

Ollscoil  
Teicneolaíochta  
an Atlantaigh

Atlantic  
Technological  
University

# Online, Flexible & Professional Development

**Student Guide  
2024/25**



**ATU Sligo**

# Contents

<u>Welcome</u>	<b>4</b>	<u>Fees &amp; Funding</u>	<b>19</b>
----------------	----------	---------------------------	-----------

## **Getting Started with Online Learning**

<u>Online Student Advisors</u>	<b>7</b>
<u>Course Coordinators</u>	<b>7</b>
<u>Student Registration</u>	<b>7</b>
<u>Induction</u>	<b>7</b>
<u>IT Services</u>	<b>8</b>
<u>Yeats Library</u>	<b>9</b>
<u>Academic Calendar</u>	<b>10</b>
<u>Timetables</u>	<b>11</b>
<u>Study Hours</u>	<b>11</b>
<u>Moodle</u>	<b>12</b>
<u>Live Classroom</u>	<b>13</b>
<u>Laptop &amp; Equipment</u>	<b>14</b>
<u>Reading Materials</u>	<b>14</b>
<u>Assessments &amp; Assignments</u>	<b>14</b>
<u>Examinations</u>	<b>15</b>
<u>Graduation</u>	<b>16</b>
<u>Springboard Student Information</u>	<b>17</b>
<u>Course/Semester/Module Deferrals</u>	<b>17</b>
<u>Student Portal</u>	<b>18</b>
<u>Student ID Card</u>	<b>18</b>

<u>Progression Paths</u>	<b>21</b>
--------------------------	-----------

## **The A-Z of Student Life**

<u>Car Parking</u>	<b>22</b>
<u>Clubs and Societies</u>	<b>23</b>
<u>Code of Conduct</u>	<b>23</b>
<u>Concourse</u>	<b>24</b>
<u>Dining</u>	<b>24</b>
<u>Disability</u>	<b>24</b>
<u>Diversity</u>	<b>25</b>
<u>Dyslexia</u>	<b>25</b>
<u>Examinations</u>	<b>25</b>
<u>LinkedIn Learning</u>	<b>26</b>
<u>Mental Health</u>	<b>27</b>
<u>Personal Problems</u>	<b>27</b>
<u>Semester</u>	<b>27</b>
<u>Sexual Harassment and Violence</u>	<b>28</b>
<u>Speak Out</u>	<b>29</b>
<u>Sport and Recreation Facilities</u>	<b>30</b>
<u>Student Portal</u>	<b>32</b>
<u>Students' Union</u>	<b>32</b>
<u>Values and Rights at ATU Sligo</u>	<b>35</b>

## **Policies and Procedures**

<u>University Rules and Regulations</u>	<b>37</b>
<u>Student Code</u>	<b>37</b>
<u>Complaints</u>	<b>38</b>
<u>Data Protection</u>	<b>39</b>
<u>Film and Photography</u>	<b>41</b>
<u>Freedom of Information</u>	<b>41</b>
<u>Fitness to Practice</u>	<b>41</b>
<u>Garda Vetting of Students</u>	<b>42</b>
<u>Students with Criminal Convictions</u>	<b>43</b>
<u>Student Health and Safety Guidelines</u>	<b>45</b>

## **Directory of Supports and Services**

<u>Organisation Chart</u>	<b>50/51</b>
<u>Directory of Student Supports and Services</u>	<b>53</b>
<u>Academic Writing Centre</u>	<b>54</b>
<u>Maths &amp; Engineering Support Centre</u>	<b>56</b>
<u>Access Office</u>	<b>58</b>
<u>Disability Support Office</u>	<b>60</b>
<u>Careers Service</u>	<b>64</b>
<u>Student Counselling Service</u>	<b>66</b>
<u>ATU Library</u>	<b>70</b>
<u>Students' Union</u>	<b>72</b>
<u>Campus Map</u>	<b>75</b>
<u>Useful Telephone Numbers &amp; Websites</u>	<b>76/77</b>

# Welcome to Online, Flexible & Professional Development at ATU Sligo



Welcome to Online, Flexible & Professional Development 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 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 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](mailto:joanne.harmon@atu.ie)

## Section 01

# Getting Started with Online 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 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](http://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](mailto: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 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 <https://www.itsligo.ie/new-student-registration> 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](mailto: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.

Our online Pre-Induction is available to you once you are offered your course. Here you will have access to a variety of resources to help you to prepare for your programme.

Full online Induction for September starts, takes place from 9-13 September 2024. You will find both at: <https://atu.ie/flexible-induction>

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, meeting your Course Coordinator, receiving your timetable and much more.

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

What to expect from our Online 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 <https://atu.ie/flexible-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.

For details on the password to use, students should check the message sent about account creation to the email address used in their application.

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

You can change your password any time [here](#); your new password must be a minimum of 12 characters long.

If you have difficulties setting up your ATU account, please contact [IT Services](#) for assistance.

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](mailto:studentnumber@atu.ie)) and your campus password.

Your student email can be accessed through the below links:

- Student Portal <https://www.itsligo.ie/student-hub/>
- Directly at <http://mail.office365.com/>

## IT Services Helpdesk

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: [ATU Student Hub](#)

## 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:

Access our online services on the Yeats Library website. Go to this link: [www.atu.ie/library](http://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](mailto:studentnumber@atu.ie)) and ATU Sligo password.

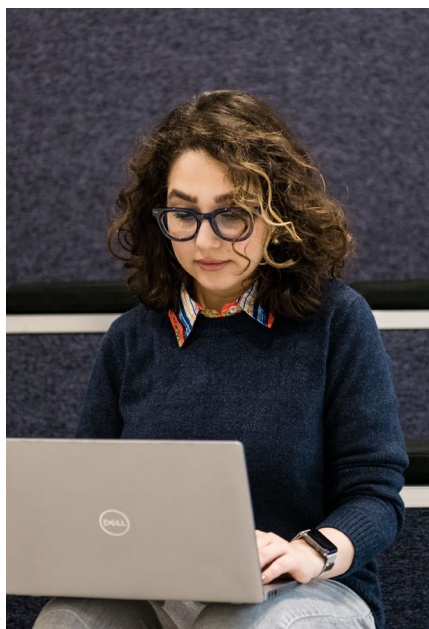
The EOLAS search provides a facility to search our collection of print and electronic books and journals. There is also a separate Online Catalogue to search our print book collections. To facilitate online students there is a postal loan service for print books.

Included on the Yeats Library website are the following:

- 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: [Academic Calendar 2024/25](#)

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.

## Timetables

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

Programme pages on Moodle will give an overview of the modules that students 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](http://www.atu.ie/sligo-timetables)

For further information on timetables, please contact our Admissions Team on [admissions.sligo@atu.ie](mailto:admissions.sligo@atu.ie)

## Study Hours

At ATU Sligo, attendance on our online courses is 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 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:

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### Exams

Christmas Exams:  
2 - 4 days in January each year.

Summer Exams:  
2 - 4 days in May each year.

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### Workshops/Practical Classes

Approximately 2 - 4 days per year may be spent at workshops 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.

You will find Moodle at the student hub: [www.itsligo.ie/student-hub](http://www.itsligo.ie/student-hub)

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. The majority of lecturers use MS Teams for live classes but some use 'Adobe Connect'. You should find out from your lecturer if they use Adobe Connect as you will need to download it prior to your first lecture. 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 [here](#).

See section on live classes in the Online Student Supports page [here](#).



### 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](http://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 & St Angelas.

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.itsligo.ie/student-hub/examinations](http://www.itsligo.ie/student-hub/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 <https://www.itsligo.ie/student-hub/examinations/online-part-time-student-exams/>

Students with a disability, requiring extra time or other specific accommodations, please contact [learningsupport.sligo@atu.ie](mailto: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](http://www.atu.ie/sligo-examination-timetables)

## Deferral of Examinations

- Information on the procedure and the timescale for applying for a deferral is available at <https://www.itsligo.ie/student-hub/examinations/documents-and-policies-contacts/>
- 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 2024/25](#).

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. For more information on Examination Fees please visit the link below. <https://www.itsligo.ie/student-hub/examinations/exam-fees/>

Read more about deferral of examinations here: <https://www.itsligo.ie/student-hub/examinations/documents-and-policies-contacts/>



## 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](http://www.atu.ie/sligo-examination-results)

Results will not be released if there are fees outstanding. All transcripts will be released by Digitaly 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 Digitaly Core here: <https://core.digitaly.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.itsligo.ie/student-hub/examinations](http://www.itsligo.ie/student-hub/examinations)

## Understanding Your Exam Results

To understand the annotations and awards included on your exam results transcript please view Marks and Standards document which can be found at the link below.

<https://www.itsligo.ie/student-hub/examinations/documents-and-policies-contacts/>

## 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), PgD (Level 9) 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 Digitaly Core and will not attend a 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.digitaly.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\[1\]documents-policies-contacts](http://www.atu.ie/sligo-examinations[1]documents-policies-contacts).

## Springboard Student Information

Springboard+ funded students who are unemployed, formerly self-employed, or returners, must complete a mandatory employability module. Students are enrolled on this module and are informed of the requirement to complete it, by email, by the Springboard+ Co-ordinator shortly after course commencement.

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 career goals. Upon successful completion, students will receive separate certification at the level studied.

Springboard+ funded students are required to complete one registration step (one semester long programmes) or two registration steps (full academic year programmes) on the Springboard+ platform. These steps must be completed to ensure Springboard+ release your tuition fees and are separate registration steps to any registration completed at the time of course commencement.

The Springboard+ Co-ordinator will contact students to confirm when this registration is to be completed

For further information, please visit: [www.atu.ie/springboard](http://www.atu.ie/springboard) and/or email [springboard.sligo@atu.ie](mailto:springboard.sligo@atu.ie)

## Course/Semester/Module Deferrals or Withdrawals

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](mailto: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, page 15.

Deferring or withdrawing from your course can be a big decision. If you're struggling with your course, for any reason, talk to your Online Student Advisor or Course Coordinator and find out your options.





## Student Portal

Everything you need to know about being a student at ATU Sligo can be found on the Student Portal.

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](http://www.atu.ie/sligo-student-portal)

## Student Identity (ID) Card

Once you are registered as an ATU Sligo student, you are eligible for a Student ID card. During registration you are required to upload a photo and this generates your student ID Card. This will be sent to you by post to the address on file for you from when you registered.

If you wish to have the card posted to a different address, you will need to contact the Admissions Office to change it. It can take up to a couple of weeks to receive your card. If your card does not arrive after that time, please contact the Admissions Office at [admissions.sligo@atu.ie](mailto:admissions.sligo@atu.ie)

The student ID card is intended to facilitate your studies at ATU Sligo. If you lose your student ID card, please contact [admissions.sligo@atu.ie](mailto:admissions.sligo@atu.ie) to organise a replacement card.

- You are always required to have your student ID card, when you are 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 Counselling Service.
- Your student ID card must be on your desk during ALL examinations.
- Your student card is required for borrowing books from the ATU Library Service, if you are on campus.
- Your student card is required for using the printing service on the Sligo campus



## 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 a 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 Sponsor Details 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

- **Programmes at Level 6** are 100% funded for all applicant categories.
- **Programmes from Level 7 to Level 9** are 100% funded for unemployed, formerly self-employed, and returner categories. Those in employment or self-employed are liable for 10% of the approved Springboard+ tuition fee only, with the remaining 90% fee paid by Springboard upon completion of one/two registration steps during the academic year.
- ATU Sligo students will be notified of the due date of payment of the 10% fee by the Springboard+ Co-ordinator shortly after course commencement.
- If your Springboard+ programme provider is NIBRT or University of Galway, they will contact you directly for payment of any Springboard+ fees due and they are paid directly to the respective provider.

For further information, please visit: [www.atu.ie/springboard](http://www.atu.ie/springboard) and/or email [springboard.sligo@atu.ie](mailto:springboard.sligo@atu.ie)

### 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](mailto:admissions.sligo@atu.ie)

### Fee Payment Options

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

Instalment arrangements may be put in place by students to help make payments more manageable. For further information on fee payment options, see [www.itsligo.ie/admissions-2/fees-grants/fees-and-grants-online-and-part-time/](http://www.itsligo.ie/admissions-2/fees-grants/fees-and-grants-online-and-part-time/)

### 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](mailto:admissions.sligo@atu.ie)



## Section 02

# The A-Z of Student Life



### Car Parking

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

#### Tariffs apply in the following car parks:

##### Clarion Road Pay and Display Car Park

€1 for 1st hour (or part thereof),  
€2 for 2 hours or €2.50 for full day.

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

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

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

The Pay machine is located in the Student Centre (Block H). Tariff applies Monday to Friday, 09.00 - 16.00. Ticket will not permit multiple entries/exits. Credit / Debit Cards are the only form of payment, and coins and notes are not accepted at the machine. Ticket must be inserted at the exit barrier within fifteen minutes of payment or it will time-out and the barrier will not lift.

### Mobility Parking

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

### Clamping

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

### Prohibited Parking Areas

All areas denoted by double yellow lines

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

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

For more details go to ATU Sligo Wheel Clamping and Appeal Process: [www.atu.ie/sligo-wheel-clamping-appeal-process](http://www.atu.ie/sligo-wheel-clamping-appeal-process)

### Clubs and Societies

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

There is a wonderful variety of clubs and societies to choose from, check out [www.sligo.atusulife.ie](http://www.sligo.atusulife.ie) for more information. For more information on Clubs and Societies, you can connect directly through atusulife, call the Students' Union on 071 914 1887 or email [support@atussu.ie](mailto:support@atussu.ie)



## Code of Conduct

ATU Sligo respects third level students as responsible members of the community and expects that each student will behave in a mature, reasonable, and honest manner. This is recognised in the Student Code.

Behaviour, which damages ATU Sligo's good name in the wider community or engaging in behaviour 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](http://www.atu.ie/sligo-documents-student-code)).

## Concourse

The Concourse is the name given to the main college corridor which runs along the first floor of the college.

It begins at the top of the staircase at Reception and runs down to the Main Auditorium and O'Hehirs' Food Court.

Along the concourse you will find:

- Admissions Office
- Access Office
- ATU Global
- Yeats Library

It is also the venue for various exhibitions and events throughout the college year.

## Dining

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

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

### Monday to Thursday:

8:30am - 6:30pm

### Friday: 8:30am - 2pm (Main Canteen)

8:30am - 4pm (Coffee Kiosk)

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

## Disability

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

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

## Diversity

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

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

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



## Dyslexia

As part of the Disability Office in ATU Sligo, the Learning Support Tutor provides support to students who have dyslexia or other specific learning difficulties. Students who have been diagnosed as having dyslexia or other specific learning difficulties should contact the Learning Support Tutor early in the academic year to complete a needs assessment and discuss their support plan. Dyslexia Screening can also be arranged for students who suspect they may have dyslexia. For more information contact [learningsupport.sligo@atu.ie](mailto:learningsupport.sligo@atu.ie)

## Examinations

Exams and assessments are a necessary part of college life. The types of assessments used will vary by course and even by module, but each module will have assessment built in to evaluate your learning within that semester. While continuous assessment occurs throughout modules, many modules also have a final exam at the end of the semester after teaching ends. These exams are scheduled in the Academic Calendar for January and May 2025.

Following the issuing of Exam Results, there are one or two feedback days 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. Please avail of this opportunity. Further information on exams is provided in Section 2 of this Guide at [www.atu.ie/sligo-examinations](http://www.atu.ie/sligo-examinations) on the Student-Portal of the website.



## LinkedIn Learning

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

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

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

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

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

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

## Mental Health

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

### Being Well, Living Well toolkit

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

## Personal Problems

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

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



## Semester

The academic year is divided into two equal parts with 13 teaching weeks each, called semesters. The modules are delivered and examined within each semester. New or follow-on modules are delivered in the next semester. For the 23/24 Academic Year, semesters in ATU Sligo will run as follows:

- **Sem 1** start September 16th 2024.
- **Sem 2** start January 20th 2025.

More information can be found at ATU Sligo Academic Calendar at [www.atu.ie/sligo-academic-calendar/](http://www.atu.ie/sligo-academic-calendar/)

## Sexual Harassment and Violence

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

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

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

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

Should you experience sexual harassment or violence, regardless of where it occurs, or by whom, we are there to support and help you.

Our Student Counselling Service ([www.atu.ie/sligo-student-support-services-counselling](http://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 are 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](http://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 <https://www.itsligo.ie/student-hub/student-charter/> 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.



## Speak Out

In accordance with the Student Code, ATU Sligo promotes an environment where everyone is treated with dignity and respect. ATU is 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 the 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”, 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 to ensure that ATU Sligo is providing 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://atusligo.speakout.ie>



## Sport and Recreation Facilities

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



### Knocknarea Arena

At the centre of our facilities is an impressive multi- purpose sports hall which can be easily divided into two independent sections which can be used for a wide variety of sports including basketball, badminton, 5-a-side, volleyball, etc.

### Gymnasium

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

Opening hours:

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

The Gym fees for students are:

- Full Academic Year: €140
- Term: €80
- One Session: €6

### Multi-Activity Studio

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

### Fitness Classes

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

### Athletics Track

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

### Playing Fields

There is also a 3G Astro turf pitch which is fully floodlit, and FIFA approved. The Astro turf can be split into 3 smaller pitches. There are also 4 floodlit grass pitches - a championship standard pitch for GAA, a high-quality Soccer pitch, a recreational Rugby pitch and a high-quality training pitch.

### Amenities Available

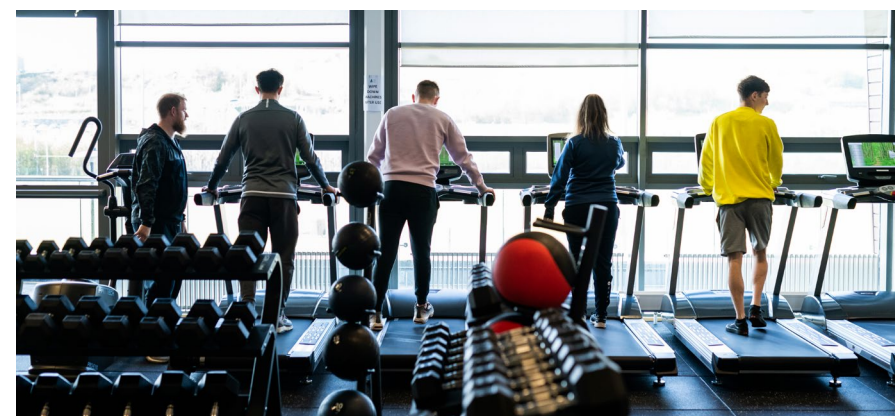
The Knocknarea Arena has a range of amenities such as free parking, canteen space, bike racks, Wi-Fi and changing rooms.

 ATU Sligo Knocknarea Arena

 KnocknareaArena

 KnocknareaArena

The Knocknarea Arena management and staff look forward to meeting you and making your visit an enjoyable experience. For more information, phone 071 915 5211, email [knocknareaarena@atu.ie](mailto:knocknareaarena@atu.ie) or log onto <https://www.itsligo.ie/atu-sligo-campus-maps/>





## Student Portal

(Just about) everything you need to know about being a student at ATU Sligo can be found on the Student Portal [www.atu.ie/sligo-student-hub](http://www.atu.ie/sligo-student-hub)

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

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

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

Why not check out the Student Portal today?

## My Student Portal



MY EMAIL



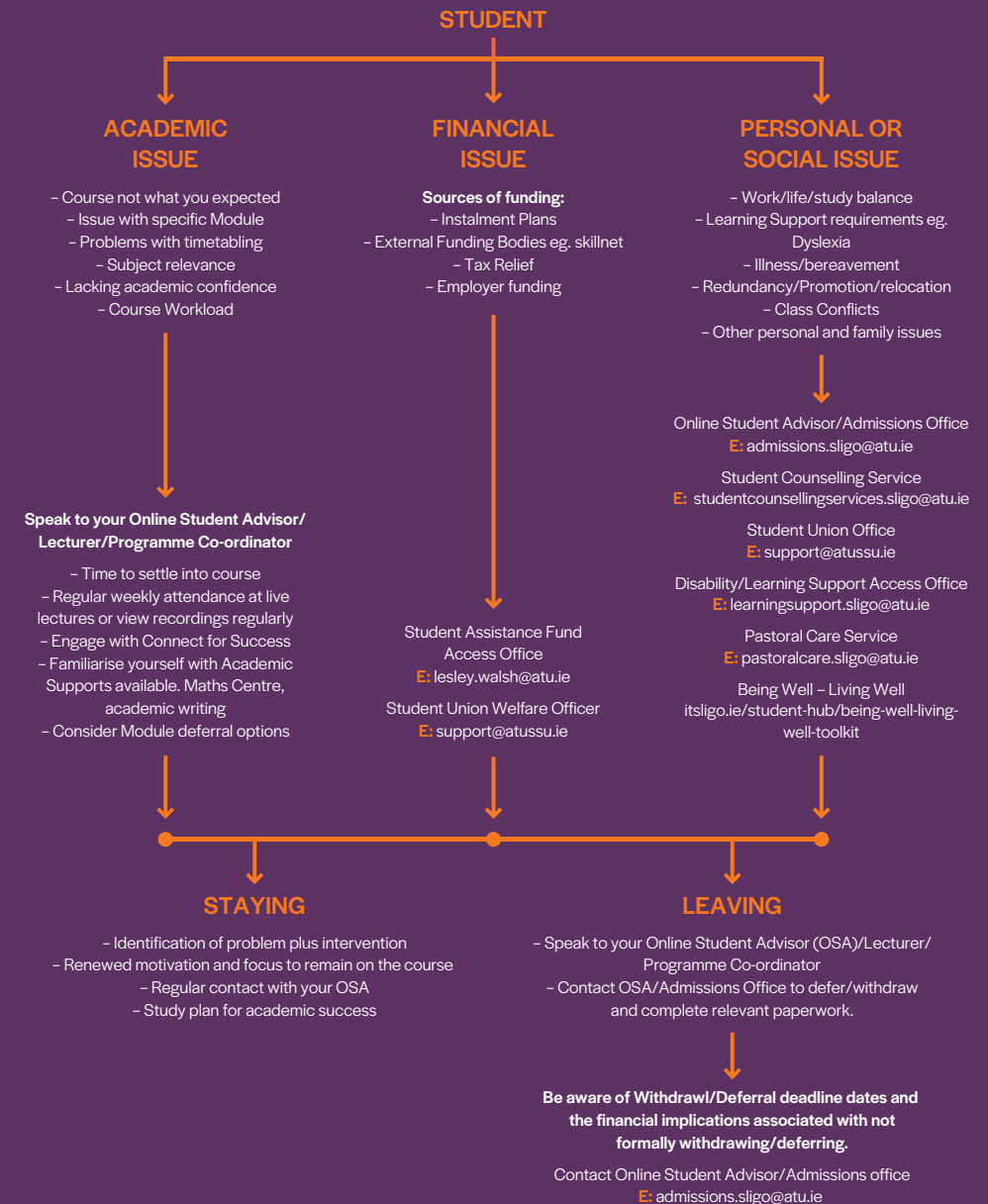
MY TIMETABLE

## Students' Union

ATU Sligo Students' Union, or ATUSSU, is the recognised representative organisation for the student body in ATU Sligo. When you register as a student, you automatically become a member of ATUSSU. ATUSSU is also a member of the Union of Students in Ireland (USI), the national Students' Union of Ireland. The Students' Union exists to represent you, the student, on a range of issues throughout your college experience and sits on various committees relating to student welfare, education and recreation.

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

# Thinking of Leaving Your Course Early? KNOW YOUR OPTIONS





## Values and Rights at ATU Sligo

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

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

A student at ATU Sligo has the following rights:

1. The right to expect from ATU Sligo, tuition of a professional standard on the programme of study for which they are registered and adequate educational and support facilities consistent with the resources available to ATU Sligo.
2. The right to study in an atmosphere free of harassment and intimidation, and that promotes personal integrity and dignity.
3. The right to fair and just procedures, including the right of appeal and, where considered necessary, recourse to the Office of the Ombudsman.

4. The right to be treated as a responsible member of a third-level institution, to be able to represent personal views in a reasonable manner and to be treated with normal standards of courtesy by all other members of ATU Sligo.
5. The right to be recognised by ATU Sligo authorities in a partnership approach to the administration of ATU Sligo through open and constructive consultation with students and their representatives.
6. The right to be represented on appropriate University Fora including the Governing Body, Academic Council, appropriate Sub-Committees of Academic Council and Programme Boards.

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.

## Section 03

# Policies and Procedures



## 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 University which students agree to be bound by at registration.

The University Rules and Regulations agreed to at registration are:

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

## Student Code

ATU Sligo is committed to providing students with the best possible experience in higher education and the Student Code <https://www.itsligo.ie/student-hub/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 Code has been prepared and is implemented in that spirit. It sets out the Principles of Fair Treatment, Honesty and Transparency and of Personal Responsibility on which the Student Code is based.

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

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

Please view <https://www.itsligo.ie/student-hub/student-charter/> for the latest edition of the Student Code.

## 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 <https://www.itsligo.ie/student-hub/student-charter/>

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](mailto:studentsupport.sligo@atu.ie)
- The Students Union, [support@atussu.ie](mailto:support@atussu.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](http://ombudsman.ie)

**Address:** Office of the Ombudsman, 6 Earlsfort Terrace, Dublin 2, D02W773

**Telephone:** 01 639 5600

### Complaints About Student Behaviour

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

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

Anyone wishing to make a complaint under the Procedure for Dealing with Breaches of the Student Code should access the individual websites for each ATU college or contact the Student Support Services Officer for advice at [studentsupport.sligo@atu.ie](mailto: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 students' 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.

For ATU's Data Protection Policy and more visit [www.atu.ie/data-protection](http://www.atu.ie/data-protection)



## Filming and Photography

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

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

Opportunities are also available for paid Student Ambassador work.

## Freedom of Information

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

ATU Sligo makes personal records available to individual students by arrangement and having regard to privacy, confidentiality and the well-being of the requester in the case of health records. Applications must be made in writing to the relevant section e.g., health service.

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

Requests must be made to the Freedom of Information Officer at [foi@atu.ie](mailto: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 [www.atu.ie/freedom-of-information](http://www.atu.ie/freedom-of-information)

## Fitness to Practice

ATU Sligo is committed to broadening access to education and to ensuring that learners of all backgrounds, identities and abilities are enabled and encouraged to enter, successfully participate in and complete higher education. Many programmes in the University require students to complete aspects of their learning in professional settings, placing them in direct contact with professional practitioners and members of the public.

The University considers it essential to protect all concerned, including patients, clients, service users, customers, or colleagues from harm and to maintain the trust and confidence of the general public in the University and its graduates.

A policy and procedure on Fitness to Practice has been developed in recognition of the University's duty of care to the public as well as to support students in fulfilling programme requirements and to prepare them for future professional practice.

For further detail, please see ATU Sligo Fitness to Practice Policy: [www.atu.ie/sligo-documents-fitness-to-practice-policy-procedure](http://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 Student Vetting accessible via the Student Hub: [www.atu.ie](http://www.atu.ie)

For queries in relation to your registration and admissions contact the Admissions Office Reception (registration): [admissions.sligo@atu.ie](mailto:admissions.sligo@atu.ie)

## Students with Criminal Convictions

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

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

Please note that the University reserves the right to review participation of any student who has or who gains a criminal conviction on any of its programmes. For more information, please see ATU Sligo Criminal Convictions Policy at <https://www.itsligo.ie/policies-and-regulations/>



## 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 B1077 Email: [healthandsafety.sligo@atu.ie](mailto: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 & Vaping is prohibited in all indoor places and in designated Tobacco Free Zones 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 and all students cooperate in any investigation to enable a thorough investigation be undertaken to prevent similar occurrences in the future
- Undergraduate students are not permitted to work in the college buildings outside the designated opening hours, unless their work is directly supervised by a member of staff and in strict accordance with ATU Sligo "Out of Hours" Policy.

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

### Tobacco Free Zones

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

### Accidents and Emergencies

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

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

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

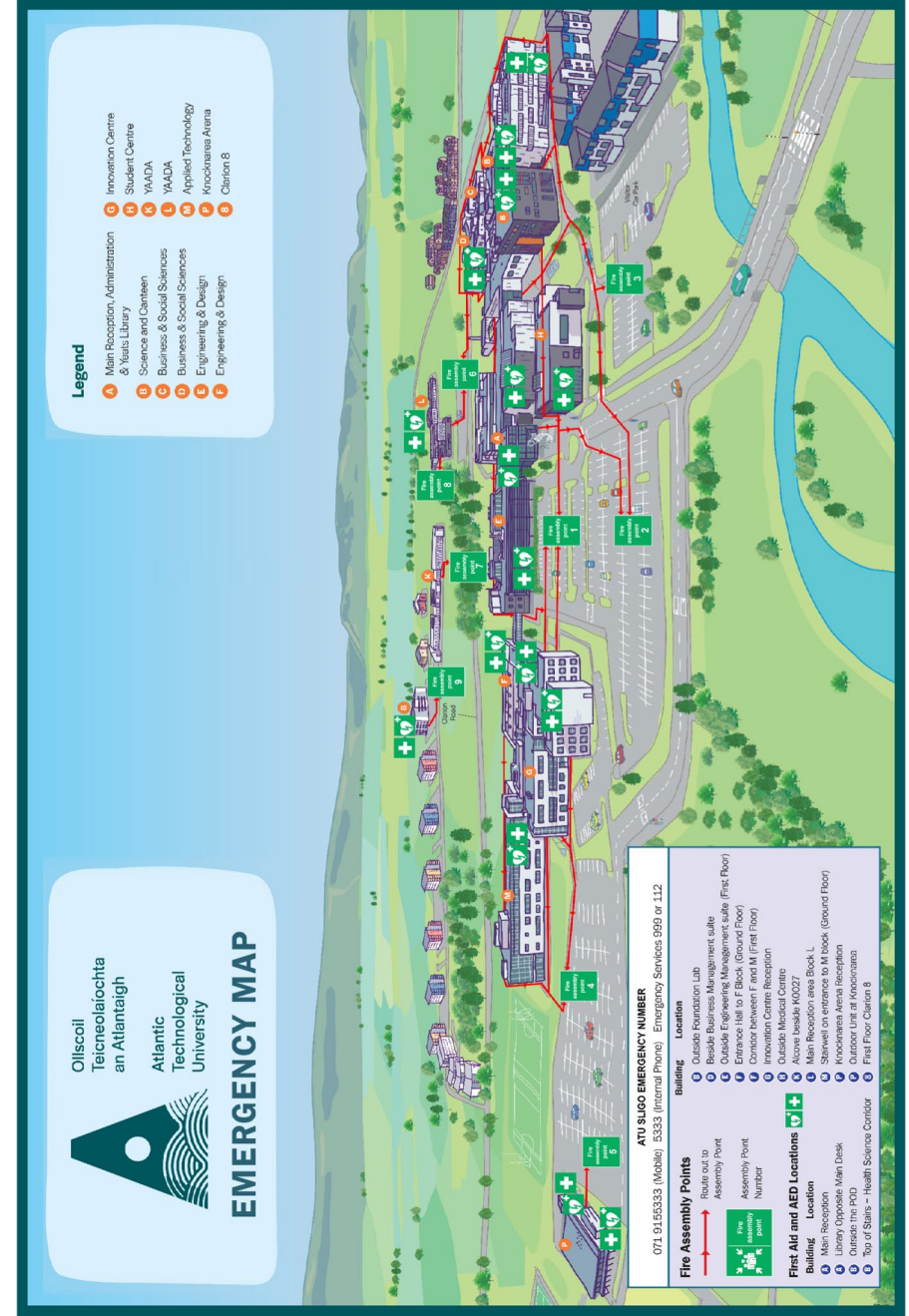
### Evacuation Procedure

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

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

### ATU Sligo and COVID 19

Please familiarise yourself with the latest HSE guidelines at this link: [www2.hse.ie/coronavirus/](http://www2.hse.ie/coronavirus/)





Section 04

# Directory of Supports and Services



**Maths Support Centre**



Paul Press



Adette Ring



Deborah Seddon

**Careers Office**

**Access Office**



Linda McGloin



Lesley Walsh



Conor Cooney

**Yeats Library**

**Academic Writing Centre**



Dr Johanna Archbold



Aoife Murray



Dr John O'Callaghan

**Disability & Learning Support**



Dr Shelley Brady



Catriona Fahy



Andrea Rynn

**International Office**



Patrick Lynch



Stephanie Aldridge



Declan Reidy

**Student Counselling Service**



Geraldine Gilroy



Dr Siobhán McNally



Anne Rooney

**Student Support Services**



Catherine McNelis



Shauna Kelly

**Wellbeing**



Yvonne Kennedy



Helen Campbell



Liam Coleman



## Directory of Student Supports and Services

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

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### Our Motto is “Caring for our Students”

- Academic Writing
- Maths & Engineering Support
- Access Office
- Disability & Learning Support
- Careers Service
- International Office
- Pastoral Care & Chaplaincy Service
- Student Counselling Service
- Wellbeing
- Yeats Library, ATU Library Services
- Students' Union

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### 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 email [studentsupport.sligo@atu.ie](mailto:studentsupport.sligo@atu.ie)

## Academic Writing Centre

### Academic Writing Tutors



**Aoife Murray**



**Dr. John O'Callaghan**

E: [writing.sligo@atu.ie](mailto:writing.sligo@atu.ie)

### Supporting students to achieve their potential

Whether you are new or returning to university, we understand that writing academic assignments can be challenging. That is why the Academic Writing Centre offers free support to all students studying at ATU Sligo.

Located on the ground floor of the Yeats Library, the centre provides 1:1 appointments with experienced writing tutors in a friendly and supportive environment. Additionally, the centre offers a variety of freely accessible academic writing workshops, writing guides, recorded tutorials and other online academic writing resources.

Our service is available to online students also.

### 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 and editing
- Critical reading and effective notetaking
- 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: Whether you are unsure about academic writing expectations, have specific queries or need advice on how to improve a draft assignment, our tutors will provide guidance at any stage of the writing process. Appointments are available in-person or online.
- Online resources: Our series of academic writing guides contain recorded tutorials and downloadable resources covering essential topics in academic writing. These valuable

resources are accessible at any time and from anywhere, providing practical tips and guidance to support your academic writing.

- Academic writing online programme: This free, self-directed, and interactive programme is designed to enhance the academic writing skills of all students. Whether you are new to writing at 3rd level or seeking to improve your writing abilities, this programme is suitable for you. Each unit within the programme focusses on a crucial aspect of academic writing and includes various examples, activities, quizzes, and downloadable resources to support the content.
- Academic writing workshops: We provide free workshops throughout the year, available both on campus and online. These workshops will be advertised, and all students are welcome to attend.

The supports of the Academic Writing Centre can be accessed through the Academic Writing Centre Moodle page.

Scan the QR Code or go to [www.atu.ie/sligo-writing-centre](http://www.atu.ie/sligo-writing-centre) for more information.



## Maths & Engineering Support Centre

### Director



**Paul Press**  
E: [paul.press@atu.ie](mailto:paul.press@atu.ie)

### Maths & Engineering Support Tutors:



**Dr. Cillian O'Murchú**



**Fearghus Downes**



**Amit Goswami**



**Nimra Munir**



**Faizan Munawar**

### Supporting students to achieve their potential

The Maths & Engineering 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 in A0048, and have a team of enthusiastic, qualified maths tutors available to assist you in your studies on campus and online.

### How to Access Support

- Drop-in Service: Call by the Maths & Engineering Support Centre in A0048 located on the ground floor of the campus library.
- 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.
- 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.

- Website & Moodle Page: For more information on our centre please visit our ATU site: [www.atu.ie/sligo-maths-support-centre](http://www.atu.ie/sligo-maths-support-centre)



### Not sure where to begin?

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

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

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

[www.atu.ie/sligo-maths-support-centre](http://www.atu.ie/sligo-maths-support-centre)

## Access Office

### Access Officer



**Linda McGloin**

E: [linda.mcglain@atu.ie](mailto: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 and to participate 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.

### Assistant Access Officer



**Lesley Walsh**

E: [lesley.walsh@atu.ie](mailto: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](mailto: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

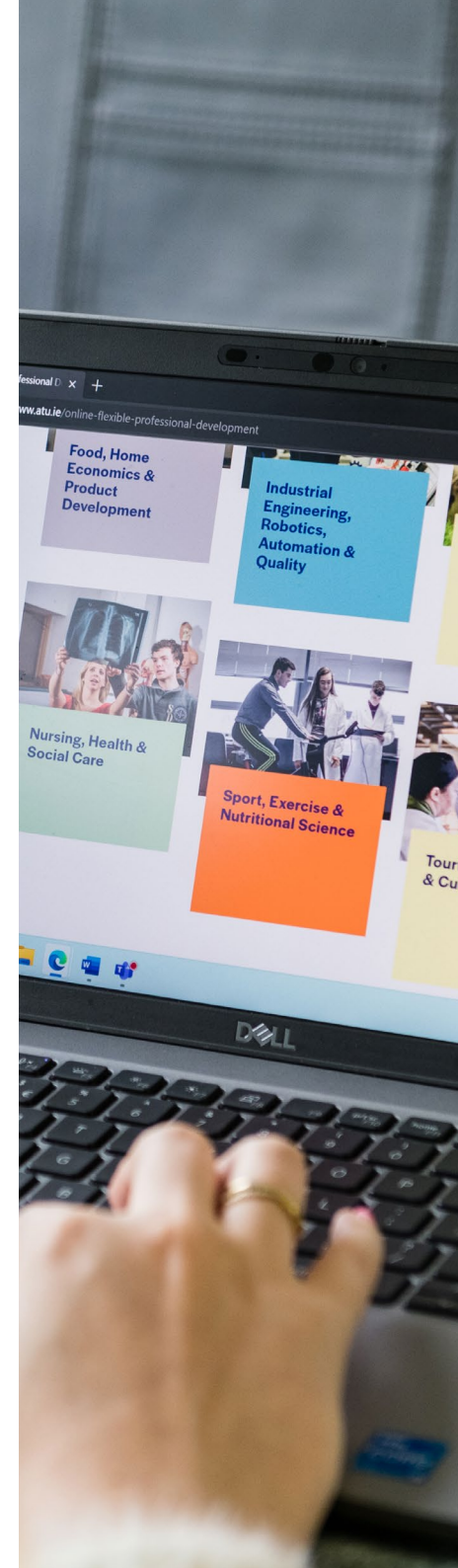
Students requiring financial assistance to help with tuition fees or registration fees cannot be considered under the Student Assistance Fund.

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



## Disability Support Office

### Disability Support Officer



**Dr. Shelley Brady**

E: [disability.sligo@atu.ie](mailto: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](mailto:disability.sligo@atu.ie).

For more information, please scan the QR code:



### Administrative Support for the Disability Support Service



**Conor Cooney**

E: [conor.cooney@atu.ie](mailto:conor.cooney@atu.ie)

Conor Cooney is a valued member of the Disability Support Service, and is a main point of contact for students looking to get registered with the services, or to help answer general queries.

### Occupational Therapy Service:



**Catriona Fahey**

E: [ot.sligo@atu.ie](mailto:ot.sligo@atu.ie)

The occupational therapy service is available to students registered with the Disability Support Service. Occupational therapy supports students to identify difficulties they are experiencing in performing their daily activities.

The Occupational Therapy Service works with the student, supporting them to develop skills and strategies to improve their performance, independence, and well-being.

### Inclusion Support Worker

E: [inclusionsupport.sligo@atu.ie](mailto: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, organisation, 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](mailto:inclusionsupport.sligo@atu.ie) or visit our website.

### Learning Support Service



**Andrea Rynn**

E: [learningsupport.sligo@atu.ie](mailto: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](mailto: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 University. 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.

### Laptop Lending Scheme



**Conor Cooney**

E: [conor.cooney@atu.ie](mailto:conor.cooney@atu.ie)

As a result of the increased reliability on technology within the Higher Education sector ATU Sligo is happy to be able to operate a laptop lending scheme funded by the Higher Education Authority. This scheme is aimed at students who do not already have access to a laptop themselves and who cannot afford to purchase one. In order for a student to be eligible for the scheme they must meet the first of the following criteria and at least one other as well as provide evidence to support it (e.g., SUSI grant letter) ;

1. Be registered for the Academic Year in which they apply.
2. Be in receipt of a SUSI Grant.
3. Be in receipt of a Social Welfare payment.
4. Be registered with our Disability or Learning Support Services.

There are only a limited number of these laptops available so we would encourage students to only apply if there is a genuine need for the device and applications will be processed on a first completed and submitted - first served basis. If you would like to request an application form to apply to the scheme, please email [Laptopscheme.sligo@atu.ie](mailto:Laptopscheme.sligo@atu.ie)





## Careers Service



**Adette Ring**  
E: [careers.sligo@atu.ie](mailto:careers.sligo@atu.ie)



**Deborah Seddon**

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>, our Moodle page: [CareersOffice](#) and via email.

### Careers Appointments

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.

Please get in touch for a careers guidance appointment, help with your CV, interview preparation and support with writing an application form or personal statement.

Appointments can be booked via email or 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:

- Thinking Ahead: 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.

Most Wednesdays throughout the academic year we host companies on campus at 'Be Career Curious' events and online via 'Webinar Wednesday' presentations. Both initiatives provide you with the opportunity to grow your industry awareness, expand your professional networks, increase your job search skills and potentially secure employment. We hosted 116 companies at these events during 2022-23 and expect to exceed this number this academic year. All careers events are open to all students.

### Jobs Board

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.

### Moodle

The Careers Office Moodle page is where you will find popular resources such as: CV writing advice and AI tools, interview preparation materials, 'Webinar Wednesday' playback links, Careers Office LinkedIn Learning curated material and access to several psychometric assessments for self-discovery and preparation for graduate assessment centres.

### Digital Badge

We encourage all students to avail of the opportunity to achieve the 'Careers and Confidence' digital badge. 'Careers and Confidence' is Unit 8 of the 'ATU Foundation Course' which you can access via: <https://freecourses.atu.ie/>. This badge will provide you with useful strategies to help you to make effective career decisions and provide you with tools and insights that will be useful whilst at ATU and beyond.

## Student Counselling Service

### Counsellors



**Dr Siobhán McNally**



**Geraldine Gilroy**

E: [studentcounsellingservices.sligo@atu.ie](mailto:studentcounsellingservices.sligo@atu.ie)

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

#### Located:

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

#### Opening Hours:

Monday to Friday, 9am - 4pm

#### Closed daily for lunch:

12.30pm - 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

The Counselling Service operates on an appointment basis only. Appointments can be attended in person, on Microsoft Teams or by telephone. If you would like to make an appointment, please email: [studentcounsellingservices.sligo@atu.ie](mailto: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
- ED: visit your Accident & Emergency Department
- CareDoc Sligo: 0818 365399
- TEXT Crisis Textline: For free 24/7 support in a crisis, text ATU to 50808
- Ring the Samaritans 24/7 on Freephone 116 123
- Pieta House; 1800 247 247 (24-hour helpline) or Text HELP to 51444

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

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

For further information click on: [www.atu.ie/sligo-student-support-services-counselling](http://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](http://www.atu.ie/sligo-student-support-services-counselling)



## Healthy Campus Coordinator



**Yvonne Kennedy**

E: [yvonne.kennedy@atu.ie](mailto:yvonne.kennedy@atu.ie)



**Helen Campbell**

Health and Wellbeing Project Officer



**Liam Coleman**

Assistant Psychologist

  [@atuhealthysligo](https://twitter.com/atuhealthysligo)

The Healthy Campus coordinator leads on supporting and implementing the National Healthy Campus Charter and Framework at ATU Sligo. The Framework aims to create an overall environment and culture that enhances the health, wellbeing and sustainability of all members of its community and enables them to achieve their full potential. You will get to know Yvonne through her organisation 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:



**Dr Johanna Archbold**

E: [library.sligo@atu.ie](mailto:library.sligo@atu.ie)

[www.atu.ie/library](http://www.atu.ie/library)



The Yeats Library is situated centrally on campus, just off the main concourse. The Library contains a range of individual and collaborative study spaces available to all students as well as facilities onsite such as computers, print/copy/scan and height-adjustable desks. Physical book collections are available to borrow and over 100,000 e-books are accessible online as well as extensive databases and other online resources.

The Library team are available onsite and online for support and offer a range of tutorials that students can avail of to develop skills in searching, information literacy, research skills and getting the best from the Library.

Email [library.sligo@atu.ie](mailto:library.sligo@atu.ie) at any point with any queries.

Resources accessible through the Library include:

- Books and e-books
- Journals and articles
- Scholarly databases
- Newspapers
- Theses
- Multimedia
- Official publications and many other resources.

Services offered by the Library include:

- Live Chat from the Library website
- Bookable Group Study Rooms
- Self-service borrowing & renewals of books
- Postal Loans for Online Students
- Inter Library Loans for items not in the Library collections
- Library Guides giving detailed guidance on collections & how-tos
- Library Tutorials on subjects from finding library resources to using referencing software
- One-to-One appointments for students

For more information, go to <https://www.atu.ie/library> and choose the 'Sligo'.

Watch out for the Monthly Library Newsletter in your email and follow ATU Library on Social Media for the latest updates. We look forward to seeing you onsite or online during the academic year.

## Students' Union - ATUSSU

T: 071 914 1887  
E: [support@atussu.ie](mailto:support@atussu.ie)  
Facebook / Twitter / Instagram

For more information, you can visit our website at [atussu.ie](http://atussu.ie)

### Sabbatical Officers

#### President



**Julia Bocianowska**  
T: 071 914 1887  
E: [president@atussu.ie](mailto:president@atussu.ie)

Julia is your Students' Union President for the academic year 2024/25. Julia is currently undergoing her degree in Fine Art and this is her second year as a Students' Union officer. As the President of ATUSSU, it is Julia's job to be the CEO of the Union. She is responsible for implementing all Union policy in the college. She represents students on the University's Governing Body 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, Donegal and St. Angelas together as one, for the student's benefit in the Atlantic Technological University.

#### Vice President/Academic Life



**Eliska Hribalova**  
T: 071 914 1887  
E: [support@atussu.ie](mailto:support@atussu.ie)

Eliska is the Vice President of Academic life for 2024/2025. Currently in her second year, she is majoring in International Tourism with Event Management. Eliska has background in student leadership, having served as a Class Representative and the International Officer in the Student Senate.

As Vice President, Eliska is responsible for addressing all educational concerns and ensuring effective communication between students, faculty, and the student senate. She acts as a liaison for class representatives and leads efforts to recruit dedicated and passionate students to join the student senate.

Eliska is dedicated to making the Student Representative Council more efficient and responsive. She will also be actively involved in planning and coordinating campaigns and events aimed at enriching student life, including a variety of social, cultural, and recreational activities designed to make the university experience more enjoyable and fulfilling.

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

She encourages all students to share their ideas, concerns, and suggestions to work together towards creating a supportive and dynamic university environment.

#### Vice President/Well-Being & Engagement



**Emil Kindl**  
T: 071 914 1887  
E: [support@atussu.ie](mailto:support@atussu.ie)

Emil is responsible for the well-being and engagement of all ATU Sligo students. He will collaborate with the well-being team, medical and counselling services, pastoral care, and various external organizations. Emil's role also includes running informative campaigns regarding mental health, physical health, sexual health, and financial literacy. As one responsible for engagement, he will be closely involved with the management of Clubs and Societies as well as in the organization of extracurricular activities.

Emil is your first point of contact for any concerns you may have. Whether it's about accommodation, personal well-being, or initiatives to enhance the Student Union's functioning. You can visit him in person at the Student Centre office or contact him using the provided details. Emil is here to support you.

### 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.

#### Diversity & Inclusion Officer

Lorraine Foley

#### International Students Officer

Emmanuel Oluwole

#### Mature Student Officer

Rachael O Toole

#### Oifigeach na Gaeilge/ Irish Language Officer

Ciaran Cashin

#### Postgraduate Officer

Nanshin Nansak

#### Sustainability Officer

Caoimhe Mc Cormack

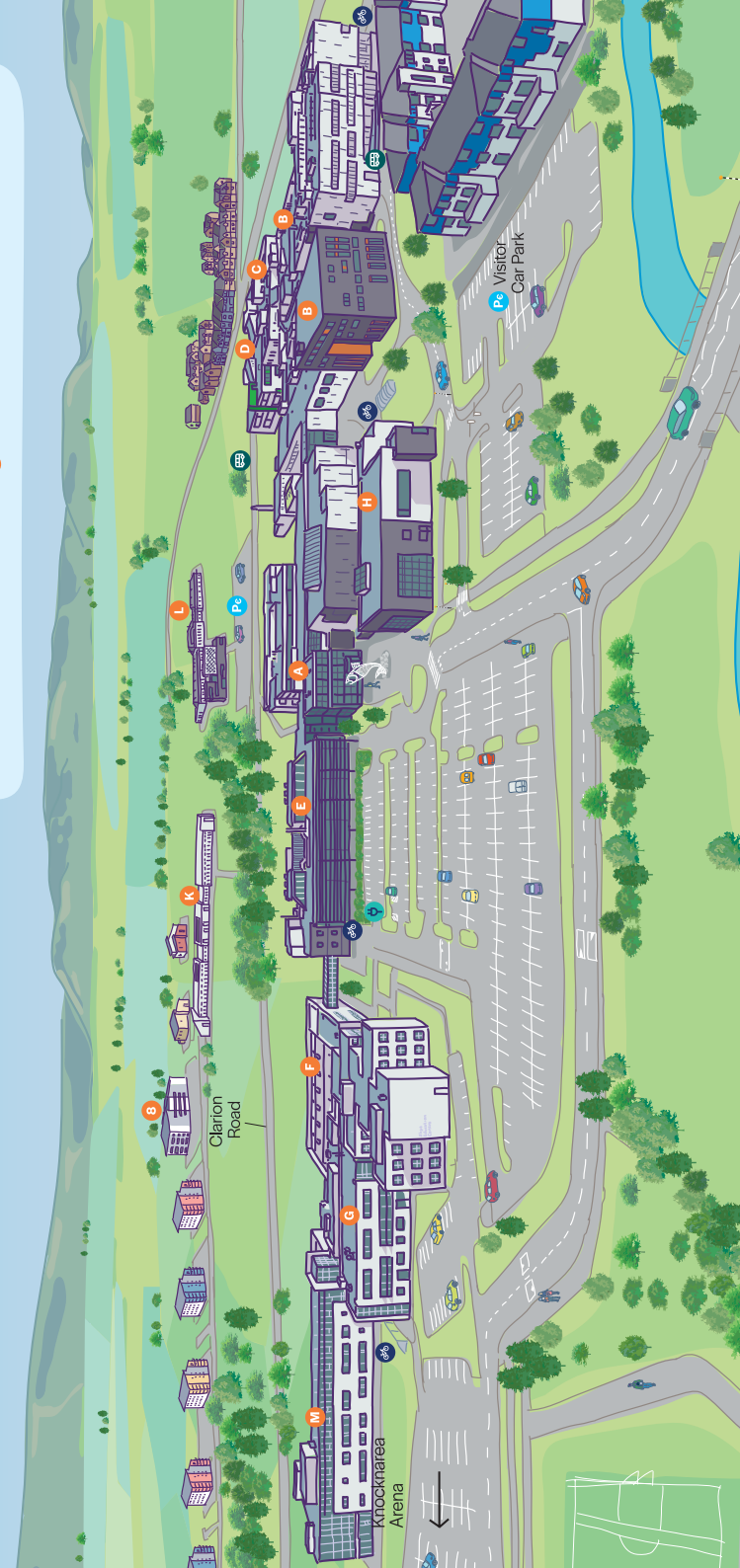
### Students' Union Staff

There are three full-time staff members in ATU Sligo Students' Union. Padraic Ryan, CEO; Emma-Louise Evans, Administrator; and Don Donoghue, Head of Democracy, Representation & Engagement. 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@atussu.ie](mailto:support@atussu.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** Knockmarea Arena
- B** Clarion 8
- BS** Bike Shelter
- CE** Car Electric charge point
- BS** Bus Stop
- Pe** Paid Parking



## Useful Telephone Numbers – ATU Sligo

Atlantic Technological University, Sligo	<b>071 91 55222</b>
Access Officer	<b>071 93 05414</b>
Registration/Admissions Office	<b>071 91 37323 / 071 91 37322</b>
Careers Officer	<b>071 93 05403 / 071 93 05729</b>
Pastoral Care & Chaplaincy Service	<b>071 93 05215</b>
Grants Fees Office	<b>071 91 37319</b>
Exams Office	<b>071 91 37315 / 071 91 37316 / 071 91 37318</b>
Learning Support Service	<b>071 93 05400</b>
Security	<b>087 637 9470</b>
Student Assistance Fund	<b>071 91 55433</b>
Student Health Service	<b>071 93 05205</b>
Student Support Services Officer	<b>071 93 05426</b>
Student Support Services Administrator	<b>071 93 05463</b>
Student Counsellor	<b>071 93 05463</b>
ATU Sligo Students' Union	<b>071 91 41887</b>

## Useful Telephone Numbers – Sligo and Beyond

Ambulance/Fire Brigade/Gardai-Emergency	<b>999 / 112</b>
AIB	<b>071 913 5500</b>
Aware	<b>1800 804 848</b>
BodyWhys	<b>01 210 7906</b>
Bus Éireann	<b>071 91 60066</b>
Caredoc Sligo	<b>0818 365 399</b>
Crime Victims Helpline	<b>1850 211 407</b>
Garda Confidential Line	<b>1800 666 111</b>
Irish Rail	<b>1850 366222</b>
Local Link	<b>071 974 1644</b>
LGBT Helpline	<b>1890 929 539</b>
Money Advice and Budgeting Service Ltd	<b>0818 07 2730</b>
North West Hospice	<b>071 91 43317</b>
Pieta House	<b>074 91 26594 / 1800 247 247</b>
Rape Crisis Centre	<b>071 91 71188</b>

Sligo Branch of Cura	<b>071 91 43659</b>
Sligo Branch of the Samaritans	<b>071 91 42011</b>
Sligo Citizens Information Centre	<b>081 807 6390</b>
Sligo Garda Station	<b>071 91 57000</b>
Sligo General Hospital	<b>071 91 71111</b>
Sligo Railway Station	<b>071 91 69888</b>
SMILY LGBT Youth Project	<b>089 482 0330</b>
St. Vincent de Paul	<b>071 91 60713</b>
SUSI Support Desk	<b>0818 888 777 / 1800 454 454</b>
Youth Information Centre	<b>071 9144150</b>

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

## Useful Websites

Bus Éireann - Bus Information	<b><a href="http://www.buseireann.ie">www.buseireann.ie</a></b>
Crime Victims Helpline	<b><a href="http://www.crimevictimshelpline.ie">www.crimevictimshelpline.ie</a></b>
Atlantic Technological University, Sligo	<b><a href="http://www.atu.ie/sligo-campus">www.atu.ie/sligo-campus</a></b>
ATU Sligo Student Support Service	<b><a href="http://www.atu.ie/sligo-student-support-services">www.atu.ie/sligo-student-support-services</a></b>
ATU Sligo Yeats Library	<b><a href="http://www.atu.ie/library">www.atu.ie/library</a></b>
SUSI (Student Universal Support Ireland)	<b><a href="http://www.susi.ie">www.susi.ie</a></b>
Financial Support for Higher Education	<b><a href="http://www.studentfinance.ie">www.studentfinance.ie</a></b>
Local Link Rural Bus Service	<b><a href="http://www.locallink.ie">www.locallink.ie</a></b>
Sexualwellbeing.ie	<b><a href="http://www.sexualwellbeing.ie">www.sexualwellbeing.ie</a></b>
ATU Sligo Students' Union	<b><a href="http://www.atussu.ie">www.atussu.ie</a></b>
Irish Council for International Students	<b><a href="http://www.icosirl.ie">www.icosirl.ie</a></b>
Irish Rail Train Information	<b><a href="http://www.irishrail.ie">www.irishrail.ie</a></b>
North West Tourism	<b><a href="http://www.discoverireland.ie/northwest">www.discoverireland.ie/northwest</a></b>
Private Residential Tenancies Board	<b><a href="http://www.prtb.ie">www.prtb.ie</a></b>
Public Services Information	<b><a href="http://www.citizensinformation.ie">www.citizensinformation.ie</a></b>
Sligo Sport and Recreation Partnership	<b><a href="http://www.sligosportandrecreation.ie">www.sligosportandrecreation.ie</a></b>
Sligo Tourism	<b><a href="http://www.sligococo.ie/visitsligo">www.sligococo.ie/visitsligo</a></b>
Threshold (your rights and obligations as a tenant)	<b><a href="http://www.threshold.ie">www.threshold.ie</a></b>
Tough Times (Health and Lifestyle)	<b><a href="http://www.spunout.ie">www.spunout.ie</a></b>
Unexpected Pregnancy	<b><a href="http://www.positiveoptions.ie">www.positiveoptions.ie</a></b>
Union of Students in Ireland	<b><a href="http://www.usi.ie">www.usi.ie</a></b>





Ollscoil  
Teicneolaíochta  
an Atlantaigh

Atlantic  
Technological  
University

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