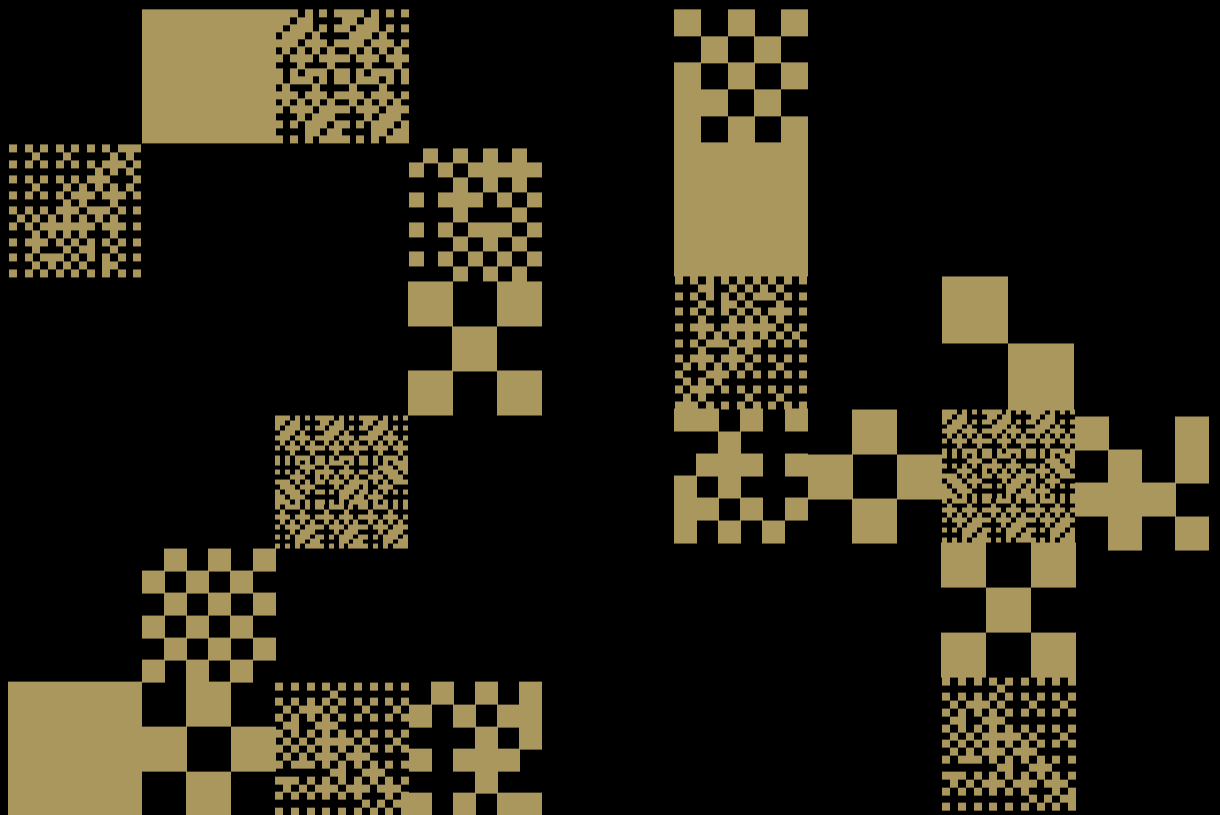


TUS

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre, An tIarthar Láir
Technological University of the Shannon:
Midlands Midwest



**Student
Handbook
2023/24**

Contents

President's Welcome	4
Vice President Student Education and Experience	6
Welcome to TUS	9
1 Campus Life Information	13
1.1 We Are TUS	15
1.2 New Entrants	25
1.3 Connect & Engage Programme	28
1.4 Equality, Diversity & Inclusion	35
1.5 Ending Sexual Violence and Harassment	38
1.6 Admissions	41
1.7 Recognition of Prior Learning (RPL) - Advanced Entry	43
1.8 Mature Students	44
1.9 International Office	45
1.10 Flexible Learning	49
1.11 Fees and Grants	51
1.12 Academic Calendar	54
2 Student Experience	55
2.1 Support Services	58
2.2 Careers & Employability	75
2.3 CPID and PASS	77
2.4 Free Certified Microsoft Training	80
2.5 Students' Union	81
2.6 Sport	88
2.7 Societies	100

2.8	Wired FM	102
2.9	Student Accommodation	104
2.10	Banking Services	107
2.11	Getting to Campus & Parking Facilities	108
2.12	Catering	113
2.13	Withdrawal	119
3	Library	124
4	Computer Services	130
4.1	Athlone Campus	131
4.2	Limerick, Tipperary & Clare Campuses	134
5	Examinations & Assessment	141
5.1	Examinations and Assessment	142
5.2	Plagiarism - Academic Integrity Policy	145
6	Research, Development & Innovation	148
7	Data Protection and Freedom of Information	164
8	Health & Safety	168
8.1	All Campuses	170
8.2	Athlone Campus	173
8.3	Limerick, Tipperary & Clare Campuses	175
9	Study Guide for Students	178
10	Student Policies & Student Insurance	187
10.1	Policies & Further Information	188
10.2	Student Insurance	189
11	Public Information and Acts	190
12	Campus Maps	194
	Athlone Campus Map	195
	Limerick, Tipperary & Clare Campus Maps	195

President's Welcome

Welcome to your new university our technological university.

TUS is a new university, and it is also a new type of university. TUS is vibrant, supportive and welcoming.

TUS is student-centred, and fuses practical and workplace-based learning with applied research, making our graduates among the most employable in Ireland.

Each of our six campuses is diverse, and this diversity unites us as a university community, transcending geography. Smaller class sizes mean you'll be more than just a number, while being part of a new university opens doors for you. Your lecturers will know you, and you will be part of a community. A host of clubs and societies along with outstanding sports facilities all create a fun place to be a student. You have opportunities to study abroad through our European University status, or to undertake your work placement overseas through our partnerships with universities and others.

Our next-generation teaching and research will future-proof your career. This benefits you and also the communities, regions and societies that we all

live in. Our research is focused on fixing problems, getting results and making life better, while our courses are all developed with industry and include a ladder system of qualifications that allow you the flexibility to learn in a way that fits your life.

Though TUS is a new university, when you join us, you will benefit from an educational heritage that has been rooted in the Midlands and Midwest for many decades. Scientists, engineers, artists, medical and caring professionals, educators, designers, sportspeople and businesspeople all over the world have begun their journeys with us on our campuses. TUS is the latest incarnation of this everchanging educational heritage, one that is oriented clearly towards the needs of new generations.

TUS is the university for you, for your community, for now and for the future.

Come on the journey with us.
TUS is yours.



**Professor
Vincent Cunnane
President**



Vice President Student Education and Experience

Welcome to the 2023/2024 Academic Year

As the Vice President for Student Education and Experience, it is my privilege and pleasure to welcome you to the Technological University of the Shannon.

This is an exciting and important occasion for both you and us as you start your educational journey this September. Every member of the management and staff of TUS are extremely proud and grateful that you have chosen to study in TUS, a University that puts you, the student at the heart of everything we do.

We have recently published our inaugural **TUS Strategic Plan** as a Technological University. The priorities and values set out in this plan indicate that the student is at the centre of everything we do in TUS. We want your student experience to be positive, supportive, inclusive, and transformative. The transition to higher education is an exciting new phase in your life and we hope that your experience in TUS will be happy, memorable, and fulfilling. Your health, safety and wellbeing are of critical importance whilst you are on-campus. We will maintain and protect the quality of your learning experience, the standard of your learning, and your holistic well-being.

It is important as you commence your education journey in TUS that you mind yourself, your fellow students, and the wider community, this includes adhering to the student policies and procedures that are relevant to you as a registered student of TUS.

Be sure and use your student email account, as the Institution uses this account to communicate with you on a range of activities, events and notices that are relevant to you throughout the academic year.

One of the lessons that we have learnt from managing the student experience in recent years is the importance of students' caring for themselves and others, that is, you taking care of your mental and physical wellbeing whilst also being considerate, mindful, and kind to your fellow students. TUS fosters and promotes a safe, fair, supportive, respectful, positive, and diverse environment for all, and you are now a central pillar and member of that community that enshrines these values.

TUS is here to support you and there are a wide range of both academic and student support services fully available to you. Details of these can be found in this handbook. Every member of the TUS staff is here for you and because of you; we want you to achieve your full potential and to succeed. You have a great deal to learn academically but you also have a significant amount of life experiences and energy that we need you to share with your classmates and your new Technological University community.

During your time in TUS, you will make lifelong friends, develop new skills, acquire new knowledge, and grow as an individual. There will be opportunities to get involved in sports, clubs and societies, and social activities and I would recommend you explore these to compliment your academic endeavours as they form an important part in connecting with your fellow students and settling into student life.

I wish you every success now that you have entered our gates into a whole new exciting world of learning, activities, and friendships.

Frances O'Connell

Frances O'Connell
Vice President
Student Education
and Experience



Welcome to TUS

Technological University of the Shannon

We are ambitious, supportive and welcoming and in choosing TUS, you will become part of a university that places our students at the heart of everything we do – prioritising accessibility and opportunity for all. With our focus on practical, research-led, applied learning, a qualification from TUS will equip you with the knowledge and skills for an exciting and rewarding career.

We are TUS. Join us!



15,000 Students



2,500+ Graduates Annually



250+ Global Partnerships



150+ Courses



7 Campuses



4 Counties



2 Regions



1 Great University

BELONG

Our small class sizes mean you're more than just a number. As a student in TUS, you will know your classmates and your lecturers, ensuring you feel part of an inclusive and friendly university community. A host of clubs and societies, along with outstanding sports facilities all make TUS a fun place to belong.

PROSPER

Supporting you is at the heart of everything we do at TUS. We want you to get the most out of your studies and our student support services are dedicated to helping you reach your potential, both academically and personally. We know that college life can be challenging and we provide a comprehensive range of student supports across our campuses.

THRIVE

Our practical and hands-on approach to teaching and learning means you will develop the skills and knowledge that employers look for. You will learn in state-of-the-art labs and workshops, becoming familiar with and accomplished in industry-standard equipment relevant to your course. Most courses include work placement, giving you an opportunity to gain industry experience or the chance to study or take a placement abroad.

INSPIRE

At TUS, you can be part of ground-breaking research and innovation that matters to you. Our research is focused on finding solutions, getting results and improving quality of life. As a progressive university, we are committed to discovery and creativity that will help drive our region forward through education, research and commercial collaboration.

SUCCEED

Our courses have been developed in partnership with industry, professional bodies and the community to give you the best possible academic and employment outcomes. A university qualification from TUS will open up a world of opportunities and our graduates are in demand with leading employers. Our flexible progression routes and ladder system of qualifications will give you the foundation to leave and explore the working world after gaining an initial qualification, and the roots to return and pick up where you left off if you want to continue studying.





TOGETHERALL

Togetherall an anonymous, peer support community available to all TUS Students 24/7, 365 days a year. In this safe space, students can connect with others experiencing similar feelings and benefit from support.

If sharing isn't your thing, Togetherall offers well-being tools, resources and many structured self-help courses to explore e.g., Managing Emotions, Coping with Mood, Balance Your Thinking, Problem Solving, Coping with Grief and Loss, Managing Stress or Worry and more.

GET SUPPORT. TAKE CONTROL. FEEL BETTER.

If you are struggling to cope, feeling lonely or just not yourself, join Togetherall, get support and start to feel better.

Connect, gain access to the Togetherall peer community in minutes, available all day, every day.

Feel safe, trained professional Wall Guides ensure the safety of students 24/7.

Stay anonymous, Togetherall protect everyone's identity within the community.

Get Results, members report that Togetherall wellbeing tools, resources and courses help.

SIGN UP with your TUS student email address using the QR CODE or at www.togetherall.com/en-ie/

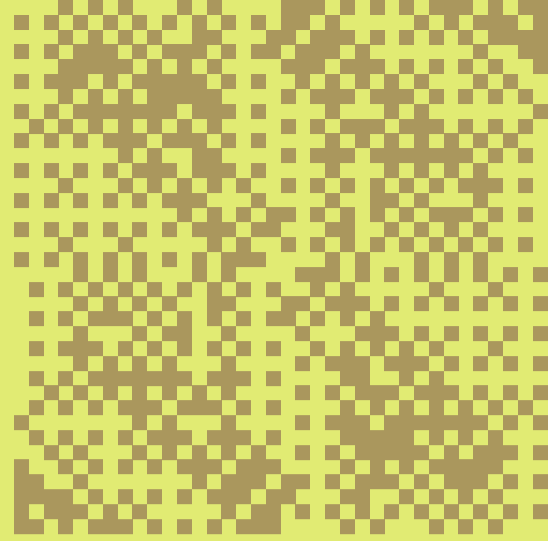
Free for **all students**.
24/7 Support.
Confidential Online Community



1.



Campus Life Information



As a student of TUS, you'll be taking your first steps in what will be a rewarding and inspiring journey. We can offer an enriching educational experience in each one of our campus locations, with inclusivity and innovation at the heart of everything we do. When you join us, you'll become part of our diverse community of learners, alongside students from all corners of Ireland and the world, where you'll find a warm and friendly atmosphere at every turn. Small class sizes and our student-first approach means you'll get to know your classmates and lecturers quickly and easily in a relaxed environment. No matter which campus you choose, you will thrive in a positive university atmosphere that will bring you another step closer to an exciting career, whichever course you choose.

1.1

We Are TUS

At TUS, we are a multi-campus technological university situated in the Midlands and Midwest, with the wellbeing and education of more than 15,000 students our main priority. Our vibrant, supportive and welcoming campuses in Athlone, Limerick City, Clonmel, Ennis and Thurles offer an exceptional educational experience, with inclusivity and innovation at the heart of everything we do. So whichever TUS campus or course you choose, you will thrive in a student-centred environment that will prepare you for an exciting and rewarding career.

TUS has six campuses, with a seventh campus due to open at Coonagh, Limerick city in January 2024:

- Athlone Campus, Co. Westmeath
- Moylish and LSAD Clare Street Campuses, Limerick City
- Clonmel Digital Campus, Co. Tipperary
- Thurles Campus, Co. Tipperary
- Ennis Campus, Co. Clare



ATHLONE TOWN

Athlone is a large and bustling town located in the heart of Ireland. It is a town steeped in culture and history. It is situated on the banks of the River Shannon, Ireland's longest river, and spans not only

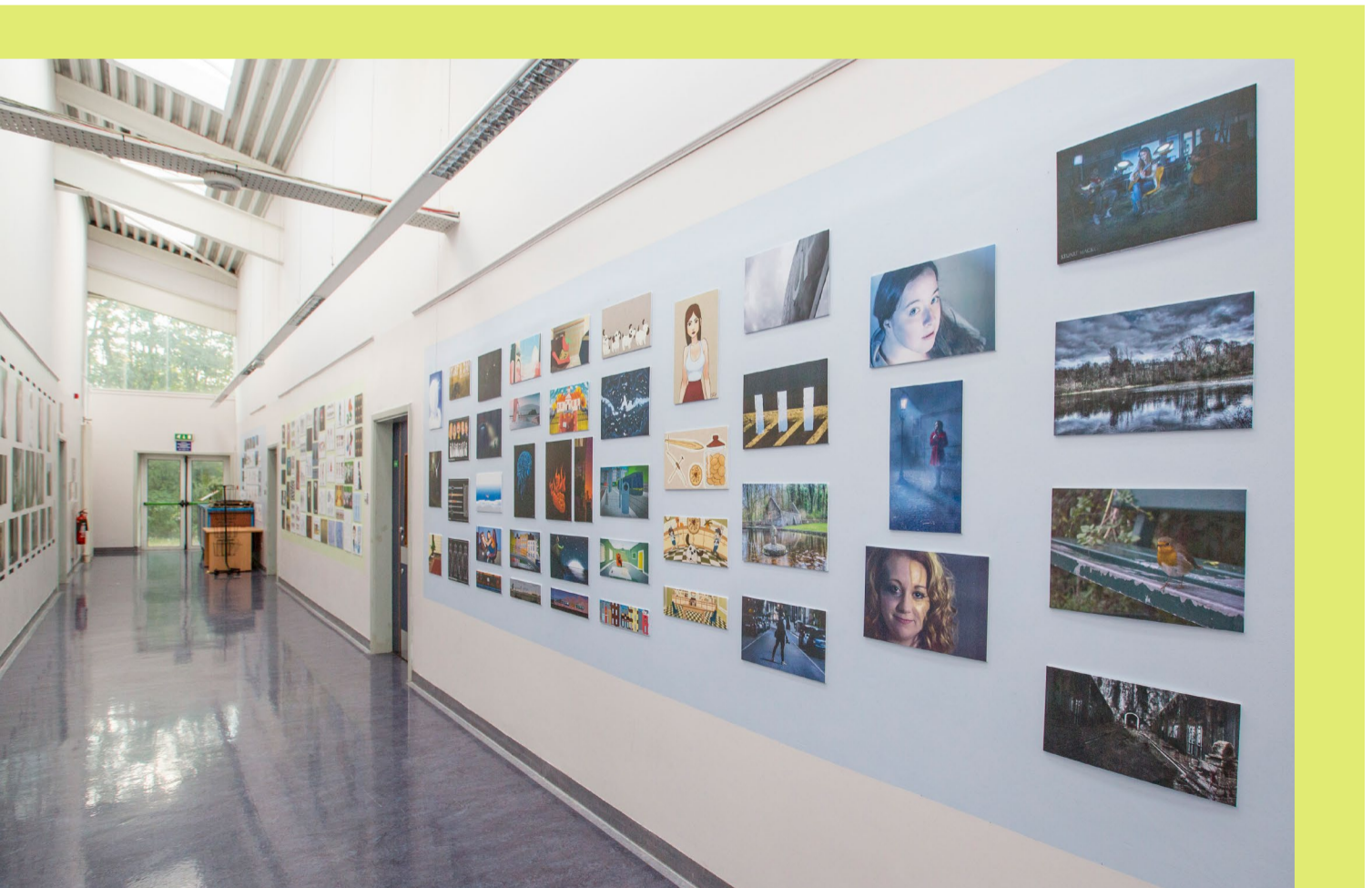
two counties – Westmeath and Roscommon – but also two provinces – Leinster and Connaught. Athlone has developed as a major tourism point in Ireland. Its central location in the country means that it's only 90 minutes from Dublin Airport and within two hours of major cities such as Dublin, Galway, Limerick and Kilkenny. Athlone is well serviced by Irish Rail and Bus Eireann with bus stops directly outside the campus and a bus link directly to the train station.

Athlone Campus

Located just a stone's throw outside the town, our Athlone campus is home to 6,000 students and is renowned for its warm, friendly and inclusive campus culture, which supports students in reaching their full potential. The campus offers 200+ industry-focused courses on a full, part-time, blended, and online basis, ranging from higher certificate right through to PhD and beyond. Students can expect to find exciting courses in areas like virtual reality and gaming, cybersecurity, veterinary nursing, robotics, digital marketing, and pharmaceutical science, to name but a few. The Athlone campus is also home to some totally unique course offerings, including Ireland's only dedicated microbiology degree. Athlone campus houses our state-of-the-art International Arena and contains the country's first international standard indoor athletics track. It is also home to the Athlone International Grand Prix, Ireland's premier athletics meet. Students at the Athlone campus can avail of all of the latest technologies and equipment, including Alter G AntiGravity treadmills (designed by NASA) and cryotherapy pods.

LIMERICK CITY

Limerick is a bustling student city that feels like home to 25,000 students from across Ireland and the globe. Situated on the banks of the River Shannon, at the edge of the Wild Atlantic Way, Limerick has plenty to offer its diverse student population. A vibrant and modern city with an abundance of shops and bistros, and with a thriving nightlife and music scene to suit all tastes and budgets, Limerick is big enough to feel lively and exciting, but small enough to feel like home. Limerick prides itself on a rich heritage and many historical attractions, including the 13th century King John's Castle and the Treaty Stone. It also boasts a strong and proud sporting tradition, particularly in Gaelic games and rugby. Limerick is a fun, inclusive and great city to study in, with a mix of sport, entertainment culture, and history that is hard to match.



Moylish Campus, Limerick

Our Moylish Campus is located on the outskirts of Limerick city and is our principal Midwest campus. Located in the shadow of the world-renowned Thomond Park, home to Munster Rugby, and a short walk from the TUS Gaelic Grounds, more than 7,000 students are based at Moylish. Students benefit from access to modern lecture theatres, science labs and computer suites, as well as our state-of-the-art Millennium Theatre, used during the day for practical classes and in the evenings and weekends as one of Limerick's leading live entertainment venues. Our Students' Union building has its own games room, relaxation lounge, café and radio station - Wired FM. A well-equipped gym facility and several pitches used for both recreational and competitive fixtures are also located at Moylish campus.





Limerick School of Art & Design (LSAD) - Clare Street & George's Quay Campuses, Limerick

Our Limerick School of Art & Design (LSAD) houses one of the longest-established centres of art and design education in Ireland. Internationally renowned, LSAD has an award-winning reputation with cutting-edge creative technologies on-site for student learning and a Fashion Department listed among the top 50 worldwide. Vibrant, living “canvas” inspired spaces for the creation, display and celebration of the artistic talents of its students; LSAD campuses are equipped with state-of-the-art bespoke studios, workshops and technical spaces purpose-built for students. The LSAD campus adds an additional dimension to the university’s cultural offering, with opportunities for collaborations, exhibitions and events throughout the year.

Coonagh Campus, Limerick

Work is almost complete on our new state-of-the-art Engineering Campus in Coonagh, Limerick city. The €24 million Coonagh campus is set to open in January 2024 with workshops, laboratories research and learning facilities for up to 900 engineering students and apprentices. The new campus will be a centre of excellence for manufacturing engineering and other widespread engineering activities in the region. It will include precision engineering and electrical engineering workshops and laboratories, an integrated HGV & LGV garage facility, lecture theatres, tutorial rooms, IT labs, catering facilities, student services centre, smarter travel facilities and general accommodation facilities and amenities.

THURLES TOWN

A vibrant Tipperary town, Thurles is a great, central location in which to live and study. Well serviced by the Irish Rail network and growing its reputation as a university town, Thurles has many recreational and cultural facilities. With a thriving arts scene at the Source arts centre and theatre, a well-equipped leisure centre, cinema complex and shopping centre, and several coffee shops, the town has much to offer. For many people, Thurles is synonymous with the GAA and the famed Hayes Hotel, which held the first historic meeting of the GAA in 1884, is located in Liberty Square in the centre of the town. Semple Stadium, the spiritual home of hurling, is also just a puck of a sliotar from our Thurles Campus.

Thurles Campus

Our Thurles campus caters for students studying for qualifications in Applied Sports Science, Agricultural Science and Environmental Science, Business, Social Care Work, and Games Design. It is a friendly and student-centred campus with excellent sports facilities. Alongside lecture theatres, science labs and specialist games development labs, is our superb SportsLab, a dedicated strength and conditioning facility, designed and developed to the highest global standards. The 2,000 square metre facility includes a 45 metre six lane sprint track, especially designed to improve speed, as well as a range of sport technology systems, including micro electro mechanical systems and GPS systems. Planning permission has recently been granted for a major expansion to the facility to include tennis courts, GAA and all-weather playing facilities.



CLONMEL TOWN

With a population of almost 20,000, Clonmel is Tipperary's largest town. A thriving industrial hub and home to several leading multinational pharmaceutical companies, it has plenty of shops, restaurants and lively pubs, and offers lots to do for students living locally. If you enjoy the great outdoors, Clonmel is ideally located in a valley surrounded by mountains and hills including the Comeraghs and Slievenamon. After a hard day's work in college, you can enjoy the beautiful Suir Blueway Tipperary, with 21km of the 53km route accessible by bike or foot, or try your hand at some of the water sports activities at various points along the river. Clonmel also has a thriving arts scene and the annual Junction Arts Festival celebrates touring theatre and live music, attracting an array of theatre, music and dance performers each year.

Clonmel Digital Campus

Our Clonmel Digital Campus is part of the renowned TUS Limerick School of Art & Design, and although a small campus, it is a vibrant and creative hub that provides a relaxed and friendly learning space for students. Our popular and innovative degrees in Game Art and Design, Digital Animation, Visual Effects for Film, TV and Animation, and Creative Media and User Experience Design are based at the Clonmel campus. A fantastic new addition to the campus is the €5 million Clonmel Sports Hub which recently opened on the campus grounds and includes a 400-metre IAAF standard athletics track, skatepark, walkways and cycleways.

Ennis Campus

A lively, bustling urban centre, Ennis is proud to be a university town with Social Care Work degrees at Level 8 and Level 7 available through the CAO at the Ennis Campus on Bindon Street. Located on one of the finest late-Georgian streets in Ireland, the newly refurbished campus building, with all its historic charm, now has brand new contemporary facilities. Our small class sizes and friendly atmosphere ensures students can gain the most from their TUS experience in Ennis.

**Scan the QR codes to read more
about our campus locations:**



1.2

New Entrants

Whether you are a First Year beginning your 3rd level journey or a New Entrant coming to TUS for the first time, you can rest assured that you are joining a community who are welcoming and supportive. We understand commencing college life can be challenging and we are here for you!

TUS has developed a whole range of supports to help you get off to a flying start and enable your transition towards a positive student experience.

NEW STUDENT INDUCTION

Following your CAO offer, you will be invited to attend New Student Induction. This invitation will be issued once you accept your offer for your chosen programme. New Student Induction takes place before you start classes where a series of workshops and activities will introduce you to college life and essential campus information.

This is the beginning of our 7 week Connect & Engage programme which has been developed with your needs in mind. The focus of the programme is designed to help you connect and engage with supports and services that will assist you throughout your time in TUS.

During Induction and throughout the Connect & Engage programme you will meet Student Leaders who are fellow students in more advanced years or students who have recently graduated. Our Student Leaders know the ropes and will be available to answer your questions on campus, during virtual events and on social media channels. We are conscious that settling in is often influenced by social factors. Making friends and establishing connections are an important part of your 3rd Level experience, so with this in mind we have factored in opportunities for you to find your way around and engage in college life.

You will be supported throughout your time in college not just in first year. As you settle in, you will learn about all the supports and services which are geared toward optimising your student experience. The 7 themed weeks of Connect & Engage are described below, these supports and activities run continuously and we encourage you to connect and engage throughout your time with us.

“

**We look
forward to
meeting
you.**



1.3

Connect & Engage Programme

We are dedicated to ensuring student success and well-being at TUS and have developed a comprehensive seven-week programme called Connect and Engage which serves as a gateway to a transformative university experience.

Kicking off at the start of term, Connect and Engage provides a curated series of events and activities ranging from support services to essential information for progressing students and first years. Themed weeks of activities provide the support, resources and guidance necessary for a seamless and successful start to the academic year and also lay the groundwork for wider holistic development to encourage students to both survive and thrive! Activities are outlined below and further details and information campaigns will be posted on social media, through email and on Moodle.

Together we help students connect, engage and unlock their full potential at TUS where connections are made, dreams are pursued and success is achieved.

CONNECT & ENGAGE INDUCTION PROGRAMME

THEMED WEEKS 2023/2024

Week	Theme
Week 1: 11 – 15 Sept	Welcome Back and 1 st Year Pre-Arrival Induction
Week 2: 18 – 22 Sept	Get Connected
Week 3: 25 – 29 Sept	Financial Fitness
Week 4: 2 – 6 Oct	Mind Your Health
Week 5: 9 – 13 Oct	Mental Health Matters
Week 6: 16 – 20 Oct	Boosting Academic Success
Week 7: 23 – 27 Oct	Community and Culture

Week 1: Welcome Back and 1st Year Pre-arrival Induction

In our first week of term, we will welcome back returning students, new students joining us in advanced years of study and of course our new first years!

For returning students: it's a great time for re-engaging with the TUS community of friends, faculty and support services staff. Student support services are on hand and students are encouraged to reach out for support to help them click back into gear following their summer break. Repeat exam results are on the horizon and students will be provided with information regarding supports and options for moving forward with their studies.

For 1st Years: details of local campus induction activities will be provided along with registration information to ensure our new students know where to go. Students are encouraged to follow TUS social media channels in advance of their arrival on campus and connect with services as appropriate.

Week 2: Get Connected

During “Get Connected” week there will be a variety of workshops to help students get off to a flying start at TUS. This week is all about settling in and engaging with fellow classmates, as well as connecting with the academic and professional services staff who are here to help students throughout their time at TUS.

Student Leaders will be onsite every day to ensure our new students know where to go on their first day and help our Freshers in their first week on campus. Student Leaders are ‘in the know’, they are TUS graduates and will be based on every campus throughout the remaining 6 weeks of the Connect and Engage programme to answer queries, guide students to services and classrooms, engage with students on social media and encourage students to get engaged with college life at TUS.

The Students’ Union will be hosting a fun line-up of events and Clubs and Societies activities will also kick off, providing a great way to meet new friends and develop new interests.

Week 3: Financial Fitness

This week is all about getting in ship shape, financially speaking! Students will be offered information and advice relating to third level financial supports, and will be able to pick and choose from a variety of offerings ranging from information sessions on managing finances to how to budget for college life. Workshops and drop-in clinics will be held throughout the week to facilitate students' financial queries and advise on available supports.

Week 4: Mind Your Health

Health and Wellbeing are of vital importance and Mind Your Health week will focus on promoting our comprehensive health and wellness resources. From fitness and eating well, to managing illness and sexual health, we are committed to fostering a healthy and balanced lifestyle and encourage students to participate in events and opportunities to look after all aspects of their health while they study at TUS.

During this week, Student Health will deliver awareness campaigns across each campus. If students have a pre-existing condition or if they have any health concerns, they are encouraged to register with the Student Health Unit on a confidential basis.

Week 5: Mental Health Matters

World Mental Health Day takes place this week on October 10th. Our Counselling Service will deliver activities and workshops to promote student engagement in proactively managing their mental health throughout this week and their time at TUS.

Walk-in clinics are offered with no appointment necessary for students who might benefit from help and support.

Students are encouraged to register for free mental health support with Togetherall, a safe online peer support community for all students which is moderated by mental health professionals and which can be accessed 24/7.

Please Register on the [Togetherall Website](#)

Week 6: Boosting Academic Success

Week 6 is all about learning and boosting our students academic success. Students will be invited to engage with the Library through drop-in clinics and workshops to learn about all the wonderful resources and supports which benefit all students throughout their academic journey.

TUS will provide information on Academic Integrity to ensure that assignments and projects follow the correct guidelines for using academic sources, referencing and avoiding plagiarism. This will be new information for many, so this week will include lots of opportunity for engagement, classes and resources to help optimise learning for students.

This week students will also learn about tutoring supports and there will be information sessions on time management, getting organised and settling into a routine of good study habits. Our learning support tutors will provide students with the necessary

tools and strategies to excel academically and navigate the academic landscape to achieve their full potential. Students will be reminded that, classes & supports will be available throughout the year too!

Speaking of success, the **Annual TUS Careers Expo** will take place this week. The Expo will give students the chance to explore career opportunities available to them during and after their studies. TUS Midwest Careers Expo is scheduled to take place on the 17th of October, with TUS Midlands Career Expo taking place on the 18th of October. We will have exciting workshops on offer in the run up these events to help fine tune CV's and social media profiles. This is an excellent opportunity for students to meet with over 100 key local, national and international employers and find out about life after college. Details of how to register for these events will be sent to students by email.

Week 7: Community and Culture

For our final week of Connect and Engage we switch the focus from **surviving to thriving**. Community and Culture week is all about unlocking students' full potential personally, academically and professionally. We take a holistic approach, acknowledging that student growth and development also happens outside the classroom. This week students' can engage with a tapestry of opportunities to help them thrive and engage with their own development. We promote an array of community oriented and cultural opportunities including food, music, clubs and societies and the arts. This is a great time to explore volunteering and take the

opportunity to celebrate each other and the wonderful diverse community and culture at TUS. By engaging beyond a disciplinary focus, students will broaden their horizons and begin to build their own narrative and personal brand. We believe that a well-rounded university experience and fostering wider holistic development will enhance the student experience and will contribute positively to graduate attributes.

Continue to Engage and Connect!

Throughout the seven weeks of Connect and Engage returning students have been supported in returning to college and our new joiners have been helped to get off to a flying start across all aspects of student support. This support does not end here, rather it is a beginning and will continue to be provided throughout students' time in TUS. This sense of community and support will continue beyond this programme, as we aim to foster a network of connections and open students to new experiences that will enhance their time at TUS and beyond.

We will continue to remind students to reach out and seek assistance from the extensive supports designed to help students to thrive both personally and academically throughout their time at TUS.

1.4

Equality, Diversity & Inclusion

Equality, Diversity & Inclusion in our Community

As a student here, you will be part of a wonderfully diverse community who look out for each other and treat each other with dignity and respect.

As a Technological University, we promote fairness, equal opportunity, respect and positive outcomes for all our students and staff.

We celebrate and are proud of our diverse community: it brings innovation, strength and collaboration. We strive to create an atmosphere where everyone feels included and welcomed, where students and staff feel inspired by the diversity around them; where stereotypes are challenged and where equality of opportunity is central to our ways of working so that each individual can learn and work to their full potential.

As a student here, you will have the opportunity to stretch your mind, grow as a person and get to know people from all walks of life, race, ethnicity, age, ability, language, nationality, gender, religion and sexual orientation.

GENDER EQUALITY

We continue to be committed to our Athena SWAN Bronze Awards and its principles of accelerating change towards gender equality. We have been awarded an Athena SWAN Legacy Bronze Award and are implementing our commitments in support of gender equality.

GENDER DIVERSITY

If you are a student with a diverse gender and would like support in terms of how you are recognised in TUS, please contact the Equality and Diversity Office: equalityanddiversity@tus.ie

UNIVERSITY OF SANCTUARY

TUS is a designated University of Sanctuary and is committed to fostering a culture of welcome and inclusion for those seeking sanctuary. For further information on University of Sanctuary, please see details [here](#) or contact Mona Khan mona.khan@tus.ie

ENDING SEXUAL VIOLENCE AND HARASSMENT ALLIES

We are committed to fostering a safe, respectful and supportive campus culture. Many staff members have completed trainings on supporting disclosures related to sexual violence and harassment. These staff have knowledge of support services and reporting mechanisms externally and within TUS and therefore, can provide you with information if required. Contact details of these staff members are available on the TUS Ending Sexual Violence Moodle page.

SPEAK OUT ANONYMOUS REPORTING

Speak Out is an online anonymous reporting tool available to students and staff to disclose incidents of bullying, cyberbullying, harassment, discrimination, hate crime, coercive behaviour, stalking, assault, sexual harassment, sexual assault, and rape. The information you provide using this tool is valuable as the data collated will help inform our activities aimed at addressing bullying, harassment and sexual misconduct. It is important to remember that, because Speak Out is anonymous, there is no way of identifying or contacting any person who uses the tool.

If you use this reporting tool, you will also be directed to information and contact details of relevant TUS supports and specialist external supports. Click on the link to access this tool:

<https://tus.speakout.ie/>



1.5

Ending Sexual Violence and Harassment



TUS Ending Sexual Violence and Harassment

This page contains all the information you or your friends may need during your next few years here at TUS. You will find information about healthy relationships, where to go if you need to get support and talk something through, how to support your mates and much more. When you have accessed Moodle, click on 'site home' 'resources' and then 'general resources' this will bring you to our ESVH page.

ACTIVE* CONSENT

Active Consent

Starting college, making new friends and beginning new relationships, is a really exciting time, but it brings challenges too. Talking about consent is not

always easy, but at the consenthub.ie you can learn more about how to be clear on what's okay, and what isn't okay, how to build on your confidence and improve your skills to have these conversations. Consent is for all relationships, all genders and all sexualities.

Consent is for Everyone - Active* Consent - YouTube



TUS Social Activist Digital Badge

This badge is open to all TUS students. Undertaking this hybrid badge, a mix of in-person and online learning, identifies your efforts to bring about positive social change, and will help to increase your confidence in responding to and being aware of social challenges such as harassment, sexual violence and suicide prevention and intervention. Achieving this badge shows your willingness to go the extra mile in increasing your knowledge and skill set. Email kathy.heavey@tus.ie to sign up and become a TUS Social Activist today.



TUS Ending Sexual Violence and Harassment Allies (ESVH Allies)

There are several **ESVH Allies** here at TUS who are available to you if you need to disclose something that has happened to you. They are here to **listen** to you, **believe** you and **signpost** you to other supports that may help you further if you so wish. This is a person-led, trauma-informed initiative, you are always in control.

We are here for you.



1.6

Admissions

The Admissions Offices of TUS provides information on courses and admission requirements to prospective and current students, internal and external stakeholders, and the public. We facilitate both CAO Applications and Direct Applications.

We organise formal registration of students and are responsible for keeping student records updated.

In order to attend academic courses and to avail of University facilities, a student is obliged to fully complete the online registration process.

HOW WE CAN ASSIST YOU

- We provide information on entry requirements, application procedures and deadline of application to our programmes.
- We liaise with applicants, faculties, schools and the CAO in relation to CAO (first year) applications.
- We notify students of arrangements and requirements for registration.
- We provide students with a registration pack which includes information to guide you on paying fees online.

- We provide students with ID cards following registration and can arrange to make replacement cards available (for a €10 fee) if the original card is lost.
- We arrange formal de-registration / withdrawal for students who decide to drop out or leave college and can advise of the likely consequences of such action if a student is considering re-entering college at a later date.

PLEASE BE ADVISED

- We do not confirm student details to third parties.
- We cannot process incomplete applications.
- We cannot respond to personal queries without a student ID Number.

STUDENTS ARE REQUESTED

- To register in a timely manner, providing accurate information.
- To inform us of any change of circumstances throughout your studies e.g., address, telephone, etc.
- To complete the HEA online survey as part of the registration process when you are in 1st year.
- To pay all fees pertaining to your account.

How to contact us:

Athlone:

Admissions.midlands@tus.ie

Limerick, Tipperary, Clare:

Admissions.midwest@tus.ie

1.7

Recognition of Prior Learning (RPL) - Advanced Entry

If you are seeking advanced entry to a later stage of your programme, such as year 2, you must provide evidence of your learning so that it can be recognised (RPL). A portfolio is the form to present such evidence. The closing date for applications is 20th May of the year of admission.

A student can apply for an exemption to complete a module based on their prior learning, which is either based on the recent completion of similar module at the same academic level or due to the prior work experience the student has achieved that is associated with the learning in the completion of the module.

For further information please contact:

Athlone:

Admissions.midlands@tus.ie

Limerick, Tipperary, Clare:

Admissions.midwest@tus.ie

1.8

Mature Students

TUS considers applicants who are 23 years or over on 1 January in the year of entry to be mature applicants. Such applicants may not be required to have the minimum entry requirements. However, the TU will look for satisfactory evidence of the applicant's ability to pursue and benefit from the course. Knowledge and skills gained through experiential learning will be taken into account with regard to the course for which the mature application has applied. Such applicants should apply through the **CAO** by 1st February and may be required to attend for interview as part of the selection process.

We may, if possible (pending availability of places), extend the closing date for mature applicants for specific programmes in respect of Late Applications.

Mature applicants are advised to contact the relevant Admissions Office.

Athlone:

Admissions.midlands@tus.ie

Limerick, Tipperary, Clare:

Admissions.midwest@tus.ie

1.9

International Office

TUS is committed to promoting global perspectives in all of our activities, through the commitment of all members of our Technological University community to an internationalised curriculum, transnational research and education partnerships, and an extensive staff and student mobility network. We are proud of our diverse community and the richness this brings to the learning experience of our learners. Our international office is committed to creating a culture across our six campuses that promotes and supports international and intercultural initiatives and fosters engagement with international students. We seek to ensure equal access to internationalisation opportunities for all learners.

The International Office works to develop links with international institutions and coordinates host programmes for incoming students and academic staff as well as advising students on outbound opportunities for study abroad and international placement. The International Office organises staff visits for teaching and training to our network of over 276 international partner universities.

INCOMING INTERNATIONAL STUDENTS

We welcome international students from more than 100 countries to our six campuses. The richness and diversity of cultures seen on all of our campuses enhance both learning experiences in classrooms and life in the wider Institute communities. Our international students play a crucial role as we continuously learn from one another and grow together.

Every year we welcome students from all corners of the world and look forward to further growing our presence in new destinations, further contributing to the rich intercultural experience for our students.

At the start of the academic year, the International Office hosts an International Student Orientation Programme to welcome, inform and guide new international students. This is supplementary to the overall Institute Orientation programme that is also provided for all new students to meet one another and learn about procedures and supports available on our campuses.

International Office staff are happy to guide students through the application process, provide advice on visa application process, registration at local immigration offices and settling into life in Ireland.

OUTGOING STUDENTS: STUDY ABROAD & WORK PLACEMENT

Current students completing a period of Study Abroad or Work Placement in an EU member state can apply for an Erasmus grant to assist with cost of living away from home. Please contact the international office to discuss funding opportunities:
Email: Erasmus@tus.ie

Or call in to the International Office:

Midlands Campus

Athlone Campus beside the Registration Department.

Midwest Campus

Limerick City Moylish Campus, Block 15,
beside the Students Union Building

REGIONAL UNIVERSITY NETWORK – EUROPEAN UNIVERSITY – RUN EU

TUS are pleased to be a member of the Regional University Network – European University – RUN EU along with eight other regionally focused European Higher Education Institutes (Table 1). Students from TUS are encouraged to take up a funded Study Abroad opportunity during their studies in one of the eight partners based in Portugal, The Netherlands, Finland, Hungary, Austria, Spain and Belgium.

Table 1 – Members of RUN EU

HEI	Country	Region
Polytechnic of Leiria	Portugal	Central region
Polytechnic of Cavado and Ave	Portugal	North region
NHL Stenden	The Netherlands	Friesland Province
HAMK University	Finland	Southern region
Széchenyi István University	Hungary	Gyor-Moson-Sopron County
FH Vorarlberg	Austria	Vorarlberg region
University of Burgos	Spain	Burgos Province
Howest University of Applied Sciences	Belgium	West Flanders province
TUS: Midlands Midwest	Ireland	Midlands Midwest region

It is important to express interest in study exchange a year in advance of when you intend to go, so that international office staff may guide you through the process of arranging this wonderful opportunity.



1.10

Flexible Learning

Part-time delivery of programs in a Flexible manner (online, hybrid or face to face) is a strategic priority of the Technological University. To support this delivery all campuses of TUS provide training, continued professional development and academic programmes to individuals, enterprises and industry. These programmes are developed on a bespoke basis responding to the needs of individual organisations or industry specific sectoral programmes. Our diverse range of academic part-time flexible programmes include single subject specific modules through to Special Purpose Awards, Higher Certificates, Degrees, Higher and Postgraduate Diplomas and Masters Degrees.

These are delivered pre-dominantly online across all campuses with only some necessitating a face to face or hybrid learning delivery type. All our programmes are designed to be relevant to those considering future-proofing your careers while working in our Regions or indeed across Ireland. Our objective is to deliver relevant learning programmes to you, in a manner that suits your busy lives.

In recent years we have been very successful in securing funded or part funded programs across the many government upskilling initiative (Springboard +, Human Capital Initiative and ICT Skills). This success

demonstrates the relevance of our programs. Our partnership approach with industry and employers in the Midlands and Mid-West regions ensures we collaborate with them to identify skills needs and areas for educational development. To date we have collaborated with some of the leading companies in our regions to deliver tailored upskilling programmes to suit their employees' needs.

Please contact us at any one of our Flexible learning centres:

Limerick and Clare Campuses

Department of Flexible Learning

Email: flexible.midwest@tus.ie

Tel: +353 61 293802

<https://tus.ie/flexible/>

Athlone Campus

Department of Lifelong Learning

Email: flexiblelearning.midlands@tus.ie

Tel: 0906483050

www.tusflexiblelearning.ie

Tipperary Campuses

Email: flexible.midwest@tus.ie

Tel: +353 504 28112

<https://tus.ie/flexible/>

1.11

Fees and Grants

INFORMATION ON STUDENT FEES

All undergraduate programme fees consist of two elements:

1. Student Contribution Fee

The Student Contribution Fee for the 2023/2024 academic year is €3,000. This is an annual charge, which is set by the Government for all full-time third level students.

2. Tuition Fees

Most full-time undergraduate students are covered for the tuition fee under the “Irish Government Free Fees scheme”. Under this scheme, the Government (HEA) pays tuition fees for full-time, non-repeat undergraduate students from Ireland and other EU countries, who have been resident in an EU country for at least three of the last five years.

For more information on the eligibility, criteria for the free fees scheme please visit

<https://hea.ie/funding-governance-performance/funding/student-finance/course-fees/>

MATERIALS / HEALTH & SAFETY FEES

Some courses also attract a course specific fee. Please check the programme prospectus to see if additional fees are applicable to your chosen course.

SUSI GRANT APPLICATIONS

SUSI is the single awarding authority for all grant applications and is an “online application system” accessed at www.susi.ie Students can apply through the Student Universal Support Ireland (SUSI) for a grant to cover the Student Contribution Fee. Students are advised to apply early for the SUSI grant, as approval must be in place in advance of fee payment deadlines. You will be required to reapply for funding from SUSI for each year of study. PLEASE NOTE: Students must be registered in order for the fees office to process student grant awards received from SUSI.

To assist all applicants in the application process there is a SUSI Support Desk:

Phone Number: 0818 888 777

Email: support@susi.ie

FINANCIAL SUPPORTS

If a student is experiencing financial difficulties while waiting for a grant/scholarship, they should seek advice from student services, the student's union or the access office. You can find out all you need to know about other sources of assistance available to students, such as the Student Assistance Fund (SAF) from the HEA Website:

<https://hea.ie/funding-governance-performance/funding/student-finance/>

How to contact us:

Athlone:

studentfees.midlands@tus.ie

Limerick, Tipperary, Clare:

studentfees.midwest@tus.ie



1.12

Academic Calendar

The Academic Calendar for
2023 - 2024 is available here:

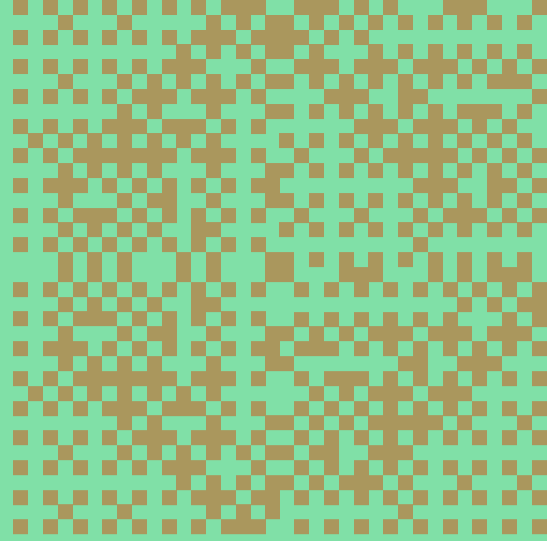
[Academic Calendar](#)



2.



Student Experience



TUS is a dynamic and vibrant multi-campus community. Our dedication and commitment is reflected in the energy and enthusiasm that extends to every aspect of our interactions with our students.

Our student-focused educational experience fosters a culture of academic excellence. Our supportive learning environment has at its core, a warm and welcoming ethos, where student well-being is cultivated and prioritised. Students are at the heart of our collaborative learning community which fosters diversity, inclusion and social integration.

We encourage student engagement outside the formal learning space where students may avail of the many opportunities to participate in activities that support their academic, cultural, social, sporting interests and preferences. This extra-curricular engagement contributes to your development and ultimately an optimal third level experience which will enable you to maximise your full potential. By being an active participant in college life, you not only position yourself for your career but as the architect of your own future.

We also recognise that college life can be challenging and to support your student experience, we provide a comprehensive range of student services. Our investment in high quality student supports ensures that student success is a key priority. As a TUS student, you have access to many supports and services as outlined in this section of your handbook including; Learning Support, Access, Disability, Student Counselling, Student Health Service, Chaplaincy/Pastoral Care, Careers and Employability, Students' Union, Sports and Societies.

Whether you are a new student who needs help getting started or in an advanced year of study, please be assured that there are warm and welcoming professional staff who look forward to helping you. Your confidentiality is protected at TUS and our staff can help you with the appropriate service making sure you are receiving the best support available for your situation.

—

**Please remember there is no problem too big or too small, we are here to help you!
At TUS we are dedicated to your success.**

2.1

Support Services

LEARNING SUPPORT

Learning Support is available to all students with approximately 25% of students availing of this service every year. Students are empowered to take responsibility for their own learning. In TUS Midwest (Limerick) this is achieved by connecting students with tutors. Students contact the Learning Support Unit (LSU) directly, or are referred by their lecturers or self-referral through Google forms where the student provides details of their academic learning needs. The LSU then matches the students with a tutor qualified in the subject matter. Students and tutors meet online or in person or in a group on campus. In TUS Midlands (Athlone), students contact the Academic Writing Centre (AWC) or one of the subject specific tutors (Science, Maths and Business) directly and meetings are set up. The tutors provide comprehensive feedback to students on their work, discuss the feedback and invite the student to follow-up with appointments on other tasks where they may need support. Students are also encouraged to attend group workshops and seminars to help improve their academic skills.

This learning support is underpinned by the principles of active learning, with the student leading the process. Students experience many challenges both

on and off campus and the objective is to provide appropriate learning support when required.

Learning supports are broad and varied and include all modules from every course along with academic writing supports, report and document structures to mention but a few.

Learning Support tutors are available to all registered students, including students on the apprentice programmes, free of charge, during term time.

Some of the services provided include:

- Additional tuition in all subjects
- e.g. Maths, Engineering, Science, Business and Academic Writing
- Workshops in a range of areas including Study Skills, Exam Techniques, Critical Writing and Reflective Writing
- Academic Writing, Maths, Computing and Course Subject workshops by request
- Support for students with learning difficulties
- Peer Assisted Learning
- Academic English Language support for international students

How to apply for Learning Support:

Information on how to apply is available on the Learning Support section of the website and on Moodle.

Learning Support TUS - Limerick, Tipperary & Clare Campuses:

Email: lsu.midwest@tus.ie

Learning Support TUS - Athlone Campus:

Academic Writing Centre:

Email: academicwriting.midlands@tus.ie

Science Tutor:

Email: iain.murray@tus.ie

Maths Tutor:

Email: emer.coughlan@tus.ie

Business Tutor:

Email: brianp.kelly@tus.ie

ACCESS

TUS is committed to promoting equitable access to and successful participation in higher education for all members of society. Our approach is founded in the principles espoused in the **HEA National Access Plan** and flows from a philosophy of integration and social inclusiveness. We are committed to widening access for underrepresented student groups including but not limited to:

- Students who experience socio-economic disadvantage
- Students with disabilities/specific learning difficulties/ongoing health conditions
- Mature Students
- Irish Traveller & Roma communities
- Students progressing from Further Education
- Part-time students
- Lone Parents

ACCESS: FINANCIAL ASSISTANCE

The Student Assistance Fund (SAF) is managed by the Higher Education Authority on behalf of the Department of Further and Higher Education, Research, Innovation and Science. Administered by the Access Service, the fund provides limited support for qualifying full-time and part-time registered students who are in on-going financial difficulties.

Students who apply to SAF are assessed on an individual and confidential basis and must meet the application eligibility criteria to apply. Students will be required to produce financial information to support their application. The areas which are considered for funding include rent, food, travel or childcare.

Funding is not available under this fund for the cost of registration or tuition fees. Application forms are available at the beginning of each academic year.



Rialtas na hÉireann
Government of Ireland

HEA | HIGHER EDUCATION AUTHORITY
AN tÚDARÁS um ARD-OIDEACHAS

ACCESS: TUS PRE-ENTRY INITIATIVES

TUS has a tradition of combining excellence, imagination and authenticity in our work. Below is a small sample of our engagement activities, which aim to widen and support progression to and participation in third-level education.

- TUS Access Service operates initiatives in partnership with schools, community organisations, and Further Education colleges in local regions.
- TUS is a member of the Higher Education Access Route (HEAR). This scheme offers reduced points places and extra college supports to school-leavers from socioeconomically disadvantaged backgrounds. Applicants must apply via the CAO, indicating that they wish to be considered for the HEAR scheme.

- TUS Access Service facilitates afterschool initiatives for students through the provision of academic support, encouragement and mentorship for young people as they progress through their second level education.
- TUS Access Service is committed to increasing participation in third-level education by Irish Travellers and early school leavers. We work to widen participation and aim to provide the support and educational guidance to enable further progression to higher education.
- The Access Service regularly welcomes prospective students to our campuses to offer an opportunity to witness the third level environment first-hand.

Mature Students

Mature Students are supported in their transition into third-level education and throughout their time in TUS with facilitated workshops, individual support and learning opportunities. Further details are available on your local campus.

All Access services are confidential.

For full information on all services and supports please visit / email:

Access Midwest:

Access.midwest@tus.ie

Access Midlands

Access.midlands@tus.ie

TUS DISABILITY SERVICE

TUS PRE-ENTRY INITIATIVES for students registering with TUS Disability Service:

DARE

TUS is part of the Disability Access Route to Education (DARE) national admissions scheme that allocates reduced points places to eligible school leavers under 23 years old with specific learning difficulties, health conditions and/or disabilities who have experienced additional educational challenges in second level education. Each DARE student is encouraged to link in with us as soon as they have accepted their course so that the process of registering for additional supports can begin. More info on DARE:

<https://accesscollege.ie/dare/>

DARE Induction

As well as the main student induction, students who come in via DARE (and/or HEAR) are invited to a TUS HEAR/DARE Pre-Induction Orientation session which is held online. The session is tailored to HEAR and DARE students and provides an opportunity to receive important information about finances and supports available.

Autism&Uni Toolkit

A most recent development, which we believe significantly enhances the student experience pre and post entry is the Autism&Uni Toolkit. This is an EU-funded initiative to help autistic students during the transition to university.

The Autism&Uni Toolkit gives students information

and strategies for overcoming the challenges they typically encounter during the transition to university. It is laid out in a logical way offering practical advice and detailed information on the student journey, from thinking about going to university to arranging support with the TUS Disability Service. The toolkit can be found in the disability section of the website

Toolkit on Midlands:

<https://www.ait.ie/life-at-ait/student-supports/disability-supports/autismuni-toolkit>

Toolkit on Midwest page:

<https://lit.ie/disability-support>

Registering with TUS Disability Service

The most important first step for the student when they enter TUS is to register with the Disability Service. Following registration, a Needs Assessment is carried out with the student to determine what level of support a student requires based on the appropriate evidence of disability provided by the student. We also consider the impact of their disability and their academic course requirements. During the needs assessment, recommendations are agreed with the student regarding which reasonable accommodations will be put in place.

To register please see the contact details shared below or Registration pages on the website.

Midlands

<https://www.ait.ie/life-at-ait/registering-with-the-disability-learning-support-service>

Midwest

<https://lit.ie/disability-support>

If you register with TUS Disability Service a range of supports are available to you, these include:

- Specific Examination Accommodations (including: Reader, Scribe, Alternative Examination
- Venue, Technological Aids, Rest Breaks)
- Learning Support
- Assistive Technology resources (including student training)
- Referrals to appropriate support personnel
- Personal assistants, notetakers
- Deaf supports (sign language interpreters)
- Transport support

Students who are supported include, but are not limited to those with; ADHD, ASD, Sensory Disabilities, DCD, Mental Health Difficulties, Neurological Conditions, Physical Disabilities, Medical Conditions, Speech and Language Difficulties and Specific Learning Difficulties i.e. dyslexia, dyscalculia.

The Fund for Students with Disabilities is managed by the Higher Education Authority on behalf of the Department of Further and Higher Education, Research, Innovation and Science. For further information on FSD visit the [HEA Website](#).



Rialtas na hÉireann
Government of Ireland

HEA | HIGHER EDUCATION AUTHORITY
AN tÚDARÁS um ARD-OIDEACHAS

Quiet Areas

Although we cannot guarantee silent spaces, we wish to provide certain areas as quieter spaces. These spaces are designated Quiet Areas that students can use to retreat to when feeling overstimulated or stressed. Contact the Disability Service for more info on where to find these spaces on your campus.

Contact Details

All Disability services are confidential. For full information on all services and supports please visit/email:

Disability TUS – Midlands:

Disability TUS Midlands: disability.midlands@tus.ie

DARE enquiries: dare.midlands@tus.ie

Disability Officer, Lisa Hanlon: lisa.hanlon@tus.ie

[View Disability Service page on TUS Midlands Website](#)

Disability TUS – Midwest:

Disability TUS Midwest: disability.midwest@tus.ie

DARE enquiries: dare.midwest@tus.ie

Disability Officer, Broze O'Donovan:

broze.ODonovan@tus.ie

[View Disability Service page on TUS Midwest Website](#)

COUNSELLING SERVICE

TUS Student Counselling Service offers professional and confidential psychological counselling which is FREE to registered students, staffed by highly qualified and experienced psychologists, psychotherapists, and counsellors.

Our aim is to provide professional, high calibre, accessible and student-centred psychological and emotional support for students. Students who present in crisis are prioritised for support.

What issues do counsellors deal with?

The short answer is everything, really! We support students with a wide range of issues including mental health issues, depression, anxiety panic attacks, bereavement and loss, family, interpersonal or relationship issues, self-esteem, sexual trauma/rape/sexual abuse, academic issues, disordered eating, and substance misuse. Whatever your issue, if you are in emotional distress, we encourage you to seek support.

The Counselling Services offer a variety of psychoeducational workshops and webinars in areas such as overcoming anxiety, building resilience, managing exam stress. We also host guided mindfulness sessions for students throughout the academic year. We invite you to participate in our positive mental health promotion initiatives and mental health awareness campaigns as part of our ongoing commitment to promoting student wellbeing and success.

See our webpages for a range of psychoeducational resources and supports for your mental health and wellbeing.

TUS Student Counselling Services have a vibrant social media presence where we promote mental health and wellbeing. Follow us @tusmidweststudentcounselling and @tusmidlandsstudentcounselling.

Out of hours Supports:

TUS is also a proud partner with the following anonymous digital support services:

- Free anonymous 24/7 text support service. Text TUS to 50808.
- Free anonymous peer support <https://togetherall.com/en-ie/>. Login using your TUS email.

text about it

text TUS
50808



For further information or if you wish to make an appointment:

Student Counselling TUS Athlone Campus:

Tel: 090 6468063

Email: Counselling.midlands@tus.ie

Student Counselling TUS Limerick and Clare Campuses:

Tel: 061 293129

Email: Counselling.midwest@tus.ie

Student Counselling TUS Thurles and Clonmel Campuses:

Tel: 061 293129

Email: Counselling.midwest@tus.ie



STUDENT HEALTH SERVICE

Whether you are sick or injured, managing a chronic health problem or working to develop a healthier lifestyle, the Student Health Service is here to help.

We provide confidential, professional on-campus medical care to registered students. Our service is nurse-led and provides comprehensive health services and emergency care as well as health promotion and supportive measures to assist you in ways that keep you committed to your studies. Our ethos is centred around the premise that students who develop a healthy lifestyle in an environment that supports healthy choices are likely to have the best academic outcomes.

Student Health Services are available from Monday to Friday throughout the academic year. A GP service is available to all students within 3km of your campus.



Your student contribution fee provides funding for the service therefore charges at the student health service are minimal.

Nurse Consultation Free

Doctor Consultation €15.00

Any students with a Medical Card/Doctor Visit Card/EHIC Card should make us aware of this when booking an appointment.

For further information or to make an appointment:

Student Health TUS - Athlone Campus:

Student Health Midlands Email:

Studenthealth.midlands@tus.ie

Student Health TUS - Limerick, Tipperary & Clare Campuses:

Student Health Midwest (including Sexual Health) Email: Nurses.midwest@tus.ie

Student Sexual Health Clinic – Athlone Campus:

TUS Midlands offers a free nurse-led student sexual health, contraception & health promotion service on campus, which is funded by the HSE.

For further information or to make an appointment email: Sexualhealth.midlands@tus.ie

CHAPLAINCY/PASTORAL CARE

Our Pastoral Care Service is available to students of all religious denominations and of none and we are here to support you in the areas of Pastoral Care, Community, Spirituality and Personal Development. We work collaboratively with professional services staff in support of you and we are glad to help you in any way we can throughout your time with us.

TUS also operates an Emergency Fund which is for students who are experiencing emergency financial difficulty. Applications are available at your local campus.

In TUS Midlands, the Service has a 24\7 emergency line 087-2402514 throughout the year. The line is operated by a pastoral care team who reside at the Chaplaincy house at 11 Auburn Heights, Athlone. Also, in TUS Midlands, under the Food Cloud scheme, free food is made available to students on a nightly basis. In the Midlands, the Interfaith Centre is located near the main reception. In TUS Midwest, the Reflection Room is located close to rear entrance on the Moylish Campus. These spaces are available as a quiet space, for Mass and for reflection and meditation.

For further information please visit:

Pastoral Care TUS - Limerick, Tipperary & Clare Campuses

Pastoral Care Midwest Email:

pastoralcare.midwest@tus.ie

Pastoral Care TUS - Athlone Campus:

Pastoral Care Midlands Email: seamus.casey@tus.ie

“

**Please take
good care of
yourselves
throughout
the year and
look after
each other.**

2.2

Careers & Employability

CAREERS OFFICE

The Careers Offices (Midlands and Midwest) at TUS are committed to providing a wide variety of professional services to support you in making the career decisions that are best suited to your qualifications, interests, abilities and goals. We support our students and recent graduates in developing and implementing successful career plans. Across each TUS campus, we also assist you in building your personal brand through your CV, goal setting, application forms, at interviews and on social media.

We offer our student's access to Target Connect Websites (links below) where you will find all of the available job opportunities such as Internships, Summer Roles and Graduate roles. This online support tool can also be used to book into scheduled workshops, seminars, clinics and advice webinars, book a one-on-one appointment with one of our TUS Careers Advisors and see the Events Calendar with Employer Presentations, webinars and visits on-campus. We also run an annual Careers Fair in TUS Midlands and Midwest in October of Semester One.

PLACEMENT

Core to the values of preparing students for the workplace at TUS, the majority of our programmes feature work opportunities through integrated learning or placements. You will be informed about placements procedures, responsibilities and timings on your course through your lecturers and academic department. More information can be obtained from the website links below for each Campus.

GARDA VETTING

Some placement opportunities require Garda Vetting. It is important to consider whether any previous convictions may hinder you in securing a placement and therein meeting the required learning outcomes of your chosen course of study. Please connect with your lecturers to ensure that you engage with this process at the appropriate time so as not to delay your placement.

Target Connect Athlone Link:

<https://careers.midlands.tus.ie/>

Athlone Email:

careers.midlands@tus.ie

Target Connect Limerick, Tipperary, Clare Link:

<https://careers.midwest.tus.ie/>

Limerick, Tipperary, Clare Email:

careersandemployability.midwest@tus.ie

2.3

CPID and PASS

CENTRE FOR PEDAGOGICAL INNOVATION AND DEVELOPMENT – CPID

CPID encourages respect and support for a diverse student population, the development of student-centred learning environments where students can learn and excel and promotes academic integrity and excellence in learning, teaching and assessment.

TUS has chosen to use the principles of Universal Design for Learning (UDL) to underpin the curricula and approach to learning, teaching and assessment. The UDL framework focuses on changing the way a class is managed and content presented. UDL recognises that people approach learning in different ways, and in an inclusive learning environment it is important to find a way to reach each learner.

Further information available from the TUS website.

PEER ASSISTED STUDENT SUPPORT – PASS

Coming to college for the first time can be both exciting and worrying. You're probably wondering how you'll make friends, what's involved with your course, how you're going to write assignments and organise your time effectively. PASS is designed to help you experience everything life at TUS has to offer from navigating the campus to supports available, from study tips to insight into your chosen course and getting the most out of your time here.

Second year students from your course have been trained to help you to support each other and learn to solve your problems in weekly group sessions called PASS.

PASS is intended to help you:

- Adjust quickly to university;
- Acquire a clear view of course direction and expectations;
- Develop your independent learning and study skills to meet the requirements of higher education;
- Enhance your understanding of the subject matter of your programme through collaborative group discussion;
- Prepare better for assessed work and examinations.

PASS is NOT:

- Teaching by students.
- Targeted at weak or problem students – all participants benefit.
- A means of reducing lecturer-student contact class time.
- An environment for social chatting.

How do I find out if I have PASS?

- If PASS is available, it will appear on your timetable.
- Make sure you enrol onto your PASS Moodle page to get the most from sessions with your Leaders.
- If you don't have PASS, you could think about volunteering to be a PASS Leaders in your second year.

Head to the TUS website for more information
Email PASS@TUS.ie with any questions

Quotes from happy first years who attended PASS:

“The best thing about PASS was that it was a place where I could revise my notes and understand the structure of a university.”

“The advice, especially since it was coming from a fellow student who went through what we’re going through now, so he knew how we felt and how to help us.”

“I really enjoyed doing quizzes and working in groups to try and revise topics. I thought the session had quite a fun energy to it, so it was a nice place to unwind.”



2.4

Free Certified Microsoft Training

TUS is delighted to offer Certified Microsoft Training to all its students. This is a fabulous opportunity to enhance your IT skills, which will support your learning at TUS and also to build your CV credentials.

This training is **FREE** and includes **eight** Microsoft packages. To access the training, you need to register and create an account.

Please go to Moodle for details of how to register & to log in for this Free Training:

[Midlands Moodle](#)

[Midwest Moodle](#)



2.5

Students' Union

Your Students' Union is an independent, autonomous and representative organisation for the student voice in TUS. We act in your best interests, advancing and defending your rights in relation to your education, welfare and your overall student experience.

We are a student-led, democratic, inclusive and transparent organisation that wishes to empower you, the student. We urge you to get involved and have your voice heard. We hope that each and every student we represent will have a positive and transformative time at TUS and we look forward to helping you grow to reach your full potential.

Your Union has a diverse team of elected officers, of which there are 9 full-time and 8 part-time officers. The President and the Deputy President for Postgraduate Affairs are the only cross regional officers.

The Midlands and Midwest each have a Deputy President. The Midlands has 2 VP Officers, one for Education and one for Welfare who are located in the Students' Union building. The Midwest has 3 VP Officers: the VP for Thurles and Clonmel, the VP for the Moylish campus and the VP for Clare St. and Ennis.

The contact details to all officers will be below:

President:

supres@su.tus.ie

Deputy President for Postgraduate Affairs:

supostgrad@su.tus.ie

Deputy President for Midlands:

sudeputy.midlands@su.tus.ie

Deputy President for Midwest:

sudeputy.midwest@su.tus.ie

VP for Education Officer for the Midlands:

sueducation@su.tus.ie

VP for Welfare Officer for the Midlands:

suwelfare@su.tus.ie

VP for Education and Welfare for Clare St and Ennis:

suartcollege@su.tus.ie

VP for Education and Welfare for Clonmel and Thurles:

suthurles@su.tus.ie

VP for Education and Welfare for Moylish:

sumoylish@su.tus.ie

Our hours of operation weekly are:

Mon - Thurs: 9.00am – 5pm.

Friday: 9.00 – 3pm

Don't forget to follow us on our social media and catch up on all things SU!

TUS SU:

Insta: @TUS_SU_

Facebook: TUS SU

Twitter: @tus_su_

TikTok: @TUSSU

Athlone Campus

Insta: @tusstudentsunionathlone

Facebook: @tusstudentsunionathlone

TIKTOK: @tusstudentunionathlone

Clonmel & Thurles

Instagram: @tus_su_thurles_clonmel

Clare St. and Ennis Social Media

Instagram: @tus_su_clare.st_ennis

Moylish Campus

Instagram: tus_su_moylish

Facebook: TUS Students' Union – Moylish

Website:

www.tussu.ie

REPRESENTATION AND ADVOCACY

Your campus specific officers are your first line of contact for support and advocacy. They can help to resolve issues that may occur in your class, between lecturers and students or issues even at departmental level. They advocate for issues that you, the student, might need or challenges you may face throughout the academic year!

Each student union officer sits on a number of college committees and boards such as governing body, academic council, working groups and tonnes of sub-committees, where they represent you and advocate on your behalf.

At a national level, TUS SU is a part of USI which is the national representative body for the 374,000 students in third level education on the Island of Ireland.

Engaging with your Students' Union can be of great benefit to you. You may wish to become a Class Rep which is a great opportunity to have your voice heard and to represent your fellow students. There are many more ways to get involved, such as being a Departmental Rep or a Student Councillor. Student Councillors sit on our student council, where the SU team is held accountable and you the student can task us with actions such as tackling period poverty or bullying issues.

We have four main committees which you can take part in throughout the year, these include: student experience committee, welfare committee,

education committee or EDI committee, there is something for everyone! Make sure to check out our website to learn more about how you can get involved and become a student activist!

www.tussu.ie

WELFARE

Often it is personal aspects of coming to college that prove challenging for students in addition to keeping up with your studies. You may hit a rough patch along the way, and we are here to help. We work closely with the TUS Student Resource Centre and professional services staff to promote awareness and run workshops and campaigns regarding all aspects of trending student welfare topics including student health, sexual health, and mental health. We also promote and provide information on an array of trending student welfare related topics and information throughout the year.

Your Safety is of key importance both on and off campus. There will be an SU Officer attending all SU events, so if you ever feel uncomfortable or just want to have a chat make sure to come to us and let us know! If you ever feel unsafe make sure to give us a ring or get in touch with the pastoral team. If not, you are advised to reach out to venue staff or contact the local Garda station.

EDUCATION

We understand third level education can be difficult at times and you may need extra support. Hence why there are many avenues of educational supports to help students excel academically be they if you have a course problem, issue with timetabling and exams or wanting to transfer or defer. With the help of the Education Officer, the Students' Union can steer you in the right direction or assist by liaising with staff on your behalf and with your permission.

STUDENT EXPERIENCE

Coming to college is your opportunity to find yourself and enjoy your time both in and out of your studies. We urge you to get involved, come to student nights out, join a club or society - there are so many ways that you can engage and meet other students that might have similar interests as you.

Freshers week is an exciting week in the calendar for you. The SU will run stands and nights out and there will be great spot prizes on our social media channels so make sure you keep an eye out for what is going on.

We like to make sure to give back and one of the biggest ways we can do this is through Raise-And-Give (RAG) week, raising and giving to people from all walks of life. It's not just an opportunity to raise money but also for you to let your hair down and enjoy yourself. So, make sure you get involved and enjoy what it means to be a part of TUS!

Speaking of enjoying yourself, there are loads of ways that the Union offers to help take your mind off your college work - throughout the year we run nights out, bring in guest speakers, run quizzes, games nights and run Balls at the end of each year. There is also the student experience committee where you the student can get involved, sharing ideas, meeting other students and contributing to what is going on for the upcoming year!

CAMPAIGNS:

The Students' Union host many education and welfare campaigns throughout the year. Campaigns are designed to support you and build awareness around topics that are important and relevant to you the student. Some of the staple campaigns that we run every year are SHAG week, Mental Health week, PRIDE, GET CONNECTED and Exams. Campaigns change from year to year so make sure you check in regularly with social media to see what is going on.



2.6

Sport

Sport and physical activity are central to life at TUS. We firmly believe that active membership in a sporting club has a positive and enhancing effect on students, affording you opportunities to represent the University nationally and, in some instances, to represent the University and Ireland in overseas competitions. However, you do not need to aspire to such lofty sporting achievements. There are great opportunities at all our campuses to try out lots of sports and physical activities. As well as benefiting from a little relaxation and fun, who knows what latent talents will be discovered in the process!

Students are actively encouraged to become involved in sporting and cultural activities, laying the foundations for all kinds of interesting, diverse, and exciting opportunities which contribute to creating an enriched and dynamic student life. Therefore, the participation of students in sport is seen to be a very important part of the student experience, which enhances the student's personal as well as social development.

Involvement in sport complements academic life, bringing countless benefits and helps to forge lifelong friendships. Joining a sports or cultural club means that an immediate social scene is available to new students, making settling into

student life all the easier and more enjoyable. Last year, TUS teams and individuals achieved success in a wide variety of codes and competitions. Such sporting success is built upon the excellent indoor and outdoor facilities as well as the established coaching/team management system, which is implemented by full-time sport and recreation officers, with the assistance of part-time coaching staff and the students' sports representative.

The variety of sports available ensures most interests are catered for including:

Go Karting	Rugby
Hurling	Gaelic Football
LGFA	Camogie
Handball	Soccer
Futsal	Boxing
Aerobics	Cricket
Weightlifting	Outdoor pursuits
MMA	Kickboxing
Taekwondo	Tag Ruby
Athletics	Basketball
Volleyball	Badminton
Equestrian	Golf
Archery	Rowing
Judo	Yoga
Pilates	Dance
Surfing	Pool

We are always open to adding new sports to our line up. If any student has a new sport that they would like to initiate at TUS or if a sport/club listed above is not active on your TUS Campus then they can contact their individual campus sports department for further details on how to create that club.

GAA CLUB

TUS GAA Club is a thriving, sporting hub for all students regardless of playing ability and experience level. We aim to cater for each student's needs, with particular emphasis on Freshers and International Students as a means of assisting their integration into college life. Our GAA Club offers playing opportunities in competitive and recreational/social environments. Whether your desire is to win an All-Ireland, develop your current skills, meet new friends or try a new sport to stay active – TUS will welcome you with open arms. We have existing members in all TUS campus locations – Athlone, Ennis, Clare Street, Clonmel, Moylish and Thurles.

Our GAA Club consists of Camogie, Gaelic Football, Handball, Hurling and Ladies Football. Every academic year, our competitive teams play in a League during Semester 1 – usually commencing in late September and finishing prior to Christmas exams. Semester 2 signifies the start of the Higher Education GAA Championships in each of the respective codes, typically with a playing window of January to March. Our Handball athletes have a series of competitions running nationally and internationally throughout the year also.

In the 2023/24 Academic Year, we intend to offer a social environment for beginners and/or returning players to try out and enjoy Gaelic Games. The manner of these activities will be small-sided and on a casual “show-up” basis for those wishing to participate. We look forward to welcoming newcomers and International students who may never have witnessed GAA in the flesh, held a hurley or kicked a size 5!

The GAA Club also boasts various scholarships and bursaries which our students are invited to apply for. These are awarded across all codes of Gaelic Games, and range from entry (bronze) to elite (gold) award packages. We believe sport plays a huge a role in a student’s personal and professional development, and commit to aiding our students to balance the academic, sporting & social elements of their lives.



RUGBY CLUB

The Rugby Club caters for both male and female participants in terms of both competitive and social opportunities. With multiple male and female sides, the Club caters for every Rugby player grade from beginner to ALL players. Included on our campuses are Men's U20's, Men's Senior, Men's 2nd XV, Ladies' Senior XV and various 7's and Tag Rugby teams. Our Rugby Club aims to provide all students with an opportunity to participate, while also catering for all levels and abilities.

The Rugby Club will continue to develop all forms of rugby for the 2023/2024 academic year which will allow students to develop their skills in a Non-Contact Game.

BASKETBALL CLUB

The Basketball Club is a club going from strength to strength. We have teams registered in Division 1 and Division 3 men's leagues for college basketball; and a team in the Division 2 and 3 for the Women's league in college basketball. The Limerick campus also competes locally with a men's team registered in the North Munster Area Board Men's League and the Athlone campus compete in Midlands Club League playing against teams from Athlone to Donegal.

TUS have also partnered with Limerick Sport Eagles and Limerick Sport Huskies to provide a pathway for students to play Men's National League Division 1, Men's Under 20 National League, with the Limerick

Sport Eagles basketball club and Ladies National League Division 1, with the Limerick Sport Huskies basketball club.

TUS also participates in the Victory Scholar program with the Sport Changes Life organisation. These scholars have attended TUS on both the Limerick and Athlone Campuses in recent years with various students from the USA on the program. As well as our American victory scholars, TUS also recruits scholars from all over Europe with recent players coming from Belgium, Serbia, France, and Spain. This has really improved the standard of basketball in TUS as the international scholars are always pushing our Irish based players to be the best.

The basketball clubs cater for all levels be it National League, Colleges, Local League. Our Technological University also organises participation events such as one-day 3x3 and 5x5 participation tournaments designed to create an introduction to basketball for students who want to play socially or want to try something new before joining our basketball clubs.

SOCCER CLUB

Our Soccer Club caters for all students throughout all years of college and boasts some of the highest participation figures of any club in the TU. We cater for all ability levels, across all of our campuses with a multitude of teams in every division from Premier down to Division 4 in Men's Soccer. Women's soccer is also developing at a fast rate. We enter futsal teams in

both male and female competitions. The standard of soccer in the TU is high with numerous players from both men's and ladies' teams playing with League of Ireland teams while also having League of Ireland coaches involved in coaching college teams. Over the past number of years, we have had players represent Ireland with the Colleges International Team, The Irish Amateur Team and at u21 level. The soccer club offers regular Futsal & 5 a-side participation tournaments for people who just want to get out for a kickabout with mates as well as offering loads of coaching opportunities to both experienced and beginner coaches alike. No matter what your level or goals, the Soccer Club is the place for you.

ATHLETICS

TUS Athletes compete in IUAA intervarsity competitions throughout the academic year while a number of our athletes undertake their coaching qualifications in their events to develop their event specific knowledge and skills. Facilities for Athletics are at a high standard on or near many of our campus locations. TUS students often avail of the opportunity to compete in the AIT International Indoor Grand Prix each year on the Athlone campus which is an event that is on the IAAF World Tour and goes out Live on TV each year. This event regularly ranks in the top 15 such events worldwide. At intervarsity level our students compete in Road Relay, Cross Country, Indoor and Outdoor Track & Field events, while some progress to International and World Student Games level.

VOLLEYBALL

TUS has men's and women's volleyball teams competing in the Student Sport Ireland leagues. The women's & Men's teams from our Athlone campus competed in the Student Sport Ireland Volleyball Finals for the 4th consecutive occasion. TUS also has a vibrant intermural competition for people who just want to either take up the game or have a bit of friendly competition with their mates.

BOXING CLUB

Our TU Boxing Club caters for all students. The club also caters for competitive fighters, recreational student athletes and students just wishing to improve their fitness and try something different. For students wishing to fight competitively there are many opportunities to do so from various colleges around the country who host fight nights to the IATBA intervarsity's. The boxing club has produced numerous boxers who have won intervarsity medals, represented Ireland in college tournaments and gone on to compete with Irish national squads.

SPORTS FACILITIES – ATHLONE

TUS International Arena boasts an array of options for health-conscious students, beginners and elite athletes alike. This facility includes a fully approved IAAF Indoor Athletics Stadium, student fitness gym, elite training gym, spinning studio, fitness studio, high performance testing room, two cryotherapy units and a movement mechanics sports science studio. Outdoor facilities provided for most sports including

an eight-lane IAAF-approved outdoor athletics track which also features a full-size international dimension soccer pitch in the infield area (floodlit), a fully FIFA approved artificial soccer pitch, sand based multi-sport grass training field, full size GAA pitch and a 2km floodlit cross country trail.

The TUS Athlone sports gym has a dedicated team of qualified instructors who will provide you with excellent guidance, advice and comprehensive fitness programmes to match your fitness level, from complete beginners to elite athletes. Students can avail of discounted membership rates or can use the facilities on a pay as you go basis. A wide array of fitness classes are offered in our state-of-the-art studios.

For Bookings or Enquiries contact:

Email: Gym.midlands@tus.ie

Tel: 090-6471803



SPORTS FACILITIES – LIMERICK & TIPPERARY

TUS has an impressive range of sports facilities for students, including three full size pitches and an all-weather playing pitch, as well as a fully equipped gym and indoor sports hall at the Moylish campus.

While development of sports facilities is on-going at the Tipperary campuses in Thurles and Clonmel, students have access to a wide range of sports facilities in both towns. In recent times, Thurles campus has developed a purpose built €3.7m, state of the art strength and conditioning building, known as the 'SportsLab'. Among the facilities available in the 2,000 sq. metre facility are a 45m, six lane sprint track specially designed to improve speed; a Paralympic area; cable machines; a range of sport technology systems, including micro electro mechanical systems and GPS systems; Olympic lifting platforms; five functional screening kits; weights and the full range of exercise machines. It is one of the finest facilities available in the country and is designed to support our Sports Strength and Conditioning programmes. Many local club and inter-county teams have also availed of the superb facilities in the SportsLab.

For Bookings or Enquiries contact:

Email: Bookings.midwest@tus.ie

Tel: 061-293134

SPORTS SCHOLARSHIPS

TUS's commitment to sport is underlined by our Sport Scholarship Scheme which allows students who are at the forefront of their chosen sport to apply for a range of supports which includes use of our sports facilities, physical therapy, one on one strength and conditioning coaching, functional screening assessments, cookery demonstrations, academic support, nutritional advice, lifestyle management, accommodation, financial support and sports psychology. In 2022-2023, TUS awarded over 100 Scholarships; The scholarships are not aimed solely at elite players, but are also open to some individuals that take part in coaching and administrative roles in clubs across the college.

The sports scholarship scheme was limited due to covid in recent years but will be fully operational in 2023/2024. Sports scholarship recipients must adhere to the TU's sports scholarship regulations, a copy of which must be signed by those offered the scholarship from the Sports Department at the annual scholarship induction.

Further information on Sports Scholarships is available from the TUS Sports Offices or visit the websites where an application form can be downloaded.

Athlone Sports Department:

Tel: + 353 (0)90 6468022

Limerick Sports Department:

Tel: + 353 (0)61 293134

ELITE SPORTSPERSON ENTRY SCHEME

TUS has in place, for all its undergraduate degree courses, an academic entrance scheme for elite sportspersons. A number of places will be reserved for outstanding candidates who have reached a very high standard of sporting achievement, through performance or coaching, and who are committed to further developing their sporting and academic careers. A 50 CAO Point waive may be awarded to prospective students.

Applicants must satisfy the minimum entry requirements for level 7 and/or level 8 degrees at the TU. In addition, applicants must have reached a specified sports standard to be eligible for this very competitive scheme, and selection of successful candidates will be based on a range of criteria including sporting achievements.

Further details of the Elite Entry Scheme are directly available from Admissions Offices.



2.7

Societies

Enrolling in our Technological University should involve more than just academic learning. It can be a fun experience with lots of opportunities to broaden your horizons. Joining a society gives you the opportunity to learn new skills and meet new people to share your student experience with.

The diversity of TUS Midlands Midwest societies means that practically every taste is catered for. Grab the opportunity to experience something new or pursue an interest you have always wanted to explore. Why not get involved in the Drama, Animation, Poetry or Nutrition Society. Get to know more people with similar interests and expand your network across courses by getting involved in an Academic Society.

TUS Midlands Midwest are members of BICS (Board of Irish College Societies) who run National Award ceremonies every year. Students who are at the heart of societies get the opportunity to achieve the honour of winning a national award for all their hard work.

Societies provide a huge range of activities both on and off campus throughout the academic year, including:

- volunteering opportunities
- leadership training
- trips away
- guest speakers
- social nights
- workshops
- national awards

If you are interested in finding out more please contact our Societies Officer

Treacy McIntyre

Email: socsofficer@tus.ie

Follow us on Insta/Facebook:

[tus_societies_midlands_midwest](#)



2.8

Wired FM



Wired 99.9FM, has a studio located in the Student's Union Building on the Moylish Campus. The station is non-profit and is unique in that it is one of only 3 fully licensed student stations in Ireland that is licensed by Coimisiún na Meán (formerly the Broadcasting Authority of Ireland). It operates for 65 hours during its weekday schedule – Monday to Friday on 99.9FM (online Saturday and Sunday – for now).

The station provides a voice for students and gives them a chance to offer a real alternative to commercial mainstream media. The station is particularly proud of its support of independent local music acts, as well as dipping into the more leftfield national releases. Besides eclectic music choices, the station broadcasts weekly arts and movie shows, sports programmes, radio dramas, sound art and documentaries. The station has won several national awards for its current affairs programming, which takes a look at social and political issues through the prism of students, as well as national Student Media Awards and other prestigious awards.

During each academic year, student volunteers avail of a free comprehensive training course in all aspects of radio broadcasting. Wired 99.9FM is always looking for dedicated volunteers with innovative and experimental ideas who want to try their hand at broadcasting.

The station has also been involved in a number of outreach programmes with the wider community that have seen the station open up its airwaves to people with disabilities, secondary school students, disadvantaged youth, Mincéirí, migrants and asylum seekers. The station has also developed Erasmus+ projects such as SNAP (Sexuality Intimacy Art Podcast) and offers various QQI courses, including, but not limited to, Media Expression, Communications, and Media Literacy.

Throughout the year the station also runs live gigs, events, and Outside Broadcasts from different locations. The stations live events from the Record Room have become popular nights for those with more alternative music taste.

The station gives students a wide range of media production opportunities and experience. But you don't have to study media to join – ANY student on ANY course can become a radio station volunteer and broadcaster. If you don't want to speak on air, there are plenty of jobs for researchers and technicians. Past volunteers of the station are now working with the BBC, RTÉ (radio and television), local commercial stations such as Spin SW, Limerick Live95, and Clare and Tipp FM to name but a few. There is Wired 99.9FM alumni working in media outlets across the globe.

For further information please see [Wired Fm](#) or contact manager@wiredfm.ie

2.9

Student Accommodation

YOUR ACCOMMODATION

It can be daunting finding suitable accommodation, whether it is for the first time, or for your return to college.

Make sure to look at our SU website which is where you can see what accommodation we have to offer. Simply check out our website www.tussu.ie.

The Students' Union works closely with local landlords and have an approved list of accommodation providers as a first place to start looking. Reach out and get in touch with your union and ask all the questions before booking your student accommodation. Even after finding student accommodation, you may also face challenges or tenancy issues. Your Union will be on hand to provide support and information with any conflict that may arise. As a tenant, you have rights, and your Union will be here to fight for your rights and link you with relevant services if required!

For more tenancy information & student accommodation rights see:

Threshold: 1800 454 454

Residential Tenancies Board: (0818) 303 037

Or contact your local TUS Students Union reception.

Get in touch with our administration team and get to know about everything when it comes to student accommodation in the Midlands and the Midwest.

Athlone Campus:

Tel: 090 646 8067

Email: accommodation.midlands@su.tus.ie

Midwest Campuses (Moylish,

LSAD, Thurles & Clonmel):

Tel: 061 293 135

Email: accommodation.midwest@su.tus.ie

Your Officers are there to support you so make sure you reach out to your welfare officer if you have any issues.

VP for Welfare Officer for the Midlands:

suwelfare@su.tus.ie

VP for Welfare for Clare St and Ennis:

suartcollege@su.tus.ie

VP for Welfare for Clonmel and Thurles:

suthurles@su.tus.ie

VP for Welfare for Moylish:

sumoylish@su.tus.ie

Accommodation Safety

- Do not leave personal property exposed.
- Always lock doors and windows before leaving the property.
- If a caller to the door claims to be an official, ask for proof of identity.
- If you lose your accommodation door keys, make sure the locks are changed.
- Never hide keys outside the house.
- Ask the property owner to install an outside light above the front door so that you can see callers clearly after dark.
- Do not smoke in bed.
- Please ask the landlord to provide smoke alarms.

Useful Telephone Numbers

- Athlone Garda Station: 090 649 8550 (24 hours)
- Limerick Mayorstone Garda Station: 061 456980 (10am – 6pm)
- Limerick Henry Street Garda Station: 061 212400 (24 hours)
- Thurles Garda Station: 0504 25100
- Clonmel Garda Station: 052 6177640
- Ennis Garda Station: 065 6848100
- Garda Free Phone Confidential: 1800 666 111
- Threshold: 1800 454 454

2.10

Banking Services

ATM facilities are available for students in the following locations:

Athlone Campus - ATM is located at the Main Reception in Main Building, Athlone Campus

Moylish Campus – ATM is located on the street

Thurles Campus – ATM is located outside of the Student Restaurant

2.11

Getting to Campus & Parking Facilities

ATHLONE CAMPUS - GETTING AROUND

Athlone is superbly located and well serviced by public transport links, private and public bus services operate to, from and within Athlone. Bus Éireann operates a number of services in the region which include local and national commuter services.

Bus stops operate on the campus to the rear of the HTL Building and, and on the main Dublin Road just outside the East Campus. Athlone is easily accessible by rail as it is on the main Dublin-Galway, Dublin-Westport and Dublin-Ballina lines and is serviced by over 20 trains per day (Monday-Saturday) and by 14 trains on a Sunday.

Real Time Information on public transport is available via the screen located adjacent to the main reception. Bus and train timetables are also posted on the Students' Union notice board in the John McCormack Centre. More information (including timetables) can be found at www.irishrail.ie, www.buseireann.ie and www.athlone.ie

The SU also operate a car pool notice board for those wishing to team up with others commuting to the

campus. We encourage all students to opt for healthy options like cycling or walking where possible. Bike racks are available in multiple locations on campus and they're FREE. Also, you won't have the hassle of trying to find a parking space. Local bike shops offer a bike rental scheme and discounted bike purchase rates for students so you won't have to worry about getting your bike to Athlone if you live further away. Further info available at Buckley's Cycles 090 646 78989.

Westmeath County Council also provide a bike hire scheme using bicycles parked on campus and an online app. Further information is available at

www.westmeathcoco.ie

Electric car charging facilities are available on the Athlone East Campus.

Further information can be found at

<https://www.ait.ie/life-at-ait/campus-facilities/estates/parking>

All information related to parking your vehicle on campus, including permit purchase and

Parking regulations can be found at

<https://www.ait.ie/life-at-ait/campus-facilities/estates/parking>

LIMERICK, TIPPERARY & CLARE - GETTING AROUND

Limerick, Tipperary & Clare Campuses are committed to the promotion of sustainable modes of transport.

All users of each Campus are encouraged to bear this in mind when considering their travel options. All campuses can be accessed on foot, by bicycle, by bus and by train. Limited car parking is also available.

To see what smarter travel options are available for you please select your campus from the following link:

<https://lit.ie/en-IE/current-students/Smarter-Travel>

MOYLISH & CLARE STREET PARKING FACILITIES

At both Moylish and Clare Street, we charge for car parking (staff parking is free). The reasons for this are twofold; one, there are limited spaces and two, to discourage car use.

TUS is a partner with Limerick Smarter Travel and together we are working towards providing more sustainable ways to access our campuses. Various promotions and events are held each year and you are encouraged to take part.

Cashless Parking

The cheaper alternative for paying for your parking by app, online or over the phone. It's simple to use and you can download the APCOA Connect app or alternatively scan the symbol at pay and display machines.

www.apcoaconnect.ie

When you have downloaded the APP

- 1.** Enter the location code
(1089 for Moylish & 0690 for Clare street)
- 2.** Select your vehicle
- 3.** Select your duration and pay using your e-wallet

Pay & Display

When you purchase your ticket at a machine in the car park please display it inside your windscreen.

The cost of Pay and Display is 50c per hour,
€2.00 per day, € 7.00 per week.



USEFUL WEBSITES AND CONTACT NUMBERS

Transport for Ireland

Tel: 01 879 8300

Email: info@nationaltransport.ie

www.transportforireland.ie

Bus Éireann

Tel: 1850 836 611 / 01 8302 222

www.buseireann.ie

Eurolines Central Reservations

Tel: 0871 781 8178

Irish Rail

www.irishrail.ie

Bikeshare

Tel: 0818 44 44 77

Email: contact@bikeshare.ie

www.bikeshare.ie/limerick.html

2.12

Catering

MIDLANDS

There are four Catering Outlets spread across the TUS Athlone Campus, ranging from an extensive Food Hall to a High Street Barista Coffee offering.

These outlets provide great variety, affordable options and something to suit all tastes. The focus is on providing a wide choice of healthy food and beverage options, at affordable prices, in locations across campus, from early morning until evening.

(All Opening Hours advertised locally).

Functions and events can also be catered for with an extensive range of catering options available to suit any requirement and budget.

Centrepont Restaurant

Centrepont Restaurant offers everything from breakfast through to dinner, and all in between. Our “Asian Street” Wok Station serves the freshest of ethnic dishes from all over Asia, made to order, with only authentic ingredients.

Add in our daily specials, our fast food offering and an extensive variety of vegetarian, vegan and healthy options, and you will understand why the Centrepont Restaurant is so popular.

With this, we provide an extensive sandwich bar, at “Sub-stantial”, serving freshly made sandwiches, wraps, bagels, baps and subs. Something for all tastes, at any time throughout the day.

Centrepont Restaurant is ideally located, in the centre of the Main Campus Building, to allow you to enjoy real food, meet with peers and connect with friends.

Café Barista - WPS Starbucks

Situated in the Main Building, Café Barista, is an escape from the hustle and bustle, where “We Proudly Serve Starbucks” brings that familiar high street coffee experience to the University.

The “We Proudly Serve Starbucks Coffee” offering is more than just high-quality coffee from the 5th most admired brand in the world, it creates an elevated beverage experience that customers know and love.

Whether you are looking for the morning coffee boost, or a refreshing iced drink, at “We Proudly Serve Starbucks”, we provide an everyday and seasonal range of premium Starbucks beverages with iconic flavours and a menu that will connect with our customers, at all parts of the day.

You can also help us, to help you when it comes to sustainability. Buy a Grande size Beverage, at Café Barista and get a FREE Starbucks reusable cup. You can then continue to save, all term, by enjoying discounts with your reusable cup. (Terms & Conditions apply)

Satellite Outlets

There are 2 Coffee Shops, strategically located across Campus, meaning a nice cup of coffee is always close by.

Café West is located in the Engineering and Informatics Building, and offers a wide range of hot and cold beverages, light snacks and confectionery. Fresh sandwiches, salads and pastries are also available.

Café East is located, on East Campus, in the Nursing and Health Sciences Building, and offers a wide range of hot and cold beverages, light snacks and confectionery. Fresh sandwiches, salads and pastries are also available.

TUS Athlone Merchandise Shop

Visit our TUS Merchandise Shop in the Centrepont Restaurant, to browse our wide range of the latest Official TUS Merchandise including hoodies, sportswear, gifts, etc.

Full range also available through Click & Collect at: www.shop.tus.ie for details.

All outlets accept payment via contactless pay: i.e. Credit/Debit Cards (Google Pay/Apple Pay)

MIDWEST

There are several food & beverage outlets provided in our 4 campuses in Limerick & Tipperary serving a range of hot meals, grab n' go items, confectionery and hot beverages. All served at competitive prices.

The Greenrooms Restaurant in Moylish, Clare Street, Thurles & Clonmel

The Greenrooms at each Campus offer a variety of food choices - from fresh gourmet burgers and ethnic dishes to classic lunches with a full range of breakfast, vegetarian and vegan options to choose from.

A healthy mind means a healthy body and the aim of the Green Rooms to provide highly nutritional meals that students can incorporate into their diets in a social leaning space.

The Greenrooms are an incredible incentive for students to eat healthy meals on campus, as not only are they beneficial but they are also very affordable. Students can be guaranteed nutritious and alternative meals at unbeatable prices.

Functions and Events can also be catered for with a number of options to suit all budgets.

Starbucks at Moylish Campus

Many coffee drinkers will tell you that coffee is more than a beverage. Starbucks is committed to ethically sourcing, roasting, and brewing the perfect cup of coffee. This passion extends itself naturally to all coffee beverages and hence we have developed a full range of specialty drinks to enjoy. Our fully trained Baristas are on hand to make your favourite beverage, from a comprehensive menu.

There are 3 locations at Moylish Campus offering Starbucks coffee daily, Green rooms, Student

Union and the Millennium Foyer operating Monday to Friday. These Starbucks locations offer hot and cold drinks consisting of; whole bean coffee, espresso, café latte, full and loose-leaf tea, a range of fresh Juices, Frappuccino beverages. A variety of grab n' go wraps, sandwiches and confectionary are also available at these locations.

Java Republic at Clare Street, Thurles & Clonmel

We make a total commitment to the quality of the coffee we serve. How we source, roast and blend is just the start of a journey that takes in equipment, service and training, all tailored to your needs. We do this to protect the quality of our coffee, but also to help you earn greater customer loyalty. We are passionate about our environment and sustainability. We created the world's first, purpose-built, carbon neutral Roastery – and we spend real money to buy carbon credits from developing countries.

Campus Catering Facilities – Open Times Monday to Friday:

Moylish Green Rooms

Starbucks	8:30-20:30
Breakfast	8:30-11:00
Lunch	12:00-15:00
Deli bar	10:30-20:30

(Friday see local Times)

Moylish Millennium Café Serving Starbucks

Open daily 8:30-15:30

Serving Coffee/Tea/pastries and snacks

Grab n' go sandwiches and wraps

Moylish Student Union Café Serving Starbucks

Open daily 9:30-14:30

Serving Coffee/Tea/pastries

Grab n' go sandwiches and wraps

Clare Street Green Rooms

Open daily 8:30-16:30

Coffee from 8:00

Serving Coffee, Breakfast and Lunch

Grab n' go sandwiches and wraps

Thurles Green Rooms

Open daily 8:30 - 16:30

Coffee from 8:00

Breakfast and Lunch

Grab n' go sandwiches and wraps

Clonmel Green Rooms

Open daily 8:30-16:30

Coffee from 8:00

Hot Breakfast and Lunch with

Grab n' go sandwiches and wraps

All outlets accept payment via:

Contactless Credit/Debit Cards-Google Pay/Apple Pay

Meal Plans can also be arranged. Look out for our

local social media platforms for offers and daily deals

2.13

Withdrawal

If you are thinking of leaving...

Please drop in before you drop out!

It is essential that you speak to a staff member if you are thinking of leaving your course. Often we can help you address issues you face and help solve problems together. If you still feel you need to leave, we can assist you in exploring your options.

Here is a guideline of who may wish to speak with depending on the factors surrounding your decision.

Academic Concern	Athlone Campus	Limerick, Tipperary and Clare Campuses
Struggling Academically	Your Head of Department	Your Head of Department
	Your Lecturers	Programme Leader/ Lecturer
	Your Academic Writing Centre	A Faculty Staff Member
	Tutors Maths/IT: Emer.coughlan@tus.ie Business: brianp.kelly@tus.ie Science: lain.murray@tus.ie	Learning Support Unit E: lsu.midwest@tus.ie Retention Officer T: 061293048 E: retention.midwest@tus.ie Online Resources www.tus.ie

Academic Concern	Athlone Campus	Limerick, Tipperary and Clare Campuses
Wrong Course	Talk to the Careers Officer T: 090 6468129 E: denise.dolan@tus.ie	Retention Officer T: 061293048 E: retention.midwest@tus.ie E: Gemma.Hayes@tus.ie
		Careers & Employability T: 061293295 E: Careersandemployability.midwest@tus.ie
		Head of Department/ Programme Tutor/ Staff member
Financial Concern(s)	Student Assistance Fund E: mary.bohan@tus.ie	Student Assistance Fund T: 061-293520 E: saf.midwest@TUS.ie
	Talk about Fees Fee liabilities, payment plans & payment options E: studentfees.midlands@tus.ie	Grants & Fees Office T: 061-293803 E: studentfees.midwest@TUS.ie (Fee liabilities, payment plans & payment options)
		Student Emergency Fund Limerick: 061-293302 Tipperary: 0504-28152 E: pastoralcare.midwest@tus.ie Students' Union Welfare Officer W: www.tussu.ie

Academic Concern	Athlone Campus	Limerick, Tipperary and Clare Campuses
Personal Concern(s) <i>- continued</i>	Student Resource Centre Manager E: sarah.lacumbre@tus.ie	Student Services Limerick: 061-293106 Tipperary: 0504-28152
	Student Counselling Service T: 090 6468063 E: Counselling.midlands@tus.ie	Student Counselling Service Limerick: 061-293302 Tipperary: 0504-28152 E: Counselling.midwest@tus.ie
	Disability & Learning Support T: 090 6468142 E: Disability.midlands@tus.ie	Disability T: 061-293112 E: Disability.midwest@tus.ie
	Medical Centre T: 090 6468063 E: studenthealth.midlands@tus.ie	Medical Centre T: 061293106 E: nurses.midwest@tus.ie
	Chaplain T: 090 6468065 E: seamus.casey@tus.ie	Pastoral Care Co-Ordinator T: 061-293302 E: pastoralcare.midwest@tus.ie
	Students Union T: 090 6468067 W: www.tussu.ie	Students Union T :061-293138 W: www.tussu.ie
		Retention Officer T:061-293048 E: retention.midwest@tus.ie
		Staff within your Department

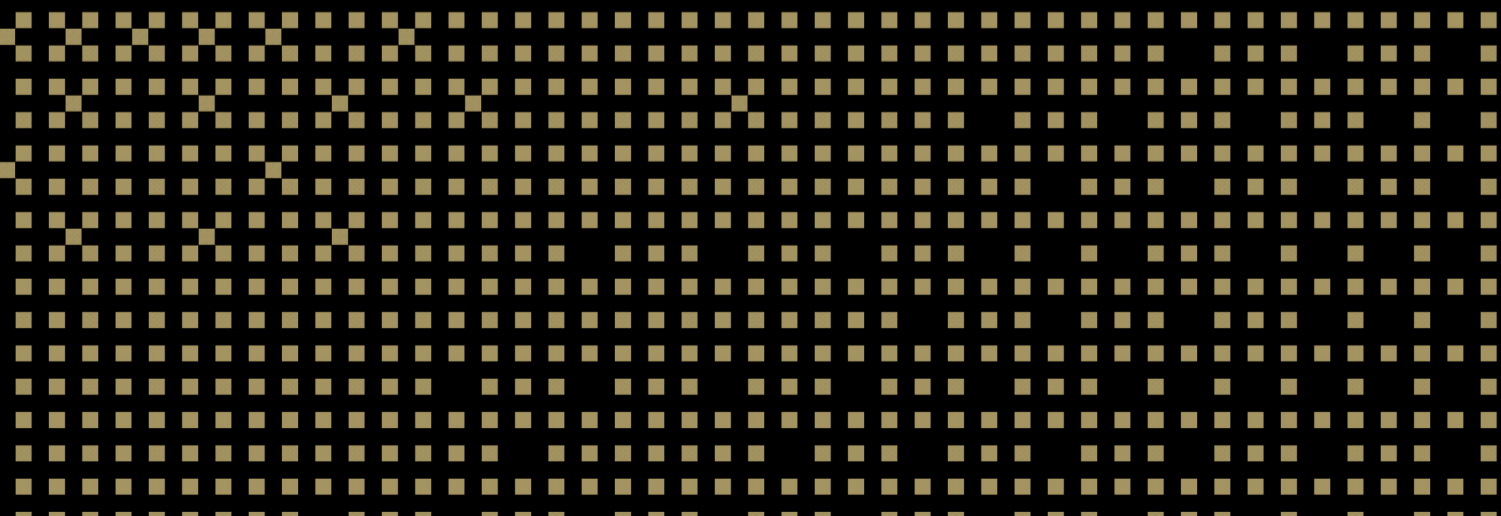
Please note: All students leaving a Programme must complete the withdrawal process with your Admissions Office (Admissions.midlands@tus.ie and admissions.midwest@tus.ie) to ensure accurate records are maintained and to limit any current/future fee liability.

In the event of your withdrawal, student fees will be charged as follows:

Official Withdrawal Dates	Refund	Fee Liability
< 31 October	Full Refund of Fee	No Fee Liability
01 November – 31 January	Excess of liability paid (50% Student contribution and 50% tuition)	50% Student Contribution Fee 50% Tuition Fee (where applicable)
> 31 January	No Refund	Full Fees



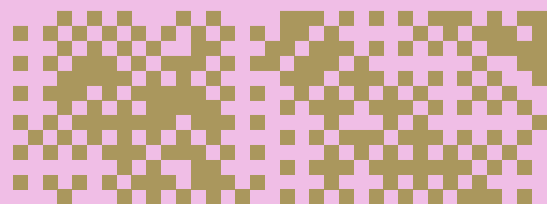
**We firmly believe
that active
membership in
a sporting club
and/or society
has a positive
and enhancing
effect on
students.**

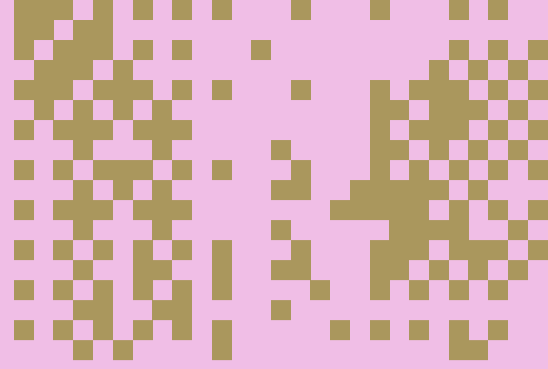


3.



Library





TUS Library plays a key role in supporting the learning, teaching and research needs of our students and staff. Throughout your time in university, library staff will provide you with all of the resources you need to engage with your curriculum, the information skills training to be able to work with information sources, the space for studying and collaborating and the support to get the most out of your learning experience. This guide will provide you with a general introduction to your Library and how you can contact us if you need some help.

The Library has two main campus libraries in Athlone & Limerick, with additional specialist/satellite libraries in Limerick School of Art & Design (LSAD, Clare St.), Nursing in Athlone, sites in Clonmel and Thurles, and staff onsite weekly in Ennis. Each campus location has a collection of books, study spaces and facilities onsite and all electronic resources are accessible to TUS students via the library websites 24 hours a day, 365 days a year from anywhere in the world. All of the libraries are staffed by a friendly team of librarians who want to help you to use your library well.

Students are assigned a 'primary' campus library of either Athlone or Limerick and have access to all of the services, collections & supports available to them through their campus library.

LIBRARY OPENING HOURS

Library opening times vary by location. For more information and for evening and weekend opening hours for all our campus libraries, you can check out our library website for links to specific campus locations:

Limerick, Tipperary, Clare:

<https://tus.ie/library/>

COLLECTIONS

During your time in TUS, you will discover a range of library collections that are part of your curriculum as Reading Lists and a wide range of other collections that will support you in completing assignments, projects and exams. The types of collections you have access to include: print books, eBooks, print and online academic journal titles, newspapers, magazines, theses, past examination papers and more. The library has physical books that you can borrow, reference books and journals that you can look at onsite and a massive range of electronic resources in all formats that you can access 24/7 from anywhere in the world!

If you ever feel like you need a break from your academic study to clear your mind, we also have collections for leisure reading such as fiction, titles on personal development, managing mental health, relationships and more. If you want to switch off and watch something, we also have a collection of DVDs. Whatever you need, the library has you covered.

INFORMATION LITERACY SKILLS

Your lecturers will invite the library team into your classes to deliver information literacy training to support you with assignments and projects. You will also see a great programme of sessions offered by the library that you can sign up to yourself at a time that suits you. Sessions are delivered online and onsite. Watch your emails and library social media to find out what is on week to week. Recordings of sessions will be available to you through Moodle so that you can learn on your own time too.

STUDY SPACES, SERVICES AND FACILITIES

The Library offers a wide range of study spaces, services and facilities for students including:

- Browsing and borrowing of print books including online services for renewing, reserving an item and more.
- Live Chat from the library website for quick questions and information directly from one of the library team.
- Library desk staff onsite and faculty librarians to help you locate material for your subject area.
- Online library guides and video tutorials accessible via our library website that will take you through most of your how-to's.
- Clinics, classes and workshops where our librarians will cover topics such as 'how to understand your reading list', 'how to find an e-book', or 'how to reference academic sources' and much more.

- Individual study and group study spaces.
(Selected campus libraries)
- Group study rooms (Selected campus libraries)
- Wifi throughout buildings, Eduroam
- Photocopying, printing and scanning
- Access to PCs.
- Laptop Loan Scheme (Selected campus libraries)

TOP TIPS AND SOME COMMON QUESTIONS WE GET ASKED...

Where can I access the library online/digital collections and can I access them from home?

All of our e-collections/electronic resources are accessible via your library website. From the library homepage, search for the collections you want and when prompted with a password box, log in with your TUS credentials.

If I take out a book, can I renew it online? How can I check how many items I have out?

You can log into your library account through the library website and view what books you have out and renew them to extend your loan time..

How will I become familiar with the Library and learn how to search through all of the onsite & online resources? I've never used these types of resources before...

Not to worry! When you start in September, we will take you through a library induction where you will meet the library teams and learn the basics to get you started.

To ensure you get the best out of your first year in university there are a number of things you can do:

- Check out our LibGuides – accessible from our library homepage, these are great guides written by our librarians, including images and videos on all relevant subjects and skills, including a guide for the referencing style you will need.
- Watch out for in-class and online sessions with your librarians where we'll cover searching skills with you so you can find the most relevant information for your assignment, how to access and read our e-books, online journal articles, how to cite and reference and much more.
- Follow us on social media to keep updated on events happening in the library!
- During Freshers Week please drop into your local campus library, we are looking forward to meeting you.

LIBRARY HELP

The most important thing to remember is that you can always contact one of our librarians via phone, email, the Library Desk onsite, our Live Chat or social media. If you want to ask a quick question, or arrange a one to one meeting with any of our librarians to show you how to do something, just let us know. We are here to help!

Email: library.midlands@tus.ie (Athlone Campus)

or

Email: library.midwest@tus.ie

(Limerick, Tipperary and Clare Campuses)

4.



Computer Services

4.1

Athlone Campus

VIRTUAL LEARNING ENVIRONMENT

Moodle is a virtual learning portal where Athlone based staff upload course materials such as notes, web links, details of assignments etc. Within Moodle, students and staff can communicate about subjects using forums and chat. Staff can also create surveys, quizzes, questionnaires and blogs on Moodle. Moodle can also be used to submit assignments. Links to the Athlone Campus Moodle can be accessed via the website www.tus.ie under the Student Learning Portal link.

IT RESOURCES

Athlone students are provided with a wide variety of IT resources. For information on these resources students should visit the Student Learning Portal - a page on the Athlone campus website, you will find a shortcut to this page in the Quicklinks Section of the website. Here is a direct link to the Student Learning Portal:

<https://www.ait.ie/life-at-ait/campus-services/student-learning-portal>

This learning portal provides links to the other student IT resources, including Moodle and your student Microsoft Office 365 account which includes student email, OneDrive (where you should store all your files) and access to Microsoft Office applications

such as Word, Excel and PowerPoint. Students are advised never to use USB keys for storing files as they can be lost or can stop working. See the related brochure on IT resources for more details.

EMAIL

All registered students are set up with a student email account. Your email address is in the format of **Student ID @student.tus.ie**.

Example: **A00001000@student.tus.ie**.

Correspondence from lecturers or other institute staff will be sent to your student email account so it is essential that you check your account regularly (at least twice per week) to avoid missing important course or exams related information.

WI-FI ON CAMPUS

WIFI is provided through Wireless Network Eduroam (education roaming) which is a secure, worldwide roaming access service developed for the international research and education community.

To use this facility you may need to download/ install the Eduroam installer for your particular computer/ laptop (depending on its age). Links to various installers can be found on the Athlone campus website on the Student Learning Portal page. You must use your student email address and your student computer password to login to Wi-Fi.

COMPUTING RESOURCES

For project and research work, the institute provides a 100-seat open access area for students, located in E1200 which is next door to the Dept. of Lifelong Learning opposite main reception entrance to the main building. All registered students are set up with a Computer account for logging into computers in Athlone.

ACCOUNT SECURITY (INCLUDING PASSWORDS AND MULTI FACTOR AUTHENTICATION (MFA))

All staff and student computer accounts are protected with a password and a second form of authentication. The second form of authentication is the use of a smartphone app called the Microsoft Authenticator app. Therefore, you must have a smartphone to download and use this app on, in order to be able to access your student computer account. See the Student Learning portal page for all the information you need on MFA and logging into your account.



4.2

Limerick, Tipperary & Clare Campuses

Computer Services deliver the ICT services and are committed to providing and upgrading ICT facilities to keep in line with emerging technologies and the Institute's strategic plan.

ICT facilities are a valuable resource and students should treat all equipment and work areas with due care. All users of ICT systems or services provided by the Institute should be familiar with and abide by the Institute policies.

HOW TO LOGIN FOR THE FIRST TIME

Once you become a registered student, a user account is available to you. This account allows you to logon to any of the student computers around the Institute as well as access the Student Portal, Moodle, Eduroam (Wi-Fi) and your student email account.

Username: K12345678 (your student number)

Password: By default, this is your date of birth in the format DDMMYYYY

You should update your password after your first logon in line with our password policy for account security.

STUDENT E-MAIL

Your student email account is the primary method of contact between the Institute and you, so you should check it regularly. You can access your student email from the student portal or download the MS Outlook app for mobile.

Username: K12345678@student.tus.ie

Password: Current Password

WIRELESS NETWORK

We provide Eduroam (Educational Roaming) as the wireless network for students. This service allows registered students access the Internet and online college resources using their personal laptops or smart devices from numerous locations on our campuses. Once registered, a student can also use Eduroam at any other Universities where the service is available. To connect to the network go to your Wifi setting and select Eduroam. Further instructions are available on the student portal.

Username: K12345678@student.tus.ie

Password: Current password

STUDENT ID CARD

The Identification Card plays a very important role in the day-to-day life of a student on campus. In addition to providing identification, it can be the key that gives the student access to a range of secure services throughout the campus. All registered students will

receive a student ID card. Please ensure to keep your card with you at all times while on campus.

You should note that replacement ID cards cost €10 so try not to lose it! To request a replacement card, please contact the Admissions Office.

MOODLE

Moodle is an online learning environment. Many of your modules may require you to use it to:

- Submit projects and coursework.
- Access course notes and exam papers.

When your lecturer is running a course on Moodle you will have to register for it. You will need to log on to Moodle, find the course, and enrol in it. Your lecturer will tell you if this is required. Log onto Moodle from the Student Portal.

Username: K12345678

Password: Current Password

STUDENT RECORD SYSTEM – SELF SERVICE BANNER

Self Service Banner is the Web Interface for the student record system. You will use Self Service Banner to update your personal information, register, pay your fees and retrieve your examinations results.

Your log in details for Student Self-Service Banner are different from your student logon details. You will receive an email with the PIN

number at the beginning of the academic year.
Access Self Service Banner from the Student Portal or at:

Username: K12345678 (Uppercase K)

PIN: Current Pin

MICROSOFT OFFICE 365

We provide you with access to Microsoft 365 for Education, which includes email, instant messaging, group video and voice chat, and online document viewing and editing. You will also have access to many Office Web Apps like Word, Excel and PowerPoint.

Office 365 works like you: everywhere. Familiar applications and always-accessible files update in real time to make completing your coursework seamless and easy on Android, iOS or Windows devices. You are invited to access Office365 through the student portal.

STUDENT DATA STORAGE

Each student will have access to 1TB of storage with Microsoft OneDrive for Business. OneDrive for Business means access to your files at any time from any device. You can access OneDrive from the student portal, Office 365, or through an app on your phone. Keep in mind that these drives are not backed up, and that it is YOUR responsibility to keep multiple copies of any important work to ensure it is not lost or accidentally deleted.

STUDENT PRINTING, COPYING & SCANNING

The Print and Reprographics Service is a sustainable and highly available print service that allows students to print, copy and scan using the combined printers/ photocopiers (MFPs). You can print from any computer in the Institute as your document goes to a central print queue which is accessible from any printer in your area.

The printers are easy to use, but you must have your Student ID card (Student number K12345678) and credit on your account to use them. Enter your K number on the touchscreen and a list of your current print jobs will appear. Select the job you wish to print and follow the onscreen instructions. Printing is available in black & white, colour, A4 and A3, but beware that costs vary accordingly.

Duplex, black and white printing is the most economical option and best for the environment. To add credit to your print account you need to use the Online Top-Up facility on the Student Portal.

STUDENT PORTAL

A student portal is available to access important information you may require during your time as a student.

- Access your up-to-date timetable, email, calendars, print account, Office365, registration and examination information and Frequently Asked Questions (FAQs).

- Find your department news, relevant documents, and staff information.
- Keep up to date with library, computer services, exams, career information and all other Institute services.
- Find information on clubs, sports and other society groups.

HELPDESK SERVICE

Assistance with your account or help with using a Campus computer or online service is available for students at all campus. The Computer Support Desk can be reached in the following ways during the hours listed below:

Hours:

Mon - Thurs: 8:45 – 21:00

Friday: 8:45 – 16:00

Online Assistance Portal – log a new or check the status of a ticket, search self-service solutions, visit:

<https://itservicedesk.midwest.tus.ie>

Email: Itservicedesk.midwest@tus.ie

Telephone: +35361293100

In Person – Moylish Campus

The Computer Services Support Desk is located in the main Computer Centre Term Time Opening. The Computer Services Knowledgebase of articles and online solutions is available through the Student Portal.



5.



Examinations & Assessment

5.1

Examinations and Assessment

Our Technological University utilises a variety of assessment methods and you will be advised which methods are used for each module. These may include end of term examinations, continuous assessment including tests, assignments and project or essay submissions and will normally form part of the overall final grade. Assessment information is available through your academic department.

EXAM TIPS AND TRICKS

- Ensure you read and familiarise yourself with the University's Exam Regulations.
- You are required to bring your student ID (photo I.D.) to all examinations.
- You are expected to follow the instructions of the invigilation staff.
- Check the details on the timetable regularly as they are subject to change. The timetable will be available online 4 weeks (where possible) before each exam period.
- Non-exam related items are not permitted in an exam venue. This includes mobile phones, smart watches, programmable calculators, notes or books of any kind, pencil cases, cans

or labelled bottles, wallets, bags etc.

- Log tables, statistics tables and graph paper will be supplied by the exam invigilator, where required.
- Always check that you have received the correct exam paper.
- Make sure you have completed the cover sheet of your answer booklet before returning it to an invigilator.
- Remember to alert an invigilator if you have any queries during the exam, are feeling unwell or have forgotten an item of stationery.
- If you require a special accommodation for an exam, you must contact Support Services:

Athlone: Disability.midlands@tus.ie

Limerick, Tipperary and Clare:

Disability.midwest@tus.ie

Further details on the Technological University's examination policies, procedures and regulations can be found at:

Athlone:

<https://www.ait.ie/life-at-ait/registry/examinations>

Limerick, Tipperary and Ennis:

www.lit.ie/exams

It is the responsibility of each student to read and familiarise themselves with the content of these regulations. The University reserves the right to modify these regulations and procedures during the academic year.

Exams office contact details:

Midlands: exams.midlands@tus.ie

Midwest: exams.midwest@tus.ie



5.2

Plagiarism - Academic Integrity Policy

Students should be aware that plagiarism is a serious form of academic misconduct. Plagiarism can be defined as “presenting someone else’s work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement” (University of Oxford).

The purpose of intentional plagiarism is to obtain academic benefit, credit or gain. Plagiarism can apply to many materials, such as words, ideas, images, information, data, approaches or methods. Sources of plagiarism can include, but are not limited to, books, journals, reports, websites, essay mills, another student, or another person.

Examples of Plagiarism:

- i. Presenting work authored by any third party or person as one’s own, including work originally authored:
 - by another student, individual, friend, or family member
 - work obtained via the Internet
 - work purchased through the hiring of services such as academic ghost-writers

- ii. Presenting work copied extensively with only minor textual changes from the Internet, books, journals or any other source.
- iii. Improper paraphrasing, where a passage or idea is summarised without due acknowledgement of the original source.
- iv. Failing to include citation of all original sources.
- v. Representing collaborative work as one's own.
- vi. Self-plagiarism, i.e., submitting the same (or closely similar) body of work for two different assessments in this, or any other, institution.

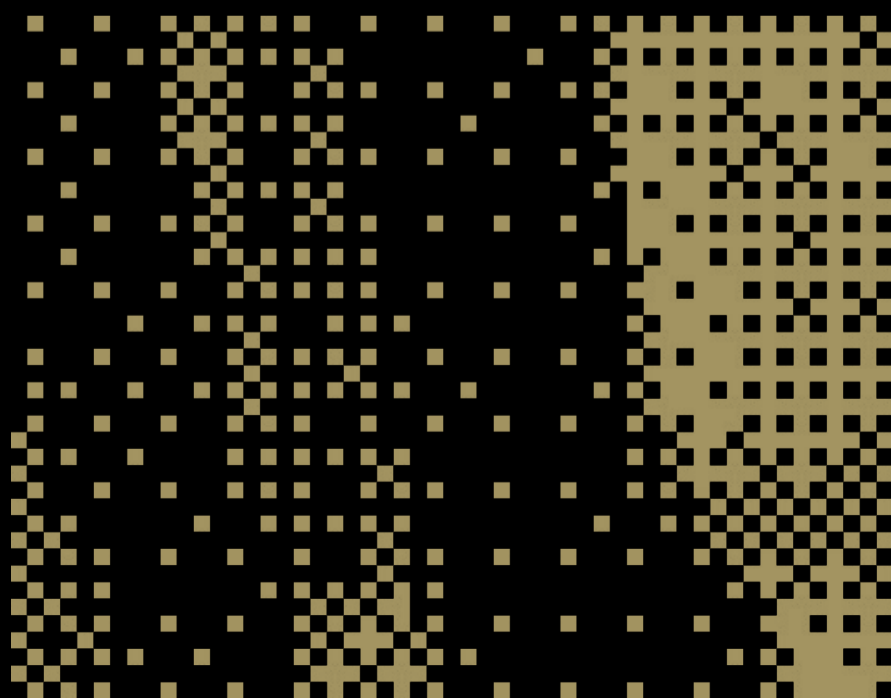
Plagiarism may be found to have occurred if a student copies material from a book, journal, website, fellow student or any other source, and then includes this material in a submission for an assignment or project of any kind, without giving suitable credit to the original creator of the material.

Support regarding the appropriate use of referencing and academic writing is available through the Library and Academic Writing Centre.

Plagiarism, when found to occur, is subject to the Technological University Regulations.



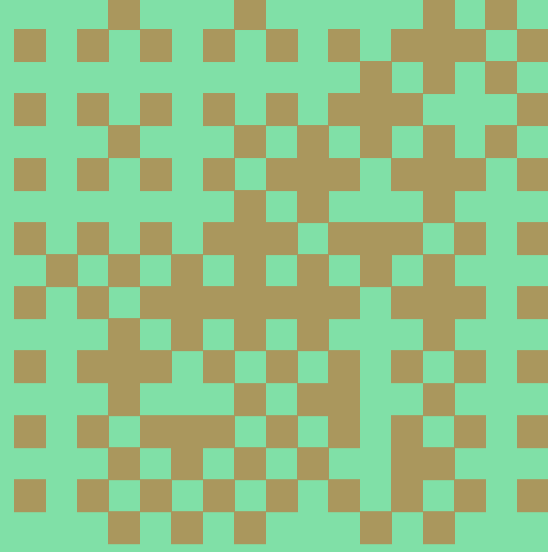
The Technological University is fully committed to helping you flourish and successfully participate and complete your programme of study.



6.



**Research,
Development
& Innovation**



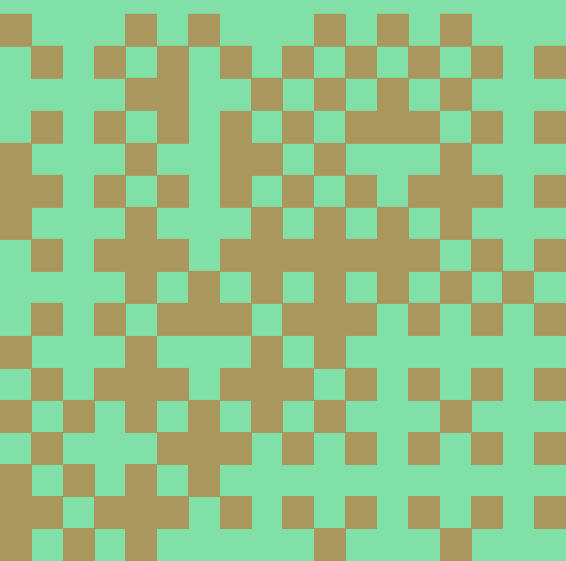
Research, Development and Innovation at Technological University of the Shannon: Midlands Midwest supports, develops, and welcomes knowledge creators, innovators, and entrepreneurs, while supporting regional and national industry and other stakeholders.

TUS's Strategic Plan 2023-2026 identifies the Expected Outcome of Priority 2 - Research that "our applied research will generate new knowledge and provide impactful solutions".

As an innovation-hub, we nurture ideas and enable the bright minds of our research ecosystem to flourish. Our partnerships enable us to share our knowledge with the world, widen research impact and embed a research culture. Our strategy focuses on extending our reach and driving more impactful research, development and innovation.

Our vision is to deliver excellence in multidisciplinary research practice and encourage collaboration between researchers and strategic European and global partners in industry and academia. The aim is to advance the key research priorities relevant to the region, aligned with national and European research priorities, and the United Nations' Sustainable Development Goals (SDGs).

We encourage our researchers, both staff and students, to undertake and experience international research. Through our RUN European University, we support research mobility opportunities in Austria, Belgium, Finland, Hungary, Portugal, Spain and the Netherlands. Mobility opportunities in other EU countries and outside the EU are also supported.



WHY UNDERTAKE A POSTGRADUATE DEGREE BY RESEARCH AT TUS

TUS has a world leading research infrastructure which inspires and enables transformative research, development and innovation. We empower students by providing an outstanding higher education experience relevant and responsive to our stakeholders' needs.

The hallmark of the educational philosophy is active learning through a fusion of theory and practice. TUS is renowned for active leadership in education, enterprise, and engagement.

Impactful Research, Development, and Innovation (RDI) are central to our TU strategy.

TUS delivers impactful applied research, development and innovation by growing the research community, engaging in next-generation thinking and addressing societal, economic, cultural and environmental challenges regionally, nationally and globally.

OUR RESEARCH INSTITUTES

TUS has eight Strategic Research Institutes as well as four Technology Gateways.

In the Midlands, our Athlone campus addresses national and international research priorities through impactful knowledge creation and transfer. Its three research institutes - materials, software and bioscience - and the contract services provided by its two SFI-founded gateway centres (APT and COMAND) are vital supports to regional and national industry.

The Software Research Institute (SRI)

Established in 2006, the Software Research Institute (SRI) acts as a catalyst to spur innovation through applied research collaboration with industrial partners.

The SRI conducts applied research in digital media communications and applications, and network and infrastructure management. The centre has built a reputation for applied research in the communications and network management domain and has collaborated extensively both with small and medium enterprises (SME) and multi-national companies, bringing cutting-edge research to the marketplace. The SRI is connected a number of Science Foundation Ireland-funded Research Centres including Adapt, Lero and Confirm.

The PRISM (Polymer, Recycling, Industrial, Sustainability and Manufacturing) Research Institute

PRISM conducts interdisciplinary research focused on polymer materials science and technology and builds upon over 50 years' experience in the field.

PRISM is nationally recognised as the leading hub for polymer research and development in Ireland, with a long tradition of developing innovative polymer solutions for Irish industry. As a member of ECP4, the PRISM highlights Smart Manufacturing approaches to the ECP4 active EU consortium of research centres and to promote how Irish Industry and academia collaborate to advance manufacturing in the Irish setting. TUS is active in both ECP4 and a number of Science Foundation Ireland-funded Research Centres including AMBER, Confirm and CURAM.

Bioscience Research Institute (BRI)

The BRI acts as a campus-wide conduit for providing bioscience and health-focused R&D. It facilitates oriented basic and applied research, innovation and enterprise in strategically important areas of microbiology, toxicology, parasitology, analytical chemistry, cell and molecular biology, bioinformatics, immunology and biotechnology.

Our Athlone campus also houses two Enterprise Ireland-funded national technology gateways: APT (Applied Polymer Technologies) COMAND (Connected Media Software Centre).

In the Mid-West, our five research institutes are in the areas of Lifesciences, Engineering, Sustainable Development, Creativity and Design, and Social Sciences.

- **LIFE, The Health and Biosciences Research Institute**
- **Irish Digital Engineering and Advanced Manufacturing (IDEAM) Institute**
- **Social Sciences ConneXions Institute**
- **Sustainable Development Research Institute (SDRI)**
- **ACADEMY (the LSAD Centre for research into Art, Creative Education, Applied/Digital Design Enterprise, Media and Innovation)**

Our two Enterprise Ireland funded Technology Gateways - Shannon Applied Biotechnology Centre (Shannon ABC) a collaboration with MTU, focused on Biotechnology and Smart Factory focused on Digitalisation in Manufacturing drives industry collaborative research.

As well as our Technology Gateways, funded through Enterprise Ireland's Regional Technology Clustering Fund (RTCF), TUS also hosts two industry focused Clusters – ATIM (Advanced Technologies in Manufacturing) in the Midlands and IDEAM (Irish Digital Engineering and Advanced Manufacturing) in the Midwest.

RESEARCH AREAS

Research within TUS occurs across multiple disciplines and includes interdisciplinary research. From an Engineering and Information Technology perspective, a key focus is around Industry 4.0 Strategies where there is a convergence between many disciplines including Engineering, Manufacturing Digitalisation, ICT, Human Computer Interactions (HCI), Interactive Systems Research, Bioinspired Materials, Energy Efficiency and Deep Decarbonisation.

In the Lifesciences sector, our state-of-the-art facilities include Shannon ABC, Food@ LIT where we have a key focus on food, biotechnology, analytical methodology development, controlled environmental life sciences laboratories. From a Fine Art and Design and Creativity perspective, there is a specific

focus on Art, Design and Creative Multimedia through the LSAD's ACADEMY Research Centre.

In Business and Humanities there is a strong focus on Business, Events, Sport and Tourism research. Social Sciences and Social Enterprise through Social Sciences ConneXions.

TECHNOLOGY TRANSFER

TUS is committed to the creation of new knowledge or Intellectual Property. Technology transfer is a multidisciplinary process that begins with the discovery of novel technologies and covers the complex value chain linking research to its eventual market deployment.

TUS's Intellectual Property Policy sets out TUS's policy in relation to the protection and commercialisation of IP arising from research undertaken by staff and postgraduate students - in line with the National IP Protocol. It is a condition of being a staff member or postgraduate student of TUS that the results of all research or projects should be promptly and fully disclosed to TUS.

We support innovation – the process of conveying results from your research to the marketplace and to wider society.

Email: tto@tus.ie / research@tus.ie

DEVELOPMENT

The Development Unit (DU) plays a vital role in enabling communities, enterprises, and stakeholders to co-create solutions to societal problems and the Sustainable Development Research Institute (SDRI) is co-located with the Development Unit.

The Development Team implements a wide range of projects in partnership with academic institutes, professional organisations, local and central government, representative organisations, industry, and commercial bodies. The Unit is dedicated to implementing the TU's vision of supporting individuals, companies and industries in the Midlands and Mid-West to achieve social, economic and environmental changes through applying its expertise in a collaborative manner.

Our team is particularly focused on working with people to solve real problems and challenges.

Priority focus areas for the Development Team include Social Enterprise, Sustainable Energy and Rural Development. We have worked with a network of over 160 partners across the EU and have experience in national and international programmes including Horizon 2020, Interreg, Erasmus, and COSME, both as coordinators and as partner beneficiaries. Our dynamic team has extensive experience in proposal development and work in an agile environment to respond to specific partnership needs and requirements.

Sustainable Development is at the core of activities within our Development Unit, where we strive to use Sustainable Development Goals as an anchor and touchstone behind our research and development activities.

ENTERPRISE & INNOVATION

Our enterprise and innovation mission is to turn ideas into innovation and innovation into thriving business, helping to drive economic growth within our region and across Ireland, driven by the quintuple helix innovation model.

This involves interactions among five key elements of society:

- Academia
- Industry
- Government
- Culture
- Environment

Our Enterprise & Innovation Centres on our Mid- West campus have supported globally award-winning entrepreneurs for more than 15 years through our programmes of support.

If you have a business idea or want to develop your entrepreneurial and innovation skills contact us at start@tus.ie

- Learn to test a business idea and develop a product/ service to ensure venture success
- Learn about all the startup supports available to you here and beyond
- Book an appointment for a 1-1 or team start-up clinic or workshops
- Join our community and build your network
- Join us at our Enterprise Centre(s) for our Breakfast Club Sessions, Lunch & Learn Series, Startup Grind and special events to help you to develop your Entrepreneurship & Innovation skills and build your network
- Compete in our Student and National Entrepreneurship & Innovation Awards
- Apply for one of our Entrepreneur & Innovation programmes such as New Frontiers (the national entrepreneur development programme funded by Enterprise Ireland) or join us for masterclasses or mentoring programmes
- Need space for your startup? Become a campus incubator member
- Do you have a product / service / process idea that you could work on for a Masters or PhD?
- Do you need support commercialising your idea?
- Do you need advisors for your startup?

Find out about opportunities to work with a start-up company on campus and more... Contact us by email start@tus.ie or online.

The Midlands Innovation and Research Centre on our Athlone campus provides incubation and business support for innovative start-ups. Contact: mirc@tus.ie

REGIONAL UNIVERSITY NETWORK EUROPE (RUN EU)

TUS is part of a European University Network – Regional University Network Europe (RUN-EU).

This new Higher Education Network will not only increase opportunities for students, but also promote the economic, social, cultural, and sustainable development of the regions covered by the network.

RUN EU is made up of 8 further partner HEI's:

- Politecnico de Leiria (Portugal)
- HAMK - Hame University of Applied Sciences (Finland)
- Vorarlberg University of Applied Science (Austria)
- Polytechnic of Cavabo and Ave (Portugal)
- NHL Stenden University of Applied Sciences (The Netherlands)
- Szecheny Istvan University (Hungary)
- University of Burgos (Spain)
- Howest University of Applied Science (Belgium)

RUN EU's focus is to provide the necessary skills so students, researchers, and regional agents can successfully face the challenges of the future. Through the RUN-EU University network, RUN-EU will provide industry in the Midlands and Midwest with access

to a new collective of research and skills expertise from 8,000 staff and 75,000 students improving national and international competitiveness.

RUN-EU PLUS

The RUN-EU PLUS project is an integrated long-term strategy for research and innovation within our European University. The 'PLUS' stands for Professional Research Programmes for Business and Society and the main goal of this project is to reinforce academia-business collaboration in the three RUN-EU thematic areas (Future Industry and Sustainable Regional Development, Bioeconomy and Social Innovation), through the development of a framework and programmes at MSc and PhD levels across the network.

The RUN-EU PLUS project aims to:

- Develop a Common R&I Agenda and Collaborative Action Plan, in synergy with the alliance's education strategies and regional engagement initiatives, such as the FASA, the European Innovation Hubs and the European Mobility Innovation Centre.
- Define the roadmap for the development of Collaborative Professional Practice-based Research Masters and PhD Programmes. These will be accredited, scalable, interdisciplinary, and focused on business and societal needs.
- Create a collective and collaborative Cloud of Knowledge Portal to strengthen the capacity of the human capital engaged in research and

innovation across RUN-EU. This will provide researchers with pedagogical and research skills and create a research career evaluation system to reward researchers and research excellence at all career development stages.

- Mainstream new and innovative programmes and initiatives across the alliance to strengthen the RUN-EU commitment to open science practices, principles and skills.
- Reinforce cooperation in R&I activities across and between alliance members and their associated industry, business and societal partners.
- Contribute to the development of the recently announced European Research Area Hubs by fostering joint R&I activities across the RUN-EU alliance and support the development of the RUN-EU European Innovation Hubs with business, industry and societal stakeholders.



CONTACT DETAILS

**Graduate Studies and Research Office
(Midwest) Technological University of
the Shannon: Midlands Midwest**

Moylish Park, Limerick,

V94 EC5T

Phone: 061 293530

Email: graduatestudies@tus.ie

**Graduate Studies and Research Office
(Midlands) Technological University of
the Shannon: Midlands Midwest**

Research Hub East Campus University Road

Athlone, Co. Westmeath, N37 F6D7

Email: gsr@tus.ie

Innovation & Enterprise

Hartnett Enterprise Acceleration Centre

Moylish Park, Limerick, V94 E8YF

Questum Enterprise Acceleration Centre

Ballingarrane Science & Technology Park

Clonmel, Co. Tipperary, E91 V239

TCEC (Thurles Chamber Enterprise Centre)

Thurles Campus, Nenagh Road,

Thurles, Co. Tipperary, E41 T6K5

Email: start@tus.ie

Phone: 061 293 151 / 061 293 830 / 0504 28 027

Midlands Innovation and Research Centre

Dublin Road, Athlone, Co Westmeath, N37 F6D7

Email: mirc@tus.ie

Phone: 090-6468116

Technology Transfer

Email: tto@tus.ie

Phone: 090-6468116

Email: research@tus.ie

Phone: 061 293509

Development

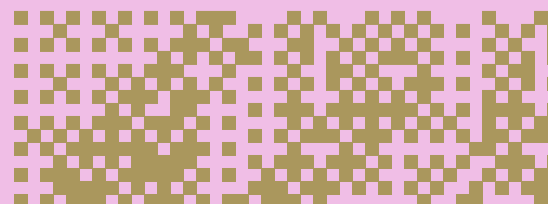
You can find out more about our work at

<https://lit.ie/rdi/development>

7.



Data Protection and Freedom of Information



DATA PROTECTION

TUS is a data controller of student personal data. We must process personal data in compliance with the Data Protection Acts 1988 to 2018, General Data Protection Regulation (GDPR) - Regulation (EU) 2016/679, and all relevant data privacy guidelines issued by the EDPB, and the Data Protection Commissioner (DPC).

TUS publish a student privacy notice which outlines how we process the personal data of our past, current and prospective students. This privacy notice is available to view on the website links listed below. We recommend that you familiarise yourself with the contents of this privacy notice and contact the office using the email listed below with any queries or concerns you may have.

OTHER PURPOSES

Where TUS wish to process your personal data for a purpose outside that for which it was collected, for example to take part in surveys, we will contact you to request your consent, and provide you with all the necessary information to make an informed choice. If you choose to allow the processing, you can change your mind and withdraw your consent at any time, without any negative impact on you. If you choose not to allow the processing then you will not receive any further communication relating to that particular purpose.

NECESSARY SHARING - HEA

The Higher Education Authority is responsible for funding higher education institutions and advising the Minister for Education and Skills on policy formulation to develop the highest standards in our higher education system. This means that TUS is legally required to share some of your personal information with the HEA.

HEA Data Collection Notice

The HEA data privacy notice for the collection of personal data from HEI's is available on the HEA Website and in the TUS Student Privacy Policy. You can also follow the link [here](#) to access the HEA Webpage.

Student Privacy Notice

The Student Privacy notice is available on the TUS website at www.ait.ie/about-ait/gdpr. Contact compliance@tus.ie / 090 6468009 with any questions you may have in relation to the processing of your personal data.

Freedom of Information

For information relating to the Freedom of Information process in TUS please log on to our website at: <https://www.ait.ie/freedom-of-information> or contact at datacompliance@tus.ie / 090 6468009 with any questions you may have in relation to requests for records or information under the Freedom of Information Act 2014.

Further Queries and Ombudsman

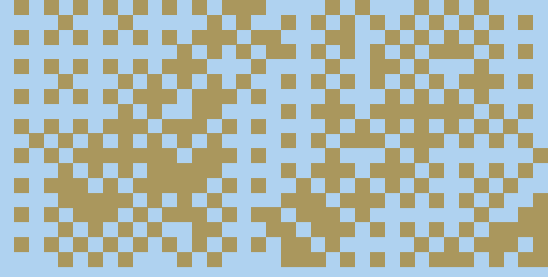
Queries related to any of the above and any queries regarding complaints to or contact with the Ombudsman may also be referred to this office at datacompliance@tus.ie



8.



Health & Safety



TUS wishes to ensure that your time spent here as a student is a safe and healthy one. In this regard, it is important that you familiarise yourself with the Safety Systems, and Emergency Procedures.

While TUS core health and safety principles apply across the Athlone, Limerick, Tipperary and Clare campuses, the buildings, their accommodation, and the activities taking place on each campus can differ significantly. As such, the local campus health & safety procedures, and Campus emergency contacts will be different.

In this regard and for your safety, we strongly urge you to read & adhere to the health and safety procedures and guidance relevant to the campus where you will be located and the courses you have enrolled on. Other relevant information can be found by following the links below:

For the Athlone Campus

<https://www.ait.ie/life-at-ait/health-and-safety>

For the Limerick, Tipperary and Clare Campuses:

<https://lit.ie/en-ie/corporate-services/estates/health-safety-documents>

The following sections provide a summary of important health and safety information for students:

8.1

All Campuses

STAYING SAFE

Whether your study takes place in a library, classroom, laboratory, or workshop it is important that all students are aware of the hazards and safety arrangements in place in each working environment. TUS directed student activity needs to be undertaken safely and must be performed in accordance with the approved local (e.g. Academic Department or Faculty) Health and Safety Rules and Procedures, which include Safety Rules, Safe Operating Procedures, Risk Assessments, Safety Signage and the appropriate levels of student supervision. Some important safety requirements a student must follow, are set out below:

- It is the duty of every student to take reasonable care of their own safety, health and welfare and that, of any other person who may be affected by their acts or omissions while on any TUS Campus.
- A student must cooperate with staff and any other TUS appointed person to such an extent as will enable TUS to maintain good standards of Health and Safety for all persons on any of its campuses, and to support compliance with the Health and Safety statutory provisions.
- All students need to ensure that they wear the right PPE & Attire before entering workshops or laboratories. The PPE needs to be the correct

type & fitted correctly for the task a student is to perform. Your academic department or supervisor will provide information on the specific requirements, the rules and how to acquire the PPE.

- For you, your fellow students and staff safety, do not intentionally or recklessly interfere with or misuse equipment or machinery e.g. fire hoses, fire extinguishers, protective clothing, spectacles, goggles, warning signs, caution cones, etc.
- Students must report any defect in equipment or machinery to the relevant member of staff without delay, to help prevent accidents and incidents.

FIRE SAFETY

In the event of an outbreak of fire in any campus building, the Fire Alarm will be sounded & all persons are required to leave the building and go to the designated external assembly areas. Lifts should not be used in the emergency evacuation of a building or fire drill.

Fire Emergency information evacuation plans (Floor plans) showing exit stairs and doors are located in prominent positions in building corridors. These charts also contain the procedures to be followed in an emergency.

ACCIDENTS

In the case of an incident resulting in an accident or injury, immediately report the incident to the person in charge of the practical or class (e.g. Lecturer). An accident report form will need to be filled out.

FIRST AID

There are staff in each department trained as First Aiders. First Aid Boxes/kits are located throughout all campus buildings and in laboratories and workshops.

SECURITY

TUS will not accept responsibility for any loss of personal property, whether or not such property is left in lockers or cupboards provided. In order to avoid such losses, students should be vigilant at all times. In particular, students should:

- Report to Campus Security/Caretakers/ Estates Office anyone acting suspiciously within the campus grounds.
- Be careful with money and don't leave it unprotected in clothing or bags.
- Ensure that bicycles are locked securely to the bicycle racks.
- Keep lockers locked at all times and do not keep valuables in lockers.
- Take normal precautions regarding personal safety, both on and off campus.
- Report all incidents of theft or other irregularities to security/ caretakers/Estates Office.
- When you are out socially with your friends, it is important to always be aware of your own and each other's personal security. In keeping with the 'Mind Your Mates' programme, if your friend becomes unwell or out of control, and if safe to do so, please step in to ensure they don't get into bother.

8.2

Athlone Campus

CAMPUS EMERGENCIES

In the event of any emergency Dial 112 or 999 from any internal, public or mobile phone. Give the details of the service you require; ambulance fire service or Garda and wait until you have given all the information requested of you.

The address or location on the TUS Midlands Athlone Campus (i.e. East or West Campus, Identify the Campus Building Name & your location in the building if possible), Dublin Road, Athlone, County Westmeath, including the Eircode 'N37 HD68'

You must also contact the Campus Emergency Response Team on 087 111 4444 for any campus emergency. Our team will assist in all campus emergencies and support the National Emergency Services getting to the incident location on campus.

MEDICAL EMERGENCY ON CAMPUS

It can take time for the Ambulance Service to arrive to attend to a medical emergency. Until they arrive, Campus Medical Emergency support is available - contact the Student Health Nurse on **087 9977437** (Note: Availability: - 9am to 5pm Monday to Friday during teaching term). Outside

of these hours contact the Campus Emergency Response Team – they are trained First Aiders.

Campus Emergency Response Team

For any emergency occurring on campus, contact the Campus Emergency Response Team on 087 111 4444

MEDICAL ADVICE/SUPPORT (NON-MEDICAL EMERGENCIES)

For medical support and advice between 9:30am and 4:30pm contact the Student Health Centre, phone 090 64 68063.

For alternative services contact MIDOC at 1800 302 702 - for service after 6pm weekdays and 24 Hour service at weekends.

TOBACCO FREE CAMPUS - ATHLONE

The Athlone Campus is a Tobacco Free Campus which means smoking and the use of smokeless tobacco or unregulated nicotine products (such as electronic cigarettes) are prohibited in all campus areas (i.e. this includes inside & outside buildings on all campus grounds/property).

More detailed health and safety, policies, procedures, and guidance information are available on the TUS website.

8.3

Limerick, Tipperary & Clare Campuses

CAMPUS EMERGENCIES

In the event of any emergency Dial 112 or 999 from any internal, public or mobile phone. Give the details of the service you require; ambulance fire service or Garda and wait until you have given all the information requested of you.

The following are the addresses and Eircode's of the Limerick, Tipperary & Clare Campuses:

Limerick:

- Moylish – V94 EC5T
- Clare Street - V94 KX22
- Georges Quay - V94 RH21
- Merriman House - V94 YV10

Clare:

- Ennis – V95 DP96

Tipperary:

- Thurles - E41 PC92
- Clonmel - E91 D896

You may also contact the Estates Office or Caretakers on campus, who will assist in any emergency.

MEDICAL ADVICE/SUPPORT

For medical advice and support between 9am and 4pm contact the **Student Health Centre** on 061-293106 or email nurses.midwest@tus.ie

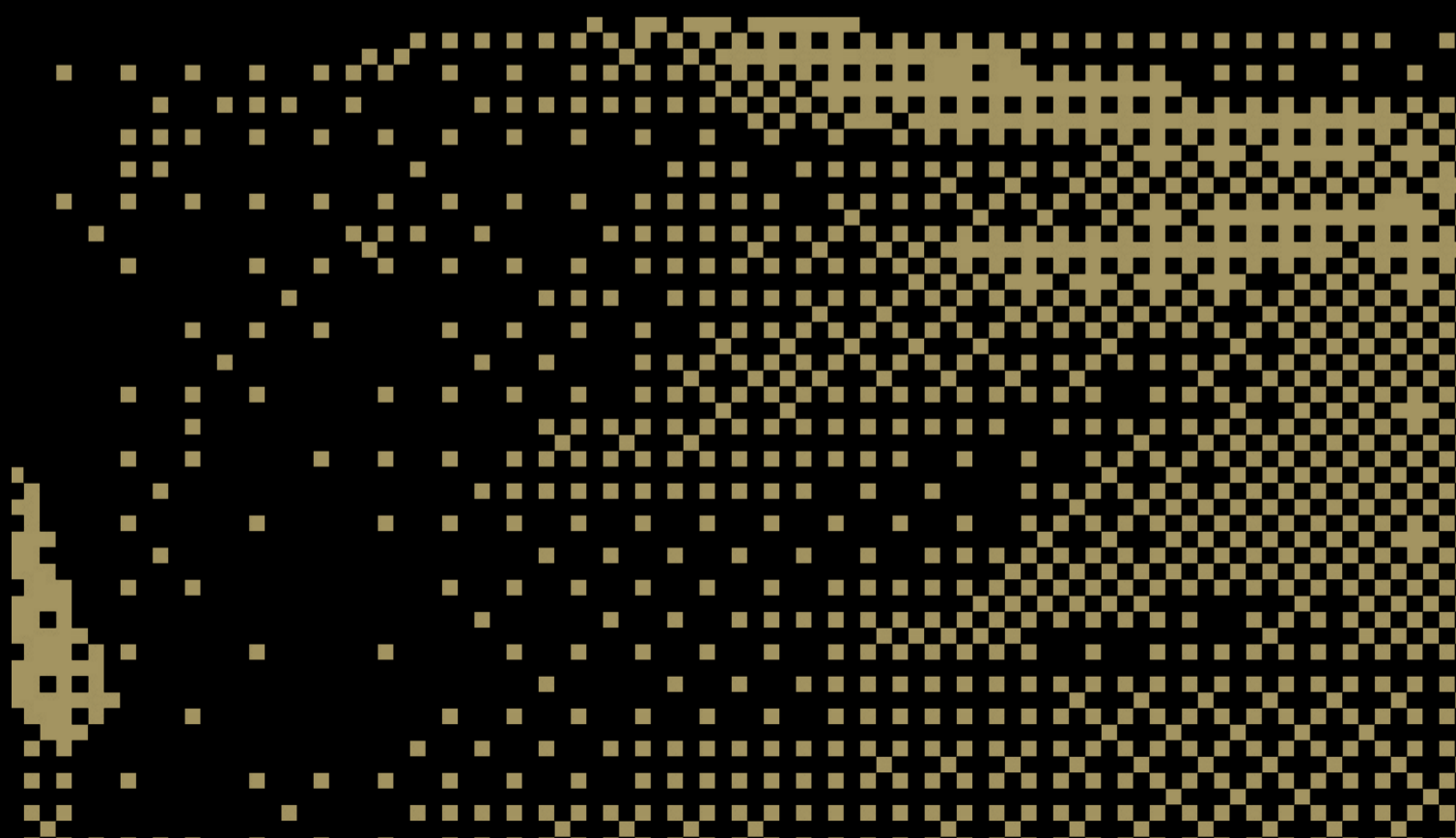
SMOKE-FREE WORKPLACE POLICY

The Limerick, Tipperary & Clare campuses operate a Smoke Free Workplace Policy as set out below:

- Smoking is prohibited in all campus buildings including tobacco, e-cigarettes, herbal cigarettes etc.;
- It is not only prohibited within campus buildings, but also areas within 6 meters of all entrances, exits, open windows, ventilation intake systems and covered entryways of any building.
- Infringements for staff and students will be dealt with in accordance with normal disciplinary procedures.
- Smokers must ensure that cigarette butts and packaging are properly disposed of, and do not litter or introduce a risk of fire.

“

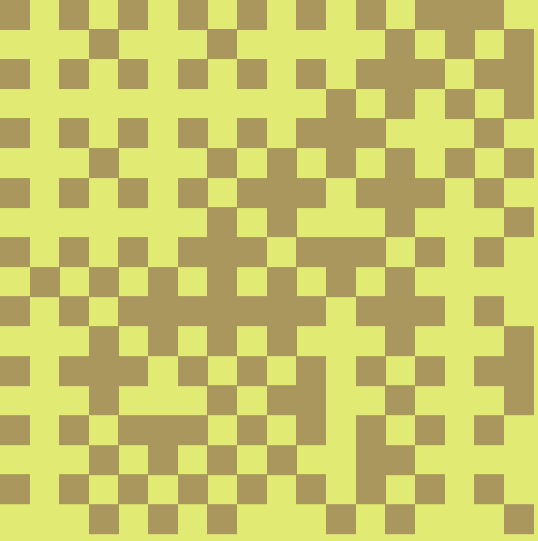
**TUS aims to
provide an
environment
and service
that is
accessible
to all.**



9.



Study Guide for Students



There are a number of key considerations that should be considered when studying in higher education, as outlined below. At TUS, we are very much focused on assisting all learners throughout their journey and our pointers, below, should be a helpful resource.

Our Academic Writing Skills page on Moodle contains an array of useful resources, for example time management, organisation, planning your writing assignments, managing stress and developing reading skills.

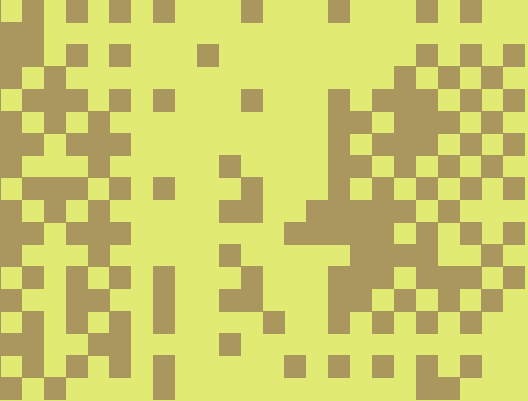
Here is the link to our page which is available to all registered students:

[Academic Writing Skills Moodle Page](#)

Our Academic Writing Centre page on Moodle also contains a range of useful resources, for example writing, editing, managing your time effectively and critical reading and writing.

Here is the link to our page which is also available to all registered students:

[Academic Writing Centre Moodle Page](#)



Additionally, the Library has set up a range of subject and study guides which can be accessed at the following links:

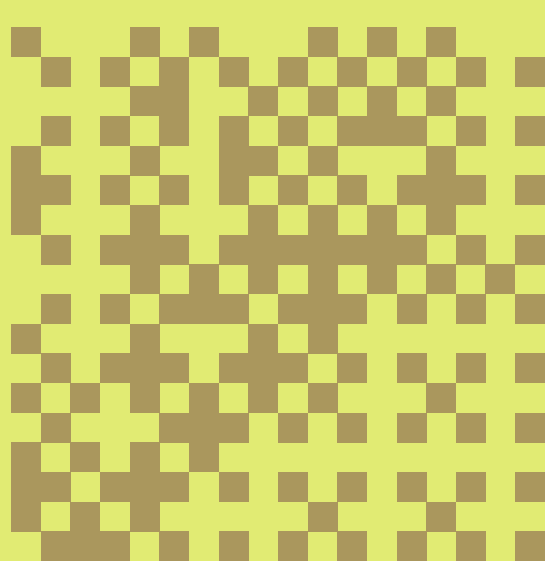
Athlone – Midlands:

<https://ait.libguides.com/home>

Limerick, Clare, Tipperary – Midwest:

<https://lit.libguides.com/>

These guides give you access to subject specific guides in your area of study, getting you quickly to material that is relevant in the library for you. These study guides also have lots of useful information on helping you get started online, studying, working on assignments, referencing skills as well as using the library for finding books, printing, photocopying and document scanning support.



PLANNING

A good plan makes any task much more manageable! Here are a few key pointers that should help to plan your task:

- **Make Goals:** What are you trying to achieve?
- **Different Plans:** Different projects require different plans.
- **Make it MARC:** Manageable
Attainable
Realistic
Clear

Resources:

Your Writing Plan

[Academic writing skills page on moodle](#)

[Gantt chart, project management organisational chart](#)

TIME MANAGEMENT

Time management is important because it can help prevent cramming as deadline approaches. Time management helps you to make daily, weekly, monthly schedules and 'to do' lists.

- **Make a timetable/schedule –**
have specific time to study
- **Be flexible –** allow for down time
- **Work on the task at a time that suits your schedule best**
- **Break up your study –** take breaks
- **Make study-revision a habit –** stick to your schedule

Resources:

[Pomodoro Technique](#)

[Managing your study time](#)

NOTE-TAKING SKILLS

When it comes to note-taking, organisation is important, particularly during busier times of the academic year when several assessments may be due around the same time. Here are a few key points that are worth considering from the start of your studies: Good note-taking skills can help save time, energy, effort and avoid frustration

- Establish a solid note-taking system
i.e. use highlighters, visuals, underline, highlight, symbols or shapes
- Use a three-ring binder: helps you add and adjust your notes
- Use colourful tabs and page dividers to help you separate key areas
- Organise all your course materials in such a way you can easily access it when needed

Resources:

[Oxford Learning](#)

[Cornell Note-Taking system](#)

FIND THE RIGHT ENVIRONMENT FOR YOU

Everyone has a different approach to study. Some people work well in a busy environment, while for others absolute quietness is a must. Many

people study better early in the morning, while for others late at night is a more suitable option. It is important to find the right environment for you.

Here are some pointers that should help:

1. Create a quiet, well-lit study environment, or if you like a hum in the background, organise that.
2. If a solid structure is important to you, aim to study the same subject at the same time in the same location. If you prefer a more flexible approach, vary your study schedule.
3. Regardless of the type of system that works for you, it is important to plan ahead – for example, it may be a case of booking an office space, identifying a desk at home or if you are in part-time employment, book time off at key times of the academic year.

Six tips to create the perfect study environment

STUDYING

Some of your coursework will lend itself to studying in groups, while other work is more suitable to studying by yourself.

Tips for studying by yourself:

- Schedule a set time each day during your 'alert' times of the day
- Choose a quiet/busy (whatever works best for you), comfortable, distraction-free area

- Take study breaks and avoid marathon/cramming sessions

Tips for studying in groups:

- Select group members who are as concerned about being as successful as you are
- Share the responsibility of teaching and learning
- Use study groups to complement personal study time – not replace it
- Try to stay on track
- Meet in a location that is free from distractions
- Read the material before the meeting so you can contribute to the discussions

Resources:

[University of Salford Study Guide](#)

EXAMINATION PREPARATION – STAY CALM!

Preparing for your examinations is really important. Here are some pointers on planning for the examination and also while the examinations are taking place.

Before the examination:

- Get a good night's sleep
- Give yourself enough time in the morning for your regular routine
- Eat a good, nutritious breakfast
- Adopt a positive approach

- Stop studying at least half-an-hour before the exam and allow yourself to relax
- Don't rush – stay calm

During the examination:

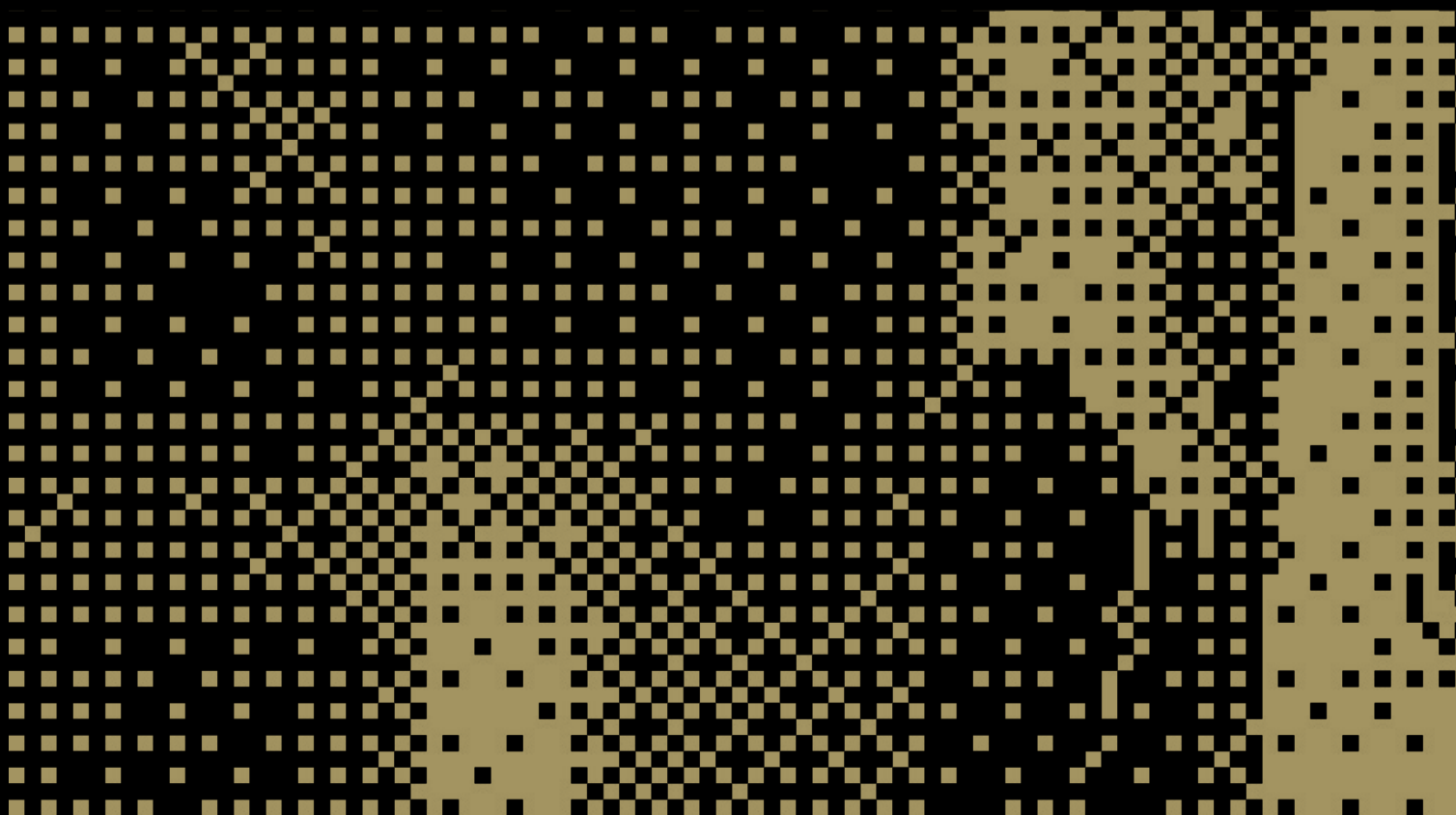
- Avoid students who may make you anxious before the exam
- If possible, sit in the seat you normally do
- Be sure to read all directions, carefully
- Look over the test and do the questions worth more marks first
- Read each question twice, slowly
- Do the easiest questions first, and come back to the others afterwards

Study Skills – Preparing for Exams



“

Use a combination of memory techniques to create the ability to recall information.



10.



Student Policies & Student Insurance

10.1

Policies & Further Information

The TUS Academic Quality Assurance and Enhancement (QAE) Handbook contains the Quality Assurance Policies and Procedures of the Technological University. The QAE Handbook is in continuous review and the constituent documents are developed and maintained by Academic Council and the Sub-Committees. For convenience of access the TUS Academic QAE Handbook is divided into a series of Volumes and can be accessed on the Technological University of the Shannon: Midlands Midwest at the following links:

For TUS Midwest Students:

[QAE Handbook](#)

For TUS Midlands Students:

[QAE Handbook](#)

The QAE Handbook includes the TUS Academic Regulations, and these are available in Volume 2 in the document named: TUS Academic Regulations for Taught Programmes 2023-2024.

A range of Student Support Policies are also available in the TUS QAE Handbook in Volume 5. These policies are designed to support you during your time at TUS. You are strongly advised to make yourself familiar with their contents.

10.2

Student Insurance

STUDENT PERSONAL ACCIDENT POLICY

All registered students and apprentice students registered with TUS are covered by a personal accident policy during official TUS activities. The terms, clauses and conditions of the policy are available for inspection at the Finance Department.

When travelling abroad, students are required to take out their own personal travel insurance and should carry an EHIC (European Health Insurance Card) for travel within Europe (previously E111 or the E128). Irish resident students carrying an EHIC are entitled to get healthcare through the public system in countries of the European Union (EU), European Economic Area (EEA) or Switzerland if they become ill or injured while on a temporary stay there.

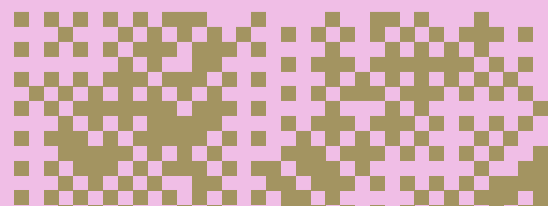
For more details contact your local health board, community care office or health centre or refer to

www.ehic.ie

11.



Public Information and Acts



Technological Universities Act 2018

<http://www.irishstatutebook.ie/eli/2018/act/3/enacted/en/html>

Institutes of Technology Act 2006

<http://www.irishstatutebook.ie/eli/2006/act/25/enacted/en/html>

Department of Education and Skills Policy and Education Reports

<https://www.gov.ie/en/collection/policy-and-education-reports/?referrer=http://www.education.ie/en/Publications/Policy-Reports/National-Strategy-for-Higher-Education-2030-Implementation-Plan.pdf>

National Development Plan 2018 – 2027 (Framework)

<https://www.gov.ie/en/policy-information/07e507-national-development-plan-2018-2027/?referrer=/en/national-development-plan-2018-2027/>

Project Ireland 2040

<https://www.gov.ie/en/campaigns/09022006-project-ireland-2040/>

Qualification and Quality Assurance (Education & Training) Act 2012

<http://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/pdf>

Safety, Health & Welfare at Work Act 2005

<http://www.irishstatutebook.ie/eli/2005/act/10/enacted/en/pdf>

Equality Act 2004

<http://www.irishstatutebook.ie/eli/2004/act/24/enacted/en/pdf>

Equal Status Act 2000

<http://www.irishstatutebook.ie/eli/2000/act/8/enacted/en/pdf>

Equal Status Act 2004

<http://www.irishstatutebook.ie/eli/2004/act/24/enacted/en/pdf>

Equal Status (Amendment) Act 2012

<http://www.irishstatutebook.ie/eli/2012/act/41/enacted/en/pdf>

Equality (Miscellaneous Provisions) Act 2015

<http://www.irishstatutebook.ie/eli/2015/act/43/enacted/en/pdf>

Data Protection Act 1988 – 2018

<https://www.dataprotection.ie>

Data Protection (Amendment) Act 2003

<http://www.irishstatutebook.ie/eli/2003/act/6/enacted/en/pdf>

Student Support Act 2011

<http://www.irishstatutebook.ie/eli/2011/act/4/enacted/en/pdf>

National Access Plan: A Strategic Action Plan for Equity of Access, Participation and Success in Higher Education 2022-2028

<https://hea.ie/policy/access-policy/national-access-plan-2022-2028/>

HEA Policy Information

<https://hea.ie/policy/>

Centre of Excellence for Equality, Diversity and Inclusion

<https://hea.ie/policy/gender/>

The Internationalisation of Irish Higher Education

<https://hea.ie/resources/publications/the-internationalisation-of-irish-higher-education/>

12



Campus Maps

Athlone Campus Map

Athlone Campus

<https://www.ait.ie/life-at-ait/campusfacilities/building-maps>

Limerick, Tipperary & Clare Campus Maps

Moylish Campus

www.lit.ie/campuses/moylish

Clare Street Campus

www.lit.ie/campuses/clare-street

Clonmel Campus

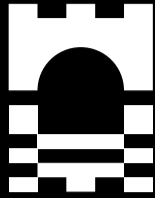
www.lit.ie/campuses/clonmel

Thurles Campus

www.lit.ie/campuses/thurles

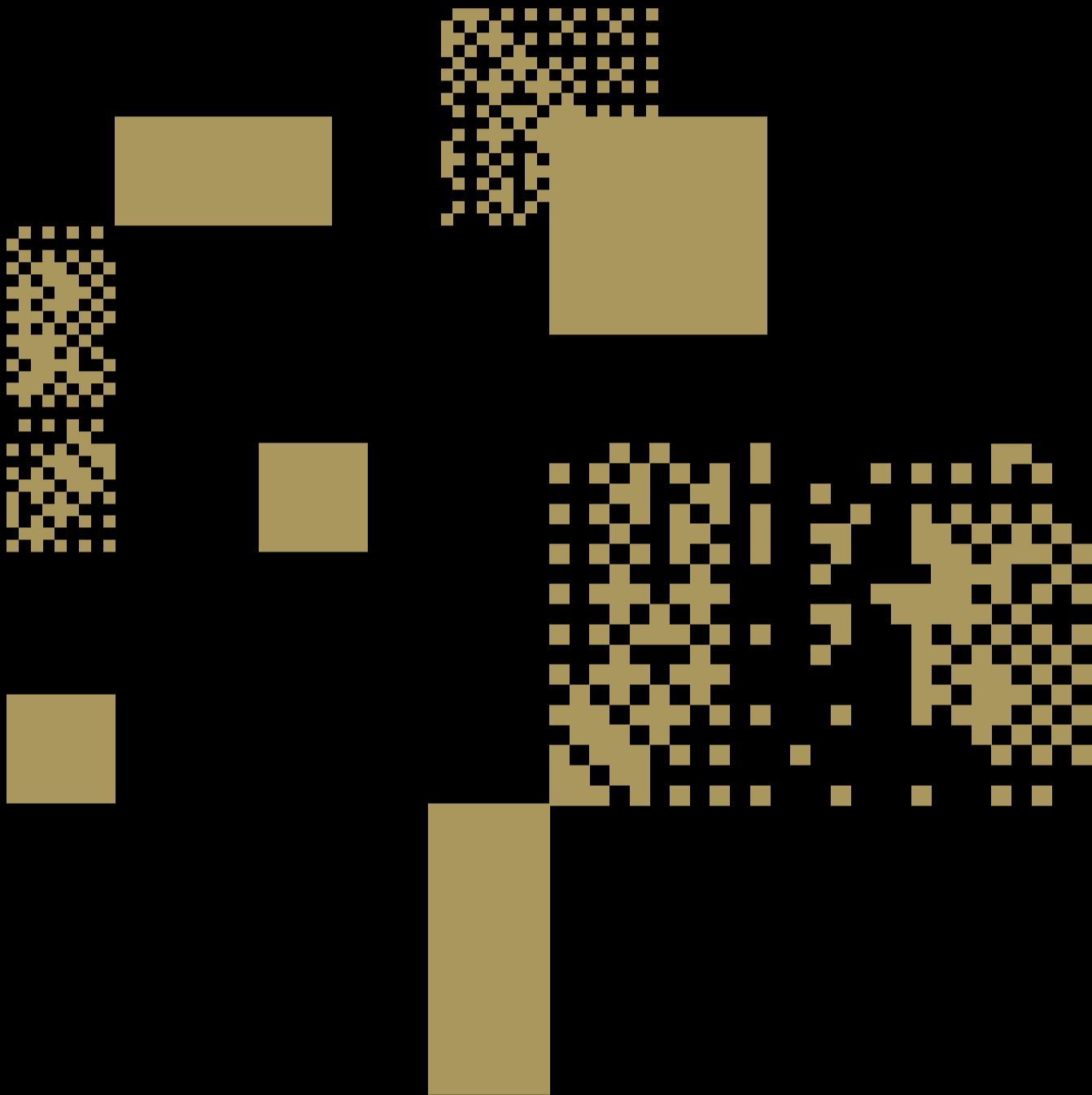
Ennis Campus

www.lit.ie/campuses/ennis



TUS

**Technological University of the Shannon:
Midlands Midwest**
Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir



www.tus.ie