

Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

Online & Flexible Learning

Student Guide
2022-2023



ATU Sligo

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Welcome to Online & Flexible Learning at ATU Sligo.



Welcome to Online & Flexible Learning at ATU Sligo. Congratulations on becoming a student in the Atlantic Technological University, one of the largest multi-campus universities in Ireland. We are delighted that you have chosen ATU Sligo for your online learning journey and we will support you to get the most from your time with us, every step of the way.

Whether you are a new or returning student, this Online and Flexible Learning Student Guide has been developed as a resource to help you throughout your time at ATU Sligo. From online registration to student support services, information on exams and the Yeats Library, this Guide will provide you with the necessary information to get set up to succeed and make the most of your learning experience.

We encourage you to immerse yourself into academic life at ATU Sligo and engage with your lecturers and programme fully. In addition to this Online and Flexible Learning Student Guide, there are a range of people and services available to you as a student. Please use the ATU Sligo Student Portal throughout the academic year as you will find a wealth of information and resources on all aspects of academic life relevant to you and your studies.

There are many advantages to being an online learner, it is more flexible and accessible than full-time courses and allows you to combine work, life and family commitments. We understand, however, that it can be challenging at times and we encourage you to take the time to check out all the supports that are available to you. Most importantly, get to know your fellow students. They will be a great source of year-round support and friendship during your time at ATU Sligo and beyond.

Be assured that graduates from our online and flexible programmes at ATU Sligo are equipped with fully accredited university qualifications, matched to industry demand, and recognised internationally.

We wish you a very fulfilling experience and every success for the academic year!

Joanne Harmon

Head of Online Learning Student Experience

E: joanne.harmon@atu.ie

Getting Started with Online & Flexible Learning



Online Student Advisors

As an Online Learner at ATU Sligo, you will receive help and support from our dedicated team of Online Student Advisors who will be there to assist you throughout your studies. They will be your first point of contact for any non-academic queries or questions you may have and can provide you with any further information, support or guidance you might require throughout your application process and studies at ATU Sligo. Each Online Student Advisor is dedicated to a different subject area to ensure they have the expertise required when answering your queries.

For the contact details of our Online Student Advisors, please visit: www.atu.ie/sligo-online-student-advisors

NOTE: Not all programmes have an Online Student Advisor at present. If you do not have an Online Student Advisor assigned to your area of study, please contact your Course Coordinator for any course-specific issue or the Admissions team for any other issues you might have.

Contact the Admissions team by calling **071 931 8511** or email admissions.sligo@atu.ie

Course Coordinators

For any course-specific support that you may need, ATU Sligo have a team of Course Coordinators who are available to help you. The contact details for your Course Coordinator will be available on your Moodle account and instructions for how to access your Moodle account are included in this guide. You will also be introduced to your Course Coordinator during our virtual Induction programme.

Student Registration

Student registration for Online Learners typically opens in late-August for a September start. When registration opens and if the application booking fee or deposit has been processed, the ATU Sligo admissions team will send students an email with the relevant information needed to register as an ATU Sligo student.

Please visit www.atu.ie/sligoregistration for further information on how to register as an Online Learner at ATU Sligo.

If you need any help or assistance with your online registration, please contact our Admissions team by emailing admissions.sligo@atu.ie or call **071 931 8511**.

Induction

At ATU Sligo, we have a welcoming and supportive environment for all our students, and we have created a comprehensive Online Learning Induction programme to help you settle in and get prepared for your online studies.

With your offer email, you will receive an invite to our Online Learning Pre-Induction programme where you will have access to a variety of resources and materials available online to help you prepare for your online learning journey at ATU Sligo.

In mid-September, our full Online Learning Induction programme will take place, typically the week before your online course commences. Our full Induction programme will provide signposts to key information such as how to access Moodle, information on the student supports available to you, an overview of Yeats Library, meet your Course Coordinator, receive your timetable and much more.

Both the Online Learning Pre-Induction and full Induction are online events, meaning you can attend from anywhere.

What to expect from our Online Learning Induction?

- Live Q&A session.
- Student support sessions.
- Meet your Course Coordinator.
- Student hub (students supports & facilities).
- Moodle introduction & overview.
- Overview of Academic success, integrity and exams.

Visit now at www.atu.ie/sligo-online-induction



IT Services

When you need support with technical issues, the IT Services team is here to help you. Some of the support services that IT Services can help you with include:

- Technical support.
- Email facilities.
- Multimedia.
- Website.
- Computer hardware and software installation.
- Education Technology Development.
- Moodle assistance.

HOW TO LOG ON TO THE ATU SLIGO NETWORK

When you become a fully registered student, a user account will be automatically set up for you and you will receive your student number. Your student number will be your login ID and it'll be part of your ATU Sligo email address.

Your password will be your date of birth, please see an example below.

Your login ID will be Sxxxxxxx

Your email login ID will be studentid@atu.ie and for research students it will be firstname.lastname@research.atu.ie

Your default password is your date of birth in the format DDMMYYYYATUS (so if your DOB is 7th March, 1987, then your password is 07031987ATUS)

You can then log in to all IT Services including email, Moodle, Yeats Library and much more.

MICROSOFT ONEDRIVE STORAGE

Students have an allocation of 1TB storage with Microsoft OneDrive which is accessible via <https://portal.office65.com>. To download OneDrive go to <https://www.itsligo.ie/itservices/software/office365services/> for use on laptops and mobile devices.

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.

To login to your student email, please use your email login ID (studentnumber@atu.ie) and your campus password.

Your student email can be accessed through the below links:

- Student Portal – www.atu.ie/sligo-student-portal
- Directly at <http://mail.office365.com/>

IT SERVICES HELPDESK

When you need technical support, the IT Services Helpdesk is there to help you.

Please visit IT Services Technical Support page where most of your questions will be answered. You can also chat with technical support if you are still having issues visit our helpdesk.

Visit now - www.atu.ie/sligo-helpdesk

Yeats Library

Located at the heart of the campus, the Yeats Library is an architectural space with student focus at the core of its design. Spread over three floors, this world-class facility provides all the resources a student needs to excel in their programme of study.

Library services available for Online students:

NOTE: As the integration of ATU proceeds, you may be informed of changes to some of the web addresses below

Access our online services on the Yeats Library website. Go to this link: <https://www.atu.ie/library> then click on **ATU Sligo**.

When accessing Yeats Library online, you may be prompted to login using your ATU Sligo email address (studentnumber@atu.ie) and ATU Sligo password.

The EOLAS search provides a facility to search our collection of print and electronic books and journals. There is also a separate Online Catalogue to search our print book collections. To facilitate online students there is a postal loan service for print books.

Included on the Yeats Library website are the following:

- Information on student ID cards.
- Online helpdesk (Libask) and live chat (Libchat) facility for library queries.
- Library FAQs on Libask.
- Libguides with guidance on many library resources and services.
- Guidance on Referencing.

Introductory tutorials will be provided by Library staff to get you started using the Library.

You may also make an appointment with a faculty liaison librarian via the Libask or Libchat facility.



Academic Calendar

The academic calendar is published on the Student Portal on the ATU Sligo website and can also be viewed here - www.atu.ie/sligo-academic-calendar

On the academic calendar, students can find key dates for the forthcoming academic year including:

- Induction week.
- Teaching weeks per semester.
- Examination weeks.
- Publication of exam results.
- Repeat examination weeks.
- Academic holiday dates.

NOTE: The academic calendar is subject to minor changes throughout the academic year.



Timetables

Online Learning timetables will be given at Induction and will also be made available on your programme page in Moodle.

Programme pages on Moodle will give an overview of the modules that student will have in each semester and the days/times of live lectures, workshops, project deadlines and much more.

You can also access your timetable through our student portal or by visiting the following link - www.atu.ie/sligo-timetables

For further information on timetables, please contact our Admissions Team on admissions.sligo@atu.ie

Study Hours

At ATU Sligo, the types of attendance for our online courses are categorised as part-time online, blended or full-time online.

- Part-time online courses schedule live lectures and these usually take place in the evening time.
- Blended learning is offered where students may be required to attend labs or workshops, combined with online lectures.
- Full-time online courses are available through the CAO for students who wish to earn a degree but are not able to attend campus.

Whether you are studying part-time online, blended or full-time online, it is very important that you allocate enough study time to your online course to stay focused, reduce stress and achieve your goals. For part-time online or blended learning, it is recommended that you should try to allow for 5-6 hours per week per 5 credit module to your studies. Most online courses typically involve 3 x 5 credit modules per semester which leads to an average 15 – 18 study hours per week. Our online courses have about 3 hours of live lectures per week (but this can vary per programme). The rest of your study time consists of independent learning, communicating with your lecturers and classmates and carrying out assignments.

Live lectures normally take place between 6pm and 10pm, Monday to Thursday but this may vary depending on the availability of specific lecturers. If the scheduled times for the live online lectures do not suit you, recordings will be made available through Moodle.

NOTE: You may be required to take some time off work for the below:

Exams

Christmas Exams: 2 – 4 days in January each year.
Summer Exams: 2 – 4 days in May each year.

Workshops/Practical Classes

Approximately 2 - 4 days per year depending on the course you are studying. You will receive notification of the dates from your lecturer for each specific subject requirement.

Moodle

Moodle (Modular Object-Oriented Dynamic Learning Environment) is the learning management system you will use to access much of the learning resources during your studies at ATU Sligo. Every student has a Moodle account personalised to their programme of study and active use of your account is important in preparing you for success.

The programme in which you are studying will be made up of modules and you will be able to study each module through Moodle. All modules will have their own section on Moodle which you can select from a menu. Here you will be able to find lectures, notes, assignment briefs, communication forums, reading lists, resources and much more. Each module will be broken down into teaching weeks and each week will have a link to lecture notes, resources, reading materials etc.

Depending on your timetable, you may have live lectures to attend each week via Live Classroom. If you cannot attend a live lecture, a recording of the lecture will be made available to you on Moodle.

WHEN WILL YOU GET ACCESS TO MOODLE?

The personalised content to reflect your course of study will become visible on Moodle 24 hours following the completion of registration with ATU Sligo. This normally takes place between August and September. Access to individual study modules on a specific programme is controlled by the lecturer or Course Coordinator who may be editing/updating the content prior to actual delivery. Moodle can be accessed through the link below or please visit the 'Student Portal' section on the ATU Sligo website.

Link to Moodle - www.atu.ie/sligo-moodle

Your Moodle username is your student email (studentnumber@atu.ie).

Your password is the same as your ATU Sligo login.



Live Classroom

Our live classroom is a virtual learning platform for online learners to access, watch and interact with lectures.

HOW TO ACCESS THE LIVE CLASSROOM?

Access for your live classroom will be available from your module page on Moodle. At ATU Sligo, we use a software called 'Adobe Connect' for delivery of live classes and/or 'Microsoft Office Teams' depending on the individual lecturer. No matter which software your lecturer chooses to use, a link to your live lecture will always be placed on each module page in Moodle.

Please use the test links provided to make sure that your PC or laptop is set up correctly, particularly your audio. This will ensure you can hear the lecturer speaking prior to any live class. Please note, you will need to download 'Adobe Connect' prior to your first lecture. For instructions on how to do this, please visit - www.atu.ie/sligo-online-digital-learning

HOW TO ACCESS RECORDED LECTURES?

All live lectures will be recorded and uploaded to your module Moodle page. These will be stored under the relevant learning week and will remain here until the end of semester/year. Lecturers will also add links to any resources or reading material that may be relevant to that live lecture or topic.

At ATU Sligo, some lecturers use a software called Panopto to record live classes. If you are unable to attend a live class, you can view the recording at another time that suits you. If your lecturer records your class, the recording will most likely be stored in the 'Panopto block' on the top left-hand side of each of your Moodle module pages. The main benefit of Panopto is that it enables downloading of live class recordings to different devices for your study. All recorded classes will be stored under 'Completed Recordings'. If your lecturer records your class using Microsoft Teams, you will find the recording in your Teams channel for that class.

If you need further assistance on any of the above, IT Services helpdesk will be able to help you - www.atu.ie/sligo-helpdesk



Laptop & Equipment

As an Online Learner, you will need to have access to a PC or laptop that is connected to the internet. Your PC or laptop should have speakers. Access to a web camera is beneficial for engaging with lecturers and peers, but not essential.

Many students opt to use headphones for listening to live or recorded lectures, but again this is optional. Once you have an internet connection, all the applications you need for accessing lectures, the library, course materials and submitting assignments are web-based.

Reading Materials

During your studies at ATU Sligo, your lecturer may recommend reading materials to help and assist you with assignments, projects etc. As a student of ATU Sligo, you will have online access to the Yeats Library as well as being able to visit the Library on campus.

For online access to the Yeats Library go to this link: <https://www.atu.ie/library>, then click on **ATU Sligo**.

The EOLAS search provides a facility to search our collection of print and electronic books and journals. There is also a separate Online Catalogue to search our print book collections. To facilitate online students there is a postal loan service for print books.

When accessing Yeats Library online, you may be prompted to login using your ATU Sligo email address (studentnumber@atu.ie) and ATU Sligo password.

Assessments & Assignments

Exams and assessments are a necessary part of college life. The types of assessments will vary by course and even by module, but each module will have assessments or assignments built in to evaluate your learning within that semester.

At the beginning of each academic year or semester, your lecturer will outline the assessments you will need to complete through Moodle. Types of assessments can vary but can take the form of report writing, presentations, open book exams, essays and practical assessments including workshops and laboratory sessions. All assessments will be either individual or group structured assignments meaning that you will have to complete the work yourself or in a group scenario.

Examinations

While continuous assessment occurs throughout modules, many modules also have scheduled exams at the end of each semester. The methods of assessment can be found on the module links on the course web pages on our website.

Please visit the following link for further information on exams: www.atu.ie/sligo-examinations

For students who have end of semester examinations, you will be required to attend an exam centre in Sligo, or an alternative exam centre may be offered in Dublin or other venue subject to availability. Students based outside of Ireland, or within Ireland on a case-by-case basis, may be able to avail of remote proctored examinations and should contact the Examinations Office for further information on this service at examinations.sligo@atu.ie or call **071 9137317**.

Students with a disability, requiring extra time or other specific accommodations, please contact learningsupport.sligo@atu.ie

EXAMINATION TIMETABLES

Examination timetables are posted on the website at ATU 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.

Read more about examination timetables here: www.atu.ie/sligo-examination-timetables

DEFERRAL OF EXAMINATIONS

- Information on the procedure and the timescale for applying for a deferral is available at www.atu.ie/sligo-examinations.
- Incomplete applications will not be accepted. The submission of third-party substantiating evidence is mandatory and must be in date. (E.g. Medical certs must be current, and date stamped by G.P.).
- You must list every individual module you are requesting an exam deferral for and ensure that you have the correct module code and module title listed.
- A deferral for a booked holiday will not be considered as the dates of the exam periods are published at the beginning of the academic year and are available on our academic calendar: www.atu.ie/sligo-academic-calendar.

Students who are awarded a deferral of examination subject/subjects are automatically registered for the next appropriate examination session by the Examinations Office.

There is no fee for applying for a deferral, however you will be charged to register for the repeat sitting of the module which is €50 per semester (regardless of the number of modules). This fee must be paid by the student via their student account.

Read more about deferral of examinations here: www.atu.ie/sligo-examinations

EXAMINATION RESULTS

Examination results for all exam sessions are released to your student account as per the dates on the academic calendar. Please visit the link below for further information: www.atu.ie/sligo-examination-results

Results will not be released if there are fees outstanding. All transcripts will be released by Digital CORE and students will be advised of the release dates by email to their ATU Sligo student email account. It is important to regularly check this email account. You can access Digital Core here: <https://core.digitary.net/#/user/register>

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.

REPEAT EXAMINATIONS/PROJECTS/FINAL ASSESSMENTS

If, after checking their examination results, a student has a failed grade for one or more modules, they must register to repeat any failed element – examination, project and/or continuous assessment, at the next available sitting. This registration is completed via the student self-service student account.

For further information, please visit the examinations webpage: www.atu.ie/sligo-examinations

UNDERSTANDING YOUR EXAM 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 60.0% of the total available marks.

MERIT 2:

A GPA (Grade Point Average) of at least 50.0% 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 70.0% 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 HONOURS:

A GPA (Grade Point Average) of at least 70.0% of the total available marks.

SECOND CLASS HONOURS, GRADE 1:

A GPA (Grade Point Average) of at least 60.0% of the total available marks.

SECOND CLASS HONOURS, GRADE 2:

A GPA (Grade Point Average) of at least 50.0% 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.

Graduation

Graduation is an important milestone; it is a time to celebrate your achievements with friends and family. Online students who complete a major award i.e. Higher Certificate (Level 6), Degree (Level 7), Honours Degree (Level 8) and Master Degree (Level 9) will be invited to the graduation ceremony. Online students who study a minor award or special purpose award will receive their digital parchment through Digitary Core and are not included in the ceremony.

The graduation ceremony typically takes place in November on campus and if you are eligible, you will receive an invitation through your student email. The ceremony is normally live streamed and further details on gowning, photography etc. will be on the graduation page of the website.

Following the ceremony, you will be able to access your parchment here: <https://core.digitary.net/#/user/login>.

If you would like to request a duplicate hard copy parchment, please refer to the EXAM020 Duplicate Parchment procedure available at the following link: [www.atu.ie/sligo-examinations\[1\]](http://www.atu.ie/sligo-examinations[1]) **documents-policies-contacts**.

Springboard Student Information

Once you have enrolled on your chosen programme through the Springboard+ website, you can then register as a student at ATU Sligo.

If you are an employed participant, you will have to pay a 10% course fee contribution for level 7, 8 and 9 courses and this must be paid to ATU Sligo. All Level 6 programmes are free to all participants and there are no tuition fees for DEASP customers or returners but any subsequent costs such as travel, and course materials must be borne by the participant.

If you are availing of a Springboard+ funded programme and are 'unemployed' or a 'returner' we are required to deliver a Level 7, 5 credit 'Job Readiness' module as part of your Springboard+ funded studies. Completion of this module is **mandatory** for those applicant categories. Upon successful completion, students will receive a separate Level 7, 5 credit certificate. The module is designed to develop the student professionally and personally and equips them with the skills and knowledge to enable them to plan for and achieve their lifelong career goals. Students will gain knowledge and skills in relation to the recruitment and selection process, and gain skills relevant to commencing in the workplace. This module only needs to be completed once by Springboard+ students.

For further information, please visit: www.atu.ie/springboard



Course/Semester/ Module Deferrals

If you wish to withdraw from or defer your entire course/a semester/some modules, it is essential to formally do so by completing the relevant Withdrawal/Deferral form in advance of the deadline dates on the forms. These forms can be requested through our Admissions team on **admissions.sligo@atu.ie**.

Please note, that you must complete the necessary forms to officially defer or withdraw from your course, a semester or some modules. It is not recorded on your student account if you just tell your Lecturer or Course Coordinator.

Failure to do so may cost you money:

- It may affect any refund of fees you have paid.
- It may also result in you being liable for tuition fees if you return to study at a future date.

An examination deferral is an entirely different process. For further information, please refer to the deferral of examinations section of this guide.

Student Portal

Everything you need to know about being a student at ATU Sligo can be found on the Student Portal 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 Sligo.
- Any updates or changes to services.
- A FAQ section that provides quick answers to many queries that students have.

You can visit the Student Portal here - **www.atu.ie/sligo-student-portal**

Student ID Card

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

Information on Student ID cards is available on the ATU Library Services website **<https://www.atu.ie/library>** 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: **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.

If you have any issues regarding receipt of your Student ID Card, please contact the ATU Sligo Yeats Library team on **library.sligo@atu.ie**

Fees & Funding

SELF-FUNDING STUDENTS

This covers students who opt to pay fees directly to ATU Sligo. On receipt of a formal offer of a place, students are requested to pay a booking deposit of €250. To secure the place on the course, the deposit must be paid within 2 weeks of receiving the offer. The deposit is non-refundable and is deducted from the total course fee. Due to the popularity of many online courses, if deposits are not paid within the timeframe, ATU Sligo cannot guarantee a place will be reserved on the course.

EMPLOYER FUNDED STUDENTS

An employer may assist in part or fully fund the course fees. In this case, applicants must request that their employer completes an Employer Invoice Request Form and return this to ATU Sligo for processing. The employer is then invoiced for the participants fees. These fees can be the full programme amount or partial fees agreed directly with the student. We recommend applicants indicate on their application form if they will be employer funded. It is particularly important that fees are paid in a timely manner as failure to do so will result in loss of Moodle access, withholding of exam results and or preventing a student from graduating or receiving their parchment.

SPRINGBOARD+ FUNDED STUDENTS

Springboard is a Government funded programme providing fully or partially funded places on 1-year part-time programmes at Certificate, Degree and Master's level leading to qualifications in areas where there are employment opportunities in the economy.

Springboard programmes are open to all applicants; employed, unemployed, qualified persons and returners who meet the eligibility criteria at the time of course commencement.

- **Programmes at Level 6** are free for all enrolled participants through the Springboard website.
 - **Programmes from Level 7 to Level 9** are free for those classified as unemployed and in receipt of a social welfare payment as well as qualified persons and returners. Participants in employment on these programmes must pay 10% of the programme fee. The remaining 90% of the fee is paid by Springboard for these participants enrolled through the Springboard website: www.springboardcourses.ie.
 - This 10% fee is payable to ATU Sligo. The dates by which this payment must be received is confirmed by the Registrar and all participants will get notification of this date in advance.
 - If your Springboard+ course provider is NIBRT or NUIG, they will contact you separately regarding the payment of any Springboard+ fees due.
-



OTHER FUNDING OPTIONS

Each year a selection of financial supports is made available through ATU Sligo and bodies such as Skillnet to assist in meeting programme funding. Students need to contact the funding bodies directly to confirm eligibility and the level of funding available.

Details of any such funding options are available from our Admissions team admissions.sligo@atu.ie

FEE PAYMENT OPTIONS

When registering with ATU Sligo, students must confirm their fee payment method.

Options include:

- **Payment in-full** - Fees can be paid via Visa Debit or Credit Card using the online payment facility (the details for making these payments are emailed by Admissions).
 - **Payment per Semester** - Fees can be paid on a semester basis. The first semester runs from September – December and these fees must be paid on or before 30th September. The second half of the fees are to be paid by 31st January. Should these dates change, the Registrar will contact students.
-

- **Pay by instalment** - To help make payments more manageable for students who are self-funding, the programme fees can be paid in two or four instalments per year.

1. Semester 1: (1st instalment before 30th September/ 2nd instalment before 16th of December).

2. Semester 2: (1st instalment before 31st January/2nd instalment before 14th of April).

Dates of payments are scheduled as part of this instalment plan and agreed with students. Participants are required to make payments on or before the dates agreed as part of the instalment plan. Failure to make the agreed payments can lead to the deactivation of student accounts. Students must complete an Instalment Request Form and return it to ATU Sligo for processing.

TAX RELIEF

As the Atlantic Technological University is listed by the Irish revenue as an 'APPROVED INSTITUTION' students are eligible to claim tax relief at the standard rate for tuition fees.

To determine if the course you apply for qualifies and your own eligibility for a tax refund, please read the information on the revenue website: <https://www.revenue.ie/en/personal-tax-credits-reliefs-and-exemptions/index.aspx>



Progression Paths

At ATU Sligo, we have many progression paths available to students who are looking to upskill or progress their education. Our programmes follow the ladder structure system, meaning you can start and progress at a pace that suits you. Some students may choose to start at a Level 6 Certificate for instance, and graduate at that level or progress on to the next level within the same subject matter area.

Other students, whose experience and academic history are given higher academic credits, may advance straight into an Ordinary Degree (Level 7), Honours Degree (Level 8) or a postgraduate qualification (Level 9).

For further information on Progression Paths, please contact your Online Student Advisor, Course Coordinator or email our Admissions team on admissions.sligo@atu.ie

Clubs & 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



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 **ATU Sligo Sports Scholarships** at www.atu.ie/sligo-scholarship

Directory of Supports & 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	 Jenette Carson	 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 & 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.
- Students' 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 and Moodle pages.
- **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 you 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?

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 Careers Office has 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.**
- **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 on-campus 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 Foran

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 for 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 affect 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.

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
LGBTQI+ 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

Policies & Procedures



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).

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, as members of the "college" created by the Institute of Technology Acts 1992 to 2006.
6. The right to have two student members, one male and one female, on the Governing Body of ATU Sligo.
7. The right to be represented on Programme Committees for each programme.
8. All statutory rights including data 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.



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 Public Health (Tobacco) Amendment Act 2004:

- Smoking is prohibited in all indoor places at ATU Sligo
- Smoking is prohibited in designated outdoor areas and adjacent to the building's exits and entrances
- E-cigarettes are prohibited in all indoor places at ATU Sligo.

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.



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 Charter and Code of Conduct.
- Student Network, Computing and Software Usage Regulations.
- Examination Regulations.
- Social Media Policy.
- ATU Library Services Regulations.

Student Charter

ATU Sligo is committed to providing students with the best possible experience in higher education and the Student Charter www.atu.ie/sligo-student-charter 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 Charter has been prepared and is implemented in that spirit, and sets out:

- The rights of students, the Standards of Service that they can expect and the Values on which these are based.

- ATU Sligo's Student Code of Conduct and the Responsibilities of Students.
- ATU Sligo's Student Disciplinary Procedure by which complaints against students will be considered.

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 code of conduct.
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-charter for the latest edition of the Student Charter.

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 Sligo Student Code of Conduct. All complaints about a student(s) made under the Student Disciplinary Procedure will be dealt with seriously and fairly in a professional manner.

Serious complaints made under the Student Disciplinary Procedure will be assessed by the Student

Disciplinary Committee with due and fair consideration to all parties involved. The Student Disciplinary Committee has 10 members proposed by the Registrar and approved by the Academic Council, 3 of whom are student nominations by the executive body of the Students' Union.

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 Student Disciplinary Procedure.

Anyone wishing to make a complaint under the Student Disciplinary Procedure should access the Student Charter or contact the Student Support Services Officer 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

Filming and Photography

Occasionally the ATU Sligo 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 requests can relate to:

- Records held by ATU Sligo.
- Correction of personal information relating to oneself held by ATU Sligo where it is inaccurate, incomplete or misleading.
- 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>





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-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

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 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/>



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
- B** Bike Shelter
- T** Car Electric charge point
- BB** Bus Stop
- P** Paid Parking



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