

2019-2020



Student Diary & Planner 2019-2020

Name

Address

Telephone

Email

Course

Your Student Resource Centre

Welcome to AIT!

We are delighted you have chosen to come here in this next stage of your educational journey. Attending college can be some of the best years of your life however it is not always smooth sailing. AIT is renowned for the care and attention given to our students especially in helping them navigate through difficult times and challenges. Did you know that in a national survey of students in Ireland (ISSE) our students said they were the most satisfied out of all students who completed the survey?! We're not surprised as we pride ourselves on our friendly and professional staff.



You will find most of the Student Resource Centre supports on the corridor running parallel to the canteen and coffee dock. Supports are offered on a no (or low) cost basis to students and include careers, financial support, mature student support, disability and learning support, tutor support, health and counselling. You will learn about these supports throughout your time here and we look forward to getting to know you and help you in any way we can. If you are not sure who to talk to, drop into any of our offices and we will point you in the right direction.

Check us out on the main AIT website in the **Life@AIT** section.

Like us on **@AITStudentResourceCentre** and follow us on Facebook for notices, events and activities related to making the most out of your time in college.

Sarah La Cumbre

Student Resource Centre Manager



Your Community

As a student here, you will learn that we share our space and our college with a wonderfully diverse community who look out for each other and treat each other with Dignity and Respect. You will have the opportunity to stretch your mind, grow as a person and get to know people from all walks of life, race, ethnicity, age, ability, language, nationality, gender, religion and sexual orientation.

We celebrate and are proud of our diverse culture at AIT, it brings innovation, strength and collaboration. We are committed to dispelling negative stereotypes, building trust and understanding all perspectives. Contributions from all groups are encouraged; people are empowered to achieve their full potential; and differences are celebrated.

How can you support cultural diversity and grow as a person while you are in AIT?

- Increase your level of understanding about other cultures by interacting with people outside of your own culture.
- Avoid imposing values on others that may conflict with cultures other than your own.
- When interacting with others who may not be proficient in English, recognize that their limitations in English proficiency in no way reflects their level of intellectual ability.
- Recognize and understand that concepts such as family, gender roles, spirituality, and emotional well-being, vary significantly among cultures and influence behaviour.
- Intervene in an appropriate manner when you observe others engaging in behaviours that show cultural insensitivity, bias, prejudice or unequal treatment.
- Be proactive in listening, accepting, and welcoming people and ideas.

Helping AIT 1st years settle in and get off to a flying start'



Week 1 beginning Sept. 9th

Get Started Week

Classes commence and so does your **AIT Connect** programme of activities which are geared towards helping you get off to a flying start at AIT. Most of your focus will be on figuring out your timetable, class locations and learning how to find your way around this week. We have 60+ clubs and societies on offer in AIT Clubs and Societies Day is one not to miss for making new friends and developing your interests - Sept. 11th in the hall adjacent to the SU. You will also be timetabled for your all-important AIT Connect session this week.

Week 2 beginning Sept. 16th

Get Connected Week

The theme of this week is helping students find friends and make connections both with each other and with their department. You can look forward to a fun line up of events as this is also Fresher's Week which includes Societies Days over in the SU hub on Sept. 16th, 17th and 18th. Your faculty will also be running team building activities this week too. There will be something for everyone!

Week 3 beginning Sept. 23rd

Your Welfare & Check In Week

You will be hearing about all aspects of Health and Welfare this week and there will be plenty of Students' Union and Healthy Campus activities going on. Students will also have the opportunity to check in with their academic department who want to hear how things are going and offer help as needed.

Week 4 beginning Sept. 30th

Your Learning Support Week

You will hear more about the learning supports available in AIT with Tutors popping in to your class to meet you, and drop-in learning support clinics running this week and throughout your time in your first year.

Week 5 beginning Oct. 7th

Get It Together Week

This is the week to focus on your time management, getting organised and settling into a routine of good study habits to help you get ready for end of semester exams or assessments along the way. Assistance is available from your learning support tutors and through Learning and Development for Higher Education/Communications module.

Week 6 beginning Oct. 14th

Mind Yourself week

We are big on wellness at AIT and this week we will be promoting awareness regarding how to mind yourself and your mental health. €FREE counselling is available to you by appointment as a fulltime student of AIT and no appointment is necessary for daily walk-ins between 2-3pm Mon-Fri during term.

Week 7 beginning Oct. 21st

Inspiration Week

You will have the opportunity to meet and hear from students at a more advanced stage of their studies who will share their real life experience of college and of your course.

Scan these codes to follow your AIT Connect Social Media Ambassadors to keep up with events and ask questions from fellow students in more advanced years. They've been in your shoes and they know the ropes!



Your First Year



AIT has devised a whole range of supports to help you get off to a flying start and help you in your transition to third level education.

New Student Induction

New Student Induction is a one day series of workshops which takes place just before classes commence. Induction is followed by the AIT Connect programme which is designed with your needs in mind to help get you off to a flying start in your first few weeks here. During Induction you will meet designated AIT Connect Social Media Ambassadors for each faculty. Our AIT Connect Ambassadors are fellow students in more advanced years who know the ropes and will be available to answer your questions through our social media channels.

HEAR and DARE

AIT participate in the HEAR and DARE programmes which offer students additional support in accessing and making the most out of third level.

Ready, Steady, Connect

In advance of classes commencing, HEAR and DARE applicants will attend a tailored programme of events which are geared towards your needs. We call this programme 'Ready, Steady, Connect'. You'll have the opportunity to meet support staff such as Tutors and Counsellors in addition to receiving vital information on finances and supports available to you. The best thing about this short half day programme is that you will meet students like you in more advanced years who will be an invaluable source of information as well as make new friends and develop connections with staff who will support you throughout your time in AIT.



Peer Assisted Student Support (PASS)

Coming to college for the first time can be both an exciting and a worrying prospect. There are new people to meet, new friends to make, and the opportunity to study in depth a subject you enjoy. At the same time, you will probably be wondering whether you can keep up with your studies, write assignments to an appropriate standard, organise your time effectively and have the confidence to present your ideas in front of other people.

PASS is designed to help first year students cope better with all these aspects of life at third level. It encourages first year students to support each other and learn cooperatively under the guidance of trained PASS Leaders from the second year of your programme.

If PASS is available on your course it will appear on your timetable. First year students will meet with their PASS Leaders during New Student Induction and at their weekly PASS sessions. Further information can be found at: www.ait.ie/pass. Email your questions to PASS@ait.ie.

Your Health and Wellbeing

Your well-being and health is of vital importance and AIT has invested in providing you with a range of services and supports which we encourage you to utilise. We aim to support you in making informed decisions about your health and encourage you to integrate healthy practices in your daily life.

We are very proud to be the first **Tobacco Free** 3rd level campus in Ireland. This has been achieved through the help and cooperation of our entire campus community of staff and students. We ask that you respect this policy by refraining from smoking/vaping on campus.

Student Health Service

The Student Health Service provides confidential, professional on-campus medical care to registered students and apprentices. Our service is nurse-led and we operate a walk in clinic where students are seen on a 'First Come First Served' basis. Our triage nurse will provide an initial assessment and referral to doctor if necessary.

Nurse visit is € FREE
Doctor visit is €15

Services are available from Monday to Friday during term throughout the academic year. We are currently housed in a grey prefab structure at the rear of the main campus building opposite the sports arena. All students must present your student ID card for inspection. Payment for service is by AIT Card only



Laura Tully,
Institute Nurse

Counselling Service

AIT Student Counselling Service offers a professional psychological counselling service which is €FREE to registered full-time students. Counselling is provided by a team of professionally qualified counsellors/ psychotherapists and a psychologist. Confidentiality is guaranteed

What issues do counsellors deal with?

The short answer is everything, really! We deal with a wide range of issues including depression, anxiety/panic attacks, mental health problems, bereavement and loss, interpersonal or relationship problems, family difficulties, self-esteem, sexual trauma/ rape /sexual abuse, academic issues, eating disorders and substance misuse. Whatever your issue, if you are in emotional distress we encourage you to seek help.

Counselling Staff:



Treasa Fox,
Head of Student Counselling;
Counsellor/Psychotherapist



Mick McGann
Snr. Counsellor

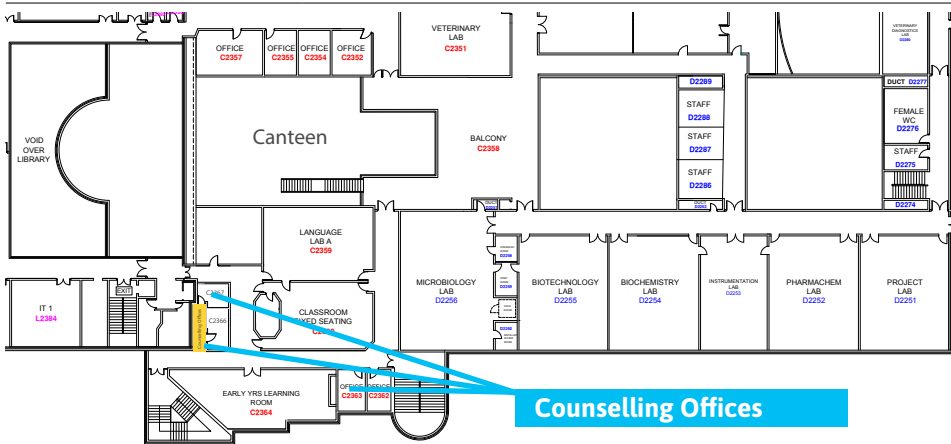


Helen Carberry,
Counsellor/Psychotherapist

Counselling Appointments

Mon- Wed	9.00am -9.00pm
Thurs-Fri	9.00am - 5.00pm
Daily Walk-Ins	2.00pm -3.00pm

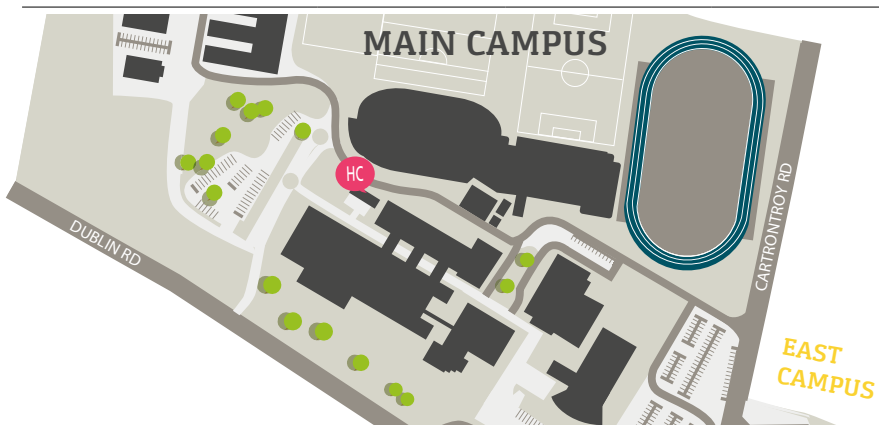
Appointments: Call in to the Health Centre or phone: 090 646 8063
or email: counsellor@ait.ie



Nurse & Doctor Walk-in times:

Mon – Thurs	9.00am -10.30am	11.00am -12.30pm	2.00pm - 4.00pm
Fri	9.00am -10.30am	11.00am-12.30pm	
Out of hours Service	6.00pm -08.00am and weekends: Call 1850 302 702		

Appointments: Health Centre Call 090 64 68063 or call in



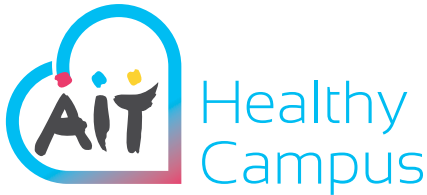
Healthy Campus

Healthy Campus is a partnership with the HSE working to support a healthy working, learning and living environment for the college community. The Healthy Campus office provides information and support on all aspects of health. We also offers a number of programmes and workshops throughout the year. All events and workshops are advertised through the Healthy Campus Office, Students' Union, email and Facebook.

The Healthy Campus Co-ordinator is Lisa Hanlon. To make an appointment or get advice contact the Healthy Campus office, room D1122 (behind the coffee dock). Email: ghanlon@ait.ie.



Healthy Campus
Lisa Hanlon
Email: ghanlon@ait.ie.



Sports facilities

AIT International Arena boasts an array of options for health conscious students, beginners and elite athletes alike. Our outdoor facilities provide for most sports including an eight-lane IAAF-approved outdoor athletics track which also features a full-size international dimension soccer pitch in the infield area (floodlit), sand based multi-sport grass training field and 2km floodlit cross country trail.

The AIT sports gym has a dedicated team of qualified instructors who will provide you with excellent guidance, advice and comprehensive fitness programmes to match your fitness level, from complete beginners to elite athletes. Students can avail of discounted membership rates or can use the facilities on a pay as you go basis. A wide array of fitness classes are offered in our state of the art studios.

For more information phone: 090 64 71803, check out www.aitgsport.ie or email: aitgym@ait.ie.

Sports Scholarships

AIT has operated a sports scholarship scheme since 1996 for students who have reached, or have the potential to reach, a very high standard of performance in your chosen sport.

Sports scholarship recipients must adhere to the institute's sports scholarship regulations, a copy of which may be obtained from the Sports Department located above the Students' Union.

For more information contact Gordon Brett, Sport & Recreation Manager. Phone: 090 64 4256; email gbrett@ait.ie.



AIT International Grand Prix



World Class Gym



Great Outdoor Facilities

Your Academic Life

Registration:

It is your responsibility to ensure that you have completed online registration and that you are fully registered and have paid all fees. Failure to do so will result in access to services being withdrawn in accordance with institute payment timelines. If you are awaiting grant confirmation, it is important to present your documentation at the Student Enquiry Desk.

If you have any problems or queries please contact the Student Enquiry Desk in the main building, email: registration@ait.ie or 090 64 83044 / 090 64 68004.

Opening times: Monday to Friday		
9.00- 10.30	11.00- 13.00	14.00- 16.00

Student Enquiry Desk Services:

- Stamping of official forms (e.g. medical card applications, child benefit forms, etc.)
- Issue letters of registration
- Processing student withdrawal forms
- Responding to queries relating to admissions, registration, examinations, fees and grants.

Please note:

- The Registration Department can only supply letters that certify current registration status.
- Your student email account will be used for official institute communication. Check your email regularly for important emails regarding your course, registration, fees and examinations.

Assessments & Exams:

AIT utilises a variety of assessment methods and you will be advised what methods are used for each module. These may include end of term examinations, continuous assessment including tests, assignments and project or essay submission and will normally form part of the overall final grade. Assessment information is available through your academic department.

Exam tips and tricks:

- Ensure you read and familiarise yourself with the Institute's Exam Regulations.
- You are required to bring your student ID to all examinations.
- You are expected to follow the instructions of the invigilation staff.
- Check the details on the timetable regularly as they are subject to change. The timetable will be available online 4 weeks before each exam period.
- Non-exam related items are not permitted in an exam venue. This includes mobile phones, smart watches, programmable calculators, notes or books of any kind, pencil cases, cans or labelled bottles, wallets, bags etc.
- Log tables, statistics tables and graph paper will be supplied by the exam invigilator, where required.
- Always check that you have received the correct exam paper.
- Make sure you have completed the cover sheet of your answer booklet before returning it to an invigilator.

- Remember to alert an invigilator if you have any queries during the exam, are feeling unwell or have forgotten an item of stationery.
- If you require a special accommodation for an exam, you must make contact with the Disability and Learning Support Service on the corridor which runs parallel to the main canteen.

Unexpected Absence from an Exam

We understand that sometimes a student is absent from an examination due to unforeseen circumstances. If this happens, contact your Faculty Office as soon as possible and provide either a medical certificate or other certification explaining your absence.

Applying for a deferral

If you feel that circumstances beyond your control may have had an impact on your studies or exams, you may wish to make your Faculty Office aware of this so it can be considered when the Exam Board is reviewing your grades. These circumstances can include bereavement, illness, personal issues, an accident or other exceptional events.

Service to Students

Lecturing staff from all faculties are available to discuss your results and provide feedback on your academic progress during the Service to Students period, following the release of results. Ordinarily you are required to contact your lecturer via email to arrange an appointment. Details will be available through your academic department.

Viewing Examination Scripts

Examination scripts may be viewed during the Service to Students period. The responsibility for requesting an opportunity to view an examination script lies with the student who sat that exam. The student should contact the individual lecturer to make an appointment. In the event of a student wishing to view their script independent of the lecturer, he/she should contact the Faculty Office to make appropriate arrangements. The student will be supervised while viewing the script and will not be permitted to make copies or take photos of your script. Viewing is limited to the current semester results only.

Appealing your results

There are specific grounds under which an appeal can be made. These grounds are outlined in Section N of the Standards, Assessment and Awards Policy. Application forms for an appeal are available online or from the Exams Office. Please contact the relevant faculty member if you wish to discuss your specific case.

Applying for Repeats

Registration for repeats takes place following the release of Semester 2 results. You will receive the instructions by email.

For further details on examinations please visit: <https://www.ait.ie/life-at-ait/registry/examinations>

If you have any queries the Examinations Office is located in the Registration Department or can be contacted by emailing exams@ait.ie.

Student Card

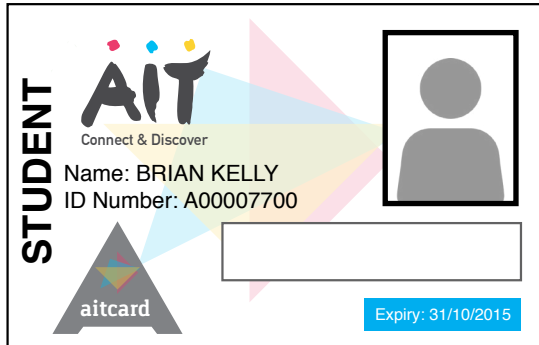
The AIT card is the official identification card for students and staff at AIT and is used for numerous services on campus e.g. Identification, Photocopying, Printing, Library Facilities, Student Health Centre and Access Control.

Using your smartphone, laptop, tablet or PC you can top-up your AIT card on-line from a debit or credit card. Log on to <http://aitcard.ie>

You can track and view your transaction history on <http://aitcard.ait.ie>.

- If you have lost or had your AIT card stolen, please log on to the AIT card site <http://aitcard.ait.ie> and block your AIT card. (If your card turns up, it is also possible to have your card unblocked at the Card Office).
- A replacement can be printed at the Card Office and costs €10.
- If you require specified door access control on your card please contact one of the administration staff in your faculty.

For queries regarding AIT student card please email aitcard@ait.ie. The Card Office is located in the Registration Department in the main building. Opening times: Monday: 9am – 1pm and 2.00 pm – 4pm; Tuesday to Thursday: 9am – 1.00 p.m.



We care about your personal data

Athlone Institute of Technology uses your personal data for various purposes. We are committed to complying with our obligations under data protection laws. It is important that you inform yourself by reading the student privacy policy available at <https://www.ait.ie/about-ait/gdpr/student-privacy-policy-agreement>

If you have any queries, email: dp@ait.ie.

Your Finances

Fees and Grants

The student contribution charge for academic year 2019-2020 is €3,000. If you have been awarded a grant this may be paid on your behalf. If you have previous third-level educational history, or circumstances particular to you, you may be liable for further tuition costs.

In addition to your student contribution, all full-time undergraduate students must pay a material fee of €100, which is not covered by a grant. Some courses also attract a course specific fee; details are available at www.ait.ie/feesandgrants.

If you have qualified for a grant or if there is a decision pending relating to your application you must bring a copy of your grant renewal/award letter to the Student Enquiry Desk. Students who do not have an award letter are liable for the payment of the student contribution charge. However, if a grant is awarded after payment of fees, the relevant refund will be processed. It is important that you engage with our Fees office if you encounter problems with payments as you risk being cut off from IT and other institute privileges which relate to your programme of study.

Fee Payment Options

Option 1 Full Payment

€3,100 & Tuition (if applicable) before 30th October 2019

Option 2 Instalments

First Instalment €1,550 & 50% Tuition (if applicable) before 30th October 2019
Second Instalment €1,550 & 50% Tuition (if applicable) before 20th January 2020

Fees can be paid online at https://ssb.ancheim.ie/ait/app/twbkwbis.P_GenMenu?name=homepage or alternatively you can call to the registration hatch and pay in person or pay by phone.

For queries about fees, email studentfinance@ait.ie or phone 090 64 68134/8135.

Financial Support

The Access Office, located on the corridor running parallel to the coffee dock and canteen, supports students from socio-economic and educationally disadvantaged groups in coming to third level. This office also administers the Student Assistance Fund (SAF) from which qualifying students may receive a small financial support to help them during the semester. This fund is limited and applications are needs assessed, priority is given to those students in most financial need. Details are available here <https://www.ait.ie/life-at-ait/student-supports/finances>



Access Officer

Theresa Ryan

Email: Tryan@ait.ie;

Phone: 0906468123

Accommodation:

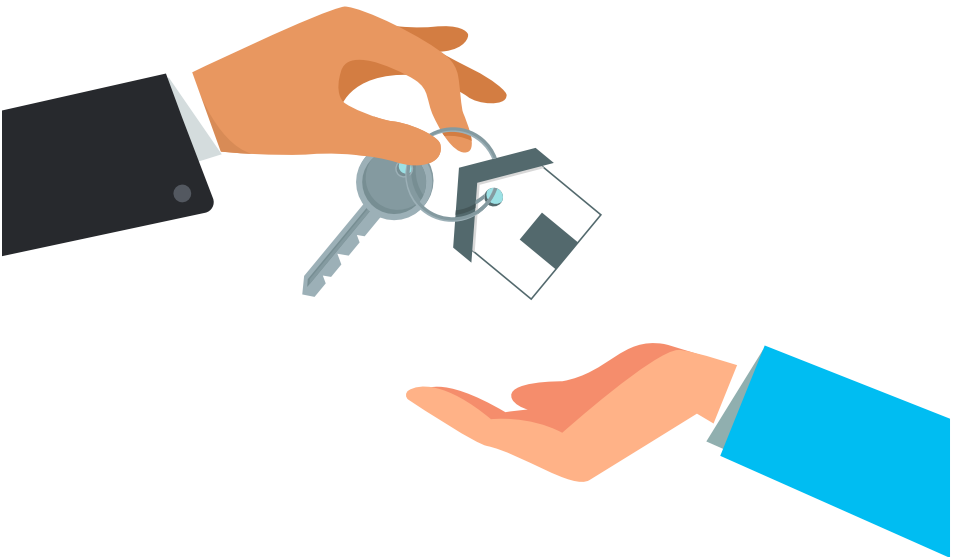
It can be daunting finding suitable accommodation, whether it is for the first time, or for your return to college.

The Students' Union works closely with local landlords and have an approved list of accommodation providers as a first place to start looking.

Do's and Don'ts

- When handing over money, ensure you always get receipts.
- Read the lease carefully before signing it.
- Be aware that if you sign up for a 1 year lease you are obliged to pay the rent for the full duration of the lease.
- If you have a fixed term lease, you can't be asked to vacate unless you are in breach of your obligations.

For further information regarding your rights and obligations as a tenant check out www.Threshold.ie and your Students' Union.



Your Welfare

Often it is personal aspects of coming to college that prove challenging for students in addition to keeping up with your studies. The Student Resource Centre is your go to place for all aspects of welfare and student supports including counselling, health, financial support, mature student support, disability and learning support and tutor support.

You may hit a rough patch along the way, and we are here to help. The Student Resource Centre offices are located primarily along the corridor running parallel to the main canteen, no matter which office you go into or who you ask for help, we'll be sure to get you to the right person

Students at Risk of Leaving

It is essential that you speak to a staff member if you are thinking of leaving your course. Often we can help students address the issues they face and help solve problems together. If you still feel you need to leave, we can assist you in exploring your

options. Please talk to your relevant Head of Department, Careers Office Denise Dolan or Student Resource Manager Sarah La Cumbre. "Don't Drop Out, Drop In"

Please note: Students remaining in their course after October 31st are considered active so if you are thinking of leaving please talk to a staff member before that date. You will need to complete a de-registration form before that date to ensure you don't incur additional tuition fees should you embark on a new course of study in the future. You may also be entitled to fees reimbursement through the Student Enquiry Desk. Students considering leaving a programme after 31st October should also complete the Withdraw process to ensure accurate records are maintained and to limit any future fee liability.

Relevant withdraw dates:

Official Withdrawal Dates	Refund	Fee Liability
Up to 31 October	Full Refund of Fee	No Fee Liability
01 November – 31 January	Excess of liability paid (50% Student Contribution and 50% tuition)	50% Student Contribution Fee 50% Tuition Fee (where applicable)
After 31 January	No Refund	Full Fees

Mature Students

The Access Office provides support and assistance to mature students at pre-entry and post-entry stages. Whether students are attending our Access course or mainstream courses, we are here to help and recognise that mature students have unique and multi-faceted needs.



Students' Union (SU):

The Students' Union is an organisation run by students to cater for students' needs. Elections for the SU take place annually. The overall policy and direction of the Students' Union is decided by students, at Union General Meetings and at Class Rep Council meetings. Class Reps are elected annually.

What We Do

We provide support, advice and information on a wide variety of issues including welfare and accommodation, and we represent students throughout the institute.

The SU are a key point of contact for any students experiencing difficulties. With your agreement, we can work closely with the staff of the Student Resource Centre and the Counselling Service in supporting students through mental health difficulties. We also administer an Emergency Fund

(together with Fr. Shay Casey and the Access Office) whereby students can apply for short term financial assistance if they are in financial difficulty – details available through the SU office.

Social Life

College life is not all about study and exams; your social life is an important part of your development. With that in mind the SU also organises a full calendar of social events catering to wide ranging student interests.

The SU operates out of our student hub in the John McCormack building. It's a great space to meet friends, hang out and of course meet your SU! We have chill out areas, pool and table tennis tables, we often run lunchtime events and our WIFI is excellent! We look forward to seeing you there.

'MIND YOUR MATES'

College can be the best years of your life, including furthering your education, developing your skills and having fun with new and interesting people. This experience can also be quite daunting especially as you start out on your new journey. Some people find it more difficult to make friends and can find themselves feeling lonely and excluded.

As a student in AIT you should remember that you are all in the same boat, and it's important to make sure everyone feels included! Your Students' Union are committed to helping and supporting you and have developed the Mind Your Mates programme as a solution to some of these issues. The programme has been so successful they even won a national award! Mind Your Mates has three core areas of focus, with the main message being that people look out for each other:

- Involve people you may not really know, the person who always sits alone in class or lunch and seems excluded. Invite them to join your group, sit beside them or maybe ask them for a tea/coffee. A small gesture from you can have a hugely beneficial impact others (though of course they may be too shy to tell you that). Imagine how grateful you would feel if you were lonely and unsure how to reach out to others.
- Look out for your friends, if they seem down or under seem pressure. Especially in sports teams and around exam time. Remember, it's okay to ask "are you ok?" On a night out make sure everyone gets home safely. If a friend becomes unwell or out of control while you are out, please look out for them and do your best to ensure they don't get into bother.
- Mind your Mates Wristbands are available in the SU. These wristbands signal that you're open to having a conversation, it doesn't matter what it's about, you might just want to have a bit of banter or offer some friendly support.



Pastoral care:

Led by the chaplain Fr Shay Casey, this team is made up of students and staff who work together to help create an atmosphere where personal growth is facilitated. The team deals with emergencies of all kinds and at any hour.

Contact details: Email scasey@ait.ie; phone 090 64 68065 or 087 240 2514.

Clubs and Societies:

At the start of each academic year, the SU and Sports Office run **Clubs and Socs Day** on Sept. 11th in the Multi Purpose Hall adjacent to the SU. At this event you will have the opportunity to see what clubs and societies are in AIT, explore an existing or new hobby and meet new friends.

With over 65 Clubs and Societies, you have plenty of options and if you find your hobby is not catered for, the Student Resource Centre can provide a small start-up stipend to anyone who wishes to start up a new society - drop in to the Student Resource Centre admin office just outside the coffee dock on the D corridor or the Sports Office adjacent to the gym to find out more.

Students are encouraged to post notices on the Socs Box notice board on the Student Resource Centre corridor parallel to the coffee dock in the main building.



Your Learning Supports

AIT Library

The library is a great resource for you and should be your first port of call for information and academic assignment support. AIT's library spans the institute's two campuses with the principle library located in the main campus and the Health Science Library in the east campus. Group study rooms may be reserved through the library.

The online library is open 24/7 on campus or from home at <https://library.ait.ie/> Check out the website for library opening hours and many other library services.

Main Library Opening Hours:	
Mon to Thurs	8:15 to 21:45
Fri	8:15 to 17:00
Sat	9:15 to 16:00

There are seasonal changes to the schedule and this information is made available via the Library Website and Social Media Channels.

Health Science Library Opening Hours:	
Mon and Wed	09:30 to 16:00
Tues and Thurs	09:30 to 17:30
Fri	09:30 to 13:00

Virtual learning environment:

Moodle is a virtual learning portal where AIT staff upload course materials such as notes, web links, details of assignments etc. Within Moodle, students and staff can communicate about subjects using forums and chat. Staff can also create surveys, quizzes, questionnaires and blogs on Moodle. Moodle can also be used to submit assignments. Links to AIT's Moodle can be accessed via the institute website www.ait.ie under Student Services and on the library website <http://libmain.ait.ie> while the direct access link is <http://elearning.ait.ie>. If you have any difficulties with Moodle, contact Moodle support at moodlesupport@ait.ie.

Photocopying and printing:

Photocopying/Printing facilities are available at the following locations:

- Open Access area E1200
- Library L Block
- Nursing Library J Block
- On the IT Laboratories' corridor – outside rooms L2386 and L2389
- Hospitality, Tourism and Leisure Building Room F2688
- E Block
- Students' Union
- Design Department

The Students' Union also provides photocopying, colour printing, laminating and binding services.

Disability and Learning Support Service:

A range of supports are available to you through the Disability and Learning Support Service. We currently support students with the following disabilities: ADHD, ASD, Sensory Disabilities, DCD, Mental health Difficulties, Neurological Conditions, Physical Disabilities, Medical Conditions, Speech and Language Difficulties and Specific Learning Difficulties i.e. dyslexia.

If you feel that you will need support as a student, you should make contact with the Disability Office to arrange a meeting to chat about the range of supports available. Supports/reasonable accommodations available for students include examination support, learning support and assistive technology.

For more information, contact the Disability Officer



Bernie Langtry
Disability Officer
blangtry@ait.ie.



Roisin Kelly,
Learning Support Tutor



Elaine Kelly,
Learning Support Tutor



Aoife Walsh,
Assistive Technology Tutor

Tutors:

You are not alone if you are experiencing difficulties with your coursework or find a part of it particularly challenging. Rather than stick your head in the sand, we encourage you to reach out for help earlier rather than later. Tutors can assist with a number of elements of your studies and coursework i.e. study techniques, time management, tackling an assignment or questions about referencing or writing. A team of tutors are available free of charge, all year round, for Maths, Business and Science, and Academic Writing Skills Support is available during term time. Your tutors are: include photo of each person below



Maths Tutor:
Joe Keogh,
email jkeogh@ait.ie



Science Tutor:
Iain Murray,
email imurray@ait.ie



Business Tutor:
Brendan Mc Larney,
email bmclarney@ait.ie

Academic Writing Centre:

Students often face challenges with researching and writing. You may have always struggled with writing or perhaps you want to improve your writing skills for the level of writing required at 3rd level. During your time in AIT you can avail of one-to-one consultations and group academic writing workshops to

help improve your writing skills. The centre is geared towards students of all writing abilities.

We aim to build students' confidence and competence in your writing ability and writing skills. We are located just off the main canteen – drop in to make an appointment or email academicwritingcentre@ait.ie. We have an extensive writing skills resource available on Moodle.



Writing Skills Tutor:
Emer Connolly,
email econnolly@ait.ie

Email and WIFI:

All registered students are set up with a student email account. Your email address is in the format of Student ID @student.ait.ie. Example: A00001000@student.ait.ie. Correspondence from lecturers or other institute staff will be sent to your student email account so it is essential that you check your account regularly to avoid missing important course or exams related information.

WIFI is provided through Wireless Network Eduroam (education roaming) which is a secure, worldwide roaming access service developed for the international research and education community.

To use this facility you need to download/ install the Eduroam installer for your particular computer/mobile device. Links to various installers can be found on the AIT website at www.ait.ie/csd. As an alternative, some devices can be configured manually. When you have installed Eduroam, you must use your AITusername@ait.ie and password.

Computing Resources:

For project and research work, the institute provides a 100-seat open access area for students, located in E1200 which is next door to the Dept. of Lifelong Learning opposite main reception.

The Engineering and Informatics building also has an Open Access area running a full suite of applications to assist you in your learning.

IT Acceptable Usage Student Policy:

AIT provides IT resources to assist you in your studies and seeks to promote and facilitate the proper and extensive use of these computing/IT resources in the interests of learning and research. The IT Acceptable Usage Student policy should be read carefully and is available on the main ait website at: https://www.ait.ie/uploads/downloads/AIT_STUDENT_Acceptable_Usage_Policy.pdf

Students should also make themselves familiar with the HEANET Acceptable Use Policy published by HEANET available at <http://www.heanet.ie/about/aup>

Note: Contravention of the above policies will lead to the removal of AIT resource privileges and can lead to disciplinary action in accordance with the AIT's student disciplinary procedures.

Your Career and Work Readiness

Careers Office

The Careers Office helps students put their best foot forward and build your personal brand through how you present yourself in your CV, on application forms, at interviews and on social media. This office will also offer advice on your next steps and planning your future both from a job or further education standpoint and also will offer support and advice to students thinking of leaving their course prematurely

We provide a vital link to industry with weekly updated job opportunities on the main AIT website, employer presentations and an annual Career and Postgraduate Study Expo.

Students are also offered ample opportunity to fine tune your job hunting skills with career boot camps, workshops, in-class presentations, one-to-one career advice and further study guidance for students. Register with us through Target Connect on the Careers Section of the main website or through this link <https://careers.ait.ie/home.html> to access a wealth of supports or arrange an appointment to see the Careers Officer Denise Dolan.

Check out up to date fulltime and part-time job vacancies at:

<https://www.ait.ie/life-at-ait/careers-office/vacancies-for-students>



Careers Officer:
Denise Dolan,
Email ddolan@ait.ie

Placements

Many of our programmes feature work integrated learning or placements. As part of AIT's strategic plan, we aim to have placements available on all programmes within the next few years. You will be informed about placements procedures, responsibilities and timings on your course through your lecturers and academic department.

Garda Vetting

Some placement opportunities require Garda Vetting – please connect with your lecturers to ensure that you engage with this process as soon as possible so as not to delay your placement where appropriate.



Your International Office



AIT is committed to fostering an international climate for enhanced learning through new cultural experiences. We are proud of our diverse community and the richness this brings to the learning experience at AIT. The International Office works to develop links with international institutions and coordinates host programmes for incoming students and academic staff.

This office is a central point of contact for all international students studying in AIT, particularly during the orientation period at the start of your programme in September. This is also the office to go to for Irish students interested in up to date information on study abroad opportunities such as the EU Erasmus programme at partner institutions.

A two-day orientation programme is organised to help familiarise international students with their new surroundings at the start of the academic year. Appointments

with the Immigration Officer in Athlone are organised for all non-EU students within two weeks of arrival at the institute.

Improving your English

English language classes are available, free of charge, in addition to hours for registered programmes of study. Students who are experiencing language difficulties in your programme of study can meet with a tutor to provide assistance outside of normal class contact hours.

The International Society, was set up with the aim of integrating international students into the student community at the institute. A number of fun cultural events and trips are held during the academic year and are attended by international and Irish students.

Call into the International Office or phone 090 64 71818 with any queries.

Your Facilities

There are five locations across the campus where you can refuel, so whether it's a wholesome meal, a fresh made to order sandwich or Barista made speciality coffee it's never too far away. The food court in the main building offers the most extensive variety with over seven hot options every day to choose from. The cafes in the Engineering building and Nursing building offer less variety but plenty of healthy options. Each outlet offers great value for money, with all products competitively priced. Our newest establishment, the Grumpy Mule, is located near the library offering a range of hot and iced beverages. All coffee served in AIT is 100% Fairtrade.

Postal Service

A post box is available for outgoing post in the entrance to the Administration area B Block. Post is collected from Monday to Friday at 3.15 pm.

Lockers

Lockers are available in the main building and cost €20 for the year, with €10 refund on return of your locker key. Call to the Students' Union where they will be happy to supply you with a key. Lockers are limited, apply early.

Getting Around:

Athlone is superbly located and well serviced by public transport links. Private and public bus services operate to, from and within Athlone. Bus Éireann operates a number of services in the region which include local and national commuter services. Bus stops operate just outside the campus gates. Athlone is easily accessible by rail as

it is on the main Dublin-Galway, Dublin-Westport and Dublin-Ballina lines and is serviced by over 20 trains per day (Monday-Saturday) and by 14 trains on a Sunday. Bus and train timetables are posted on the Students' Union notice board in the John McCormack building. More information (including timetables) can be found at www.irishrail.ie, www.buseireann.ie and www.athlone.ie.

The SU also operate a car pool notice board for those wishing to team up with others commuting to the campus. We encourage all students to opt for healthy options like cycling or walking where possible. Bike racks are available in multiple locations on campus and they're FREE. Also you won't have the hassle of trying to find a parking space. Local bike shops offer a bike rental scheme and discounted bike purchase rates for students so you won't have to worry about getting your bike to Athlone if you live further away. Further info available at Buckley's Cycles 090 646 78989.

Student Travelcard:

The Student Travelcard is a secure photo ID that will entitle you to discounted Irish Rail, Dublin Bus and Luas tickets. The Student Travelcard is also a national discount card entitling the holder to many discounted goods and services. You may also use your Student Travelcard to securely book a student flight to anywhere in the world online.

Application forms for the Student Travelcard and further details are available online at www.studenttravelcard.ie.

Parking:

Parking permits may be purchased for an annual fee of €20 online through the APCOA website www.permits.apcoa.ie. Go to the 'Park with us' tab, click on Purchase a Permit and follow the instructions from there.

Parking Permits in AIT are 'virtual' permits. There is no printed permit; the vehicle registration number is recorded and maintained electronically by the AIT Parking Management Services provider.

Your permit is only valid in the student signposted zones. Check out the map to familiarise yourself with the student parking zones at: <https://www.ait.ie/life-at-ait/campus-facilities/estates/parking>

Parking is usually available on the East Campus if you find the main campus is full, bear in mind you will need to give yourself a few minutes to walk from there to the main campus. Otherwise paid parking is available for a flat rate of €3 per day in the underground carpark beside the International Arena – have your change ready as you need to pay on the way in.



Your Rules & Regulations

General

1. Each student will be invited to register online before the commencement of the academic year and they are expected to remain in good financial standing with the institute. Non-EU students must have a valid visa to enter Ireland at the time of registration. Membership of the college for learners is contingent on registration.
2. The right of a student to continue on a course of study, to sit examinations, to be issued with results and/or to graduate depends upon the payment of all fees and/or charges.
3. A student, in any session, may undertake only the course/subject for which they are registered and in the appropriate year.
4. Any institute fees and/or charges prescribed for each academic year must be paid in accordance with the timelines outlined by the Institute Fees and Grants Office, and the institute must be satisfied that payment will be made on behalf of the student within such a period as the institute may allow. If a course at the institute is cancelled, a letter is sent to participants and a full refund is automatically given.
5. An institute identity card is provided to students on registration and is valid for the duration of your programme. This card may be requested by a member of staff, or any other person authorised by the institute where proof of identify is required. If the cardholder withdraws/deregisters, the institute the card must be returned to the Card Office. If you lose your card you must obtain a replacement card from the Card Office, for which a fee will be charged.
6. Some programmes and/or modules within programmes require that students maintain satisfactory levels of attendance and academic performance. Please refer to individual faculty course manuals for details.
7. Students are responsible for ascertaining and fulfilling all requirements for entry to all relevant examinations, for ascertaining the dates, times and locations of examinations, and are subject to the relevant 'Examination Regulations and Procedures'.
8. The formation and continuation of all classes is subject to adequate enrolment and attendance. The institute reserves the right to discontinue, divide or combine classes, and to vary class times as circumstances require. The institute accepts no liability for consequential losses resulting from such changes.

9. Postgraduate research students are required to comply with these current institute rules and regulations and any subsequent regulations as approved e.g. the postgraduate research charter.

Disciplinary Procedures

The aim of the Code of Discipline (the Code) is to ensure that a suitable academic environment is maintained in the institute. All students are required to observe the Code of Discipline. For full details see

https://www.ait.ie/uploads/downloads/Student_Code_of_Discipline_Approved.pdf

Examination Regulations

The institute's examination policies and procedures are detailed in the Standards, Assessment & Awards document (May 2019) which is available to view at

<https://www.ait.ie/contact/staff/quality>

It is the responsibility of each student to read and familiarise themselves with the content of these regulations. The institute reserves the right to modify these regulations and procedures during the academic year.

Withdrawal from your course

Students who, for various reasons, do not wish to continue your studies for the current academic year must withdraw/deregister from the institute. Students contemplating leaving a course should discuss the matter fully with the relevant Head of Department. Confidential support and advice is offered through the Careers Officer, Counsellors, and the Student Resource Centre Manager.

Students withdrawing from the institute should be aware of the relevant cut-off dates and are required to:

- Complete a withdrawal form, which can be accessed using the following link: <http://www.ait.ie/feesandgrants/> (scroll down to withdrawing from a programme)
- Submit the completed student withdrawal form, together with the Student Identity Card, to the Registration Department, Athlone Institute of Technology.

Note: Failure to complete a student withdrawal form may have consequences for any future state funding i.e. payment of fees, receipt of grants, etc. Note: Verbal communication to Academic or other AIT staff is not sufficient.

Plagiarism - Academic Integrity Policy

AIT aims to foster and maintain an ethos of honesty and academic integrity.

‘Plagiarism’ is the practice of taking someone else’s work or ideas and passing them off as one’s own. Plagiarism is an offence and it undermines academic integrity.

Support regarding the appropriate use of referencing and academic writing is available through your Academic Writing Centre and the Library. AIT’s policy regarding academic integrity is available at <https://www.ait.ie/contact/staff/quality/policies-procedures>.

A copy of the Plagiarism Policy and a copy of Rules and Regulations are available in the 2 hour loan area in the Library.

Course Requirements

Students who fail to comply with specific course requirements e.g. completion of schedule of practicals, placements, project work, essays, assignments, minimum attendance requirements, where applicable etc. for a course or for a subject shall have examination results withheld from the Examination Board until such time as the required work is completed.

Students are advised that it may not be possible to repeat such requirements until the next academic year, that they will be required to pay fees to re-attend a course of practicals etc. and that where examination results are withheld from a Board Meeting, it will be counted as an attempt and in the consideration of results for Merit/Distinction/Honours. Some courses have minimum attendance requirements and you should consult your faculty manual for specific requirements.

Fitness to Practice

The Institute is fully committed to helping you flourish and successfully participate and complete your programme of study. Some of AIT’s programmes often require students to undertake practical training that entails working in a professional environment with patients, other service users or environments requiring competent technical skills. AIT has a duty to ensure the student is fit to practice whilst undertaking an educational programme. It is your responsibility to make yourself aware of the Institute Student Fitness to Practice Policy which is available at <https://www.ait.ie/contact/staff/quality/policies-procedures>

Data Protection

The Institute is the data controller of all personal data it holds and must process it subject to the Data Protection Acts 2003 and 2018 and the General Data Protection Regulation (GDPR) in force since 25th May 2018.

The privacy notice concerns our processing of personal data of past, current and prospective students of the Institute. The AIT privacy notice is available to view at <https://www.ait.ie/about-ait/gdpr/Privacy-Policies>

The Higher Education Authority is responsible for funding higher education institutions and advising the Minister for Education and Skills on policy formulation to develop the highest standards in our higher education system.

A copy of the HEA Data Collection Notice is available at <https://www.ait.ie/life-at-ait/registry/student-policies>

Equal Opportunities

Athlone Institute of Technology has a policy of equality of opportunity, which it actively implements. An essential element of this policy is the promotion of a positive learning environment so that all students are assisted to achieve your full potential. In all its educational procedures and arrangements, the Institute ensures that equal opportunities are afforded to all. Applications are welcome from students of all nationalities, socio-economic backgrounds and marginalised groups. See our equality policy here:

https://www.ait.ie/.../Gender_Identity_Gender_Expression_APPROVED.pdf

Harassment

The institute recognises the problems caused by personal harassment, bullying, sexual harassment and racial harassment in the learning environment. The institute is committed to a working and learning environment that is free from harassment of any kind. Incidents of harassment are regarded by the institute as being very serious and may lead to disciplinary action being taken against the perpetrator.

For further details, see

<https://www.ait.ie/life-at-ait/student-supports/bullying-harassment>

Complaints Procedure

AIT is wholly committed to excellence in education and to providing a supportive, fair, and appropriate environment in pursuit of the highest educational attainment and holistic development of our students. Students are advised to bring any complaints to a relevant staff member such as your Students' Union, relevant Head of Department, Student Resource Centre Manager or Registrar. A complaint will always be taken seriously and while most complaints can be resolved at an informal level, we also have a formal mechanism which may be employed. Further details are available on

<https://www.ait.ie/uploads/downloads/StudentComplaintsProcedureFinal19-06-2013-%282%29.pdf>

Sources of Internal Assistance

Student Resource Centre Manager, phone: 090 64 68139

Institute Chaplain, phone: 090 64 78318

Institute Counsellor, phone: 090 64 68064

Registrar, phone: 090 64 68106

Head of Department - Faculty of Business & Hospitality, phone: 090 64 68290

Head of Department - Faculty of Engineering & Informatics, phone: 090 64 68150

Head of Department - Faculty of Science & Health, phone: 090 64 42587

Possible External Sources of Assistance:

The Equality Authority, LoCall 1890 245 545, email info@equality.ie

The Rape Crisis Centre, phone 1800 778888.

Freedom of Information

Under Irish Freedom of Information Legislation, every person has the following legal rights:

- The right to access official records held by public bodies as defined by the Act
- The right to have personal information held on them corrected or updated where such information is incomplete, incorrect or misleading
- The right to be given reasons for decisions taken by public bodies that affect them.

Application for information under FOI:

- All applications must be in writing and should indicate that the information is sought under the Freedom of Information Act
- Requests should be as specific as possible to enable the relevant information to be efficiently identified and retrieved
- If information is desired in a particular format i.e. photocopy, computer disk, etc. the requester should also indicate this in their application
- The requester may be required to prove his/her identity, particularly when requesting personal information using an acceptable form of identification, i.e. passport, driving licence, birth certificate, etc.

The Freedom of Information Officer of the Institute will be happy to assist the requester in the formulation of their request at all times. If you would like to exercise one or more of the FOI rights in relation to information that may be held by AIT, send a request either in writing or by email, to:

Ms. Mary Duffy,

Freedom of Information Officer,

Athlone Institute of Technology.

Phone: 090 64 68117

Email: mduffy@ait.ie

Further information is available from the AIT website: www.ait.ie/freedom-of-information or www.foi.gov.ie

Health & Safety

Athlone Institute of Technology wishes to ensure that your time as a student at the institute is a safe and healthy one. It is important therefore that you familiarise yourself with the institute's Safety Statement, which is available through all departments in the institute.

Information on hazards or accidents observed within the institute or on the grounds should be communicated to any member staff immediately. Further information on health and safety is available in the institute Safety Statement. Copies of this document can be inspected at the Students' Union Office, in the institute Library or on the institute website www.ait.ie.

The Institute's Health and Safety Officer is available at 090 64 42559 and is supported by an interdepartmental safety committee.

Accidents:

In the case of an accident or injury, a student should report the incident to the person in charge of the class who will contact the relevant services and file the appropriate Incident Report Form. (Note: If any medical expenses are incurred as a result of such incidence an expenses claim form should be submitted for consideration through the Student Medical Accident Scheme by contacting personnel at the institute Health Centre).

In the event of an emergency:

For medical emergency on campus, contact the Institute Nurse on 087 9977437 (Note: Availability: - 9am to 5pm Monday to Friday during teaching term).

- All emergencies - Dial 112 from any internal, public or mobile phone and provide the details of the service you require i.e. ambulance, fire service or Garda and wait until you have given all the information requested. This information is communicated to the responding service on route to the emergency.
- Also report the incident to any member of staff in order that the institute's emergency response procedures may be activated.

First Aid:

A number of staff in each department are trained in First Aid procedures and all laboratories and workshops have First Aid boxes installed.

For medical help and advice between 9:30am and 4:30pm contact the Student Health Centre, phone 090 64 68063. For alternative services contact MIDOC at 1850 302702 between 6:00 pm and 8:00 am and all day Saturday and Sunday.

Fire Safety:

The continuous ringing of the fire alarm indicates a fire emergency. Proceed as follows:

- Evacuate the building immediately in an orderly manner using the nearest indicated emergency exit route
- Under no circumstances should lifts be used; evacuation chairs, should they be required, are strategically located in corridors throughout the institute
- Close all doors after you where possible
- Proceed to the nearest fire assembly point
- Do not re-enter the building until authorised by fire marshals
- Note: You are legally obliged to participate in fire drills and institute evacuation exercises and should respond quickly and safely in accordance with the institute's fire safety precautions. Floor plans or evacuation plans showing exit stairs and doors are located in prominent positions in the institute corridors. These charts also list the specific procedures to be followed should an emergency arise.

Staying Safe

- Whether your study takes place in the library, classroom, laboratory, or workshop it is important that all students are aware of the hazards and safety arrangements for each working environment
- As many of the procedures undertaken by students require specific safety procedures, Codes of Practice are available for all areas. Each student will be issued with the Safe Work Practice sheet applicable to his/her own area, which must be read and adhered to
- Exercise a duty of care to all users of the institute's facilities at all times.

Security:

The institute does not accept responsibility for any loss of personal property, whether or not such property is left in lockers or cupboards provided by the institute. In order to avoid such losses, students should be vigilant at all times.

In particular, students should:

- Report to the institute authorities anyone acting suspiciously within the institute or on its grounds
- Be careful with money and not leave it unprotected in clothing or bags
- Ensure that bicycles are locked securely to the bicycle racks
- Keep lockers locked at all times and not keep valuables in lockers
- Take normal precautions regarding personal safety, both on and off campus
- Report all incidents of theft or other irregularities to the authorities
- When you are out socially with your friends, it is important to always be aware of your own and each other's personal security. In keeping with the 'Mind Your Mates' programme, if your friend becomes unwell or out of control please step in to ensure they don't get into bother.

Insurance:

All full-time registered students and apprentice students registered with the institute are covered by a personal accident policy during official institute activities. The terms, clauses and conditions of the policy are available for inspection at the Finance Department. The policy is valid worldwide for all full-time registered students and covers accidental bodily injury, within the policy limits.

When travelling abroad, students are required to take out your own personal travel insurance and should carry an EHIC (European Health Insurance Card) for travel within Europe (previously E111 or the E128). Irish resident students carrying an EHIC are entitled to get healthcare through the public system in countries of the European Union (EU), European Economic Area (EEA) or Switzerland if they become ill or injured while on a temporary stay there.

For more details contact your local health board, community care office or health centre or refer to www.ehic.ie.

Useful Phone Numbers

AIT Admissions Office	090 646 8130
Academic Writing Skills	090 646 8013
AIT Access Service	090 646 8123
AIT Business Tutor	090 648 3038
AIT Careers Service	090 646 8138
AIT Counselling Service	090 646 8063
AIT Chaplain's Residence	090 647 8318
AIT Disability & Learning Support Service	090 646 8142
AIT Examinations Office	090 644 2560
AIT Faculty of Business & Hospitality	090 644 2579
AIT Faculty of Engineering & Informatics	090 648 3098
AIT Faculty of Science & Health	090 647 1828
AIT Fees Office	090 646 8135
AIT Fr Shay Casey	087 240 2514
AIT Health Centre Receptionist	090 646 8063
AIT Main Reception	090 646 8000
AIT Maths Tutor	090 644 2567
AIT Nurse Health Centre	090 646 8062
AIT Science Tutor	090 646 8007
AIT Sports Office	090 646 8222
AIT Student Enquiry Desk	090 648 3044

AIT Examinations Office	090 644 2560
AIT Fees Office	090 646 8135
AIT Admissions Office	090 646 8130
AIT Student Resource Centre Manager	090 646 8139
AIT Students' Union	090 646 8067

Other Numbers

Athlone Branch Samaritans	090 64 73133 (24 hour)
Athlone Hospital	1850 302 702
Athlone Primary Care Centre	090 642 4840
Bus Éireann Enquiries (Athlone Station)	090 648 4406
Citizens Information Centre Athlone	090 647 8851
Emergency Medical Service MIDOC	1850 302 702
Free Legal Aid	090 647 4694
Garda Síochána - Confidential Line	1800 666 111
Garda Síochána Athlone Station	090 649 8550
Iarnród Éireann	090 647 3300
MABS	1890 283 438
Samaritans:	1850 609 090 (24 hour)
Sexually Transmitted Infections Clinic, St James Hospital (Dublin)	01 416 2315
Threshold Housing Advice Centre	091 563080

Semester-1

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00					
13:00					
14:00					
15:00					
16:00					
17:00					

Semester-1

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00					
13:00					
14:00					
15:00					
16:00					
17:00					

Semester-2

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00					
13:00					
14:00					
15:00					
16:00					
17:00					

Semester-2

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00					
13:00					
14:00					
15:00					
16:00					
17:00					

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