



GMIT

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



Student Services



www.gmit.ie/student-services



FINANCIAL SUPPORTS

There are two funds available to help students who find themselves in financial difficulty.

Student Assistance Fund (SAF)

The Student Assistance Fund (SAF) is designed to support students from socio-economically disadvantaged backgrounds with ongoing needs for financial support and students with other circumstances giving rise to short or longer-term financial difficulties including family responsibilities, bereavement, family difficulties, accidents or health problems.

Applicants must be full-time registered students on an undergraduate or postgraduate programme. Eligibility for the fund is based on household income for the year preceding current academic year (referring to parental income in the case of applicants under 23 years of age or household income for applicants aged 23 years or over on the 1st of January at year of entry to programme).

There is no closing date to apply. Funds will be distributed as completed forms are submitted until the fund is depleted. Early application is encouraged. The level of support any individual receives will be dependent upon the overall level of student assistance fund available in any year and the number of eligible applicants.

SAF application forms are available from the Student Services Office/Administration Offices at all campuses or is available to download from the Student Portal student.gmit.ie

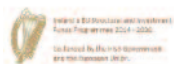
Student Support Fund (SSF)

The Student Support Fund is a limited college fund open to all students and is divided into two support strands.

Emergency Fund

The Emergency Fund is available to support students who are faced with an unexpected financial difficulty and are in need of emergency financial assistance.

Students should, where possible, provide proof of the emergency financial situation they are facing, when applying. Student Services will endeavour to process the application within a short time and advise the applicant of the outcome.



Fees Support

In exceptional cases, a student experiencing financial difficulty can apply to the Student Support Fund for a full/partial fee waiver. Where possible, proof of the reason for applying as an exceptional case should also be submitted.

When applying, proof of income is required – this relates to parental income for students under 23 years of age or household income for students aged 23 or over on 1st January at year of entry to programme.

Application forms for the Student Support Fund (SSF) are available from the Student Services Office, any of the Student Services team or Students' Union across all campuses.

STUDENT HEALTH UNIT

The Student Health Unit provides medical care to registered students of GMIT in a confidential and professional manner.

Location: The Student Health Unit is located close to the Students' Union, Banks, and Chaplain in GMIT Galway Campus.

T: 091 742228 E: studenthealthunit@gmit.ie

Hours: 9am – 6pm Monday to Thursday and 9am – 5pm on Friday. A GP service is available in the mornings.

The Student Health Unit provides an acute illness/emergency service - through a 'walk in' system where a Triage Nurse will provide an initial assessment and make a Doctor's appointment if necessary. A valid GMIT Student ID Card is required when attending the Student Health Unit.

For medical emergencies, please call: **087 9971574**.

If you have a pre-existing medical condition that may affect your studies in college, you are advised to register with the Student Health Unit on commencement in GMIT. If you have an on-going medical condition you should also continue to attend your own doctor.

If you have a medical card, you are advised to continue to attend the GP you are registered with, or register with a local GP practice while you are attending college. The Student Health Unit does not operate as a medical card practice.

THE ACCESS AND DISABILITY SERVICE

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

Access and Disability Officer: Deirdre O'Connor

T: 091 742129 **E:** accessoffice@gmit.ie

Location: Student Services office, Room 128, GMIT, Galway Campus

Access Office Administrator:

Location: Room 344B, GMIT, Galway Campus

T: 091-742182 **E:** accessoffice@gmit.ie

Contact the Access Office Administrator to make appointments for the Access Officer.

Students with Disabilities

The office supports students with physical, sensory or specific learning difficulties such as dyslexia. Students with disabilities should contact the Access and Disability Service in advance of commencing their course 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
- Examination Support and Examination Accommodations
- One-to-One Learning Support
- Accessible Class Location
- Interpretation Services
- Photocopying Service
- One-to-One Academic Support
- Note Takers
- Alternative Print Format
- Assistive Technology
- Assistive Technology Training
- Loop System
- Personal Assistants

It is vital that students requiring any of these services register with the Access and Disability Service. The office approves readers, scribes, use of IT, extra time etc for end of semester examinations.

Mature Students Access Support

The Access and Disability Service provides supports for mature students in the following areas:

- Assistance with the Application Process (CAO).
- Information and advice on sources of funding.

CHAPLAINCY

The Chaplaincy assists and supports students and staff, by providing pastoral care and spiritual support, helping to build a sense of community and having a concern for the general well-being of all, irrespective of religious conviction or belief.

Chaplain: Fr Daniel Gallagher

Location: The Chaplaincy is located close to the Students' Union, Student Health Unit and Banks in GMIT Galway Campus.

T: 091-742226 **E:** chaplain@gmit.ie

Chaplain

- Invites students and staff to liturgical celebrations, opportunities for spiritual nourishment and expression.
- Responds to, intervenes and is present at times of trauma, crises, illness and bereavement.
- Offers a pastoral counselling bridge to, and support for, professional counselling.
- Provides Community Building Projects including:
 - Opportunities to Volunteer in the wider community.
 - Opportunities to be involved in different aspects of college life
- The Chaplain visits the Centre for Creative Arts and Media campus (CCAM) on a weekly basis.

Church of Ireland: 091 521914

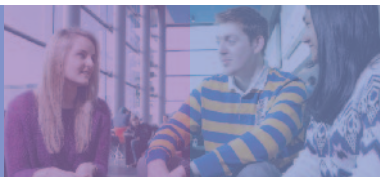
Islam: 091 751621 Imam Khalid Sallabi

Methodist: 091 591494

Presbyterian: 091 763437

Baptist: 091 596944

Lutern: 01 6766548



Nurse:
Gemma Broderick
T: 091-742228
E: gemma.broderick@gmit.ie

Nurse:
Gemma McDonagh
T: 091-742228
E: gemma.mcdonagh@gmit.ie



Student Services
Administrator
Jessica Duffy
T: 091-742118
E: jessica.duffy@gmit.ie

Learning
Support Lecturer:
Jenny Gill
T: 091-742543
E: jennygill@gmit.ie

Access Office Administrative Support:
Peigin Ni Cheidigh
T: 091-742182
E: accessoffice@gmit.ie

Counsellor:
Pauline Clancy
T: 091-742563
E: pauline.clancy@gmit.ie

Counsellor:
Renagh Linnane
T: 091-742301
E: renagh.linnane@gmit.ie

STUDENT SERVICES ADMINISTRATION OFFICE

Location: Room 128 on the ground floor near the Northern Entrance of GMIT Galway Campus. Yellow footsteps on the floor lead directly from the Students' Union, Banks, Chaplain's Office and Student Health Unit to the yellow door of the Student Services Office.



Student Services Officer:
Paula Cannon
T: 091-742157
E: paula.cannon@gmit.ie

Student Services Administrator
Anita Mahony
T: 091-742392
E: anita.mahony@gmit.ie

Learning Support Lecturer:
Mary Conway
T: 091-742497
E: mary.conway@gmit.ie



Careers Officer:
Bridie Killoran
T: 091-742778
E: bridie.killoran@gmit.ie

Access and Disability Officer:
Deirdre O'Connor
T: 091-742129
E: accessoffice@gmit.ie

Chaplain:
Fr. Daniel Gallagher
T: 091-742226
E: daniel.gallagher@associate.gmit.ie

@GMITStudentservices



For appointments/information/funding forms call in person to the office, phone **091 742118** or email **studentservices@gmit.ie** Check out the Student Portal for further information **student.gmit.ie** or follow us on Facebook, Twitter and Instagram for regular updates on funding, special events, closing dates etc.

CAREERS SERVICE

The Careers Service is available to all students and recent graduates of GMIT. We aim to support students and graduates in developing and implementing successful career plans, and to facilitate the recruitment process for students and employers. The Careers Service offers an Employability Module which focuses on enhancing students employability skills.

Careers Officer: Bridie Killoran

T: 091 - 742778 **E:** bridie.killoran@gmit.ie

Location: Room 1009, GMIT Galway Campus Library, 1st Floor

Careers Office Drop-In Times:




11:30am to 1.00pm Monday to Friday

For appointments, attend the drop in or phone:

091 742765 or **email:** careers@gmit.ie

If you have concerns about your course or your career plan, and you feel that career advice could benefit you, come along and talk to the Careers Officer.

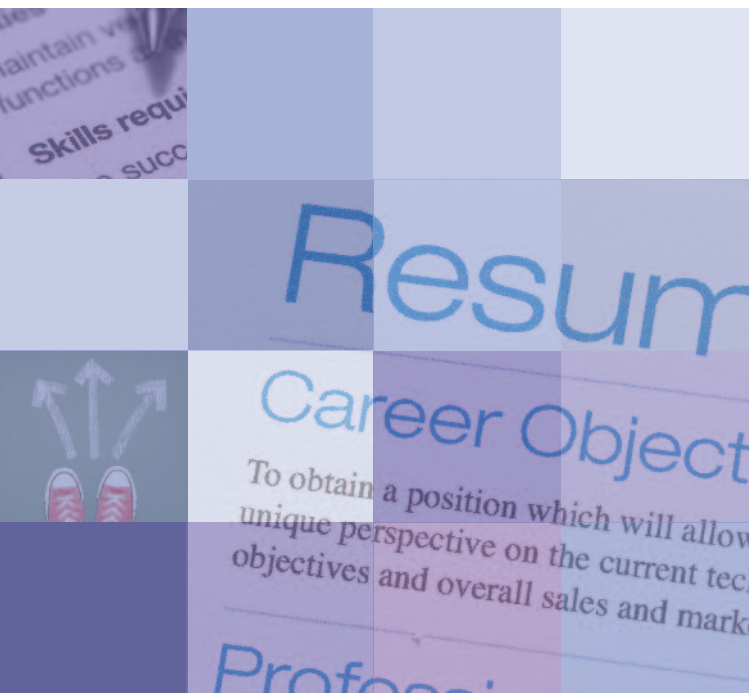
We can assist you with the following:

- Job Vacancy Information:
Check out Job Vacancies posted on:
 -  **Facebook:** search 'GMIT Careers Office Jobboard'
 -  **Twitter:** search 'GMIT Careers'
 -  **LinkedIn:** search 'GMIT Careers Service'
- Employment: job seeking strategies/creating your online profile/employer information /interview skills and mock interviews.
- Postgraduate opportunities: What course to pick, how to apply and supplementary documents needed for application.
- Teacher training: Advice on how to apply in Ireland and the UK.
- Career Guidance: To assist and inform you of the many possibilities available within your own discipline and careers paths outside the area you are studying.

- Psychometric Testing: Access to computer assistance guidance systems and aptitude tests to both help you understand yourself and improve performance in Employer Selection Assessments.
- Book a career workshop for your class, email: **bridie.killoran@gmit.ie**

Look out for:

- Careers Information Area – located on 1st floor GMIT Galway Campus Library. Here students and graduates can access information themselves (both take-away and reference material) including occupation files/employer files/job search material/college prospectus/reference books.
- Careers Fairs which take place annually on all campuses with companies from various industries in attendance. Bag your graduate job early or get information on the companies and industries that you want to work in after graduation.
- Careers Week - CV Clinics, Career Workshops and more.
- Employer Presentations on Campus- If you have any suggestions for companies which you would like to see on campus, e-mail us at **careers@gmit.ie** and let us know!
- Jobs Notice Boards
- Careers Talks/Workshops



COUNSELLING

The Student Counselling Service is a professional, confidential and free service available to all students at GMIT.

For more information about the Counselling Service visit the Student Portal: student.gmit.ie

Student Counsellor: Pauline Clancy

T: 091 742563 **E:** pauline.clancy@gmit.ie

Location: Room 160A, GMIT Galway Campus

Student Counsellor: Renagh Linnane

T: 091 742301 **E:** renagh.linnane@gmit.ie

Location: Room 160B, GMIT Galway Campus

We offer a safe, open and non-judgmental place to discuss whatever is of concern to you. Talking it over with a trained professional can really help to see things more clearly, make choices about yourself and develop more effective ways of coping. Whatever is on your mind, we are here to listen and help you to achieve your full potential during your time at GMIT. You may wish to explore academic, personal or mental health concerns. You can speak with the Counsellor about any issue, no matter how big or small.

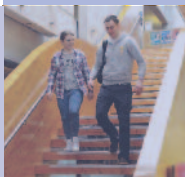
How to Arrange Appointments?

You can request an appointment through the Student Services Office at the GMIT Galway Campus.

Telephone: 091 742118 or 091 742392

Email: counselling@gmit.ie

Location: Student Service Office (Room 128) close to the Northern Entrance, GMIT Galway Campus.



Urgent Appointments

Time will be reserved each day for urgent appointments to see students who require immediate support without an appointment at the GMIT Galway Campus. Please consult the Student Services Office campus notice boards/GMIT website for detail on times each term.

Urgent support will be available at the Centre for Creative Arts & Media (CCAM) and Letterfrack campuses (Check the campus notice board).

Concerned about your Wellbeing?

If you are concerned about your wellbeing, please visit the GMIT Student Health Unit, your own GP, A&E or contact the Emergency Services.

24 Hour Services

Ambulance/Gardai/Fire Services: 999 or 112

A&E: University Hospital Galway (UHG), Newcastle Road, Galway

24 Hour Helpline

Samaritans: 116 123



USEFUL NUMBERS

Samaritans	116 123 / 091 561222
Rape Crisis Centre	1850 355 355
Adult Counselling Helpline	1800 234114
COPE Galway	091 565985
Aware	1890 303 302
Alcoholics Anonymous	01 8420700
Al Anon	01 8732699
Drugs Helpline	091 561 299
GROW	1890 474 474
Pieta House (Midwest)	093 25586
Shine	091 761746
Suicide Prevention Helpline	1800 247 247
MABS	0761 07 2570
St Vincent De Paul	093 26293
Aids West	091 566266
University Galway Hospital	091 524222
Mayo General Hospital Castlebar	094 902 1733
Galway Gay Helpline	091 566134
Galway Lesbian Helpline	091 564611
BodyWhys	1890 200444
Cura	091 562558
Accord	091 562331
Gardai	091 538000
Threshold, Housing Advice	091 563080
Gingerbread Parenting	01 8146618
Treoir	1890 252 084
SUSI	0761 08 7874
Citizens Information	091 563 344

USEFUL GMIT NUMBERS

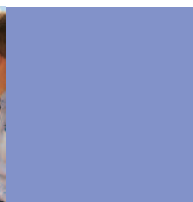
Switchboard (for all extensions)	091 753161
Registration Office	091 742084/742220
Grants Office	091742140
Exams Office	091742347/742348
Admissions Office	091 742305/742262
International Office	091 742211
Library	091 742795
IT Centre	091 742799
School of Business	091 742046/742225
Centre for Creative Arts and Media	091 770661
Galway International Hotel School	091 742053/742209
School of Engineering	091 742201/742251
School of Science	091 742178/742274
Mayo Campus	094 902 5700
Letterfrack Campus	095 41660
Student Services Office	091 742118/742392





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