mailto: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>

☎ (01) 708 4729

@ [Student.Budget@nuim.ie](mailto:Student.Budget@nuim.ie)

www <http://www.maynoothuniversity.ie/campus-life/budgeting-student-life>

## OPENING HOURS

DAY	MORNING	AFTERNOON
Wednesday	9.00am – 1.00pm	2.00 – 5.00pm

## 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;
- Liasing with external agencies such as MABS, FLAC, SUSI etc. on your behalf.



# Campus Facilities, Services & Learning Supports

## 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	10.30am–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.

## 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](http://www.facebook.com/NUimChaplaincy)

## OPENING HOURS FOR CHAPLAINCY SERVICE

DAY	MORNING	AFTERNOON
Monday – Friday	9.00am – 1pm	2.00pm – 5.00pm

## WHO WE ARE:

- 2 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!);
- Calendar of events for academic year;
- Online resources.

## FURTHER CHAPLAINCY CONTACTS

- CHURCH OF IRELAND
- ☎ (01) 825 3288
  - @ janice\_aiton@lineone.net

## METHODIST

- ☎ (01) 668 0833
- @ andydoc@eircom.net

## PRESBYTERIAN

- ☎ (01) 505 4990/(086) 8530096
- @ keith@maynoothcc.org

## THE SOCIETY OF FRIENDS IN IRELAND

- www [www.quakers-in-ireland.ie](http://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>30</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	9.30am – 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;
- Advice on the purchase of software and hardware;
- IT Helpdesk (01) 708 3388 or helpdesk@nuim.ie;
- ECDL.

# Campus Facilities, Services & Learning Supports

## COMPUTER ROOMS

### PACR (PUBLIC ACCESS COMPUTER ROOMS)

- ✉ North Campus, Arts Building **35** & Callan Building **36**
- ✉ South Campus, Long Corridor **25**, Teaching Rooms **30** (Computer Centre)

### 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) **47**
- ☎ (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 **43**
- ☎ (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;
- Afterschool facility for children up to 8 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 <http://humanresources.nuim.ie/ContactPersons.shtml>.



## DISABILITY

✉ Disability Office, MAP Lodge, North Campus

☎ (01) 708 6025

www <http://www.maynoothuniversity.ie/study-maynooth/supporting-students-disabilities>

T [twitter.com/nuimaccess](https://twitter.com/nuimaccess)

## OPENING HOURS

DAY	MORNING	AFTERNOON
Monday – Friday	9.00am – 1pm	2.00pm – 5.00pm

Over 5% of the fulltime undergraduate student population at Maynooth are 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. Our 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.

Students who typically register with the Disability Office include students with the following disabilities:

- Asperger's Syndrome (AS)
- 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)

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.

Supports that are available to students with disabilities include:

- **DISABILITY ADVISOR** in the Disability Office to work with you to identify the supports you need to help you achieve your academic goals.
- **MAP ACADEMIC ADVISOR**, a dedicated person in each Academic Department to help you with any course-related concerns.
- **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.

- **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.
- **MOODLE**: The MAP Area provides access to advice, study tips, news and opportunities to communicate with other students and staff.
- **EDUCATIONAL TECHNOLOGY** training is available in the Assistive Technology Centre (ATC) and selected software is mainstreamed in all computer rooms across the campus.
- **MAINSTREAMED ACADEMIC SUPPORTS** include the Academic Advisory Office, Student Plus, 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	9.00am – 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 <sup>35</sup>

### OPENING HOURS - TERM TIME

WEEKDAY	TIMES	OTHER DAYS
Monday – Thursday	8.00am – 8.00pm	Weekends closed
Friday	8.00am – 2.30pm	Bank Holidays closed

✉ CHILL CAFE, Student Centre <sup>37</sup>

### 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 <sup>88</sup>

### OPENING HOURS - TERM TIME

WEEKDAY	TIMES	OTHER DAYS
Monday – Thursday	9.30am – 4.00pm	Weekends closed
Friday	9.00am – 2.00pm	Bank Holidays closed

✉ LONDIS (SU), John Hume Building <sup>52</sup>

### 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 <sup>62</sup>

### 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 <sup>88</sup>

### OPENING HOURS - TERM TIME

WEEKDAY	TIMES	OTHER DAYS
Monday – Thursday	8.30am – 8.30pm	Weekends closed
Friday	9.00am – 2.00pm	Bank Holidays closed

## FOOD OPTIONS - SOUTH CAMPUS

✉ PUGIN DINING HALL, St. Patrick's House <sup>23</sup>

### OPENING HOURS - TERM TIME

WEEKDAY	TIMES	OTHER DAYS
Monday – Thursday	8.30am – 3.00pm	Weekends closed
Friday	8.30am – 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

# Campus Facilities, Services & Learning Supports

## INDUSTRIAL PLACEMENT OFFICE

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

The Industrial Placement Office supports students in work placement and assists in organising student placements for those students who require a placement as an integral part of their degree. All placements must be deemed to be academically relevant to the particular degree.

Students are required to provide evidence of insurance including medical, repatriation and document recovery when taking placements outside of Ireland. A placement agreement between the student and the university must be signed before placement commences, it is provided by the Industrial Placement office. Employment contracts are normally signed between the student and host placement organisation, these may include confidentiality clauses. Medicals, which are paid for by the host organisation, may be compulsory prior to placement in some organisations.

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 hosted on campus or on site.

## INTERNATIONAL OFFICE

✉ Top Floor Humanity House, South Campus 23  
 ☎ (01) 708 3868  
 FAX (01) 708 6113  
 @ international.office@nuim.ie  
 www http://www.maynoothuniversity.ie/international  
 f http://www.facebook.com/international.NUIM  
 P http://www.pinterest.com/nuim/  
 BLOG http://international.nuim.ie/campus-life-and-supports/meet-our-students/blogs/students-studying-nuim

### OPENING HOURS

DAY	MORNING	AFTERNOON
Monday, Tuesday & Thursday	9.00am – 12.30am	Closed
Wednesday	Closed	2.00pm – 4.30pm
Friday	Closed	Closed

The International Office should be the first point of contact for Study Abroad and Erasmus exchange students and full-degree non-EU students studying at the University.



### WHAT WE OFFER

- Advisory Service;
- Support and cultural Information;
- Support with applications, orientation and registration;
- Advice on visas & immigration;
- International Student Guide (available online from September);
- Student Buddy Network;
- Social events.

Each academic department has an International Coordinator who can help students with academic queries.

## 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

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.

# Campus Facilities, Services & Learning Supports

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.

For more information about the Library, please consult the Library website at [www.maynoothuniversity.ie/library](http://www.maynoothuniversity.ie/library).

## 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.nuim.ie/language-centre/languages-all-students](http://www.nuim.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)

## 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.

Go to the library webpages to see a listing of tutorials under LIST.

## 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, 22nd to Friday, 26th September 2014 inclusive. Lockers will be issued from 10.00 am to 3.00 pm daily in the Iontas Foyer at a cost of €15 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.





# Campus Facilities, Services & Learning Supports

## 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).



## 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 22 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 homeworks 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 Science/2nd Studies/3rd Science Students;
- 3rd Mathematical Studies\ 4th Applied Mathematics Study Group;
- 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 STUDENT OFFICE

- ✉ Mature Student Office, MAP Lodge, North Campus <sup>47</sup>
- ☎ (01) 708 3307/6724
- www <http://www.maynoothuniversity.ie/study-maynooth/mature-students/contact-us>
- t [twitter.com/nuimaccess](https://twitter.com/nuimaccess)

### OPENING HOURS

DAY	MORNING	AFTERNOON
Monday – Friday	9.00am – 1.00pm	2.00pm – 5.00pm

### WHAT WE OFFER:

- Dedicated **MATURE STUDENT OFFICER**;
- **ORIENTATION PROGRAMME** tailored for Mature Students in addition to the general orientation;
- **MAP ACADEMIC ADVISORS** in every Academic Department;
- **TECHNOLOGY +** is an innovative module that will introduce you to the latest educational technologies;
- **MAP AREA** on Moodle.

# Campus Facilities, Services & Learning Supports

## MOODLE

Moodle is the virtual learning environment (VLE) we use at Maynooth. 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 list.

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).

## 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](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 will be required to obtain a 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. 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.

### ENFORCEMENT DATES FOR 2014/15

- Monday 29th September 2014 to Friday 24th October 2014;
- Monday 3rd November 2014 to Friday 19th December 2014;
- Monday 2nd February 2015 to Friday 13th March 2015;
- Monday 23rd March 2015 to Thursday 2nd April 2015;
- Monday, 13th April 2015 to Friday 8th May 2015.
- Enforcement of permit parking will cease for the summer after 8th May 2015 for all Maynooth University designated spaces. 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).

**DANGEROUS, ILLEGAL AND INAPPROPRIATE PARKING WILL BE ENFORCED THROUGHOUT THE YEAR IN ALL AREAS.**

## PHOTOCOPYING

✉ LIBRARY, South Campus **33**

€ MyCard

✉ STUDENTS' UNION PRINTING PRESS, North Campus **37**

€ Cash

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

€ Cash

✉ POST ROOM, Riverstown Annexe, South Campus **20**

€ Cash



# Campus Facilities, Services & Learning Supports

## POSTAGE

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

€ Cash

✉ POST ROOM, Riverstown Annexe, South Campus **20**

€ 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 **33**

€ MyCard

## OPENING HOURS

See library website <http://library.nuim.ie/>

✉ PACR ROOMS, North & South Campus

€ MyCard

## OPENING HOURS

DAY	TIME
Monday – Friday	9.00am – 9.00pm

✉ STUDENTS' UNION PRINTING PRESS, North Campus **37**

€ Cash

## OPENING HOURS

DAY	TIME
Monday – Thursday	8.30am – 6.00pm
Friday	8.30am – 4.00pm



## RECORDS & REGISTRATION OFFICE

✉ Student Records & Registration Office, Humanity House, South Campus **23**

☎ (01) 708 3813

@ 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 2014/2015 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.

## SECURITY

✉ Arts Building, North Campus **35**

✉ Security Hut, South Campus **28**

☎ (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 maybe 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>

# Campus Facilities, Services & Learning Supports

## 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;

It can be “topped up” using the on-line top up facility at: <https://mycard.nuim.ie/login.aspx> 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 TRAVEL CARD

The Student Travelcard 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.studenttravelcard.ie](http://www.studenttravelcard.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:

- Confidentiality;
- Walk-in “sick on the day” Clinics (9.00-10.00am & 2.00-3.00pm);
- Consultations (no charge) by appointment with General Practitioner (Doctor) and or Nursing Staff;
- Emergencies take priority over all routine appointments with the Doctor or Nurse;
- Out of Hours Service: call (01) 6291169 for medical assistance;
- Travel Vaccination Clinic (charges apply depending on vaccine required, see 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.

Students who have any serious or long term illnesses, either physical or mental, are strongly encouraged to visit the Student Health Centre as soon as possible. This is to ensure that the Student Health Centre is aware of your condition and can support you in the best possible way during your time in the University.

### MEDICAL CARD HOLDERS

Students who have medical cards are registered to a practice that is a GMS Medical Card Practice. If you move outside your own Local Health Office area, you can apply to change your doctor. All medical card holders are encouraged to register with a Maynooth based GMS Practice.

The Student Health Centre is not a GMS Medical Card Practice. If you hold a medical card and attend the Student Health Centre, medication prescribed by the doctor will not be on a GMS prescription and you will be charged the full amount on presentation of that prescription to the pharmacist.



## STUDENT+ (STUDENT PLUS)

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

### WHAT WE OFFER

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

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

- Getting the most out of lectures and tutorials;
- How to make notes;
- Managing reading on your course;
- Finding information to complete essays and assignments;
- Referencing;
- Preparing for examinations;
- Developing critical thinking skills;
- Organising yourself and your environment to study;
- Memory and learning;
- Making presentations.

# Campus Facilities, Services & Learning Supports



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

To sign-up for Student Plus, please check your University email account and look out for the Student Plus email that will be sent to all first year students at the start of the first semester. Contained within this email will be the information that you will need to apply for a place on Student Plus. Please note that places on the course are limited and will be allocated on a first-come, first-served basis.

Although all first year students are welcome to apply for a place, it is important to be aware that many of the topics included in Student Plus may be more relevant for students taking courses in the Faculty of Arts, Celtic Studies and Philosophy, and the Faculty of Social Sciences.

For further details on Student Plus, please visit the Student Plus website at [www.maynoothuniversity.ie/student-plus](http://www.maynoothuniversity.ie/student-plus).

If you have any questions about Student Plus, please feel free to contact us by sending an email to [studentplus@nuim.ie](mailto:studentplus@nuim.ie).

## **ONLINE STUDENT+ (STUDENT PLUS)**

Online Student+ is an online stream of the Student+ course, designed to help equip first year students with key learning skills for university.

The Online Student+ course is delivered online, so you can participate in the live virtual classes from anywhere you have Internet access!

## **WHAT TOPICS ARE COVERED?**

- How to use the tools to participate in an online course;
- Practical note-taking strategies;
- How to manage reading on your course;
- Finding and using academic resources effectively;
- Essay writing techniques;
- Understanding referencing and how to avoid plagiarism;
- Developing critical thinking skills;
- How to prepare for exams.

## **HOW DOES IT WORK?**

Online Student+ runs for one hour each week during the semester. The first class is on campus where we show you how to use the virtual classroom, which is a tool like Skype. Subsequent classes are delivered online. Class sizes are small with a maximum of 15 students in each class.

To sign-up for Online Student+, please check your University email account and look out for the Student+ email that will be sent to all first year students at the start of each semester.

If you have any questions about Online Student+, email: [online-studentplus@nuim.ie](mailto:online-studentplus@nuim.ie).



# Campus Facilities, Services & Learning Supports

## STUDYING ABROAD

- ✉ International Office,  
Top Floor Humanity House,  
South Campus **23**
- ☎ (01) 708 3868
- ✉ (01) 708 6113
- @ international.office@nuim.ie
- www <http://www.maynoothuniversity.ie/international>
- f <http://www.facebook.com/international.NUIM>
- P <http://www.pinterest.com/nuim/>
- BLOG <http://international.nuim.ie/campus-life-and-supports/meet-our-students/blogs/nuim-students-studying-abroad>



As a global University, Maynooth 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 also has an International Coordinator who works closely with the International Office to provide academic support to current students applying to study abroad.

## OPENING HOURS

DAY	MORNING	AFTERNOON
Monday, Tuesday & Thursday	9.00am – 12.30am	Closed
Wednesday	Closed	2.00pm – 4.30pm
Friday	Closed	Closed

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.

## STUDENTS' UNION (MSU)

- ✉ Student Centre, North Campus **37**
- www <http://maynoothsu.ie/>

## OPENING HOURS FOR FRONT DESK AT STUDENT CENTRE

DAY

Monday – Friday	9.30am – 5.00pm
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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	11.00am – 12.00pm	10.00 – 11.00am
Tuesday – Thursday	11.00am – 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

<b>GENERAL RULES OF THE UNIVERSITY</b>	<b>77</b>
<b>CODE OF DISCIPLINE FOR STUDENTS</b>	<b>77</b>
<b>CONTACT WITH THIRD PARTIES: UNIVERSITY'S CODE OF PRACTICE</b>	<b>77</b>
<b>POLICY FOR RESPONSIBLE COMPUTING</b>	<b>78</b>
<b>LIBRARY REGULATIONS</b>	<b>78</b>
<b>PLAGIARISM POLICY</b>	<b>78</b>
<b>EXAMINATIONS</b>	<b>78</b>



# Rules & Regulations

**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.

# Rules & Regulations

## 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

CLASSROOM LOCATIONS	80
MAP INDEX	83
MAP	86





# Classroom Locations

● 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
CS_Lab_A	A Computer Science 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

ROOM CODE	ROOM NAME	BUILDING	MAP NO.
EP_INST	Instrument Room 2.34 First Floor	Science Building	34
EP_LAB_1	Undergraduate Lab 1 Room 1.24	Science Building	34
EP2.3Lab	Undergraduate Lab 2 Room 1.20	Science Building	34
ESR	Education Seminar Room	Education House	49
GR	Geography Roque Lab	Rhetoric House	17
HA	Classhall A	Arts Building	35
HB	Classhall B	Arts Building	35
HC	Classhall C	Arts Building	35
HD	Classhall D	Arts Building	35
HE	Classhall E	Arts Building	35
HF	Classhall F	Arts Building	35
HH	Classhall H	Arts Building	35
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

# Classroom Locations

ROOM CODE	ROOM NAME	BUILDING	MAP NO.
MTL	Keyboard Lab	Music Technology Lab	8
NMR	New Music Room	Logic House	8
OCR	O'Callaghan Room	Logic House	8
PCT	Physics Chemistry Theatre	Science Building	34
PH	Physics Hall	Long Corridor	26
RH2.21	Room 2.21 First Floor	Rowan House	48
RVH	Riverstown Hall	Riverstown Lodge	21
SLT	Science Lecture Theatre	Callan	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
RHP01	Rye Hall	Rye Hall	43
RHP02	Rye Hall	Rye Hall	43
RHP03	Rye Hall	Rye Hall	43
RHP04	Rye Hall	Rye Hall	43
RHT05	Rye Hall	Temporary Building near Rye Hall	43
RHT06	Rye Hall	Temporary Building near Rye Hall	43
WR1	Wet Room	Rye Hall	43
WR2	Wet Room	Rye Hall	43

# Map Index

● South Campus

● North Campus

**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.

LOCATION	NO.	
Academic Advisory Office (room 1.1.3)	49	Bioscience & Electronic Engineering Building 40
Academic Council (room 7)	23	Budgeting Advice Centre (first floor) 47
Access Office (MAP Lodge)	47	Bursar's Office 21
Accounts Office (Maynooth University) (ground floor)	21	Business Dept. (room BL1.15) 48
Admissions Office (first floor)	23	Callan Building 36
Adult Education Dept (room 3.1.5)	49	Callan Hal 25
AIB Bank	52	Campus Planning & Development 14
Alumni Office	21	Campus Services 52
An Foras Feasa (first floor)	41	Career Development Centre 35
An Tobar (across from Information Point)	47	Casey Changing Rooms 9
Ancient Classics Dept (room 9)	35	Centre for Teaching and Learning (room 1.1.5) 49
Anthropology Dept. (room AN2.18)	48	Chaplaincy Student Services 47
Applied Social Studies Dept. (room 3.2)	50	Arts Building 35
Arts Building and Annex	35	Chemistry Dept. (first floor, room 2.64) 34
Assistive Technology Centre	47	Chill Cafe 37
"Asπtre" Mathematics & Writing Support	43	Chinese Dept (room 33A) 35
ATM (outside the science building)	34	College Chapel 16
Aula Maxima	31	Columba Centre 32
Auxilia	46	Commercialisation (third floor) 52
Bewerunge Room (ground floor)	8	Common Room 39
Bewley's	35	Computer Centre 30
Biology Dept. (first floor, room 2.41)	36	Computer Science Dept. (first floor, room 2.118) 36
		Conference & Accommodation 25
		Council Room 21
		Counselling Service (second floor) 47

# Map Index

● South Campus

● North Campus

Creche	43
Croly 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
Everard Boardroom (second floor)	29
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	43
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	i
International Office (second floor)	23
Iontas	41
IVI (Innovation Value Institute)	7
John Hume Building	52
John O'Connell, Seminar Room	50
John Paul II Library	33
Junior Infirmary	1
Kairos Communications (off campus)	53
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

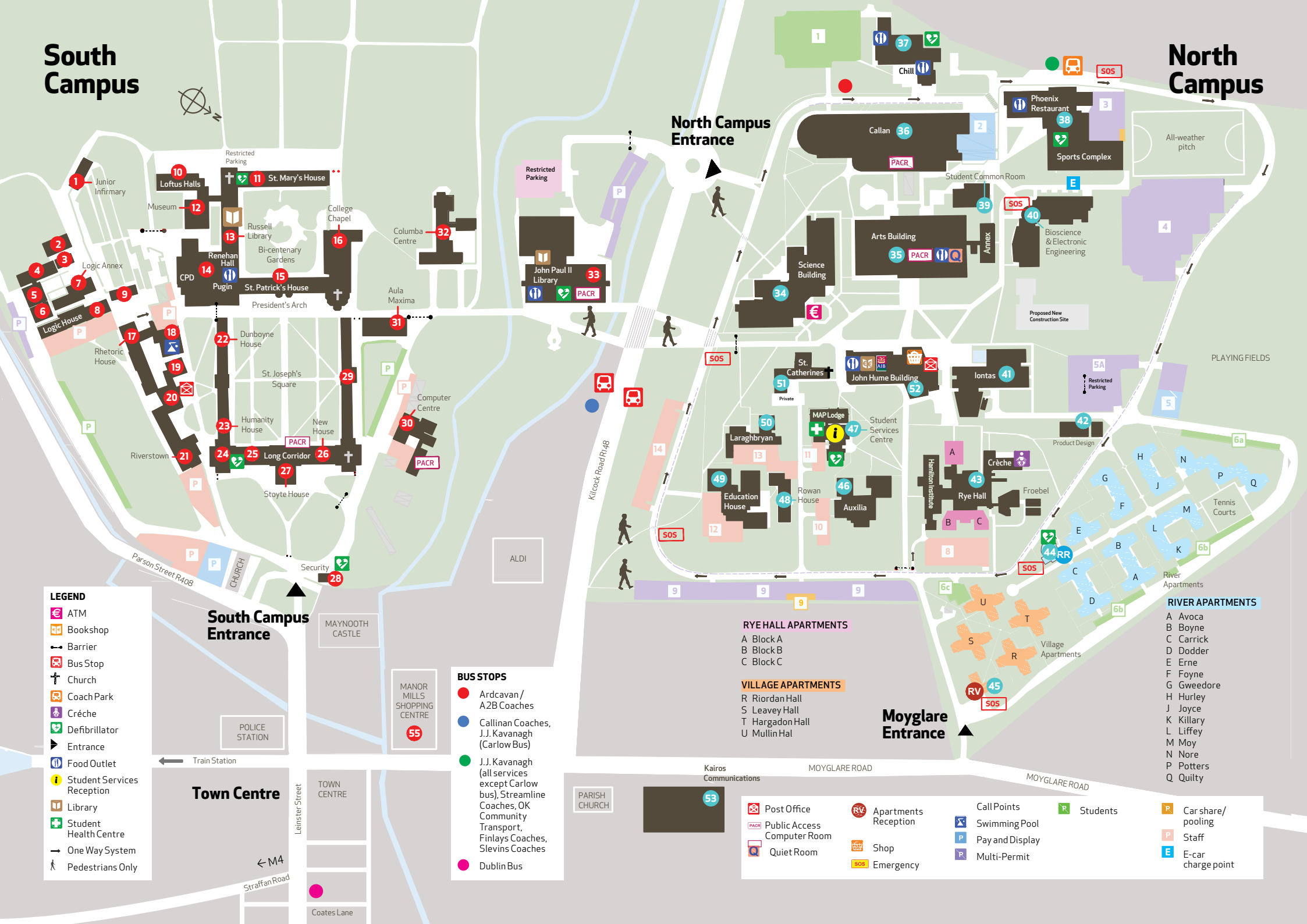
Patrick Murray Room	11
Philosophy Dept. (room 10)	35
Phoenix Restaurant	38
Physics Hall	26
Post Room North Campus	52
Post Room South Campus	20
Power House	14
President's Office	21
President's Arch	15
Procurement Office	21
Product Design Studios	42
Psychology Dept (second floor, room SF13)	52
Pugin Dining 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
Rheotoric House	17
Riverstown Hall	21

Riverstown Lodge	21
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 Oratory	26
St. Mary's House	11
St. Mary's Oratory	13
Stoyte House	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
Swimming Pool	18
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
- Student Services Reception
- Library
- Student Health Centre
- One Way System
- Pedestrians Only

**South Campus Entrance**

**Town Centre**

Leinster Street

TOWN CENTRE

MAYNOOTH CASTLE

MANOR MILLS SHOPPING CENTRE

55

POLICE STATION

Train Station

← M4

Straffan Road

Coates Lane

**BUS STOPS**

- Ardcanan / 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

**RYE HALL APARTMENTS**

A Block A  
B Block B  
C Block C

**VILLAGE APARTMENTS**

R Riordan Hall  
S Leavey Hall  
T Hargadon Hall  
U Mullin Hal

**Moyglare Entrance**

MOYGLARE ROAD

MOYGLARE ROAD

53

PARISH CHURCH

Kairos Communications

Post Office

Public Access Computer Room

Quiet Room

RV Apartments Reception

Shop

SOS Emergency

CallPoints

Swimming Pool

Pay and Display

Multi-Permit

Students

Car share/pooling

Staff

E-car charge point

**RIVER APARTMENTS**

A Avoca  
B Boyne  
C Carrick  
D Dodder  
E Erne  
F Foyne  
G Gweodora  
H Hurley  
J Joyce  
K Killary  
L Liffey  
M Moy  
N Nore  
P Potters  
Q Quilty

# Notes

## 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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