

welcome

INTERNATIONAL STUDENT GUIDE

MAYNOOTH



NATIONAL UNIVERSITY OF IRELAND

MAYNOOTH

Ollscoil na hÉireann Má Nuad



WELCME

On behalf of the University and, in particular, the International Office, I would like to welcome you to National University of Ireland Maynooth. We hope that your stay with us will be pleasant, enjoyable and rewarding. The friendly staff of the International Office will be available to offer you support and advice throughout your studies. The International Office should be your first point of contact if you encounter any problems while studying at the University. Each Academic Department has an International Coordinator that works closely with the International Office to offer academic support to all international students.

This guide contains information that will be useful to you as you settle into student life in Maynooth and can act as a quick reference guide to facilities and services on campus. The guide will also introduce you to Maynooth town and life in Ireland. If you have questions that are not answered in the guide, call into the office, where we will do our best to help you with your query.

Professor Lawrence Taylor
Vice President for International Affairs

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Learn, enjoy,
and know that
we're delighted to
welcome you!

1: Before You Leave Home

Visa

To apply for a student visa you must go to The Department of Foreign Affairs website at **www.foreignaffairs.gov.ie**, click on 'Services to the public' on the menu at the left hand side and then select 'visa information' from the menu. You will find all the necessary information on this website to obtain a visa. Please read this information carefully.

If you are coming to Ireland and you must pass through another country on your journey here, it is important that you check with the appropriate embassy to see if you need a transit visa to enter that country before continuing your journey to Ireland.

While you are here in Ireland and you wish to leave for a short period of time, you must apply for a re-entry visa. Details for this can be found on the mentioned website. You will require a letter from the University to state you are a registered student and you must request this from the International Office.

Students must show evidence of €7,000 to prove that they can support themselves during their period of study in Ireland. For additional information see:

http://www.inis.gov.ie/en/INIS/Pages/Student_Visa_Guidelines

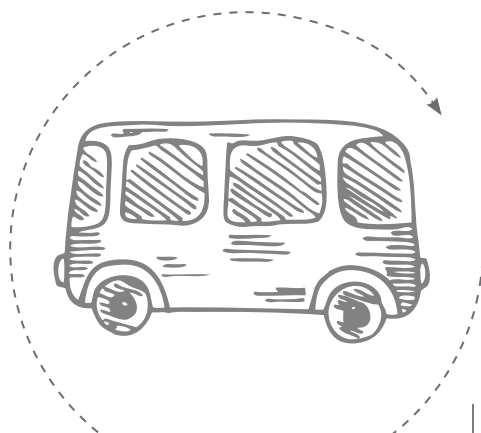
Accommodation

National University of Ireland Maynooth has several on-campus residence halls within a five minute walk of lecture theatres, the library, sports and recreational facilities. There are 890 beds on campus, all of which are operated directly by the university and from which we guarantee all international students accommodation. The apartments are secure and there are staff on call at any time of the day or night.

The University's Residence Office coordinates the on-campus accommodation application process. International students are advised to apply for campus accommodation early. Applications are made online via the Residence Office website. The Residence Office also helps students to find off-campus accommodation if that is preferred. Please see the Residence Office website at **<http://residence.nuim.ie/>** for current on-campus rates or email: **residence.office@nuim.ie** for more information.

Health Insurance

For non-EU students, confirmation of private medical insurance is required. The insurance system is operated by an insurance broker called O'Driscoll O'Neill in Ireland on behalf of Medcover. Medcover Medical Expenses which is the most economical policy costs €120 for one year cover.



You may apply for this policy via: <https://nuimas.studentfees.ie/> . The payment is made by bank transfer. You must fill in your personal details, including your email address and student number, select MEDICAL INSURANCE (1 year cover) and follow the online instructions on how to pay the fee through your bank. The insurance details and policy will be emailed to the email address you have provided. Please keep these documents safe as you will need them for Immigration purposes and for any future claims.

The three Irish health insurance providers are VHI (www.vhi.ie), Quinn Health (www.quinn-healthcare.ie) or Aviva Health (www.avivahealth.ie). Policies start from 400 euro (approximately) and cover a range of services. You must contact these companies directly to organise your health insurance cover.

EU students will need an E111/E128 or European Health Insurance Card which can be obtained in your home country.

..... Checklist

You will need the following items regularly during your time here and it is advisable to keep them safe and all together:

- Valid passport or identity card
- Visa (if applicable)
- Letter of Acceptance to study at National University of Ireland Maynooth
- Adequate Health Insurance.
- Bank draft for tuition, accommodation fees and other expenses. If fees have been paid prior to the student's arrival they should bring a receipt for the money transferred to National University of Ireland Maynooth.
- International students beginning a post-graduate degree should bring original transcripts of their primary degree. These transcripts should be accompanied by an official English translation.
- Check with your accommodation provider what supplies you will need to bring with you. It may be necessary to bring bed linen and towels.

2: Arriving in Ireland

Transport from airport to Maynooth:

- Dublin Airport is located just to the north of Dublin city centre. It is situated near the M50 and M1 motorways. It is approximately 25km from Maynooth.

Direct from Airport to Maynooth

- To travel direct to Maynooth from Dublin Airport you need to take a taxi. This will cost you about €50 – €60 and will take about 40 minutes.
- Alternatively you can travel from the airport into Dublin city centre and from there travel out to Maynooth. There are a number of ways to do this.

To Maynooth via Dublin from Airport

- Airport – Dublin city centre: Taxi – €20 – €30
- Then take a bus – Dublin bus no. 66 or 67 will bring you to Maynooth, they leave from the same bus stop on Westmoreland street in Dublin. The bus costs €2.30.
- Or take a train – From Connolly Station. An Adult Ticket for a single journey costs: €3.40.
- Dublin Bus no. 747 will bring you from the Airport to Busaras (Central Bus Station) in Dublin and costs about €6. From Busaras, Connolly Train Station is a 2-minute walk away or the bus stop for Maynooth is about a 15 minute walk away.
- The easiest way to get to Maynooth for the first time is by taxi direct from the airport. We recommend this for all international students as you will be unfamiliar with the public transport system and will be bringing your luggage.

3: Starting University Life

Orientation Week

Orientation week takes place the week before lectures commence in September. It is a week long event that welcomes all students to the University and includes welcome talks, campus tours and introductions to the academic departments, student services and clubs and societies. It is compulsory that all students attend orientation as they will gain vital information about the University and be introduced to a new situation and environment. If you are coming to Maynooth for the second semester only, Orientation will take place during the last week of January.

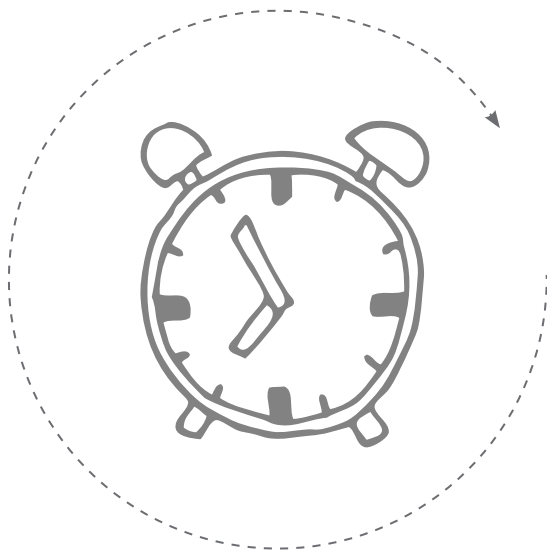
.....Registration

International students must register at National University of Ireland Maynooth. At registration students will be issued with a valid NUIM student card. This is an important document. It proves that a student is registered at NUIM and permits them to enter University buildings and borrow books from the University library. An orange sheet will also be given to you which is very important as it contains your student number and user password. Students are advised to memorise the student number as it is used as a student reference all around the University. Your student number and password are also necessary to access on-campus computers and University web services such as webmail (personal email), Moodle—the online learning environment for lecture notes and assignments and exam results. International students will be informed during orientation week when and where they will register.

It is important that each student registers at the allotted time and has all the required documentation. You will need to bring the following:

CHECKLIST FOR REGISTRATION:

1. Passport/National Identity Card
2. Letter of acceptance from National University of Ireland Maynooth
3. List of course modules and course code numbers that you wish to study at NUIM.
4. International students registering for a full post-graduate degree must bring official transcripts of their primary degree. These transcripts should be accompanied by an official English translation.



CHANGING MODULES

Students will have a period of two weeks after registration to change modules. In this time, it is advisable that students attend many different lectures to decide if they have made the right choice. This time allows students to sit in on a variety of lectures and not miss out on important notes. Students wishing to change modules should then return to the Records Office in Humanity House with the new list of complete modules. It is the responsibility of each student to ensure that his/her modules are recorded correctly.

4: Important Next Steps

..... Immigration

If you are a citizen of a country outside the European Economic Area, you must register your presence in Ireland with An Garda Síochána (the police). You should only present yourself for registration with the Immigration service after you have registered as a student at National University of Ireland Maynooth.

When you present yourself before the registration officer you must provide certain information and evidence about your status.

Any changes you wish to make to the length of your stay or status must also be reported to immigration officials. You must also notify the registration officer if you plan to move to another Garda District, and report to the registration officer of that new district within 2 days of arriving to live there.

Following registration with immigration officials, you will be issued with an Immigration Certificate of Registration. The amount of time it takes to issue your Certificate usually depends on which office you attend and how you pay for your Certificate. The Registration Certificate is the size of a credit card and includes your name, address, photograph and your residence details. It is generally called a GNIB card as it is issued by the Garda National Immigration Bureau (GNIB).

WHAT TO BRING WITH YOU:

- Completed Immigration form
- Passport
- Letter from University to confirm you are a registered student
- National University of Ireland Maynooth student card
- Evidence of medical insurance
- You must show evidence of €3,000 at first registration with the Garda National Immigration Bureau in addition to tuition fees.
- Payment of €150. This can be paid by bank giro, which is issued to you at your local Garda station. You must then take this form to a bank and pay the fee and return it to the station. You may pay by credit card or debit card at the Garda National Immigration Bureau in Dublin city centre.

You must renew your GNIB card annually – failure to do so will result in severe penalties. Each student is responsible for maintaining a valid immigration card. You will follow the same procedure each time, however financial evidence may be proof of an Irish bank account with a history of three months activity.

If you live in Maynooth, or the surrounding towns, you may report to the local Garda station which is on the corner across from The Roost pub. The Immigration Officers will provide help and assistance and they can be reached at (01) 6291444.

If you live in Dublin you must report to The Garda National Immigration Bureau (see map included at the back of this guide) on 13/14 Burgh Quay, Dublin 2. For more information see the GNIB website – details are on page 29.

To request a letter to confirm you are a registered student just pop up to the International Office, fill out the orange form and drop it in the box at reception.

..... Open a bank account

There are four main banks located in Maynooth town:

- Allied Irish Bank
- Bank of Ireland
- Ulster Bank
- Permanent TSB

It is advisable to check with your chosen bank what documents will be required in order to open an account. Generally, you will need the following:

- Passport or Identity card
- Home address
- Study address in Ireland (a gas or electricity bill will prove your address)
- A letter from the International Office which states that you are a registered student at National University of Ireland Maynooth

Banks usually open Monday to Friday from 10am until 4pm. Log onto **www.citizensinformation.ie** to find more information on all the above!

..... Part-time work

International students (excluding members of the EU) can only take up casual employment in Ireland if they are full time students and fully registered for the entire academic year. Employment can only be on a part-time basis of up to 20 hours per week during term time or full-time during college holiday periods.

International students who fit the above conditions and wish to take up work in Ireland, must have a personal public services number (PPS number – see below).

Part-time jobs are advertised on notice boards in the Students' Union, in newspapers, and online. You can also hand in your CV (curriculum vitae/resume) to shops or you may need to fill in an application form. It is not uncommon to have a trial period before you are permanently hired. Ireland's minimum wage is €8.65 per hour.

..... Request a PPS number

Your Personal Public Service Number (PPS Number) is a unique reference number that is required for any individual that wishes to work in Ireland. The PPS number also identifies individuals for tax purposes and enables access to public services and information in Ireland. You must be already living in Ireland in order to apply for a PPS Number. You will be asked to produce documentary evidence of identity and residence in Ireland

To get a PPS Number, you will need to fill out an application form and produce the following documents:

- Your passport or national identity card OR
- Your Immigration Card
- Evidence of your address, such as a household bill (electricity, telephone, gas, etc.) in your name.

The Social Welfare offices are located on 20 Kings Inn Street in Dublin city centre.

Once you receive your PPS number, it is advisable to memorise it or keep it safe as it is very personal information.

..... Student Travel Card

The Student Travelcard is an ID card that students can apply for to avail of discounted ticket prices for Irish Rail, Dublin Bus and LUAS. It also entitles the holder to a vast range of discounts on other services and goods. For further information about the Student Travelcard and how to apply for one visit www.studenttravelcard.ie or you can simply call to the Student Union where you can also receive this card.



5: College Facilities

.....Computer Facilities

There are many computer facilities for students on campus.

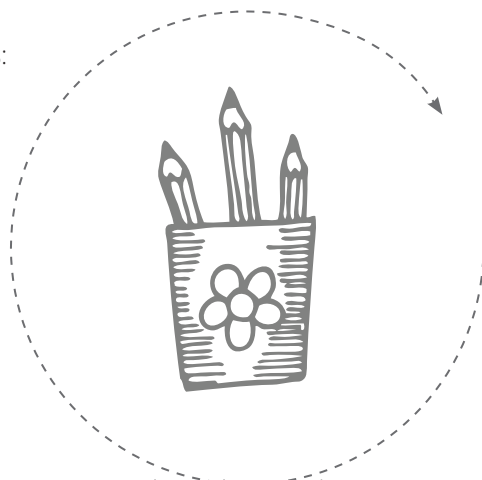
Computers for students use are located at the following places:

North campus :

- Rye Hall computer room
- Callan foyer
- Arts building – computer pod

South campus :

- Computer Centre
- Long corridor at the back of Stoyte House



If you need any assistance you are invited to call in to the Computer Centre on the South Campus (just beyond the entrance gate) to meet with our Student Liaison Officer. Here you will receive help and advice on a wide range of topics relating to the Computer Centre which will help you to benefit fully from information technology while studying at Maynooth.

.....Language Centre

Situated in the Arts building, the Language Centre offers a wide range of courses to international and Erasmus students. Services include conversation classes and language laboratory sessions for undergraduate students of English, Irish, French, Spanish and German; non-specialist language courses for undergraduates and postgraduates in other disciplines and non-examination evening courses. The Language Centre has two digital language laboratories and a self-access language learning area that contains a large number of PC's, AV resources and satellite TV.

.....Library

The library will help you to make the most of your time working and studying in Maynooth. It contains 450,000 books/eBooks and more than 42,000 electronic journals. The library also provides a range of information skills and training courses to enable you to identify, obtain, evaluate and use information efficiently, effectively and ethically.

Once you have your student card you may borrow items from the library. Use the library catalogue to search for items and locate where in the library they are located. Most items can be borrowed for three weeks, some for one week and heavily used items are restricted to two days. If a lecturer says certain material is available on reserve in the library, this means they are kept at the main desk and you may request them for three hours only. The loan restrictions allow books to circulate quickly.

The library will come to feel like a second home to you during your time in Maynooth, as you lose track of time completely while studying for an exam or writing an essay and you are sure to bump into a friend or two who persuade you to take a break and have a chat or a coffee downstairs, where large tables are provided for students to meet in groups and discuss projects and work together, it is the only place in the library where talking is permitted. Just be sure to keep the noise level to a minimum!

The library has many computers for students use, self-service photocopying and also provides laptops, which can be requested at the main desk. The staff are extremely helpful and are on hand to assist you with any queries. Make sure you don't forget to return any borrowed books as late returns incur a small penalty charge!

.....Sports and Social Life.....

Clubs and societies run by the students of the University play a vital role in college life. International students are warmly welcomed to get involved.

With thirty-six active Sports Clubs, an exceptional and time-honoured structure is in place for student sport. National University of Ireland Maynooth also has a wide range of Societies managed by students. Political parties, art, craft and design, comedy, music, drama, games and history are among some of the most popular of the societies at NUIM. There is also a very active international students' society that arranges social evenings and weekends away for international students.

On-campus facilities for students include an indoor sports hall and fully equipped gymnasium, which accommodate a wide variety of indoor sporting activities including badminton, basketball, fencing, and karate. The sports hall is also the venue for the weekly aerobics and circuit training sessions, which are organized by the Sports Officer. The University has a swimming pool as well as numerous playing fields which cater for outdoor sports such as hurling, soccer, camogie and rugby. The Canoe & Kayak Club make good use of the nearby river Liffey.

Clubs and Societies sign-up days are held in September and January, shortly after Orientation—look out for details around campus!

More information on clubs and societies is available at **www.nuimsu.com**.

..... Student common room and restaurant

A brand new state-of-the-art canteen, called 'The Pheonix' opened in April 2011. It is located beside the Student Union and has a seating capacity for approximately 500 people over two floors and includes a large paved plaza between the sports hall and the common room.

The common room, located behind the Arts block, was built in 2009 and caters for students to eat their own lunches, have group meetings, watch the news on the plasma screens or use their laptops. It a space designed solely for students to have their own place to relax. On campus there is also Chill Cafe, located in the Student Union, food is also served in the Student Union, O'Brien's Sandwich Bar in the John Hume building and a Londis shop is also located here.

6: Student Services

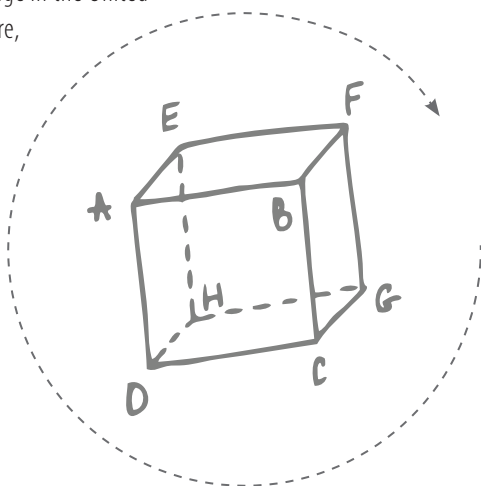
Student Services provide support to students during their time at Maynooth University and ensure that any difficulties that arise do not affect the students' success in university. The services provided are listed below:

..... International Office

The International Office at National University of Ireland Maynooth comprises a team of friendly and helpful staff, supporting about 800 international students from more than 50 countries during the entire period of their study at National University of Ireland Maynooth. The Office is charged with the recruitment and ongoing support of international undergraduate and postgraduate students from outside of the European Union. In addition we support approximately 200 exchange students from North America and the European Union each year.

The office also maintains and develops institutional links with a number of universities all over the world including Boston College in the United States, Nanyang Technological University in Singapore, Peking University in China and the University of New South Wales in Australia, just to name a few. A key role of the office is to encourage students currently studying at National University of Ireland Maynooth to take the opportunity to study abroad at partner universities in the EU and worldwide as part of their academic programme.

The International Office can also liaise with the other student services offices on behalf of international students and should be the first point of contact for any non-academic queries.



..... Academic Advisory Office

The Academic Advisory Office has been established to assist students seeking information or advice concerning the progress of their University studies. This office functions as a convenient first point of contact for students who wish to seek advice on general issues that may arise from their relationship with the University. Information is also provided which will assist students in accessing information on regulations and progression routes to their degree.

Any student requiring help on their general experience of University life is encouraged to make contact with the Office. The Academic Advisory Office is situated in the Arts building on the north campus of the University.

..... Access Office

The Access Officer has responsibility for promoting University access for people with disabilities and those from disadvantaged socio-economic backgrounds.

Each student is aware of their particular needs and the Access Office endeavours to provide the supports identified. The Access Office can help students with disabilities to arrange for supports they require on campus. International students with disabilities are invited to contact the Access Office.

The Access Officer Ann O'Brien is based in the Student Services Centre (behind the John Hume building) and interested students are invited to make contact with her if there are issues they wish to discuss. Email: ann.obrien@nuim.ie or telephone +353 1 708 4519.

..... Crèche

The Crèche is available for the children of all college students and employees. To contact the Crèche staff please telephone +353 1 708 3319. The Crèche is located in Rye Hall (the building nearest the Student Residences) in the North Campus.

..... Chaplaincy

There is complete freedom of worship in Ireland and students, whatever their religious faith may avail of the prayer room. A prayer room is set aside in the Arts Building for quiet prayer and meditation. All are welcome to call in and spend some time, long or short in quiet and prayer. The room is open throughout the day. The Chaplaincy team also offers a drop in service where students are free to have a mug of coffee and a chat on a social level or to discuss deeper concerns in times of distress. The Chaplaincy Offices are Room 49 in the Arts Block and the Ground Floor of the Student Services Building. They can be contacted at +353 1 708 3320/3469

Residence Office

The Residence Office is open for all students of the University during term and throughout the summer months. It provides information to assist students to find suitable accommodation for their stay at National University of Ireland Maynooth. Accommodation listings are available from the office, as are information leaflets on renting, house sharing, and on-campus accommodation. Tenants' rights information and advice is also available from the office. The Office has an open door policy and students are welcome to avail of the drop-in service. The Residence Office is in the Student Services Centre and can be contacted on Ph: +353 1 708 3827 or +353 1 708 3826 or email residence.office@nuim.ie

Students' Union

The Students' Union represents students' interests on campus. Issues range from student's facilities to transport and parking charges. The Students' Union is located beside the Phoenix restaurant. You can use the photocopying facilities or get your student travel card here also. The Students' Union also produces a newspaper called The Print. For more information please contact <http://www.nuimsu.com/>.

Fees and Grants Office

Fees for International students must be paid in full prior to registration. Students should contact our Fees Office for instructions on means of payment. If you have any queries please contact: The Fees and Grants Office (ground floor of Humanity House) by emailing Fees.office@nuim.ie or ph. +353 1 708 3795.

Health and Safety Office

The Health and Safety Office provides assistance on all health and safety related matters to all departments and offices in the University. Security staff on campus must be advised of any emergency. While Security staff are the first point of contact the Safety Officer can be alerted in an emergency. In an emergency situation, the Health and Safety Officer is located in Riverstown Lodge and can be contacted through security +353 1 708 3929 or through the switchboard +353 1 628 5222.

Medical Centre

A student medical centre is available free of charge to all registered students on campus and usual opening hours are 10am–12 noon and 2pm–4pm Monday to Friday. A walk-in service is available between 9.30am and 10.30am Monday to Friday during term time. However, students are advised to check surgery notices for any change. There is a doctor and two nurses present on a daily basis and students with existing medical conditions should indicate these at the time of application. The contact

number for the Medical Centre is +353 1 708 3878. Dr. Gaffney, located at the Glenroyal Shopping Centre, also offers medical care to students at a discounted rate of €20 and provides out-of-hours medical services when the Medical Centre on campus is closed. The phone number is 6291169.

.....**Student Counselling**.....

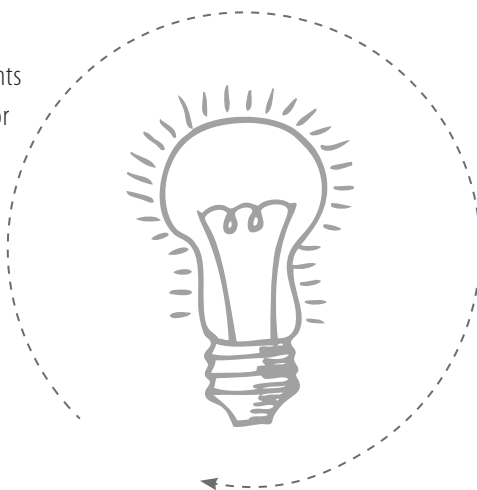
The University provides a free and confidential counselling service to enable students to deal with personal problems which may be impeding their academic progress. Students may avail of a drop in service without appointment or set up an appointment by contacting the Counselling service in the Student Services Centre by telephoning +353 1 708 3554.

.....**Security Service**.....

Security Staff provide twenty-four hour service throughout the year with offices located in the Arts Building and the South Campus. Their primary point of contact is via the telephone/radio network, telephone +353 1 7083929. The Security Team are committed to ensuring a safe and secure environment for all persons working, studying and visiting the University Campus.

.....**Career Development Centre**.....

The Career Development Centre is designed for students wanting to explore career ideas, postgraduate study or employment options. Guidance is normally available on a daily basis without appointment through our Help-Desk where Quick Queries are answered and students are guided to appropriate resources. The Centre is open from 9.30am until 5pm Monday to Friday. Email careeres@nuim.ie or phone 708 3592.



7: Examinations

About three to four weeks before the commencement of formal National University of Ireland Maynooth exams, students receive by post to their home address, an examination permit. The examination permit lists all modules that the student is registered to take examinations in. There is also information on the location, time and dates of exams included with this letter. It is the responsibility of the student to check their examination card to ensure that they are registered for all necessary examinations and that all personal details are correct.

..... Visiting US and Erasmus students taking Semester 1 only

Assessment has to be completed by the end of the teaching semester. Where a module grade is based on continuous assessment only, no issues arise. Where a module is partly or wholly based on an examination, the examination should take place in the final week of the teaching semester, before the conclusion of lectures for Christmas. Individual departments are responsible for administering the examination. Departments may decide to replace an examination by an alternative but equivalent assignment due no later than the last day of the semester. Details of the assignment will be provided at the start of the semester.

..... Visiting US Students and Erasmus students taking either Semester 2 only or full academic year

Assessment will follow the exact procedure applicable to all NUIM students; 1st semester exams in January and 2nd semester exams in May. If necessary, exam clashes will be sorted on an individual basis by the exams office.

First semester only students may not sit the January examinations and must be available to do the examinations and assignments at the times designated by their academic departments. This policy is not flexible and students are urged not to book their flights home before the end of term and exams.

Full year students may not sit semester one examinations in December.

..... Full degree International Students

Assessment will follow the exact procedure applicable to all NUIM students. Repeats are held in August for those who do not pass their first or second semester examinations or are unable to attend an exam due to illness or serious circumstances. If you fail to sit an exam then you forfeit the credit. Students who do not intend to take formal examinations must make arrangements with lecturers for alternative assessment, if possible. Credits cannot be issued without a student's coursework having been assessed.

The examination procedure is University policy and must be adhered to. If you have any queries please contact the examinations office in Humanity House at +353-1-708 3820 or by email: exams.office@nuim.ie.

Credit Transfer

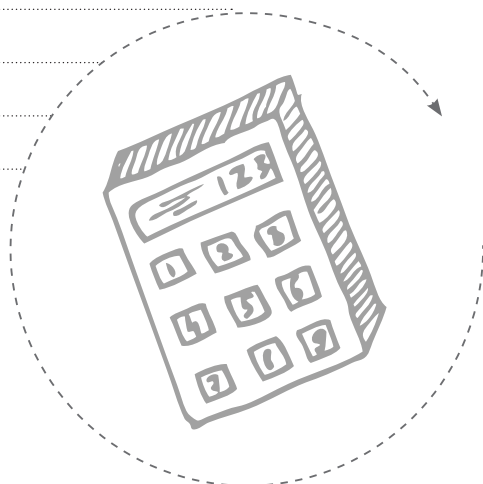
The European Credit Transfer System has been developed by the European Commission and third level institutions over recent years in order to provide common procedures to guarantee academic recognition of courses completed while studying abroad. ECTS provides a means for measuring and comparing learning achievements, and for transferring these achievements from one institution to another. The ECTS programme also facilitates access to information on foreign curricula.

ECTS credits are unit values allocated to course units to describe the student's workload. These credits reflect the quantity of work each course entails in relation to a year's workload requirements at the institution. This workload includes lectures, practical work, seminars, private work and examinations. Under the ECTS programme, the workload of a full year of study corresponds to 60 ECTS credits, which is 30 ECTS per semester. It is up to each individual student to ensure that they are taking the required credits.

These credits are easily converted into US, Canadian, Asian, or other credit systems. After the completion of a visiting program at National University of Ireland Maynooth each student is provided with a transcript of results for the modules successfully completed. The International Office facilitates credit transfer to the student's home school.

The National University of Ireland Maynooth ECTS- Institutional Grading System can be summarised as follows:

Percentage	Institutional Grade	
70-100	1.1H	60 ECTS credits = 1 year's workload
60-70	2.1H	30 ECTS credits = 1 semester
50-60	2.2H	
45-50	3H	
40-45	PASS	
<40	FAIL	



8: About Maynooth University

National University of Ireland Maynooth traces its origins back to 1795. Building on a tradition of scholarship and excellence in all aspects of its teaching and research activities, NUIM is committed to being a world-class centre of learning and academic discovery, while still retaining a uniquely friendly and personal atmosphere.

National University of Ireland Maynooth is the fastest growing university in Ireland, with over 8,400 students from over 50 countries in Europe, North and South America, Africa, and Asia. Situated 15 miles or 25km west of Dublin, NUIM is located in Ireland's only university town, Maynooth, which combines the historical legacy of its medieval origins with a location on the fringes of Dublin, Ireland's vibrant and modern capital city.

..... Life in Maynooth

In Maynooth students enjoy the safety, charm, and peace of the local area, with easy and frequent access to Dublin city centre. Maynooth's location, in County Kildare, is adjacent to the Irish 'silicone valley', home to the European headquarters of many multi-national companies, such as Intel, HP, Facebook, Microsoft and Google.

Maynooth town traces its historical significance back to the 12th century when the Fitzgerald family established a stronghold, in the form of a castle which can still be seen at the gates of the University. There are many other historical sites of interest in the local area such as Castletown House in Celbridge and Carton House in Maynooth, or Newgrange Stone Age Passage Tomb and Glendalough – the valley of two lakes, slightly further away. Today Maynooth is a charming and busy town with many shops, cafes and public transport options and general services, and home to a vibrant local community that offers students abundant opportunities to enjoy a very enjoyable social life.

SHOPPING

Manor Mills is a shopping centre located just off the main street and contains many of the services you might need including Dunnes Stores (a large grocery and department store), a butchers, a hairdressers, a chemist, a jewellery shop, a shoe shop, clothes shops, Easons bookshop, an opticians, a dry cleaners, a sports store, electronics store a music shop and some café's/restaurants. It is a relatively new centre located within a short 5 minute walk of either campus.

“The university gives the town of Maynooth a vibrant feel. The small town has a pretty tree-lined main street with stone-fronted houses and shops and there’s easy access to the Royal Canal.”

— Lonely Planet

THE SUPERMARKETS:

DUNNES STORES sells groceries, clothes, shoes, homeware etc. It is well priced, convenient and has long opening hours.

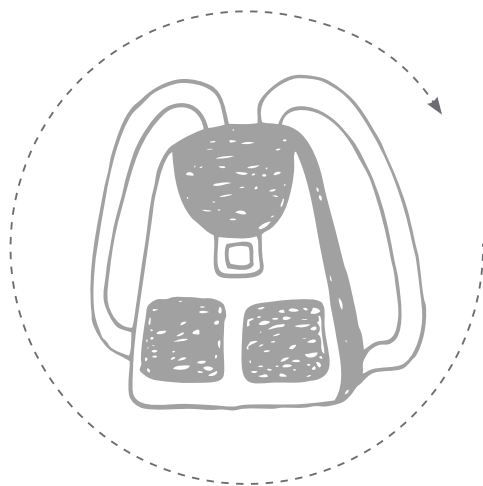
TESCO is located at the end of the town on the Dublin road, it is similar to Dunnes although a lot larger and is open 24hours. It is a huge store with almost anything you could need at good prices.

SUPERVALU located beside the Glenroyal Hotel in the Glenroyal Centre on the Straffan road, it is a smaller supermarket.

ALDI located on the Kilcock road behind Manor Mills and directly across the road from the North campus. It is typically the cheapest store and is great for bread, juices, sweets and frozen food.

LIDL located on the Straffan Road but quite far from the main street, it is similar to Aldi and is also very cheap.

Aldi and Lidl are probably the best value supermarkets for every day basics however for brand names and for a wider selection Tesco or Dunnes Stores are probably better.



BANKS

There are 3 banks in Maynooth. AIB, Ulster bank and Bank of Ireland are all located in the town. A branch of AIB is also located in the John Hume building on the North Campus.

POST OFFICE

Located near Tesco at the end of the town. Letters require stamps to the value of 55c within Ireland and 82c to Britain, Europe and the U.S. You can also drop letters already stamped into the Post Room on the South campus to be sent off, or post them from the post box located just outside the Manor Mills Centre.

RESTAURANTS & CAFES

Many restaurants and cafes are located in the town along the main street. Some Restaurants are: Greene's, The Avenue, Donatellos, Mohana (Indian Food), The Newtown Inn, Riverside Bistro, Stone Haven, and The Orient (Chinese/Thai Food).

CAFÉ'S

The Elite, Twist Café, The Coffee Mill and O'Briens.

HOTELS

The Glenroyal Hotel and Carton House Hotel are the only hotels in Maynooth. There are also many B&B's around Maynooth if visiting family or friends need accommodation.

PUBS

The main pubs in Maynooth are the Roost, Brady's, Mantra (pub and nightclub), O' Neills, Caulfields, where food is served during the day and at night they become student hot spots. When going out in Maynooth ensure you bring your I.D. as bouncers will check that you are over 18.

THE STUDENTS' UNION

Located on the North campus, the Student Union is a great place for meeting up with other students. It hosts many events throughout the year. It also serves food during the day and is a place to relax between lectures, play a game of pool or have a chat.

TAKE-AWAYS

There are a number of take-aways in Maynooth. A small 24hr McDonalds is located beside Tesco . In the town there is also Rebel pizza, Mizzoni's pizza, Papa Johns pizza, Maximus, Supermacs and Abraakebabra, which all open late and some will also deliver.

TRANSPORT

Maynooth is well served by bus and rail links. Both the number 66 and 67 buses run to/from Maynooth and Dublin City Centre on a daily basis. There are buses every half hour on both of these routes with the last bus leaving Maynooth/Dublin around 11/11.30pm. The bus to Dublin City Centre costs €2.30 each way on both of these buses and both have similar journey times of 45-70 minutes depending on traffic. On Friday and Saturday nights there is also the Nitelink bus 67N, which runs from midnight until about 4am with buses leaving Westmoreland street roughly every half hour to Maynooth. The nightlink costs €5. Timetables for the bus are available on www.dublinbus.ie. The bus stops in Maynooth are located on the main street across from the Glenroyal Hotel.

Maynooth train station is located just off the main street and is well served by a frequent train service to Dublin with 2-3 trains per hour and a journey time of 25-35 minutes. Return train fares to Dublin are approximately €6. The last train leaves Maynooth/Dublin at around 11pm. Timetables for the train are available on www.irishrail.ie or you can pick one up at the train station.

Events in Maynooth

At the start of the academic year in September, Maynooth holds fresher's week for all new incoming students. The whole University, and also pubs in the town, participate in these events. There are usually a few Bar-Ex's (bar extensions when the bar stays open until 2.30am) during these 2 weeks in the S.U. and a number of other events.

Another event that many of our students look forward to is Christmas in the S.U. which usually happens in one of the last weeks of the semester before the Christmas Break.

In March charity week is held and the main event is 'The Gathering', which is Maynooth's very own one-day music festival held on campus.

The International Office also holds a number of events for international students throughout the year, for example a Chinese New Year Celebration and Thanksgiving Dinner.. Throughout the year the International Society also organises a number of weekend trips to places such as Galway and Belfast which are reasonably priced and a great way to meet new people. Other events include movie nights, student nights out, parties, and day and weekend trips.

9: About Dublin

Dublin is the Capital of Ireland, the seat of Government and the most populated city. The beauty of the surrounding country, combined with its maritime position, give to the metropolis of Ireland a charm possessed by few cities.

It was once a settlement of the Vikings and during the Norman invasion it became the main city. Today it is the historical and cultural centre of Ireland. It is also the nucleus for the regions education, economy, arts, and politics.

The city boasts of a rich Irish culture and a glorious past which has given birth to many great writers, artists and musicians. The city has so much to offer with a vibrant nightlife, great shopping spots and a unique hospitality that Ireland is famous for. As the Irish say, “céad míle fáilte” = one hundred thousand welcomes!

..... Life in Dublin

NIGHTLIFE

As the capital city of Ireland, you are spoilt for choice in Dublin when it comes to the nightlife. There are a large number of nightclubs/pubs/bars etc that are busy pretty much every night of the week. Many of these have a certain night per week as a ‘student’ night which may have drinks promotions or free admission, but this varies from place to place. For all of these you will need I.D. as the bouncers will check that you are over 18, and sometimes over 21. To get home from Dublin after a night out you can take the 67N nitelink bus on a Friday or Saturday night which will cost €5, or take a taxi which will cost approximately €40-€50.

.....Shopping

In Dublin the main shopping streets are O'Connell St, Henry St and Grafton St. There are a number of shopping centres in Dublin including St. Stephens Green Shopping Centre at the end of Grafton St., and The Jervis Centre on Henry St.

Closer to Maynooth, you can also go to Liffey Valley Shopping Centre which is about 35 minutes away by bus. Both the 66 and 67 buses will take you there. In Liffey Valley you can find clothes stores, bookshops, a bank, numerous fast-food restaurants, a large chemist, jewellery shops, shoe shops, music shops, and nearly everything else you might need. Liffey Valley also has a large cinema, called 'Vue', which is the closest cinema to Maynooth.

.....Places of Interest

The Phoenix Park is one of the largest enclosed recreational spaces within any European capital city. It is a perfect place for walking, cycling, a game of football or a picnic on a nice day. Dublin Zoo and Áras an Uachtaráin, the residence of the President of Ireland are located within. Ashtown Castle, a two and a half acre Victorian Kitchen Walled Garden, Phoenix Park Visitor Centre, Phoenix Cafe, toilets, woodland walks, picnic area and new universal access playground are also to be found in the Phoenix Park. The bus into town stops outside the Park. St. Stephens Green in the city centre is also a beautiful open area.

MUSEUMS

The National Gallery, The National Museum, The Natural History Museum, and The Irish Museum of Modern Art. Most of Ireland's national museums have no entry charge, though you may make a donation to contribute to their conservation work if you choose. The Leprechaun Museum, although catered more for Children, is worth a visit for a fun day out! The Guinness Storehouse, Dublin Castle and Kilmainham Gaol are all well worth a visit.

THEATRE

The Gaiety Theatre, The Gate Theatre, The Abbey Theatre and the Grand Canal Theatre.

CINEMA

There is a cinema in Liffey Valley Shopping Centre and a large Cineworld cinema in Dublin on Parnell St. There are some much smaller cinemas in Dublin also but these do not have the same variety of films.

Getting Around

BUS You can find timetables and look up routes for journeys in Dublin and the surrounding suburbs at **www.dublinbus.ie**. For longer journeys further afield, Bus Eireann bus company timetables and routes can be found at **www.buseireann.ie**. The main bus terminus for Bus Eireann is Busaras which is located in the city centre and is a short walk from Connolly train station.

TRAIN The main train stations in Dublin are Heuston Station, Connolly Station, and Pearse St. Station. Train timetables and routes can be found at **www.irishrail.ie**

TRAM The Luas is Dublin's tram network. There are two lines, the red line and the green line. The red line connects Heuston train station to Connolly station and also to the Busaras bus terminus. Luas routes can be found at **www.luas.ie**

10: About Ireland

Ireland has a long historical tradition of providing a high quality education, an approach that has contributed to the country having a sophisticated economy and highly developed democracy within the EU.

40% of the Irish population is under 25, meaning the social scene has never been livelier. Visitors are always welcomed with curiosity and a great sense of humour which has caused Ireland to be voted by Lonely Planet as the friendliest country in the world in both 2008 and 2010. Ireland has also been voted 'favourite holiday destination' for 2011 by prestigious travel guidebook series Frommer's, described as "A magical destination in nearly every way." Ireland topped the global poll due to its "spectacular landscape, history and opportunities to ramble and explore".

Life in Ireland / Climate and Clothing

Ireland's climate is generally mild with no extremes of hot or cold, however in recent years we have had more severe winter weather with temperatures falling well into minus degrees in the winter months. Temperatures generally range from 0-21 degrees Celsius (32-70 degrees Fahrenheit). The coldest months are December and January while the warmest are July and August. The weather is always unpredictable whatever time of year and it is advisable to keep a small umbrella with you because there is always a possibility that it will rain at any moment in Ireland!

.....Exploring Ireland

The island of Ireland is worth exploring as each county has something different to offer. The International Society provides tours to different counties and cities during the year which are a great opportunity to see Ireland and meet friends. If you wish to travel around Ireland, Bus Eireann operates daily tours, open road passes and many other options that allow you to see Ireland. You can also travel by train to all major cities in Ireland. Various festivals are held throughout the year, such as the Galway races and the Kilkenny Arts festival in the summer months and the Fringe Festival or the Cork Jazz festival in the autumn; there is always a celebration in some part of the country.

11: Frequently Asked Questions

.....General

WHAT TYPES OF ELECTRICAL SOCKETS ARE USED IN IRELAND?

The standard mains Voltage is 220v. Three pin plugs are used in Ireland.

WHAT ARE THE EMERGENCY NUMBERS I CAN CALL?

In an emergency the police, ambulance and costal rescue, mountain and cave rescue may be contacted by telephoning free of charge at 999 or 112.

CAN I SMOKE INDOORS?

Smoking is banned in Ireland in all public places indoors. It is illegal to smoke in cafes, clubs, pubs, restaurants, closed public spaces and on public transport. The fine for breaching the smoking ban is €3,000.

HOW CAN I POST A LETTER?

An Post is the national postal service. The post office in Maynooth is located near Tesco at the top of the town. If you are posting within Ireland you need a 55c stamp, 82c to Britain, Europe and to the US. You can also send letters already stamped from the post room on the south campus.

WHERE CAN I GET A MOBILE PHONE?

Ireland has a number of mobile phone networks; you can purchase a mobile phone from any of the network stores. In Maynooth there are Carphone Warehouse, Vodafone, and O2 stores where you can pick up a mobile phone.

WHERE IS THE NEAREST HOSPITAL?

The nearest hospital is Blanchardstown Hospital or James' Hospital, which have A&E departments.

CAN I BUY A WEEKLY/MONTHLY BUS/TRAIN PASS?

Weekly/monthly passes for bus and train services can be bought from a number of ticket agents which can be found in Maynooth town. More details of these can be found on the Dublin Bus and Irish Rail websites.

..... College Life

WHERE DO I GO IF I'M HAVING PROBLEMS WITH MY ACCOMMODATION?

If you are having problems with accommodation you can contact the Residence Office at **residence.office@nuim.ie**.

WHERE CAN I BUY MY BOOKS FOR CLASS?

The University Bookshop is located on the North Campus in the John Hume building. There is also a second-hand bookshop located in the Student Union on the North Campus.

WHERE CAN I PRINT MY ASSIGNMENTS?

Assignments can be printed in the library using a print card. Alternatively there are a number of computer rooms in both the North and South campus that have printing facilities. There is also a printer in the Arts Block and the Student Union. Students must have a print card to avail of printing facilities and these can be bought from vending machines near the printers.

WHERE CAN I GO IF I'M HAVING PROBLEMS WITH MY ASSIGNMENTS/LECTURES?

If you find you are having problems with your assignments/coursework you should contact your lecturer, tutor, or year co-ordinator who can help you. Alternatively you can also contact the Academic Advisory Office.

WHERE CAN I FIND COMPUTER ACCESS/USE THE INTERNET?

Wireless internet is available throughout the campus for students with laptops. There are computer centres with computers available for student use also; these are located in the Long Corridor and the Computer Centre on the South Campus, and in Rye Hall and the Callan Building on the North Campus. The library also lends laptops out to students for the duration of a few hours but these cannot be taken outside of the library.

CAN I GET A LOCKER FOR MY BOOKS?

Students can register at the Campus Services Office, Riverstown House, South Campus to rent a locker for the academic year. It costs €10 per academic year together with a refundable deposit of €5. This deposit is refunded at the end of the academic year on the understanding that students empty their locker and return padlock with at least two keys to the Campus Services Office.

WHAT HAPPENS IF I LOSE SOMETHING ON CAMPUS?

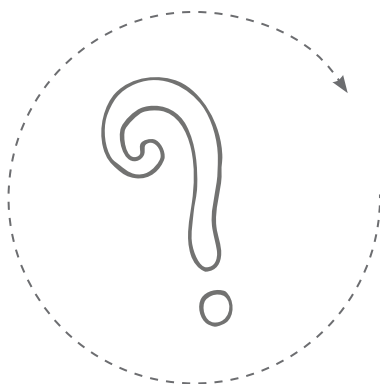
There is a lost and found area at the entrance to the Arts building where items handed in or found around the University are displayed for students to check and reclaim any items they have lost.

WHERE DO I GO IF I AM UNWELL?

The Medical Centre on-campus is available to all students free of charge. You may also visit Dr. Gaffney's surgery at the Glenroyal shopping centre.

WHERE CAN I GO IN BETWEEN LECTURES?

The student common room behind the Arts building offers a place for students to relax or the study room in the Arts building is open for students to study and read.



12. Useful Contacts

Academic Advisor	Student Services Centre	708 3368
Access Office	Student Services Centre	708 4519
Admissions Office	Humanity House	708 3822
Careers & Appointments	Arts Building	708 3592
Chaplaincy	Student Services Centre	708 3827
Counsellor	Student Services Centre	708 3554
Examinations Office	Humanity House	708 3571
Emergency Number	On-Campus	708 3929/628 5222
Health and Safety Office	Humanity House	708 4720
International Office	Humanity House	708 3868
Medical Centre	Student Services	708 3878
Police Station	Maynooth	6291444
Registrar's General Office	Humanity House	708 3813
Residence Office	Student Services Centre	708 3826/3827
Security	North Campus	708 3929
Sports Officer	Sports Complex, North Campus	708 3824
Student Services	Student Services Centre	708 3825
Students' Union	Students' Social Centre	708 3669

If you are telephoning from outside Ireland you should dial + 353 1 plus the number you require as listed above.

Useful Websites

Department of Justice and Equality	http://www.inis.gov.ie/
Department of Foreign Affairs	www.dfa.ie
Garda National Immigration Bureau	http://www.garda.ie/Controller.aspx?Page=31
Essential information on workers' rights, tax, visa's etc	http://www.citizensinformation.ie/en/
Irish bus	www.buseireann.ie
Irish rail	www.irishrail.ie
Useful information things to see and do in Dublin	http://www.visitdublin.com/ or www.dublin.ie
Irish weather forecast	www.meteireann.ie
What's on in Ireland	www.discoverireland.ie
Searching for a job	www.jobs.ie

13: General Rules of the University

GENERAL RULES OF THE UNIVERSITY

1. Student Identity Cards, issued to each student at Registration, should be kept with the student at all times while on University grounds and produced on demand by any University official or member of the academic staff or properly authorised University employee. If a student fails or refuses to produce his/her Student Identity Card on such demand, he or she may be denied access to any or all University premises and facilities. If the Student's Identity Card is lost he/she should immediately inform the Registrar's Office. A replacement will be issued on payment of a fee of €20.
2. A student entered for a course or courses is expected to attend all lectures, tutorials, laboratory classes and all other requirements given in each course for which he/she is registered.
3. If a student changes his/her address, he/she must notify the Registrar's Office as soon as possible.
4. A student who wishes to withdraw from the University should firstly notify the Registrar's Office and the Library and secondly return his/her Student Identity Card to the Registrar's Office. Students must also advise the Academic Advisory Office Room 59, Arts Building Annex, telephone (01 708 3368). Failure to do this could affect later claims regarding fee remission or social welfare entitlements.
5. The Public Health (Tobacco) Acts 2002 and 2004 prohibit smoking in all enclosed areas. The legislation applies to all University buildings including offices, lecture halls, class halls, restaurants and the Students' Union Bar. Smoking will not be permitted in student accommodation with the exception of designated smoking apartments. A fine of up to €3,000 may be imposed on any person found in breach of the provisions of the legislation.
6. Motorists and cyclists must adhere to the speed limit of fifteen miles per hour on campus. Cycling is prohibited in Saint Joseph's Square, in the vicinity of the John Paul II library and in such other areas as are indicated in signposts. Bicycles must be left in bicycle racks which are provided in key locations around the campus. Cars must be parked in the car parks or designated parking areas. Parking to the front of Stoyte House and Long Corridor is restricted to designated staff of St Patrick's College. Parking in Saint Joseph's Square is reserved for resident staff of St Patrick's College. Motorcycles are not permitted on the South Campus and must be parked in the vicinity of the bicycle racks inside the main gate.
7. By way of medical and counselling support, the University authorities may require a student during his/her period of study at the University to attend a nominated medical practitioner/counsellor. The authorities would require such attendance only where they consider it to be necessary for the safety or well being of the student concerned and/or the safety or well being of another/other member/ members of the University community or otherwise. The University authorities would be responsible for the cost of the initial attendance but not in respect of any further attendance for treatment indicated.

8. A student may be denied access to any or all University premises or facilities without notice, and for such period of time as the University authorities see fit, in the event that the University authorities consider such exclusion to be necessary in the interests of the safety or well being of that student and/or any other member/members of the University.
9. Any accident which occurs on campus must be reported to the University Health and Safety Officer, without undue delay.
10. Failure to comply with these rules may result in the imposition of disciplinary sanctions (including expulsion, fines, campus service and, in the case of the rule in relation to vehicles, the placing of adhesive stickers on vehicles and clamping).

CODE OF DISCIPLINE FOR STUDENTS

INTRODUCTION

The purpose of a Code of Discipline within the National University of Ireland, Maynooth is to ensure that the pursuit of the objectives of the University is not disrupted. These objectives are primarily the advancement, promotion, gathering and dissemination of knowledge and understanding through teaching, research, learning, scientific investigation and rational discussion. To enable these aims to be fulfilled in a satisfactory manner it is necessary that a suitable academic environment be maintained. A Code of Discipline is a positive thing which promotes concern and respect for other people's rights and property. This helps to enhance the quality of life for all members of the University community – staff and students. A student who registers for any course in the University will be expected to accept these objectives and to comply with the rules and regulations of the University. A Committee of Discipline exists to help maintain good discipline within the University.

RULES AND BREACHES

The two basic rules of the Code of Discipline shall be:

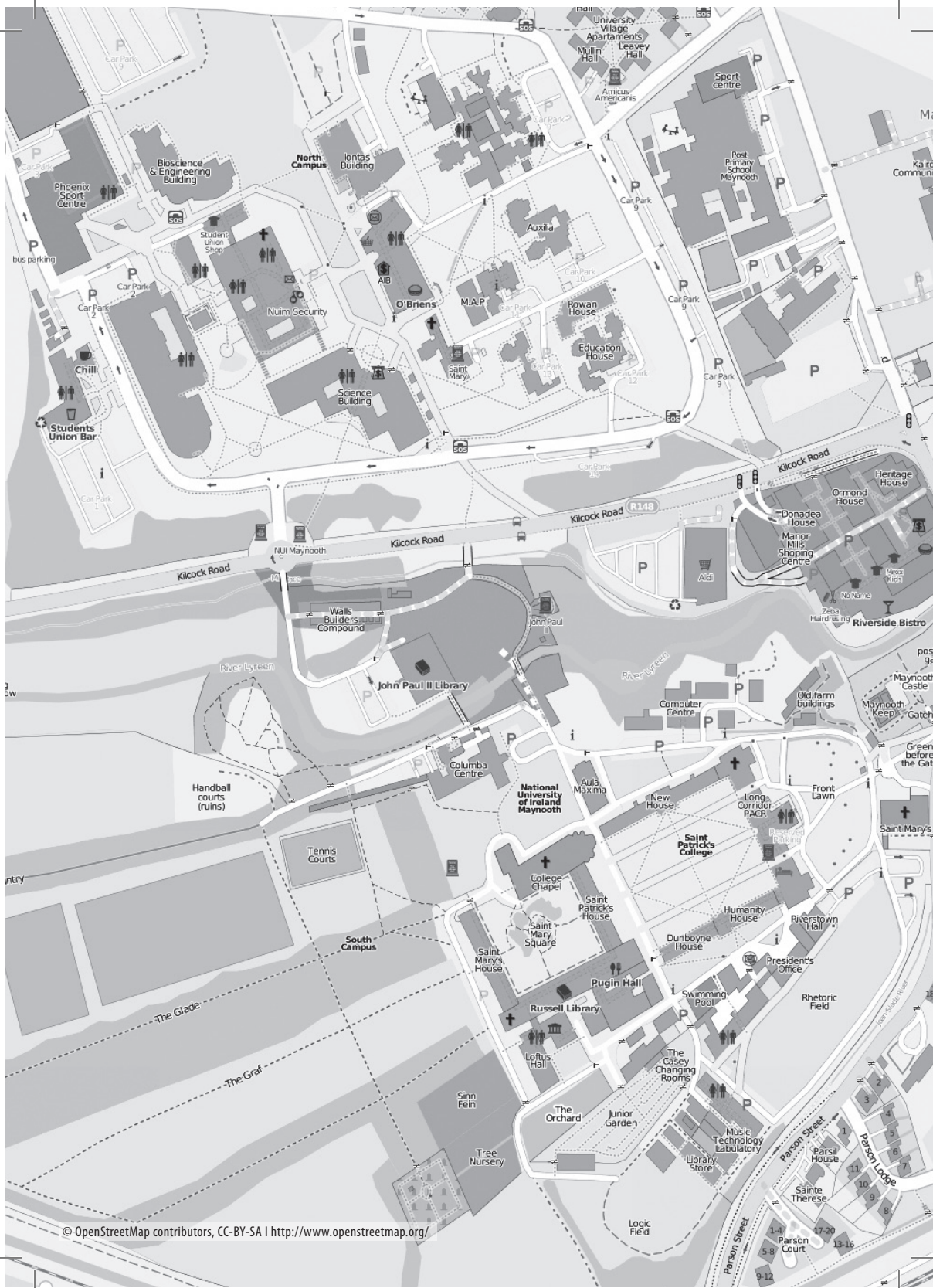
1. Every student is expected and required to respect the rights of fellow students and the authority of the University academic and other staff in the performance of their duties and at all times to observe the rules and regulations of the University and at all times conduct themselves in a manner conducive to the academic environment of the University and the promotion of its objectives.
2. Every student is expected and required to respect the rights of fellow students in the enjoyment of the facilities of the University, including its clubs and societies, and all privileges in relation to those facilities and to observe applicable rules or regulations in so doing and at all times to respect the property of the University and/or of other students, members of the University staff or other persons working in or visiting the University.

In applying the two basic rules the Committee of Discipline would normally regard as serious breaches of the Code such matters as:

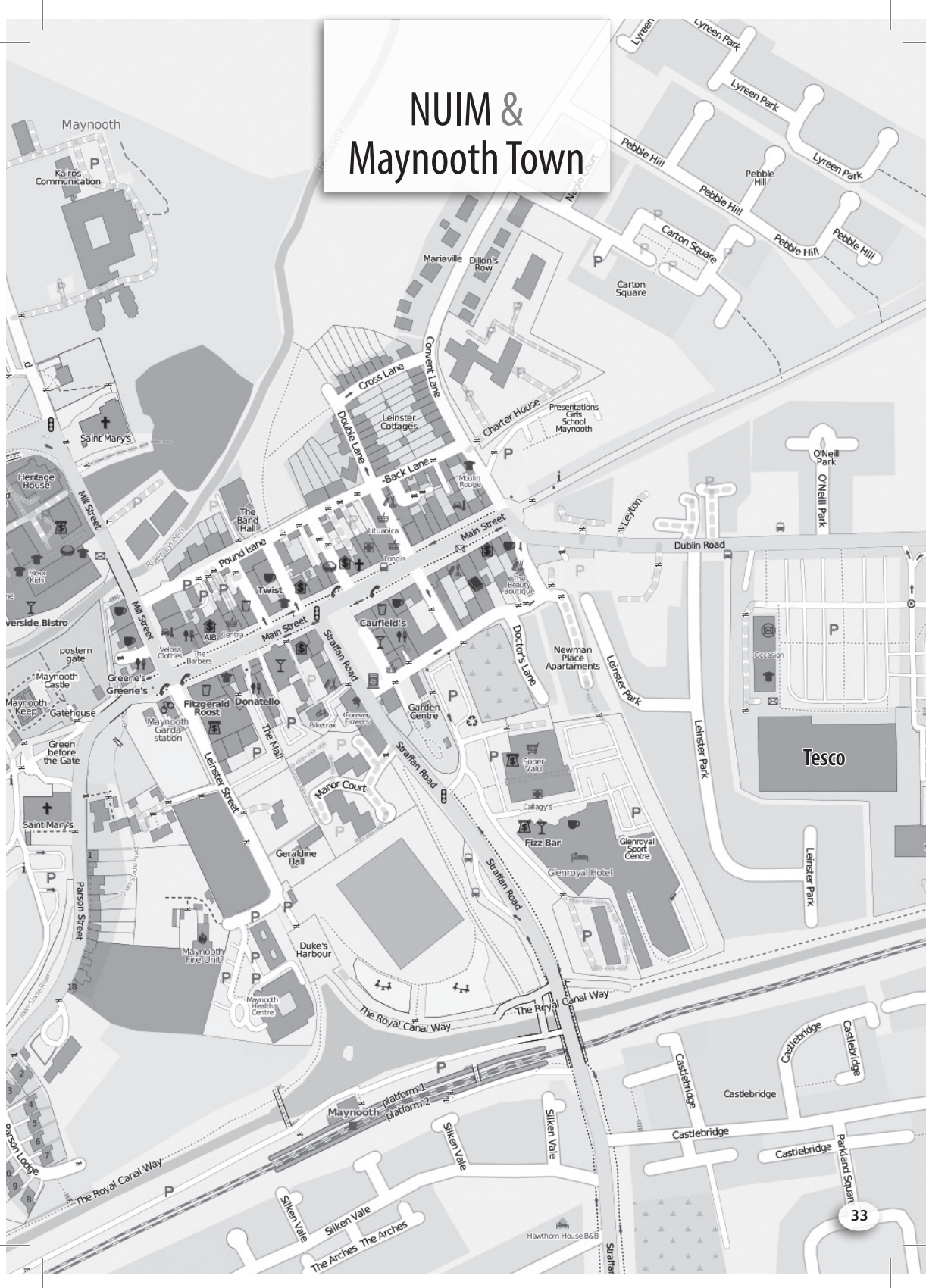
- Plagiarism, cheating or the use of unauthorized material during an examination or other breaches of Examination Regulations. Breaches of the Examination Regulations shall be dealt with directly by such officers of the National University of Ireland, Maynooth as are specified in those regulations.
- Disruption of teaching, study, research or administration of the University.
- Obstruction of members of the University administrative staff, academic staff, officers, students or servants of the University in the performance of their duties.
- Furnishing false information to the University with intent to deceive or in circumstances calculated to deceive.
- Forging, alteration, or misuse of University documents, records or identity cards.
- Intimidation or harassment of any kind, physical abuse or verbal abuse of a defamatory character of another person.
- Malicious or reckless damage or theft of University property or any other property on the University grounds. Misuse of University property including library materials or private property on the campus.
- Forcible occupation of University buildings or grounds.
- Unwarranted interference with the University's safety equipment, fire fighting equipment, security systems and alarm systems.
- On- or off-campus conduct likely to bring the University into disrepute. Engaging in activities that contravene the laws of the State and infringe either of the University's two basic rules of discipline.
- Refusal to produce a Student Identity Card when requested to do so by a University staff member who shall identify himself/herself.
- Failure to pay a fine or comply with a disciplinary sanction imposed for a breach of discipline (subject to any right of appeal applicable).
- A serious failure to comply with the regulations governing the use of University computer services (Code of Conduct for Users of Computing Facilities available from the Computer Centre) and Library services which, in the case of a breach of library regulations, has not been dealt with by the Librarian in accordance with the terms of those regulations.

Maynooth Town Centre





NUIM & Maynooth Town



Páirc
na nGael
Ollscoil
na hÉireann
Ma
Nuad

GAA
warm-up
& training
area

Village Apartments

Quilley Hall

Tennis Courts

Potters Hall

Moy Hall

Nore Hall

Joyce Hall

Liffey Hall

Hurley Hall

Foyle Hall

Gweedore Hall

P
Car Park
2

P
Car Park
9

P
Car Park

Phoenix
Sport
Centre

Bioscience
& Engineering
Building

North
Campus

Ionas Building

P
bus parking

P
Car Park
2

Students
common
room

Quiet Room

Arts Building

NUIM Security

John Hume Building

O'Briens

Saint Catharine
Oratory

Chill

Callan Building

Science Building

Students
Union Bar

North Campus



NATIONAL UNIVERSITY OF IRELAND

MAYNOOTH

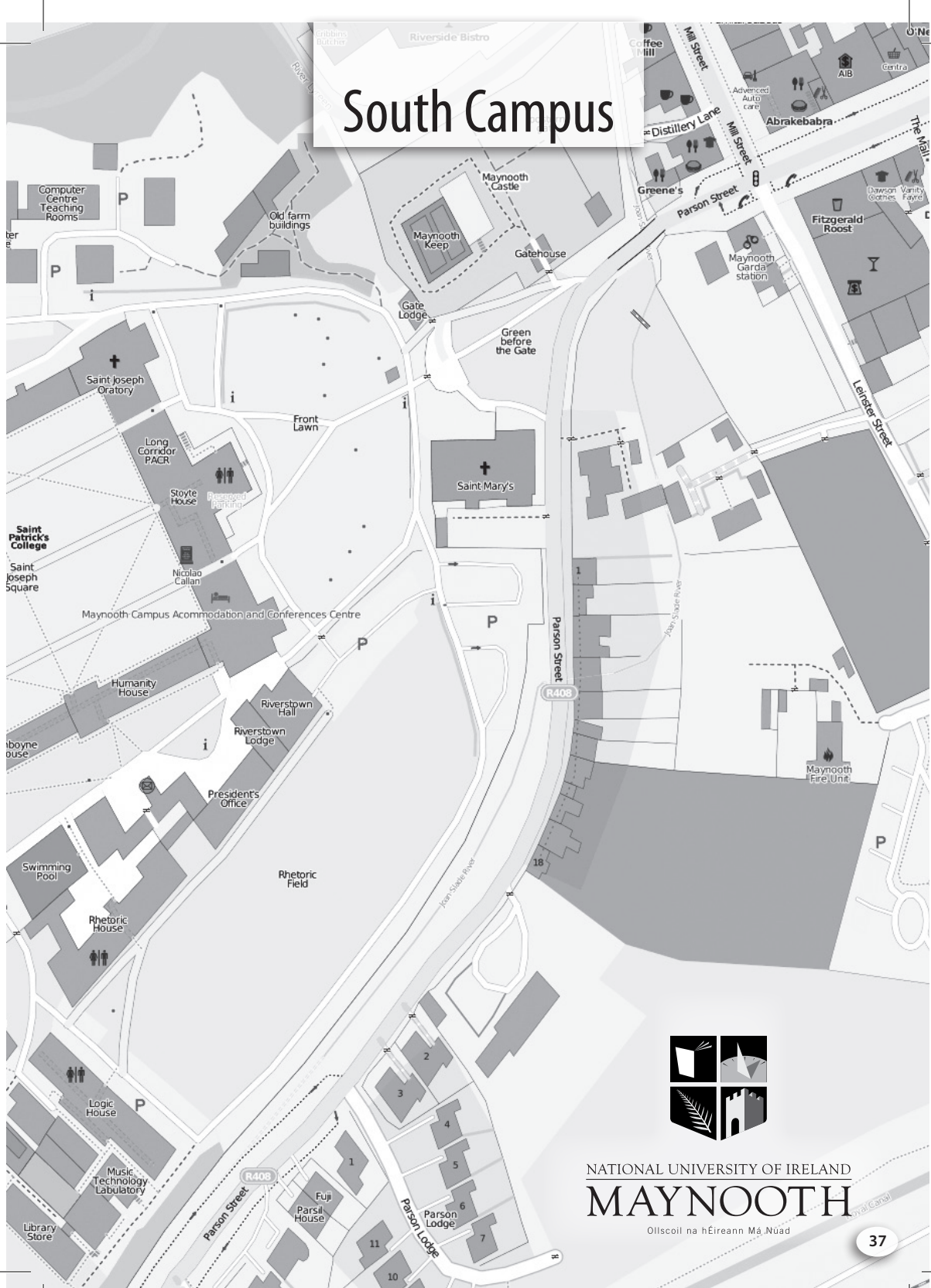
Ollscoil na hÉireann Má Nuad



Saint Mary's
Boys' National
School
Maynooth



South Campus



NATIONAL UNIVERSITY OF IRELAND
MAYNOOTH

Olliscoil na hÉireann Má Nuad

Dublin



Notes & Numbers

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IRELAND

The study abroad experience promotes familiarity with other countries, peoples, and cultures. It has been one of the most important missions of the International Office at National University of Ireland Maynooth, and has become an increasingly beneficial educational and professional asset to students around the world. As a global university, National University of Ireland Maynooth has been working closely with many prestigious higher education institutions to promote and facilitate student and staff mobility within Europe and beyond. Please reach out to our team if we can assist you.

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NATIONAL UNIVERSITY OF IRELAND
MAYNOOTH

Ollscoil na hÉireann Má Nuad