



**INTERNATIONAL STUDENT
INFORMATION GUIDE
2015-16**

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INFORMATION FOR INCOMING STUDENTS TO GALWAY-MAYO INSTITUTE OF TECHNOLOGY

Galway-Mayo Institute of Technology is made up of four campuses. The main campus is in Galway as well as the Art Campus. The Furniture Technology campus is located in Connemara, 85 km west of Galway and our other multi-disciplinary campus is situated in Castlebar, Co. Mayo, 90 kms North of Galway.

CAMPUS

GALWAY CAMPUS	Head of International Relations Dr. John Kennedy Tel: +353 (0)91 742084 Email: john.kennedy@gmit.ie
International Officer – EU & USA Cairiona Cummins Galway-Mayo Institute of Technology Dublin Road & Cluain Mhuire Campus Tel: ++353-91-742456 Fax: ++353-91-751107 Email: erasmus@gmit.ie	International Officer – Non-EU Emily King Galway-Mayo Institute of Technology Dublin Road, Galway. Tel: ++353-91-742149 Fax ++353-91-751107 Email: international@gmit.ie International Officer – Brazil Ciaran Conboy Phone: ++353-91-742211 Fax: ++353-91-751107 Email: niamh.hearns@gmit.ie
CASTLEBAR CAMPUS	Niamh Hearn Galway-Mayo Institute of Technology Westport Road, Castlebar, Co. Mayo Phone: ++353-94-9043278 Phone: ++353-94-9025757 Email: international@gmit.ie
FURNITURE TECHNOLOGY CAMPUS	Samantha Flaherty GMT Furniture College, Letterfrack, Co. Galway Phone: ++353-91-742653 Fax: ++353-95-41112

TRANSPORT TO GALWAY

There are various ways to get to Galway as you can travel here by Plane, Train and Bus. The two main international airports are Dublin and Shannon.

Dublin International Airport (www.dublinairport.com) is approximately 2.5 hours drive from Galway City and offers flights to Galway.

Dublin Airport is well serviced by buses to Galway. There are two private coach companies which operate between Dublin Airport and Galway – Citylink and Go Bus. Check <http://www.citylink.ie> and <http://www.gobus.ie> for timetables. Both bus companies leave from the Coach park which is opposite the arrivals hall. These buses are very convenient as you can load your luggage on at the airport and you don't have any hassle with it until you reach Galway. If you travel with City Link and depending on where your accommodation is located, it may be advisable to get off the bus at GMIT. If you have to do this, you should advise the driver when you get on the bus so that your luggage will be placed where it can be easily taken off the bus.

Shannon International Airport (www.shannonairport.com) is approximately 1.5 hours drive from Galway city. For bus timetables for the City Link Bus www.citylink.ie it may be advisable to get off the bus at GMIT. If you have to do this, you should advise the driver when you get on the bus so that your luggage will be placed where it can be easily taken off the bus.

Knock Airport (www.knockairport.com) is approximately 30 minutes drive from Castlebar Campus and 1.5 hours drive from Galway. Bus Eireann operate a service to both destinations. http://www.irelandwestairport.com/toandfromairport/by_bus.aspx

Train

The trains from Dublin to Galway are rather more expensive than the buses (approx. 40 Euro) and are not very convenient because you have to take a bus from the airport to the train station (Heuston Station) and this takes approx. 45 minutes and costs approx. 7 Euro. Check <http://www.irishrail.ie> for timetables. Then when you reach Galway you have to take a taxi to your house which will cost another 5 or 6 Euro.

Bus

Dublin – Galway

Buses are relatively cheap and cost approx. 15 Euro single fare from the airport to Galway but they take approx. 3 hours. Both bus companies also offer several daily services from Dublin city. Citylink leave from Aston Quay inbetween Ha'penny Bridge and O'Connell Bridge and Go Bus leave from Eden Quay.

The other alternative is Bus Eireann. Check <http://www.buseireann.ie> for the timetables. These leave every couple of hours from Busarus station. You can take a bus from the airport to Busarus to catch the bus to Galway.

DIRECTIONS TO CENTRE FOR CREATIVE ARTS & MEDIA (CCAM) (ART PROGRAMMES)

Exit the college grounds (from old GMIT building) at the gates opposite Glasan Village and turn left. Take next turn left (St. James Road) and proceed till you get to the Mervue Church at the bottom of the road. Turn right at the bottom of St. James Road (at the church) and keep going straight until you reach a set of traffic lights (Monivea Road). You will see factory, Thermo King, on your left just before you come to the traffic lights. Turn left at the traffic lights and proceed till you pass out on your left side, Thermo King entrance, Tara Grove housing estate and then CCAM building is next.

ACCOMMODATION

The Student Union Office provides a comprehensive list of suitable accommodation available to International students. You can contact suoffice@gmit.ie or visit the Students' Union website www.gmitsu.ie for available accommodation.

Student villages

Glasan (across from GMIT) – www.galwaystudentlettings.com

Tir Na gCapall - www.tirnagcapall.com

Gleann na Ri – www.gmitstudents.ie

Newspapers

Other sources of information about accommodation are the local (free) newspapers the Galway Advertiser (www.galwayadvertiser.ie) and the Galway Independent (www.galwayindependent.ie).

Websites

The following property websites may be a good source for rental options:

www.daft.ie

www.myhome.ie

www.findahome.ie

www.collegecribs.ie

www.let.ie

www.grabagaff.com

www.rent.ie

www.findahome.ie



Tips for Finding Accommodation

- Do not view a house alone if possible. A second opinion can be very useful.
- Choose your flatmates carefully
- Is the location convenient? Check bus routes, local shops, etc
 - Check for dampness wardrobes are a good place to check
 - Check the appliances are working i.e. immersion, shower, fridge, tumble dryer
 - Is there a smoke detector/fire extinguisher/fire exit?
 - What are the rubbish/refuse disposal arrangements?
 - Is there a secure place for bikes/cars?
 - Are doors/windows secured and who has access to the keys?
 - Do not sign a tenancy agreement until you are sure you want to rent the property.
 - Make sure you get a **receipt** for the deposit paid and rent paid.
 - Get the name and number of the landlord for emergencies.

LIVING COSTS

Students are expected to be able to support themselves during their stay in Ireland. Although students are allowed to work part-time they should not rely on this for enough money to live on.

A summary of the main costs of living is below. These are approximate figures as costs will vary depending on your lifestyle choices.

Cost of Living for Students living away from home	Monthly (€)	Annual (€)
Rent	300	2700
Utilities	32	288
Food	172	1548
Travel	102	918
Books & materials	71	639
Clothes/Medical	43	387
Mobile	32	288
Social Life/Misc	128	1152
Total	867	7803

UPON ARRIVAL

DUBLIN ROAD & CENTRE FOR CREATIVE ARTS & MEDIA (CCAM) CAMPUS

When you arrive in the college ask at the Reception Desk for directions to the International office. The International Officer is your main contact in GMIT before and on arrival. You will receive relevant information for the International Student Induction Session prior to your arrival. The student query desk will be open: Monday to Friday 14:30 – 16.30



CASTLEBAR CAMPUS

Please contact Niamh Hearn (see page 2) upon your arrival to the campus.

LETTERFRACK CAMPUS

Please contact Samantha Flaherty (see page 2) upon your arrival to the campus.

REGISTRATION AND STUDENT ID CARD

You will be required to register online to obtain your student card and student ID number. This will enable you to access the computing and library facilities. A registration pack will be sent to students prior to arrival.

OPEN BANK ACCOUNT

A bank account can be open through AIB branch or Ban of Ireland in GMIT. The documents required are:

1. PASSPORT OR STUDENT CARD
2. LETTER TO CONFIRM STUDENT REGISTERED
3. LETTER FROM LANDLORD

PURCHASING A MOBILE PHONE

There are of mobile phone service providers in Ireland. Please see the below websites for information in relation to special offers, price plans and free web text service.

WWW.VODAFONE.IE
WWW.THREE.IE
WWW.METEOR.IE

WW.TESCOMOBILE.IE
WWW.EMOBILE.IE

You have two options when purchasing a mobile phone. You may purchase a "ready to go" phone or an account paying phone.

The 'ready to go option' allows a customer to purchase a mobile phone and 'top it up' with credit as and when required. Credit can be purchased online, at ATM machines in shops or in dispensing machines. There are several shops in Galway City which sell mobile phones e.g. The Carphone Warehouse with branches in the Galway Shopping Centre, Headford Rd and the Eyre Square Shopping Centre, Vodafone Store, Eyre Square, 3Store, Shop St., O2 Store, Shop St., Meteor Shop, William St. It is a good idea to shop around to find the best deal available.



GENERAL PRACTICAL INFORMATION FOR NON-NATIONALS

Non EU Nationals

American students do not require a visa to enter Ireland but are required to register with the local Immigration office within 30 days of arrival. See details below highlighted in bold print on what paperwork needs to be brought to the immigration office. You must bring your formal GMIT letter of acceptance in your hand luggage as the officials in the Irish airports will request it.

Other Non EU nationals must apply for a visa to come to Ireland. Applications must normally be made through the Irish Embassy or Consulate in the applicant's country of permanent residence. If there is no Irish Embassy or Consulate in that country, applications may be made directly by post to the Visa Office, Department of Justice, Visa Section, Department of Justice, Equality and Law Reform, 13/14 Burgh Quay, Dublin 2.

Email: visamail@justice.ie

Telephone (within Ireland): Lo-call 1890 551 500
(helpline available 10:00am to 12:30pm Monday to Friday only)

Telephone (from outside Ireland: + 353 1 6167700
(helpline available 10:00am to 12:30pm Monday to Friday only)

A letter from the International office is required stating that you have been offered a place in the college and the duration of your study period here. 3 passport size photos are required as well as the passport which must be valid for 6 months after the intended departure date from Ireland. The granting of an Irish Visa is, in effect, only a form of pre-entry clearance. It does not grant permission to enter Ireland. Immigration officers have authority to grant or deny admission. Visa holders are subject to normal immigration control at the port of entry and should, therefore, carry with them, for possible presentation to Immigration Officers, the originals or copies of documents submitted with their applications. Visa applicants require a valid visa each time they enter the State, including entry via the UK. A visa does not grant permission to stay in Ireland. The date of validity shown on the visa indicates only the date before which it must be presented to the Immigration Officer. The length of stay is decided by an Immigration Officer at the port of entry. Irish law does not provide for a permanent residence visa. A visa holder who remains in the State longer than the permitted period and/or who submitted false or misleading information in support of his/her application may become liable for prosecution and/or be subject to deportation. Travel tickets should not be booked or paid for by applicants until their applications have been approved. Those granted Visas will be required to register shortly after arrival with the local police.

New Legislation on Opportunities to work for Non-EU students

Non-EU/EEA nationals who have permission to remain in the state as students will be entitled to take up casual employment (defined as up to 20 hours part-time work per week or full-time work during vacation periods) for the duration of their permission to remain. The entitlement to take up employment ceases upon the expiry of their permission to remain and their being in casual employment will not, in itself, entitle them to further permission to remain. It will continue to be a breach of their student conditions to be in full-time employment, other than during vacation periods. As the primary purpose of their residence continues to be study, a work permit will not be required.

Garda National Immigration Bureau Registration (G.N.I.B) GALWAY

The GNIB office is located at Unit 2, Liosbaun Industrial Estate, Tuam Road, Galway. The telephone number is 091 768002 and the fax number is 091 768003. If you are an E.U. or E.E.A. citizen you do not need to register with the Garda National Immigration Bureau (G.N.I.B.).

Students from non-E.U. countries must register with the Garda National Immigration Bureau within 30 days of arrival in the State irrespective of the date stamped in your passport by immigration officials at the airport on arrival.

www.inis.gov.ie/en/INIS/StudentVisa24thJan2007.pdf/Files/StudentVisa24thJan2007.pdf

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IMMIGRATION OFFICE – Garda National Immigration Bureau Registration (G.N.I.B)

Liosban Business Park, Tuam Road, Galway

Immigration Office Opening Hours:

Monday – Thursday 7.30 am – 12.30 pm and 2.00 pm – 3.00 pm

Friday 7.30 am – 12.30 pm

Directions

Walk out main entrance at old reception, turn left Walk 3 minutes up the road and then turn down your first left walk down the hill you will see a Church at end of hill. When you reach the church turn right keep walking on left had side of the road for about 10 minutes until you come to Royal Tara China factory which is surrounded by along steel fence with green bushes, walk past this until you come to traffic lights.

Walk straight through the traffic lights straight ahead until you see a pub called THE TRAPPERS INN turn left at the trappers inn and walk 10 minutes until you see traffic lights and a small bank on your right (AIB) (this is the entrance to the Liosban Business Park). When you turn in the immigration office is straight ahead about a 3 minute walk beside a company called Proactive Marketing.

For immigration registration students require:

- Passport
- Current GMIT student identity card
- Original Letter of Offer
- Letter from International Office confirming course of study and the start and finish dates.
- Proof of your residential address in Galway e.g. a utility bill with your name and address or a letter from your landlord/student residence confirming your residential address. Changes of address must be notified to the GNIB within 7 days of moving address.
- Evidence of financial support e.g. original bank statement which shows the students' name. Students must show they have a minimum of €1000 available to them. Documentation should be originals; photocopies and printouts from online bank accounts are not accepted. It is advisable to open a bank account in Ireland in order to demonstrate your financial status to the GNIB. Student bank accounts with Irish banks are not liable to any bank charges. Letters to open bank accounts can be obtained from the International Affairs Office. Please note that bank statements printed from online bank accounts will not be accepted by the GNIB.
- Personal credit/debit card for payment of immigration fee of €300. If a student does not have a credit card, he/she will be issued with a bank giro form by the Immigration Officer and requested to return with the completed bank giro form, confirming payment of the fee. Payment may be made at the student's bank on campus.
- Proof of comprehensive medical insurance which must include hospitalisation cover. You must provide the original policy document in English and the policy document should state your name. Your policy should clearly state the precise start and finish dates of the insurance cover. You should therefore ensure that you are covered for the full length of time you are in Ireland i.e. either for the academic year or the semester as appropriate. If you have an insurance card for your policy you should bring it with you to the GNIB office.

Under immigration rules, all non-EU students must notify the GNIB of any changes to their registration details (including address) whilst they are in Ireland. The GNIB must be notified within 7 days of moving. This can be done either by post or fax (091 768003).

NB: Only original documentation should be presented to the GNIB. Photocopied or faxed documents are not acceptable.

WHAT GALWAY HAS TO OFFER

Galway City is both a picturesque and lively city with a wonderful avant-garde culture and a fascinating mixture of locally owned specialist shops, often featuring locally made crafts. Galway is located on the west coast of Ireland, sits on the River Corrib. It is a young and vibrant place, yet ancient and historic. Although its population is only about 70,000 it is the fastest growing city in Europe. Galway city, is also known as the 'city of the tribes' with its seaside suburb of Salthill, is an important tourist centre and a gateway to the scenic areas of the county.

The following list will inform students of the top ten tourist attractions to visit while in Galway:

1. ARAN ISLANDS TOUR

Explore Inis Mór, Inis Meáin, Inis Oírr or all three islands and find a wealth of historic sites, adventure activities and cultural attractions. Inis Mór, the largest of the three islands (14km x 4km) is the most popular with visitors and boasts the magnificent Dún Aonghasa, a stone fort standing precariously on the edge of a 100 metre high cliff above the Atlantic Ocean.



Inis Meáin is the second largest of the Aran Islands (4km x 2.5km) and is also the most tranquil. It was a retreat for J.M Synge, one of Ireland's most famous playwrights. More recently it has become a centre for diving with its beautiful marine life and clear waters. Inis Oírr is the smallest of the three Aran Islands (3km x 2km) and is a true gem with a variety of historic sites, scenic walks and cycles and points of interest for all visitors.

All three of the Aran Islands have good restaurants, pubs, craft and gift shops. There is a wide range of accommodation available including hostels, small hotels, guesthouses and B&Bs.

Galway Tour Company
Tel: +353 (0)91 566566
Web: www.galwaytourcompany.com

Lally Tours
Tel: +353 (0)91 562905
Web: www.lallytours.ie

2. GALWAY WALKING TOURS

Experience the beauty and heritage of Galway city with a Failte Ireland certified Tour Guide. A walking tour of Galway is the ideal way to find out more about the heritage and history of the city while also getting the local advice on the best places to dine out, socialise and explore during your stay in Galway City. Perfect for both visitors to Galway who would like to get more out of their stay, and even for natives of Galway who would like to discover more about this wonderful city. The highlights of a city tour include a visit to Spanish Arch, The Collegiate Church of St Nicholas, Lynches Window, Eyre Square, Augustinian Church and much more.



Galway Tours
 Tel: +353 (0)86 4021819
 Web: www.galwaytours.ie

Galway City Walking Tour with Liam Silke
 Tel: +353 (0)86 3480958 / +353 (0)91 588897
 Web: www.walkingtoursgalway.com

Galway City Walking Tour with Fiona Brennan
 Tel: +353 (0)87 2903499
 Web: www.galwaywalkingtours.com

3. CINEMA

Galway has three cinema complexes within easy reach of the city centre. The eleven screen IMC cinema is located across from the Headford road shopping centre. www.imccinemas.ie

The nine screen EYE cinema, www.eyecinemas.ie each with Dolby Digital Ex full surround sound and Widescreen and Cinemascope, is located at Wellpark, Dublin Road.



There is also an Omniplex complex in Oranmore located 15 minutes outside Galway City.

4. GALWAY CITY MUSEUM

The Galway City Museum features two parts, "Fragments of a City" and "On Reflection." "Fragments of a City"'s collection is mainly about the heritage of Galway, while "On Reflection" is a collection of the most important Irish artists from the second half of the 20th century. This museum was designed to allow tourists and local visitors to really get to understand and know the city of Galway. This museum also houses the statue of the famous poet, Pádraic Ó Conaire which was originally located in the Kennedy Park section of Eyre Square, prior to the Square's renovation. Visitors can also view the silver Civic Sword and Great Mace of the city at the museum.
www.galwaycitymuseum.ie



5. RESTAURANTS, SHOPPING, PUBS AND NIGHTLIFE

There is a vast amount of restaurants, pubs and night clubs available to students in Galway city. The Pubs in Galway City are themselves one of the City's greatest attractions. There is somewhere to cater for everyone. Galway is a 7 night a week City, famous for its live music scene and relaxed atmosphere. Galway offers a unique and diverse shopping experience with a wide range of shops fully equipped to cater for the needs of both visitors and locals alike. Many of the shops are located on streets in the main shopping area in the centre of the city.



These shopping areas are supplemented by a number of enclosed shopping centres, most of which are situated on the city's outskirts. The Eyre Square Shopping Centre specializes in fashion, food, sport, gifts, books, household goods, department stores, cafes, banks and bustling yet spacious atmosphere and its constant hosting of exhibitions and events for children and adults.

Also close to GMIT is Briarhill Shopping Centre, located just off the old Galway-Dublin Road and just five minutes from Galway City. It provides a relaxed shopping experience in an attractive setting where residents and local businesses will be able to avail of a range of services in a contemporary design and practical development with ample free parking at both surface & underground level.

The Combination of a vibrant student population, great festivals and lots of visitors combine to give Galway one of the most lively entertainment scenes in the World.

However the pubs are not only about the nightlife as some of them serve terrific food and are warm friendly places to grab a coffee as you wander the historic streets of Galway.

A few important things to know if you are a newcomer to Irish Pubs:

Since March 2004 Smoking is prohibited inside all pubs, clubs and restaurants.

The legal age to buy alcohol in Ireland is 18. You must be able to prove your age. A passport, National Identity Card, Garda Síochána Age Card (Age Card issued by Irish Police), drivers licence are all acceptable.

PUB OPENING HOURS ARE AS FOLLOWS

- Closing time Sunday-Thursday is 11.30pm with half hour drinking up time.
- Closing time on Friday and Saturday nights is 12.30am with half hour drinking up

Late Bars serve until 2am with half hour drinking up time.

6. KAYAKING

Galway is a popular location for kayaking enthusiasts as there are a number of different kayaking options to choose from. With the River Corrib flowing through the city and a network of canals throughout the town you have the opportunity to explore the city in a unique way. Sea Kayaking on Galway Bay is also a great option for visitors as you can kayak past the stone walls and old fishing boats of Galway docks and explore Rabbit and Hare Island, Oranmore Bay, Mutton Island Lighthouse while taking in the fantastic views of the Burren, Galway City and Salthill, before you return to join the busy city of Galway once more.

Kayakmór Tours
 Tel: +353 (0) 93 36097
 Web: www.kayakmor.ie

Give It A Go Sea Kayaking
 Tel: +353 (0) 87 1914911
 Web: www.giveitago.ie

7. WINSURFING/SURFING

Galway is one of the best places in Ireland for Windsurfing and Surfing for enthusiasts of all ages and levels of experience. There are numerous suitable beaches from Salthill all the way to Dogs Bay/ Gurteen in Connemara which offer sheltered waters to enjoy. The most popular area only 5 minutes from the city centre is Rusheen Bay. The enclosed



bay with calm shallow waters and prevailing cross-onshore winds is ideal for beginners. You can hire all the equipment you need onsite, year round.

Rusheen Bay Windsurfing School

Address: Rusheen Bay, Barna Road, Galway, Ireland

Tel: +353 (0) 87 2605702

Web: www.rusheenbay.com

Lahinch Surf School

Address: Main Street, Lahinch, Co.Clare.

Tel: +353 (0) 87 9609667

Web: www.lahinchsurfschool.com



8. GALWAY SPORTSGROUND

Galway Sportsground, also known as The Sportsground, is a multi-purpose stadium in Galway, Ireland. It opened in 1927, with the playing of a soccer match and has been used to host Connacht Rugby matches since that time. It is currently used on a day to day basis mainly as the base for Connacht Rugby for training and hosting matches at all levels, in addition there are usually two regular Greyhound meetings per week also on Friday & Saturday evenings (and Thursday evenings when required).
www.connachtrugby.ie



9. TRAD ON THE PROM

Trad on the Prom celebrates the passion of Ireland's past with a contemporary production, of world class music, song and dance derived from the pulsating energy that has survived from the dawn of Celtic mysticism to become the record breaking phenomenon it is today.

Performers who have captivated audiences in such extraordinary productions as 'Riverdance', 'The Chieftains', 'Lord of the Dance' and 'Feet of Flames' have now gathered together on ONE STAGE for an unforgettable entertainment experience in the City of the Tribes. Now in its eight consecutive seasons, Trad on the Prom retains its position as Ireland's Number 1 music, song and dance experience.



10. PURE SKILL

Pure Skill is the first of its kind in the world. Spanning over 25,000 Sq Ft the facility offers you a wide selection of sports from all around the world for everyone to enjoy. The sports arena includes the Pure Skill Circuit and the Pure Skill Interactive Sports.

In the main Circuit area, you compete over a selection of 10 sports from around the world including, Gaelic, Soccer, Hurling, Rugby, Tennis, Cricket, Baseball, Basketball, Golf Putting and Golf Chipping. Using fully automated technology via your own swipe card, you can gear up for over an hour of non stop action!
www.pureskill.ie



STUDENT PORTAL

Once registered, you can access the following information on the Student Portal

[Learnonline](#)

[Email](#)

[Library](#)

[Timetable](#)

[Change your password](#)

[Bus times](#)

[Exam Papers](#)

[Exam Results](#)

[Pay Fees Online](#)

[Exam Timetables](#)

[Useful Documents](#)

[Apply for Add-On Course](#)

[Student U:Drive](#)

[Applying for Parking](#)

[Student Code of Conduct](#)



COMPUTER ACCESS & E-MAIL

Each student will have an e-mail address and computer access. However, please be patient at the beginning as it generally takes a couple of weeks for the technicians to sort out everyone's e-mail accounts and computer passwords at the beginning of term. Remember there are thousands of new students arriving each September in particular and they all need to be sorted out with addresses too. Do not expect to have an e-mail address within the first few days. You will be required to read and sign the regulations before being given access to the computers. The regulations include the prohibition of sending offensive or disruptive mails, loading or using any software without authorisation, and damaging computer equipment or files.

GMIT EXAM TRANSCRIPTS

FOLLOWING YOUR EXCHANGE PERIOD IN GMIT:

Please note that it is the responsibility of the student to access and print the official exam transcript via "Web for Student" and forward a copy to their home college. Students will be made aware of this and be issued with instructions for accessing the transcripts on the web.

(EUROPEAN CREDIT TRANSFER SYSTEM)

GMIT uses the ECTS system throughout all its courses. The subjects which make up each academic year of each course are awarded credits amounting to 60 or 30 per semester for courses which are semesterised. The number of credits awarded to each subject are indicated in the course descriptions. To be awarded these credits, students most successfully complete the workload associated with the subject and pass the final examination in the subject.

Each student is expected to complete the Learning Agreement form after arrival in GMIT. This form is signed here and returned to the home college for approval of subject choices and confirmation that full academic recognition will be given in the home institute for the subjects studied abroad.

On completion of exams, students and their colleges receive a copy of the transcript of results indicating the College grade and the ECTS grade as well as the number of credits awarded.

While it is necessary for Irish students to do all the subjects which make up their course, many visiting students make up their 30 or 60 credit requirements from a variety of different courses throughout the various departments. These students do not graduate from GMIT but do receive HETAC and ECTS credits for each successfully completed subject and are known as ACCS students for exam purposes.

THE ECTS GRADING SYSTEM IS AS FOLLOWS:

ECTS Grade	Percentage of students achieving this Grade	Definition
A	10%	Excellent
B	25%	Very Good
C	30%	Good
D	25%	Satisfactory
E	10%	Sufficient
FX	-	Fail - some work required
F	-	Fail - considerable work required



STUDENT SERVICES ADMINISTRATION

Opening hours are from 9am to 5pm including lunch, Monday to Friday. The office is located in Room 128 on the ground floor of the old building. Yellow footsteps on the floor lead to the yellow door of the Student Services Office.

For appointments/information/funding forms, call in person to the office, phone 091-742118 or email studentservices@gmit.ie. Student Services are also on Facebook so become a fan of GMIT Student Services to receive regular updates from all the service providers including careers information and job specs, special events, availability of funding etc.



We're here for you...



- Counsellor: Rongshu Lin**
 Telephone: 091-742301
 Email: rongshu.lin@gmit.ie
- Name: Collette Delahanty**
 Telephone: 091-742228
 Email: collette.delahanty@gmit.ie
- Name: Gerena Broderick**
 Telephone: 091-742228
 Email: gerena.broderick@gmit.ie
- Name: Gerena McDonagh**
 Telephone: 091-742228
 Email: gerena.mcdonagh@gmit.ie
- Counsellor: Pauline Clancy**
 Telephone: 091-742303
 Email: pauline.clancy@gmit.ie
- Learning Support Lecturer: Jenny Gill**
 Telephone: 091-742543
 Email: jenny.gill@gmit.ie
- Secretary: Fiona Walsh**
 Telephone: 091-742118
 Email: fiona.walsh@gmit.ie
- Secretary: Anika Mahony**
 Telephone: 091-742392
 Email: anika.mahony@gmit.ie
- Access and Disability Officer: Doreen O'Connor**
 Telephone: 091-742129
 Email: access@rd@gmit.ie
- Learning Support Lecturer: Mary Conway**
 Telephone: 091-742497
 Email: mary.conway@gmit.ie
- Student Services Officer: Meera Maguire**
 Telephone: 091-742157
 Email: meera.maguire@gmit.ie
- Careers Officer: Bridie Kilwein**
 Telephone: 091-742178
 Email: bradie.kilwein@gmit.ie
- Chaplain: Fr. Tom Plowen**
 Telephone: 091-742226
 Email: tom.plowen@gmit.ie
- Access Office Secretary: Peggi H. Cahill**
 Telephone: 091-742192
 Email: peggi.h.cahill@gmit.ie



To make an appointment with any of the services email: studentservices@gmit.ie

COUNSELLING

The GMIT Student Counselling Service is a professional, confidential and free service available to all students at GMIT. 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 you and develop more effective ways of coping. You can talk to the Counsellor about any issue, no matter how big or small. These may be academic, personal or mental health concerns. Whatever is on your mind, we are here to listen and help you to achieve your full potential during your time at College.

How to contact us?

Appointment: Arrange an initial appointment through the Student Services Office.

Telephone: 091 742118 or 091 742392

Email: studentservices@gmit.ie

Location: Student Service Office (Room 128) close to the Northern Entrance.

Drop-in Service: Drop In for a brief consultation to see the Counsellor, without a prior appointment. Monday to Friday 2-3pm.

Student counsellor: Pauline Clancy
t: 091-742563 E: pauline.clancy@gmit.ie

location: Room 160A, Dublin Road Campus

Student counsellor: Renagh Linnane

t: 091 742301 E: Renagh.Linnane@gmit.ie

location: Room 160B, Dublin Road Campus

How long does it take?

This depends on the individual. The Counsellor can provide a once off session or offer up to six sessions of short term counselling. You can discuss this with the Counsellor in your first meeting.

Will I have to wait?

We try to see you as soon as we possibly can, but there may be times when the service gets very busy, especially during term time. If this happens we may need to operate a waiting list for counselling and will advise you of this when you contact the service.

Counselling at other campuses?

Counsellors are also available at the Cluain Mhuire and Letterfrack Campus.

For more information about the counselling Service: www.gmit.ie/counselling

If you are concerned about your well-being, Student Counsellors have drop-in sessions or else visit the Student Health Unit, your own GP or ring any of the 24hr Emergency Services:

1Life - 1800 247100

Samaritans - 1850 609090

HEALTH UNIT

The Student Health Unit is a medical unit that caters for the needs of all registered students. However, this service does not replace that of the students' GP.

Location:

The Student Health Unit is located close to the Student Union, Banks and Chaplain.

Hours:

The Nurse is available from 9am to 6pm Monday -Thursday and 9am to 5pm Friday. The Doctor is only on campus in the mornings with appointments available between 9am to 12.40pm.

The Student Health Unit provides on campus medical and nursing care to all registered students. It is a confidential service. Students are advised to register with a local GP as the medical service is a limited service and cannot replace a student's own GP. Sudden illness or emergencies are dealt with directly by the nurses in the medical unit. If you are feeling unwell or have a medical emergency, you may access the Doctors' service available in the Student Health Unit. Please present yourself to the Triage room between 9.00 - 11.00 am where you will be medically assessed by one of the nurses and if necessary offered a Doctor's appointment. Students coming to college with a pre-existing medical condition are advised to register with the Student Health Unit as soon as possible.

t: 091-742228 to make appointments

CHAPLAINCY

Chaplain: Fr Tom Plower

Location: The Chaplaincy is located close to the Students' Union and Banks.

t: 091-742226

e: tom.plower@gmit.ie

Hours: 9.00am - 5.00pm Monday, Tuesday and Thursday or by appointment with Student Services Secretaries.

- The Chaplaincy is representative of all Faiths and will help students of all Faiths to make contact with their Spiritual leaders.
- Invites students and staff to liturgical celebrations, opportunities for spiritual nourishment and expression.
- Responds to, intervenes and is present at times of trauma, crisis, illness and bereavement.
- Offers a pastoral counselling bridge to, and support for professional counselling.
- Provides Community Building Projects including:
 - Opportunity to Volunteer in the wider Community.
 - Opportunities to be involved in different aspects of college life
- The Chaplain visits the CCAM campus on a weekly basis

USEFUL NUMBERS

CHURCH OF IRELAND

TEL 091-521914

ISLAM IMAM KHALID SALLABI

TEL 091-751621

METHODIST

TEL 091-591494

PRESBYTERIAN

TEL 091-763437

BAPTIST

TEL 091-596944

LUTHERAN

TEL 01-676654

THE LIBRARY

GMIT Libraries provide a wide range of services and facilities to support learning, teaching and research in the Institute. There is a library in each of the four campuses. On registration, all students automatically become library members and use their GMIT ID cards as library cards.

On the shelves in our libraries you will find over 100,000 books covering all the subject areas studied in the Institute. We also subscribe to 500 printed journals and have a wide range of CD, DVD and other multimedia material. Online via the library website <http://library.gmit.ie> you can access over 50,000 ebooks, 10,000 full-text journals and past GMIT exam papers. An Inter-Library Loan service is provided for items not available in our libraries.

The library on the Dublin Road includes an Independent Learning Unit for students with special needs, an IT Training Room, Multimedia Room, Research Unit, Archive Room, Photocopying Room and 15 Group Study Rooms.

Website & Catalogue ~ <http://library.gmit.ie>

Term Time Opening Hours

Monday – Wednesday	09.00 – 22.00
Thursday	09.00 – 21.00
Friday	09.00 – 17.00

Saturday opening prior to exams

Times subject to change. Please contact us for more information

T: 091 742785
E: library@gmit.ie

THE FOOD ZONE

Located just of the central hub “Union Square” The Food Zone caters for all tastes and includes hot and cold breakfast buffets, sandwich bars, a freshly prepared self service salad bar, a hot food counter offering carved roasts, curries, fish, chicken and many other hot choices prepared freshly on-site.

A Take Away service is available and gluten free, vegetarian and speciality diets are catered for. Hot & Chilled beverages, Homemade scones, Confectionery and fruit are also available. The Service is fast, fresh and friendly and the experience offers a social meeting point for students, staff and visitors.

Weekly Menus are posted outside The Food Zone; look out for our offers, promotions and Recession Buster Student Specials.

Monday–Thursday: 08:30 – 19:00

Friday: 08:30 – 17:00

Saturday: Open at peak times

Sunday: Closed

CONTACT

Anne Marie O’Shaughnessy, Catering Manager
T: 091 742407
annemarie.oshaughnessy@gmit.ie

Joe Doyne, Deputy Manager
091 742147
joe.doyne@gmit.ie

VENDING MACHINES

Union Square, Theatre 1000,
Sports Hall, CCAM campus

THE ESPRESSO BAR:

Hand-made flavoured Coffees, Grab n’Go
in Seating Area of the Food Zone
COMING SOON!! Frappé chilled drinks



THE STUDENTS' UNION

The SU assists in areas including:

- ACADEMIC: Grants, Timetables, Exams, and Lectures
- Accommodation
- Personal issues

The Students' Union is also responsible for managing extra-curricular activities and facilities that enhance the student experience such as:

- Clubs & Societies
- Welfare Campaigns
- Entertainment
- The SU Shop
- The SU Gym
- Binding
- Laminating
- Common Areas:
 - Red Square
 - Union Square

The SU also provides Barbarista, the on-campus cafe at Union Square

SU COMMUNICATIONS

You can keep up to date with Students' Union activities through...

- The regular SOUP newsletter
- The SU website www.gmitsu.ie
- GMITSU Facebook (LIKE!)
- GMITSU Twitter (FOLLOW!)
- Plasma screens
- Info points & noticeboards
- The Handbook & Diary *(free to all International Students)*
- The SU text service (register in the SU office today to be kept up to date with all our events)
- Youtube Channel (SUBSCRIBE!)

'Like' the Facebook page **@GMIT STUDENTS' UNION**

'Follow' the SU on our Twitter page **@GMITSU**

With our social networks, notice boards, text system, promo teams and our email newsletter, we have every angle covered to keep you all up to date.

To have anything communicated through these mediums to the student body, please email sucommunications@gmit.ie

www.gmitsu.ie



Galway-Mayo Institute of Technology

STUDENTS' UNION

STUDENTS ACTIVITIES

The Students Activities office is a branch of the Students' Union that provides services, support, and opportunities for students to engage in extra-curricular activities. The Students Activities Officer's function is to assist in establishing new activities while providing assistance and advice to existing groups, this role also has responsibility for acting as the Students' Union liaison and point of contact for International Students. Assisting them in adapting to campus life both socially and culturally and to offer advice on any other difficulties they may be experiencing.

GMIT has over twenty societies offering a range of opportunities for social interaction and personal development. You can join groups such as the DJ society, International Society Living History Society, LGBT society, get involved in Cumman na Gaeilge or volunteer in GMIT Students Union Volunteering programme!

There are several benefits of being a member of a society - enhance your social life, increase your chances of employment after your college career is finished, improve your skills and abilities and most importantly make new friends and enjoy the experience of being a member of a society. Societies are a fantastic way to meet people with similar interests. Many people find that they make their best college friends through joining a society and it's a great way to meet people outside your halls, course and even from another campus.



THE INTERNATIONAL STUDENTS' SOCIETY

French, Spanish, Chinese, Saudi Arabian, German, Polish, Finnish, Czech, Canadian, Italian, Irish and more - that's a lively, loud crew. This is a very sociable Society which we recommend you join when you become a student of GMIT. The aim of this Society is to bring International students together to experience the best of Ireland and to become familiar with the Irish culture, history and geography. It gives students of different nationalities the opportunity to meet each other and socialise with Irish students. With many organised events each year, ISS is a very sociable group of more than 150 members; who get together for parties, sporting activities and twice yearly for a weekend trip. In the past, they have organised weekend trips to Belfast and Aran Islands and various nights and events out including.

RED SQUARE / UNION SQUARE

The Students' Union common area (Red Square) is located in Room 509 beside the GMIT canteen. Red Square is an area for students to watch TV, play games and participate in activities, or just chill out on a break from class or after a hard day's study! It will also be a hub of on-campus entertainment as part of GMITSU events and campaigns all year round. Red Square boasts an extended games area with an air hockey table, table football game, dartboard and table tennis game. 'Giant' board games are also available for rental from the SU Office!



The Students' Union also runs this coffee shop. Located at Union Square, this is a great GMIT meeting place with TV and Playstation!

Gourmet quality at student prices
Top quality ingredients

Served all day

- Smoothies
- Speciality teas and coffees
- Toasted sandwiches & paninis
- Tasty breakfast rolls
- Subs
- Wraps
- Specials of the Day



CLUBS AND SOCIETIES

Clubs and Societies at GMIT promote community, personal development, and student involvement. Joining a club or society gives you a chance to explore and participate in interests you might not encounter in your studies. Meet like-minded people and make your college experience something to remember!

HOW TO JOIN A CLUB

**Get Involved
Today**

Joining a Club or Society simply entails signing up at the SU desk, and going along to the meetings or gatherings. The degree of involvement is entirely at the discretion of the student. Information on Clubs and Societies is widely publicised on campus, particularly on the SU website, Facebook, Twitter and in our email newsletter. If you miss Clubs and Societies Day, you only need to get in touch with the group and find out when they meet.



WHAT'S ON OFFER:

Archery
Athletics
Basketball
Badminton
Boxing
Camogie
Cricket
Diving/subaqua
DJ Society
Engineering Society
Equestrian
Gaisce
Gaelic

Hotel & Catering
Heritage
Hurling
Indoor Soccer
International Society
Karate
Kayak
Kickboxing
Ladies Gaelic Football
Ladies Soccer
Mens Gaelic Football
Mens Soccer
Photography

Surfing
Rugby (Men & Women)
Russian
Table Tennis
Tag Rugby
Trampolining
Theatre
Volleyball
Windsurfing
Yoga

and much more...

NOT WHAT YOU'RE LOOKING FOR?

Start your own Club or Society!

Starting your own group is easy! Call into the Students' Union for a chat and we can get you on your way to starting a new club or society. The process is short and relatively easy. We can help you brainstorm ideas, get them down on paper, and set up your first meeting. We can also help with ideas on fundraising, activities, organisation, and publicity.

Contact Molly or Antoinette in the Students' Union for more details.

CLUBS AND SOCIETIES FAIR

**WED 16TH SEPTEMBER
& THU 17TH (CCAM)**



LIKE THE FACEBOOK PAGE:
'GMIT CLUBS & SOCIETIES'



...AND FOLLOW ON TWITTER:
@GMITSPORTS



GMIT SU BUS SCHEME

The Students' Union will be operating a student shuttle bus scheme.

The bus will operate every 15 minutes from 8.30am to 5.30pm Monday-Friday, covering a circular route of the GMIT Dublin Rd. campus, Cluain Mhuire campus, Gleann na Ri, Tir na gCapall and Cuirt na Rasai. The following rates will apply for the student bus service:

THE FOLLOWING RATES WILL APPLY FOR THE STUDENT BUS SERVICE:

Single Day Rate:	€ 1.00
Day Return Rate:	€ 1.50
Unlimited Weekly:	€ 5.00

Get your Bus Timetable from the Students' Union!

LAUNDRY DROP OFF SERVICE

The Students' Union office will now be operating a laundry drop off service for GMIT students.

Students can drop off a standard laundry bag at the SU office, which can then be collected the following day.

THE EXTREMELY LOW-COST RATE OF €8.50 PER BAG WILL APPLY.

SU SHOP

Many items are on sale there, including pens, pencils, paper clips, newspapers (at student rates), refill pads, greeting cards, phone credit, international calling cards, confectionary, drinks, painkillers, photocopying cards (located in the SU office), Bus Eireann tickets (at student prices), rubbers (all types available), and much much more!

OFFICE SERVICES

PHOTOCOPYING

There are photocopying machines available at the SU Office (as well as the library). Cards cost €2.00 and are available from the card machine and in the SU Shop.

LOCKERS

Get your locker keys in the SU office. There are a limited amount for each department, so get in early to get yours! The cost is €20.00 for the year, of which you will receive €5.00 back on return of the lock and keys at the end of the year.

BINDING, LAMINATING TYPING

The SU office provides binding, laminating and typing services throughout the year. Do come in in plenty of time though (particularly at the end of each term) so that we have time to get it done for you!

If you require something by the afternoon, bring it in by early morning.



FAQS FOR STUDENTS

Below are some frequently asked questions that we hope will make the examinations process easy to understand.

How do I access the Exam Timetable?

The timetable is published on the GMIT website one month prior to the commencement of exams.

Go to www.gmit.ie

Study at GMIT>Exams>Timetables.

Who do I contact if I have a problem with my Timetable?

Contact your Head of Department – via the School Office.

What do I need to access my results?

You need your Student ID number and six digit PIN number.

How and where do I get my Student ID number and PIN number?

Your student ID number is located on your registration form which is issued to you by the Registration Department prior to registering with GMIT, and it is also located on your Student Card when issued by GMIT. The HEA require students to complete an online survey prior to registering with GMIT. Your registration pack contains the information you will need to access this survey; your PIN number is part of the information contained in this pack.

Note: The reset PIN is used to access your exam results. Please keep this PIN in a safe place. This PIN once reset by you WILL NOT EXPIRE and you will need it to complete future Online Admissions, Registration and to access your European Diploma Supplement following graduation.

This PIN will not give you access to MOODLE, College email or the computers within the Institute. This PIN is issued by the IT Department and expires annually.

Who do I contact if I have forgotten or mislaid this PIN?

Contact Webforstudent@gmit.ie ensuring you have included your student ID number and Date of birth.

Who do I contact if I have to defer an exam?

If you become ill, for example, and you need to defer an exam, you should contact your Head of Department – via the School Office.

How do I get my exam results?

Exam results are only issued online through Web for Student and not posted out to students. (This is the same system you used to complete the HEA Online Survey).

To access your results go to www.gmit.ie

Click onto:

Study At GMIT > EXAMS > Online Results > Access your online results > Enter Secure Area: Enter your student ID number and six digit PIN number and login.

To proceed to your results

Click onto: Student Services and Financial Aid > Student Records > Provisional Grades > Submit on the Academic Term displayed, eg 2013/2014. Your results will then appear.

What do my results mean?

Your results page is composed for 2 parts

Part 1– Student Information - contains information about the programme you are undertaking; it also contains your academic standing, which means the overall result for the current year.

Part 2 – Overall Results to Date – contains the marks achieved for each subject (otherwise know as Module or Course Title)

Why are my results Provisional?

All results remain provisional until they are ratified at the Exam Boards meeting held in September of the following academic year.

What does Academic Standing Mean?

This is the overall result for a year (stage) in all years other than award years, the result will be either:

- PS (PASS)
- EX (EXEMPTIONS Granted)
- FL (FAIL)
- DE (DEFER)
- AB (ABSENT)
- WH (WITHHELD)

What do these mean?

PS – means you have passed everything and you can progress to the next year

EX – means you have to resit or repeat subjects (modules)

FL – means you have failed and you are required to resit or repeat subjects (modules)

DE – means you have deferred subjects or the programme

AB – means you did not attend for examination

WH – means you have something outstanding that must be completed, e.g. continuous assessment, project, practical or final exam.

How do I know if I have to repeat an exam?

If you have to repeat an exam you will see “exemptions granted”.

If the pass mark in your subject (module) is 40% and your mark is less than that, you are required to resit or repeat this subject (module). The same applies for subjects that have a pass mark of 50%.

You will receive further notification regarding the repeats process during the academic year. Please ensure you have activated your college email account. It is your responsibility to ensure you are fully aware of your repeat requirements as the Institute will not be writing to you.

Note: You are obliged to resit any failed exams at the next available sitting.

Who do I contact if I have a problem with my results?

Contact your Head of Department (through your School Office)

How do I get an exam rechecked?

Please refer to your Code of Conduct Handbook for detailed information on Rechecks, Reviews and Appeals. All rechecks must be in writing (email is acceptable), and submitted to your Head of Department within seven days of the results being published.

Note: Requests for rechecks of Winter Exam results are not considered until after the Summer Exams.

How do I print out a copy of my results with the Institute logo?

Will you are viewing your exam results, click onto:

Tools > Internet Options, Advanced,

Scroll down until you see the printing symbol and tick Print Background colors and images > OK

You will also need to go to File > Page Setup.....

Click onto Print Background colors and images > Ok.

Note:

Students who are applying for grants should print out their results with the Institute Logo.

Who do I contact if I need a letter to confirm that I am a student, e.g. for grants, department of social welfare payments, etc?

Contact the Registration Desk, which is opposite the reception desk in the main lobby.

The opening hours for the Registration Desk are: 10am – 12pm & 2pm – 4pm

Useful GMIT Numbers

Registration Office	091 742084 / 742220
Grants Office	091 742140
Exams Office	091 742347 / 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
College of Tourism and Arts	091 742053 / 742209
School of Engineering	091 742201 / 742251
School of Science	091 742178 / 742274
Castlebar Campus	091 9025700
Letterfrack Campus	095 41660
Mountbellew Campus	090 96 79205

Other Useful Numbers

1Life	1800 247100
Samaritans	1850 609090/091 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
Console	1800 201 890
Pieta House (Midwest)	061 484444
Shine	091 761746
MABS	0761 07 2570
St Vincent De Paul	093 26293
Aids West	091 566266
University College 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