



**PONTIFICAL UNIVERSITY**  
St Patrick's College, Maynooth

# Undergraduate Student Handbook

2018-2019

# St Patrick's College, Maynooth

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LETTER FROM THE REGISTRAR



Dear Student,

Congratulations on obtaining a place in the Pontifical University, St Patrick's College, Maynooth. You are most welcome as you commence your studies in this historic place. St Patrick's College, Maynooth is a great place to be a part of and I hope that your time here will prove to be one of enjoyment, discovery and personal enhancement. A mentor is available to first year students to help you make the transition to third level studies.

If at any time you need assistance, support or advice on any matter, please do not hesitate to make an appointment to see the mentor, the Registrar or any member of the Theology Office.

This handbook is intended as an information package to help you in preparing for registration day and your first weeks at College. Please take the trouble to read it. It will help to facilitate your early adjustment to University life.

All new students should check the notice boards in Loftus Halls and their University email account on a regular basis in order to ensure that they are up to date on all matters relevant to them.

Orientation and registration for first year BATH (Baccalaureate in Theology and Arts) and first year BTh (Baccalaureate in Theology) and transfer students take place between Monday 17<sup>th</sup> and Wednesday 19<sup>th</sup> September 2018 inclusive. Theology lectures begin on **Monday 24<sup>th</sup> September 2018** in Loftus Halls. Timetables are available on our website at <http://maynoothcollege.ie/timetables>

Getting your degree is obviously the most important part of University life but you can also have a great time while you do it.

May your time and work here be memorable, fruitful and enjoyable.

Yours sincerely,

A handwritten signature in black ink that reads 'Michael Shortall'.

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Michael Shortall  
Registrar

August 2018

## REGISTRATION & ORIENTATION

**Orientation** takes place the week before lectures begin. During orientation, new students are given a tour of the campus and attend various talks to introduce them to the universities and to college life. Theology students have orientation with the **Pontifical University**, to introduce them to the College and to Theology etc. They also have orientation with **Maynooth University** (National University of Ireland, Maynooth), to introduce them to that University and to the Arts subjects etc. Orientation day will be held for first-year students, transfer students and *Erasmus* students on **Monday 17<sup>th</sup> September and Wednesday 19<sup>th</sup> September**.

**Registration** will take place the week of 17<sup>th</sup> September. At registration students receive their student card. Theology students will receive their student card from the **Pontifical University**. Theology students must also register their Arts subjects with Maynooth University (they will not receive another student card). You will receive an email from MU Records Office regarding how to register with them for your Arts modules. Please note you do not pay any fees to Maynooth University.

Please refer to the **blue-coloured Orientation/Registration Timetable for registration details**. All Theology students are assigned to **Group 22**. **First year (BATH)** students please ensure that you take note of what **sub-group** you are assigned to for registration on **Tuesday 18<sup>th</sup> September**: i.e. **Group 22a, Group 22b, Group 22c, etc.** Please do not arrive before your allocated time slot.

### Documents for Registration

You must bring the following to registration:

1. (a) **Birth certificate** (**not** baptismal certificate) or **valid passport**.  
(b) **Marriage certificate** (state version) for students who wish to use their married name.
2. Grant applicants/holders should bring proof of their application or award from SUSI.
3. Your P.P.S. Number (previously known as R.S.I. number).
4. Eir code for your both your home and college email address.

If your documents or fee payment are incomplete you will be registered **provisionally**. This will mean being without a student identity card and Library borrowing facilities until **late registration day** which is **Wednesday 3<sup>rd</sup> October between 3:15 and 4:15pm**. It will also mean that you will be unable to avail of student travel rates and student discounts until this date.

### **IMPORTANT:**

*Please note that **First Year BATH students** must firstly register their Arts subjects online (details of how to do this are provided by **Maynooth University**) and then also verify their subjects in **Maynooth University**. Once registration is complete, you will be issued with your **student identity card**. This card should be kept on your person while you are on campus, as it may be required as proof of identity at any time. Replacement of a lost identity card will be subject to a reissue charge of €20.00 (correct going to print).*

**2<sup>nd</sup> Year BATH Transfer students** please note you are required to inform MU Records office that you are transferring to the BA in Theology and Arts. You are required to attend registration at 2:15 pm on Wednesday 19<sup>th</sup> September 2018. You will also be required to attend registration with MU on Monday 24<sup>th</sup> September at 2:30 pm.

**SHOULD YOU ATTEND REGISTRATION IF SOME DOCUMENTS ARE MISSING?**

**YES.** Even if you do not have all of your documentation, please ensure that you register provisionally, as outlined above.

**\* FOR THE ATTENTION OF STUDENTS OF GERMAN, NUA-GHAEILGE AND SPANISH \***

In addition to lectures and tutorials, language students must attend language laboratory classes. These classes are arranged by the Language Centre. It is therefore imperative that students of German, Nua-Ghaeilge and Spanish **register with the Language Centre**. Registration with the Language Centre is by “**moodle**”. The moodle password is “**language**”.

**For further information contact the Language Centre (01) 708 3737.**

<b>WITHDRAWAL FROM PROGRAMME</b>
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If you withdraw from the University at any stage after you have registered, you must notify the **Pontifical University Office** and the Library **in writing** and return your student identity card to the Theology Office. By following these procedures, you will ensure that there is a record of your withdrawal that can subsequently be certified to the Accounts Office, the Department of Social Protection or any higher education institution that may request such certification. If you fail to follow these procedures, the University may be unable to certify that you have withdrawn from your programme, and this may have an adverse effect on your transactions with the Department of Education and Skills under the Government’s Free fees initiative if you seek admission to another higher education institution in the future.

## ARTS SUBJECT CHOICES – MU001 Theology and Arts

Your Arts subject choices will be included in your record in the Pontifical University Office and will be used in the preparation of examination lists and results. During the first few weeks of the first term, you will have the opportunity to change your Arts subject choices if you wish to do so (subject to the availability of places). During this period you may attend lectures in any Arts subject (see list on next page). If you decide to change your choices you must notify the **Pontifical University Office (and the Records Office in Maynooth University and the relevant Arts Departments in Maynooth University)**, not later than **Friday 19<sup>th</sup> October 2018**. No changes are permitted after that date.

### **Arts Subject Combinations:**

First year students take Theology and choose two Arts subjects from the following groups (with not more than one subject being taken from the same group):

- Group 1: Geography, German, Law, Philosophy, Mathematics (Pure)
- Group 2: Business (Management), Business (Marketing), Business (International), Criminology, Greek, History,
- Group 3: English, International Development, Mathematical Studies (H6/O3 Maths required)
- Group 4: Anthropology, Nua-Ghaeilge (H5 Irish required), Economics, Finance, Latin, Music Technology
- Group 5: Computer Science (H6/O3 Maths required), Music (H5 required), Sociology, Spanish (available at beginner and intermediate levels).

## CHANGE OF PERSONAL DETAILS

You must notify the **Pontifical University Office** of any change to your registered address or telephone number (both home and local). You must email your change of details to [theology.office@spcm.ie](mailto:theology.office@spcm.ie) (you should quote your student ID number) changes can be made to your MU records online.

## COLLEGE EMAIL ADDRESS

All students are given a college email address. Please note that where possible the Pontifical University Office/Theology Office will communicate with you by email.

Emails will be sent to your official University email address **only**. So please check it regularly.

## DETAILS ON FEES AND GRANTS

The Accounts Office at Saint Patrick's College deals with all matters relating to course fees and grants.

It is located on the lower ground floor of Stoyte House and is open as follows:

Monday to Thursday	9.30am-1pm & 2pm-5pm
Friday	9.30am-1pm (Closed Friday afternoon)

Up-to-date information, a current fees list and how to pay is available on:

<http://maynoothcollege.ie/pontifical-university/accounts-fees/>

### **Free Fees Initiative and Grants**

The BTh and the BATH Degree courses qualify for the Government's 'Free Fees' Initiative and for Higher Education Grants (SUSI). The total fee of €5,779 is inclusive of a €3,000 Student Contribution and €150 Student Levy.

**Non-Grant Holders**, who are entitled to free fees, must pay the student contribution of €3,000 plus the student levy of €150.

**Eligible grant holders**, who must apply to Student Universal Support Ireland (SUSI) for approval, may have part or all of the student contribution paid by SUSI.

All students are liable for the student levy.

### **New & Existing Undergraduate Students:**

The Course Fee includes tuition and examination fees, but does not include repeat examination fees, late payment fees or late registration fees.

Tuition fees may be paid by the Exchequer in respect of EU nationals who have been ordinarily resident in an EU/EEA/Swiss State for at least three of the five years preceding their entry to their third-level course and who meet the criteria of the scheme. Eligibility under the scheme is determined at date of entry to the course.

The scheme is subject to the following conditions:

1. Tuition fees will be paid in respect only of students attending full-time undergraduate courses.
2. The courses must, other than exceptionally, be of a minimum of two years duration.
3. Tuition fees will not be paid in respect of students pursuing a second undergraduate course. However, notwithstanding this condition and subject to compliance with the other conditions of the Free Fees initiative, students who already hold a Level 6 qualification (Higher Certificate or National Certificate) or a Level 7 qualification (Ordinary Bachelor Degree or National Diploma) and are progressing to a Level 8 (Honours Bachelor Degree) course without necessarily having received an exemption from the normal duration of the course may be deemed eligible for free fees.
4. Tuition fees will also not be paid in respect of students undertaking a repeat year of study at the same year level. In this regard, this condition may be waived where evidence of exceptional circumstances, such as cases of certified serious illness, is provided.
5. Subject to compliance with the other conditions of the Free Fees initiative, students who have previously pursued but have not completed a course of third level study and subsequently resume third level studies:
  - a) may be deemed eligible for free fees where the third level course concerned did not attract any exchequer funding (e.g. fees, maintenance, tax relief, subsidy towards course cost)
  - b) are not eligible for free fees for the equivalent period of time spent on the first course of study where the third level course concerned did attract exchequer funding (as above). Part-time and evening students are included in this category.
6. Tuition fees will be paid in respect of eligible students who, having attended but not completed approved courses, are returning following a break of at least five years in order to pursue approved courses at the same level in the 2018/2019 academic year.
7. The tuition fees payable do not include the payment to be made by students towards the cost of registration, examination and student services.

Further details of the scheme including nationality criteria to be applied are available at <http://hea.ie/funding-governance-performance/funding/student-finance/course-fees/>

### **Retiring from a 'Free Fees' Undergraduate Course:**

In September, the College is obliged to confirm to the Department of Education and Skills the names of all students who register. This process is repeated in February for those still registered. Students retiring from University must notify the Theology Office and return their student ID card without delay. They must complete an official College withdrawal form in the Theology Office to confirm that they are de-registered. Students who fail to complete the official withdrawal form may have free fees claimed on their behalf and be liable for full fees if attending another course subsequently.

### **Fee Implications for:**

- **Students retiring before 31<sup>st</sup> October**  
Students who register but withdraw before October 31<sup>st</sup> are charged a €150 administration fee to be held from any monies already paid. Students who have not paid any amount will need to pay €150 in order to de-register.
- **Students retiring in order to pursue a different course**  
If a student accepts a place and then retires after October 31<sup>st</sup> and prior to 31<sup>st</sup> January, the student will subsequently become liable for fees for a half year if attending the same level of a third level course within the next five years.
- **Students retiring after 31<sup>st</sup> January**  
Full fees will be claimed from the Department of Education and Skills for students in attendance at the beginning of the second term. Any student retiring after 31<sup>st</sup> January will become liable for full fees if attending the same year level of a third level course within the next five years.
- **Students retiring on medical or other grounds**  
Students retiring in exceptional circumstances such as certified illness may apply to the Registrar for permission to re-attend as 'Free Fee' Students.

### **Undergraduate Students:**

Continuing students and first time applicants, having accepted a place via the CAO for the Academic year can pay their fees online at <https://pay.maynoothcollege.ie/>. Students should logon using their CAO number and the email address provided to the CAO.

Non grant-holders entitled to free fees, are required to pay €3,150 which includes Student Contribution of €3,000 and the Student Levy of €150. Payment can be made as follows:

- In Full i.e. €3,150 : to be paid by 14th September 2018
- Or by instalment -
  - First instalment €1,650: to be paid by 14th September 2018 (Levy + half contribution)
  - Second instalment €1,500: to be paid by 31st January 2019
- Confirmed Grant-holders are required to pay the Student Levy of €150 before registration is completed and to produce their letter of confirmation from SUSI that they are in receipt of a grant when they register at University.
- Students who have applied for a SUSI Grant but who have not yet received a letter confirming award may be required to pay €1,650 until their grant position is clarified. Proof that they have made an application is necessary and must be presented at registration.

Students who are not entitled to free fees (e.g. those with previous third level participation, repeats) must pay half the course fee of €2842.50 plus the student levy €150, totalling €2992.50 by 14<sup>th</sup> September 2018 and the balance of €284250 by 31<sup>st</sup> January 2019.

**(Overseas & Occasional Students:**

All Overseas and Occasional fees must be paid in full prior to registration.

The Overseas Fee Surcharge is not payable in the following cases:

- Where a student holds a Birth Certificate from a country within the European Union.
  - Where a student's permanent home residence is within the European Union
- and*
- Where a student has completed three years full-time second level education within the European Union or has three years work experience within the European Union immediately prior to University entry.

*Notes:*

- Evidence of EU citizenship alone is not sufficient for exemption from the overseas surcharge.
- A student deemed liable for the overseas surcharge at time of registration cannot subsequently have his/her status altered while attending the University.

Should you require clarification of any of the above please contact our International Office:  
Telephone: 01 708 3417, or from overseas, +353 1 708 3417.

**Repeat & Other Course Students:**

Repeat students and all other students, not entitled to free fees, should have half of the required fee paid prior to registration and the balance before the 31<sup>st</sup> January 2019. Late payment fees of €50 will apply.

### **Bank information**

Details of the Pontifical University's bank account, into which fee payments should be made, are as follows:

Address: Allied Irish Bank PLC  
Main Street  
Maynooth  
Co. Kildare  
BIC: AIBKIE2D  
IBAN: IE37 AIBK 9332 0100 1548 63

Please quote your **student number** and the **name under which you are registered** at the University on all bank transactions.

**If you have any difficulty with making payment online, please phone the Accounts Office, on 01 708 4751 during office hours.**

It should be noted that payment of fees, student contribution or student levy, only entitles students to present themselves for registration where academic and other criteria must also be met before the process of entry to the University can be completed.

### **Higher Education Grants**

All students in receipt of Higher Education Grants are required to pay the Student Levy of €150, which is not covered by the Grant Scheme. This sum together with a matching amount from the Pontifical University will be used for the development of student sports, social and recreational facilities.

Applications for grants must be made to SUSI. Before registration can be completed written confirmation of your award must be produced. In some cases this evidence will be available in time for registration, but in other cases not. If the latter is the case, students may be required to pay €1,650 until their grant is confirmed. Any such payment will be refunded in full (less €150 student levy) if a grant is subsequently awarded and the College have received notification from SUSI. Should no award be forthcoming any outstanding balance must be settled before 31<sup>st</sup> January 2019.

### **Maintenance Awards**

Maintenance grants awarded by SUSI are paid directly into students bank accounts. All queries should be directed to SUSI.

**If you need any further information, please do not hesitate to contact the Fees Office on (01) 708 4751.**

## Student Assistance Fund

The Student Assistance Fund (SAF) is co-funded by the Irish Government and European Union under the European Social Fund Human Capital Investment Programme 2014-2020. It provides financial support to students who are in financial difficulty and whose participation at University would be at risk without support. The Fund is best described as a contributory payment which helps students meet some of the **extra** costs associated with being at University. Registered students do not necessarily need to be grant holders to apply for funding.

Applications are **means tested** and funding is **targeted** at those students who are in most financial need.

Funding is available to **all full-time registered students** of the Pontifical University attending an approved course. Full details of the Fund are available at <https://www.maynoothuniversity.ie/access-office/student-assistance-fund>. Details of approved courses are available at <https://susi.ie/higher-education-institutions-approved-cao-courses/>



Minister for Education and Skills  
Higher Education  
2014-2020  
Co-funded by the Irish Government  
and the European Union



EUROPEAN UNION  
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HIGHER EDUCATION AUTHORITY  
AN tAIDIAS um ARD-OIDEACHAS

**If you need any further information, please do not hesitate to contact the Accounts Office on (01) 708 4751.**

## SERVICES FOR STUDENTS

### CRÈCHE

Maynooth University Crèche is a modern, purpose-built crèche in the heart of the north campus, located next to Rye Hall. We care for children aged 1 year to school- going age. We are HSE registered with qualified staff. ECCE and CCS schemes available for qualifying parents.

### ACADEMIC ADVISORY OFFICE

The Academic Advisory Office functions as a convenient first point of contact for students who wish to seek advice or assistance with their general experience of University life. The office provides an ombudsman-like role for students who may be encountering difficulties in their programme of study.

The mission of the Academic Advisory Office is to provide high quality academic advice and guidance to enable all students to reach their full academic potential.

The Academic Advisory Office has welcomed more than 24,000 student visits since its opening in 2001. The office, based in Education House (north campus), provides a front office for students seeking to access information on regulations and progression routes to their degree. It is further intended to be a helpful port of call to those seeking to navigate their way to various services offered by the University. Academic Advisors are here to help you explore, identify and achieve your academic goals, to encourage you to take full advantage of both in and out of class educational opportunities and to become an independent, self-directed learner and decision maker. The Academic Advisory Office is an open, welcoming and inclusive environment that nurtures and empowers all students through its programmes, services and initiatives.

The office can be contacted by calling in to the Academic Advisory Office, Education House.

Tel: (01) 708 3368 or via email: [advisory.office@mu.ie](mailto:advisory.office@mu.ie).

## **STUDENT HEALTH CENTRE**

The Student Health Centre is located in the Student Services Centre, north Campus. It is a confidential service available to all students. The consultations with the doctor and nurses are free to all registered students but there are charges for some services, payable via MyCard.

Opening hours: 9:00 - 12:45 14:00 -16:45, Monday to Friday  
Closed on Thursday mornings from 11.30 – 13.00.

Dr Helen O’Leary attends the practice on a full-time basis from Monday to Thursday during term time. Should you wish to see the doctor it is essential that you make an appointment. Nurse led Walk-In Clinics, held for those who are sick on the day, are available from 9.00-10.00, and 14:00-15:00 Monday to Friday during the academic year. Routine appointments are also available.

Emergencies will take priority over all routine appointments with the Doctor or Nurse. You may request an appointment either by telephoning (01 708 3878) or calling in to the practice. Students are advised to bring their current student ID with them at all times when accessing the service. Students who have any serious or long-term illness are strongly encouraged to register with the practice.

For further information please check on the website:  
<https://www.maynoothuniversity.ie/student-services/student-health-centre>

Tel: (01) 708 3878 (extension 3878 within the University).

## ACCOMMODATION OFFICE INFORMATION

If you are experiencing difficulty in finding accommodation, and are a student of St. Patrick's College, please email [villageaccounts@spcm.ie](mailto:villageaccounts@spcm.ie)

### **Accommodation Office, Student Services Centre, North Campus.**

Tel: (01) 708 3322  
Fax: (01) 708 3523  
Email: [accommodation.office@mu.ie](mailto:accommodation.office@mu.ie)  
Web: [www.nuim.ie/accommodation](http://www.nuim.ie/accommodation)

**Opening hours:** Monday to Friday, 09.30 – 13.00/14.00 – 17.00

## MENTORING

A mentoring service exists for first year students. It is a resource that is intended to facilitate the student's transition from second level to third level education. The mentor will provide advice and encouragement on one's overall approach to and organisation of one's first year studies. Remember this service is a voluntary one. It is up to you, the student, to avail yourself of it. Mentoring is your service, do use it.

## THE UNIVERSITY LIBRARY

The Library plays a key role in the student experience. Library staff provides all registered students with a high quality service in a friendly and student-centred environment.

The Library book collections (currently over 450,000 printed books and almost 400,000 ebooks) is available to all students. Printed books can be borrowed and returned through our self-service facility. Ebooks can be accessed via the Library website as can the full text of over 49,000 . Kindle readers are available to borrow and the Library is endeavouring to make as much essential reading as possible available via Kindle. Library services can also be accessed through mobile phone apps. The Library has the distinction of being the largest Irish university library on Facebook, with over 2,000 followers. Social media tools, including YouTube, Twitter, Online Chat and RSS feeds are used to enhance services to our users.

In addition to a comprehensive desk service, the Library offers training on all our resources through our LIST (Library Information Skills Tutorials) sessions held in the Library all semester. For those who are unable to attend LIST sessions, LIST Online and detailed Subject Guides are also available via our website. Details of all of these can be found at [http://nuim.libguides.com/support\\_training](http://nuim.libguides.com/support_training) The Library also has designated subject librarians for each programme offered. They assist students with sourcing information for projects and essays. The Library is committed to training users in finding, using and managing information. Training on all aspects of the Library is provided in the initial weeks of the first semester and on a scheduled basis throughout the academic year.

In late 2012 a major extension to the Library was completed. The new building caters for eight different learning styles and has extensive suites of PCs, printing and photocopying hubs. Self-service laptops computers are available for use in the Library. Library users are also welcome to use their own laptops anywhere in the Library; with the campus-wide wireless network is available throughout the Library building. Group study rooms training suites, exhibition areas and a new café are all part of the new library experience.

Library's older book, archives and manuscript collections, are housed in a new special collections area in the John Paul II Library as well as in the Russell Library, which is a research library focusing on pre-1850 material.

For more information about the Library, please consult the Library website at <https://www.maynoothuniversity.ie/library>

**Maynooth University IT Services: <https://www.maynoothuniversity.ie/computer-centre>**

### **Introduction**

IT Services are based in the Eolas Building on the North Campus and support the operation of the University by providing information technology (IT) and communications facilities and services to students, lecturers, researchers, administrative/support staff and, where appropriate, to the general public.

### **General Student Computing Facilities**

The University network hosts over 2000 PCs and workstations which are used throughout the University to support research, teaching and administration. IT Services provide student computers in a number of student Public Access Computer Rooms (PACRs), on the North Campus in: Arts Building and the Callan Building and on the South Campus in: Long Corridor, the Teaching Rooms and the Library. Computing Assistants (CAs) are available in the larger PACRs to assist students.

A wide variety of software applications are installed on the PACR machines ranging from Microsoft Office to specialised software, which is used to support the teaching and research requirements of individual departments.

For more update information please check our web pages:

<https://www.maynoothuniversity.ie/computer-centre/public-access-computer-rooms-pacr>.

### **Wireless Computing**

Wireless connectivity is available extensively on the North Campus and in many locations on the South Campus. All students with a valid network logon username and a suitably wireless enabled device can access the wireless network. Services available over the wireless network include the internet (web), e-learning (Moodle), email, electronic library resources, access to your personal network file share and printing (C&PS).

If you have difficulty connecting to the wireless network, support and assistance are available at wireless clinics, which are held regularly throughout the academic year.

For detailed instructions on how to connect to Maynooth University wireless network or for information on forthcoming wireless clinics, see

<https://www.maynoothuniversity.ie/computer-centre/wireless>.

### **Printing**

A copying and printing service (C&PS) is available for all students. The system was introduced with the purpose of providing an up-to-date quality copying and printing service which is fully integrated with the MyCard system thus providing a convenient means of paying for copying and printing.

The system was designed with the aim of limiting the environmental impact, improving efficiency and reducing the use of consumable resources.

As this service provides more options for copying and printing we ask that you familiarise yourself with the new features to avoid misprints, duplicates or unwanted copies.

For detailed instructions on how to use the new print system, see <https://www.maynoothuniversity.ie/computer-centre/copy-and-print-service-cps>

### **E-learning**

The university's e-learning system (Moodle) is available at <https://2018.moodle.maynoothuniversity.ie/login/index.php>

Advice and assistance in using the system is available from your lecturer and from the Centre for Teaching and Learning (CTL). See the Moodle home page for details.

### **Contacting Us:**

- **Computing Assistants (CAs):**  
During the Academic Year CAs are available in the Library from 09:00 to 21:30 and on some days in North Campus PACRs, Monday – Friday from 09.00 to 1700. For the latest updated information please check our web pages <http://go.nuim.ie/pacrs>
- **By e-mail:** [helpdesk@mu.ie](mailto:helpdesk@mu.ie)
- **By Phone:**  
Helpdesk: Ext 3388 - technical queries - 09:00 to 17:00 (closed 13:00 to 14:00).
- **By Visit:**  
Our IT Service Centre in the Eolas Building is available during the academic year from 09:00 to 17:00 (closed 13:00 to 14:00)

### **Usage Policy**

As with any shared resource, usage of the University computing facilities is subject to some regulations. These services are provided to facilitate a person's work as a member of staff or as a student of the Pontifical University or Maynooth University and may be used for educational, training or research purposes. All users of Maynooth University IT resources are expected to abide by the *Code of Conduct for Users of Computing Facilities* and the *Policy for Responsible Computing*. These documents are available at <https://www.maynoothuniversity.ie/computer-centre/students>

## MAYNOOTH UNIVERSITY ACCESS PROGRAMME

MAP Lodge, North Campus  
(01) 708 6025  
access.office@mu.ie  
[www.maynoothuniversity.ie/access-office](http://www.maynoothuniversity.ie/access-office)  
youtube.com/nuimaccess  
twitter.com/MU\_MAP

### Opening Hours

	Morning	Afternoon
Monday –Friday	09.00 – 13:00	14.00 – 17.00

Maynooth University, through the Maynooth University Access Programme (MAP), is responsible for encouraging under-represented groups to enter third level education and to provide these groups with support throughout their time in University. These groups include socio-economically disadvantaged school leavers, mature students, students with disabilities and members of the travelling community. We aim to encourage these groups to consider Higher Education as a real option and endeavour to provide them with access routes and post-entry supports.

MAP uses the resources of the entire Maynooth University Access Office to provide a coordinated approach to supporting all students from these groups. MAP enables supported students to develop the practical skills involved in becoming confident, independent learners and to carry these skills forward into the workplace or onto further study.

### Access Students

Access Advisor, MAP Lodge, North Campus  
(01) 708 4703  
access.advisor@mu.ie  
[www.maynoothuniversity.ie/access-office](http://www.maynoothuniversity.ie/access-office)  
twitter.com/MU\_MAP

### Opening Hours

	Morning	Afternoon
Monday –Friday	09:00-13:00	14:00-17:00

The Access Office provides support to students who come to Maynooth through the HEAR entry route and other specific underrepresented groups, with a particular focus on 1<sup>st</sup> year students. The following supports are designed to be enabling, that is, to help you to become independent in your learning, thereby easing the transition from school to University and from University to career.

- The **Access Student Advisor** is available to meet to discuss in confidence any personal or academic issues that you may be having difficulty with in University.
- **Launchpad**: a residential orientation programme for incoming 1<sup>st</sup> year students entering via HEAR or DARE which takes place before lectures commence.
- **Finance**: All students are offered financial advice and support through the Student Budgeting Advice Service. Access Students are prioritised for financial support.
- **MAP Academic Advisor**: a dedicated person in each academic department to help you with any course-related concerns.
- **Educational technology training** is available in the Assistive Technology Centre (ATC) and selected software is mainstreamed in all computer rooms across the campus.
- **Moodle**: The MAP Area provides access to advice, study tips, news and opportunities to communicate important announcements, share study skills resources and provide useful information about our services to other students and staff.

**Mainstreamed academic supports** include the Academic Advisory Office, Student Plus, the Mathematics Support Centre, the Academic Writing Centre, the Computer Programming Centre and the Library Information Skills Tutorials (LIST).

### **Students with Disabilities**

Disability Officer, MAP Lodge, North Campus

(01) 708 6025

[www.maynoothuniversity.ie/access-office](http://www.maynoothuniversity.ie/access-office)

[twitter.com/MU\\_MAP](https://twitter.com/MU_MAP)

### **Opening Hours**

	Morning	Afternoon
Monday –Friday	09:00-13:00	14:00-17:00

Over 6% of the fulltime undergraduate student population at Maynooth includes students with disabilities. That's one of the highest participation rates in the country. Here at Maynooth, we strive to create an inclusive campus community where all students are afforded the same opportunities to learn, socialise, participate and progress. We have a wide range of supports that put you, the student, at the centre of your academic journey.

To receive support as a student with a disability at the University you must register online with the Disability Office and provide appropriate verification of your disability. Students who typically register with the Disability Office include students with the following disabilities:

- Autistic Spectrum Disorder
- ADD/ADHD
- Blind/Low Vision
- Deaf/Hard of Hearing
- DCD/ Dyspraxia/ Dysgraphia
- Mental Health Conditions
- Neurological Conditions
- Significant Ongoing Illnesses
- Physical/Mobility Difficulties

- Speech Language and Communication Disorder
- Specific Learning Difficulty (incl. Dyslexia and Dyscalculia)

The following supports are designed to be enabling, that is, to help you to become independent in your learning, thereby easing the transition from school to University and from University to career.

- **Disability Advisor** in the Disability Office to work with you to identify the supports you need to help you achieve your academic goals.
- **Disability Information Session** to introduce you to the Disability team and the various supports available at Maynooth University.
- **MAP Academic Advisor**, a dedicated person in each Academic Department to help you with any course-related concerns.
- **Student Central** is an academic support programme for students with significant learning needs. Support is tailored to meet the individual needs of the student, with the objective of improving academic outcomes and helping the student meet the demands of his or her course.
- **Examination supports** which may include extra time, a smaller venue or use of educational technology.
- **Educational Support Workers** for some students who may require support such as an academic/ personal assistant, a note taker or a sign language interpreter.
- **Finance:** All students are offered financial advice and support through the Student Budgeting Advice Service.
- **Educational technology training** is available in the Assistive Technology Centre (ATC) and selected software is mainstreamed in all computer rooms across the campus.
- **Moodle:** The MAP Area provides access to advice, study tips, news and opportunities to communicate with other students and staff.

**Mainstreamed academic supports** include the Academic Advisory Office, Student Plus, the Mathematics Support Centre, the Academic Writing Centre, the Computer Programming Centre and the Library Information Skills Tutorials (LIST).

### **Mature Students**

Mature Student Officer, MAP Lodge, North Campus

(01) 708 3307/6724

[www.maynoothuniversity.ie/study-maynooth/mature-students](http://www.maynoothuniversity.ie/study-maynooth/mature-students)

[twitter.com/MU\\_MAP](https://twitter.com/MU_MAP)

### **Opening Hours**

	Morning	Afternoon
Monday –Friday	09.00 – 13:00	14:00-17:00

The Mature Student Office through the Maynooth University Access Programme (MAP) welcomes mature applicants and encourages their pursuit of study at the University. A mature applicant is a student who is 23 or over on the 1st of January of the year they wish to commence their full-time undergraduate studies.

- A dedicated **Mature Student Officer**;
- An **Orientation programme** tailored for Mature Students in addition to the general orientation;
- **MAP Academic Advisor**: a dedicated person in each academic department to help you with any course-related concerns.
- **Finance**: All students are offered financial advice and support through the Student Budgeting Advice Service.
- **Educational technology training** is available in the Assistive Technology Centre (ATC) and selected software is mainstreamed in all computer rooms across the campus.
- **Technology+**: an innovative module for 1st year students that will introduce you to the latest educational technologies and show you how to integrate online and mobile technologies into your learning.
- **Moodle**: The MAP Area provides access to advice, study tips, news and opportunities to communicate important announcements, share study skills resources and provide useful information about our services to other students and staff.

**Mainstreamed academic supports** include the Academic Advisory Office, Student Plus, the Mathematics Support Centre, the Academic Writing Centre, the Computer Programming Centre and the Library Information Skills Tutorials (LIST).

## STUDENT SUPPORT SERVICES

The Student Support Service is a personal support service, available to students on the campus, which encompasses support by way of practical, pastoral, emotional and spiritual care. We are here to provide a listening ear and supportive presence for all students.

**Who we are:** Student Support Officer

Student Services Centre

North Campus

Tel: 01 708 4729

Email: [student.support@mu.ie](mailto:student.support@mu.ie)

Website: [www.maynoothuniversity.ie/student-services](http://www.maynoothuniversity.ie/student-services)

Chaplain: Ciarán Coughlan

Arts Building, North Campus

Tel: 01 708 4729

Email: [chaplaincy@mu.ie](mailto:chaplaincy@mu.ie)

Website: [www.maynoothuniversity.ie/student-services](http://www.maynoothuniversity.ie/student-services)

**What we offer:**

- An open door
- Practical, personal support
- Referral to other Services
- Prayer space (Quiet room, Arts Building – open daily for students of all faiths and one for silent reflection)

**Off-campus Faith Contacts:**

Church of Ireland

Tel: (01) 825 3288

Email: [janiceaiton1@gmail.com](mailto:janiceaiton1@gmail.com)

The Society of Friends in Ireland:

[www.quakers-in-ireland.ie](http://www.quakers-in-ireland.ie)

Methodist:

Tel.: (01) 668 0833 / (083) 1585988

Email: [andydoc@eircom.net](mailto:andydoc@eircom.net)

Jewish Community Offices:

(01) 492 3751

Presbyterian:

Tel: (01) 505 4990 / (086) 8530096

Email: [keith@maynoothcc.org](mailto:keith@maynoothcc.org)

Islamic Cultural Centre of Ireland:

(01) 208 0000

If you require contact with a Faith not listed here, please contact the Student Support hub at [student.support@mu.ie](mailto:student.support@mu.ie)

Beginning College can be an exciting time, when you are starting a new venture, meeting new people and becoming more independent. First-year students can feel the need for support in the early weeks on campus. Along with other support services such as the Academic Advisory Office, the Student Health Centre and the Counselling Service, we are available to assist at any time.

## STUDYING ABROAD / ERASMUS+

*Erasmus+* is an exchange programme set up by the European Union. Under the *Erasmus+* programme the Pontifical University has links/inter-institutional agreements with Faculties of Theology in other European countries. *Erasmus* students usually spend one full academic year at a European university as part of their degree programme. No fees have to be paid to the host university.

### **Who can apply?**

Full-time registered students on the BATH programme and postgraduate programmes are eligible to apply.

Subject to certain criteria BATH students can opt to spend a full year abroad in their third year of study (provided they have passed all exams in second year) under the *EU Erasmus+* Programme. *Erasmus* students then return to Maynooth to complete their final year (4 years in total). Alternatively, BATH students may go on the *Erasmus* year after successfully completing third year in Maynooth, however they will NOT graduate until they have completed the *Erasmus* year. BATH *Erasmus* students complete four years of study in total.

Students are entitled to an *Erasmus* contribution towards the cost of their mobility. Foreign students from the linked institutions are accepted as incoming *Erasmus* students spending time in Maynooth. Theology students wishing to be considered for student/study mobility under the *Erasmus* programme must complete an “Expression of Interest” application form which can be collected from the Theology Office or online: <http://maynoothcollege.ie/pontifical-university/erasmus/>.

### **Can I still claim my grant while abroad?**

Yes.

### **Am I still eligible for the Free Fees while I am abroad?**

Yes. BATH *Erasmus* students are covered for all four years of studies under the free fees scheme.

### **How many credits do I need to take?**

BATH *Erasmus* students must take 60 credits in total, while abroad, at least 30 of which must be in Theology. BATH *Erasmus* students must pass these 60 credits to be eligible for the BATH International award.

Further information on studying abroad/*Erasmus* is available from the Theology Office:

Tel: (01) 708 4772/3600/3892

E-mail: [admissions@spcm.ie](mailto:admissions@spcm.ie) / [theology.office@spcm.ie](mailto:theology.office@spcm.ie)

Web address: [www.maynoothcollege.ie](http://www.maynoothcollege.ie)

## **SPORTS IN THE UNIVERSITY**

### **Facilities**

The Sports Facilities at Maynooth include three Sports halls, a fitness centre and six playing fields located on both the north and south campus. The on-campus sports facilities are free to students of the Pontifical University and Maynooth University. The Sports Centre on the north campus is open from 08:00-22:00 Monday – Friday; and 11.00-17:00 Saturdays and Sundays. It is generally closed on Public Holidays.

### **INDOOR**

#### **Sports halls**

Available from the beginning of the academic year until May, these are the practice and competition venues for almost all of our indoor sports clubs and the many aerobic dance, martial arts and fitness sessions.

The daily timetable will be finalised during the first two weeks of term. The priority order for booking is as follows: exams; inter-college competitions; club practices; fitness classes; inter-mural competitions; commercial bookings; individual/casual bookings for sports; individual/casual bookings for non-sports activities.

To book the Hall, call in to the Fitness Centre Reception on the first floor (telephone: 01-708 6406; e-mail: [fitness.centre@mu.ie](mailto:fitness.centre@mu.ie)). Casual bookings are subject to availability and a minimum of 24 hours' notice is required.

#### **Aerobics**

Aerobics and circuit-training classes are run from Mondays to Thursdays inclusive each week at least once per day. Times of the classes will be confirmed on the timetable, but normally take place Mondays at 17:00pm and Wednesdays at 16:00 and 17:00, Tuesdays and Thursdays at 18:00, with each class lasting 60 minutes.

#### **Fitness Centre**

The Fitness Centre is located on the first floor of the Sports Centre. It is a superb asset to students and staff alike and indeed the public.

The facility has been kitted out with the most up-to-date equipment, including 38 cardiovascular stations (9 treadmills, 4 rowers, 1 stepper, 3 recumbent bikes, 5 upright bikes, 2 spinning bikes, 6 elliptical cross trainers), 17 resistance machines, and a selection of free weights.

The fitness centre is staffed at all times and operates on a commercial basis for University staff and members of the public, but is free to current students of both the Pontifical University and Maynooth University.

### **Free Weights Room**

The Free Weights Room comprising 2 racks of dumbbells, 3 Olympic barbell sets, a 45-degree leg press, along with the necessary benches and pulleys is situated on the ground floor of the Sports Centre.

### **Racquetball Court**

Located on the south campus directly behind Logic House, the court can be booked and the key checked out from Conference & Accommodation Office reception.

### **Snooker Hall**

This is run and maintained by the University's Club. The facility has three full-sized snooker tables and one pool table. Games are charged per half-hour. It is open from 09:00-22:00 and is located in the basement of Rye Hall, north campus. Access to the room is controlled by swipe cards. Contact must be made with the snooker club executive (see <http://sports.nuim.ie/>) to apply for membership.

## **OUTDOOR**

### **Pitches and Changing: South Campus**

There are four playing fields on the south campus, including Rhetoric (floodlit, suitable for training), Highfield (one GAA, one Soccer), The Pond (one GAA).

There are two sets of changing-rooms on the south campus: one set is beside the Museum and the other is housed in the former Casey Laboratory which is located between Rhetoric and Logic House.

### **Pitches and Changing: North Campus**

There are three high quality sand-based turf playing fields on the north campus: a soccer, rugby and floodlit GAA pitch.

To facilitate club training sessions and internal competitions, a new "third generation" floodlit synthetic pitch is already in use.

Six new team changing rooms serve the north campus playing fields complex as part of the sports facility development.

### **Tennis Courts**

There are four hard surface macadam tennis courts of a standard suitable for recreational play on the south campus. Two flood-lit macadam tennis courts form part of the residences on the north campus.

## ACTIVE CLUBS

Name of Club	Beginners catered for	League involvement	Inter-varsity representation
Aikido	Yes	Not applicable (n/a)	Yes
Archery	Yes	Yes	Yes
Athletics	No	No	Yes
Badminton	Yes	Yes; internal	Yes
Basketball	No	Div.1 men; Div. 2 ladies	Div 2 Champions
Billiards & Snooker 2014	Yes	Internal	Individual Champion
Camógie	Yes	Yes; Div. 1	Yes
Canoe & Kayak	Yes	No	Yes
Cumann Peile	Yes	Freshers: Div. 1 Intermediate: Div. 1 Seniors: Div. 1	Yes Yes Sigerson Semi Finals
Cumann Iománíochta	Yes	Freshers; Div. 1 Intermediate: Div. 1 Seniors: Div. 2	Yes  Ryan Cup Champions
Equestrian	Yes	No	Yes
Fencing	Yes	No	Yes
Freestyle Martial Arts	Yes	No	No
Golf	Yes	Yes	Indiv. Champion
Handball	Yes	No	Yes
Hockey	Yes	Yes	Yes
Judo	Yes	No	Yes
Juggling	Yes	n/a	n/a
Ladies' Soccer	Yes	Div. 1	Yes
Ladies' GAA	Yes	Freshers: Div. 2 Seniors: Div. 2	Yes Yes
Men's Rugby winners 2012	Yes	Student Sport Ireland	Yes, freshers and 7s
Ladies Rugby	yes	Student Sort Ireland	Yes
Rovers (outdoor pursuits)	yes	n/a	n/a
Self-Defense	Yes	n/a	n/a
Soccer	Yes	IUFU, Internal	Collingwood'14 Champions
Swimming/w'polo	Yes	No	Yes,
Trampoline	Yes	No	Yes
Volleyball 2014	Yes	Student Sport Ireland	Yes, league Champs
Yoga	Yes	n/a	n/a

**Sports Department**

Paul Davis, Sports Officer, Maynooth University, Co. Kildare.

Tel: (01) 708 3824; Email: [paul.davis@mu.ie](mailto:paul.davis@mu.ie)

**GAA**

Development Officer: Jenny Duffy, Sports Department, Maynooth University, Co. Kildare.

Tel: (01) 708 3321; Email: [jenny.duffy@mu.ie](mailto:jenny.duffy@mu.ie).

**Golf**

Golf Manager: Barry Fennelly, Maynooth University, Co. Kildare.

Tel: 086.167 5056, Email: [barry.fennelly@mu.ie](mailto:barry.fennelly@mu.ie)

**Rugby**

Rugby Officer: Dennis Bowes, Sports Department, Maynooth University, Co. Kildare.

Tel: (01) 7086065. Email: [dennis.bowes@mu.ie](mailto:dennis.bowes@mu.ie)

**Snooker**

Sports Officer: Paul Davis. Tel: (01) 7083824, Email: [paul.davis@mu.ie](mailto:paul.davis@mu.ie)

**Association Football**

FAI Facilitator: Barry Prenderville. Tel: (01) 708 6054, Email: [barry.prenderville@fai.ie](mailto:barry.prenderville@fai.ie)

## ACTIVE CLUBS AND SOCIETIES & CLUBS AND SOCIETIES DAY

There are many clubs and societies that cover sporting and non-sporting extracurricular activities. These groups cover everything from drama to debating to football. Visit [MSULife.ie](http://MSULife.ie) for all information on clubs and societies. **Clubs & Societies Fairs Day**, gives students the opportunity to talk to, and become members of Clubs and Societies, will take place in September in the **Sports Complex, North Campus**.

### Active Clubs & Societies include:

#### Societies

Access	Enactus	Media Society
AISEEC	Fem Soc	Memory Soc
Alternative Music	Fianna Fail	Mental Health Society
Amnesty Society	Finomics	MiNDS
Anthropology	FLAC	Mundo Latino
Astro2 Society	Friends of Raphaels	Music
Banter	French Society	Music and drama
Biology	Frobel	Omega Society
Bosco	Games	Parents Society
Broadcasting Soc	Geography	PlayDo - Arts, Crafts, Design
Business & Entrepreneur	GLB	Pro-Life
Busking	Gospel Choir	Psychology Society
Cancer Soc	Hangover Free	Samba
Cards	Harry Potter	Signing
Celtic Studies	History Society	Sinn Fein
Chemistry	International Students	Socialist Party Soc.
Christian Union	Irish Red Cross	Sociology & Politics
Classics	Islamic Society	Students For Charity
Comedy Society	Johto University	St Vincent de Paul
Composers Society	JPII Theological	SUAS
Creative Writing	Juggling	Tea Society
Cuallacht Cholmcille	Jazz	Trad Music Soc
Dance Society		Style Soc
Deukuma	Labour	Afro-Caribbean
Design	Law	Yoga
Disney	Legion of Mary	Young Fine Gael
Drama	Literary & Debating	Young Greens
Electronic Engineering	Maths Society	Veggie Society
ELSA	Mature Students	

## Clubs

Aikido  
Airsoft  
American Football  
Archery  
Athletic  
Badminton  
Basketball  
Boxing  
Camogie  
Chess  
Equestrian  
Fencing  
Gaelic Football -  
Ladies

Gaelic Football -  
Mens  
Gaelic Handball  
Golf  
Hockey  
Hurling  
Judo  
Rowing  
Kickboxing  
Kung Fu / Tai Ci  
Lifesaving  
MUCK  
Rovers  
Strength and Fitness  
Rowing

Cricket  
Rugby  
Self Defence  
Snow Sports  
Snooker / Billiards  
Soccer - Ladies  
Soccer - Mens  
Swimming  
Table Tennis  
Tennis  
Trampolining  
Ultimate Frisbee  
Volleyball  
Waterpolo  
Wavechasers Surf

## CAREER DEVELOPMENT CENTRE

The Career Development Centre provides a service that is student-focussed, professional and informative offering information, advice and guidance on areas such as

- Career options
- Further study
- Employment opportunities

We encourage you to make use of our resources throughout your time at university, and to begin working on your career plans early on. The following services are provided:

- Career presentations (e.g. Options after your Degree, Making Applications, CV and Interview Techniques, Business Etiquette)
- Drop-in Help-Desk: available 10:00 to 12.30 and 14.30 to 16:30 Monday to Friday – come in and talk to a careers adviser – appointment not required.
- One-to-one guidance meetings with a careers adviser
- Career Development Centre Website ([www.maynoothuniversity.ie/careers](http://www.maynoothuniversity.ie/careers)) providing useful resources including information on generating career options, getting into your chosen career, tips on job-search and interview techniques, job listings and sample CVs.
- On-line Careers Interest Tests
- Careers Information Room with FREE takeaway material
- Graduate recruitment/employer activities, including on campus presentations and information stands.

Our Graduate Recruitment Fair – a must for all those intending to go directly into employment, takes place in the RDS in October 2018 and our Postgraduate Fair will take place in February 2019 also in the RDS – see our website for further details.

### Contact details:

Career Development Centre, Arts Building, North Campus, Maynooth University.

Website: [www.maynoothuniversity.ie/careers](http://www.maynoothuniversity.ie/careers)

Email: [careers@mu.ie](mailto:careers@mu.ie)

Tel: 01 708 3592

Brendan Baker, Head of Career Development Centre

Lorraine Kelly – Information and Events Manager

Natasha Marron – Careers Adviser

Anne Mooney – Careers Adviser

Eanan Strain – Careers Adviser

## **COMMUNITY LIFE (social and pastoral) of SPCM**

### **Social and Pastoral**

The ideal of the Pontifical University is to contribute to the development of the whole human person. That means we recognise the importance of the physical, social, cultural and spiritual well-being of our students.

### **Theology Student Common Room / Pugin Hall (Restaurant)**

Pugin Hall in the Cloisters on the south campus offers coffee and snacks during the day, for all students (Pontifical University and Maynooth University) as well as hot food for lunch. The Phoenix Restaurant is located on the north campus. Chill Café is also located on the north campus, as well as O'Briens, all serving a variety of food. There is a Common Room in Loftus Halls on the south campus specifically for undergraduate Theology Students.

### **Theology Ball**

Theology students can look forward to the annual Theology Ball, which usually takes place in November. It is organised by the Pontifical University (SPCM) student representative. Maynooth University students are welcome to attend this most enjoyable occasion!

### **Grad Ball**

The Graduate Ball is an annual event organised by the Entertainment Group in Maynooth University. All students of both the Pontifical University and Maynooth University are welcome to attend, but watch out, tickets sell out fast!

### **The Pastoral Committee**

The Pastoral Committee is composed of members of the Faculty and student representatives. It is concerned with developing student pastoral services with particular attention to the needs of Pontifical students. Please watch the Chaplaincy Notice board in Loftus for details of events.

## **THINGS TO LOOK OUT FOR**

General information and events of interest to Theology students will be posted on the notice boards in Loftus Halls. During the year a number of societies/faculties have their annual talk, among them are the Trócaire lecture and Aquinas lecture. Dates and venues are published on various notice boards throughout the College.

### **Photocopying**

Photocopying and printing services are available in the Library (black and white/colour). Scanning facilities are also available in the Library. Payment is by student's ID card (MyCard), which can be topped up in the Library and Arts Block.

## Post Room

The post room is located on the north campus.

## Lockers

Student lockers are located in the Arts Building, Callan Building and Loftus Halls. Lockers may be rented on a first come, first served basis. Lockers will be issued daily in the Iontas Foyer at a cost of €20 per academic year (correct going to print). Students must use the locker assigned to them. Lockerfix is the company who issue lockers and handle all enquiries. They can be contacted on (01) 401 8801.

## MATURE STUDENTS

If you are coming to College as a mature student, you are especially welcome. It may be many years since you sat in a classroom and you might be feeling worried if it will all work out well for you. It may help to remember that you are not the first mature student and certainly not the only one this year. The lecturers will be sympathetic to your particular needs and the College will help you to address them. While you may feel that you have to relearn study skills that are almost forgotten, you should remember that your life's experience has given you some advantages over the average student. The College will do all it can to make your years of study enjoyable and profitable.

### **IT'LL ALL COME TOGETHER IN THE END (*Article by mature student*)**

It never ceases to amaze me, although I now find that I am doing the same thing myself, that whenever anyone speaks about "doing a degree", it *rolls* off their tongue like there was nothing to it! I never fully appreciated the amount of work that went into achieving a third level qualification, until I experienced the whole thing for myself. It is the hardest thing that I have ever done in my life, but it has been one of the most rewarding and fulfilling experiences that I have ever had. This is my story:

About twenty years ago, for the first time in my life, I woke up! I had attended a personal development seminar in Australia that literally changed my life. I made a conscious decision there and then that I was going back to College. I simply wanted to learn.

After filling out the necessary forms and attending the necessary interview, I was accepted into St Patrick's College, Maynooth as a BA Theology and Arts student in October 1995. This was it! Being the sixth of seven children and the fact that no one in my family had ever been to College before me, I had absolutely no idea what to expect.

I arrived at Loftus Halls, my new schoolbag on my back, full of enthusiasm...and not to mention naiveté, for I had no idea what was ahead of me. I was a mere thirty years old! I had already decided on my three subjects for first year - Theology, Philosophy and Sociology, so all that was left was for me to meet my three lecturers. *Three lecturers!* I was so green, I thought that I'd have just *one* lecturer for each subject and *one* book list.....bless me! So you can imagine my absolute horror when every time I turned up for a lecture I saw a different face, was handed a

different (what they called) bibliography and was given an outline of that particular course for “*this semester*”. “*This semester!* You mean I have to go through all this *again!*” I began to shake at the thoughts of having to read *all* those books, *this semester!* No one ever told me that I didn't have to know *everything* or that I didn't have to read *all* those books. I guess they thought I knew.

Well, needless to say, I cried all the way through first year. I was exhausted by the end of the first week! I started studying from day one and never stopped until the exams were over in June. Twenty four hours a day, seven days a week I was at it! Well, I exaggerate.....it might have been only twenty hours a day! I mean I had to sleep hadn't I? It wasn't because I wanted to do very well - oh no - I just wanted to *pass*. Fear of failure kept me going. And whenever anyone mentioned going for coffee, I broke into a sweat, with the words “have to study, have to study” chanting through my brain. I hadn't a clue what I was doing or what I was *supposed* to be doing. As for essays, I didn't know what an introduction or a conclusion was, and as for plagiarism, what was *that* all about? I had to learn from *someone* hadn't I?!

No, I think we can safely say that first year was not a good year. *Every* day I wanted to leave and I wondered “what am I after doing”? I constantly told everyone, lecturers included, that I couldn't do this, that I hadn't got the brains for it. It was too hard. And all I kept hearing from those who went before me was, “don't worry, it'll all come together in the end” and “just keep doing what you're doing” and “first year is just about finding your feet”. Between studying 'till I was blue in the face and not knowing where my feet were, I didn't know what end of me was up!

But they were right! Come April, as the exams were approaching rapidly, I began for the first time to see a bit of light at the end of the tunnel. Things were starting to come together and I thought, “right, I can't possibly study any harder than I have been, so all that's left for me now to do, is to *enjoy* the exams”. I'm serious! I'm not saying that I wasn't nervous, of course I was. In fact I was so nervous and worried in first year that I became totally self-centred. I remember driving to my first exam - I was after squeezing in the last bit of revision before heading out, so I didn't give myself enough time to allow for any kind of delays along the way - and I hit a line of traffic, of all things! And I thought, “why are the lights red? Don't these people know that I have an exam to go to? Don't they realise what I'm going through”? But when I did eventually sit down to do the exam, I found myself enjoying it. To be able to write something for three solid hours was simply amazing to me. Maybe this was possible after all!

Well, the first year exams came and went, and I'll never forget the feeling of elation and freedom and sheer appreciation for life that I felt on that final day! I *saw* again! I went for walks....slowly! I even had coffee....no sweat!

Second year came and I was ready for it! I knew what to expect now. *This* time, when I was handed a bibliography, it was a case of “thanks very much, I'll just stick that in my bag and I'll look at it when I'm good and ready”! I remember one day writing my name on the top - *Sandra Norgrove 2<sup>nd</sup> BATH* - and I nudged the girl beside me and I said to her with a big smile, “isn't it great writing 2<sup>nd</sup> BATH”? She's still looking at me!

However, second year brought its own catastrophes. I might have found my feet ....but I slipped a disc! Three weeks into the course and I could neither sit properly nor walk properly. And I was like that all year. My mind was trying its best to get me to quit, but I couldn't. I knew that deep down I wanted to complete this degree and as much as my body or my mind was telling me otherwise, my heart wouldn't let me give up. A dear friend of mine once said, "there are some things in life that you cannot *not* do" - and for me, this was one of them. I couldn't *not* do it.

Even though in second year I was keeping up with essays and tutorials, I still thought I was falling behind and in a moment of insanity, I even considered not sitting the exams. But I did sit them. And my results were even better than the previous year! I was tempted to slip another disc in third year!

"My final year! How on earth did I get this far"? The workload was heavier but by this stage I was able to achieve *more* in less time. You learn! I still had my ups and downs - it was never plain sailing. There were days when I sat on the edge of my seat at my theology lectures in Loftus, while the lecturer was going on about Truth, and Love, and Mystery, and I remember thinking, "this is brilliant stuff"! And then, being fully human, there were days when I sat *well* back in my seat, arms folded, thinking "how on *earth* do you expect me to believe this stuff"?

Even towards the end of third year, I was still in awe of anyone who had completed a degree. And then I was one of them! And now it rolls off *my* tongue – "yeah, I graduated in 1998"! It's a great feeling of accomplishment! After *all* the lectures, *all* the tutorials, *all* the essays and a thesis, there's one thing that I've learned from my three years of study, and it is this: now I *know* that I know nothing!

Someone once said to me, "if you knew back in first year what you know now [in terms of what to expect] what would you have changed in that first year"? I said to her, "nothing". Because even though it was the hardest year of my life, it has contributed to making me the person I am today.....and I wouldn't change that for the world!

My reason for writing this article is not to blow my own trumpet - music was never my forte! My only hope is that it will give some sort of encouragement to students, mature or otherwise, who are having a tough time in first year and who think that they'll never get to the end of it. Keep doing what you're doing! First year is all about finding your feet! You can do it! Thousands before you did it and thousands more after you will do it! And besides, hasn't anyone ever told you .....it'll all come together in the end!!!

Sandra P. Norgrove

## **KALENDARIUM**

Students are advised to read the current Kalendarium (2018-2019) in order to familiarise themselves with the rules and regulations, as well as marks and standards. The Kalendarium also gives full details of all the modules on offer. All theology students will receive a copy of the Kalendarium at registration. It is also available online: <http://maynoothcollege.ie/pontifical-university/kalendarium/>

## **PARKING**

Designated permit parking and enforcement are now compulsory. Permits may be purchased online. Consult our website for more information: [www.maynoothcollege.ie](http://www.maynoothcollege.ie)

## **TRANSPORT**

### **Train**

Maynooth is served by the Dublin/Sligo train and also by the Dublin/Longford train. Further details available at: [www.irishrail.ie](http://www.irishrail.ie)

### **Bus**

Maynooth is served by the no. 66 and no. 67 buses. Further details are available at: [www.dublinbus.ie](http://www.dublinbus.ie)  
There are also a number of private buses serving Maynooth (see appendix).

<b>SUMMARY OF USEFUL ADDRESSES AND NUMBERS: (correct going to print)</b>
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**Faculty of Theology:** See 2018/2019 Kalendarium for full details

**Other Departments:**

<b>Office</b>	<b>Location</b>	<b>Telephone</b>
Academic Advisory Office	Education House, North Campus	708 3368
Access & Disability Offices	Map Lodge, North Campus	708 6025
Career Development Centre	Arts Building, North Campus	708 3592
Chaplaincy	Student Services Centre	708 3588
Counselling	Student Services Centre	708 3554
Crèche	Rye Hall, North Campus	708 3319
International Office	Humanity House, South Campus	708 3420
Student Health Centre	Student Services Centre	708 3878
Security	North/South Campus	708 3054 / 3929
Sports Officer	Sports Complex, North Campus	708 3824
Student Services	Students Services Centre	708 4729
Students' Union	Students Union Centre	708 3669
Theology Office*	South Campus	708 3600 / 3892
Admissions Office*	Theology Office, South Campus	708 4772
Examinations Office*	Theology Office, South Campus	708 3600 / 3892
Registrar's Office*	Theology Office, South Campus	708 3600 / 3892

For locations, see map at the back of this handbook. In all cases, the digits "708" or "474" should be omitted if you are telephoning from *within* the University.

## ACADEMIC SCHEDULE AND KEY DATES 2018-2019

### First Semester:

- 03 September ..... Lectures begin for Froebel students  
10 September ..... Lectures begin for Pastoral Theology  
17- 19 September ..... First year Under Graduate Orientation and Registration  
17- 21 September ..... Post Graduate Induction and Registration Week  
19 September ..... Lectures begin for H.Dip in Theological Studies Students  
24 September..... Academic year begins/ Lectures commence for all other Programmes
- 9 October ..... Opening of the Academic Year Mass  
12 October..... Change of Module Deadline for all UG continuing Students (Theology & Arts modules)  
19 October..... Change of Arts subject deadline for BATH Year 1 Students  
26 October ..... Study week commences on conclusion of lectures  
31 October ..... Deadline to withdraw from studies without losing "Free Fee Status"
- 5 November ..... Resumption of lectures  
9 November ..... Prizes and Scholarships Awards Ceremony  
10 November ..... Pontifical University Conferring
- 21 December..... Christmas vacation commences on conclusion of lectures
- 9 – 26 January ..... January Examinations commence  
28 January – 1 February..... Inter-Semester break  
31 January..... Deadline for withdrawing from studies and retain 50% "Free Fee Status"

### Second Semester:

- 4 February..... Resumption of Lectures, 2<sup>nd</sup> Semester  
15 February..... Deadline for change of 2<sup>nd</sup> Semester Modules for all UG students  
19 February..... Consultation Day for January Examinations (TBC)  
26 February..... Post Graduate Open Evening
- 15 March..... Study week commences on conclusion of lectures
- 15- 22 April ..... Easter Vacation  
23 April..... Resumption of lectures
- 10 May..... Conclusion of lectures  
15 May ..... Summer Examinations commence  
31 May ..... Conclusion of Summer Exams
- 4 – 7 June ..... Summer Elective
- August ..... Repeat Exams (Dates TBC)

**Private Buses serving Maynooth for 2018-2019 academic year are listed as follows:**

A comprehensive list of all transport options can be found here: <http://bit.ly/transportoptions2018>

*Destinations*

Kilkenny 9141619 Carlow	<b>Callinan Coaches</b>	Weekly	059  086 6478277
Wexford Enniscorthy Bunclody Tullow Maynooth	<b>Ardcavan Coaches</b> www.ardcavan.com	Weekly	053 9122561 053 9124900
Dundalk	<b>Finlays Coaches</b> 041 6856505	Weekly	
Drogheda Duleek Kilmoon Ashbourne Ratoath Maynooth	<u>www.finlaycoaches.com</u>	Daily	
<b>Service II</b> Ardee Collon Slane Kilmoon Ashbourne Ratoath Maynooth		Daily	
Monaghan Castleblaney Carrickmacross Ardee Collon Slane Maynooth	<b>A2B Coaches</b>	Weekly	047 89831 087 2779070

Dundrum	<b>Slevins, Mullingar</b>	Daily	044 9372157
Rathfarnham	www.slevinscoaches.com		044 9372777
Templeogue			
Firhouse			
Tallaght			
Clondalkin			
Maynooth			

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Cavan	<b>Streamline Coaches</b>	Daily	049 4330281
Virginia	www.streamlinecoaches.ie		086 8182555
Kells			086 8181561
Navan			
Dunshaughlin			
Dunboyne			
Maynooth			

**Service II**

Athboy  
Trim  
Summerhill  
Maynooth

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	<b>J.J. Kavanagh &amp; Sons</b>	Daily	056 8831106
	www.jjkavanagh.ie		

**Service I**

Carlow  
Athy  
Kilmead  
Ballytore  
Kilcullen

**Service II**

Newbridge  
Naas  
Sallins  
Clane  
Kilcock  
Maynooth

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**Offaly & Kildare**

<b>Community Transport</b>	Daily	045 528124
(OK Transport)		045 528125
www.oktransport.com		045 528126

**Service I**

Daingean  
Croghan  
Rhode  
Edenderry

**Service II**

Allenwood  
Robertstown  
Blackwood  
Prosperous

**Service III**

Clonbollogue  
Bracknagh  
Rathangan  
Lullymore

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Carbury Johnstownbridge Maynooth	Rathcoffey Maynooth	Maynooth	
Portlaoise Mountmellick Portarlington Monasterevin Kildare Newbridge Naas Sallins Clane Kilcock Maynooth	<b>J.J. Kavanagh &amp; Sons</b> <a href="http://www.jjkavanagh.ie">www.jjkavanagh.ie</a>	Daily	056 8831106
Birr Kilcormack Tullamore Kilbeggan Tyrrellspass Rochfortbridge Milltownpass Kinnegad Clonard Enfield Kilcock Maynooth	<b>Kearns' Transport</b> <a href="http://www.kearnstransport.com">www.kearnstransport.com</a>	Daily	057 9120124 057 9122244 086 8981748
	<b>James Mullally Coach Hire</b>	Daily	086 3808766
Lucan Celbridge Maynooth	<b>J.J. Kavanagh &amp; Sons Ltd</b> <a href="http://www.jjkavanagh.ie">www.jjkavanagh.ie</a>	Daily	0818 333 222

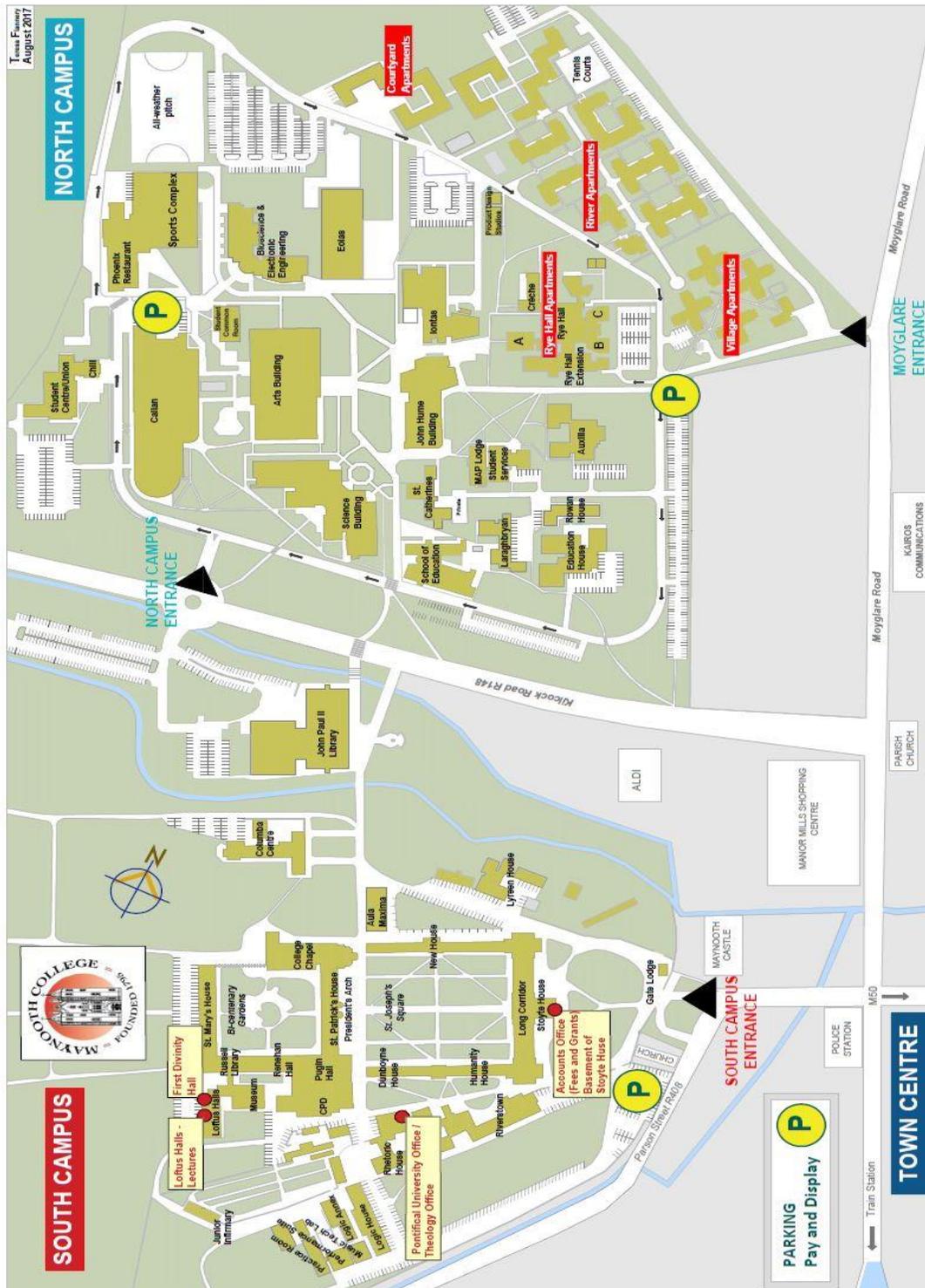
**Services offered from:**

Carlow, Kilkenny, Waterford, Limerick, Nenagh, Roscrea

**Information correct going to print.**

**Please contact relevant bus companies for further details or telephone the Students' Union in Maynooth on (01) 708 3669.**

Registration and Orientation Map for Undergraduate Students – 2018 entry



Pontifical University = South Campus



**PONTIFICAL UNIVERSITY**  
St Patrick's College, Maynooth