

INSTITUTE OF TECHNOLOGY SLIGO

INSTITIÚID TEICNEOLAÍOCHTA, SLIGEACH



INSTITUTE OF TECHNOLOGY, SLIGO

Lifelong Learning Programme Erasmus STUDENT INFORMATION PACK 2009-2010

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WELCOME!

May 2009

Dear Erasmus Student,

We are pleased that you have selected to study at our Institute and know that you will enjoy your stay and studies with us. This may be your first visit to Ireland and specifically to Sligo. It will be one of the most important and rewarding times of your life. This Information Pack is designed to answer some of your questions.

You will find a general description of our Institute, some practical advice before leaving your own country and information about your arrival in Sligo, Accommodation, Intensive English Language and Orientation programmes, Money Matters, Clubs and Societies as well as useful web addresses and a map of the city.

Sligo is a fun place; we know that you will enjoy it. We would like you to know that we are here to help and help you to get the most out of your time here. You have made the right choice!

We look forward to meeting Erasmus students on Tuesday, 1st September, 2009 for our Orientation and Intensive English Programmes.

Best wishes,

Eileen Curley
International Officer



Institute of Technology Sligo

➤ Introduction

The Institute of Technology Sligo, founded in 1970, is one of Ireland's premier third level institutions, providing a comprehensive range of programmes at all levels and has extensive links with Institutes throughout Europe. In 2009, approximately 5,641 fulltime students selected to study at IT Sligo. International students make up 8% of the student population. Over 30 nationalities mingle with Irish students from Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Italy, Lithuania, Netherlands, Norway, Portugal, Romania, Spain, Sweden, the United Kingdom, China, Iran, Iraq, Japan, Korea, Kuwait, Belarus, Ukraine, Nigeria, Zimbabwe, Ivory Coast, Zambia and Somalia.

At IT Sligo we confer qualifications which are internationally recognised. Delegated authority to award our own awards at Higher Certificate (2 years); Bachelor Degree (3 years) and Honours Bachelor Degree (4 years) including designated Masters and Doctorate degrees, has been conferred on the Institute by the Higher Education and Training Awards Council.

We offer students a state-of-the-art learning environment with lecture theatres, laboratories, studios and workshops equipped with advanced technology where students gain training on sophisticated scientific, engineering and business equipment. There are superb sports and recreational facilities, which include floodlit championship playing fields and training pitches, a brand new athletics track and a large indoor sports hall with gym. We also have a dedicated student centre, health, counselling, careers and graduates services and an international officer.



➤ **Academic Structure**

IT Sligo is divided into 3 Schools which subdivide into Departments. Each Department has a Head of Department who is responsible for a number of courses.

School of Business & Humanities

Department of Marketing, Tourism & Leisure
 Department of Business
 Department of Accounting & Computing
 Department of Humanities

School of Engineering

Department of Civil Engineering & Construction
 Department of Mechanical & Electronic Engineering

School of Science

Department of Applied Science
 Department of Environmental Science

➤ **Student Services & Facilities**

- Over 1,400 full access Personal Computers
- Free internet access
- Laboratories, workshops and lecture theatres
- Library
- Main Restaurants (2) and Coffee Docks (4)
- Booknest bookshop
- Bank of Ireland
- Careers and Graduate Service
- Chaplaincy
- Counselling
- Access/Disability Office
- Health Services
- International Office
- Intensive English Programme
- Orientation Programme
- Sport and Recreation Facilities (Multi-purpose Sports Hall, Gym, Social Area, Athletics Track and Playing Fields)
- Student Clubs and Societies
- Student Union
- Free car parking



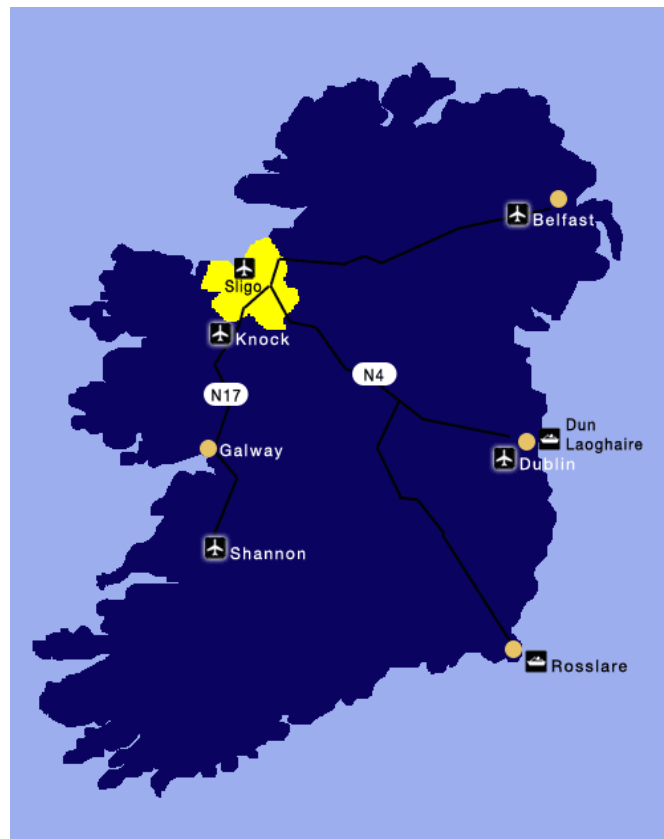
Sligo Town

- Location:** in the Northwest of Ireland on the Atlantic coast
3.5 hours on bus from Dublin
- Population:** 18,000 inhabitants
- Shops:** Most shops are open: 9:00 - 17:30
Some stay open until 21:00 on Thursdays and Fridays.
- Train/bus:** The train and bus station are located in the town centre.
- Airport:** Sligo local airport is about 10 minutes outside town
www.sligoairport.com



Description:

Sligo town is a vibrant and fun place with plenty of activities for day and night with a good variety of pubs, cafes and good nightlife. Sligo town has a variety of music including Irish traditional, rock, jazz and classical. Local and ethnic cuisine can be sampled in the wide range of restaurants. Breathtaking countryside, mountains, lakes and beaches are all within easy walking or driving distance of Sligo town. Sligo offers plenty of activities including sailing, water-skiing, world-class surfing, scuba diving, swimming, fishing, canoeing, mountaineering and horse riding. Sligo has local Football, Soccer, Rugby and Basketball clubs and championship golf programmes. Sligo is surprising!!!



UPDATED 2005

SLIGO TOWN PLAN



KEY - LEGENDE - ZEICHNERKLÄRUNG

	English		Gaeilge		Irish
	Post Office		Post Office		Post Office
	Public House		Public House		Public House
	Public Telephone		Public Telephone		Public Telephone
	Ladies Public Toilet		Ladies Public Toilet		Ladies Public Toilet
	Men's Public Toilet		Men's Public Toilet		Men's Public Toilet
	Car Park		Car Park		Car Park
	Bus Stop		Bus Stop		Bus Stop
	Cycle Route		Cycle Route		Cycle Route
	Landscape Sculpture		Landscape Sculpture		Landscape Sculpture

SLIGO CITY BUS SERVICES
 Western City Service (with stop) Eastern City Service

The Hazelwood Sculpture Trail:
 Blue denotes sculpture in situ
 Red denotes missing sculpture
 Black denotes partially in situ sculpture

- 1 The Fairground
- 2 Wood Gatherer
- 3 Hazelwood Sculpture Trail
- 4 Damaged Apple of Gold
- 5 Spiral of Serpent / O'Connell
- 6 Sea Devils / An O'Connell
- 7 Boat House Platform
- 8 Giant Maltroom / O'Connell
- 9 Unfinished
- 10 Unfinished
- 11 The Fairy
- 12 Interlocking
- 13 Fergus Riders The Brazen Cars or Glind Riders in the Sky



Programmes

➤ ECTS Information

The ECTS system ensures that students have their study recognised in a partner institution under the Lifelong Learning Erasmus programme.

A study plan called a **Learning Agreement** is signed by the student, the academic supervisor and International officer in the Home Institute. It specifies the ECTS per subject totalling to 60 ECTS for the full academic year.

Students must follow one full programme and are not allowed to select subjects from different programmes as there are timetable clashes. There are a few minor exceptions in some programmes such as Interior Architecture.

If a student's study plan is amended after arrival, the Learning Agreement is amended and approved by the Head of Department, IT Sligo. The student signs it and the Learning agreement will be sent for signature to the student's Home Institute.

Students should study a relevant programme thus replacing an equivalent part of their normal studies at home. Students must provide a **Transcript of Results** for subjects they have studied in the academic year prior to coming to IT Sligo and a copy of the programme study programme which they would normally be studying at their home institution if they were not coming to IT Sligo on an exchange programme. This is to ensure that students follow relevant programme.

After final exams at IT Sligo the student receives a Transcript of Results by post to the student's home address from the Examination Office. The Head of Department, IT Sligo sends by post a Transcript of Results at the end of the student's period of study, to the student's Home Institute.

Definitions:

Host country is Institute where a student is studying abroad part of their degree.

Home Institute is Institute where a student is studying their full degree.

Programme is the course of study the student follows.

➤ Dual Degrees

Erasmus students will receive ECTS credits towards the programmes at the home Institute. In addition, students will receive an Award from IT Sligo, if they study an Award year and pass all relevant exams.

➤ Programme information

IT Sligo is delighted to offer the following programmes to Erasmus students:

<p>Business Programmes</p> <p>Marketing</p> <ul style="list-style-type: none"> ▪ International Marketing ▪ Marketing ▪ Marketing with Languages ▪ P.R. with Event Management ▪ Services Marketing <p>Business</p> <ul style="list-style-type: none"> ▪ Business 	<p>Science Programmes</p> <p>Environmental Science</p> <p>Environmental Protection</p>	<p>Engineering Programmes</p> <p>Civil Engineering</p> <p>Electronics</p> <p>Interior Architecture</p> <p>Manufacturing Management</p>
<p>Tourism</p>	<p>Humanities Programmes</p> <p>Art & Design</p> <ul style="list-style-type: none"> ▪ Fine Art ▪ Industrial Design <p>Social Studies</p>	<p>Mechanical Engineering</p> <p>Mechatronics</p> <p>Quality</p> <p>Quantity Surveying</p>
<p>Business</p> <ul style="list-style-type: none"> ▪ Management <p>Computing</p> <ul style="list-style-type: none"> ▪ Database Management ▪ Software Development ▪ Systems & Networking 		

For more programme information: see website www.itsligo.ie - Prospective Students or contact Head of Department: see table below



Contact details Head of Departments

SCHOOL OF BUSINESS & HUMANITIES

Head of Department of Marketing, Tourism and Recreation

Ann Higgins
E-mail: higgins.ann@itsligo.ie
Web: www.itsligo.ie
Tel.: 00 353 71 91 37220

Head of Department of Business

Pat Scanlon
E-mail: scanlon.pat@itsligo.ie
Tel.: 00 353 71 91 55280

Head of Department of Information Systems

Keith McManus
E-mail: mcmanus.keith@itsligo.ie
Tel.: 00 353 71 91 55237

Head of Department of Humanities

Perry Share
E-mail: share.perry@itsligo.ie
Tel.: 00 353 71 91 55340

SCHOOL OF ENGINEERING

Head of Department of Civil Engineering and Construction

Kevin Savage
E-mail: savage.kevin@itsligo.ie
Tel.: 00 353 71 91 55221

Head of Department of Mechanical and Electronic Engineering

Frank Carter
E-mail: carter.frank@itsligo.ie
Tel.: 00 353 71 91 55223

SCHOOL OF SCIENCE

Head of Department of Environmental Science/Environmental Protection

Billy Fitzgerald
E-mail: fitzgerald.billy@itsligo.ie
Tel.: 00 353 71 91 55284

Head of Department of Applied Science

James Brennan
E-mail: brennan.james@itsligo.ie
Tel.: 00 353 71 91 55232



How to apply?

Students should complete their application on line and print it together with their signed learning agreement and post it to IT Sligo for approval. Information on how to apply see http://www.itsligo.ie/international_students/available_courses.html

- International Coordinator is contacted if there is a problem with the application. Incomplete forms will not be processed.
- IT Sligo will e-mail a letter of admission to the student and a copy to the International co-ordinator by 30th June.
- Deadline for applications is 15th May.



Fees

Erasmus-students: There are no fees for an agreed number of students with Partner Institutes. Outside this agreed number, we invite students to apply as non-Erasmus students.

Non-Erasmus students from Europe are welcome to apply in the same way as Irish students:

Registration fee is € 1,500 (Sept. 2009) and is payable by all non-Erasmus EU students on arrival. Tuition fee is free. Registration fee is subject to small increase each year.

Information is available from Admission Office.

E-mail: tully.mary@itsligo.ie



Orientation Programme & English Classes

➤ Orientation Programme

Orientation will take place for incoming Erasmus students early September in the afternoons (excluding Saturday and Sunday). You will have an opportunity to look at issues and ask questions relating to living and studying in Sligo. You will meet your Head of Department to discuss academic matters, take part in organised activities and have some free afternoons to allow you adjust to your new surroundings. A group of Erasmus students, who have already studied a year at IT Sligo, will make a presentation on their experiences of being an international student and will cover a wide variety of topics.

➤ English Classes

Students must have a good level of English as all classes are taught in English. Intensive English classes take place for incoming students early September in the mornings excluding Saturday and Sunday. These classes are free of charge. A short placement test takes place at the start of class to determine your level of English. At orientation, your English teacher will advise you of the class room.

Students requiring additional English language classes can avail of these at a private language school located on campus. There is a charge for these classes. (Native Speaker Web: www.nativespeaker.ie).



Accommodation

Deadline: It is strongly recommended that students book their accommodation in advance in JULY.

How to Book: contact owners directly for information and booking details. The International Office cannot book accommodation. All accommodation is private.

➤ **Self Catering Student Apartments:**

There are 4 student villages with over 2,000 bed spaces adjacent to the institute.

The following newly purpose built student apartments are available close to the Institute.

Most Erasmus students choose this type of accommodation.

Ard Nua Village

www.ardnua.com

E-mail: info@ardnuavillage.com

Tel.: 00353 71 9147760

Gateway Rentals

www.gatewayrentals.ie

E-mail: info@gatewayrentals.ie

Tel.: 00353 71 91 45618

Yeats Village

www.yeatsvillage.ie

E-mail: info@albanne.ie

Tel.: 00353 71 91 38945

Clarion Village

www.ghq.ie/clarion/village.html

E-mail: info@albanne.ie

Tel.: 00353 71 91 38949

Milligan Place

www.milliganplace.com

E-mail : info@milliganplace.com

Tel. : 00353 71 91 46754

➤ **Temporary Accommodation:**

Hostels

Students who haven't pre-booked accommodation are advised to contact the hostels themselves and book a hostel for a few nights. Bed linen is included. Nightly rates apply; however, weekly rates may be available.

- **The Railway Hostel** (20 minutes walking distance to Institute)
1 Union Place, Sligo. - located near the railway and bus station
(cost: €16 - € per night)

Tel.: 00353 (0)71 9144530

E-mail: therailway@therailway.ie

Web: <http://www.hostelbookers.com/booking/index.cfm>

- **White House hostel** (15 minutes walking distance to Institute)
Markievicz Road, Sligo
(cost: €14 - € per night)
Tel.: 00353 71 91 45 160
Web: <http://www.hostels-ireland.com/microsite.php?MailingListID=124>
- **Eden Hill Hostel** (30 minutes walking distance to Institute)
Pearse Road, Sligo
(cost: €15 - € per night)
Tel.: 00353 71 91 43 204
E-mail: edenhillhostel@eircom.net

Bed and Breakfast

List of Bed and Breakfast available from North West Tourism: www.ireland-northwest.travel.ie

➤ Accommodation Advice

- Book well in advance, but be satisfied with your conditions.
- We suggest that you contact the students from your Home Institute who stayed in Sligo last year. Ask them about their accommodation. If they had a good landlord perhaps you could get the details and make arrangements to book the same accommodation!!!
- Self Catering Student Apartments have good standards.
- Students booking a double room are advised to book it with their friend from their own Institute or request to share the room with someone from your own country.
- Students are usually advised to arrive on a weekday. Make arrangements with accommodation owners to meet you or get good directions.
- Check if you need to supply bed linen or kitchen utensils when you pre-book your accommodation. Bed linen is not usually supplied but can be bought quite reasonably in Sligo.
- Check that the accommodation is clean and habitable.
- See the threshold website at www.threshold.ie – 'Know your Rights and Responsibilities as a Tenant'
- Deposits: When booking accommodation you should check that any deposit you are asked to pay is refundable and the conditions apply to the refund. There will be at least one month's delay between departure and return of deposit. Deductions will be retained where premises are dirty, items broken or missing.
- Check out arrangements for the payment of electricity and heating bills.
- You are entitled to a Rent Book if you are in self-catering accommodation.



Health & Insurance

➤ Visiting Doctor/Nurse at IT Sligo

A student health service is available to students at the IT Sligo. It is important that you notify the Institute nurse if you have a medical condition.

The Student Health Nurse is available, Monday to Friday. Doctor appointments are only made after assessment by the nurse. This service is available to all registered IT Sligo students free of charge.

Opening hours: Monday to Friday 9.00 – 16.00 hrs during term time

➤ Medical Insurance

It is advisable for students to get medical insurance from your home country before you study abroad.

As an EU citizen you need to obtain the European Health Insurance Card, which entitles you to free health care services during your stay in Ireland. This card replaces the E111/E128 forms. Apply for this card through your local Social Security/Health Board Office. Ensure that you apply for this card at least a month before you are due to leave home as it can take time to receive the card.

Apply for your European Health Insurance Card online at <http://www.ehic.ie>.



Travel

➤ How to get to Sligo?

By Air

Sligo is served by Dublin airport twice daily.

www.aerarann.com

www.sligoairport.com

Knock Airport is 1 hr drive from Sligo www.knockairport.com

Important, do not forget to check the maximum luggage weight with relevant airlines.

International links with Dublin

Dublin Airport www.dublin-airport.com

Air Lingus www.aerlingus.com

British Airways www.ba.com

Air France www.airfrance.com

Ryanair www.ryanair.com

Atitalia www.alitalia.com

By Sea - there are ferries to/from Britain and France

Irish Ferries www.irishferries.com

Stena Line www.stenaline.ie

Brittany Ferries www.brittanyferries.co.uk

By Rail - Dublin to Sligo 3.5 hours

There are direct trains from Dublin (Connolly station) which take about 3.5 hours. For all train times see Irish Rail www.irishrail.com.

Train Tickets Tip: A single ticket is the same price as a return ticket!

For a monthly **return** ticket (1 trip to Sligo, 1 trip to Dublin)

If you travel on Friday or Sunday: € 44

If you travel on Mon, Tues, Wed, Thurs & Saturday: € 32

For a **Single** ticket

If you travel on Fri or Sun €44

If you travel on Monday, Tuesday, Wednesday, Thursday or Saturday, €32

Purchase your ticket at the train station or online before you go on the train.

Once students have registered and are studying at IT Sligo, students can buy a student travel stamp. Application forms are available at the Train station and it costs approximately € 12. Students with travel stamp: € 32.00 (return month) and € 22.50(single).

By Bus

- Dublin Airport to Dublin City

Bus ticket costs approximately € 6 – buses start at 6:40 and stop at 23:00.

A taxi costs approximately € 20.

- Dublin to Sligo

3.5 hours Buses leave from Busáras (Central Bus Station), which is located on Store Street in the city centre, near Connolly Station.

Bus Eireann www.buseireann.ie

Single bus ticket costs approximately € 19.

Return bus ticket costs approximately € 28.50.

By Road

Car Hire is available at all airports. The North West Region is serviced by major trunk roads from and between the principle entry points, cities and towns.

Sligo Car Hire

Avis Car Rental
Sligo Airport
Co Sligo
Tel.: 071 9168386

Mc Govern Coaches
Sligo
Tel.: 071 9176677

➤ Within Sligo

Most students walk to their destination. Another option is to cycle, but you should be careful, buy lights and reflective clothing for night, a helmet, a bell and good lock. You should be aware of where you can cycle and that we drive on the left-hand side of the road in Ireland.

Sligo City Bus is another way to get around Sligo. Single ticket cost € 1.50. Student weekly ticket costs € 8 approximately. Once you received your IT Sligo student ID card, you may purchase a Travel Save Stamp (for travel in Ireland only) to avail of reduced fares on trains, buses and air travel. Available in train station

Taxis can be used to get around Sligo approximately € 8 for a short trip but you can share. The main taxi rank is at Quay Street (opposite the Town Hall) in the town centre. Usually a small number of taxis are available on arrival at Sligo train station. You can book taxis over the phone for a night out. See Appendix 1 for list of taxis.

➤ Travel around

Students can avail of a reduced rate for travel on trains and buses once they have purchased a Student Travel card. Once you are a registered student you can apply for a Student Travel Card which costs around € 12. Application forms are available from www.studenttravelcard.ie

Irish Bus Service - Bus Éireann

Irish Bus has a nationwide network of buses serving all of the major Irish cities. www.buseireann.ie

Private Bus Companies

There are also a number of private bus companies which serve towns and cities outside of Sligo. The Student's Union will give you advice about those. A useful website, see: www.busstation.net/busuk/busire.htm



Money Matters

➤ Cost of living

2008 students estimate that it costs around € 790 per month (including accommodation, heating, electricity, food and entertainment) to live in Sligo.

This is a typical cost of living for a student in Sligo and a lot less than Dublin or larger cities.

Remember during the first few weeks you will probably spend the amounts below and as weeks go by, you will tend to spend less.

Monthly Cost of living in Sligo

Monthly Cost of Living in Sligo	Per Month (in Euro) Please note these figures are a guide only.
Accommodation	€ 450 - 500 (for example € 60 - 90 per week) Depends on the type of accommodation you choose... this price includes heating & lighting
Laundry	€ 10 (normally in the student apartments)
Food	€ 150-250
Transport	€ 15 (you can also walk or cycle) Taxi € 8 for short trip, you can share taxi.
Entertainment	€ 145 (this can be a lot less) e.g. Cinema € 8; Nightclub € 8 - € 12; Movie club in Niland Art Gallery € 6; Sport - gym in IT Sligo € 15 per month
Other	€ 50 (varies: books, printing,...)
Total	€ 550-850

Here is a list of the cost of some every day items in Sligo:

Milk (1 litre)	€ 1.00
Sliced Loaf of Bread	€ 2.50
Coffee (200 g)	€ 4.50
Coca Cola (2 litres)	€ 1.60
Big Mac Meal (Large)	€ 8.00
Cheddar Cheese (1 kg)	€ 4.99

Exchange rate see web: www.xe.c

➤ **Opening a bank account**

There is a Bank of Ireland and an ATM machine on the Institute campus. The following are some of the Bank Cards that can be used: AC Card, Access, American Express, Visa, EC Master Card.

Bank of Ireland is based on campus in IT Sligo.
All students of IT Sligo are invited to open a bank account.

If you wish to open an account please bring with you the following:
Valid Passport
Official correspondence with your evidence of your Sligo address (PPS Number)

Bank of Ireland operates a full on-campus banking service.

Bank of Ireland Opening hours:
Monday - Friday: 10.00 - 16.00 hrs.
Closed for lunch: 12.30 - 13.00 hrs.
For further details on banking please call to the Bank in the Institute:
Ms. Olivia O'Hanlon, Student & Graduate Officer, Bank of Ireland at IT Sligo.
E-mail: olivia.ohanlon@boimail.com



Clubs & Societies

There are approximately 60 Clubs and Societies at IT Sligo. Membership is free. Join as many clubs as you wish, they provide a lively social life, good friends that last a lifetime and many memories to treasure. Bring your sport gear for these activities! If you play music bring your instruments! Most clubs cater for beginners, so no excuse!

Registration for Clubs and Societies takes place in the Aula Maxima, IT Sligo the last Wednesday in September. Two important societies for international students are the International Society and the Discover Ireland Society.

The International Society organises regular cultural events such as Spanish, German, French, Italian, Chinese and Irish cultural days. This is a great way to get know other international students and enjoy a good social life. It also hosts food tasting days, International Soccer Tournament and an International Games day.

IT Sligo's **Discover Ireland** Society organises about 4 bus trips around Ireland each year. We normally hold our first meetings for these two societies during Orientation week. We organise a stand at Clubs & Societies day (last Wednesday in September) and plan events for the year. Find a list of clubs & societies below:

Access Society
African Students Soc
Aikido Club
Architectural Soc
Athletics Club
Basketball Club (Men)
Basketball Club (Women)
Boxing Club
Brazilian Jiu Jitsu
Camogie Club
IT Sligo Charitable Club
ITS Choral Society
Computing Society
Cricket Club
Cycling Club
Dance Society
Design Society
Discover Ireland Soc
Drama Soc
Early Childhood Soc
Enterprise Society
Environmental Society
Equestrian Club
Games Society
GAA Club (Football)
Gaisce Society
Golf Club
Handball Club
Hillwalking Club

Hurling Club
International Society
Journalism Society
Ladies Soccer
The Language Society
Marca na Feirme
Motor Sport Club
Organic Society
Parents Society
Poker Club
Post Graduate Soc
Remote Control Crafts Soc
Rowing Club
Rugby Club
Sin Fein Soc
Soccer (men)
Social Studies Society
Stones and Bones
Sub Aqua Club
Surf Club
SVP
Swimming Club
Tag Rugby
T'ai Chi Club
Theatre Society
Tourism Soc
Trad Soc
Wine Appreciation Soc



Check Lists

➤ Before Departure

Date	Things to do
Now	<ul style="list-style-type: none"> ▪ E-mail students from your Home Institute studying at IT Sligo about their experience. ▪ Check information about Sligo on tourism websites. ▪ Practice your English.
15th May	<ul style="list-style-type: none"> ▪ Complete application form on-line and give all required documentation to your international coordinator. ▪ Deadline for on-line application and hard copy of all documentation should be returned to IT Sligo no later than 15th May.
July or earlier	<ul style="list-style-type: none"> ▪ Check your accommodation options and pre-book.
Arrival at Sligo	<ul style="list-style-type: none"> ▪ Orientation & English classes begins on 1st September. ▪ Classes begin 15 September. see academic calendar for more details

➤ Essential Items to Bring to Sligo

Item	
Passport	Current passport to remain valid until after the end of your study exchange period. Also keep a photocopy of passport and important documentation in a safe place.
Student ID Card	From Home Institution.
International Student Card	(ISIC card)
European Health Insurance Card	Apply for this card at least a month before you are due to leave home.
Passport-size photos	Bring at least 2 passport-size photographs.
Cultural items	Bring camera, flags, useful information for cultural projects/international days.
Application forms	ON LINE APPLICATION plus ALL REQUIRED DOCUMENTS SHOULD BE GIVEN TO YOUR INTERNATIONAL COORDINATOR AND POSTED TO IT SLIGO BY 15TH MAY.
Final exam results	Bring a copy of your final exam results, if available (English translation). You may need them for Registration on arrival.

➤ **On Arrival**

On Arrival	Things to Do
Orientation & English classes	Attend Orientation and English classes which begin on the first Monday in September for 1 to 2 weeks.
Programme/Course	Classes commence on mid September for Erasmus students.
Registration	On arrival, you will be asked to register for your approved programme/course. This takes place during Orientation. After registration you will receive Student ID Card which allows you computer access and attend approved classes. Students can only attend the class they registered for. Important Note: Students can only sit exams that they are registered for.
After Registration	If you need a Letter/signature to certify that you are a registered student, for your home college. Please complete your details before bringing to the Admissions Office. Blank forms can not be signed.
Where do I get help?	See 'contacts' on the International pages of www.itsligo.ie

➤ **Before returning home**

Returning Home	Things To Do
Contact Home Institute	Contact your Home Institute (International Coordinator and Academic) to ask if you need to return any specific documents.
Forms for Signature	Ensure that you have all forms signed before you leave IT Sligo, as the academic staff are on holidays during the summer.
Transcript of Exam Results	Your transcript of examination results will be posted to your home address. Check that <u>if</u> your home address changed since your original application to IT Sligo that the Admissions Office, IT Sligo has your correct home contact address and details for any further correspondence.
Transcript of Exam results for home college	If your Home institute requires a transcript of your examination results check the exact procedure with your Head of Department, some may send them automatically to your home college, others do not.
Bills	Ensure all bills are paid in full.
Bank Account	Close bank account in Ireland.
Write a Review	As a current or former international Erasmus exchange student, you have the opportunity to evaluate your study abroad experience by writing a review . http://www.iagora.com/istudy/index.html

➤ **Where do I get help in IT Sligo?**

Issue	Source of Help/Advice
Application	Application forms on web site: http://www.itsligo.ie/international_students/available_courses.html
Learning Agreement	http://www.itsligo.ie/international_students/available_courses.html
Accommodation	E-mail: lenehan.leroy@itsligo.ie or accommodation@itsligo.ie
Orientation Programme	http://www.itsligo.ie/international_students/Erasmus_incoming_on_arrival.html

Registration	On arrival students will complete registration and will receive their Student ID card.
Documents needing IT Sligo stamp.	Students who have forms for your home University may have them signed on arrival at IT Sligo. Please complete your details before bringing to the International Office. Blank forms can not be signed.
Timetables	Timetables will be given to you by your Head of Department at the start of Programme.
Academic Issues	Head of Department
Club and Societies	Student Services E-mail: studentservices@itsligo.ie or ogara.sheelagh@itsligo.ie
Examinations	Exam Secretary: Annica Rasmak E-mail: rasmak.annica@itsligo.ie Examination Officer: Emma Casserly E-mail: casserley.emma@itsligo.ie Assistant Staff Officer: Hazel Sweetnam E-mail: sweetnam.hazel@itsligo.ie Exams Support: Maura McMorland E-mail: mcmorland.maura@itsligo.ie
Examination results	Head of Department
Absences	Relevant Lecturer/Head of Department
Health and Medical Matters	Nurse Elish Corley E-mail: nurse@itsligo.ie
Disability Officer	E-mail: access@itsligo.ie
Pastoral Care / personal or local difficulties	International Officer E-mail: international.office@itsligo.ie
Computers/Access to e-mail	Computer Technician http://www.itsligo.ie/learning_environment/it_services.html
Curriculum Vitae, Job opportunities	Careers Office E-mail: careers@itsligo.ie
Change of Home Address (during academic year)	Admissions Office E-mail: admissions@itsligo.ie



Important Dates & Deadlines

Please see academic calendar for detailed list of important dates www.itsligo.ie.

Academic Year (Early September to End May)	
15 May	Closing date for applications
Early September Room A0005 (near reception)	September Orientation and Intensive English programmes
Mid September	Class begin for 2nd/3rd & 4th year
Last Wednesday in September in Aula Maxima	Clubs & Societies Open day to find out information and join any of the clubs.
Friday before Christmas Day (provisional)	Christmas Holidays (usually 3 weeks)
Spring Semester (January to End May)	
Mid January at the International Office	January Orientation for new students.
Mid January	Classes recommence for 2nd/ 3rd & 4th year
Easter Holidays	Usually 2 weeks for Easter (no class)
End May	Summer Holidays
National Holidays	
1 January	New Years Day
17 March	Saint-Patrick's day
First Monday in May	May Bank Holiday
First Monday in June	June Bank Holiday
First Monday in August	August Bank Holiday
Last Monday in October	October Bank Holiday



Employment

EU citizens have the same entitlement to take up employment as that of an Irish person. As an EU citizen you have the right to travel to Ireland to study or work without a special permit or visa.

The entitlement to take up employment ceases once your student visa runs out. After you have completed your studies, if you want to continue in employment, you will need a work permit.

If you are looking for a job you must apply for:

Personal Public Service (PPS) Number

If you are looking for a job you must apply for a PPS number. All employees in Ireland have a PPS number for tax purposes. It is a unique identifier for use in any transactions you may have with public bodies or persons authorised by those bodies to act on their behalf.

Applications are made through your local social welfare office. Sligo Social Welfare Office, Government Office, Cranmore Road, Sligo. Tel.: 071 91 48850 Opening hours 9.30 – 16.00 hrs. Information on Web:

<http://www.welfare.ie/EN/Pages/default.aspx>

<http://www.ictu.ie/rightsatwork/>

You will need to take the following along with you:

- Passport
- Proof of address (electricity/gas bill in your name or a bank statement)

Rights of an International Student Working in Ireland

- International students are permitted to work for up to 20 hours per week during Institute term and up to 40 hours per week during school holidays.
- All international students working in Ireland are covered under Irish legislation
- The legal minimum wage per hour is € 8.30
- If you are experiencing financial or personal difficulty in the work place, please contact the following:
Department of Enterprise, Trade & Employment,
Davitt House, 65a Adelaide Road, Dublin 2.
Telephone: +353 1 631 2121 LoCall: 1890 220 222
Fax: +353 1 631 2827 E-Mail: info@entemp.ie

Searching for a Part- Time Job

Many students in Sligo seek part time employment while studying in the Institute. Students are reminded to keep study their priority. Bring your prepared Curriculum Vitae with you when looking for a job. Positions are advertised as follows:

- IT Sligo notice boards in the schools and student's union, careers letter
- Newspapers – Tuesday – 'Sligo Weekender'; Wednesday – 'Sligo Champion'
- Check out shop windows, shops, garages, restaurants, fast food restaurants, hotels, Tesco notice board, notice board in Sligo Citizens Information on Market/High Street and fellow students.



Graduation Ceremony

Students, who successfully pass all their exams, in an Award year, are invited by formal invitation by the Institute to attend the Graduation Ceremony.

Invitations are posted to your home address (home country) by the Examinations Office approximately 2/3 weeks before graduation.

The Graduation is held each year in November.



Testimonials from Last Year

- "If you have a car, bring it with you. If you don't have a car, buy a bike."
- "Try to have accommodation near the Institute and town centre."
- "Bring warm clothes and rain clothes as weather is different everyday – it is true! "
- "The first month was very hectic but after that things seem to settle. A very enjoyable year and excellent experience"
- "I say to all the guys, if you have a black pair of shoes, bring them with you, runners/sneakers are not allowed in night clubs."
- "Join some clubs and societies, it is a great way to make friends and have fun at the same time."
- "Get involved with the International Society & Discover Ireland Society. We had parties and more parties, fun days and nights, got to see other parts of Ireland....."
- "Check out your health Insurance and travel insurance for your stay in Sligo, better to have them than not"
- "Student apartments are new, very clean, near the Institute and well kept but expensive. Student houses are cheaper but often older, colder and sometimes a distance from the Institute. "
- "Make sure you look on the internet about the maximum luggage weight from your country to Dublin, and from Dublin to Sligo"
- If you are staying in the student apartments, bring a wire to connect to the Institute server. Otherwise these can be bought down town.
- "Make sure you have enough money with you, about € 600 - € 700 per month."
- "Bring your camera and bring your mobile phone and get a sim card in Sligo"
- "On arrival, take a taxi from the train/bus station to your accommodation."
- "A great, wonderful experience of life and for life! Una grande, magnifice esperienza di vite e per le vita! – A fascinating and enjoyable environment... I will miss everyone and everything. Un affascinante e divertente atmosfera... mi maucheranno tutti e tutto."
- "The first two months I spent approx € 700 but then for the following months I only spent € 450. Initially there are expenses such as deposit for accommodation, bike and leisure"

This years students have thoroughly enjoyed themselves and are happy but very sad to be going home. In fact, some have decided to study for an extra year at IT Sligo as non-erasmus students. Allow at least a month or two to adjust to the culture.

Enjoy your



time in Sligo!!

APPENDIX 1:

Phone numbers & addresses you may use while living in Sligo

Taxis

(The taxi rank is located in Quay Street)

Feehily Executive Cabs (car, limousine & mini-bus hire)

	9143000/9142596/9160717
A- Z taxi	9190000
Emerald Cabs	9148888
Eagle Taxi	9169044
Jim Middleton	9143044
P.J McNiff, Phone-A-Cab	9146666/087-2553030
Glenside Cab	9168888
Sean Foley	9169990
McTiernan	9142777
Savoy Cabs	9142266
Trump Cabs	9142201
Fallon's Taxis	9144444

Tourist Information

Provides information on maps, attractions and services available in the North West.

Tourist Office, Temple Street

<http://www.sligotourism.ie/>

Phones & Mobiles

Phones: Local and international calls can be dialled direct from public telephones. There are public telephones in most outdoor locations in Sligo public buildings including the rail and bus station, shops, pubs, restaurants and hotels.

These phones use:

- € coins
- card phones. Cards can be purchased in the on campus Bookshop called the 'BookNest' or in any retail outlets displaying the call card sign.

To make an international call on a landline from Ireland:

Dial: 00 (Country Code) (Area Code) (Local Number)

Mobile phones: are widely used in Ireland. There are three digital GSM mobile networks in Ireland operated by Vodafone, O2 and Meteor. All offer a pay monthly option or a prepaid option.

Information is also available at www.vodafone.ie, www.o2.ie and www.meteor.ie.

Tip: Buy a sim card in Sligo and insert in your own phone.

Laundrettes

Gurrie's Laundrette

High Street

Cartron Laundrette

Cartron Village

Like-Nu Cleaners

High Street

All Self Catering Students Apartments: Ard Nua / Clarion / Gateway Rentals / Yeats

Bureaux de change/banks

Opening hours Mon-Fri 10.00-16.00 and Thurs 10.00-17.00

E.B.S.	12 Castle Street
First National	O'Connell Street
Irish Nationwide	Wine Street
A.C.C.	Teeling Street
A.I.B.	Stephen Street
Bank of Ireland	Stephen Street
Permanent T.S.B.	16 O'Connell Street
Ulster Bank	Stephen Street and Pearse Road
G.H.Q.	O'Connell Street

Gaiety Cinema

Wine Street, Sligo

<http://www.gaietysligo.com/>

Yeats memorial Building

Watch a short film about WB Yeats, famous poet. Look at pictures of his family and letters and poems written by Yeats himself. Admission: free. Open: Tuesday to Friday.

Sligo Regional Sports Centre

(20 minutes from town)

Clerveragh Road, Sligo

071 9160539 ring to check public times for swim or gym

Horse Riding

Sligo Centre 071 9161353 - lessons available

Post Offices - Postal Service

A Post operates the national postal service. Postage rates for letters are as follows:

Ireland: 55c

Europe & US: 82c

The G.P.O, Wine Street

Post office, Castle Street Opening hours Mon-Sat 9.00-17.30

County Council

071 91 43221/56666

Library, Stephen Street

071 9142212

Emergency Services

Dial: 999 or 112

For... Fire brigade; Garda; Ambulance; Irish marine Emergency Services;

Mountain & Cave Rescue

Ask the operator for the emergency service you require. There is no charge for this service.

For Emergency

999 or 112

Garda Station (Police), Pearse Road

071 9142031

Sligo General Hospital

071 9171111



APPENDIX 2:

➤ Embassy Addresses

Austria

Chancery: 15 Ailesbury Court, 93 Ailesbury Road, Dublin 4
Tel.: + 353 1 269 4577 Fax: + 353 1 283 0860

Belgium

Chancery: 2 Shrewsbury Road, Dublin 4
Tel.: + 353 1 269 2082 Fax: +353 1 283 8488

Denmark

Chancery: 121-122 St Stephen's Green, Dublin 2
Tel.: + 353 1 475 6404 Fax: + 353 1 478 4536

Federal Republic of Germany

Chancery: 31 Trimleston Avenue, Booterstown, Blackrock, Co. Dublin
Tel.: +353 1 269 3011 Fax: + 353 1 269 3946

Finland

Chancery and Commercial Section: Russell House, Stokes Place, St Stephen's Green, Dublin 2
Tel.: + 353 1 478 1344 Fax: + 353 1 478 3727

France

Chancery: 36 Ailesbury Road, Dublin 4
Tel.: + 353 1 260 1666 Fax: + 353 1 283 0178

Greece

Chancery: 1 Upper Pembroke Street, Dublin 2
Tel.: + 353 1 676 7254 Fax: + 353 1 661 8892

Iceland

Chancery: 1 Eaton Terrace, London SW1W 8EY
Tel.: + 00 44 171 590 1100 Fax: + 0044 171 730 1683

Italy

Chancery: 63-65 Northumberland Road, Dublin 4
Tel.: + 353 1 660 1744 Fax: + 353 1 668 2759

Luxembourg

Chancery: 27 Wilton Crescent, London SW1X 8SD
Tel.: + 44 171 235 6961 Fax: + 44 171 235 9734

Netherlands

Chancery: 160 Merrion Road, Ballsbridge, Dublin 4
Tel.: + 353 1 269 3444 Fax: + 353 1 283 9690

Norway

Chancery: 34 Molesworth Street, Dublin 2
Tel.: + 353 1 662 1800 Fax: + 353 1 662 1890

Portugal

Chancery: Knocksinna Houase, Knocksinna, Foxrock, Dublin 18
Tel.: + 353 1 289 4416 Fax: + 353 1 289 2849

Spain

Chancery: 17a Merlyn Park, Dublin 4
Tel.: + 353 1 269 1640 Fax: + 353 1 269 1854

Sweden

Chancery: Sun Alliance House, 13-17 Dawson Street, Dublin 2
Tel.: + 353 1 671 5822 Fax: + 353 1 679 6718

United Kingdom

Chancery: 29 Merrion Road, Dublin 4
Tel.: + 353 1 205 3700 Fax: + 353 1 205 3885



Frequently Asked Questions

What is the deadline for exchange applications?

15th May is the deadline for applications to the International Office for programmes for Erasmus applicants.

After my application has been approved, do you send an information package to the Erasmus student?

After your application has been approved by the Head of Department, IT Sligo, students and co-ordinators are e-mailed acceptance letter by 30th June.

What should I do when I arrive in IT Sligo?

On arrival, attend Orientation and Intensive English programmes on 1st September. Late arrivals should first report to main reception at 9.00 hours to attend English programme.

Students will receive a registration pack at Orientation.

After you are registered you will receive your student ID card. The student ID card allows for access to computer facilities, library facilities and admission to examinations.

Check the International notice board beside main reception for the general information.

When does Orientation takes place?

It takes place early September during the afternoons (excluding Saturday and Sunday) with organised activities and some free time to adjust to your new surroundings.

Do students need to meet any entry or language requirements to be eligible for a programme?

Yes, a good level of English is essential as all classes are taught in English. Student must also meet the minimum entry requirement for the programme they wish to study, for example students wishing to apply for a year 3 programme should have a minimum of 120 ECTS credits on entry.

Do you offer an English language programme before starting the programme?

Yes, we offer an intensive English programme for Erasmus students which commences in early September. It runs in the morning from Monday to Friday, excluding Saturdays and Sundays. A short test will take place and students will be divided into Intermediate and advanced classes.

What is the average number of credits taken by students per semester?

We use the ECTS credit system; 60 credits per year.

How do I book accommodation?

There is an excellent choice of good quality accommodation. There are 4 student villages with over 2,000 bed spaces adjacent to the Institute. Most Erasmus students choose this type of accommodation. All accommodation is privately owned. Students need to book their accommodation directly with the owner.

How much money do I need for living expenses?

It is estimated by last year's Erasmus students that the cost of living in Sligo is approximately € 550 - € 800 per month (depends on type of accommodation, heating, electricity, food, entertainment,...).

Where can I have forms signed for my home University?

On arrival you will receive a letter to confirm your registration. Forms for your home University will be stamped on arrival during orientation. Please have your details completed on the form as we cannot approve blank forms.

Where can I get a timetable?

Timetables are located on your School Notice board once the academic year begins. Allow up to a month before they are finalised. Students or Lecturers do not have a set classroom, they move around from class to class. Classes start at 9.00 hrs and generally finish at 18.00 hrs. Usually there are some free classes in the middle of the day or you may have a few classes after 18.00 hrs.

What are the opening hours of IT Sligo?

The Institute opening hours are as follows:

Monday to Thursday: 9.00 – 22.00 hrs

Friday: 9.00 – 18.00 hrs

Saturday: 9.00 – 14.00 hrs

Where is the International Office?

The International Office is located in the Institute of Technology Sligo, Ballinode, Sligo in the Admissions Building, 2nd floor opposite the library.

Will I receive an IT Sligo student e-mail account?

When you register with IT Sligo in September your personal IT Sligo student e-mail account will be activated. The International Office will correspond with you during

your time in the Institute via your IT Sligo e-mail account. Ensure that you check the international notice board which is located near the Reception regularly, especially during the first month at the Institute.

Can I use my laptop in the Institute?

There are adequate computers in the Institute. Students may use their personal laptops on the anti virus network in the following locations:

Library: 14 data points on computer bench to the left of the 32 computer stations.

Student Canteen: 16 data points (2 x 8) on pillars (underneath large TV).

Tip: If you are staying in student apartments bring a wire to connect to the Institute server, otherwise these can be bought down town.

What library facilities are there?

The library provides a place to study as well as books, reference works and programme materials that students may require. Web page: <http://library.itsligo.ie/>

What is the Students' Union?

The Students' Union promotes the social and organisational activities of student life, including the clubs and societies and represents the interests of students through various committees of the Institute. Web page: <http://www.itssu.ie>

Where can I fax letters?

Students may fax letters at the Student's Union. There is a small charge of 50 cent for this.

Can I work in Ireland while studying in Sligo?

Most students have a part time job. Bring your curriculum vitae with you.

International students do not need a work permit for Ireland. An international student registered on a full time programme (the duration of which must be at least 1 year) is allowed to work up to 20 hours per week. All employees in Ireland have a PPS number for tax purposes. Therefore if you are looking for a job you must apply for a PPS number.

Information on web: http://www.welfare.ie/contact/Local_offices.http

What is the electrical current?

The standard electrical supply is 230 volts/AC (50 cycles). 3 pin plugs.

What is the time?

Greenwich Mean Time (same system as UK)

What about driving?

Driving is on the left hand side. Road signs are in English and are similar to international design. If you are renting a car - Driver must be over at least 21 and have a driving license. Further details are available from Car rental companies. All drivers must have car insurance.

How is the weather in Ireland? What clothes should I bring to Ireland?

Our variable climate could mean experiencing all 4 seasons in one day. The daytime temperature in winter rarely goes below -2° and in summer temperatures above 22° are rare. Generally, we have a cold climate during September – March and a pleasant climate from April – August. Students often layer themselves to be ready for the different types of weather, e.g. wear a T-shirt and tops. Bring your umbrella and your raining gear – but don't forget your shorts, T-shirts and swimsuit. Some

students find the heating in the houses cooler, so that is another good reason to bring warm clothes!

Is it safe in Ireland/Sligo?

The same rules apply about safety apply as if you were in your home town. Remember it always best not to walk alone late at night. There are plenty of taxis available.

When is lunch hour?

Lunch is served in the student canteen from 12.30 – 14.00 each day. During the year, if you have a free class before your lunch hour, you may find it better to go along to the Restaurant twenty or thirty minutes 'early' to avoid any queue. Many Erasmus students return to their apartment for lunch.

Where can I do my grocery shopping?

Lidl is very popular amongst the Erasmus student. Also Tesco and Dunnes which are large chain retail stores. Penny's is good for bed linen.

What is the local cuisine in Ireland like?

Our supermarkets have a wide range of international foods for cooking most European and Chinese dishes. Halal meat is also available on request.

As well as "fast food" outlets such as McDonalds there are superb restaurants in Sligo as well as regular European restaurants, Chinese, Indian and Turkish outlets which also do takeaway.

Restaurants range widely in price as there are many cheap places to each such as Pizzerias, restaurants and many cafes and snack bars. The Institute has 2 large restaurants and 5 small canteens with facilities open from 8.30 hrs to 21.00 hrs.

Are there interesting and useful web pages?

IT Sligo	www.itsligo.ie
Students Union – IT Sligo	www.itssu.ie
USIT –Issues student identity card so that students can avail of discounts on public transport	www.usit.ie
Read online reviews of past international students' experiences with reviews on Housing, Social Life, Academics, Languages and Expenses	www.iagora.com/istudy/index.html
How to travel to Ireland Bord Failte Tourist Board	www.ireland.travel.ie/gettinghere/
Sligo Tourism	www.sligotourism.ie
Bord Failte – Tourist Board – Getting Around	www.ireland.travel.ie/gettingaround/
North West Tourism	www.ireland-northwest.travel.ie
Bord Failte	www.ireland.ie
Irish Times Newspaper	www.ireland.com

Discover Sligo Tours – tours around	www.discoversligo.com
County Enterprise Board	www.sligoenterprise.ie
Sligo Chamber Commerce	www.sligochamber.ie
Information about Sligo	www.lonelyplanet.com/destinations/europe/ireland
Information about Sligo	www.jod.ie/sligo.html
Sligo Champion	www.unison.ie/sligo_champion
Department of Foreign Affairs (information on Embassies in Dublin)	http://foreignaffairs.gov.ie
Bus routes and timetables for Dublin	www.dublinbus.ie
DART Rail System in Dublin	www.irishrail.ie/dart/home
Luas Passenger Information System	www.luas.ie
Information on education and the education system in Ireland	www.educationireland.ie
Irish Counsel for international students	www.icosirl.ie
Rights of International students	www.immigrantcouncil.ie/factsheets.htm
Accommodation Rights – ‘Know your rights and responsibilities as a tenant’	www.threshold.ie
Department of Foreign Affairs	www.irlgov.ie/iveagh