

# Leabhrán Clárúcháin Registration Booklet 2011/2012





**Leabhrán Clárúcháin**  
**Registration Booklet**

**2011/2012**

**[www.gmit.ie](http://www.gmit.ie)**

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## DÁTAÍ TOSAITHE CÉAD BHLIANA

### GMIT – CAMPAIS NA GAILLIMHE & CHLUAIN MHUIRE

Tosóidh na neacha léinn uile Céad Bhliana atá ag freastal ar Champais na Gaillimhe agus Chluain Mhuire Dé Luain 12 Meán Fómhair, 2011, seachas na cúrsaí atá liostaithe anseo thíos.

Ealaín & Dearadh Páirtaimseartha Bl 1 Cúrsa Lae Déardaoin 15 Meán Fómhair 2011  
BA Páirtaimseartha in Ealaíona Cócaireachta Dé Luain 19 Meán Fómhair 2011

### GMIT - CAISLEÁN AN BHARRAIGH

Tosóidh na neacha léinn uile Céad Bhliana atá ag freastal ar GMIT ag Caisleán an Bharraigh Dé Luain 12 Meán Fómhair, 2011

### GMIT - LEITIR FRAIC

Tosóidh neacha léinn Céad Bhliana atá ag freastal ar GMIT ag Leitir Fraic ar an dáta seo a leanas:

BSc i nDearadh agus Déantúsaíocht Troscáin agus  
BSc i dTáirgeadh & Teicneolaíocht Troscáin agus  
BSc (Onór) in Oideachas Dearaidh & Teicneolaíochta  
Bl. 1 – Dé Luain 12 Meán Fómhair, 2011

### GMIT - AN CREAGÁN

Baitsiléir Gnó i bhFiontar Tuaithe agus Agraíocht  
Baitsiléir Eolaíochta i dTalmhaíocht agus Bainistíocht Imshaoil  
Bl. 1 – Dé Luain 12 Meán Fómhair, 2011.

Eiseofar pacáiste ar leith ón gColáiste Talmhaíochta maidir le táillí, cóiríocht agus rí...

## FIRST YEAR COMMENCEMENT DATES

### GMIT GALWAY AND CLUAIN MHUIRE CAMPUSES

All first year students attending GMIT Galway and Cluain Mhuire Campuses will commence on Monday 12th September, 2011, with the exception of the courses listed hereunder.

Part time Art & Design Yr 1 Day Course Thursday 15th Sept, 2011  
Part time BA Culinary Arts Monday 19th Sept, 2011

### GMIT - CASTLEBAR

All first year students attending GMIT at Castlebar will commence on Monday 12th September, 2011.

### GMIT - LETTERFRACK

First Year students attending GMIT at Letterfrack will commence on the following date:

BSc in Furniture Design and Manufacture *and*  
BSc in Furniture & Wood Technology *and*  
BSc (Hons) in Design & Technology Education  
Yr 1 - Monday 12th September, 2011

### GMIT - MOUNTBELLEW

Bachelor of Business in Rural Enterprise and Agri-Business  
Bachelor of Science in Agriculture and Environmental Management  
Yr 1 – Monday 12th September, 2011.

A separate pack will also be issued from the Agricultural College  
Re: fees, accommodation etc

# AMCHLÁR CÉAD BHLIANA DO SHEACHTAIN A HAON

## CLÁR AMA NA CHÉAD SEACHTAINE

Tá amchlár le haghaidh ghníomhaíochtaí chéad seachtaine an téarma istigh i do phacáiste clárúcháin. Déan staidéar air go cúramach le do thoil agus tabhair faoi deara cathain agus cén áit ar chóir duit teacht le chéile ar chéad lá an téarma. Tá an dáta agus an t-am le haghaidh clárúcháin cuimsithe san amchlár freisin.

## TREORACHA CÉAD BHLIANA LE HAGHAIDH CLÁRÚCHÁIN

Tá an dáta, an t-am agus an t-ionad clárúcháin cuimsithe i d'amchlár don 1ú sheachtain. Ar mhiste leat a chinntiú go mbeidh tú ann le haghaidh clárúcháin mar atá sa chlár ama.

## TREORACHA LE HAGHAIDH CLÁRÚCHÁIN

Ní mheasfar neach léinn a bheith ina neach léinn cláraithe ag Institiúid Teicneolaíochta na Gaillimhe-Maigh Eo ach amháin nuair a bheidh an próiseas clárúcháin comhlíonta agus **gach dliteanas táille** íoctha aici/aige. Mura ndéanfaidh tú clárú ní cheadófar duit freastal ar ranganna ná úsáid a bhaint as áiseanna coláiste.

D'fhonn do chuid táillí a íoc agus d'fhoirm chlárúcháin a chomhlánú i gceart ní mór duit na céimeanna atá rianaithe thíos a leanúint:

## DO CHUID TÁILLÍ A ÍOC

Íoc táillí ar bith atá dlite trí mheán an tSonraisc atá curtha ar fáil **roimh** chlárú duit, agus deimhin á déanamh agat go bhfuil an méid atá íoctha agat curtha in iúl go soiléir, agus go ndéanann an Banc an chuid den Sonraisc atá coinnte agat a stampáil.

Tabhair faoi deara le do thoil má tá oideachas tríú leibhéal agat roimh ré, go bhféadfadh dliteanas a bheith ort i leith táillí breise – déanfar é sin a chinneadh ag do Chomhairliúchán Clárúcháin (mar atá san amchlár clárúcháin).

# FIRST YEAR TIMETABLE WEEK ONE

## FIRST WEEK TIMETABLE

A timetable of activity for the first week of term is included in your registration pack. Please study it carefully and note when and where you should assemble on the first day of term. The date and time for registration is also included in the timetable.

## FIRST YEAR INSTRUCTIONS FOR REGISTRATION

The date, time and venue of registration is included in your 1st week timetable. Please ensure that you attend for registration as per the timetable.

## INSTRUCTIONS FOR REGISTRATION

A student will only be considered a registered student at Galway-Mayo Institute of Technology when he/she has completed the registration process and **paid all fee liabilities**. Failure to register will result in your not being permitted to attend classes or use college facilities.

In order to pay your fees and complete your registration form correctly you must follow the steps outlined hereunder:

## PAYING YOUR FEES

Pay any fees due via the Invoice provided **prior** to registering, making sure the amount paid by you is clearly indicated, and that the Bank stamps the portion of the Invoice retained by you.

Please note that if you have prior third level education, you may be liable for further fees – this will be determined at your Registration Consultation (as per the registration timetable).

## D'FHOIRM CHLÁRÚCHÁIN A CHOMHLÁNÚ:

Comhlánaigh d'fhoirm chlárúcháin de réir na dtreoracha ar an taobh cúl den fhoirm.

- Comhlánaigh ranna 2, 3, 4, 5, agus 6 den fhoirm chlárúcháin.
- Má tá deontas nó scoláireacht dáfa duit don bhliain acadúil 2011/2012 ní mór duit litir fhaofa ón údarás damhachtana a chur ar fáil, i.e. CGO, Comhairle Contae, agus rí. **Ni leor faomhadh sealadach**, ní mór duit an bhunlitir dheimhniithe deontais a bhreith leat.
- Má bhíonn Deontas Cothabhála Oiliúna Tríú Leibhéal (OTL) le fáil agat, ar mhiste leat a chinntiú go gcomhlánóidh tú do shonraí cuntais, i.e. cód sórtála bainc agus uimhir do chuntais.
- Ní mór do neach léinn a chreideann go bhfuil sé/sí i dteideal deontas a fháil, ach nach bhfuair deimhniú i scríbhinn, an táille chlárúcháin a íoc chun clárú a dhéanamh. Aisíocfar an táille seo tar éis deimhniú i scríbhinn ar fhaomhadh deontais a bheith faighte ag GMIT.
- Má tá maitheamh táillí tugtha duit ó Choiste Tacaíochta na Neach Léinn, ní mór duit deimhniú maidir leis sin a bhreith leat nuair a bheidh tú ag clárú.

## COMHIONANNAS ROCHTANA ÚAO

Ón mbliain 2007, bailíonn GMIT faisnéis mar chuid den Chlárúchán i dtaca le cúlra sóisialta, eacnamaíochta agus cultúrtha neacha léinn, mar a éilíonn an tÚdarás um Ard-Oideachas (ÚAO). Is é is aidhm leis an bhfaisnéis sin a bhailiú ná chun comhionannas rochtana ar ardoideachas a mheas agus na hacmhainní is gá a chur i bhfeidhm le neacha léinn den uile chúlra a mhealladh agus le tacú leo.

Mar a tharlaíonn le gach uile fhaisnéis eile a bhailítear le linn Clárúcháin, tá na freagraí a bhailítear maidir le cúlra an neacha léinn faoi iontaoibh, agus cinntíonn polasaí GMIT maidir le cosaint sonraí nach ndéanfar sonraí pearsanta a chomhroinnt ach amháin le FSS, leis an Roinn Coimirce Sóisialaí agus leis na Coimisinéirí Ioncaim chun a chur ar a gcumas a gcuid seirbhísí a chomhlíonadh. Cuirtear sonraí maidir leis an neach léinn aonair ar ais chuig FSS gan ainmneacha ná seoltaí agus ní nochtfar riamh an fhaisnéis phearsanta a chuireann tú ar fáil do thríú páirtí ar bith eile gan réamhchead cés moitre dóibh siúd atá liostaithe thuas. Baileofar an fhaisnéis i gcomhréir leis na hAchtanna Cosanta Sonraí 1988 agus 2003 d'fhonn do cheart ar phríobháideachas a chosaint.

## COMPLETING YOUR REGISTRATION FORM:

Complete your registration form following instructions on the reverse side of the form.

- Complete sections 2, 3, 4, 5, and 6 of registration form.
- If you have been awarded a grant or scholarship for the 2011/2012 academic year you must produce a letter of approval from the grant awarding authority, i.e. VEC, County Council, etc. **Provisional approval will not suffice**, you must bring the original grant confirmation letter with you.
- If you will be in receipt of a Third Level Training (TLT) Maintenance Grant, please ensure that you fill in your account details i.e. bank sort code and account number.
- A student who believes he/she is entitled to a grant, but has not received written confirmation, **must** pay the registration fee in order to register. This fee will be refunded following receipt by GMIT of written confirmation of grant approval.
- If you have been granted a remission of fees from the Student Support Committee, you must bring confirmation of same with you when registering.

## HEA EQUAL ACCESS

As of 2007, GMIT gathers information as part of Registration on student's social, economic and cultural background, as required by the Higher Education Authority (HEA). The purpose of gathering this information is to measure equality of access to higher education and to help put in place the resources needed to attract and support students of all backgrounds.

As with all other information gathered during Registration, the responses gathered on student background are confidential, and GMIT's data protection policy ensures that personal data will only be shared with the HEA, Department of Social Protection and Revenue Commissioners for the purposes of enabling them to execute their services. Individual student data is returned without names and addresses to the HEA and the personal information you provide will never be disclosed without prior consent to any other third parties apart from those listed above. The information will be gathered in accordance with the Data Protection Acts 1988 and 2003 to protect your right to privacy.

B'fhéidir go mba mhaith leat na ceisteanna a chuirtear a phlé le do thuismitheoir nó le do chaomhnóir, agus fiú más aosach/neach léinn lánfhásta thú iarrtar ort freagra a thabhairt i dtaca le cúlra tuismitheora. Tá dhá chúis leis na ceisteanna a chur. Ar an gcéad dul síos, le fáil amach an méid a bhfuil daoine faoi mhíchumas, d'aoiseanna, de chúirí cultúrtha agus socheacnamaíocha éagsúla rannpháirteach in ardoideachas agus, ar an dara dul síos, d'fhonn cabhrú le seirbhísí agus tacaíochtaí a chur i bhfeidhm do neacha léinn ionas gur féidir leo bheith rannpháirteach san ardoideachas agus an t-ardoideachas a chur i gcrích go rathúil.

Moltar do gach neach léinn na ceisteanna a fhreagairt ach níl siad éigeantach, agus ní chuirfidh easpa freagartha cosc le do chlárúchán sa choláiste ná ní chuirfidh sé isteach ar d'incháilitheacht ar scéimeanna cabhrach airgeadais.

Féadfar na ceisteanna a fheiceáil agus a fhreagairt ar líne roimh thúsú duit in GMIT. Tá sonraí maidir le rochtain agus logálacha isteach le fáil i do Phacáiste Clárúcháin. Féadfar ceisteanna ar bith a chur ar GMIT trí 091 753161 a dhiallú agus ball den Fhoireann Chlárúcháin a iarraidh.

Nuair a bheidh tú i láthair le haghaidh Clárúcháin, déanfar do chuid doiciméad a sheiceáil. Má tá gach rud in ord déanfar an ticéad aitheantais (ID) a bhí iniata le do phacáiste a stampáil. Ligfidh sé sin duit dul ar aghaidh chun do chárta aitheantais a fháil. Cé nach bhfuil ort na ceisteanna maidir le Comhionannas Rochtana an ÚAO a fhreagairt, ní mór duit logáil isteach agus breathnú ar na ceisteanna go léir mar chuid den Chlárúchán. Mura bhfuil sé sin déanta agat faoin uair a thagann tú le haghaidh clárúcháin, déanfar thú a threorú go dtí saotharlann áit ar féidir leat é a dhéanamh sula ligfear duit do Chlárúchán a chur i gcrích. Má bhíonn do chuid doiciméadaithe neamhiomlán, tabharfar ar ais duit é agus beidh ort freastal le haghaidh clárúcháin ar dháta níos déanaí.

You may wish to discuss the questions asked with your parent or guardian, and even if you are an adult / mature student you are asked to answer on parental background. The purpose of asking the questions is two-fold. First, to measure the extent to which people with a disability, of different ages, cultural and socio-economic backgrounds are participating in higher education, and second, to help put in place services and supports for students so that they can successfully participate in and complete higher education.

All students are encouraged to respond to the questions, however they are not mandatory, and non-response will not impede your registration at college or affect your eligibility for financial assistance schemes.

The questions can be viewed and answered on-line prior to your commencement in GMIT. Details on access and log-ins are supplied in your Registration Pack. Any queries can be directed to GMIT by dialling 091 753161 and asking for a member of the Registration Staff.

When you attend for Registration, your documentation will be checked, if everything is in order you will have the ID ticket which has been enclosed with your registration pack stamped, this will allow you to proceed to obtain your student I.D. card. While you are not required to answer the HEA Equal Access questions, you must log-in and view all of the questions as part of your registration. If you have not done so by the time you attend for Registration, you will be directed to a lab where you may access same, before you will be allowed to complete your Registration. Should your documentation be incomplete, it will be returned to you and you will have to attend for registration at a later date.

## **FAILÍ SA CHLÁRÚCHÁN**

### **Neacha léinn nach gcláraíonn:**

- faoin dáta clárúcháin atá leagtha síos (de réir an Amchláir) cuirfear táille dhéanach lena gcuntais
- ní bheidh siad cumhdaithe ag árachas pearsanta timpiste na hInstitiúide agus i gcás timpiste ní bheidh siad in ann éileamh a dhéanamh ach amháin ar pholasaí poiblí na hInstitiúide más féidir leo faillí a chruthú.
- ní cheadófar dóibh freastal ar ranganna.
- ní chuirfear isteach ar scrúduithe iad.

### **TABHAIR FAOI DEARA: DLÍFEAR TÁILLE DHÉANACH AR NEACHA LÉINN NACH gCLÁRAÍONN DE RÉIR AN AMCHLÁIR.**

## **CÁRTAÍ AITHEANTAIS (ID)**

Seasfaidh do Chárta ID duit ar feadh do Chláir (i.e. 2 bhliain d'Ardeastas, 3 bliana do Ghnáthchéim, 4 bliana do Chéim Onóracha). Má chailleann tú do Chárta ID am ar bith, féadfar Cársa ID athsholáthair a fháil ar chostas €10.

## **FAILURE TO REGISTER**

### **Students who do not register:**

- by the required registration date (as per timetable) will have a late fee applied to their accounts.
- are not covered by the Institutes personal accident insurance and in the event of an accident may only make a claim on the Institutes public policy if they can prove negligence.
- will not be allowed to attend classes.
- will not be entered for examinations.

### **NOTE: STUDENTS WHO DO NOT REGISTER AS PER TIMETABLE WILL BE LIABLE FOR A LATE FEE.**

## **ID CARDS**

Your ID Card will last you for the duration of your Programme (i.e. 2 years for a Higher Certificate, 3 years for an Ordinary Degree, 4 years for an Honours Degree). If you lose your ID Card at any point, a replacement ID Card can be obtained at a cost of €10.

## Dátaí Tosaithe do NEACHA LÉINN LEANTACHA

### CAMPAIS GMIT NA GAILLIMHE AGUS CHLUAIN MHUIRE

Tosóidh neacha léinn agus iad siúd atá ag dul ar aghaidh go cláir fhorlíontacha Dé Luain, 19 Meán Fómhair, 2011 seachas na cúrsaí atá liostaithe anseo thíos.

#### Clár/Staid - Dáta Tosaithe

BA (Onór) i mBainistíocht Óstáin & Lónadóireachta BI 3

Eanáir, 2012

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BB i mBain, Óstáin & Lónadóireachta – Blocscaoileadh BI 4

Eanáir, 2012

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BSc in Oideachas Dearaidh & Teicneolaíochta BI 3

Dé Luain, 12 Meán Fómh, 2011 ar 10.00am (Campas Bhóthar Bhaile Átha Cliath)

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BSc in Oideachas Dearaidh & Teicneolaíochta BI 4

Dé Luain, 19 Meán Fómh, 2011 ar 10.00am (Campas Bhóthar Bhaile Átha Cliath)

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### GMIT AG CAMPAS CHAISLEÁN AN BHARRAIGH

Tosóidh neacha léinn leantacha (Gnó, Daonnachtaí & Teicneolaíocht) agus iad siúd atá ag dul ar aghaidh go cúrsaí forlíontacha Dé Luain, 19 Meán Fómhair, 2011. Tosóidh Fochéimithe Altranais mar seo a leanas:

BSc (Onór) in Altranais Ginearálta agus BSc

(Onór) in Altranais Síciatrach - Blianta 2 & 3

Dé Luain 12 Meán Fómhair, 2011.

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BSc (Onór) in Altranais Ginearálta agus BSc

(Onór) in Altranais Síciatrach Bliain 4 amháin

Dé Luain 5 Meán Fómhair, 2011.

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BSc (Onór) in Altranais (Forlíontach)

An tseachtain dar tús Dé Luain 19 Meán Fómhair, 2011.

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Téarnamh Sláinte Intinne Dámhachtain Chuspóra Speisialta (Leibhéal 8)

An tseachtain dar tús Dé Luain 19 Meán Fómhair, 2011

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Teastas i gCúram an Duine Bhreacaosta Dámhachtain Chuspóra Speisialta

Eanáir, 2012.

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## CONTINUING STUDENTS

### Commencement Dates

### GMIT GALWAY AND CLUAIN MHUIRE CAMPUSES

Continuing students and those progressing to add-on programmes will commence on Monday, 19th September, 2011 with the exception of courses listed hereunder.

#### Programme/Stage - Commencement Date

BA (Hons) in Hotel and Catering Management Yr 3

January, 2012

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BB in Hotel and Catering Mgmt – Block Release Yr 4

January, 2012

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BSc (Honours) in Design and Technology Education Year 3

12th September, 2011 at 10.00am (Dublin Road Campus)

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BSc (Honours) in Design and Technology Education Year 4

19th September, 2011 at 10.00 am (Dublin Road Campus)

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### GMIT AT CASTLEBAR CAMPUS

Continuing students (Business, Humanities & Technology) and those progressing to add-on courses will commence on Monday, 19th September, 2011. Nursing Undergraduate Students commence as follows:

BSc (Hons) in General Nursing and BSc (Hons)

in Psychiatric Nursing – Years 2 & 3

Monday 12th September 2011.

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BSc (Hons) in General Nursing and BSc (Hons)

in Psychiatric Nursing – Year 4

Monday 5th September, 2011.

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BSc (Hons) in Nursing (Add-on)

Week Commencing 19th September, 2011.

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Recovery in Mental Health, Special Purpose Award (Level 8)

Week Commencing 19th September, 2011.

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Certificate in the Care of the Older Person, Special Purpose Award

January 2012.

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## Dátaí Tosaithe do NEACHA LÉINN LEANTACHA

### GMIT LEITIR FRAIC

Tosóidh neacha léinn leantacha Dé Luain, 19 Meán Fómhair, 2011 ar 10.00am seachas na cúrsaí atá liostaithe anseo thíos:-

BSc i nDearadh & Déantúsaíocht Troscáin BI 3

Dé Luain, 19 Meán Fómhair 2011 ar 12.00pm

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BSc i dTáirgeadh & Teicneolaíocht Troscáin BI 3

Dé Luain, 19 Meán Fómhair, 2011 ar 12.00pm

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BSc (Onór) i nDearadh & Déantúsaíocht Troscáin BI 4

Dé Luain, 19 Meán Fómhair 2011 ar 2.00pm

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BSc (Onór) i dTáirgeadh & Teicneolaíocht Troscáin BI 4

Dé Luain, 19 Meán Fómhair, 2011 ar 2.00pm

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BSc (Onór) in Oideachas Dearaidh & Teicneolaíochta BI 3

Dé Luain, 12 Meán Fómhair, 2011 ar 10.00am – Campas Bhóthar Bhaile Átha Cliath.

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### AN CREAGÁN

Tosóidh neacha léinn leantacha ag GMIT An Creagán Dé Luain 19 Meán Fómhair, 2011. Iarrtar ar neacha léinn clárú tríd an bpost. Bain úsáid le do thoil as an gclúdach atá istigh leis seo chun do chuid doiciméadaithe a sheoladh ar ais go dtí an Oifig Gnóthaí Acadúla.

### DÁTAÍ TOSAITHE NEACH LÉINN ACCS/ PÁIRTAIMSEARTHA

Ba chóir do neacha léinn a bhfuil cúrsaí ACCS/PÁIRTAIMSEARTHA á ndéanamh acu tosú agus clárú ar na dátaí céanna leo siúd a bhfuil an cúrsa á dhéanamh acu ar bhonn lánaimseartha seachas an BA páirtaimseartha in Ealaín agus Dearadh a thosóidh ar:

Dé Déardaoin 22 Meán Fómhair 2011 ar 7.00pm

do neacha léinn a bhfuil an cúrsa tráthnóna á dhéanamh acu i nGaillimh Blianta 5-6

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Dé Déardaoin 22 Meán Fómhair 2011

do neacha léinn a bhfuil an cúrsa lae á dhéanamh acu i nGaillimh Blianta 2-6

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Dé Céadaoin 14 Meán Fómhair 2011

do neacha léinn a bhfuil an cúrsa i gCaisleán an Bharraigh á dhéanamh acu BI 1

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Dé Céadaoin 21 Meán Fómhair 2011

do neacha léinn a bhfuil an cúrsa i gCaisleán an Bharraigh á dhéanamh acu Blianta 2-6

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## CONTINUING STUDENTS

### Commencement Dates

### GMIT LETTERFRACK CAMPUS

Continuing students will commence on Monday, 19th September, 2011 at 10.00am with the exception of courses listed hereunder:-

BSc in Furniture Design & Manufacture - Year 3

Monday 19th Sept, 2011 at 12.00pm

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BSc in Furniture & Wood Technology - Year 3

Monday 19th Sept, 2011 at 12.00pm

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BSc (Hons) in Furniture & Wood Technology - Year 4

Monday 19th Sept, 2011 at 2.00pm

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BSc (Hons) in Furniture Design & Manufacture - Year 4

Monday 19th Sept, 2011 at 2.00pm

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BSc (Hons) in Design & Technology Education – Year 3

Monday 12th Sept, 2011 at 10.00am – Dublin Road Campus, Galway

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### MOUNTBELLEW

Continuing students at GMIT Mountbellew will commence on Monday 19th September, 2011. Students are asked to register by post. Please use the enclosed envelope to return your completed documentation to the Office of Academic Affairs.

### ACCS/PART TIME STUDENTS COMMENCEMENT DATES

Students taking ACCS/PART-TIME courses should commence and register on the same dates as those taking the course on a full time basis with the exception of the part time B.A. in Art and Design which will commence on:

Thursday 22nd September, 2011 at 7.00pm

for students doing the evening course in Galway Yrs 5 - 6

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Thursday 22nd September, 2011

for students doing the daytime course in Galway Yrs 2–6

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Wednesday 14th September, 2011

for students doing the course in Castlebar Yr1

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Wednesday 21st September, 2011

for students doing the course in Castlebar Yrs 2 – 6

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Ní mór do neacha léinn a bhfuil cúrsaí trí ACCS á ndéanamh acu GACH MODÚL DON DÁ SHEIMEASTAR a dhearbhu ar an bhFoirm Dhearbhaite ACCS ag tús na Bliana Acadúla.

## CLÁRÚCHÁN TRÍD AN BPOST

TABHAIR FAOI DEARA GUR TRÍD AN BPOST A CHLÁRÓIDH GACH NEACH LÉINN LÁNAIMSEARHA A RINNE FREASTAL AR GMIT LE LINN NA BLIANA ACADÚLA 2010/2011 AGUS ATÁ AG LEANÚINT DÁ gCUID STAIDÉIR IN 2011/2012.

Gheobhaidh neacha léinn leantacha a gcuid doiciméadaithe clárúcháin roimh fhilleadh ar an gcoláiste dóibh agus iartrar orthu an fhoirm chlárúcháin a chomhlánú agus a shíniú, táille ar bith atá dlite a íoc agus an fhoirm a chur ar ais tríd an bpost go dtí an Oifig Gnóthaí Acadúla chomh luath agus is féidir ach faoin Aoine, 26 Lúnasa 2011 ar a dhéanaí. Bain úsáid le do thoil as an gclúdach iniata a bhfuil seoladh air chun do chuid doiciméadaithe a sheoladh ar ais. Tabhair faoi deara le do thoil má tá deontas á fháil agat, nach bhfaighidh tú sonrasc táillí agus dá bhrí sin nach mbeidh tada le hÍoc agat (mura bhfuil tú ar chlár a éilíonn táille ábhar a íoc). Má chuirtear ar athbhreithniú thú le haghaidh do dheontais, beidh ort litir nua Fhaofa Deontais a chur ar fáil.

Beidh neacha léinn leantacha a athdhéanann a scrúduithe go rathúil san Fhómhar in ann a ndoiciméadú clárúcháin a bhailiú tar éis Chruinniú Bhord Scrúduithe an Fómhair i Meán Fómhair ar champas (Seomra 347 do champais na Gaillimhe & Chluain Mhuire; féach na fógraí i gCaisleán an Bharraigh agus Leitir Fraic le haghaidh pointí bailiúcháin ansiúd).

## CLÁRÚCHÁN DO NEACHA LÉINN LEANTACHA

Déanfar clárú tríd an bpost do neacha léinn atá ag dul ar aghaidh go Gnáthchéim fhorlíontach nó Céim Onóracha, neacha léinn atá ag aistriú go bliain eile seachas Bliain 1 de chúrsa agus neacha léinn atá ag freastal ar bhonn páirtaimseartha. Ach beidh áis buail isteach ar fáil do neacha léinn atá ag freastal ar Champais na Gaillimhe agus Chluain Mhuire i Seomra 347 ar bhonn laethúil ón Luan 19 Meán Fómhair go dtí an Aoine 23 Meán Fómhair 2011. Ba chóir do neacha léinn atá ag freastal ar Chaisleán an Bharraigh agus Leitir Fraic seiceáil ag na campais sin faoi na socruithe a bheidh i bhfeidhm ansin.

Students taking courses through ACCS must declare ALL MODULES FOR BOTH SEMESTERS on an ACCS Declaration Form at the commencement of the Academic Year.

## POSTAL REGISTRATIONS

PLEASE NOTE THAT ALL FULL TIME STUDENTS WHO ATTENDED GMIT DURING THE 2010/2011 ACADEMIC YEAR AND ARE CONTINUING THEIR STUDIES IN 2011/2012 WILL REGISTER BY POST

Continuing students will receive their registration documentation prior to their return to college and are asked to complete and sign the registration form, pay any fee owing using the enclosed Invoice and return the forms by post to the Office of Academic Affairs as soon as possible but no later than Friday, 26th August, 2011. Please use the enclosed addressed envelope to return your completed documentation. Please note that if you are in receipt of a grant, you will not receive a fees invoice, and therefore will have nothing to pay (unless you are on a programme that requires a materials fee to be paid). If you are put on review for your grant, you will be required to provide a new Grant Approval letter.

Continuing Students in the Galway and Cluain Mhuire campuses, who successfully repeat their examinations in Autumn will be able to collect registration documentation on campus in Room 347 after the Autumn Examination Board Meeting in September. Castlebar students will receive their registration documentation by post. Please see the notice board in Letterfrack for collection points there.

## CONTINUING STUDENTS REGISTRATION

For students progressing to an add-on Ordinary Degree or Honours Degree, students transferring to other than Year 1 of a course and students attending on a part-time basis, registration will be done by post. However a drop in facility will be available to students attending the Galway and Cluain Mhuire Campuses in Room 347 on a daily basis from Monday 19th to Friday 23rd September 2011. Students attending at Castlebar and Letterfrack should check at those campuses about arrangements that apply there.

## CÁRTAÍ AITHEANTAIS (ID)

Eiseofar cártaí ID do neacha léinn atá ag freastal ar GMT den chéad uair ach an clárúchán a bheith críochnaithe acu agus beidh siad ar fáil ó Sheomra 347 (do neacha léinn na Gaillimhe agus Chluain Mhuire – ar mhiste le neacha léinn atá ag freastal ag Caisleán an Bharraigh agus Leitir Fraic seiceáil faoi na pointí bailiúcháin ar na campais sin ar fhilleadh dóibh ar an gcoláiste).

Tabhair faoi deara le do thoil go bhfaigheann gach neach léinn cárta ID neacha léinn saoil. Má chailtear ceann féadfar cárta nua a fháil ar chostas 10. Déanfar cuntais TF (IT) agus rochtain ar an leabharlann a ghníomhachtú ach an clárúchán a bheith curtha i gcrích. Cuirfear moill ar rochtain orthu sin mura ndéanfar clárú faoin dáta atá dlite ort agus tabhóidh sé táille dhéanach.

## NEACHA LÉINN LEANTACHA – TREORACHA LE HAGHAIDH CLÁRÚCHÁIN

Tá an dáta, an t-am agus an t-ionad clárúcháin cuimsithe sa leabhrán seo de réir mar a bhaineann. Ar mhiste leat a chinntiú go mbeidh tú ann le haghaidh clárúcháin mar atá san amhlár.

Ní mheasfar neach léinn a bheith ina neach léinn cláraithe ag Institiúid Teicneolaíochta na Gaillimhe-Maigh Eo go dtí go mbeidh an próiseas clárúcháin curtha i gcrích agus gach dliteanas táille íoctha aige/aici. Mura ndéanfaidh tú clárú ní ligfear duit freastal ar ranganna ná úsáid a bhaint as áiseanna an choláiste.

D'fhonn d'fhoirm chlárúcháin a chomhlánú go cuí ní mór duit na céimeanna atá imlínithe anseo thíos a leanúint:

## DO CHUID TÁILLÍ A ÍOC

Íoc táillí ar bith atá dlite tríd an Sonrasc Táillí atá curtha ar fáil roimh chlárú duit, agus deimhin á déanamh agat go bhfuil an méid atá íoctha agat curtha in iúl go soiléir, agus go ndéanann an Banc an chuid den Sonrasc atá coinnithe agat a stampáil. **Tabhair faoi deara le do thoil má tá deontas á fháil agat nach bhfaighidh tú sonrasc táillí, agus dá bhrí sin nach mbeidh tada le híoc agat (mura bhfuil tú ar chlár a éilíonn táille ábhar a íoc). Má chuirtear ar athbhreithniú thú do do dheontas, beidh ort litir nua Faofa Deontais a chur ar fáil.**

## ID CARDS

ID cards for students attending GMT for the first time will be issued once registration is complete and will be available from Room 347 (for Galway & Cluain Mhuire students – students attending at Castlebar & Letterfrack please check for collections points on those campuses on your return to college).

Please note that all students now receive life long student ID cards. If lost these may be replaced at a cost of €10. IT accounts and library access will be activated upon completion of registration. Failure to register by your due date will lead to delays in accessing same and will incur a late fee.

## CONTINUING STUDENTS INSTRUCTIONS FOR REGISTRATION

The date, time and venue of registration where applicable is included in this booklet. Please ensure that you attend for registration as per the timetable.

A student will only be considered a registered student at Galway-Mayo Institute of Technology when he/she has completed the registration process and paid all fee liabilities. Failure to register will result in your not being permitted to attend classes or use college facilities.

In order to pay your fees and complete your registration form correctly you must follow the steps outlined hereunder:

## PAYING YOUR FEES

Pay any fees due via the Fees Invoice provided prior to registering, making sure the amount paid by you is clearly indicated, and that the Bank also stamps the portion of the invoice retained by you. **Please note that if you are in receipt of a grant, you will not receive a fees invoice, and therefore will have nothing to pay (unless you are on a programme that requires a materials fee to be paid). If you are put on review for your grant, you will be required to provide a new Grant Approval letter.**

## D'FHOIRM CHLÁRÚCHÁIN A CHOMHLÁNADH:

Comhlánaigh d'fhoirm chlárúcháin agus na treoracha ar an taobh cúil den fhoirm á leanúint agat.

- Comhlánaigh ranna 2, 3, 4, 5, agus 6 den fhoirm chlárúcháin.
- Mura bhfuair tú deontas don chéad bhliain de do chúrsa agus má tá deontas nó scoláireacht dáfa duit don bhliain acadúil 2011/2012 ní mór duit litir fhaofa ón údarás damhachtana deontais a chur ar fáil, i.e. CGO, Comhairle Contae, agus rí. **Ní leor faomhadh sealadach.** Ní mór duit an bhunlitir dheimhnithe deontais a bhreith leat.
- Ní gá do neacha léinn leantacha agus dóibh siúd atá ag aistriú go Gnáthchéim forlíontach ó chúrsa Ardteastais a rinneadh ag an Institiúid seo, a fuair deontas/scoláireacht don bhliain acadúil seo caite (2010/2011) litir fhaofa deontais a chur ar fáil, murar cuireadh ar athbhreithniú iad.
- Ní mór do neacha léinn atá ag dul ar aghaidh go céim Onóracha fhorlíontach (Leibhéal 08) athiarratas a dhéanamh dá nÚdarás Áitiúil le haghaidh fhaomhadh Scoláireachta.
- Má tá tú le Deontas Cothabhála Oiliúna Tríú Leibhéal (OTL) a fháil, déan deimhin de le do thoil go líonfaidh tú isteach sonraí do chuntais, i.e. cód sórtála bainc agus uimhir do chuntais.
- Ní mór do neach léinn a chreideann go bhfuil sé/sí i dteideal deontas a fháil, ach nach bhfuil dearbhú scríofa faighte aige/aici, an táille chlárúcháin a íoc d'fhonn clárú. Aisíocfar an táille sin nuair a bheidh dearbhú scríofa faighte ag GMIT. Cuir an dearbhú sin ar fáil dúinn chomh luath agus a bheidh sé faighte agat.
- Má tá maitheamh táillí tugtha duit ag an gCoiste Tacaíochta Neach léinn, ní mór duit an dearbhú sin a bhreith leat nuair a bheidh tú ag clárú.
- Ní mór do neacha léinn atá ag aistriú ó choláiste eile, a bhfuil deontas á fháil acu, fianaise ar dheontas dá leithéid a bhreith leo agus iad ag clárú.

Má bhíonn do chuid doiciméadaithe neamhiomlán, seolfar ar ais chugat é agus beidh ort freastal le haghaidh clárúcháin ar dháta níos déanaí.

## COMPLETING YOUR REGISTRATION FORM:

Complete your registration form following instructions on the reverse side of the form.

- Complete sections 2, 3, 4, 5, and 6 of registration form.
- If you had not been in receipt of a grant for the first year of your course and have been awarded a grant or scholarship for the 2011/2012 academic year you must produce a letter of approval from the grant awarding authority, i.e. VEC, County Council, etc. **Provisional approval will not suffice**, you must bring the original grant confirmation letter with you.
- Continuing students, and those transferring to a one year add-on Ordinary Degree from a Higher Certificate course taken at this Institute, who were in receipt of a grant/scholarship for the last academic year (2010/2011) need to re-apply to their Local Authority for grant approval.
- Students progressing to an add-on Honours Degree (Level 08) need to re-apply to their Local Authority for Scholarship approval.
- If you will be in receipt of a Third Level Training (TLT) Maintenance Grant, please ensure that you fill in your account details i.e. bank sort code and account number.
- A student who believes he/she is entitled to a grant, but has not received written confirmation, **must** pay the registration fee in order to register. This fee will be refunded once written confirmation has been received by GMIT. Please supply us with this confirmation once you have received same.
- If you have been granted a remission of fees from the Student Support Committee, you must bring confirmation of same with you when registering.
- Students transferring from another college, who are in receipt of a grant must bring evidence of such a grant when registering

Should your documentation be incomplete, it will be returned to you and you will have to attend for registration at a later date.

## **FAILLÍ I gCLÁRÚ**

### **Neacha léinn nach ndéanann clárú:**

- Cuirfear táille dhéanach i leith a gcuid cuntas mura gcláraíonn siad faoin dáta clárúcháin a éilítear (de réir amchláir).
- Ní bheidh siad cumhdaithe ag polasaí árachais phearsanta na hInstitiúide agus i gcás timpiste ní bheidh siad in ann éileamh a dhéanamh ach ar pholasaí poiblí na hInstitiúide más féidir leo faillí a chruthú.
- Ní ligfear dóibh freastal ar ranganna.
- Ní chuirfear isteach ar scrúduithe iad.

TABHAIR FAOI DEARA: DLÍFEAR TÁILLE DHÉANACH AR NEACHA LÉINN NACH gCLÁRAÍONN DE RÉIR MAR ATÁ CEAPTHA SAN AMCHLÁR.

## **FAILURE TO REGISTER**

### **Students who do not register:**

- by the required registration date (as per timetable) will have a late fee applied to their accounts.
- are not covered by the Institutes personal accident insurance and in the event of an accident may only make a claim on the Institutes public policy if they can prove negligence.
- will not be allowed to attend classes.
- will not be entered for examinations.

NOTE: STUDENTS WHO DO NOT REGISTER AS PER TIMETABLE WILL BE LIABLE FOR A LATE FEE.

Tabhair faoi deara le do thoil gurb iad na rialacháin anseo thíos na cinn is déanaí a fuarthas ón Roinn Oideachais agus Eolaíochta. Tá na rialacháin seo faoi réir ag athrú don bhliain acadúil 2011/2012.

### TÁILLE NEAMH-THEAGAISIC/TÁILLE CHLÁRÚCHÁIN

Ní mór do gach neach léinn Táille Neamh-Theagaisic/Chlárúcháin a íoc mura bhfuil sé/sí le deontas/scoláireacht a fháil. Féach na Treoracha le hAghaidh Clárúcháin ar Leathanach 22 den leabhrán seo chun breis sonraí a fháil.

### Táillí Teagaisic – Cúrsaí Ardteastais agus Gnáthchéime (Tríú Leibhéal Lánaimseartha)

Maoiníonn an Roinn Oideachais agus Eolaíochta cúrsaí aon bhliana nó cúrsaí dhá bhliain faoi Oiliúint Tríú Leibhéal (OTL) suas go dtí leibhéal Ardteastais agus Gnáthchéime trí bliana agus cúrsaí aon bhliana "forlíontacha" de leibhéal Gnáthchéime.

Maoinítear ár gcuid cúrsaí Ardteastais agus Gnáthchéime uile faoin scéim Oiliúna Tríú Leibhéal (OTL).

Bailíonn an Coláiste táillí teagaisic i leith neacha léinn atá ar chúrsaí atá maoinithe ag Oiliúint Tríú Leibhéal (OTL) go díreach ón Roinn Oideachais agus Eolaíochta. Íocfar a gcuid táillí teagaisic i leith neacha léinn atá ag tosú ar chúrsaí Oiliúna Tríú Leibhéal (OTL) go díreach ó oideachas dara leibhéal.

Ar na neacha léinn eile atá incháilithe le go n-íocfadh Oiliúint Tríú Leibhéal (OTL) a gcuid táillí teagaisic tá:

- Neach léinn ar éirigh leis/léi nó ar theip air/uirthe nó nár chríochnaigh an chéad bhliain de chúrsa atá maoinithe ag Oiliúint Tríú Leibhéal (OTL), ar mhaith leis/léi aistriú go cúrsa difriúil.
- Daoine a fuair maoiniú ar feadh trí bliana ar a mhéid ar chúrsa atá maoinithe ag Oiliúint Tríú Leibhéal tá siad i dteideal deontas cothabhála a fháil ar feadh trí bliana ar a mhéid má chomhlíonann siad na coinníollacha mar atá siad leagtha amach sa scéim cothabhála Oiliúna Tríú Leibhéal (OTL) don bhliain ábhartha.
- Níl foghlaimoirí a chríochnaigh cúrsa MLT dhá bhliain incháilithe do theagasc in aisce i dtaca le cúrsa MLT dhá bhliain nó trí bliana breise ach féadfar iad a ligean isteach ar an tríú bliain fhorlíontach de chúrsa gaolmhar Dioplóma (HTBS).

Please note the regulations below are the most recently received from the Department of Education and Science. These regulations are subject to change for the 2011/2012 academic year.

### NON-TUITION FEE/REGISTRATION FEE:

Each student must pay a Non-Tuition/Registration fee, unless he/she is in receipt of a grant/scholarship. See Instructions for Registration on page 23 of this booklet for further details.

### Tuition Fees – Higher Certificate and Ordinary Degree courses - (Full-time third level)

The Department of Education and Science, under the Third Level Training (TLT) scheme fund one or two year courses up to Higher Certificate level and three year Ordinary Degree and one year "add-on" Ordinary Degree level courses.

All of our Higher Certificate and Ordinary Degree courses are funded under the Third Level Training (TLT) scheme.

Tuition fees for students on Third Level Training (TLT) funded courses are collected directly by the College from the Department of Education. Students entering third level Third Level Training (TLT) courses directly from second level education will have their tuition fees paid.

Other students who qualify to have their tuition fees paid by Third Level Training (TLT) are:

- A student who, having passed, failed or not completed the first year of a Third Level Training (TLT) funded course, who wishes to transfer to a different course
- Persons who received funding for year one of a degree level course are eligible to receive free tuition for a maximum of three years on a Third Level Training (TLT) aided course and are eligible for a maintenance grant for a maximum of three years if they satisfy the conditions as set out in the Third Level Training (TLT) maintenance scheme for the relevant year.
- Trainees who have completed a two-year MLT course are not eligible for free tuition in respect of a further two year MLT or three year HTBS course but they may be admitted to the third "add-on" year of a related Diploma (HTBS) course.

- **Cúrsaí Luathaithe Teicneora (ATP)** – fad 18 mí. Beidh gach foghlaimeoir atá cláraithe ar na cúrsaí sin, ar a n-áirítear iad siúd a bhfuil cáilíochtaí tríú leibhéal acu cheana féin incháilithe do tháillí teagaisc in aisce. Dlífear táillí teagaisc agus neamh-theagaisc ar athneacha léinn.

Ar na neacha léinn nach gcáilíonn do mhaoiniú Oiliúna Tríú Leibhéal (OTL) tá:

- **Níl** neach léinn a chríochnaigh Teastas dhá bhliain incháilithe do mhaoiniú Oiliúna Tríú Leibhéal i leith Ardteastas dhá bhliain breise ná cúrsa Gnáthchéime trí bliana.
- **Níl** daoine a bhfuil **níos mó ná** bliain a haon de chúrsa leibhéal céime curtha i gcrích acu **incháilithe**.
- Níl daoine a bhfuil céim acu cheana féin incháilithe.
- Dlífear táillí iomlána as an athbhliain ar neacha léinn a dteipeann orthu ina scrúduithe agus ar mhian leo an bhliain a dhéanamh athuair, agus féadfaidh siad an deontas atá acu a athnuachan don bhliain/do bhlianta ar bith eile den chúrsa ina dhiaidh. Má ghlacann siad sos bliana ní mór dóibh athiarratas a dhéanamh don Údarás Dámhachtana chun a ndeontas a athnuachan.
- Neacha léinn a bhriseann nó a chuireann a gcúrsa ar athló le linn Bliana Acadúla agus a bhfuil deontas cothabhála á fháil acu, **níl siad incháilithe** a ndeontas a bheith athghníomhachtaithe nuair a fhilleann siad ar an gColáiste. Ach i dtosca eisceachtúla féadfaidh roinnt údarás deontais an cinneadh sin a tharscaoileadh.

### Táillí Teagaisc – cúrsaí maoinithe ag an ÚAO/Roinn Oideachais agus Eolaíochta (cúrsaí Céime lánaimseartha)

Sa bhliain 1996 thug an tAire Oideachais agus Eolaíochta scéim táillí in aisce isteach. Íoctar táillí i leith náisiúnaithe AE a bhfuil gnáthchónaí orthu i mBallstát AE le linn trí cinn de na cúig bliana roimh thosú dóibh ar a gcúrsa tríú leibhéal. Íocfar a dtáillí do neacha léinn atá ag tosú ar oideachas tríú leibhéal go díreach ó oideachas dara leibhéal.

- Ní íocfar táillí teagaisc i leith neacha léinn a bhfuil an dara cúrsa fochéime á dhéanamh acu. Féadfar a mheas go bhfuil neacha léinn ag a bhfuil Teastas Náisiúnta/Ardteastas nó Dioplóma/Gnáthchéim acu agus atá ag dul ar aghaidh go dtí cúrsa Céime Onóracha gan ghá le díolúine a bheith acu ó ghnáthfhad an chúrsa a bheith incháilithe do tháillí in aisce.

- **Accelerated Technician (ATP) courses** – 18 months duration. All trainees enrolled on these courses including those already possessing third level qualifications will qualify for free tuition fees. Repeat students will be liable for tuition and non-tuition fees.

Students who are not eligible for Third Level Training (TLT) funding include:

- A student who has completed a two year Certificate is **not eligible** for Third Level Training (TLT) funding in respect of a further two year Higher Certificate or three year Ordinary Degree course.
- Persons who have completed **more than** year one of a degree level course are **not eligible**.
- Persons who already hold a degree are **not eligible**.
- Students who fail their examinations and wish to repeat the year are liable for full fees for the repeat year, and may renew their grant for any subsequent year(s) of that course. If they take the year out they must re-apply to the Awarding Authority to have their grant renewed.
- Students who interrupt/defer their course during an Academic Year and are in receipt of a maintenance grant are **not eligible** to have their grant reactivated when they return to College. However, some grant authorities may waive this decision under exceptional circumstances.

### Tuition Fees – HEA/Dept. of Education and Science funded courses (full-time Degree courses)

In 1996 the Minister for Education and Science introduced the free fees scheme. Tuition fees are paid in respect of EU nationals who have been ordinarily resident in an EU Member State for at least three of the five years preceding their entry to their third-level course. Students entering third-level education directly from second level education will have their fees paid.

- Tuition fees will not be paid in respect of students pursuing a second undergraduate degree course. Students who already hold a National Certificate / Higher Certificate or Diploma / Ordinary Degree and are progressing to an Honours Degree course without necessarily having received an exemption from the normal duration of the course may be deemed eligible for free fees.

- Féadfar neacha léinn a rinne cúrsa tríd leibhéal roimhe sin, nár bhain maoiniú státchiste ar bith leis, ach nár chríochnaigh é, a mheas a bheith incháilithe faoi réir ag coinníollacha eile den tionscnamh táillí in aisce a chomhlíonadh.
- Nil neacha léinn a rinne cúrsa staidéir tríd leibhéal nár bhain maoiniú státchiste leis (e.g. táillí, cothabháil, faoiseamh cánach, fóirdheontas i dtaca le costais an chúrsa) agus nár bhain cáilíocht ceannchúrsa amach agus a théann i mbun staidéir tríd leibhéal ina dhiaidh sin incháilithe do tháillí in aisce do thréimhse atá comhionann leis an thréimhse ama atá caite ar an gcéad chúrsa staidéir.
- Ach amháin i gcás neach léinn athdheise (féach an nóta thíos), ní íocfar táillí teagaisc i leith neacha léinn a bhfuil athbhlianta á ndéanamh acu nó i leith neacha léinn a bhfuil bliain/leibhéal á athdhéanamh acu tar éis a gcúrsa fochéime a athrú (ach gan é bheith curtha i gcrích acu). Féadfar an coinníoll sin a tharscaoileadh i gcúinsí eisceachtúla dála cásanna de thinneas tromchúiseach deimhnithe.

**NÓTA:** Íocfar táillí teagaisc i leith neach léinn a rinne freastal ar chúrsaí faofa, ach nár chríochnaigh iad, atá ag filleadh tar éis sos cúig bliana ar a laghad chun cúrsaí faofa a dhéanamh ag an leibhéal céanna sa bhliain acadúil 2011/2012. Ní chuimsíonn na táillí teagaisc atá inioctha an táille chlárúcháin.

### ÍOCAÍOCHT TÁILLÍ TEAGAISC AGUS NEAMHTHEAGAISC

Ba chóir táillí a íoc leis an mbanc agus úsáid á baint as an Sonrasc bainc atá iniata le d'fhoirm chlárúcháin nó sonrasc/gíoró bainc eile atá eisithe ag an Institiúid de réir mar is iomchuí. Is é an méid atá dlite ná an táille iomlán atá curtha in iúl ar an Sonrasc.

### TÁILLÍ TEAGAISC & TÁILLÍ NEAMH-THEAGAISC

Ní raibh na Táillí Teagaisc agus na Táillí Neamh-Theagaisc mar a eísíonn an Roinn Oideachais agus Eolaíochta iad go bliantúil ar fáil agus é seo á chur chun príontála. Tá Táillí Teagaisc le bheith eisithe ag an Roinn go luath i Lúnasa. Féadfaidh tú breathnú ar láithreán gréasáin GMIT - [www.gmit.ie](http://www.gmit.ie) - i ndiaidh na chéad seachtaine i Lúnasa le haghaidh faisnéise ina leith sin.

- Students who have previously pursued but not completed a course which has not attracted any exchequer funding may be deemed eligible for free fees subject to compliance with the other conditions of the free fees initiative.
- Students who have pursued a course of third level study which has attracted exchequer funding (e.g. fees, maintenance, tax relief, subsidy towards course cost) and who have not secured a terminal qualification and subsequently resume third level studies are not eligible for free fees for the equivalent period of time spent on the first course of study.
- Except in the case of second chance students, (see note below), tuition fees will not be paid in respect of students doing repeat years or in respect of students repeating a year / level having changed (but not completed) their undergraduate course. This condition may be waived in exceptional circumstances such as cases of certified serious illness.

**NOTE:** Tuition fees will be paid in respect of students who, having attended but not completed approved courses, are returning following a break of at least five years in order to pursue approved courses at the same level in the 2011/2012 academic year. The tuition fees payable do not include the registration fee.

### PAYMENT OF TUITION AND NON-TUITION FEES

Fees should be paid to the bank using the Invoice enclosed with your registration form or other invoice / bank giro issued by the Institute as appropriate. The total fee indicated on the Invoice is the amount due.

### TUITION FEES & NON-TUITION FEES

The Tuition & Non-Tuition Fees, as issued by the Department of Education & Science on an annual basis, were unavailable at the time of going to print. Tuition Fees are due to be issued by the Department in early August. You may refer to the GMIT website – [www.gmit.ie](http://www.gmit.ie) – after the first week in August for information relating to same.

## TÁILLE NEAMH-THEAGAISIC – NEACHA LÉINN ACCS

Ní éileofar ar neacha léinn a bhfuil cúrsaí tríd an modh ACCS á ndéanamh acu táille chaipitíochta neacha léinn a íoc. Dá bhrí sin ní bheidh na seirbhísí atá maoinithe ag an táille sin ar fáil do neacha léinn ACCS.

Ar na seirbhísí sin áirítear an tAonad Sláinte, an Ciste Tuismitheora agus Naíonáin, an tSéiplíneacht, Aontas na Neach Léinn, Árachas Timpiste, clubanna agus cumainn neach léinn.

## TÁILLE ÁBHAR

Gearrfar táille de **€100 (do neacha léinn lánaimseartha)** agus **€50 (do neacha léinn páirtaimseartha)** a bheidh rannpháirteach sa **BA in Ealaín agus Dearadh, an BA i Scannán agus Teilifís, an BA (Onór) i Mínealaín, an Baitsiléir i nDearadh (Onór) i dTeicstílí, an BA i Staidéar Oidhreachta agus "BA (Onór) i Staidéar Oidhreachta"**.

Ní mór é sin a íoc roimh chlárú agus ba chóir duit an admháil sonraisc a chuireann in iúl go bhfuil an íocaíocht déanta a bhreith leat nuair a thagann tú le clárú. **Ní mór an táille sin a íoc is cuma deontas cothabhála a bheith á fháil agat nó gan bheith.**

## MAITHEAMH TÁILLÍ

Féadfaidh neacha léinn a ndlífear táillí teagaisic orthu agus a mbaineann deacracht airgeadais leo iarratas a dhéanamh don Choiste Tacaíochta Neach Léinn lena dtáillí teagaisic a tharscaoileadh suas go dtí uasmhéid de 50%. Cuirfeadh na hiarratasóirí uile atá ar tharscaoileadh faoi agallamh agus ní mór an t-iarratas a dhéanamh ar an bhfoirm oifigiúil (atá le fáil ó Sheirbhísí Neach Léinn ó Mheán Fómhair) faoin 15 Nollaig 2011.

## TÁILLÍ NEAMH-AE

Éileofar ar neacha léinn ar a ndlífear Táille Neamh-AE Táille Teagaisic agus Táille Neamh-Theagaisic a íoc roimh thús a gclár staidéir. Ní eiseofar litreacha oifigiúla le haghaidh críocha iarratais visa ná sintí ar visa go dtí go mbeidh an táille faighte. Tá na táillí Neamh-AE nó idirnáisiúnta liostaithe i láithreán gréasáin GMIT – [www.gmit.ie](http://www.gmit.ie)

## NON-TUITION FEE – ACCS STUDENTS

Students taking courses through ACCS mode will not be required to pay a student capitation fee, therefore services funded by this fee will not be available to ACCS students.

These services include: the Health Unit, Parent and Baby Fund, Chaplaincy, Students Union, Personal Accident Insurance, student clubs and societies.

## MATERIALS FEE

A materials fee of **€100 (for full-time students)** and **€50 (for part-time students)** will be charged to all students including outgoing Erasmus students participating on the **BA in Art and Design, the BA in Film & Television, the B.A. (Hons) in Fine Art, the Bachelor of Design (Hons) in Textiles, the BA in Heritage Studies, and the BA (Hons) in Heritage Studies.**

This must be paid prior to registration and you should bring the Invoice receipt indicating payment has been made with you when you come to register. **This fee must be paid regardless of whether or not you are in receipt of a maintenance grant.**

## REMISSION OF FEES

Students who are liable for tuition fees and who are experiencing financial hardship may apply to the Student Support Committee to have their tuition fees waived up to a maximum of 50%. All applicants for a waiver will be interviewed, and application must be made on the official form (available from Student Services from September) by the 15th December, 2011.

## NON EU FEES

Students who are liable for the Non-EU or international fee are required to pay the fee before the commencement of their programme of study. No official letters for visa application purposes or visa extensions will be issued until the fee has been received. The Non EU or international fees are listed in the GMIT website – [www.gmit.ie](http://www.gmit.ie)

## AISIÓCAÍOCHTAÍ

Tá an **táille teagaisc agus an táille neamh-theagaisc** in-aisíoctha suas go dtí 31 Deireadh Fómhair 2011. Tá an polasaí um aisíoc táillí teagaisc bunaithe ar na táillí cuí go léir a bheith íoctha ag an neach léinn. Gheobhaidh neacha léinn atá cláraithe suas go dtí 31 Deireadh Fómhair, 2011 lán-aisíoc, agus gheobhaidh neacha léinn atá cláraithe suas go dtí 31 Eanáir 2012 leath na táille teagaisc atá íoctha mar aisíocaíocht.

Áit a bhfuil táillí neamh-theagaisc íoctha agus go gcuireann neacha léinn litir fhaofa deontais isteach déanfar an neamh-theagasc a aisíoc. Eiseofar na chéad aisíocaíochtaí i mí na Nollag, 2011 roimh shos na Nollag. Déanfar aisíocaíochtaí gach mí ina dhiaidh sin, ag tosú i bhFeabhra, 2012.

## REFUNDS

The **tuition and non-tuition fee** is refundable up to 31st October, 2011. The **tuition fee refund policy** is based on students having paid all appropriate fees. Students registered up to the 31st October, 2011 will receive a full refund, and students registered up to the 31st January, 2012 will receive a refund of half the tuition fee paid.

Where non-tuition fees have been paid and students subsequently submit a grant approval letter a refund of the non tuition will be made. The first refunds will be issued in December, 2011 prior to the Christmas break. Refunds will be made each month thereafter, commencing in February, 2012.

## DEONTAIS CHOOTHABHÁLA

### DEONTAIS OILIÚNA TRÍÚ LEIBHÉAL (OTL):

Íocfar deontas Oiliúna Tríú Leibhéal (OTL) le neacha léinn a bhfuil na cúrsaí Ardteastais agus Gnáthchéime á ndéanamh acu agus a bhfuil deontas cothabhála á fháil acu. Íocfar an deontas cothabhála Oiliúna Tríú Leibhéal (OTL) i dtráthchodanna go riaráisteach thar 36 seachtain.

Íocfar na híocaíochtaí deontais isteach go díreach i gcuntas bainc an neacha léinn ar na dátaí atá le feiceáil ar an Sceideal Íocaíochtaí Oiliúna Tríú Leibhéal 2010/2011 (Leathanach 33). Déantar na híocaíochtaí bunaithe ar thinreamh ar ranganna.

Tacaíonn an scéim Oiliúna Tríú Leibhéal (OTL) le cúrsaí Ardteastais agus Gnáthchéime. Tá deontais chothabhála Oiliúna Tríú Leibhéal ar fáil do neacha léinn incháilithe a cháilíonn don deontas seo. Tá foirmeacha iarratais agus faisnéis maidir le hincháilitheacht le fáil ó do CGO áitiúil (Coiste Gairmoideachais).

Má tá tú incháilithe do dheontas cothabhála Oiliúna Tríú Leibhéal (OTL), ní mór duit uimhir chuntais bhainc agus cód sórtála a ainmniú ar an bhfoirm chlárúcháin d'fhonn go n-aistreofaí do chuid airgid isteach i do chuntas go míosúil. Tabhair faoi deara le do thoil go bhfuil an íocaíocht bunaithe ar thinreamh ar ranganna.

### SCEIDEAL ÍOCAÍOCHTAÍ OILIÚNA TRÍÚ LEIBHÉAL (OTL)

Aistreofoar Íocaíochtaí Deontais Chothabhála OILIÚNA TRÍÚ LEIBHÉAL (OTL) isteach go díreach i gcuntais neach léinn ar na dátaí seo a leanas:

Íocaíocht 1	<b>13 Deireadh Fómhair, 2011</b>
Íocaíocht 2	<b>10 Samhain, 2011</b>
Íocaíocht 3	<b>8 Nollaig, 2011</b>
Íocaíocht 4	<b>5 Eanáir, 2011</b>
Íocaíocht 5	<b>2 Feabhra, 2012</b>
Íocaíocht 6	<b>1 Márta, 2012</b>
Íocaíocht 7	<b>29 Márta, 2012</b>
Íocaíocht 8	<b>26 Aibreán, 2012</b>
Íocaíocht 9	<b>24 Bealtaine, 2012</b>

Tabhair faoi deara le do thoil: D'fhéadfadh sé go mba ghá le trí lá a thógáil go dtí go mbeadh an íocaíocht lóisteáilte do chuntas neacha léinn.

## MAINTENANCE GRANTS

### THIRD LEVEL TRAINING (TLT) GRANTS:

Students taking the Higher Certificate and Ordinary Degree courses who have been awarded a maintenance grant will be paid a Third Level Training (TLT) grant. The Third Level Training (TLT) maintenance grant shall be paid in monthly instalments in arrears over 36 weeks.

The grant payments will be paid directly into the student's bank account on the dates as shown on the Third Level Training (TLT) Payments Schedule 2011/2012 (page 37). Payments are made on the basis of attendance at class.

Higher Certificate and Ordinary Degree courses are supported by the Third Level Training (TLT) scheme. Third Level Training (TLT) maintenance grants are available to eligible students who qualify for this grant. Application forms and information on eligibility are available from your local VEC (Vocational Educational Committee).

If you qualify for a Third Level Training (TLT) maintenance grant, you must nominate a bank account number and sort code on the registration form in order for your monies to transfer monthly into your account. Please note that payment is based on class attendance.

### THIRD LEVEL TRAINING (TLT) PAYMENTS SCHEDULE

THIRD LEVEL TRAINING (TLT) Maintenance Grant Payments will transfer directly into student bank accounts on the following dates:

Payment 1	<b>13th October, 2011</b>
Payment 2	<b>10th November, 2011</b>
Payment 3	<b>8th December, 2011</b>
Payment 4	<b>5th January, 2012</b>
Payment 5	<b>2nd February, 2012</b>
Payment 6	<b>1st March, 2012</b>
Payment 7	<b>29th March, 2012</b>
Payment 8	<b>26th April, 2012</b>
Payment 9	<b>24th May, 2012</b>

Please Note: It can take up to three working days for the payment to be lodged to the students account.

### **Deontais Ardoideachais agus Scoláireachtaí CGO**

Íoctar deontais Scoláireachta de ghnáth le neacha léinn atá ag tabhairt faoi chúrsaí Céime Onóracha, seachas an BSc in Eolaíocht Leighis Bliain 3. Tá na scoláireachtaí agus na deontais sin ar fáil do neacha léinn incháilithe. Baineann tástáil mhaoine leo agus tá foirmeacha iarratais le fáil ach teagmháil a dhéanamh le do CGO nó do Chomhairle Contae áitiúil.

Íocann an tÚdarás Áitiúil na táillí go díreach leis an gColáiste. Féadfaidh neacha léinn ar bith, nach n-íoctar an deontas cothaithe neacha léinn go díreach isteach ina gcuntas bainc, a gcuid seiceanna a bhailiú ag tús gach téarma ón Oifig Gnóthaí Acadúla. Tabhair faoi deara le do thoil go bhfuil an íocaíocht bunaithe ar thinreamh ar ranganna.

Eiseoidh na húdaráis dámhachtana seiceanna scoláireachta, i.e. CGO, Comhairle Contae, agus RI gach téarma. Do na neacha léinn atá ag freastal ag Gaillimh is í an Oifig Gnóthaí Acadúla a shíniú amach seiceanna do na neacha léinn. De réir mar a fhaigheann an Oifig Gnóthaí Acadúla na seiceanna, cuirtear fógra suas agus féadfaidh neacha léinn socrú a dhéanamh a gcuid seiceanna a bhailiú. Ba chóir do neacha léinn atá ag freastal ag Caisleán an Bharraigh agus Leitir Fraic eolas a fháil ón bhfoireann ag an gCampas maidir le cén chaoi a n-eiseofar seiceanna Scoláireachta.

### **Athnuachan Deontais**

Ní íocfar deontas le neacha léinn a dteipeann orthu i mbliain dá gcúrsa agus a athdhéanann sa bhliain dar gcionn le linn don athdhéanamh, ach i gcúinsí eisceachtúla d'fhéadfadh an tÚdarás Áitiúil faomhadh a thabhairt dóibh. Ní mór don CGO a chur in iúl don Choláiste ar an litir fhaofa deontas go bhfuil an dámhachtain á déanamh i gcúinsí eisceachtúla. Déanfar an deontas a phróiseáil i leith neach léinn nár athnuadh dó/di é le linn don athdhéanamh an bhliain dar gcionn ar chuntar go n-éireoidh leo ina gcuid scrúduithe agus go dtéann siad ar aghaidh go dtí an chéad chéim eile den chúrsa.

### **Higher Education Grants and VEC Scholarships**

Scholarship grants are usually paid to students undertaking Honours Degree courses. These scholarships and grants are available to eligible students. They are means tested and application forms can be obtained by contacting your local VEC or Co. Council.

Fees are paid directly by the Local Authority to the College. Any student that does not have their student maintenance grant paid directly into their bank account, can collect their cheques at the commencement of each term from the Office of Academic Affairs. Please note that payment is based on class attendance.

Scholarship cheques will issue from the awarding authorities, i.e. VEC, County Council, etc. each term. For Students attending at Galway these cheques are signed out by staff from the Office of Academic Affairs to the students. As the cheques are received by the Office of Academic Affairs, a notice is posted and students can arrange to collect their cheques. Students attending at Castlebar and Letterfrack should check with staff at the Campus as to how Scholarship cheques will be issued.

### **Grant Renewal**

A student who fails a year of his/her course and repeats in the following year will not be paid a grant while repeating, however the Local Authority may in exceptional circumstances grant them approval. The VEC must indicate to the college on the grant approval letter that the award is being made under exceptional circumstances. A repeat student who does not have his/her grant renewed while repeating will have it processed the following year provided they pass their examinations and proceed to the next stage of the course.

### **NEACHA LÉINN LE RIACHTANAIS SPEISIALTA**

Déanann GMIT gach dícheall cabhrú le neacha léinn le riachtanais speisialta. Tá sé den tábhacht go ndéanfadh neacha léinn dá leithéid teagmháil go luath leis an Oifigeach Seirbhísí Neach Léinn chun a riachtanais speisialta a chur in iúl dó/di.

### **NEACHA LÉINN LANFHÁSTA**

Ní mór aois 23 a bheith ag neacha léinn lánfhásta roimh 1 Eanáir, 2011 chun iad a bheith cáilithe mar iarratasóirí lánfhásta. Tá na teidlíochtaí céanna acu atá ag neacha léinn eile maidir le táillí in aisce. Breathnaigh Faisnéis faoi Tháillí Leathanach 11 i dtaca le hincháilitheacht do na táillí sin.

### **STUDENTS WITH SPECIAL NEEDS**

GMIT makes every effort to facilitate students with special needs. It is important that such students contact the Student Services Officer at an early date advising her of his/her special requirements.

### **MATURE STUDENTS**

Mature students must be 23 on or before 1st January, 2011 to qualify as a mature applicant. They have the same entitlements as other students regarding free tuition fees. Please see Fees Information Page 27 for reference on eligibility of such fees.



# GMT

GALWAY-MAYO INSTITUTE OF TECHNOLOGY  
INSTITIÚID TEICNEOLAÍOCHTA NA GAILLIMHE-MAIGH EO

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