

Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

Student Guide

2022-2023



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Welcome to ATU Sligo

On behalf of everyone in Student Support Services, I would like to welcome you to ATU Sligo whether you are starting your first year or returning to campus.



Regardless of what stage you are at, this Guide has been prepared as a resource for throughout the year, read it, keep it carefully and refer to it regularly.

Third level education is about more than academic study and passing exams, it is about widening your personal and social experience. This guide provides you with information on Student Life in general, the fun stuff as well as the equally important rules and regulations and the Student Support Services that are there to help and support you in reaching your potential.

There are many wonderful facilities and supports available for students in ATU Sligo, detailed in this guidebook, but ultimately our greatest resource is our student population. Most students face the same challenges and have similar experiences - reach out to your class, house mates and across the college and your ATU Sligo experience will be all the richer for it.

The Students' Union along with Clubs and Societies run many activities which will help you participate in college life. Becoming a member of a club or society is a great way to get to know other people. Check out what is available at itslife.ie and during the year, please keep us updated of your achievements.

In addition to your college friends and academic staff, there are a range of people in ATU Sligo here to help, and you can speak to many of these in total confidence. We have increased emphasis on wellness and there are a range of activities planned to promote your physical and mental health. Contact details for all can be found in the Directory of Student Supports and Services at the back of this guide.

Please be sure to access the ATU Sligo Student Portal throughout the academic year where a wealth of information is at your fingertips.

Wishing you a very happy and successful 2022/23 college year.

Catherine Mc Nelis
Student Support Services Officer
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Section 01

The A-Z of Student Life



Accommodation

Sligo offers a range of purpose-built student accommodation, self-catering as well as full-board(digs) accommodation options for ATU Sligo students. The ATU Sligo Students' Union (ATUSSU) is your first point of contact when it comes to finding student accommodation. Faye Woods the full-time VP for Wellbeing & Engagement manages all accommodation enquiries. Visit www.atusu.ie/rent for more information.

If you have any questions or need advice, call **071 914 1887** or email support@atusu.ie

Note: It is important that you satisfy yourself that the accommodation is suitable before entering into any agreement with a landlord. ATU Sligo is not party to contracts between students and accommodation providers.

Alcohol in College

College life should include a lot of fun. For some students, moving away from home and participation in a college social life may mean an adjustment in their alcohol intake. It is therefore important to assess what your relationship with Alcohol is.

You can use the HSE Alcohol Self-Assessment Tool at [www2.hse.ie/wellbeing/ alcohol/self-assessment-tool/#Start](http://www2.hse.ie/wellbeing/alcohol/self-assessment-tool/#Start) to identify what type of drinker you are and the impact of your drinking. Whatever you drink, you can find out what it's doing to your health on AskAboutAlcohol.ie

If as a result of taking this survey, or just generally, you have concerns about your alcohol consumption, there are a number of supports available within ATU Sligo such as the Student Counselling and Student Health Services and in the wider society to help you build a better relationship with alcohol.

In recognition that harmful alcohol consumption can be a matter for concern amongst students, ATU Sligo has developed an Alcohol Policy to proactively raise awareness and to prevent harm. The policy can be found at www.atu.ie/sligo-documents-alcohol-policy

Campus Facilities, Breakages or Faults

Please treat the campus and its facilities with respect, this includes furniture and equipment in lecture rooms and social areas as well as the recreational and other grounds of the college. Please do not leave litter around the grounds or in the buildings - use the bins provided.

Please report all breakages or faults to your lecturer or a member of staff so that they can raise a work request on the Estates helpdesk. Examples may include broken seats in lecture rooms, lights not working, faulty doors, blocked toilets, broken hand-dryers, sockets without power, etc.

Remember it is your University and everybody will appreciate your cooperation.

Campus Watch

You should always be aware of your personal security, the security of your residence and your personal property. The Campus Watch Gardaí are Louise Keogh and Enda Devaney who can be contacted on **071 914 2031**.

The campus watch booklet is not only available in English and Irish but is now also available in a range of international languages on the Garda.ie website at the following links:

Crime Prevention Campus Watch - **English, Irish, French, Arabic, Chinese, German, Italian, Polish, Spanish, Malaysian.**

While within the college grounds, if you have any particular security concerns, please contact our **Security Team** at **087 637 9470**.

Careers Service

The Careers Office are available to help you to make decisions and consider your next steps. They can help you to explore progression options with your course and help you to apply for opportunities of interest, whenever and whatever they might be. The Careers Office provide a blended service both on campus and online and urge all students to register on the online careers services' platform via **Jobteaser**.

This platform will provide you access to an established network of employers advertising student jobs, internships and graduate roles. It is also where you will find out about online events such as our weekly 'Webinar Wednesday', where industry representatives will share their insights on a diverse range of careers topics. Register too, to book an

appointment with a Careers Officer, for careers guidance, a CV check or to get some help preparing for an interview.

Car Parking

There are four car parks on campus providing spaces for 950 vehicles, with visitor, pay parking, pay and display and free parking. Free parking is available in the main car park in front of reception Block A, and the carpark between the Apprentice Building Block F and Knocknarea Arena Block P.

Tariffs apply in the following car parks;

Clarion Road Pay and Display Car Park

€1.00 for 1st hour (or part thereof),
€2.00 for 2 hours or €2.50 for full day.
Pay machines are located throughout the car park. Open time is 07:00 and tariff applies 09:00 - 17:00 and machines close at 17:00. Tickets cannot carry over to the following day. Credit / Debit Cards are the only form of payment.

Pay machines are located throughout the car park. Open time is 07:00 and tariff applies 09:00 - 17:00 and machines close at 17:00. Tickets cannot carry over to the following day. Credit / Debit Cards are the only form of payment.

Visitors Carpark / Pay on Exit Adjacent to student centre Block H

50c per hour (or part thereof) or €3.50 for full day.

The Pay machine is located in the Student Centre Block H. Tariff applies Monday – Friday, 09.00 – 16.00. Ticket will not permit multiple entries/exits. Credit / Debit Cards are the only form

of payment, and coins and notes are not accepted at the machine. Ticket must be inserted at the exit barrier within fifteen minutes of payment or it will time-out and the barrier will not lift.

Mobility Parking

Designated parking is provided throughout all carparks for people with limited mobility. Individuals using these parking bays must have the correct disability parking permit displayed to avoid having their car clamped.

Clamping

Please be aware that clamping is in operation. The Clamping Policy applies during all opening hours of the University and during academic holidays whilst staff, students or others are using the buildings. A fee of €50 is charged to release the clamp and a €200 charge is applied if the clamp is tampered with. You should contact Security to get the clamp released.

Prohibited Parking Areas

All areas denoted by double yellow lines

- Entrances & Exits
- Loading bays
- Grassed areas
- Footpaths
- Obstruction of other appropriately parked areas
- Obstruction of traffic
- Parking without due consideration to other campus users
- Parking without a valid ticket clearly displayed in the pay & display carpark at Clarion Road carpark
- Parking in Disabled area without a valid permit



- Anyone involved in practices or actions designed to evade the car park tariff or procedures
- Anyone involved in careless or unsafe driving practices

For more details go to ATU Sligo wheel clamping & appeal process www.atu.ie/sligo-wheel-clamping-appeal-process

Clubs and Societies

University life is not just about studying and passing examinations. It is also about widening your personal and social experiences. It is important that you make the effort to participate in the social life of the University. One effective way to get more involved is to join a club or society.

There is a wonderful variety of clubs and societies to choose from, check out **itslife** for more information. For more information on Clubs and Societies, you can connect directly through **itslife**, call the Students' Union on **071 914 1887** or email support@atusu.ie

Code of Conduct

ATU Sligo respects third level students as responsible members of the community and expects that each student will behave in a mature, reasonable, and honest manner. This is recognised in the Student Code. Behaviour, which damages ATU Sligo's good name in the wider community or engaging in behavior that causes ATU Sligo's reputation to come into disrepute is not acceptable. ATU Sligo's jurisdiction under the Student Code is not limited to its own property.

The Procedure for Dealing with Breaches of the Student Code allows for formal complaints to be made about a student(s) and for that to be dealt with in a serious, fair and professional manner. For more information see Complaints in Section 2 of this guide and the **Student Code** (www.atu.ie/sligo-documents-student-code).

Concourse

The Concourse is the name given to the main college corridor which runs along the first floor of the college from the entrance to the Faculty of Engineering and Design, past Admissions, Access, International Office, and the Aurivo on your left as you turn right at the top of the main staircase. On your right is the Yeats Library, exit towards the Student Centre, toilets, and the main dining area. The width of this corridor allows the area to be used for various exhibitions and events through the college year.

Consent

College life gives you the opportunity to meet new people and develop new relationships. Dating can be amazing when you both click but it can also get a little confusing, especially when it comes to sex. It can be unclear what the other person is thinking or how intimate they wish to get - we are not mind-readers after all. Before you take things any further with a romantic or sexual partner, it's important to obtain their permission, which means their consent. A lack of understanding of what is meant by consent and that consent is crucial in all sexual activity can be a contributing factor for unwanted sexual activity and assault.

What is Consent?

- Sexual consent is **OMFG** – Ongoing, Mutual and Freely Given.
- Sexual consent is the voluntary agreement between both partners with equal power to engage in sexual activity.
- This agreement can be verbal or non-verbal but should be given freely by individuals capable of consenting, that is, who are over the legal age of consent and not under the influence of alcohol or drugs.
- Consent should never be assumed - it should be a clear, ongoing and continuous process present in every new or repeated sexual encounter.
- Consent can be withdrawn at any time. Someone may say yes initially and withdraw consent later.
- You need consent for **ALL** sexual activity.

How Does Consent Work?

Many people worry that talking about consent will be awkward or a mood-killer, but this is not the case. If anything, the mood is much more positive when both of you can freely communicate what you do or do not want.

There are many ways to enhance your sexual communication. First off, you could talk about what terms like “hooking up” or “going further” mean to each of you. You can also talk about how you like to indicate when you're in the mood, and how you'd like your partner to respond to you when you are. Consider having these conversations during a time when you're not being physically intimate.

Communications and consent can even become part of your foreplay, for example by saying things like:

- Are you comfortable?
- Is this ok?
- Does this feel good?
- Tell me what you like.

Listen and respond to their answers and always remember that consent is about more than avoiding abuse - it is about making sex safer, healthier, and more pleasurable for everyone involved.

How to know if someone is not freely consenting

- If someone is not responding enthusiastically or clearly, they may be feeling coerced. Check in with them and if they seem happy not to continue **STOP**.
- If someone is struggling or expressing any sort of discomfort (verbally or non-verbally), notice and **STOP**.
- If the other person seems frozen or afraid, **STOP**.
- If someone is asleep or falling asleep, **STOP**.
- If someone is under the effects of drugs or alcohol and can no longer indicate their enjoyment and/or willingness, **STOP**.
- If he or she is acting in any other way that suggests they are not up for sex, check it out and be prepared to **STOP**.

Some facts to keep in mind

- The legal age of consent in Ireland is 17.
- Engaging in sexual activity of any kind without consent is extremely harmful to the person you are assaulting and is a criminal act.

More information can be found at www.drcc.ie

Intimate Images

Consent also applies to the sharing of intimate images. The **Harassment, Harmful Communications and Related Offences Act 2020**, also known as “Coco’s Law, created two additional offences which criminalise the non-consensual distribution of intimate images and the taking, distribution or publication of intimate images without consent even if there is no specific intent to cause harm. Victims can report the sharing of illegal content online to hotline.ie. Hotline will help to get the images removed from the internet and social media platforms.

ATU Sligo is committed to the promotion of positive sexual experiences and there will be opportunities and campaigns during the academic year for you to learn more about Active* Consent and positive sexual health and well-being. See also Consent on our website.

Cycling Facilities

The campus cycling facilities are available for both staff and students who cycle to campus. These facilities comprise of the following:

Unisex Shower/Changing Facility Room H0023

This room is located on the lower ground floor of the Student Centre (block H). The room comprises of five shower stalls, sixty heated and ventilated lockers, hair dryers, hand wash facility and mirrors.

Internal Locker ROOM H0023

There are sixty lockers provided to store and air clothing and personal belongings pursuant to the activity of cycling and are not intended for general use. 30 lockers are operated with €1 coins and the other 30 are operated with €2 coins. A coin must be inserted in order to secure the locker and enable the key to be removed. The coin is refunded when the key is replaced, and locker opened.

External Lockers Contained in Shelters

There are currently six external lockers located at each of the following bicycle shelter B, D, G, H, L and P. These lockers are operated as per the internal lockers in H0023.

External Bicycle Shelters

These shelters at Blocks B, D, E, G, H, L and P provide a means to lock bikes in a secure manner by locking the bicycle wheel and frame to a secure rail.

External Bicycle Lockers

There are five external bicycle lockers located at both blocks D, H, L and P.

These are for use by people with high value bikes to allow them to lock the bike in a separate enclosure. The lockers will be available on a first come first serve basis and can be obtained by contacting the Estates Office in room A1020. It is envisaged that the users use their own padlock.

Lockers are permitted for use for one day only. More details on cycling facility procedures are available at: **Cycling Facilities.**

Dining

A comprehensive catering service is offered across the campus serving breakfast, lunches and beverages throughout the day and it is the policy of the University to focus on increasing the healthy offerings at each location.

Opening hours vary for each location but generally services are available during term time from:

Monday to Thursday: 8:30am to 8:00pm

Friday: 8:30am to 4.30pm

We also operate vending in certain areas across campus for convenience.

Disability

The Access Office has a specific responsibility to support students attending the college who have a disability. It is however the responsibility of any student with a disability to contact the Disability Service at the beginning of each academic year so that their needs can be reviewed.

ATU Sligo cannot take responsibility for failing to support a student where the student has not identified their needs to the Disability Service. Supports for students with disabilities are continuously being developed and it is important that students make themselves aware of these developments. For more information on ATU Sligo Disability Service view **Disability Support** on our website.



Disclosure

79% of college students who disclosed an experience of sexual misconduct told a close friend (Sexual Experiences Survey, 2020), friends will also be the most likely first point of disclosure for other uncomfortable experiences.

If you don't know what to say? Start here:

Don't

Don't ask "were you drunk? / Are you sure? / Why did you go home with them?" – That sounds like you think it's their fault. Try to listen without judgement.

Don't say things like "I'll kill them"

– Hearing about someone's negative sexual experience can be upsetting – but take a breath and try to focus on their feelings, instead of your own.

Don't rush them into sharing anything they don't want to. They might just tell you a bit, or they may tell you the whole story,

Don't say "you have to report it" – pushing someone to take action they don't want can be disempowering and re-traumatising.

Do

Do say "I believe you" – Opening up about a negative sexual experience can be stressful. Let the person know that you are listening, you believe them and will support them.

Do ask "what do you want to do next?" They may not know what they want to do right away, but what happens next needs to be their choice.

Do ask "how can I help?" you could offer to find out about support services like student counselling, ITSSU Welfare Officer, the local Rape Crisis Centre or

Sexual Assault Treatment Unit. Even just listening to the person can make a huge difference.

Do look after yourself – hearing about someone's negative sexual experience can be very difficult. Make time for your own self-care and mental wellbeing.

- Visit Rape Crisis Help for a national directory of services: www.rapecrisis/help.ie
- Find out your options for medical treatment and reporting: www2.hse.ie/sexual-assault-treatment-units/
- Visit An Garda Síochána for further information on reporting: garda.ie/en/crime/sexual-crime
- Visit www.atu.ie/sligo-health-services-sexual-emotional-physical-abuse for on campus sexual violence and misconduct support services
- For more Active* Consent tools and tips, visit Active* Consent at NUI Galway (consenthub.ie)

Taken from Active* Consent and developed in partnership with USI (Union of Students in Ireland) and Galway Rape Crisis Centre.

ATU Sligo in cultivating an environment where everyone is treated with dignity and respect, is committed to providing the Speak Out reporting tool. Speak Out is an online space to speak out against misconduct that students/staff have experienced or witnessed. The anonymous reporting tool provides an opportunity for students/staff to anonymously report incidents of bullying, harassment, discrimination, hate crimes, assault, sexual harassment, sexual assault, and rape that students/staff have experienced.

Diversity

The community of ATU Sligo is enriched by its diverse population of over 10,000 students and staff. Students and staff of different nationalities, ethnicities, genders, religions (and no religion), sexualities and abilities bring their own experiences and perspectives to the University, adding to the learning experience. ATU Sligo welcomes and celebrates this diversity and expects all students and staff to treat all members of the community with dignity and respect.

ATU Sligo has been working on making accessible facilities available to the meet the needs of our increasingly diverse community. A number of single, fully self-contained toilets (A1024, A1025, A2023, A2024, F1001, G0010, G0009 H1022, and H1021) have been designated as gender neutral toilets. Feet washing facilities have also been installed in H1021 and H2022, on the first floor of the Student Centre.

The Speak Out anonymous reporting tool provides an opportunity for students/staff to anonymously report incidents of bullying, harassment, discrimination, hate crimes, assault that students/staff have experienced.

Dyslexia

As part of the Access Office in ATU Sligo, the Learning Support Tutor provides support to students who have dyslexia or other specific learning difficulties. Students who have been diagnosed as having dyslexia or other specific learning difficulties should contact the Learning Support Tutor early in the academic year to discuss their support plan. Dyslexia Screening can also be arranged for students who suspect they may have dyslexia.

For more information contact learningsupport.sligo@atu.ie

Erasmus+

Each year ATU Sligo welcomes many European students to study here through the Erasmus + programme. The Erasmus + Programme is a European Union (EU) student exchange programme established in 1987.

In addition to students from other EU countries attending ATU Sligo, Erasmus also provides opportunities for students from ATU Sligo to travel for a study period or work placement in a European OR non-European country (International Mobility) as part of their course of study. Over the year's ATU Sligo has developed specific links with post-secondary institutions and organisations in Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Italy, Netherlands, Portugal, Spain, Sweden and Romania.

This is a wonderful opportunity and will benefit you both personally and academically with many new friends waiting to meet you.

Erasmus + students experience an educational system in another country while also enhancing their linguistic, cultural awareness and other transversal skills. While on Erasmus, students are exempt from paying tuition fees at the host institution and receive financial support from the European Commission to help cover their expenses (as there are a limited number of grants, places are limited and there is a selection procedure). Upon completion of their study programme, students receive full recognition of their Erasmus study programme utilising the European Credit Transfer System (ECTS).

For more information contact our International Office by email erasmus.sligo@atu.ie

Examinations

Exams and assessments are a necessary part of college life. The types of assessments used will vary by course and even by module, but each module will have assessment built in to evaluate your learning within that Semester. While continuous assessment occurs throughout modules, many modules also have scheduled exams following the completion of teaching. These exams are scheduled in the Academic Calendar for January and May 2023.

Following the issuing of Exam Results, feedback days are provided to allow students to discuss results with their lecturer - these are an important opportunity for students to receive feedback to help them prepare for the next Semester or possibly repeat assessment and should be availed of. Further information on exams is provided in Section 2 of this Guide and at **Examinations**.

First Year Experience

At ATU Sligo, we have a welcoming and supportive environment for our first-year students and have created the First Five Week programme to help new students to settle in and learn all about what ATU Sligo and the greater Sligo area has to offer. Full participation in this programme will answer many questions that you have when starting college.

In addition some first year courses will receive the Peer Assisted Study Session(PASS) Mentoring Programme. If your programme is involved in PASS it will appear on your timetable and you will receive information about it at Induction.

If your class is not involved in PASS, you will receive other supporting activities to ensure you are well supported in first year. Keep an eye out for special first year activities offered by the university and the Students Union.

Student Profiler

Every first-year student will be given the opportunity to complete the Student Profiling Tool. The Student Profiler will give students a better understanding of their strengths and challenges starting on their journey here at ATU Sligo. It will break down skills to support students in being successful in their studies. Students will receive a report at the end of the session providing them with instant guidance and contact details for support staff.



Green Campus

ATU Sligo have been actively transforming our campus activities to reduce our impact on the environment. We are a designated 'Green Campus' by An Taisce and awarded the Green Flag for our efforts on waste and energy management. As we continue to reduce our impact around energy and waste, we have also committed to improve our practices on transport and biodiversity. This is highlighted in our Sustainability Strategy, available at Green Campus, which sets out a roadmap to achieve these commitments across four key areas: 1) Governance, 2) Operations, 3) Teaching, Learning & Research and 4) Our Community. We have lots of work to do any many exciting plans for the year ahead!

Get Involved

Our student-led Green Campus Committee is central to achieving our environmental ambitions. Green Campus Committee students work with our Sustainability Officer and the sustainability team to develop campaigns and events both on campus and with our wider community.

Green Campus is open to all students and a great way to get involved in campus life, create positive change and meet new people. To join the team or share your ideas, email us at green-campus.sligo@atu.ie

For more information on green campus and our activities see Green Campus and follow us on Twitter and Instagram @ITSGreenCampus

Sustainability on campus:

Energy

Our aim is for ATU Sligo to become a carbon neutral campus, but we

all have a part to play. By acting together to change small daily habits we can make a big difference. Remember to turn down thermostats if a room is too hot and switch off lights and equipment when not in use.

Litter & Waste

To be a more sustainable campus we need to reduce the amount of waste we generate and send to landfill. Here are some simple tips so you can play your part:

- **Avoid waste where possible. Select products with the least amount of packaging, and packaging that can be recycled.**
- **Know what can be recycled: Rigid plastic, paper and cardboard, cans and tins can be placed in the recycling bins, if they are dry and clean.**
- **Know what cannot be recycled: Disposable coffee cups are not recyclable and must be placed in the general waste or compost bin (if compostable). Wet or food contaminated packaging, light plastic film or soft plastic wrapping are not recyclable.**
- **Please respect our campus by not littering. General waste and recycling bins are available throughout the campus and compost bins can be found in the canteen areas.**
- **Remember waste cannot be brought to campus from home. Our bins are monitored and regularly audited against our Green Campus reduction targets.**

Check our Sustainability Guide for lots of easy to follow tips on how to reduce our environmental footprint.

Health Service

ATU Sligo is concerned for the health and wellbeing of its student population and works to promote and maintain good emotional and physical health amongst its students by offering free Medical and Counselling Services.

The Student Counselling Service is a confidential student support which can be contacted at studentcounsellingservices.sligo@atu.ie and has further information and a range of resources available at www.atu.ie/sligo-student-support-services-counselling

The Student Medical Services is a student friendly service with attention given to preventative medicine, health promotion and healthy lifestyles. It is intended to provide acute medical care during the week when it is not possible to attend your regular GP. The medical service can be contacted at studenthealthservices.sligo@atu.ie and further information is available at www.atu.ie/sligo-health-services

The Student Health Services are all located in the Student Centre and further information on each service is available in the Directory of Supports and Services in the final section of this guide.

Healthy Campus

The Healthy Campus Initiative aspires to create within ATU Sligo an environment and culture that enhances the health, well-being and sustainability of all members of its community and enables them to achieve their full potential. Through this a balanced lifestyle will be valued, and good physical and emotional health will be promoted while everyone will be encouraged and supported to take responsibility for their health and wellbeing.

For more information, please visit [healthycampus](http://healthycampus.atu.ie).

Independence

College offers many young people the opportunity to experience independence from family and home for the first time and this is something that is looked forward to and cherished. ATU Sligo respects you as the adult that you are – responsible members of the community and the entrepreneur or social leader of the future. If you are over 18, we will not discuss your business with anyone without your expressed permission.

With independence comes responsibility and regardless of what age you are, you are expected to behave in a mature, reasonable, and honest manner, meet the requirements of your course of study and have due regard to the rights of others.

Induction - First Five Weeks

Participation in the full student induction programme is your first step to success at ATU Sligo. The First Five Weeks programme is designed to welcome students, help them settle in, make connections, create an awareness of the academic expectations as well as provide information on the supports and services available to help and get to grips with the transition to 3rd level education.

IT Services Help Desk

When you need some extra help with accessing the ATU Sligo computer system, the IT Services Helpdesk is there to help you. Please visit IT Services Technical Support page at IT Services where most of your questions should be answered. You can also chat with technical support here if you are still having issues visit our helpdesk www.atu.ie/sligo-helpdesk or in person at E1011.

Laptop and Phone Charging Lockers

There are Laptop and Phone Charging lockers available at the Aurivo Auditorium where your device may be charged securely. These lockers are intended solely for this purpose and are not intended for storage of any other items.

To report a fault or to recover your belongings contact the **Estates Office, Room A1020** or Phone **071 930 5335**.

LinkedIn Learning

ATU has partnered with LinkedIn Learning to provide you with free access to 16,000+ courses over a range of subjects to support your learning.

You can access on-demand learning on any device at any time 24/7. Stop when you need to and pick up where you have left off. LinkedIn Learning will keep a record of your learning and you can add it to your own LinkedIn profile.

There are courses that can help you with study and personal effectiveness skills, academic skills like research methods, note-taking or writing, heaps of topics in IT and business and creativity, as well as subject specific materials in hundreds of fields.

When it comes to thinking about work placements or your future career, there are extensive resources on CV development, interview skills, the changing job market and key trends.

Many of your lecturers will include LinkedIn Learning courses to complement their own expertise. They may even create dedicated learning pathways to link a variety of resources together.

As soon as you can access Moodle, you can make use of LinkedIn Learning. Just go to the Student Support site on Moodle and click on the link – your ATU Sligo student ID and password will be enough to give you access to a whole world of learning!

Lost Property

The Students' Union provides a Lost Property service. Check for lost items at the SU Office; with the caretaking and cleaning staff; University Reception Desk or Faculty Management Offices.

Mental Health

ATU Sligo is committed to promoting your mental health and you will have the opportunity to participate in different wellness initiatives during the year and in addition there are online resources available to help students who may be struggling.

Being Well, Living Well toolkit

This online toolkit aims to help students develop the confidence to manage wellbeing issues. It covers four main themes: Living Well, Feeling Well, Staying Safe and Spending Well. The programme can be assessed on Moodle through the ATU Sligo website at the following link www.atu.ie/sligo-being-well-living-well-toolkit

Money Matters

The Union of Students in Ireland estimates that it costs approximately €6,400 for a student living away from home for the academic year (36 weeks). Remember that rent on apartments must be paid during term holidays and that a deposit of between €200 to €400 will be required. Costs for a student living at home are about €3,200.

It is a fact of life that most students suffer from a lack of money! The following points may help you in managing your money:

- **Budget carefully. The MABS Budgeting Tool will allow you to set out your income and expenditure and make a budget. It takes roughly 15 to 20 minutes to work through the tool, find it at mabs.ie.**
- Remember that you will have most outgoings at the start of the year. You will have to budget for books, class materials, rent deposits etc.
- If approved for a grant for the first time, there may be delays in receiving the first instalment.
- Talk to the Student Officer in your bank before you get into any difficulties. They are there to help you.
- If you feel that you may have to drop out of the University because you have serious money problems, owing to a change in your circumstances since coming to the University, the Student Assistance Fund may be able to help you.
- For more information see the Access Office in the Directory of Supports and Services in the final section of this guide, page 84, contact the

Assistant Access Officer or VP for Wellbeing & Engagement of the Students' Union.

- **If you are short of money, try not to run up credit card bills that you will be unable to repay. Credit cards are amongst the most expensive form of credit available (many have interest rates in excess of 15%). If you must use one, use it for making purchases when you can avail of a period of interest free credit before your next bill arrives. Using credit cards to withdraw money, incurs a withdrawal charge as well as having to pay interest from an earlier date. Try to pay your bill in full each month.**
- **If your course of study includes mandatory field trips and you are in receipt of a maintenance grant, the cost of the field trip (accommodation and transport) can be recouped. You will be required to submit a letter from the organiser of the field trip detailing costs to SUSI as appropriate.**
- **For advice and information, check out studentfinance.ie This is an independent Irish website designed to provide comprehensive information on the range of financial supports available to higher education students.**

Moodle

Moodle (Modular Object-Oriented Dynamic Learning Environment) is the learning management system you will use to access much of your learning resources and submit your assessments. Every student has an account personalized to their course of study and active use of your account is important in preparing you for success at ATU Sligo. The personalised content to reflect your course of study become visible 24 hours following the completion of registration with ATU Sligo.

Mothers' Room

The Mothers' Room is for use by expectant mothers who may need a quite space and is also available to mothers who need to express if they are currently breastfeeding. If you would like to access the room which is located The Mothers room is located upstairs in the Student Centre, please drop an email in confidence to healthycampus.sligo@atu.ie

Notices and Posters

There are many noticeboards located throughout the campus which are overseen by the Students' Union. Posters may only be displayed on these noticeboards, provided they have been stamped with the Students' Union stamp.

International Students

Dedicated noticeboard with information for our International Students can be found on the ground floor to the right of the main Reception Desk.

Student Support Services

Information on ATU Sligo Student Support Services can be found on the noticeboard positioned opposite the ATM machine on the Central Concourse and also on notice boards in the Student Centre.

Careers Information Notices

Located on the Central Concourse and available online via the ATU Sligo online Careers Services platform: <https://atu.jobteaser.com>

The Examinations Noticeboard

Located outside the Library on the Central Concourse. In relation to exam timetables please make sure you refer to the examination's website on the Student Portal www.atu.ie/sligo-examination-timetables as they are subject to change.

Disability Service

Dedicated noticeboard with information relating to our Disability Service can be located opposite the Library next to door A1013.

University Regulations - Student Code

Relevant policies and procedures are available online at www.atu.ie/sligo-documents-student-code

Unauthorised posters and notices or those affixed to walls or doors will be removed.

Pass Mentoring Programme

The Peer Assisted Study Support (PASS) Programme is gradually being extended across ATU Sligo. It is an international programme that is also provided in several other Irish universities and colleges and is linked to the subject matter of your programme.

This year as we roll it out PASS, it will be offered on a pilot basis in some programmes across the three faculties. If your programme is involved in PASS it will appear on your timetable and you will receive information about it at Induction.

If your class is not involved in PASS, you will receive other supporting activities to ensure you are well supported in first year. Keep an eye out for special first year activities offered by the university and the Students' Union.

Personal Accident Insurance

All full-time registered students of ATU Sligo are covered for personal accident insurance for the academic year. This is a 24/7 cover, regardless of where the accident occurs. The cover in any one year includes medical expenses in excess of €500 incurred as a result of accidental injury. Please note there are certain exclusions to the policy.

All students involved in sports should wear the appropriate protective clothing and equipment relative to the given sport or activity. This should include protective helmets in the case of cycling, hurling and other appropriate sports. Gum shields should be worn in the case of hurling etc., and the various codes of football.

Students involved in accidents are required to complete the Accident Report Form within 24 hours following the accident and return the form to the Health and Safety Office and Student Support Services Officer. Accident Report Forms are available from the Student Support Services Officer (071 913 5426 or email studentsupport.sligo@atu.ie) or from your relevant Team Coach.

Students travelling abroad must obtain separate travel insurance cover for every trip they take. There is limited cover for Erasmus and Apprentice Students whilst they are engaged in University activities or representing the University.

For further information please read the Personal Accident Policy available at: www.atu.ie/sligo-documents-student-personal-accident-policy

NOTE: In respect of any claim for Medical Expenses these shall be limited to such expenses incurred within 12 months of the date of injury.

Personal Post

Any post sent to the University on your behalf will be sent to the Students' Union Office for distribution. You should contact the Students' Union if you are expecting a letter.

Please note the Students' Union will not accept any packages on behalf of students and that any post uncollected within one month will be returned to sender by the Students' Union.

Personal Problems

If you are experiencing personal problems, please contact one of your lecturers, The Student Counselling Service, Student Health Service, Access Officer, Pastoral Care & Chaplaincy Service, Student Support Services Officer those listed under the Examinations section or the Students' Union. Please see the Directory of Supports and Services at the end of this guide to see which will provide the most appropriate support for you.

Remember, you are not alone however bad your problems may seem, we are here to help and there is always someone you can talk to.

Places of Worship in Sligo

Church	Tel	Day	Times
Catholic Churches			
St Joseph's Ballytivnan Road F91 VH73	071 9142422	Saturday Sunday	19:30 11:00, 12.30
St Mary's Cathedral Temple St F91 CF59	071 9162670	Saturday Sunday	19:30 08:30, 10:30, 12:00, 19:00
St Anne's Cranmore Road F91 R250	071 9145028	Saturday Sunday	18:30 10:00; 13:00; 18:30
Dominican Community HolyCrossFriary High Street F91 K123	071 9142700	Saturday Sunday	19:30 09:30; 11:00; 12:15
Church of Ireland			
St John's Cathedral John Street F91 E303	071 9157993	Sunday	10:30
Calry Church The Mall F91 W992	071 9146513	Sunday	11:00
Islamic Prayer Service			
Sligo University Hospital The Mall F91 H684	087 6819987	Friday	13:30
Riverside Abbeyquarter North F91 DC4H	086 3653901		
Sligo Islamic Centre 42 Mail Coach Road F91 TK8K	089 4437707		

Church	Tel	Day	Times
Presbyterian Church			
Presbyterian Church Chuch Street F91 EY8K	071 9162337 086 0752137	Sunday	11:30
Sligo City Church (Pentecostal)			
Sligo City Church Aurivo Auditorium ATU Sligo F91 YW50	086 8492552	Sunday	11:00
Seventh Day Adventist Church			
Seventh Day Adventist Church Church Street F91 H3AF	087 1120238	Saturday	11:00
Redeemed Christian Church of God			
Function Hall Presbyterian Church Church Street F91 EY8K	087 6839778	Wednesday Sunday	19:00 14:00
Baptist Church			
Sligo Baptist Church Cartron Village, Sligo F91 XE42	087 7785979	Tuesday Sunday	20:00 10:30
The Redeemed Evangelical Mission (TREM) Church			
TREM Church Unit 9, Cartron Village, F91 TW64	086 2552343	Tuesday Sunday	18:00 11:00



Public Transport

ATU Sligo campus is served by a variety of bus companies that provide a daily service for those who live convenient to Sligo and a weekly service for those who travel home at weekends. The Sligo City Bus Service has an official stop on campus near the Main Canteen and a weekly ticket is available. Local Link services from a wider radius in Co Sligo and surrounding counties also use this stop.

Many students who are not from Sligo, live here during the week and commute home at weekends. Special transport arrangements, both public and private, facilitate this to a variety of destinations including Mayo, Donegal, Leitrim, Roscommon, Cavan and Galway. There are also excellent private and public bus and rail links to Dublin via Longford and Mullingar.

Bus and train timetables are posted on the Students' Union noticeboard on the ground floor in the Student Centre. Timetables are also available at: localink.ie, irishrail.ie and buseireann.ie

Remote Learning

If national or local public health concerns require us all to study and work remotely, you can be assured that ATU Sligo in general and the student supports that it offers to you while on campus are equipped and ready to help and support you if required to study from a distance. Throughout the COVID-19 Lockdowns, staff continued to teach and provide support to students who were unable to attend campus. As a result, additional expertise and contingency plans have been developed to ensure that any return to such conditions will occur with minimum disruption and anxiety for our students.

Semester

The academic year is divided into two equal parts with 12 teaching weeks each, called Semesters. The modules delivered within that Semester are examined at the end of that period and new or follow-on modules are delivered in the next Semester. For the 22/23 academic year Semesters in ATU Sligo will run as follows:

September 19th 2022– January 14th 2023

January 23rd 2023 – May 27th 2023

More information can be found at **ATU Sligo Academic Calendar** at www.atu.ie/sligo-academic-calendar

Sexual Harassment and Violence

ATU Sligo promotes an environment where everyone is treated with dignity and respect, however students may experience sexual harassment and violence in their lives on or off campus.

Sexual harassment refers to any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose, or effect, of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. It can take different forms which are often based on gender or sexual orientation and is a form of sexual violence. It includes:

- **sexist hostility – being treated differently because of your sex**
- **sexual hostility – repeatedly being told sexual stories or jokes**
- **harassments via electronic communications**
- **unwanted efforts to establish a sexual relationship despite efforts to discourage it**

Sexual violence occurs when there is non-consent and means any sexual act or attempt to obtain a sexual act by violence or coercion. Verbal pressure, intoxication or use of force are tactics used in perpetrating sexual violence.

Should you experience sexual harassment or violence, regardless of where it occurs, or by whom, we are there to support and help you. Your first point of contact in relation to a recent incident will probably be our Student Health Services www.atu.ie/sligo-health-services

Our Student Counselling Service www.atu.ie/sligo-student-support-services-counselling is there to support you in relation to any incident regardless of whether it is recent, or one that may date back many years. Contacts for both services is provided in the Directory of Supports and Services in the third section of this guide. Please also see the resources in this regard that are shared on our website www.atu.ie/sligo-health-services-sexual-emotional-physical-abuse

Harassment or violence of any type, but specifically that of a sexual nature runs counter to the rights and values enshrined in ATU Student Code www.atu.ie/sligo-documents-student-code and specifically “the right to study in an atmosphere free of harassment and intimidation and that promotes personal integrity and dignity” and is not accepted behaviour amongst the ATU Sligo community.

ATU Sligo recognises that for a variety of reasons you may not feel able to come forward about your experience of bullying, harassment, or sexual harassment and it is for this reason that ATU Sligo provides the “Speak Out” reporting tool. Using Speak Out allows you to anonymously report an incident without having to give your name or disclose personal details. In this way the college can receive information about incidents that are occurring at ATU Sligo that otherwise might not be brought to its attention. The information provided is a valuable source of feedback to ATU Sligo in ensuring an environment where everyone is treated with dignity and respect.

Speak Out

In accordance with the Student Charter, ATU Sligo promotes an environment where everyone is treated with dignity and respect, is therefore committed to providing the “Speak Out” reporting tool. “Speak Out” is an online space to speak out against misconduct that students or staff have experienced or witnessed. The anonymous reporting tool provides an opportunity for students/ staff to anonymously report incidents (ongoing or past incidences) of bullying, harassment, discrimination, hate crimes, assault, sexual harassment, sexual assault, and rape that student/ staff have experienced or witnessed.

Using “Speak Out” allows you to report an incident without having to give your name or disclose personal details. A series of questions direct respondents to the relevant support services available both within and outside the college. Through “Speak Out” the ATU Sligo can receive information about incidents that are occurring within its community that otherwise might not be brought to its attention. The information provided is a valuable source of feedback as ATU Sligo in ensuring an environment where everyone is treated with dignity and respect and receives the support that is required. To anonymously report an incident please visit <https://its.speakout.ie/>



Sport and Recreation Facilities

ATU Sligo has made significant investments in sporting and recreational facilities which has resulted in state-of-the-art amenities that we see on campus. With access available seven days a week, keeping active has never been so easy. All facility bookings (except the gym) can be made through Sportskey <https://www.sportskey.com/>.

Knocknarea Arena

At the centre of our facilities is an impressive multi-purpose sports hall which can be easily divided into two independent sections - in effect providing two sports halls which can be used for a wide variety of sports including basketball, badminton, 5-a-side, volleyball, circuit training and many more.

Gymnasium

This is a state-of-the-art facility available to students all year round. The equipment includes a full range of high quality aerobic and resistance equipment (dual machines), including free weights (1kg – 30kg). The Knocknarea Arena qualified fitness team can provide individual training programmes.

The opening times for the Knocknarea Arena Gym are:

- **Monday -Thursday: 8am-10pm**
- **Fridays: 8am-9pm**
- **Saturday and Sundays: 9am-4pm**

The Gym fees for students are:

- **Full Academic Year: €120**
- **Term: €70**
- **One Session €5**

Multi-Activity Studio

This versatile facility provides for a variety of uses including spinning, aerobic/yoga classes, martial arts and small group functions to name a few.

Fitness Classes

Call into reception or check our social media platforms for more information on fitness classes.

Athletics Track

ATU Sligo has an all-weather international standard, 400M eight-lane tartan surface, floodlit, running track with throwing and jumping facilities. This is a state-of-the-art facility offering excellent training and competition conditions.

Playing Fields

There is also a 3G Astro turf pitch which is fully floodlit, and FIFA approved. The Astro turf can be split into 3 smaller pitches. There are also three floodlit grass pitches – a championship standard pitch for GAA, a high-quality Soccer pitch, a recreational Rugby pitch and a high-quality training pitch.

Amenities Available

The Knocknarea Arena have a range of amenities such as free parking, canteen space, bike racks, Wi-Fi and changing rooms.

The Knocknarea Arena management and staff look forward to meeting you and making your visit an enjoyable experience. For more information, phone **071 915 5211**, email knocknareaarena@atu.ie or log onto www.atu.ie/sligo-campus

Please keep an eye for all updates and news from Knocknarea Arena on **Facebook** and **Instagram**.

Sports Scholarships

ATU Sligo offers a Sports Scholarship Scheme aimed to assist talented student athletes reach their sporting potential. The Sports Scholarship Programme is designed to nurture talented sports people who are prepared to make the commitment to the ATU Sligo sports clubs in their chosen discipline, if you are a keen sportsperson competing at an elite level, we want to hear from you.

Under the scheme, up to 20 new scholarships and bursaries are awarded each year. The Gold Scholarship Award is €1,750. If successful, you will also have to balance your participation in your chosen sport and representing ATU Sligo with your studies.

The closing date for entries is 15th September, 2022.

For more information please contact the Student Support Services Officer or visit www.atu.ie/sligo-scholarships

Student Centre

The Student Centre is the building removed from others to your right as you go towards “The Fish”, the main entrance and reception area. The Student Centre is home to ATUSSU – ATU Sligo Students’ Union and many of the Student Support Services, including the Health and Counselling Services, Pastoral Care & Chaplaincy Services and The Sanctuary detailed in this guide. In addition, the Students’ Union Shop and a social area are all located on the ground floor. Hume Hall is located on the first floor and the Payment Kiosk for the Visitors Carpark is located on entry to the building. All of which make this building a hub of activity and student life during the academic year.

Student Identity (ID) Card

Once you are fully registered as an ATU Sligo student, you are eligible for a Student ID card, through Yeats Library.

Information on Student ID cards is available on the ATU Library Services website library.sligo@atu.ie Please select the Sligo option from the ATU Library Services homepage, then scroll down the screen to find the link for Student ID cards.

Cards are sent to the address ATU Sligo has on file for you from when you registered. If you wish to have the card posted to a different address, there will be information on the Yeats Library website on how to change your address.

The cards are printed in batches, usually on a weekly basis. It can take up to 10 working days to receive your card. If your card does not arrive after that time, please contact library staff

through the online helpdesk: library.sligo@atu.ie The student ID card is intended to facilitate your studies at ATU Sligo. If you lose your student ID card, you can order a replacement card using the same process.

- You are always required to have your student ID card on campus.
- You must produce your student ID card to any member of staff if requested to do so (this includes academic, administrative, library, technical and other support staff, caretakers, cleaners).
- You must produce your student ID card to use the Student Health and Counselling Service.
- Your student ID card must be on your desk during ALL examinations.
- Your student ID card must be on your desk in the computer laboratories

Student Progression

Following positive exam and assessment performance, most students progress seamlessly from one semester or year of their studies to the next. For some students this progression may not be so straight forward and there are times that an individual progression path will be developed. This may include:

- attending their full-time course on a part-time basis for two or more years to overcome a specific difficulty encountered. Permission for this must be received from the relevant Head of Department and this will involve both fee implications and possible loss of SUSI grant entitlement.

- carrying one or more modules from a previous academic year to a maximum value of 10 credits which will be assessed later. Approval to progress carrying failed modules is at the discretion of the exam board and is not automatic. This student may or may not have to attend classes in the relevant modules. While a student may be allowed to progress without passing all modules of one year, they will not be allowed to graduate until these credits have been achieved.
- repeat attending specific modules, in this instance a Head of Department will give permission for a student to re-attend and be examined in specific module(s) and will become a part-time student for that year before hopefully resuming full-time studies the following year. This option will also incur fees and possible loss of SUSI grant entitlement.

Level 6 and Level 7 programmes have add-on study options allowing students to progress to graduate with Level 8 Honours Degree accreditation. Students are entered automatically for their follow-on level programme and if successful in their second semester exams, are offered their place in July. Students with repeat exams are offered a place if successful in their exams following the repeat exam board meeting in September.

Student Portal

(Just about) everything you need to know about being a student at ATU Sligo can be found on the Student Portal www.atu.ie/sligo-student-hub – including a downloadable version of this Student Guide.

The Student Portal should be your first port of call if you are looking for comprehensive information on services and supports available to you as an ATU student. It also features:

- **Up-to-the minute information on what's happening at ATU.**
- **Any updates or changes to services.**
- **A FAQ section that provides quick answers to many queries that students have.**

Most information is just one or two clicks away and you can of course access the **Student Portal** from your phone, tablet, laptop or any other web connect device.

Why not check out the Student Portal today?

My Student Portal



MY EMAIL



MY TIMETABLE

Students' Union

ATU Sligo Students' Union, or ATUSSU, is the recognised representative organisation for the student body in ATU Sligo. When you register as a full-time student, you automatically become a member of ATUSSU. ATUSSU is also a member of the Union of Students in Ireland (USI), the

national Students' Union of Ireland. The Students' Union exists to represent you the student on a range of issues throughout your college experience and sits on various committees relating to student welfare, education and recreation.

Your Students' Union is located on the bottom floor of the Student Centre and is a lively social spot for students to visit and receive valuable information about student rights, health, different clubs and societies and, most importantly, confidential advice. The Students' Union provides you with the most up-to-date information of what is happening around the college. As well as giving sound advice, it runs several services for students including a non-profit shop, binding services, tickets to major student events and much more. The Students' Union also provide "The Lounge", a chill out area for students with comfy couches, bean bags, led lighting and wide screen TV.

At the beginning of the academic year, in-class elections will take place to elect representatives from each class to sit on the Student Representative Council.

Training is provided to those selected for the post. Representatives will be required to be the eyes and ears of the Union in the classroom and will be required to attend six meetings throughout the course of the year. In March of the academic term, elections are held for full time sabbatical and part times posts within the Union.

The candidates elected into the Union will represent you for the forthcoming academic year.

Thinking of Leaving Your Course Early? KNOW YOUR OPTIONS



Useful Telephone Numbers – ATU Sligo

Atlantic Technological University, Sligo	071 91 55222
Access Officer	071 93 05414
Registration/Admissions Office:	071 91 37323 / 071 91 37322
Careers Officer	071 93 05403 / 071 93 05729
Pastoral Care & Chaplaincy Service	071 93 05215
Grants Fees Office	071 91 37319
Exams Office	071 91 37315 / 071 91 37316 / 071 91 37318
Learning Support Service	071 93 05400
Security	087 637 9470
Student Assistance Fund	071 91 55433
Student Health Service	071 93 05205
Student Support Services Officer	071 91 55426
Student Support Services Administrator	071 93 05463
Student Counsellor	071 93 05463
ATU Sligo Students' Union	071 91 41887

Useful Telephone Numbers – Sligo and Beyond

Ambulance/Fire Brigade/Gardai-Emergency	999/112
AIB	071 913 5500
Aware	1800 804 848
BodyWhys	1890 200 444
Bus Éireann	071 91 60066
Caredoc Sligo	0818 365 399
Crime Victims Helpline	1850 211 407
Garda Confidential Line	1800 666 111
Irish Rail	1850 366222
Local Link	071 965 0437
LGBT Helpline	1890 929 539
Money Advice and Budgeting Service Ltd	076 107 2730
North West Hospice	071 91 43317
Pieta House	074 91 26594 / 1800 247 247
Rape Crisis Centre	071 91 71188
Sligo Branch of Cura	071 91 43659

Sligo Branch of the Samaritans	071 91 42011
Sligo Citizens Information Centre	076 107 6390
Sligo Garda Station	071 91 57000
Sligo General Hospital	071 91 71111
Sligo Railway Station	071 91 69888
SMILY LGBT Youth Project	089 482 0330
St. Vincent de Paul	071 91 60713
SUSI Support Desk	076 108 7874
Threshold National Housing Charity	1800 454 454
Youth Information Centre	071 9144150

TEXT Crisis Textline Ireland: For free 24/7 support in a crisis text ATU to 50808

Useful Websites

Bus Éireann - Bus Information	www.buseireann.ie
Crime Victims Helpline	www.crimevictimshelpline.ie
Atlantic Technological University, Sligo	www.atu.ie/sligo-campus
ATU Sligo Student Support Service	www.atu.ie/sligo-student-support-services
ATU Sligo Yeats Library	www.atu.ie/library
SUSI (Student Universal Support Ireland)	www.susi.ie
Financial Support for Higher Education	www.studentfinance.ie
Latest college news, events and advice	www.campus.ie
Local Link Rural Bus Service	www.locallink.ie
Sexual Health Ireland	www.thinkcontraception.ie
ATU Sligo Students' Union	www.atusu.ie
Irish Council for International Students	www.icosirl.ie
Irishrail Train Information	www.irishrail.ie
North West Tourism	www.discoverireland.ie/northwest
Private Residential Tenancies Board	www.prtb.ie
Public Services Information	www.citizensinformation.ie
Sligo Sport and Recreation Partnership	www.sligosportandrecreation.ie
Sligo Tourism	www.sligotourism.ie
Threshold (your rights and obligations as a tenant)	www.threshold.ie
Tough Times (Health and Lifestyle)	www.spunout.ie
Unexpected Pregnancy	www.positiveoptions.ie
Union of Students in Ireland	www.usi.ie



Values and rights at ATU Sligo

ATU Sligo's approach to the provision of high-quality education is grounded in the following values:

- **EXCELLENCE:** Progressiveness, Independence, Courage, Quality
- **INCLUSION:** Diversity, Equality, Openness, Partnership
- **RESPECT:** Honesty, Integrity

A student at ATU Sligo has the following rights:

1. The right to expect from ATU Sligo, tuition of a professional standard on the programme of study for which they are registered and adequate educational and support facilities consistent with the resources available to ATU Sligo.
2. The right to study in an atmosphere free of harassment and intimidation, and that promotes personal integrity and dignity.
3. The right to fair and just procedures, including the right of appeal and, where considered necessary, recourse to the Office of the Ombudsman.
4. The right to be treated as a responsible member of a third-level institution, to be able to represent personal views in a reasonable manner and to be treated with normal standards of courtesy by all other members of ATU Sligo.
5. The right to be recognised by ATU Sligo authorities in a partnership approach to the administration of ATU Sligo through open and constructive consultation with students and their representatives.
6. The right to be represented on appropriate University Fora including the Governing Body, Academic Council, appropriate Sub-Committees of Academic Council and Programme Boards.
7. protection, freedom of information, and the right to be treated equally without fear of discrimination in accordance with the provisions of the Equal Status Acts 2000-2011.

The Important Stuff



University Rules and Regulations

ATU Sligo is committed to providing students with the best possible experience in higher education. All students are required to familiarise themselves with the policies, regulations and disciplinary procedures of the Institute which students agree to be bound by at registration.

The University Rules and Regulations agreed to at registration are:

- Student Code
- Student Network, Computing and Software Usage Regulations
- Examination Regulations
- Social Media Policy
- Academic Integrity Policy
- Fitness to Practice Policy
- ATU Library Services Regulations

Student Code

ATU Sligo is committed to providing students with the best possible experience in higher education and the Student Code www.atu.ie/sligo-documents-student-code sets out the rights and obligations of students. Through a partnership of management, staff and students, ATU Sligo works to ensure that its activities are conducted in a fair and equitable manner, which in turn is conducive to good working relations and an efficient and effective academic environment. The Student Code has been prepared and is implemented in that spirit. It sets out the The Principles of Fair Treatment, Honesty and Transparency and of Personal Responsibility on which the Student Code is based.

The responsibilities of students include that each student is expected to:

1. Be informed about and comply with ATU Sligo's regulations and procedures relating to students, including the Student Code;
2. Respect and treat with dignity all staff, other students, visitors to ATU Sligo and members of the local community and to treat every person in a way which is non-discriminatory and respects difference;
3. Attend lectures, practical sessions, tutorials and submit all course work as required, apply yourself to your studies and abide by deadlines for the submission of work.
4. Respect ATU Sligo property;
5. Pay all fees required by ATU Sligo as they become due;
6. Take all reasonable steps to ensure the Health & Safety of themselves, other students and staff of the University. Please view www.atu.ie/sligo-documents-student-code for the latest edition of the Student Code



Child Protection

Although the population of ATU Sligo is predominantly of adults (aged over 18 years), the safety and well-being of children (aged under 18 years) and other vulnerable people is of paramount importance.

To this end, ATU Sligo has developed a Child, Young and Vulnerable Persons Protection Policy which can be accessed here www.atu.ie/sligo-documents-child-protection-policy. The principle of this policy is that the safety and well-being of children and other vulnerable people must take priority over any other consideration.

Child welfare concerns can be categorised into four different types as follows:

Neglect which can be defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety.

Emotional Abuse is normally to be found in the relationship between an adult and a child rather than in a specific event or pattern of events. It occurs when a child's or young person's developmental need for attention, affection, approval, consistency and security are not met due to incapacity or indifference from their parent or caregiver.

Physical Abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt.

Sexual Abuse occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography. The age of consent in Ireland is 17 years old and this is the minimum age at which an individual is considered legally old enough to consent to participation in sexual activity.

The **Designated Liaison Person** for ATU Sligo is **Catherine Mc Nelis**, Student Support Services Officer (studentsupport.sligo@atu.ie), and any concerns relating to child welfare should be brought to her without delay.

Complaints

Student complaints in ATU Sligo fall into two categories, a) complaints about a service provided by the college and b) complaints about the behaviour of a student(s). These are two separate procedures available as appropriate to any student who has a genuine complaint.

Complaint about a service

ATU Sligo is committed to providing a learning environment based on equality of opportunity and respect for the dignity of its students and staff. To ensure this, it is important that students should be able to express dissatisfaction about any aspect of the services provided or about the actions or lack of action by our staff.

With this in mind, a comprehensive procedure for students to make a complaint about services provided by ATU Sligo has been developed. Please view www.atu.ie/sligo-documents-services-complaint-procedure

If a student with a complaint (the complainant) is unsure at any stage of the procedure about who to consult, advice can be sought from any of the following:

- **The Student Support Services Officer, studentsupport.sligo@atu.ie**
- **The Students Union, support@atusu.ie**
- **A Head of Department or a Head of School**
- **A Programme Chair**
- **Online Student Advisor (for online students)**

The student bringing a complaint under this procedure has the right, in the procedure to seek assistance or to be accompanied during any stage of the process by a member of the ATU Sligo Students Union, a fellow student or by a member of ATU Sligo staff. Other representation will not normally be allowed.

Following this procedure, if the student feels that they have been unfairly treated or are not satisfied with the decision on the complaint, it is available to them to contact the Office of the Ombudsman. By law the Ombudsman can investigate complaints about any of ATU Sligo's administrative actions or procedures as well as delays or inaction in dealings. The Ombudsman provides an impartial, independent and free dispute resolution service.

Contact details for the Office of the Ombudsman:

Clicking on the 'Make A Complaint' link at ombudsman.ie
Address: **Office of the Ombudsman, 6 Earlsfort Terrace, Dublin 2, D02W773**
Telephone: **01 639 5600**

Complaints about student behaviour

In the same way, complaints can also be made about the behaviour of any student by another student, staff member or member of the public concerning breaches of the ATU Student Code. All complaints about a student(s) made about student behaviour will be dealt with seriously and fairly in a professional manner.

No student will be disadvantaged for making a complaint in good faith. If, however, after investigation, a complaint is suspected to be malicious, such suspicion may be investigated under the terms of the Procedure for Dealing with Breaches of the Student Code.

Anyone wishing to make a complaint under the Procedure for Dealing with Breaches of the Student Code should access the Student Student Code www.atu.ie/sligo-documents-student-code and contact the Student Support Services Officer for advice at studentsupport.sligo@atu.ie

Data Protection

In order to achieve the mission of the University and fulfil our statutory obligations we create, gather, store and process large amounts of data on a variety of data subjects such as on students (both potential, current and former), staff, third parties and members of the public. Our use of personal data ranges from CCTV footage, to the processing of student's details throughout their journey, from application to graduation. Our Student Privacy Notice explains how the University collects, uses and shares your personal data, and your rights in relation to the personal data we hold. The privacy notice concerns our processing of personal data of past, present and prospective students of the University. It is available at www.atu.ie/sligo-student-data-protection

Examinations

This Assistant Registrar is responsible for conducting examinations, conferring, maintenance of academic policies and procedures, and the implementation of quality management for all programmes.

Examinations

All students are required to familiarise themselves with the Examination Regulations which are available at: www.atu.ie/sligo-documents-exam-regulations-procedure

Examination Timetables are posted on the website at ATU Sligo Examination Timetables www.atu.ie/sligo-examination-timetables and updated on a regular basis. Please check details regarding your examinations yourself as timetables are provisional and subject to change daily.

Deferral of examinations

Requests for a deferral of examination subject/subjects must be made on the appropriate deferral request form. This should be lodged with the Examinations Office, with the appropriate fee and relevant third-party documentation no later than 4 days after the last timetabled exam. Information on the procedure and the timescale for applying for a deferral is available at ATU Sligo Documents and

Policies www.atu.ie/sligo-examinations-documents-and-policies-contacts. Incomplete applications will not be accepted. Students who are awarded a deferral of subject/ subjects are automatically registered for the next appropriate examination session by

the Examinations Office. The cost of a deferral application is €150 which includes the deferral fee of €100 and the Autumn registration fee of €50. This fee must be paid by the student via their student account.

Consideration of events that may have affected examination performance

If you believe that your examination performance was adversely affected by bereavement, accident, illness or other serious personal disruption, you may request consideration by the Examination Board(s). You must submit your application to the Examinations Office, using the appropriate form and within the timescale specified i.e. the deadline of 4 days after the last timetabled exam. Consideration will not be given to late requests or those that are incomplete. The procedure and form is available at www.atu.ie/sligo-examinations-documents-and-policies-contacts. The fee for this application is €30 and must be paid by the student via their student account.

Disciplinary Procedures for students (examinations)

This document explains the procedure that will be carried out by the University in respect of alleged breaches of student discipline in relation to examinations. This procedure is posted on the ATU Sligo website at: www.atu.ie/sligo-documents-disciplinary-procedure-for-student-examinations

Examination Issues

If you have concerns regarding your examinations, you should contact:

- **Your Head of Department or Course Co-ordinator**
- **Examinations Office - examinations.sligo@atu.ie**
- **Examination Invigilators in Exam Halls**
- **Admissions Office Reception (registration) - admissions.sligo@atu.ie**

EXAMINATION EXEMPTIONS:

Exemptions may apply to you. For further information, please visit myexperience.ie or contact one of the following:

School of Business and Social Sciences:

Administrative Manager 071 930 5252

School of Science:

Administrative Manager 071 93 05342

School of Engineering and Design:

Administrative Manager 071 930 5495

The National Qualifications Authority of Ireland introduced a National Framework of Qualifications in October 2003, comprising a set of ten levels that map educational attainment. Each level is benchmarked by standards of knowledge, skill and competence which must be attained by learners before they can obtain an award at that level. Details of the framework are available at QQI.ie

Publication of Results

Examination results for all exam sessions are released to your Student Account as per the dates on the Academic Calendar. Please click on

the link below for further information: www.atu.ie/sligo-examination-results

No information regarding results is given over the telephone, and results will not be released if there are fees outstanding. All transcripts will be released by DigitaryCORE and students will be advised of the release dates by email to their ATU Sligo student email accounts. It is important to regularly check this email account.

Understanding Your Results

Merit 1, Merit 2:

This means that you have been awarded a Higher Certificate (Level 6), or Ordinary Degree (Level 7) with Merit 1 or Merit 2, depending on your performance and may be conferred with this Award in due course.

Merit 1:

A GPA (Grade Point Average) of at least 60% of the total available marks.

Merit 2:

A GPA (Grade Point Average) of at least 50% of the total available marks.

Distinction:

This means that you have been awarded a Higher Certificate (Level 6), or Ordinary Degree (Level 7) with Distinction, and may be conferred with this Award in due course. A GPA (Grade Point Average) of at least 70% of the total available marks.

First class/Second Class Honours:

This means you have been awarded a Bachelor's Degree (Level 8) at First Class or Second Class Honours and may be conferred with this degree in due course.

First Class Honour:

A GPA (Grade Point Average) of at least 70% of the total available marks.

Second Class Honours, Grade 1:

A GPA (Grade Point Average) of at least 60% of the total available marks.

Second Class Honours, Grade 2:

A GPA (Grade Point Average) of at least 50% of the total available marks.

Exemptions Granted:

This means that you have gained exemptions in the subjects indicated on the statement as Exemption and these subjects do not need to be retaken. However, you are required to retake all other subjects in order to complete this stage of your studies.

Fail:

This means that you have failed to achieve any exemptions and must retake all subjects you took at this examination sitting before you can complete this stage. Students with an overall result of Fail, Withheld, Deferred or Exempt must repeat those subjects which they have not passed or not yet presented in.

Withdrew:

This result indicates that you have formally withdrawn from the course. The results on your statement represent results achieved in examinations and continuous assessment completed in those subjects prior to your departure

Review of Examination Results

Students may request a review of their examination results after the results have been released on the University website. You must use the results feedback days that are shown on the academic calendar to get feedback from your lecturer and to deal with any queries before you submit a request for review. The procedure and form for the request for review are available on the ATU Sligo website, Student Portal, Examinations section at www.atu.ie/sligo-examinations-documents-and-policies-contacts. This gives details of the timescale and fees. Requests for review will not be accepted after the closing date and without the relevant fee. The academic calendar is available at www.atu.ie/sligo-academic-calendar

Examination Regulations

Please refer to www.atu.ie/sligo-documents-exam-regulations-procedure

Filming and Photography

Occasionally the ATU Sligo's Marketing Department commissions filming and photography on campus for promotional purposes. On these occasions signage will be erected in the public areas to alert students and staff that filming and/or photography is taking place. We ask students if you do not wish to appear in the background of any recording, please do not enter this area at these times.

Any student directly participating in a photoshoot will be asked to give their written consent for images to be used in the promotion of ATU Sligo, i.e., prospectus, website, social media. Students who have an interest in Marketing, Media or PR or would like to gain valuable work experience for their CV e.g., event management or social media marketing should contact the Marketing Office, marketing.sligo@atu.ie.

Opportunities are also available for paid Student Ambassador work.

Freedom of Information

ATU Sligo is a body established for a public purpose and thus falls within the scope of the Freedom of Information (FOI) Act 2014. Under the FOI Act, anyone is entitled to apply for access to records held by ATU Sligo which are not otherwise publicly available. While the main objective of the Act is to promote a culture of openness, transparency and accountability in public bodies, it is sometimes necessary to exempt certain types of records from release.

ATU Sligo makes personal records available to individual students by arrangement and having regard to

privacy, confidentiality and the well-being of the requester in the case of health records. Applications must be made in writing to the relevant section e.g. health service.

- Records held by ATU Sligo
- Correction of personal information relating to oneself held by ATU Sligo where it is inaccurate, incomplete or misleading; and
- Access to reasons for decisions made by ATU Sligo directly affecting oneself.

Requests must be made to the Freedom of Information Officer at foi@atu.ie

A valid request must state that it is made under the FOI Act 2014; it must provide enough detail to enable the records to be identified; and it must specify the preferred form of access. For more information please see <https://www.atu.ie/freedom-of-information>

Fitness to Practice

ATU Sligo is committed to broadening access to education and to ensuring that learners of all backgrounds, identities and abilities are enabled and encouraged to enter, successfully participate in and complete higher education. Many programmes in the University require students to complete aspects of their learning in professional settings, placing them in direct contact with professional practitioners and members of the public. The University considers it essential to protect all concerned, including patients, clients, service users, customers or colleagues from harm and to maintain the trust and confidence of the general public in the University and its graduates.



A policy and procedure on Fitness to Practice has been developed in recognition of the University's duty of care to the public as well as to support students in fulfilling programme requirements and to prepare them for future professional practice. While the Student Code (see page 45) outlines the expectations of the University regarding student conduct and behaviour generally, "Fitness to Practice is concerned with those issues that affect a person's ability to practice in their profession" (CORU, 2015). It includes the skills necessary to undertake and complete a programme with professional practice, experiential learning or clinical work, safely and effectively, so the student can fulfil his/her responsibilities within the scope of practice in their chosen field. For further detail, please see ATU Sligo Fitness to Practice Policy at www.atu.ie/sligo-documents-fitness-to-practice-policy-procedure

Garda Vetting of Students

ATU Sligo offers a number of programmes that require students to undertake placements with external agencies, which will bring them into contact with children and/or vulnerable adults and in which they will assume positions of public trust.

To meet ATU Sligo's obligations under the Acts, registration on these programmes is conditional on students successfully clearing the Student Vetting process. To this end, it is necessary for ATU Sligo and the organisation accepting the student's placement to ensure a vetting disclosure is obtained from the National

Vetting Bureau (NVB) for every student who is to take part in such a placement. ATU Sligo will usually have responsibility for obtaining the vetting disclosure and sharing the outcome with the placement provider concerned.

ATU Sligo reserves the right to request any student to undergo the University's Garda Vetting procedures. Any student who may be dealing with children and other vulnerable groups may be requested to undergo Garda Vetting even where this is incidental to participation in the programme concerned. Students holding positions of trust (Class reps, Peer Mentors, Officers of Clubs and Societies) may be subject to Garda Vetting so that only suitable candidates will be allowed take up such positions. Students applying for admission to the college who have a criminal conviction should notify the Student Affairs Manager in advance in accordance with the provisions of the ATU Sligo Criminal Convictions Policy. Students who fail to do so may encounter difficulties further into their studies that may prevent them from being able to achieve the learning outcomes for their chosen programme. For more information please see ATU Sligo Student Vetting at www.atu.ie/sligo-documents-student-vetting-procedure

Grants and Fees

Grants and Fees Officer:

E: mary.mcguire@atu.ie

Visit Fees and Grants on our website,

www.atu.ie/sligo-fees-and-grants

Grants - Third Level Student Grants

All new grant applications, including students changing their courses or progressing to new courses (be they add-on courses or otherwise), are to be made online through Student Universal Support Ireland, SUSI, <https://susi.ie/>

Students previously awarded grants by SUSI will be able to renew their application online and SUSI will notify them by email when this facility is available.

Fees

All students are responsible for the payment of a student contribution charge of €3,000 per academic year. On registration, students will be facilitated to pay in two instalments, 1st instalment by 30 September 2022 and 2nd instalment by 31 January 2023. Students eligible for grant aid through SUSI do not need to pay this if awarded a full grant. Should a student already have paid their fee, the fee will be refunded on confirmation of SUSI award.

If a student fails to pay their fees, access to student services such as IT Services, may be removed until all fees are paid. Furthermore, where a student has not paid fees, they will not receive a formal transcript of exam results; will not be allowed to progress to the next year of studies and will not

be allowed to graduate. If you have any concerns in relation to payment of fees, please contact the Admissions Office at the earliest opportunity.

Free Fees Initiative (FFI)

The Department of Education pays Higher Certificate (Level 6), Ordinary Degree (Level 7) and undergraduate Hons Degree (Level 8) tuition fees for all full-time students who are citizens of a Member State of the EU and who meet the residency requirements.

The exceptions to this are repeat students, students who have achieved a qualification at the same level previously or students not meeting the FFI criteria. These students must pay their own tuition fees on top of the student Contribution Fee. See further information here.

The fees set by the Department of Education and Science for the academic year 2022/23 are as follows (subject to change):

- **Student Contribution Fee Composite EU Fees for students not entitled to FFI (includes both student contribution fee and tuition fees) €3250**
- **Higher Certificate (Level 6) €3250**
- **Ordinary Degree (Level 7) €3250**
- **Degree (other than Engineering and Architecture) (Level 8) €3819**
- **Architecture or Engineering Degree (Level 8) €4450**

Tax Relief on Fees

If you do not qualify for free fees you may be entitled to tax relief. Information may be obtained from Revenue, Information leaflet IT31, or revenue.ie The tax relief applies to both undergraduate and postgraduate course fees.

Useful Links:

www.atu.ie/sligo-fees-and-grants

www.susi.ie

www.studentfinance.ie

Students with criminal convictions

In accordance with the ATU Sligo Policy regarding Applicants with Criminal Convictions, students are obliged to notify the Student Affairs Manager of any criminal convictions that they may have. A student with a criminal conviction should note that their conviction could affect their ability to secure placement on relevant courses.

As a result, the University accepts no responsibility for students who are unable to complete their studies.

Please note that the University reserves the right to review participation of any student who has or who gains a criminal conviction on any of its programmes. For more information, please see ATU Sligo Criminal Convictions Policy at www.atu.ie/sligo-documents-criminal-conviction-policy

IT Services

How do you access the network/campus for the first time?

When you power on any PC on campus, you are directed to a login screen, asking for a username and password.

HOW DO YOU LOGIN FOR THE FIRST TIME?

ENTER YOUR STUDENT ID NUMBER AS YOUR USERNAME

ENTER YOUR DOB (DDMMYYYY) AS YOUR PASSWORD

PRESS ENTER OR CLICK ON THE ARROW BUTTON TO LOG ON.

THE FOLLOWING MESSAGE WILL APPEAR ON YOUR SCREEN (THIS IS NOT AN ERROR MESSAGE):

THE USER'S PASSWORD MUST BE CHANGED BEFORE LOGGING ON THE FIRST TIME

PLEASE CLICK OK TO CHANGE YOUR CAMPUS LOGIN PASSWORD.

Student Email

It is important for students to regularly check their student email account as lecturers and almost all of ATU Sligo correspondence is communicated with students via their student email account.

How do you access your student email account?

CLICK ON - STUDENT PORTAL

THEN CLICK ON - STUDENT EMAIL

Go to www.atu.ie/sligo-campus and follow the steps below:

CLICK ON ACCESS EMAIL

USERNAME - STUDENTNUMBER@MAIL.ITSLIGO.IE

PASSWORD - SAME AS YOUR ATU SLIGO CAMPUS LOGIN

Eduroam at ATU Sligo

Eduroam is a service that allows roaming research and educational users to more easily obtain wireless network access at participating sites. When attaching to the Eduroam wireless network at the visited site, users will be prompted to authenticate and should provide the credentials that they use at their home site. The user is then authenticated against an authentication server at their home site, and if authentication succeeds the user is granted wireless network access.

How to Access Eduroam:

- Select Eduroam from the available list of Wi-Fi networks
- To access, you will be prompted for your:
- Username (Your student email address)
- Password (Same as Network/Campus, Email, Moodle)

Moodle

What is Moodle?

- Moodle is ATU Sligo's current Learning Management System (LMS).
- IT Services are responsible for Supporting Technical Issues.
- Moodle enables lecturers to provide learning material (pdf, video, lecturer recordings, web links etc.) to students to access in their own time
- Moodle enables communication between lecturers and students
- Moodle provides assessment tools such as access quizzes
- Students can download assignments and upload solutions.
- Solutions can be verified using Turnitin.

How to Access Moodle?

Go to www.atu.ie/sligo-campus

CLICK ON - STUDENT HUB

CLICK ON - MOODLE

ENTER YOUR

USERNAME - STUDENT ID NUMBER

PASSWORD - SAME AS YOUR ATU SLIGO CAMPUS LOGIN

IT Services Student Support Help Desk

The help desk is located in E1011.

IT Support Student Helpdesk Opening Times

Monday-Thursday:
10am-12pm, 2pm-4pm

Friday:
10am-12pm

You should visit IT Services Technical support on the college website where most of your queries should be answered. For further assistance you can log a ticket on our helpdesk at www.atu.ie/sligo-helpdesk

Computer Use Policy

Please refer to www.atu.ie/sligo-itservices-policies



Student Health and Safety Guidelines

ATU Sligo wishes to ensure that your time as a student here is a safe and healthy one. ATU Sligo H&S Office is located at **B1078** Email: healthandsafety.sligo@atu.ie

Legal Obligation

The main piece of legislation which governs health and safety in Ireland is the Safety, Health and Welfare at Work Act 2005. In accordance with Section 14 of the 2005 Act students at the University have the following responsibility: *“A person shall not intentionally, recklessly or without reasonable cause - (a) interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or (b) place at risk the safety, health or welfare of persons in connection with work activities.”*

ATU Sligo students are therefore required to:

- Take reasonable care to protect his or her safety and the safety of any other person who may be affected by the student’s acts or omissions
- Cooperate with the safety systems and signage in place on campus
- Observe any safety rules and procedures which may be defined for working in laboratories, workshops etc
- Wear personal protective equipment as directed
- Not intentionally, recklessly or without reasonable cause, interfere with or misuse safety equipment

- Report immediately to the academic in charge or the Head of Department any accident resulting in injury which takes place on campus or on a trip organised by the University.

Health and Safety Rules:

- Smoking is prohibited in all indoor places and in designated Tobacco Free Zones which are located outside the main exits and entrances on Campus
- Observe the speed signs in the car park which are a maximum of 15 kph and be mindful of the presence of pedestrians
- Park in the approved spaces only and do not block emergency exits.
- Where indicated, wear the mandatory Personal Protective Equipment (PPE) in laboratories, workshops etc. Students must purchase their own PPE and are responsible to ensure that it is fit for purpose.
- Only use equipment in workshops or laboratories etc that you have been trained to use
- Report all accidents, incidents and near misses immediately to the academic in charge or to the Head of Department
- Ensure an Accident or Incident report form is completed to enable a thorough investigation be undertaken to prevent similar occurrences in the future
- Undergraduate students are not permitted to work in the college buildings outside the designated opening hours, unless their work is directly supervised by a member of staff and in strict accordance with ATU Sligo “Out of Hours” Policy.

- At all times, exercise personal security precautions
- When going on field trips, ensure the person in charge has your emergency contact details
- In addition to the above, students must obey the Health and Safety rules of specific work areas such as laboratories, workshops, project rooms etc

Tobacco Free Zones

In accordance with the Public Health (Tobacco) Act 2002 and the Health (Tobacco) Amendment Act 2004 and under the Student Code, smoking and vaping is not permitted within ATU Sligo buildings or on campus grounds:

Accidents and Emergencies

You must report all accidents which occur on campus or off campus on an ATU Sligo organised activity to the Academic in charge. You should seek medical attention from the Student Health Services if required.

Accidents which occur while playing sports on or off campus with an ATU Sligo team must be reported to the Coach in charge or to a member of staff in the Knocknarea Arena.

Ensure you fill out an Accident Report form and forward it to the Health and Safety and Student Services Officer as soon as possible.

Evacuation Procedure

- Please ensure you are familiar with all of the emergency exits
- In the event of a Continuous Alarm you must evacuate the building by the nearest fire exit to one of the designated Fire Assembly points located in the Campus Car parks
- You must obey the instructions given by staff
- You must not re-enter a building until you are told to do so by a member of staff

Students who fail to cooperate with Health and Safety Procedures will be subject to ATU Sligo Disciplinary Procedures.

ATU Sligo and COVID 19

COVID 19 is a public health emergency.

ATU SLIGO CAMPUS IS OPEN IN LINE WITH GOVERNMENT PROTOCOL.

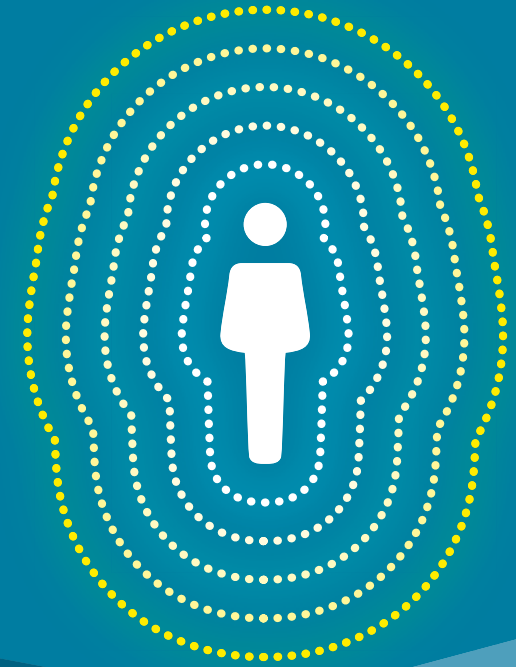
We ask that you do not attend campus if you fall into any of the categories requiring self-isolation or restricted movement. Please familiarise yourself with the latest HSE guidelines at this link: www2.hse.ie/coronavirus/

COVID 19 information will be communicated regularly throughout the semesters.



Layer up to protect from COVID-19

- > Get your vaccine
- > Clean your hands
- > Wear a mask
- > Social distance
- > Avoid crowds
- > Open windows



#LayerUp #ForUsAll

www.gov.ie/covid-19
www.hse.ie
















Riailtas na hÉireann
Government of Ireland

Section 03

Directory of Supports and Services



Maths Support Centre	Careers Office	
 Dr Fionn Downes	 Adette Ring	 Deborah Seddon
Student Success	Access Office	
 Dr Perry Share	 Linda McGloin	 Lesley Walsh
Yeats Library	Academic Writing Centre	
 Jim Foran	 Aoife Murray	 Dr John O'Callaghan
Disability & Learning Support		
 Dr Shelley Brady	 Linda Mulligan	 Andrea Rynn
International Office		
 Patrick Lynch	 Stephanie Aldridge	

Student Health Services		
 Eilish Corley	 Caroline Kennedy Crawford	 Nicola Duggan
Pastoral Care chaplaincy Service		
 Ray Cotter	 Fr. Hugh McGonagle	 Rev Patrick Bamber
Student Counselling Service		
 Geraldine Gilroy	 Dr Siobhán McNally	 Anne Rooney
Student Support Services		
 Catherine McNelis	 Shauna Kelly	
Wellbeing		
 Yvonne Roache	 Grace McGee	



Directory of Student Supports and Services

The Aim of Student Support Services at ATU Sligo is to provide a comprehensive and caring service to help our students achieve their full academic and personal potential.

Our Motto is “Caring For Our Students”

- Academic Writing and Maths Support
- Access Office including Disability Support and Student Assistance Fund
- Careers Service
- International Office
- Pastoral Care & Chaplaincy Service
- Student Counselling Service
- Student Health Service
- Student Success
- Wellbeing
- Yeats Library, ATU Library Services
- Student’s Union

STUDENT SUPPORT SERVICES OFFICER

The Student Support Services Officer is available to see students about any personal, general or welfare issues.

To make an appointment call on Teams, or email studentsupport.sligo@atu.ie

Academic Writing Centre

ACADEMIC WRITING TUTORS



Aoife Murray

E: aoife.murray@atu.ie

E: john.ocallaghan@atu.ie

E: writing.sligo@atu.ie



Dr. John O'Callaghan

Supporting students to achieve their potential

Whether you are new or returning to your studies, we understand that writing academic assignments can be a challenge for some students. The Academic Writing Centre offers free advice and support on all aspects of academic writing to all students studying both on campus and online at ATU Sligo.

Located within the Yeats Library on campus, students can avail of 1:1 appointments with experienced writing tutors in a friendly and informal atmosphere. Appointments can also be held live online. The centre has also developed a range of freely available online writing guides, recorded tutorials, templates and other downloadable resources.

All the supports of the writing centre, including booking an appointment, can be accessed on the **Academic Writing Page on Moodle: look for it under your My Courses tab.**

How we can help

While the centre is not an editing or proof-reading service, we can support you in acquiring the skills to complete your assignments and achieve your academic potential:

- Getting started with an assignment: planning, outline and structure
- The writing process: generating ideas, drafting, revising & editing
- Critical reading and effective note-taking
- Avoiding plagiarism: citation, referencing and paraphrasing
- Developing an argument: critical thinking and writing
- Reflective writing, report writing and writing for literature review
- Thesis writing
- Successful writing in exams
- Grammar, punctuation and spelling

How to Access Support

You can access academic writing support in a number of ways:

- **1:1 appointment with an experienced writing tutor:** Are you unsure about what's expected from academic writing? Perhaps you are uncertain about how to get started or have a specific academic writing query. You can meet with a tutor at any stage in the writing process for advice and guidance in a supportive atmosphere. Appointments are available in-person or online.

- **Recorded tutorials and online resources:** The academic writing tutors have recorded a series of tutorials with linked downloadable resources which you can access anytime, anywhere. The recordings are full of practical tips to help students overcome common writing challenges, write assignments or get started on their literature review or final year thesis.
- **Academic writing online programme:** This free, self-directed & interactive programme is designed to develop the academic writing skills of all students at ATU Sligo. Whether you are new or returning to writing at 3rd level or want to improve your writing skills, this programme will be relevant for you. Each unit in the programme addresses a key topic in academic writing using a range of examples, activities, quizzes and downloadable resources to support the content.

Further information can be found on the ATU Sligo website: www.atu.ie/sligo-writing-centre or by emailing us directly to find out more about how the centre can help you.

Maths Support Centre

Maths & Engineering Support Centre

DIRECTOR



Dr. Fionn Downes
E: fionn.downes@atu.ie

MATHS & ENGINEERING SUPPORT TUTORS:

Dr. Cillian O'Murchú

Foram Dave

Amit Goswami

Nimra Munir

Faizan Munawar



Supporting students to achieve their potential

The Maths Support Centre offers free support to students at ATU Sligo in mathematical aspects of their studies through providing guidance, tutorials, and content creation. We are located on the ground floor of the Yeats Library, and have a team of enthusiastic, qualified maths tutors available to assist you in your studies on campus and online.

How to Access Support

- **Website & Moodle Page:** To avail of our full range of services, please visit the Maths Support Centre Website www.atu.ie/sligo-maths-support-centre.
- **Drop-in Service:** Call by the Maths Support Centre during the opening times on our website. Bring along coursework that you would like to go through. Come by yourself or come in groups. We can assist you in working through solutions and provide you with additional education material to assist in your studies.
- **1:1 Appointments:** Book a 1-1 online timeslot with one of our maths support tutors, upload your attempts at questions that are working on, and we'll provide 1-1 support on the step-by-step methodology arriving to the solution.
- **Group tutorial sessions:** Tutorials can be arranged for an individual class in order to supplement the material that is provided during lectures.

- **Recorded tutorials and online resources:** We have recorded and documented tutorials covering various mathematical topics in science, business, & engineering. Videos, downloadable notes, and interactive learning applications are available for self-paced remote learning.
- **How we can help:** We have a broad scope of areas that we provide math support in, including: Arithmetic, Algebra, Calculus, Statistics, Probability, Finance, Chemistry, Electrical Engineering, Programming, & Data Science.

Not sure where to begin?

Drop by the Maths Support Centre. Let us know what course you are studying, and we can start from there. This Centre is here so that you can work at your own pace, and we will meet you where you are at.

For some, it is the first time they've returned to education in years and they may need to build up a solid foundation in the mathematics that they will be using during their studies. Others may be in their final semester and want assistance in improving their grades from a 2-1 to a 1-1.

We create a space where students can focus the problem and mitigate the risk of becoming overwhelmed by providing stability, and gentle structured guidance. The sooner you call by, the sooner we can help!

Access Office

ACCESS OFFICE



Linda McGloin

E: linda.mcglain@atu.ie

The role of the Access Office is intended to encourage and support categories of students who have not been traditionally represented in third level education to make the transition to third level education and to participate fully and progress within their course of study. Specifically, these are students with disabilities, those from disadvantaged backgrounds and mature students.

Appointments with Linda are by prior arrangement only and she will provide you with details on how to find her.

DISABILITY OFFICER:



Shelley Brady

E: disability.sligo@atu.ie

Students with Disabilities

ATU Sligo's Disability Service is here to support and assist students with a Disability, Mental Health Condition or Significant Ongoing Illness. We have developed a clear student-led service that will work with you as you transition through ATU Sligo and into employment.

The supports we offer are designed to enable you to work through the demands of university and be ready for the world of work. It is very important that every student with a disability register with the Disability Office at the beginning of first year and makes contact at the beginning of each subsequent academic year. To disclose a disability or to discuss issues of concern, students can make an appointment by emailing disability.sligo@atu.ie.

For more information, please scan the QR code:



ASSISTIVE TECHNOLOGY OFFICE:

E: assistivetechonology.sligo@atu.ie

Assistive Technology (AT) refers to any tools, devices, applications or features of applications that can assist or help you with your academic work. Assistive Technology may be used by a person with a disability to perform specific tasks, improve functional capabilities and progress towards maximum independence. The AT service at ATU Sligo provides ongoing support and information around the use of technology and how to adapt it to study and learning in 3rd level education.

Our aim is to ensure that technology matches your needs and environment.

Assistive Technology supports include:

- Matching person to technology assessment
- Assistance in selecting appropriate technology to maximise productivity and independence.
- Individual and group training in assistive technology to students
- Ongoing AT support for students, lecturers, college staff, other educational bodies and potential employers
- If you feel you have specific requirements in the use of Assistive Technology, you can ask your Disability Officer or Learning Support Tutor to make an appointment with the Assistive Technology Officer or email the Assistive Technology Officer for a full assessment at assistivetechonology.sligo@atu.ie

The Assistive Technology Room is available exclusively to students who have disabilities registered with the Disability Service. The room offers a range of equipment available to support the student with a disability in their studies. There are also printing facilities available. Access to the Assistive Technology Suite is provided only through the Disability and the Learning Support Service and it is located upstairs in the Student Centre (H Block), at the top of the stairs, room number: **H1002**

LEARNING SUPPORT SERVICE:



Andrea Rynn

E: learningsupport.sligo@atu.ie

As part of the Access Office, the Learning Support Service provides learning support to students who have a specific learning difficulty such as dyslexia or dyspraxia.

Students who have a prior diagnosis should contact the Learning Support Tutor early in the academic year to discuss their individual needs and devise their LENS (Learning and Educational Needs Summary), which students can share with their lecturers.

There are many supports provided by the Learning Support Tutor to qualifying students including referral to the Assistive Technology Support Service for technological aids and specialised software. In addition, we assist in the organisation of pre-approved reasonable accommodations at end of term examinations, and with student consent, we liaise with relevant staff to ensure that students achieve their full potential at ATU Sligo.

Dyslexia screening can also be arranged for students who suspect they may have dyslexia and if necessary, referral for a psycho-educational assessment can be arranged. For further information or to arrange an appointment, please e-mail learningsupport.sligo@atu.ie



The Fund for Students with Disabilities is funded by the Irish Government and co-funded from the ESF Programme for Employability, Inclusion and Learning

(PEIL) 2014 -2020

Fund for students with disabilities

The purpose of the Fund for Students with Disabilities, which is administered by the National Office for Equality of Access to Higher Education, is to provide resources to higher education colleges for the delivery of key services, reasonable accommodations and supports for learners with disabilities on full-time courses. The Fund aims to support the personal, educational and professional development of the participating learner and contribute to the achievement of their full potential. Following a successful application, funding is given to ATU Sligo for the purchase of supports such as specialised equipment, materials or technological aids, targeted transport services, sign language assistants/ interpreters and personal assistants.

Equipment purchased through this fund remains the property of the college and is given on loan to the student for the period of their studies at the Institute. The closing date for this fund is early in the academic year and this is one of the reasons why it is important to make contact with the Disability Officer or Learning Support Tutor at the commencement of the college year.

INCLUSION SUPPORT WORKER:



Linda Mulligan

E: inclusionsupport.sligo@atu.ie

Autistic Students

The **Inclusion Support Service** offers neurodiversity-affirmative support to autistic and other neurodivergent students who are registered with the Disability Service in ATU Sligo.

We understand that autistic and neurodivergent students experience unique challenges at university, while also possessing their own unique strengths and talents. In one-to-one sessions with the Inclusion Support Worker, students are encouraged to build on their strengths, to be aware of their needs, and to identify ways to effectively advocate for themselves. Students are supported to develop key skills in areas such as self-advocacy, organization, and time management, where needed. Of course, university is more than just academics, so the service also facilitates group activities such as the autistic Ambassadors' group, study buddy service, and Neurodiversity Society, to provide more opportunities for students to make authentic connections with their peers.

The Inclusion Support Service can also arrange an autism screening for students who suspect they may be autistic. If necessary, a referral for psychological assessment can be arranged at no cost to the student. To learn more about autism screening, assessment, or about supports for autistic students, contact **inclusionsupport.sligo@atu.ie** or visit our website.

ASSISTANT ACCESS OFFICER:



Lesley Walsh

E: lesley.walsh@atu.ie

Student Assistance Fund

The Student Assistance Fund aims to ensure that disadvantaged students receive financial supports to enable them to fully benefit from their studies and to assist them in overcoming financial obstacles which may otherwise cause them to abandon their studies. If you have any queries, please contact Lesley Walsh on **lesley.walsh@atu.ie**

Eligible expenses for student assistance

The Student Assistance Fund typically provides financial assistance to students who are having difficulty covering the following kinds of expenses:

- **Books**
- **Class materials**
- **Rent**
- **Heating/ lighting bills**
- **Food**
- **Travel of an urgent or essential nature**
- **Medical expenses i.e. doctor or dental visits. Expenses associated with family breakdown Expenses associated with bereavement**
- **Expenses associated with accidents**
- **Childcare (non-registered only) - for childcare costs (registered) please apply to the national childcare scheme [ncs.gov.ie/en/](https://www.ncs.gov.ie/en/)**

Ineligible expenses for student assistance

Students requiring financial assistance to help with tuition fees or registration fees cannot be considered under the Student Assistance Fund.

All students attending a Full-time or Part-time undergraduate or postgraduate on campus course of not less than one year's duration are eligible to apply. It is expected that applicants would be experiencing acute or unexpected hardship. Any tuition or registration fees must be paid in full before students can receive funding from the Student Assistance Fund.

How do I apply?

Watch your student email for information on opening and closing dates, instructions on how to apply, and information on what documents will be required. Information will also be available on all social media platforms and our website

The Student Assistance Fund is funded by the Irish Government and co-funded from the ESF Programme for Employability, Inclusion and Learning (PEIL) 2014 -2020

Careers Service:



Adette Ring



Deborah Seddon

E: careers.sligo@atu.ie

The Careers Office provides information, advice and support to help you to plan and progress your career goals. We offer a blended approach to careers guidance, with campus and online services and activities.

Where to find us

On campus and online via our careers services platform <https://atu.jobteaser.com> and Moodle: **CareersOffice**

Careers Appointments

Careers Guidance | CV Writing |
Application Form Filling |
Interview Skills

We are here to help you to navigate your personal journey to employment. Whatever stage you are at in this process we encourage you to contact the Careers Office to find out how we can help you.

Appointments can be booked via the online Careers Service platform:

<https://atu.jobteaser.com>

Careers Talks

We deliver career talks throughout the academic year both on campus and online. Topics include:

- Options with your Course
- Effective Job Search
- Further Study and Postgraduate Progression
- Networking and Communication
- CV Writing
- Interview skills
- Writing a Personal/Motivational Statement

Careers Events

The Career Office have well established links with industry and organise a variety of campus based and online events throughout the academic year. You will find details of these on your online Careers Services platform: <https://atu.jobteaser.com>

In semester one, check out the annual 'Careers Fair' and throughout the academic year join the weekly 'Webinar Wednesday', where you will have the opportunity to connect with employers, voluntary organisations, education providers and professional bodies, on campus or online.

Jobs Board | Resources

The online careers services platform: <https://atu.jobteaser.com> provides you with access to local, national and international employers. Register to discover graduate programmes, part-time and full-time jobs, internships and summer camps. This platform provides you with instant access to 80,000 employers and thousands of jobs, locally, nationally and worldwide.

Check out the 'Advice' and 'Resources' sections on the online careers services platform: <https://atu.jobteaser.com>. This is where you will find popular resources such as: CV writing, interview technique, professional networking, 'Webinar Wednesday' playback links and Careers Office LinkedIn Learning curated material.



International Office:

INTERNATIONAL MANAGER:



Patrick Lynch

INTERNATIONAL OFFICER:

To be Appointed

ERASMUS COORDINATOR:



Stephanie Aldridge

SENIOR INTERNATIONAL

STUDENT AMBASSADOR:

To be Appointed

E: internationaloffice.sligo@atu.ie

The aim of the International Office is to support and develop internationalisation at ATU Sligo. We encourage all students to study abroad during their academic studies and we support international students who are studying at ATU Sligo.

We have a vibrant international community on campus and are keen to make your stay at ATU Sligo a memorable and productive one. We understand that there are challenges to studying abroad and we are here to help. We offer guidance and information about many subjects including:

- [Erasmus+ & Study Abroad opportunities](#)
- [Irish Visa & Immigration](#)
- [Irish Residence Permit Cards](#)
- [Third Level Graduate Scheme](#)
- [Working Part-Time in Ireland](#)

Erasmus+

The Erasmus+ scheme allows ATU Sligo students to physically study abroad at a partner European university for a period of 2 to 12 months. This is a great opportunity to enhance your language skills, make friends and learn in a new and challenging way.

Typically, students complete the application process in their second year and study abroad during their third year. We hold information sessions with each second-year class, but you can also get in contact with us directly if you have any questions or queries. The program also permits student study mobility from Year 1 of undergraduate studies.

Students can also participate in a virtual or blended (mix of online and physical mobility) student study mobility. Under a blended mobility, the physical mobility component can be as short as 5 to 30 days.

Erasmus + also funds students on work placement (2 to 12 months). This opportunity is also open to Graduate students (must apply in their final year). So, if you are planning to undertake a work placement as part of your course OR after you graduate please contact us to see how we can help.

Connect with us through:

Web: www.atu.ie/sligo-international-applicants

Facebook: facebook.com/ITSligoInternationalOffice/

Twitter: twitter.com/itsligoglobal



Pastoral Care & Chaplaincy Service:



Ray Cotter
T: 071 930 5215
M: 085 859 0471
E: pastoralcare.sligo@atu.ie / ray.cotter@atu.ie



Fr. Hugh McGonagle
T: 071 930 5215
M: 086 839 7342



Rev Patrick Bamber
T: 071 914 6513
M: 083 365 8066
E: rector@calry.ie

Facebook: www.facebook.com/itsligo.chaplaincy.1

Where to find us

The Pastoral Care & Chaplaincy Office (Room H1016) and The Sanctuary (Room H1012) are located upstairs in the Student Services Centre. However, you don't have to be on campus to make contact. If it is more convenient for you please telephone, email or find us on **Facebook**, [itsligo.chaplaincy.1](https://www.facebook.com/itsligo.chaplaincy.1) or **Instagram**, [itsligochaplaincy/](https://www.instagram.com/itsligochaplaincy/)

What is the Pastoral Care and Chaplaincy Service about?

The Pastoral Care & Chaplaincy team has a special interest in your total well-being whilst studying here at ATU Sligo. We value you as a person with a unique contribution to make to college life. We aim to create a sense of community by reaching out to students and encouraging them to develop their inner strengths in ways that contribute to the life of the University and wider community. The Pastoral Care & Chaplaincy team support students in their spiritual and personal growth during their time in university and help students experiencing illness, trauma or bereavement. Students are always welcome to drop into the office for a chat or to make an appointment. The Service is available to students of all faiths and to those who have none.

The Sanctuary – Room H1012

The Sanctuary is the University multi-faith prayer room. It is open during regular college hours for students and staff to escape the rush of life and create a space for quiet reflection and prayer.

Student Counselling Service

COUNSELLORS:



Dr Siobhán McNally



Geraldine Gilroy



Anne Rooney

E: studentcounsellingservices.sligo@atu.ie

The Student Counselling Service is a confidential student support available free of charge to all registered ATU Sligo students.

Meet our Team: Geraldine Gilroy and Dr Siobhan Mc Nally and Sessional Counsellor, Anne Rooney.

Located: Ground Floor of the Student Centre, just beside the Student's Union.

Opening Hours: Monday to Friday 9.00am to 4.00pm

Closed daily for Lunch: 12.30pm to 1.30pm

What is Counselling?

Counselling offers students the opportunity to explore any issue which may be impacting on your mental health and wellbeing.

Confidentiality

Confidentiality is a central part of the counselling process.

All information given by you to your counsellor is confidential and won't be disclosed to anyone outside of the Student Counselling Service. The only exceptions to this would be if there is a concern about immediate risk to you, a third party, or any criminal activity.

Making an Appointment

Should you require any support the Student Counselling Service remains open and is offering phone and online appointments. If you would like to make an appointment please email: studentcounsellingservices.sligo@atu.ie

Outside of Office Hours

In the case of an Emergency please access the following supports:

- **CALL 999 or 112 in the event of an emergency;**
- **A & E: visit your Accident & Emergency Department;**
- **CareDoc Sligo: 0818 365399**
- **TEXT Crisis Textline: For free 24/7 support in a crisis, text ATU to 50808**
- **Ring the Samaritans 24/7 on Freephone 116 123**
- **Pieta House; 1800 247 247 (24-hour helpline) or Text HELP to 51444**

There are lots of ways you can take care of your Mental Health. Whatever your circumstances, there are things you can do to help manage your fear, stress, and anxiety and to protect your mental health:

- **Talk to your Family and Friends about how you are feeling,**
- **Make time to Exercise and Keep Fit,**
- **Making time to Relax, having some time to yourself everyday as much as possible,**
- **Having a Healthy Diet and good Sleeping Routine, and**
- **Being aware when you are very Self-Critical, and practicing being a little bit kinder towards yourself**

For further information click on: www.atu.ie/sligo-student-support-services-counselling

Mental Health Promotion

Throughout the year, the service runs several mental health promotions. The Student Counselling Service hosts a page on the ATU Sligo website providing information on a wide range of mental health issues including; Anxiety/Anxiety Attacks, Depression, Loss and Bereavement, Eating Disorders and Alcohol/Drug Misuse.

For further information click on: www.atu.ie/sligo-student-support-services-counselling

Student Health Service

STUDENT HEALTH NURSES:



Eilish Corley



Caroline Kennedy Crawford



Nicola Duggan

T: 071 930 5463 / 071 930 5205

E: studenthealthservices.sligo@atu.ie

The Student Health Service in ATU Sligo is available to cater for the medical needs of students while they are away from home, and it is not possible to visit their own GP. It offers both virtual and face-to-face consultations in a modern health suite, which is conveniently located on the campus grounds. The unit is staffed by a team of nurses and doctors who have extensive experience in student health issues and can offer medical care and specialist clinics to students, all completely free of charge. The Student Health Service in ATU Sligo provides medical care to all registered students and apprentices throughout the academic year.

The mission of the service is to provide quality health care that is tailored to a

student's individual needs. It aims to provide a student friendly service with special attention given to preventative medicine, health promotion and encouraging healthy lifestyles. The service operates during office hours but there are provisions in place to ensure that all students can access a medical service 24 hours a day.

Student medical records are completely confidential and maintained in the Health Centre. Consent must be obtained from the student prior to disclosing records to any third party.

Opening Hours

Monday to Thursday: 9am to 4pm

Friday: 9am to 2pm

Closed Daily for Lunch: 12.30pm to 1.30pm

Making an Appointment

The Student Health Service operates on an appointment only basis. We offer both in-person and virtual consultations. If you would like to make an appointment, please contact us by phone or email. Prior to your first visit, please complete the Registration Form on our ATU Sligo Student Health webpage at www.atu.ie/sligo-health-services

How the Service Operates

The Student Health Service is a nurse-led service. All students must first be assessed by the Nurse and those requiring referral to the Doctor will be given an appointment for the medical clinics, which are also based in the Student Health Centre. The service is not intended to replace your own GP.

Students with a chronic condition, disorder or disability which may require

specific support or monitoring are advised to make themselves known to the Student Health Service as soon as possible after registration so individual care needs can be assessed.

Fee

The Health Service is available without charge to all registered students throughout the academic year. However, students who are late for their appointment or do not attend without cancelling will incur a fine of €20 and will not be issued with another appointment until the fine has been paid in the Students' Union Shop.

Sick Certification

The Student Health Service has stringent guidelines on the issuing of sick certs.

- Certification will only be issued by the Student Health Service if absence from college is medically recommended.
- No backdated certs will be issued.
- If you have been treated by your own GP/ Emergency Department, they should issue the medical cert.

Advice for using the service

- Be aware that accidents and medical emergencies will always be given priority.
- Remember to call/email early to make an appointment as appointments book up quickly. We operate on "a first-come first-served basis".
- Remember to contact the nurse by email for repeat prescriptions at least 1 week before your prescription is due to be renewed.



- Please let us know at least 2 hours ahead if you cannot keep your appointment with the Doctor. Students who fail to do so will be fined €20.
- All prescriptions will be sent electronically to your nominated pharmacy.

Accidents and Medical Emergencies on Campus (office hours)

In the case of a medical emergency on campus please call extension 5333 for Emergency First Aid assistance. The campus nurse can be contacted on 087 996 1873 in the case of a medical emergency. To contact the Emergency Services please contact 999/112.

Out of hours medical care

Students requiring GP out of hours medical care can call **Caredoc Sligo** on **0818 365399** between 6pm and 9am. There is a fee for non-medical card holders. For medical care between 5-6pm please call **Medicentre GP** surgery on **071 914 2550** for details of the doctor on call.

Health Promotion

We are keen to actively introduce students to healthy lifestyle choices.

We encourage students to access our website to gather information and advice regarding many health issues relevant to students. www.atu.ie/sligo-health-services

Additional services on offer at the health service include:

- Flu vaccine clinics
- Women's health clinics

- Sexual Health Clinics
- Cryotherapy Clinics
- Smoking Cessation Referrals
- Referral Service for Alcohol and Drug Misuse
- Referrals to Eating Disorder Service
- Physiotherapy service: Provided by "Fix You Physio" offering student rates. To make an appointment call **071 931 7210** or email info@fixyouphysio.com
- Optician service available. Free Eye Test. To make an appointment please call **087 431 0344 / 071 916 9090** or email sweeneyopticians@gmail.com.

Please access our webpage on the student portal at ATU Sligo or email studenthealthservices.sligo@atu.ie for more information on clinics.

Immunisations and Vaccinations

In the interest of the health and safety of all who work and study in the University, we recommend that students have all their vaccinations/immunisations before registration. These vaccinations include Diphtheria, Tetanus, Whooping Cough, Hib, Polio, Meningitis C, MMR (measles, mumps, rubella). Please check your family records and consult with your GP for information and advice. Students who are undertaking specific science and social studies courses may require Hepatitis B vaccination for work placements. Student are advised to refer to the University prospectus and contact their own GP for vaccination recommendations.

Office for Student Success

HEAD OF STUDENT SUCCESS:



Dr Perry Share
E: success.sligo@atu.ie

The office of Student Success was established in 2020 at ATU Sligo. The office works across the University to enhance the student experience and to develop effective processes to support you in your learning. It works closely with areas such as Student Support Services, the Students' Union, Clubs and Societies and the academic Faculties and Departments, as well as other units in the University.

The Student Success office is responsible for student induction, the annual national student survey, LinkedIn Learning for students, the PASS Mentoring scheme and a range of other initiatives.

Much of the work of the Student Success office is 'behind the scenes' but you will be likely to meet Perry at events like Induction, during the student survey or at feedback and consultation events during the year.

WHAT DOES 'SUCCESS' AS A STUDENT MEAN FOR YOU?

Perhaps it is making good friends at college, graduating with first class honours, completing a good project, scoring a great work placement or overcoming personal barriers and circumstances to complete a qualification.

ALL OF THESE CAN BE REAL MARKERS OF 'STUDENT SUCCESS'

We look forward to making your time at the University as good as it possibly can be and helping you to achieve success – however you define it! The office regularly seeks feedback and ideas from students, so watch out for our surveys, consultation events and other communications throughout the year. If you have any ideas about how we can make the University a better place for you or for other students, don't hesitate to let us know.

Wellbeing

MENTAL HEALTH AND WELLBEING PROJECT OFFICER:



Grace McGee

ASSISTANT PSYCHOLOGIST: To be Appointed

HEALTH AND WELLNESS OFFICER:



Yvonne Roache

Student wellbeing is paramount at ATU Sligo. If you are happy and healthy you are more likely to have a better experience at university. The wellbeing team offer a range of initiatives which aim to increase student wellbeing and mental health awareness during the academic year. Their work will build on and complement other initiatives undertaken by Healthy Campus and the Students' Union. For more information and updates go to our wellbeing webpage and wellbeing Instagram page

Mental Health and Wellbeing Project Officer

Grace McGee
Email: grace.mcgee@atu.ie

The Mental Health and Wellbeing Project Officer will work in developing partnerships on campus for the promotion and protection of student Mental Health. Grace leads on

supporting the implementation of the National Student Mental Health and Suicide Prevention Framework and the National Framework for Consent at ATU Sligo. You will get to know Grace through initiatives such as the delivery of the Active* Consent programme as well as mental health initiatives recognizing empowerment, participation, and inclusion as key values to supporting students' wellbeing.

Assistant Psychologist

To be appointed

The Assistant Psychologist works as part of the ATU Sligo Student Wellbeing Team. You will get to know them through the delivery of mental health initiatives and facilitating class talks. They will also work closely with students and staff to organize events which support student's mental health and well-being.

Yvonne Roache
Email: yvonne.roache@atu.ie

Yvonne co-ordinates the ATU Sligo Healthy Campus initiative which aims to create an overall environment and culture that enhances the health, well-being and sustainability of all members of its community and enables them to achieve their full potential. You will get to know Yvonne through her organization and delivery of a range of initiatives focused on a balanced lifestyle, good physical and emotional health, encouraging and supporting everyone to take responsibility for their personal health and wellbeing.

Yeats Library

LIBRARIAN:



Jim Forn

E: library.sligo@atu.ie

W: www.atu.ie/library



The Yeats Library is situated centrally on campus, just off the main concourse. We hold a stock of over 50,000 print books and access to 100,000+ e-books. As part of the ATU Library Services we are working behind the scenes to integrate our collective library services and resources. We hope to expand our studying and borrowing services across all branches of the ATU, and to expand our database collections.

Resources provided by the Library include:

- Books and e-books
- Journals and articles
- Electronic databases
- Films
- Maps
- Official publications and many other resources.

Services offered by the Library include:

- Bookable Seminar Rooms
- Drop-in Study Spaces
- Postal Loans for Online Students
- Inter Library Loans
- Library Tutorials on subjects from finding library resources to using referencing software

For more information, please check out our Library Guide or our website on www.library.atu.ie and choose the Sligo option to go to our homepage. Check out our blog or look for us on social media as Yeats Library, ATU for updates, posts and podcasts.

Students' Union - ATUSSU

T: 071 914 1887

E: support@atusu.ie

Facebook / Twitter / Instagram

Make sure you drop in at some stage and visit all the officers in the Union. They are here to help you set the right balance between your studies and your social life.

For more information, you can visit our website at atusu.ie

They hope to see you soon and that you have a very successful and enjoyable year.

Sabbatical Officer Profiles

SABBATICAL OFFICERS

PRESIDENT:



Daire Martin

T: 071 914 1887

M: 086 773 7456

E: president@atusu.ie

Daire Martin is your Students' Union President for the academic year 2022/23. Originally from Co. Monaghan, Daire completed his degree in Sport with Business in 2021 and this is his second year as Students' Union President. Daire is also a champion Strongman and received an ATU Sports Scholarship during his studies.

As the President of ATUSSU, it is Daire's job to be the CEO of the Union. He is responsible for implementing all Union policy in the college. He represents students on the University's Governing Body, Academic Council and a whole host of additional committees and sub-committees and ensures that the student's voice is heard at these meetings. This year of course there will also be a strong emphasis on bringing the Students' Unions in Sligo, Galway, Mayo and Donegal together as one, for the student's benefit in the Atlantic Technological University.

If you want to talk to Daire about anything, call to his office in the Student Centre or contact him at the details above.

VICE PRESIDENT / ACADEMIC LIFE:



Keelan Kennoy

T: 071 914 1887

M: 086 773 7457

E: support@atusu.ie

Keelan is the Students' Union VP for Academic Life for 2022/2023. Keelan is from just outside Sligo town and graduated with a bachelor's degree in Business with Sport & Marketing. Keelan was Class Rep while a student and was Education Officer in 2020/21 and 2021/22.

Keelan is responsible for the general education affairs of all students in ATU Sligo and is responsible for class representative recruitment and the development and maintenance of an effective Student Representative

Council (SRC). Keelan sits on several committees in the college including Governing Body and Academic Council. As VP for Academic Life, Keelan plans and coordinates all Union education campaigns and promotes all Education Union Policy throughout the college.

You can contact Keelan on the above details or you can drop by his office in the Student Centre.

VICE PRESIDENT / WELL-BEING & ENGAGEMENT:



Faye Woods
T: 071 914 1887
M: 086 794 6672
E: support@atusu.ie

Faye is responsible for the general well-being of all students in ATU Sligo. She will liaise with the wellbeing team, pastoral care, medical and counselling services. Faye helps to communicate Students' Union Policies as well as general policies on Welfare throughout the ATU as well as running relevant campaigns. Faye can also help in relation to accommodation queries which students or parents may have.

You can reach Faye by calling into her office in the Student Centre or by contacting her on the details above.

Part-time Officers

Part-time Officers are elected to positions of key importance to the Students' Union in line with the constitution. If you would like to know anything about these positions, please feel free to contact the Students' Union and talk to any of the Union Officers.

Clubs and Societies Officer – To be Filled 22/23

The job of the Clubs and Societies Officer is to assist Clubs and Societies here in the University. They help clubs and societies promote events and will help with any activities hosted by the Union. You can contact the Clubs and Societies officer on support@atusu.ie

Entertainments Officer – to be filled for 21/22

The Entertainments Officer is responsible for the organisation and promotion of entertainments both on and off campus. You can contact the Entertainments Officer on support@atusu.ie

International Student Officer - Abokoe Ngulube

The International Student Officer is responsible for engaging with and supporting International Students attending ATU Sligo. You can contact the Abokoe by email on support@atusu.ie

Sustainability Officer – Nina Fern

The Sustainability Officer is responsible encouraging sustainability amongst ATU Sligo students. You can contact Nina at support@atusu.ie

Diversity & Inclusion Officer – Britney Jones

The Diversity & Inclusion Officer seeks to prevent any form of discrimination against students in the University. To this end, they are responsible for the initiation of relevant campaigns in order to promote inclusion or highlight breaches of equality which effect students. You can contact the Britney at support@atusu.ie

Mature Student Officer – Shauna McHugh

The Mature Student Officer will liaise with mature students to establish any needs they may have and bring these to the attention of the Students' Union President. They will initiate relevant campaigns in order to highlight issues relating to mature students within the University. You can contact the Shauna at support@atusu.ie

Students' Union Staff

There are three full-time staff members in ATU Sligo Students' Union. Padraic Ryan, General Manager; Emma-Louise Evans, Administrator; and Don Donoghue, Communications Executive. These staff members work in support of the Union Officers and can be contacted at the Students' Union on the ground floor of the Student Centre, or by emailing support@atusu.ie

Students' Union Shop

The non-profit shop is in the Student Centre and is managed by Gerry Higgins. The shop sells all necessary ATU Sligo course stationery and equipment. Operating on non-profit basis to ensure students get the best prices, it also sells a range of groceries, smoothies and Starbucks Coffee.



Legend

- A** Main Reception, Administration & Yeats Library
- B** Science and Canteen
- C** Business & Social Sciences
- D** Business & Social Sciences
- E** Engineering & Design
- F** Engineering & Design
- G** Innovation Centre
- H** Student Centre
- K** YAADA
- L** YAADA
- M** Applied Technology
- P** Knocknaree Arena
- B** Clarion 8
- Bike Shelter**
- Car Electric charge point**
- Bus Stop**
- Paid Parking**



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