

STUDENT HANDBOOK 2011-12

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Céad Míle Failte



Céad míle Failte go dtí Institiúid Teicneolaíochta na Gaillimhe-Maigh Eo. Tá súil agam go mbainfidh tú taitneamh agus tairbhe as an seal a caithfidh tú anseo linn.

Welcome to GMIT Castlebar at the start of the new Academic year. Whether you are attending GMIT Castlebar as a student for the first time or returning to continue your studies, I hope your time in the college will be happy and successful.

All staff at GMIT Castlebar are committed to helping you in every way to put foundations under your dreams. We encourage you to devise a study programme from the first week and adhere to it. If you have any difficulties, please speak with your programme chair or other appropriate person.

You are encouraged to join in the life of the campus, including the clubs and societies, to have the best possible experience.

Dr. Barbara Burns
Head of Centre

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INTRODUCTION



I would like to extend a warm welcome to all new students of GMIT, Castlebar and welcome back returning students. It is hoped that this booklet will assist students in settling into College. The booklet gives you information about various aspects of College life, which may be useful or necessary to you during your time here. New students should read this handbook before commencing classes.

GMIT at Castlebar has been in existence for seventeen years now. We are constantly seeking new ways to develop and improve our services. We strongly welcome ideas from students on how existing services can be improved and new services and facilities developed. So if you have any suggestions we will be delighted to hear them.

I hope that your experience at Castlebar will be both productive and enjoyable.

Anne Donnelly
Head of Administration



Department of Business, Humanities and Technology



Hello everybody

It is with tremendous delight that I welcome everybody to GMIT at Castlebar for a new academic year. For many this is a new journey of learning at third level and for others it is the continuation of studies already commenced. To all, I hope the journey is an inspiring one, opening up a variety of different doors leading to a vast array of opportunities both at a professional and personal level.

These are challenging times for all of us that live in the island of Ireland. However optimism, confidence, realism and self belief supported and developed through a good education and good qualifications can all help in rising to meet the challenges of today.

While our world can change from day to day, there are some core principles that remain the same. A good work ethic, balanced with other interests and hobbies often helps to ensure the journey at third level stays on track. Be adventurous, explore, question, seek explanations to help understanding and where possible work with others to bring out the best.

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Best wishes for now and for the future you are about to shape.
Go n-éirí an t-ádh libh, Bonne chance, Viel Gluck, ¡Buena suerte.

Michael Gill
Head of Department of Business, Humanities and Technology

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DEPARTMENT OF NURSING & HEALTH SCIENCES



The Department of Nursing & Health Sciences is now operating eleven years following the transformation of St. Mary's Psychiatric Hospital in to a third level academic institution. Within this building lies the Department of Nursing & Health Sciences.

Here in GMIT @ Castlebar, we provide for undergraduate degrees in both General and Psychiatric nursing. These Degrees deliver a curriculum, which prepares students not only to be graduates from Higher Education but also fit for practice, purpose award and professional standing at the point of registration with An Bord Altranais. This undergraduate degree is a four year programme which enables students to develop knowledge, skills and competence in professional practice.

The department also offers registered nurses, who trained in the old apprenticeship or diploma model, the opportunity to enhance their qualifications by undertaking a Special Purpose Award and /or a Level 8 Bachelor of Science (Honours) in Nursing in conjunction with other stand alone modules in General and Psychiatric Nursing.

The Department of Nursing & Health Sciences also offers a Bachelor of Arts, Level 7 and Level 8 (Ordinary and Honours) in Applied Social Studies, both on a part time and full time basis. This programme opens up new opportunities for school leavers and for mature students to have fulfilling and challenging careers in the social care sector.

Both programmes help prepare students for social care practice in a structured and supported setting with a wide variety of work areas.

Increasingly our department is looking outwards and embracing international collaborations and opportunities.

Geraldine Murray

Head of Department of Nursing & Health Sciences



COLLEGE CALENDAR 2011 – 2012

05/09/2011	Third Level Programmes Commence (3rd & 4th Years Nursing only)
12/09/2011	Third Level Programmes Commence (All 1st Years & 2nd Years Nursing)
19/09/2011	Third Level Programmes Commence (2nd, 3rd & 4th Years)
16/12/2011	Christmas Break
04/01/2012	Winter Examinations
23/01/2012	Term Two Commences
30/03/2012	Term Two Ends
16/04/2012	Term Three Commences
14/05/2012	Summer Examinations

CASTLEBAR CAMPUS OPENING HOURS

DURING TERM TIME:

Monday - Thursday: 8.30 a.m. - 10.30 p.m.

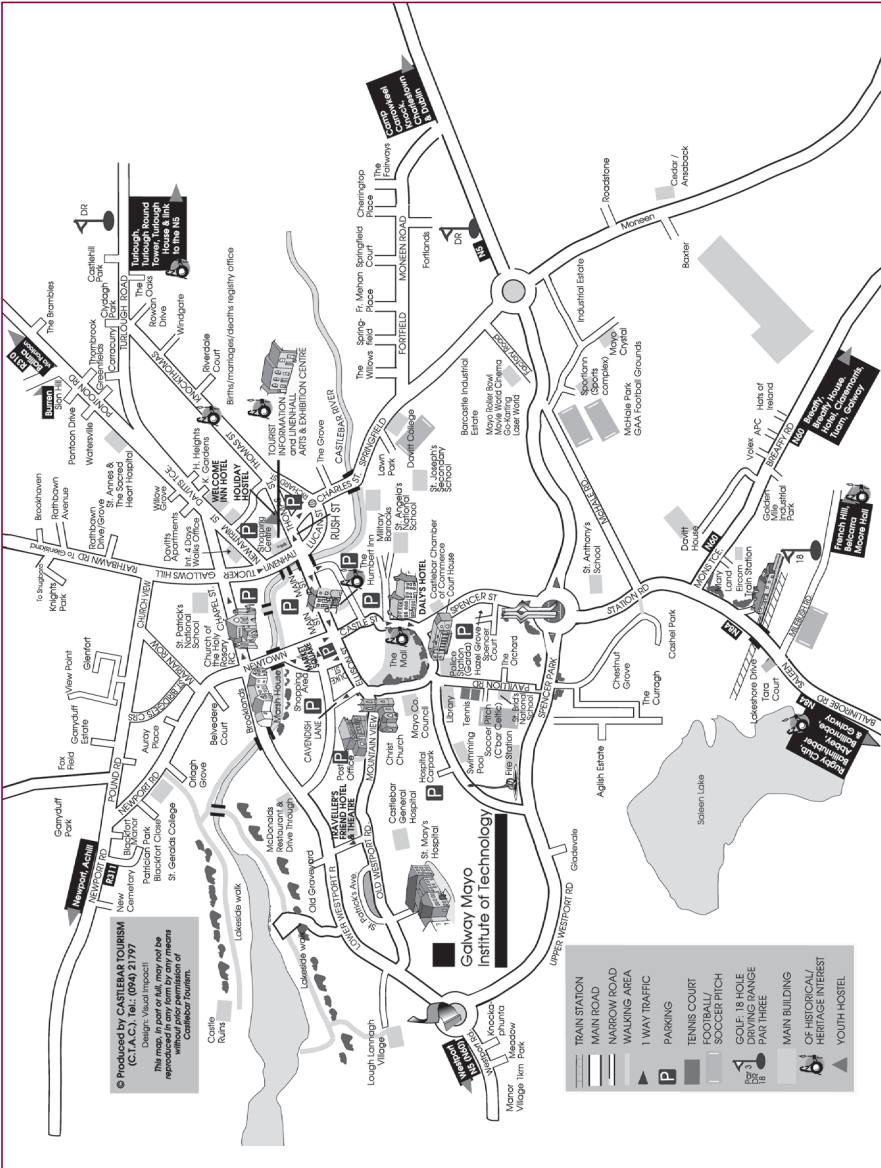
Friday: 8.30 a.m. - 8.00 p.m.

OUTSIDE TERM TIME:

Monday - Thursday: 8.30 a.m. - 5.30 p.m.

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LOCATION MAP





STUDENT SERVICES AND FACILITIES

THE COUNSELLING SERVICE AND CAREERS SERVICE.

Michelle Kerins O'Brien is the Student Counsellor for the campus and runs a confidential Counselling Service and the Careers Service. She also assists other services on the campus.

THE COUNSELLING SERVICE

Beginning your third level studies is an exciting time, full of new experiences, new people etc. However, it can also be an anxious time.

If you have any difficulties, call in and talk to the Counsellor. It is a one to one service providing confidential counselling. Problems you may experience can range from personal, to social, to relationship, to academic, to financial and others.



Similar difficulties come up year after year for students and so the Counselling Service offers a series of workshops where students work together, with the Counsellor in working through various areas of difficulty. These workshops include coping with student life, study skills, assertiveness training, stress management, presentation skills, etc. Indeed, you may not have difficulties in these areas but may be interested in improving yours skills, all of programme are welcome.

Finally, coming to third level is not just about programme work, it is also about developing and expanding horizons on a personal level. The Counsellor is a resource in this area too.

Call in and say hello, particularly during your first few days at GMIT, Castlebar. Drop-in service (without appointment) operates from 11.15 a.m. - 12.00 noon daily.

You can also phone her on 0949043127 or email at michelle.kerinsobrien@gmit.ie.

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THE CAREERS SERVICE

Trying to decide on a career, applying for jobs, preparing a CV and preparing for interviews can be difficult. The Careers Service provides an arena for exploring these areas through one to one career guidance. It also runs workshops on interview and presentation skills to help prepare you for your entrance into the job market.

The Career Service also organizes the annual Graduate Careers Fair. The Graduate Careers Fair provides an opportunity for recruiting companies to liaise with graduating students.

In addition, the Careers Service circulates the GMIT Careers Newsletter each week, which is produced by the Careers Service in GMIT, Galway. This provides information on all jobs that come into the GMIT as well as information on graduate programmes and summer work. It is available outside the Counsellors office. A job vacancy notice board also operates outside the Counsellors office. Other services offered by the Careers Service include vocational testing, career resource materials, etc.

It is important to be proactive in your career choice - what you get out of it is what you put in. We invite you to come and use the service not just in your final year but also anytime during your time at GMIT, Castlebar.

Michelle Kerins, *Counsellor*

Tel: 094 9043127 E-mail: michelle.kerinsobrien@gmit.ie



CHAPLAIN

The Chaplain's role is to assist and support you, by providing care, helping to build a sense of community and supporting the inner or spiritual life of the person. Feel free to drop in to the Chaplain for a chat. The Chaplain's office on the first floor beside the Counsellor's office.



Daniel Caldwell, Chaplain

Tel: 094 9043150 Email:ChaplainCBar@gmit.ie

STUDENT SUPPORT FUND

The institute is aware that some students experience financial hardship whilst in third level. To assist with this, the institute have in place the Student Support Fund. This provides loans and grants to students to assist with financial difficulties. To find out more contact the Counsellor/Chaplain. All enquiries will be treated with strict confidence.

STUDENT ASSISTANCE/ ACCESS FUND

The objective of this Fund is to assist students in a sensitive and compassionate manner who might otherwise, because of financial reasons suffer hardship or be unable to continue their third level studies. The Fund is intended to tackle educational disadvantage by providing financial support to enable students to fully benefit from their third level studies. Assistance with such items as books, rent, transport, and childcare has been made available in the past. Applications for funding should be made from the individual student to the Counsellor or Chaplain. The Fund is administered on a confidential, discretionary basis by means of an application form and an interview with two members of the Student Assistance / Access Fund Committee.

REMISSION OF FEES

In cases of hardship the College will consider remitting or waiving programme fees (very exceptional cases). The relevant form can be obtained from the Counsellor/Chaplain. All correspondence on this subject will be treated confidentially.

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THE ACCESS OFFICE

The Access Office provides a range of supports and services for students applying to GMIT and attending full-time and part-time programmes within the Institute. It facilitates equality of access and participation for all students.

STUDENTS WITH DISABILITIES

The Office supports students with physical, sensory or specific learning difficulties such as dyslexia. Students with disabilities should contact the Access Office in advance of commencing their programme or as early as possible in the academic year so that supports can be put in place.

The following supports are available:

Alternative induction
Application for the fund for students with disabilities
Alternative print format
Loop system
Accessible class location
Referral for psychological assessment
Personal assistants
Interpretation services
Note takers
Mentoring
One-to-one learning support
Assistive technology
Assistive technology training
One-to-one academic support
Examination support and examination accommodations
Photocopying Service

For further information please contact:
Access Office, GMIT
Tel: 091-742129



HEALTH SERVICE

GMIT at Castlebar provides a health service for students. Students can attend the practice as necessary without charge. If a student needs treatment outside of regular working hours then they can telephone the surgery and they will be told who is on duty and the number to contact.

Please contact reception for the name, address and opening hours of the campus doctor.

FIRST AID

Along with the health service available to students through a local General Practitioner, a First Aid service is available from the Reception Desk - 9.00 a.m. to 4.30 p.m. daily.

First Aid cabinets are located at Reception, at the Canteen and near the Electronics Laboratory.

Any student involved in an accident (however small) on Campus should report it to the Head of Administration and receive treatment if required.

CAMPUS BANK

There is a campus bank onsite and an ATM located opposite the bank. The bank is conveniently located opposite the Students' Union office. The bank is open throughout the Academic Year.

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ACCOMMODATION SERVICE

The College provides an accommodation service through the Students' Union. The Accommodation list 2011-2012 is available through the accommodation service and gives details of accommodation available to students in the Castlebar area. Information about accommodation is also posted on the notice board. For those choosing self-catering accommodation letting agreements and accommodation information are also available. Students renting houses and flats are strongly advised to insist on a letting agreement.

These purpose built student accommodation blocks are available for students:
Nephin Halls, Hopkins Road, Castlebar.
Telephone: 094 90 48100. E-mail: info@nephinhalls.com.
Website: www.nephinhalls.com.

Hawthorn Village, Station Road, Castlebar.
Telephone: 094 90 43900. E-mail: info@hawthornvillage.ie.
Website: www.hawthornvillage.ie.

Lannagh Court, Old Westport Road, Castlebar
Telephone: 086 8551770. E-mail: info@lannaghcourt.com
Website: www.lannaghcourt.com

Contact the Students' Union for more information.

When looking for a place to live for the academic year you should bear the following in mind:

- Is it convenient to the College?
- Are there any signs of dampness?
- Are the appliances safe?
- Does the house have adequate, cost effective, heating for the winter?
- What exactly does the rent cover? - Will you have to pay for electricity, . . . heat, etc.?

You are strongly advised to insist on a letting agreement and to keep a copy of it. Get as much as possible in writing re: terms of occupancy, deposit, repairs to be carried out, notice required, etc.



DEPOSITS

Most landlords renting houses or flats will want a deposit of up to a months rent in advance. Ensure you have a written agreement, which sets out the terms of the return of the deposit.

The landlord is entitled to keep all or part of a tenant's deposit for damage, which is above the 'normal wear and tear'. When you move in you may wish to make a list of the contents and any existing damage and get the landlord to sign it. This will make it easier to sort out any disputes when leaving.

In general the deposit will not cover rent when the tenant has given notice to the landlord that he/she will be leaving the house or flat. The landlord refunds the deposit when:

- Proper notice has been given (as per the letting agreement).
- The keys have been returned.
- The property has been checked by the landlord regarding cleanliness and damages.
- Should the property need cleaning or repairs beyond what is caused by 'normal wear and tear', the costs are generally deducted from the deposit.
- When proof has been submitted to the landlord that all the bills have been paid.

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PRIVACY

Unless the landlord has reserved the right to enter the house or flat as a condition of the original agreement, then he/she is not entitled to enter without the tenant's permission except to do repairs. Very often the landlord will reserve the right to enter the house or flat to collect the rent.

INSURANCE

The tenant should be aware that the landlord's insurance policy does NOT cover him/her or his/her belongings.

BE A GOOD NEIGHBOUR

Once you have secured suitable accommodation you should make sure that you are a satisfactory tenant and welcome neighbour by:

- Paying your rent on time
- Keeping the house or flat clean and in good order
- Being friendly and considerate to neighbours

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CODE OF BEHAVIOUR FOR TENANTS

Landlords in the Castlebar area request that tenants observe the following code of behaviour:

- Property both inside and outside houses should be treated with care and respect.
- One should not interfere with plans, trees, shrubs, flowerpots etc. on an estate.
- Tenants driving cars and motorbikes should exercise great care on an estate particularly where there may be children playing.
- Tenants should be aware that any noise, loud music, late night parties which cause disturbance to neighbours is illegal and will be dealt with swiftly under section 108 of the Environment Protection Agency Act of 1992 and a complaint will be lodged with the College Authorities.
- Shouting, singing or any other form of rowdy behaviour after dark will be reported to the Gardai.
- Tenants will be responsible for the behaviour of visitors to their rented accommodation.

STUDENT LOCKERS FROM THE STUDENTS' UNION

Lockers are available from the Students' Union for allocation to students at the beginning of term. A deposit (€5.00) and rental (€10.00) is payable on collection of the key. The deposit element is refundable at the end of the summer term when your locker must be cleared and your key returned to the Students' Union Office. The deposit may be retained by the College if your locker is not returned in good condition.

Please note that items must not be left on top of lockers as this presents an untidy appearance in the College. Such items will be removed on a daily basis and put in the lost property office.



LOST PROPERTY

Any items of clothing or equipment found lying about the College or left unattended will be removed to the lost property store on a daily basis. Students can reclaim their property by contacting the Attendant, Marie Denning or reception.

PHOTOCOPYING FACILITIES

There is a photocopier available to students located in the library. The photocopier operates on an electronic card system and cards may be purchased from the issue desk in the library. There is also a photocopier available to students at the Students' Union Office. Cards can be purchased in the Students' Union Office or Students' Union Shop.

CANTEEN

The Canteen which seats 250 is open each day from 9.30am - 4.00pm. Teas/Coffees, snacks and full lunches are available daily.

COMPUTING SERVICES

GMIT at Castlebar has a wide range of computer facilities available to students. The computer services are mainly situated on the second floor of the building. Computer laboratories are fitted with modern PCs. All laboratories have internet access.

At the beginning of the academic year all students are issued with their own password to gain access to the campus computers. It is important that students should log off when finished using a campus computer as any illegal software that is installed on campus computers can be tracked to the student who was logged on at the time of installation. Students may not install any software on campus computers. All documents and files should not be saved to the hard disc. They should be saved to a USB Key or on the network. If you have any difficulties using the campus computers, you should contact the computer technicians for help.

Consuming food or drink while in a computer lab is strictly forbidden.

ADDITIONAL LABORATORY FACILITIES

GMIT at Castlebar has two state of the art, multi-functional science laboratories, one computer aided design (CAD) laboratory and two physical science laboratories.

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ADMINISTRATION

Anne Donnelly, Head of Administration deals with all administrative matters such as registration, exams at the Castlebar Campus. A team of administrative staff assist her. The administrative staff will be happy to deal with any queries you may have in relation to the following areas:

- Student Withdrawals from Programmes
- Student Deferrals
- Student Transfers to other Programmes
- Student Admissions
- Examinations
- Registration
- Financial Matters e.g. Grants

If you are considering withdrawing, deferring or transferring to another programme you should discuss this first with your Programme Chair or Head of Department.

ACCESSING EXAM RESULTS ONLINE

You will need a PIN to access your results. This PIN is sent to your GMIT email account which is created automatically when you register as a student with GMIT.

Step 1 – How to Access your PIN

1. Login to your email account via <http://webmail.gmit.ie>. The Username is your student ID number e.g. G00123456 and the Password is the one issued to you by the Computer Technician after you have obtained your student registration card.
2. If you have not received an email with your PIN, you will need to contact webforstudent@gmit.ie directly and they will issue one.

Step 2 – How to Access your Exam Results Online

1. When you have your PIN go to the GMIT website www.gmit.ie
2. Click on the red link Study at GMIT (left-hand side of webpage)
3. Click on the Exams link located in a list of options on left-hand side of screen.
4. Click on Online Results link located in a list of options on left-hand side of screen.
5. Click on Access Your Results Online. (If you encounter any difficulty please click on Web for Student and outline your difficulty. You can also access the Online Results User Guide and FAQs from this screen.)
6. You are now in the User Login screen.
Input your User ID = student ID No. e.g. G00123456 and the PIN = No. received by email as per Step 1. Then click on Login. You may at this point be asked to type in a new PIN if your old one has expired.
7. Select Student Services and Financial Aid
8. Select Student Records
9. Select relevant Grades link
10. Select a Term from the drop-down list (e.g. Full Academic year 2010/11)
11. Press Submit to display your grades

Please note that the marks on the grade statement of results are PROVISIONAL and will remain provisional until they are reviewed by the External Examiner (Summer or Autumn Exam Board Meeting).



STUDENT DEFER

Students have the option of deferring their place to the following year. Students often opt to do this for a variety of reasons e.g. medical or bereavement. Please note if a student wishes to defer his/her place for medical reasons, a doctor's report must accompany their application. Before deciding if this is the appropriate option for you it might be helpful to discuss your reasons with your Programme Chair or the College Counsellor. Once you decide that you definitely wish to defer you should contact Administration. Your application will then be processed. Each defer application is considered on an individual basis. If successful the deferred place will be automatically re-offered in the next academic year. You may be liable for the full applicable fee(s) on re-acceptance. Students who leave on or before the 31st of October and are granted a defer by the Admissions Office will not be liable for tuition fees.

DEFERRAL OF EXAMS

In the case of illness or bereavement a student may request to defer taking their examinations until the Autumn sitting. Requests should be made through the Student Counsellor and the relevant Head of Department must be informed in writing by the student. In such cases the Autumn sitting will be counted as the student's first attempt. Consequently progression to add-on programmes will not be affected.

STUDENT ATTENDANCE

Studies have shown that students who attend class regularly are much more likely to succeed in their programme than students who do not attend regularly. Please note that only students who have satisfactorily attended class, and who have met all programme requirements, including satisfactory completion of prescribed programme work and projects within prescribed deadlines, shall be admitted to the examinations. A student with less than 75% attendance on a programme may be refused permission to sit examinations.

STUDENT LETTERS/STAMPING OF FORMS

Students who require letters from the Institute stating that they are registered students or who require forms to be stamped (e.g. child allowance forms/applications for medical cards etc.) should give the completed form to the Receptionist and fill out a request form. It will normally take 2-3 days to process requests. Hence you are advised to submit your requests early.

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FEES

Students who have not participated at third level before do not have to pay tuition fees at Castlebar. (See the College registration booklet for more information on fees etc.). Students must pay a Registration fee to register at the beginning of the year. Students must produce a letter of approval from the grant awarding authority at registration. Otherwise the student will have to pay the registration fee in order to register. This fee will be refunded following receipt by the College of grant approval.

INSTITUTE POLICY ON REFUND OF TUITION AND NON-TUITION FEES

TUITION FEES

- Deferred Students are students who leave on or prior to October 31st in any given year and are granted a defer by the Admissions Office. Deferred students are not liable for tuition fees. Any deferred students who has paid a tuition fee will have it refunded.
- Cancelled students are students who leave the College prior to October 31st. Such students are not liable for tuition fees. Any cancelled student who has paid a tuition fee will have it refunded.
- Withdrawn Students are students who leave the College after October 31st in any given year. Such students are liable for full tuition fees.
- Interrupted Study applies to students who leave after October 31st in any given year and indicate that they will return to the College in a later year. Such students are liable for any applicable tuition fees in the current year and in the year that they return to College.
- Supersedes are students who have accepted another programme either at this or another institution. Students who accept an offer at another institution and have paid tuition fees are entitled to have those fees refunded either directly to the student or, upon request to the College they are attending.



NON-TUITION FEES (I.E. REGISTRATION FEE)

- The non-tuition fee is refundable only on request and at the Directors discretion EXCEPT in the case of deferred students and those who have superseded. These categories of students should receive a refund. In the case of students who have superseded the refund will be made directly to the student or, upon request, to the College they are attending.

GRANTS

Some students will be entitled to maintenance grants. These grants are means tested and depend on parents' incomes. Students interested in applying for a grant should apply to their local VEC or local authority. Grants are processed through the Grants Office at the main campus at Galway. Local authorities and VECs send both programme fee cheques and maintenance cheques to that office. Students in receipt of a grant must nominate a bank and a bank account at registration. Each grant installment is paid into the account in four weekly payments. Deductions may be made to grant payments in the event of poor attendance. In the event of absence due to illness students should notify the College in writing i.e. medical cert or certificate from College Counsellor.

The first grant payment may take longer than four weeks to come through. Students registered on VEC Scholarship funded programmes are paid three installments throughout the year i.e. one payment per term. These payments are in the form of a cheque sent directly to the grants office in Castlebar and can be claimed upon production of an up-to-date student card. Students will be informed, by means of a notice on the Student Information Noticeboard outside the Registration/Grants Office on the first floor.

SCHOLARSHIPS AND AWARDS

Each year the GMIT, in co-operation with various bodies, offers scholarships and awards. Details of the scholarships offered are made available to students in October of each Academic year.

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STUDENT ID CARDS

All full-time registered students will receive a Student ID card at the beginning of the year. However to ensure you receive your card you must attend registration and ensure the College staff takes your photograph. Your Student ID card is very important. You will need it to gain access to the examination hall during examinations and to avail of the services offered by the library. Hence you are advised to look after it carefully. Replacement cards may be requested in the event of a card being lost. Contact reception to request a replacement.

The cost of a replacement card is €10, which must be paid in advance.

LEAVING THE COLLEGE

Students sometimes decide, for a variety of reasons, not to complete their programme. Others decide in their first year that the programme they have accepted is not really right for them. Students might also decide to leave the College for a variety of personal or family reasons. Students thinking about leaving the College before completing their programme should consider the following:

1. If you are not quite sure about your decision, discussing it with someone else can be helpful. The College counsellor is very willing to help in such cases, and has wide experience in assisting with such decisions. The counsellor can also advise you on the other programme or career options that might be open to you. Your Programme Chair is also available to offer you assistance.
2. If you have definitely decided to withdraw then you must complete the College withdrawal form (available from Administration) and return with your College identity card. Your locker deposit (if any) will then be returned to you. Please note, that failure to complete College withdrawal form and return, could affect your ability to claim social welfare benefit.

CODE OF STUDENT CONDUCT

You will receive the Institute's Code of Student Conduct at registration. This outlines the Institute's academic regulations, (i.e. examination regulations, enrolment regulations etc.), procedures for dealing with breaches of discipline etc. You are advised to read this carefully.



CHANGING ADDRESS

If your permanent address changes during the course of the year you should inform Administration. If you don't inform us of the change then your examination results and other important information will be mailed to your old address and consequently you may not receive it.

LOCAL ADDRESS

Once you have found accommodation in Castlebar, and if your local address is different to your permanent address, then you should inform Administration of your local address as early as possible in the first term. This is important, as the College may need to contact you urgently from time to time and therefore needs to know where you are living in the Castlebar area.

EXAMINATION SCRIPTS AND WRITTEN ASSIGNMENTS

It is Institute policy to keep all examination scripts and written assignments for nine months after the relevant Examination Board meeting. They are then shredded.

FREEDOM OF INFORMATION

GMIT comes under the provisions of the Freedom of Information Act 1997 on 1st October 2001. This act establishes three new statutory rights:

1. A legal right for each person to access information held by public bodies.
2. A legal right for each person to have official information held by a public body relating to him/herself amended where it is incomplete, incorrect or misleading.
3. A legal right to obtain reasons for decisions affecting oneself taken by a public body.

Each year following posting of examination results, a Freedom of Information Day is held at the college. Notice of the actual date is sent to each student along with their examination results.

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DIFFICULTIES IN CLASS

From time to time students may encounter difficulties in class. These may be of an academic nature or otherwise. It is suggested that students experiencing such difficulties should take the following steps when trying to resolve them:

1. In the first instance approach the relevant lecturer directly to discuss your difficulty.
2. If the approach to the lecturer is unsuccessful in resolving the difficulty then you should approach the Programme Chair or the College Counsellor.
3. If you fail to achieve a satisfactory conclusion through approaching the Programme Chair and/or the Counsellor then you should approach the Head of Centre or the Head of Department.
4. Also, each class will have a Class Representative who will be empowered by the class group to request meetings with individual lecturers and/or Programme Chair and/or the Counsellor and/or the Head of Centre and/or the Head of Administration and/or the Head of Department on issues that affect the class generally.



THE MOORE LIBRARY

THE MOORE LIBRARY *(Named after George Moore 1852-1933, writer)*

Tel: 094-9043146 Email: moorelibrary@gmit.ie Website: <http://library.gmit.ie/>

The Library is open to all students. The College I.D. card also serves as your Library card and must be shown to Library staff on request.

RESOURCES

Print resources include 100,000 books (16,000 in Castlebar), circa 300 print journal titles (66 in Castlebar) and over 200 DVDs. There are thousands of full text journals available in electronic format and students have access to numerous electronic databases and collections of E-books. The library is wireless enabled and there are 12 desk top computers available for use.

GMIT libraries use a computerised library management system. All books, journals, and audio visual items are catalogued on this system and all items borrowed from the library are recorded on this system. Castlebar is online to the other GMIT campuses and you can search the catalogue on the web at <http://library.gmit.ie/>.

BORROWING FACILITIES

A student may borrow four items at any one time. Items may be borrowed from the general collection, short loan and DVD collection. General books may be borrowed for a period of one week and may be renewed if not required by other users. There are restricted loan periods for short loan and DVD items. Fines are imposed for overdue loans in an effort to ensure fair access for all users. An item can be requested from other GMIT libraries by completing a reserve card at the library catalogue and handing it in at the circulation desk.

Items not available at GMIT libraries can be borrowed from an external agency through our inter-library loan system. Students can borrow up to three inter-library loans each term free of charge after which a small fee per loan may be charged.

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USER EDUCATION

Library induction tours are held at the beginning of the academic year and are an important introduction to library services. The library recognises the need for continuing user education to ensure that all students gain maximum benefit from the library during their college life. Many student workshops and tutorials are organised through lecturers but these can also be requested by individuals or groups. Please contact any member of library staff for further information.

A range of subject and service guides is also available. Subject guides focus on your particular programme of study. Service guides give you step-by-step information on various library procedures such as how to request a book, how to get a pin number, or how to use the catalogue. This documentation is available on both floors.

The library also produces an annual Library Guide. This guide is a valuable source of information on all library resources and facilities. Copies are available in the library.

PHOTOCOPYING AND PRINTING SERVICES

The student photocopiers are on the first floor of the library. The library provides both black and white and colour printing facilities. Photocopying/Printing cards can be purchased in the library.

LIBRARY STAFF

Assistant Librarian: Majella King.

Senior Library Assistant: Olive Greaney

Library Assistants: Mary Hamrock, Anne O'Haire, Deirdre Gannon.



THE STUDENTS' UNION

The Castlebar Campus is part of the Galway Mayo Institute of Technology and students at Castlebar form part of the student body of GMIT. All registered students of the College are members of the Students' Union, which gives them a representative voice. The student body as a whole elects the president, vice-president, and other officers of the Students' Union. Students of the Castlebar Campus have two official representatives of the Students' Union who are known locally as President (full-time office) and Vice-president. The Castlebar Campus Student Union President for the 2011/2012 is Alan Judge.

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SPORT AND RECREATION

CLUBS

There are a large number of active sports clubs in the college and membership of these is a gateway to a whole host of exciting activities.

There will be a clubs open day early in the first term when the members will be available to give information about their organisation, its achievements and aims as well as reasons why you should join. There is no limit to the amount of clubs you can join other than the ability to divide your time, but here is a brief outline of some of the clubs.

ADVENTURE SPORTS

We are extremely fortunate in our geographical location as well as the existence of the Outdoor Education programme in relation to Adventure Sports. The proximity to great beaches, rivers and mountains are a huge asset to the Surfing, Kayaking, Sailing, Kitesurfing, Windsurfing, Mountaineering, Caving and Bushcraft clubs, who regularly utilize these great facilities. All the clubs work very hard to show new members the ropes and offer lessons at various stages of the year. As well as lessons, the clubs organize trips and weekends away throughout the year. The Intervarsity event is the highlight of the year and last year the kayakers had the distinction of placing third overall. A new addition to the range of clubs last year was the Caving club who were very active and made a significant discovery in the caving world. In addition to the great natural resources already mentioned the mountaineering club also have the benefit of an indoor climbing wall.

Foreign trips are always great occasions where members can gain invaluable experience; the mountaineers have made an annual fixture of their Scotland trip, while the Surf, Kayaking, and Sailing clubs have ventured to such places as Norway, France, Croatia, Slovenia and Portugal over the last few years.



TEAM SPORT

There is a great tradition in team sports here in the college and recent years have seen the reputation grow even further.

Last year we hosted The CFAI Umbro cup finals which was a great success. Our **Men's Soccer** team unfortunately going down in the Plate final. They have progressed from Div 1 West for the last two years and this year have their sights firmly set on a league title.

Having won the All-Ireland Lagan cup in 2010 the **Womens Gaelic Football** team stepped up a division last year and acquitted themselves extremely well. The **Men's Gaelic footballers** rallied after a few lean years with a good championship showing, losing out to the eventual winners, they are all set for a renewed push this year. The Hurling, Women's Soccer, Rugby and Basketball teams are all looking forward to the new season and will be hoping that a new intake can give them renewed vigour for their upcoming campaigns.

OTHER SPORTS

The **Archery** club have grown very strong over the last few years and with several training sessions in the week and lots of competitive opportunities they would be a great choice for someone looking to try something new. **Golf** club members can take advantage of a special GMIT Rate at Castlebar golf club and **Jujitsu** is currently the Martial Art of choice while the **Juggling and Circus Skills** society is worth a visit.

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INFO

For info on all the above keep an eye on the plasma screen where you will also find out about initiatives & developments such as Tag Rugby blitzes, futsal tournaments and dance workshops among other things.

If your chosen Sport is not on the list or if there is something you would really love to try just contact the Sports office and we will see if we can make the necessary arrangements to set it up or put you in touch with people in the locality who you can help.

Sport in college can help provide a release from academic pressures and can provide memories and friendships that endure long past your time on Campus. If there is any way I can help you achieve your goal in this field I would be delighted to do so.

Nigel Jennings (*Sports Officer*)

GMIT SMOKE-FREE WORKPLACE POLICY

This campus, from the beginning, has adopted a clear and unambiguous non-smoking policy. It has done so on the basis of the seriously harmful effects of 'passive smoking', which have been established beyond doubt. It is the policy of Galway Mayo Institute of Technology that all of its workplaces are smoke-free and that all persons have a right to work and study in a smoke-free environment.

Smoking is prohibited: Throughout all Institute Buildings and areas within six metres of all entrances, exits, open windows, ventilation intake systems and covered entryways of any building. This policy applies to all employees, students, service providers, contractors and visitors.

Policy Infringements:

Non-adherence and Institute policy will be dealt with in accordance with normal disciplinary procedures. A person who smokes in a prohibited area is guilty of an offence and the person in charge of the area where the contravention has taken place is also guilty of an offence.

A person found guilty, on Summary conviction, is liable to a fine of up to €3,000.

The Freephone telephone number for complaints set up by the Office of Tobacco Control is 1890 330 100.



QUIT SMOKING

Information on how to obtain help quitting smoking is available from The National Smokers Quitline (1850 201 203) or the Health Promotion Service of the Western Health Board 548318. The Institute facilitates Quit Smoking Courses on request.

GMIT CASTLEBAR - A GREEN CAMPUS

In 2008 GMIT Castlebar signed up with An Taisce to be part of the Green-Campus programme. On Monday 11 April 2011, we celebrated becoming the first Institute of Technology in Ireland to be awarded the prestigious international Green-Campus Award. An Taoiseach Enda Kenny formally raised the Green Flag at a special ceremony held on campus. The Green-Campus Award has been approved by environmental body An Taisce on behalf of the Foundation for Environmental Education (FEE) which operates the Eco-Schools Programme in over 50 countries throughout the world. The awarding of the Green-Campus Flag and Certificate follows three years of diligent work undertaken by students and staff in GMIT Castlebar. We have made huge strides in energy and water conservation, with a 7% reduction in energy usage over a 12 month period and a 16% reduction during the first three months of this year (2011) as the energy initiative gathers pace. In terms of CO2, savings are estimated at six tonnes a month. One of the first initiatives was setting up recycling banks on campus to minimize waste going to landfill. From June to December 2010, twelve tonnes of waste were diverted from landfill through recycling of plastics, paper and cardboard with food waste being sent to a special facility for converting to compost. Annual paper consumption dropped from 2.5 million sheets in 2006 to 971,000 in 2010 while 60kg of printer cartridges were recycled through the Recycling Appeal to raise money for Concern the same year. We encourage everyone to get involved. There's a Green Campus Information Board located outside the canteen with up-to-date information on "Green Activities". If you'd like to get know more please contact the Students' Union Green Campus Officer or contact Lynda Huxley via the reception desk.

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HEALTH AND SAFETY

It is the policy of this College to ensure the health and safety of every student and employee and to provide the necessary training for this purpose. Everyone must observe safety precautions. The prevention of accidents is the responsibility of every individual. It is only when each person takes responsibility for his/her actions that safety can be managed effectively. There are a few basic rules that should be observed by everyone on a daily basis.

Students must:

1. Take reasonable care of their own safety and not endanger others by their acts or omissions.
2. Co-operate fully with all safety instructions, rules and regulations of the Institute.
3. Use equipment only if authorised and properly trained. Ensure equipment is operated in a safe manner and that good housekeeping standards are maintained. Keep long hair tied up and all jewellery away from equipment.
4. Not interfere or misuse any specified items of safety equipment or any safety device.
5. Use personal protective equipment as necessary (students are required to provide themselves with their own PPE, i.e. their own laboratory coats, safety glasses, etc.)
6. Promote safe work practices. Keep work areas tidy and clean up any spillages promptly.
7. Report any accident, dangerous incident, defective equipment or potential safety hazard to their lecturer in charge and co-operate fully in any accident investigation.

There is a legal requirement to protect all persons from risk of fire (Fire Safety Act and General Regulations, 1993). The College has an Emergency Evacuation Plan in the event of a fire or any other emergency. An Emergency Drill (which must be treated as a real fire) will be carried out once a term to ensure that:-

1. All occupants are familiar with the sound of the fire alarm.
2. Everyone knows what action to take.
3. To identify and rectify any shortcomings under practice rather than in emergency.
4. Everybody becomes familiar with their designated Assembly Point.



EMERGENCY EVACUATION

In the event of an Emergency Evacuation, which will be indicated by the continuous sounding of the Alarm Sirens, the following procedure is to be adhered to.

- (a) Leave the area immediately and go to you designated assembly point by way of the nearest exit (as indicated by the directional arrows).
- (b) Do not stop to pick up belongings
- (c) Obey the directions of the fire marshals
- (d) Proceed quietly and without panic to the nearest clear exit
- (e) Do not use the lifts
- (f) Assemble in an orderly fashion at the Assembly points and off the road
- (g) Do not re-enter the building until instructed that it is safe to do so by the fire brigade officer or Marshal.

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CAR PARKING

A car parking management system and clamping/lift-and-tow service operates on campus. There are 6 separate car parks on the Castlebar campus giving a current capacity of 353 parking spaces which is made up of the following split (316 Staff/Student Spaces, 11 Disabled Parking Spaces, 21 Pay & Display Spaces and 5 Visitor Parking Spaces). The cost per permit per academic year is €10 for registered students only. However, due to the number of staff and students on campus, the permit does not guarantee a parking space, it only permits the holder to park on campus. For information on how to apply for a permit visit our website at www.gmit.ie/casltebar/parking_permit.html. APCOA manage the car parking system. If you have any queries please contact them via the following email address: galway.admin@apcoa.ie

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USEFUL CONTACTS

Irish Aid Volunteering and Information Centre

27-31 Upper O'Connell St.,
Dublin 1
Tel: 1890 252 676

AHEAD

Association for Education
and Access Disability
East Hall, UCD., Carysfort Avenue,
Blackrock, Co. Dublin
Tel: (01) 7164396
9:00 a.m. - 1:00 p.m.
2:00 p.m. - 5:00 p.m.
Website: www.ahead.ie

AIDS West

Ozanam House,
St. Augustine St., Galway
Helpline: (091) 562213
9:30 a.m. - 5:00 p.m.

Alcoholics Anonymous

Ozanam House,
St. Augustine St., Galway
Tel: (01) 8420700
Tel: (091) 767777
7:30 p.m. to 10:00 p.m. Mon-Fri
11:30 a.m. to 2:00 p.m. Saturday

Dyslexia Association of Ireland

Suffolk Chambers,
1 Suffolk St., Dublin 2
Tel: (01) 6790276
Email: info@dyslexia.ie
Website: www.dyslexia.ie
Help for students with dyslexia.

APCOA Parking Ireland Ltd

Unit 6, Kilkerrin Park 2
Liosbaun Industrial Estate
Tuam Road
Galway.
Tel: (091) 730267
Tel: (091) 730271
Email: galway.admin@apcoa.ie

AWARE

(Helping to Defeat Depression)
72 Lower Leeson Street, Dublin 2.
Tel: 01 661 7211
(24 hour LoCall Helpline)
10:00 a.m. - 10:00 p.m. Mon - Thurs
10:00 a.m. - 1:00 a.m. Fri - Sun
Website: www.aware.ie

Bus Eireann

Galway Ceannt Station
Regional Head Office
Tel: (091) 562000
Westport - Passenger Enquiries
Tel: (098) 25711
Ballina - Passenger Enquiries
Tel: (096) 71800

Cáirde

19 Belvedere Place, Dublin 1.
Tel: (01) 8552111
9:30 a.m. - 5:30 p.m.
Website: www.cairde.ie

Mayo General Hospital

Castlebar
Tel: (094) 90 21733 / 90 42000



Castlebar Swimming Pool

The Mall, Castlebar.
Tel: (094) 90 21357

One Family

2 Lower Pembroke St., Dublin 2
Tel: (01) 6629212
Lo-Call: 1890 662212
Email: info@onefamily.ie
Provides pregnancy counselling.
Also advice and information for single women during and after pregnancy.

Cura

Galway Arus de Brun,
Newtown-Smith, Galway,
Tel: (091) 562558
Email: curagalway@eircom.net
Referral, counselling and advisory service for pregnant girls.

Department of Social & Family Affairs

Michael Davitt House Compound,
Castlebar
Tel: (094) 90 34280 / 34290
Website: www.welfare.ie

Free Legal Advice Centres

13 Lower Dorset St., Dublin 1.
Tel: (01) 874 5690
Monday to Friday
9:30 a.m. to 5:30 p.m.

Gamblers Anonymous

Room 8, Ozanam House
St. Augustine St., Galway
Tel: (091) 565207

Gardai

Castlebar Garda Station,
The Mall, Castlebar
Tel: (094) 90 38200

Gay Switchboard

Room 20, Carmichael House
North Brunswick St., Dublin 7
Tel: (01) 8721055
Email: info@gayswitchboard.ie
7.30 - 9.30 pm Mon - Thurs
Non-directive counselling,
support and information.

Hanley Centre

The Mews, Eblana Avenue,
Dun Laoghaire, Co. Dublin
Tel: (01) 2809795/2807269
Monday to Friday
10:00 a.m. - 1:00 p.m./
2:00 p.m. - 4:00 p.m.
Crisis counselling for alcoholics and their families. Outreach programmes for schools, parents and community groups.

Iarnród Éireann

Castlebar
Tel: (094) 90 21222

Irish Family Planning Association Counselling Centre

Kirwan House, Flood St., Galway
Tel: 1850 495051

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Mayo County Library

The Mall, Castlebar
Tel: (094) 90 24444

Citizens Information Centre (Information for All)

Cavendish House, Hopkins Road,
Castlebar
Tel: (094) 90 25544
Locall: 1890 777121
Mon-Thur 9.30 - 1.00 & 2.00 - 5.00.
Fri 9.30 - 1.00 & 2.00 - 4.30.
Website: www.citizensinformation.ie

Rape Crisis Centre

Tel: (094) 90 25657
Freephone 24 Hour Helpline:
Dublin: 1800 77 88 88
Locall: 1800 234 900
Confidential telephone
counselling service

The Samaritans

14 Nuns Island, Galway
Tel: (091) 561 222
Nationwide helpline: 1850 609090

St. Vincent De Paul Society

Pavilion Road, Castlebar
Tel: (094) 90 23207

Castlebar Social Service Ltd.

Castle Street, Castlebar
Tel: (094) 90 21378
Email castlebarvss@gmail.com

Taxis & Taxicabs

Carra Taxis (094) 90 32040
Castlebar Cab Centre (094) 90 26699
Castlebar Taxis (087) 25 45404
Jos Corcoran (094) 90 23289
Peter Gray (094) 90 23456
Padraig Grimes (094) 90 22421
Michael Moran (094) 90 25736
Tommy McLoughlin (094) 90 25588

Threshold National Housing Organisation

3 Victoria Place,
Merchants Road, Galway.
9.30 a.m. - 5.00 p.m.
Tel: (091) 563080
Email: thresholdgalway@eircom.net

Union of Students in Ireland/ Aontaus an Macleinn in Eireann

3-4 St Agnes' Road,
Crumlin, Dublin 12, Ireland
Tel: (01) 7099300
Fax: (01) 7099302
Mon - Fri: 9:00 a.m. - 5:30 p.m.
Website: www.usi.ie

USIT

Travel Agent, 16 Mary St., Galway
Tel: (091) 565177
9:30 a.m. - 5:30 p.m. Mon - Fri
10.00 a.m. - 4.00 p.m. Sat
Student Travel Information
Website: www.usit.ie



GLOSSARY OF ACADEMIC TERMS

Academic year - The academic year at GMIT runs from September to May. It is divided into two semesters.

Bursary/Scholarship - A financial award that contributes towards your fees and/or living costs whilst you are studying.

Continual Assessment (CA) - Regular evaluation of the student's work and progress by the lecturer throughout the academic year.

Campus - The area of land on which the buildings are located. GMIT is a multi-campus Institute.

Credits - Official certification or recognition that a student has successfully completed a programme of study. Each stage/year of a programme contains 60 credits.

Department - Subject areas are grouped into departments and students 'belong' to whatever department teaches their programme.

Freshers - First year students in their first few weeks at college.

Freshers' Week - A week of events and entertainment designed to help students settle in and make friends. It is organized by the Student Union.

Mature student - A mature student is anyone aged 23 or over when they start a programme.

Module - A block of study in a specific area with clear learning objectives and a defined syllabus. Every module is worth a certain number of credits, normally five or ten.

Plagiarism - The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

Programme - A programme of study leading to an award/qualification. Each programme comprises of a defined set of modules which must be passed in order to obtain the award.

Progression - At the end of each academic year, your faculty assesses your academic performance and determines your eligibility to continue studying your programme.

Prerequisite - A prerequisite is a module or group of modules which must be successfully completed prior to undertaking a more advanced module.

Semester - The academic year at GMIT is divided into two semesters. Each semester in approximately 15 weeks long.