Leabhar Na Mac Léinn **Student Handbook**



2023/24

Ollscoil Teicneolaíochta an Atlantaigh **Atlantic** Technological

University



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Student Counselling Service
Student Health Service
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Hello!

Ba mhaith liom fáilte mór a chur romhaibh ar fad anseo go dtí Ollscoil Teichneolaíochta an Atlantaigh ... and to say a big THANK YOU for choosing to study in Atlantic Technological University!

It is my great pleasure to welcome you to one of our eight campuses.

We are one of the largest providers of third level education in Ireland with over 20,000 students, and you are now part of this success story for our future.

At ATU, students benefit from our very positive staff-student interactions and learn through small classes, hands-on practical work, mentoring, internships and opportunities to study abroad, and this ethos remains strong even as we have joined forces across the three former institutes of technology.

As you start the new academic year with us, I want you to remember some key pieces of advice: connect with each other and engage with your academic Department and School. A significant part of our examination and assessment involves continuous assessment and you can improve your chances of good results by ensuring you maintain a high attendance rate throughout the year. Most of all, do engage with the campaigns and activities organised for you during the induction



programme and throughout the year (www.atu.ie/welcome). Participate in Clubs and Societies where possible and follow your Students' Union on social media to keep up to date and stay connected.

Your third level journey can yield huge rewards for you after you graduate in a few short years from now. Work hard while you are with us, but make sure you also enjoy that journey.

Stay well, look after each other, and I hope to meet you along the way!

Dr Orla Flynn Uachtarán/ President

Seirbhísí Mic Léinn Student Services





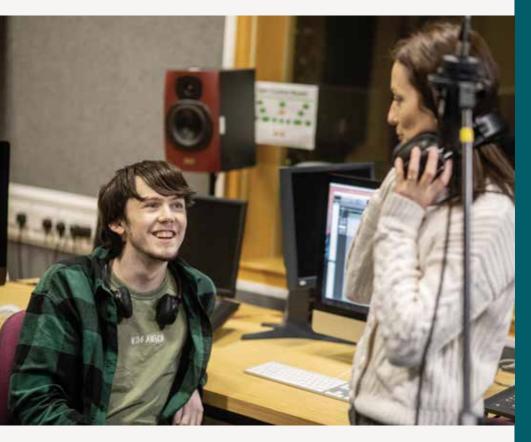
Rory McMorrow Student Services Manager ATU Donegal

I would like to take this opportunity to welcome you to ATU Donegal. Here at ATU Donegal, we are dedicated to meeting the needs of all students through our variety of services which include Access & Disability, Careers & Employability, Chaplaincy, Counselling, Health, and Sport & Recreation. I encourage you to explore these services and make the best use of them to support you in your academic journey. The Student Services team are here for you, to help you achieve your goals and have the best experience while you study with us.

Look out for clubs and societies, campus activities, volunteering and recreational activities which are all opportunities for you to enhance your experience as a student. We encourage you to enrich your experience by engaging in these meaningful activities which offer opportunities for leadership development, peer support, networking and personal growth.

This Student Handbook will give you an overview of the support available here at ATU Donegal. It provides information on the many services and opportunities available to you, but make sure you refer to the college website and Student Toolkit for the most up-to-date information.

Finally, explore the campus, ask questions, meet staff and learn all you can about your University. Study hard, make new friends, get involved and have fun! We are here to help in any way we can.



Careers Service





Catherine Lyster
Careers Officer

The Careers Service can help you achieve your career goals by offering impartial and confidential advice in a welcoming and supportive atmosphere.

Our mission is to help you develop confidence in your career planning, and, when you are ready, we can support you in finding your first graduate-level position, starting your own business, or postgraduate studies. Finding the right path can be tricky, that's why our trained and professional Careers Officer is available to support you, whether it is discussing your options, overcoming obstacles to progress, presenting yourself to employers or finding opportunities.

How to contact us and where to find us?

The Careers Service is located on the first floor of the An Dánlann building, you can contact us at (074) 91 86812, 91 86855 or by email: **careers.donegal@atu.ie**. All students are asked to register with ATU Donegal Target Connect:

All students are asked to register with Target Connect: https://atudonegal. targetconnect.net/unauth to book an appointment with the Careers Officer and to avail of all opportunities, events and services provided by the Careers Service.

How you can avail of the Careers Service

1. Booking a Careers Appointment

We offer a range of 3 appointment options:

- Quick Queries: 15-minute drop-in sessions are available every weekday during term time between 9am-10am. Quick queries deal with a range of topics including where to begin with careers, CV or application feedback, finding work, further study and interviews. After a quick query you may be referred for a longer guidance appointment if necessary.
- Mock Interviews: 30 minutes in duration, by appointment via Target Connect, providing you the opportunity to practise your interview technique and get feedback on your performance before an actual interview!
- General Guidance Appointments: 30
 minutes in duration by appointment via
 Target Connect either face to face or
 online.



2. Attending Careers Events

Throughout the year, the Careers Service organises various events to help you on your career journey. Our focus is your success. These events include:

- Careers Fair: this is your opportunity to meet with local and national employers who are interested in your skills.
- Postgraduate Studies Fair: your opportunity to meet with postgraduate course providers offering courses of interest to you.
 - Specialist Careers Fairs: the ATU
 Donegal Careers Service organises
 recruitment fairs that are relevant to
 your area of study, for example, Nursing.
- Careers Awareness Day: presented by a panel of experts, this is your opportunity to get your career off to a great start by learning top tips on job search techniques and presenting yourself on social media.

 Guest Speakers: the Careers Service invites employers to meet with class groups.

Details of all careers service events will be posted on:

- Target Connect
- Facebook
- Instagram
- Blackboard
- Fmail

3. Availing of our Resources

The Careers Service has an extensive range of resources available to all ATU Donegal students.

- Target Connect: your first stop for careers advice, employer events, and finding a job or internship! https:// atudonegal.targetconnect.net/unauth
 By logging in you will be able to access everything you need to help you to not only search and apply for jobs but also to become the best candidate possible.
- Webinar Wednesday: professionals share their industry expertise and hiring plans with student cohorts throughout the academic year. The webinar is held on the same day each week, with a broad range of topics, such as 'Building Your Brand', 'Workplace Etiquette', 'Graduate Assessment Centres', 'Adaptability and Diverse Skills Key Career Enablers', 'CV and Interview Tips' and 'Careers Working in the Non-Profit Sector'. Details and access links to upcoming Wednesday Webinars are posted on Target Connect.
- Blackboard: virtual library containing all the information you will require on your career options following your studies,

- videos on job search techniques and much more
- Careers Facebook and Instagram pages: keep up to date with jobs and other career opportunities by using our Careers social pages on Facebook and Instagram

https://www.facebook.com/ ATUDonegalCareersService

https://www.instagram.com/ atudonegalcareersservice/

How you can make the most of the Careers Service:

- Make a list of questions you would like to ask. We recommend you take notes during your appointment
- Bring a hard copy of your CV with you to your appointment, you can also email it in advance of your appointment or upload in on your Target Connect Portal to allow us time to review it

Codes of Practice

The ATU Donegal Careers Service promotes equality of opportunity and diversity and adheres to the code of practice in accordance with AHECS (Association of Higher Education Careers Services). www.ahecs.ie

Limitations of Service

The Careers Service can advise you on planning your career goals by suggesting sources which will enable you to determine your next move, however, we cannot tell you what to do. Therefore, it is most important that you take responsibility for your own career planning.

Student Counselling Service



Being in college can be a big step with many exciting experiences but also some challenges. Counselling can help you manage all kinds of difficulties, both academic and personal. Here you can talk about anything, something that feels like a small issue or something that you are finding overwhelming. Maybe you don't even know exactly what the problem is but are noticing that your mood is low, that you feel anxious or that you are finding it difficult to cope.

The Student Counselling Service is a free, confidential service for all registered students of ATU Donegal. There are two counsellors located on campus, who offer meetings in person and online. We can support you in exploring issues in supportive, non-judgemental space.

The Student Counselling Service webpage is updated regularly and offers further information about the service and how you can make an appointment. Also, there are other resources that you might find helpful:

www.lyit.ie/Student-Hub/Health-Wellbeing/Student-Counselling-Service

Click Student Toolkit under Online Services for Students and log in to Blackboard

www.lyit.ie/Student-Hub

Appointments

To make an appointment please:

- Drop over to the Student Services reception, upstairs in An Dánlánn
- Tel: 074 91 86855
- Email: counselling.donegal@atu.ie

Web: http://www.lyit.ie/studentlife/ studentservices/counselling.html

In the first meeting, the counsellor will work with you to find out your needs and decide if counselling is the best form of help for you.

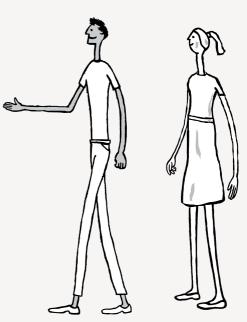
If you are feeling unsafe in yourself and have thoughts of self-harm or suicide, please come over to the Student Services Suite in the An Danlann building to speak to a Counsellor. We are here to help you. Emergencies will be seen on the day.

Common Problems

The following are some of the common problems experienced by students:

- Anxieties about aspects of study including exams & presentations
- General stress & anxiety
- Depression and suicidal thoughts
- Relationship difficulties
- Food/ eating or appearance
- Bereavements & parental separations
- Loneliness & homesickness
- Lack of self-confidence or low self esteem
- Making difficult decisions
- Traumatic experiences including rape, assault & abuse

- Difficulties with alcohol or drugs
- Issues around sex & sexuality
- Issues around gender identity
- Self-injury
- Unplanned pregnancy
- Bullying
- Anger management.



Students are reminded that emailing is not a confidential means of communication. Please note that the Student Counselling Service (SCS) cannot guarantee that personal and sensitive data, sent via email, is fully secure. Those who communicate through email are deemed to have accepted this risk. The alternative communication method offered by the SCS is contact by telephone.

Student Health Service



Louise O Donnell Nurse



Mary Campbell Killybegs Nurse

The free Student Health Service consists of a nurse and a doctor on the Letterkenny campus Monday to Thursday, either in the morning or in the afternoon, there is no doctor on the Letterkenny campus on Friday, however urgent/emergency doctor appointments can be arranged through the nurse at the doctor's main surgery.

The Student Health Service on the Letterkenny campus is located on the first floor of An Dánlann in the Student Services Suite. The Nurse's office on the Killybegs campus is located on the ground floor of the main building.

Opening times for the Letterkenny campus are 9.30am to 5pm Monday to Thursday and 9.30am to 1pm Friday. Closed for lunch 1pm to 2pm daily. Opening times for Killybegs campus are 9.30am to 1pm daily.

An appointment system is in operation on the Letterkenny campus, but emergencies will always be catered for. Students who wish to attend the Letterkenny campus nurse or doctor are encouraged to call 074 91 86855 to make an appointment clearly stating their name and telephone number or call up to the reception desk at the Student Support Service Unit, An Danlann.

Students who wish to attend the Killybegs campus nurse can drop in to the Nurse's office, or call $074\,918667/087\,136\,9194$.

The Student Health Service places an emphasis on health promotion, mental wellbeing, contraception, sexual health, preventative medicine and healthy lifestyle programs. All information provided to the doctor or to the nurse is non-judgemental and confidential. Personal medical records are not disclosed to any other person without the permission of the student concerned

Students with any long-term illness should register with the Health Service as early as possible, in order to continue to provide medical care in conjunction with their own doctor (who should, where possible, remain your primary health-care provider).

The on-campus Health Service is not intended to replace your own doctor but will provide you with immediate care when necessary.

The doctor is available on the Letterkenny campus, Monday to Thursday during term-time. There will be no doctor available on campus on Fridays, however urgent/emergency doctor appointments can be arranged through the nurse.

During term-time, there is one part-time nurse Monday to Friday in the Killybegs campus, who can arrange a free doctors appointment with the local Killybegs Health Centre if necessary.

Off-Campus and Out of Hours Services

Off-campus doctor visits

If you avail of off-campus doctor services, charges will normally apply, unless you have a Medical Card or GP Visit Card. All fees related to off-campus doctor visits are a matter between the student and the service concerned.

The Letterkenny campus Student Health Service doctors are available at Ballyraine Park Health Centre by appointment. Their contact number is 074 91 29393. There will be a fee for students who do not hold a current Medical Card or a GP Visit Card.

Out of Hours Service

Emergency cover is available, via NoWDOC, from 6pm-8am on weekdays and from midday on Saturday, all day Sunday and Bank Holidays. The contact number for NoWDOC is 0818 400 911. A fee will be applicable for out of hours cover or those who do not have a current Medical Card or a GP Visit Card.

In the event of an emergency between 8am-9am and also 5pm-6pm, contact the Ballyraine Park Health Centre at 074 91 29393 for the doctor on call.

Our Health Service also supports students with Medical Cards, and should you be eligible for one, you can apply on-line at

https://www.hse.ie/eng/cards-schemes/ medical-card/how-to-apply/



The Curve





The Curve was established in ATU Donegal (located on the 3rd floor in the main building in Letterkenny), to fulfil ATU's commitment to widening access to the college for people who have traditionally been unable to benefit from higher education opportunities. The Curve provides specific advice and support to a diverse range of students, including mature students, students from low income families, students with a disability and ethnic minorities.

Students with Disabilities

ATU Donegal welcomes students with additional needs, regardless of any physical, sensory or learning disability. Students with a disability are encouraged to contact Orla Callaghan, Acting Disability Officer, on ext. 6174, or orla.callaghan@atu.ie or contact Roisin Mc Cormack, Acting Disability Manager, on ext. 6172, or roisin. mccormack@atu.ie or call up to room 3456 as early as possible to outline their requirements and complete a Needs Assessment. Student supports are based on an assessment of need, meeting qualifying criteria, provision of relevant reports and availability of resources. Students can avail of supports such as assistive technology, learning support, examination support and personal supports.

Every attempt will be made to facilitate such students and to provide special equipment where college budgets allow. We will liaise with external groups such as the HSE, RNIB, Chime, APP etc. as necessary. Special arrangements can be made for such students at examination time **provided** sufficient notice is given and up to date relevant reports are provided.

ATU Donegal has an open door policy for students with disabilities and with the aid of the Curve it hopes that any students, regardless of their disability, can be supported in achieving their full potential at ATU Donegal.

The Union of Students in Ireland (USI) now has a full-time Disability Rights Officer who may be contacted via the Student Union Offices, (**Tel: 074 91 86820**).

Mature Students

ATU is particularly concerned with the successful access and participation of Mature Students on all courses and all aspect of college life. Mature students who are studying at ATU Donegal can contact Brian McGonagle, Co-ordinator of Access and Lifelong Learning on ext. 6170 or brian.mcgonagle@atu.ie (before January) to discuss suitable course options. This also includes individuals who have a place on the Certificate in Preparatory Studies for Higher Education.

As well as advice, The Curve will provide you with many support services during your time at ATU Donegal. Call into The Curve any time for a chat and pick up a copy of "Mature Students guide to ATU Donegal".

Students from Ethnic Minorities

The Curve welcomes enquiries from students from under-represented ethnic minorities (including members of the Traveller Community) and aims to assist students access higher education.

Contact Brian McGonagle on ext. 6170 or **brian.mcgonagle@atu.ie** for further details.

Student Assistance Fund

The Student Assistance Fund is a limited fund that provides financial support to students experiencing short or long-term financial difficulties while attending higher education. The Student Assistance Fund in ATU Donegal is overseen by the SAF committee comprising the Access Officer, the Chaplain, the SU Welfare Officer and the SAF Administrator.

For more info: www.lyit.ie/Student-Life/ Students-Services-Support/Student-Assistance-Fund

1916 Bursary Fund

The purpose of this funding is to encourage participation and success by students from sections of society that are significantly under-represented in higher education.

All 1916 Bursary recipients must be economically disadvantaged, first time entrants to college **AND** from one of the following target groups:

- socio-economic groups that have low participation in higher education;
- first-time mature student entrants;
- students with a disability particularly students with a physical/mobility impairment, students are who deaf/hard of hearing and students who are blind or have a visual impairment;
- Irish Travellers;
- those entering on the basis of a further education award;
- lone parents who have been confirmed by the Department of Social Affairs and Employment Protection as holding a means-tested social welfare payment; or
- ethnic minorities





Students must be able to demonstrate that they would qualify for the highest level (the special rate) of SUSI grant and/or are in receipt of a Department of Social Affairs and Employment Protection means-tested social welfare payment.

Each bursary will be in the amount of €5,000 per annum.

For more details visit **www.lyit.ie/Student-Hub/Academic-Life/The-Curve** or call Brian McGonagle direct on **(074) 91 86170**.

Maths Support

Students experiencing difficulty with Maths, whatever their course of study, may avail of the Maths Learning Centre. Call up to the Curve in Room 3456 or contact Lucia Ramsey at **lucia.ramsey@atu.ie** to discuss any support that may be needed.

Communications Learning Centre

Students requiring support around academic writing, exam technique and general study skills should get in touch with Karen Quinn at **clc@atu.ie** or call up to Room 3456.

Chaplaincy Services



Fr. Liam Boyle Chaplain

The Chaplain welcomes you to ATU Donegal. Starting your studies is a very important step in your life. For some it may mean leaving home, friends and familiar surroundings for the first time. While it is exciting and you look forward to making new friends and becoming that little bit more independent, for some, starting in college and getting used to a new way of life proves to be a difficult and even lonely time. The Chaplain is available and only too willing to help in whatever way he can. The Chaplain also makes regular visits to the Killybegs campus and upon request.

The Oratory

The Oratory is situated behind the Student Union Shop in the main building. It is a place of prayer, a place of refuge and a place of silence amidst the noise and bustle of college life. It is open to all students and staff. A daily Mass is celebrated at 10.30am. Other events will take place as advertised.

Chaplain's Office

Student Service Suite

An Dánlann

Tel: 074 91 86830

Email: chaplaincy.donegal@atu.ie

Sport at ATU





Michael Murphy Head of Sport

Whether you want to partake in sport on a recreational or competitive level, we have top class facilities and the support services at ATU Donegal to meet your individual needs and support you throughout your third-level journey.

Our **ATU Donegal gyms** are located in both our Letterkenny and Killybegs campuses. The gyms are free to use for all ATU Donegal students and comprises a wide array of dual use cardio machines and resistance equipment. The Sports Centre staff are also here to help you on the way to meeting your exercise goals. **Exercise classes** are provided for those who like to work within a small group setting and a **personal training** service is also on offer, if you would like to avail of a bespoke exercise program and supervised 1-to-1 training. (see overleaf for class and personal training offering.)



The multipurpose sports hall - located in An Danlann includes a climbing wall, handball wall, basketball courts, and other indoor sports facilities. This is the home to many of our recreational sports societies and competitive teams. Our floodlit playing pitch at An Danlann caters for our on-field sports preparation and demands.

ATU Donegal's competitive sports program ensures students can compete

in higher education and university competitions throughout the sporting calendar. Ladies and Men's **sports teams** continue to move from strength to strength, and we are excited for that trend to continue in the coming years. We also support and encourage the participation and competitive efforts of **individual sports** students. The following are a range of our ATU Donegal sports teams.

- Basketball
- Gaelic Football
- Hurling
- Soccer
- Badminton
- Athletics
- Boxing
- Olympic Weightlifting
- Karate

To get more information or engage with any of the sport offering, get in touch by email on michael.murphy@atu.ie, ATU Donegal Sport Centre social media Instagram, Facebook and Twitter accounts, or just drop over to the An Danlann reception.





The Sports Centre An Danlánn



The Sports Centre Staff Team

Sports Centre, An Dánlann Location Tel. 074 9186800 / 9186868 E-Mail sportscentre.donegal@atu.ie

Find us on: (C) (1) (O) (V)









Opening Hours

 Monday
 8.00am-9.30pm

 Tuesday
 8.00am-9.30pm

 Wednesday
 8.00am-9.30pm

 Thursday
 8.00am-9.30pm

 Friday
 8.00am-8.00pm

Saturday 10am-3pm (term time only)

Facilities

- A large sports hall catering for many sports, classes and activities with seating for 344.
- A climbing wall and indoor handball wall.
- A new modern gym, refurbished in 2020, with dual-use equipment for various abilities.
- A grass Prunty pitch.
- · Changing and showering facilities.
- A café and student recreation room..

Sports Centre Services

- Provision of safe, clean and modern facilities
- Health and fitness advice and guidance
- A varied recreation programme for all user groups and individuals
- Small group training / fitness classes
- Personal training, both in-person and online
- Active Campus tasters of a variety of activities

- Student club provision and competition
- All Ireland National League weekend basketball games
- Annual Spring charity 5k run/jog/walk
- Community use for sports and social activities
- Children's activity including summer camps, school days out and parties.



Recreation Programme

Everyone and all abilities are welcome to attend the range of activites and use the facilities on offer. Look out for our schedules issued by email and on social media. Activites on offer include:

- Sample small group training such as spin fit, kettlebells and resistance
- Activie Campus a variety of activities to sample
- Student 5-a-side soccer league
- Personal training customised 1 to 1 training both in person and online
- Table tennis tournament
- Casual Badminton / Basketball / Volleyball
- 'Try a new activity' and 'Try your gym' weeks in Semesters 1 and 2.

How to contact us and where to find us

The Sports Centre is located in An Dánlann, the building to the right on entering the campus from the Port Road.

Just come through the revolving door and you'll find our reception.

Find us on Facebook, Twitter, Instagram or search ATU Donegal Sport on your favourite browser.

What you can expect from us

- Facilities are FREE for full time students club membership is also free
- A friendly and efficient service and healthy exercise opportunities
- High standards and quality regarding hygiene and maintenance of facilities
- Professional services regarding all things sport and recreation
- Guidance and advice on fitness, exercise and all things sport
- A commitment to continuously improve our services.



What we expect from you

- Ask for guidance we will help.
- Become involved, try the facilities, respect others and the facilities, feedback to us (verbally, on social media, by email) and enjoy yourself.

Please be aware

 Before using the fitness suite an induction is necessary. Inductions can be booked at reception by email or by social media. They take place daily. Please bring your student ID card and swipe it at reception on each and every visit.

Talk to Us

Please let us know what you need and what you aim to achieve. We will guide you, happy to help.

Let us know how we're doing by talking to us, by social media or by email.



Use your Sports Centre - healthy body, healthy mind



The Students' Union Donegal







The Students' Union at ATU Donegal is recognised by the university authorities as the representative body for students studying at the Donegal campuses. It has its own constitution, with three full-time elected sabbatical officers. These are:



Barry Breslin Students' Union President



Immanual Chirwa Students' Union Welfare/ Equality Officer



Kevin Sweeney
Students' Union
Education/
Communications Officer

The Students' Union at ATU Donegal is affiliated to the Union of Students in Ireland (USI) and liaises with that organisation on student matters of national importance.

Funding

ATU Students' Union Donegal has the following source of funding available:

Contribution Charge - This is an agreed portion of the €3,000 (correct at time of going to print) paid by, or on behalf of, each registered student.

The contribution charge is collected at registration annually and is used to fund the following activities:

- HETAC examination entry fees for each student
- Health Service

- Insurance of students for all college activities
- Support of student services offered via the Students' Union

We offer the following services:

Representation & Education

- We represent the voice of all students on committees including Governing Body, Academic Council and Clubs & Societies Registration and Finance Committees.
- We are responsible for organising and facilitating the election, training and support of Class Reps throughout the year.

 We offer assistance and support to students who are experiencing academic issues including timetabling, course content/delivery, staff issues, exam structures to results etc.

Your Education & Communications Officer can be contacted for any of our education service-related queries:

Email: sueducation.donegal@atu.ie

Phone: 074 91 86825 **Mobile:** 086 7702702

Welfare & Equality

 We facilitate the provision of the Crèche Subsidy Scheme which is, subject to qualifying conditions, offered to lowincome parents in full-time third level education at ATU Donegal.

- We offer information and guidance to students on SUSI Grant applications and other funding supports available within ATU Donegal.
- We organise a number of awareness raising campaigns each semester which cover a broad range of Health & Wellbeing themes. We also work in partnership with Student Services to deliver a number of these programmes each semester.
- We promote inclusivity and equality for all students at ATU Donegal.





Accommodation

Each year in August, we provide an upto-date list of SU approved and available student accommodation. Random spot checks are carried out on a number of our listed accommodations each year to ensure that an acceptable standard is provided.

Your Welfare & Equality Officer can be contacted for any welfare, equality or accommodation related queries:

Email: suwelfare.donegal@atu.ie

Phone: 074 91 86826

Mobile: 086 7702700

Clubs and Societies

The Clubs & Societies Programme is coordinated and delivered by the Students' Union at ATU Donegal. Registration and funding of Clubs & Societies is decided by two committees who are both made up of ATU Donegal and ATUSU Donegal staff and ATUSU Donegal sabbatical officers.

With the dozens of diverse Clubs & Societies to choose from, there is something to suit all students to get involved in; from participating in teamwork activities, enjoying a great social life, developing as a person, striving for success outside the lecture theatre to learning about other cultures – all of these are important ways of enriching the student experience.

Students have the opportunity to set up a new club or society at the beginning of each academic year. Students can then sign up to the various clubs and societies on offer during Fresher's Week. There is another opportunity in semester 2 during RAG Week for students who wish to set up a new club or society and also a further opportunity for students to sign up to new or existing clubs or societies. There is currently no charge in operation for students to join a club or society.

Nationally, ATUSU Donegal is an active member of BICS (Board of Irish College Societies). Each year a number of our award-winning societies and their leaders are nominated for the national awards and have been successful in a number of categories throughout the years.

The ATU Students' Union Donegal General Manager can be contacted for information on the Clubs & Societies Programme:

Email: josephine.wilson@atu.ie

Phone: 074 91 86823





Entertainments

Throughout the academic year, we run a number of fun and informational activities and events both on and off campus. The main events usually take place in semester one during Freshers Week and then again in semester two during RAG Week. Events of an entertainment's nature are regularly provided and are promoted via our social media platforms.



ATU Students' Union Donegal is *Your Union and Your Voice* and we aim to enrich your experience here at ATU Donegal. We encourage all students to get involved in all that campus life has to offer. We are here for all students and provide a friendly listening ear to any student who would like to drop by for a chat, advice or support with any query you may have regarding your university experience. If we are unable to directly solve your query, we can signpost you to the correct service/support that can help.

How to contact us and where to find us

The Students' Union offices are located upstairs in the An Dánlann building of the university. Our offices are open from 9.00am-5pm Monday-Thursday and 9.00am-1pm Friday.

The SU President can be contacted for all general student enquiries:

Email: supresident.donegal@atu.ie

Phone: 074 91 86820 **Mobile:** 086 7702701

You can also engage with the SU on our social and online platforms:



https://m.facebook.com/ATUStudentsUnionDonegal/



atusu donegal

Student Toolkit



Student Toolkit

The Student Toolkit is an online support tool where students will find all the information you need to support you through your journey in ATU Donegal. The Student Toolkit is an easy-to-use tool that includes:

- Student Inductions
- Student Support Services
- Registration and Administration
- Health and Well Being
- Academic Support
- Library
- Student Union
- Academic Calendar
- Consent
- Sport and Recreation
- Student Guidelines
- Student Timetables, Printing and Copying
- Computer Services
- Blackboard VLE
- Collaborate Ultra
- Turnitin
- Other Online Teaching Tools and Platforms
- Exams

Located in the Student HUB of Website:

- Step 1 https://www.lyit.ie/Student-Hub
- Step 2 Click button Student Toolkit
- Step 3 https://lyitbb.blackboard.com/ Login with student email

Tacaíochta Bhreise Do Mhic Léinn Additional Student Support

Áiseanna Staidéir Study Facilities





Michaela Campbell Library

The library is at the academic heart of the university. All registered students have full access to the library and services provided until the 31st of August 2024. The library endeavours to support the educational and research needs of staff and students.

How to contact us and where to find us?

The library is located on the ground floor of the Letterkenny campus to the left of the main entrance door. A member of staff is always available on the information desk to deal with any queries you may have.

Extended opening hours are as follows:*

Monday - Thursday: 8.45am - 8.45pm

Friday: 8.45am - 4.45pm

Saturday: 10.00am – 4.30pm (limited – examination periods only)

Sunday: 10.00am - 4.30pm (limited - examination periods only)

Restricted opening hours are as follows:*

Monday - Friday: 8.45am - 4.45pm

* Please check the library notice board as these opening times may vary occasionally.

Contact us:

Telephone: 074 91 86150

Email: librarymail.donegal@atu.ie

Library chat available on the website @: https://library.lyit.ie/

What you can expect from us

- Books: Normal loan books may be borrowed. Books that have a 'Reference Only' label may not be or removed from the library.
- eBooks: A large selection of eBooks are accessible both on campus and off campus. both on campus and off campus.
- Borrowing books: Undergraduate students may borrow 4 normal loan books, for two weeks. Post-graduate students may borrow 10 books for three weeks.





- Online reservations and renewal of books: Books that are on loan can be reserved online at https://library. lyit.ie/. Borrowed books that are not reserved by another reader may be renewed twice online on your library account at https://library.lyit.ie/.
- Photocopying/Printing: Students needing to use the printing/ photocopying facilities can top up online using the software package www.lyit.ie/Student-Hub/Printing-Top-Up They enter the student card number and pin number and can deposit money from €3.00 €40.00 using a debit/ credit card only. The credited amount is linked to the student card which can be swiped when using the printing/ photocopying facility.
- Additional resources: Journals, eJournals, newspapers, eNewspapers, online examination papers, EDS (Search + Find) and databases are provided to support you with your studies.

- Library Induction and Information
 Skills: Library induction sessions will be provided at the beginning of each academic year. The library also provides information and research skills sessions, that are focused on your specific academic subjects. By attending library induction and information skills classes you will learn how to identify different information resources in the library, how to use library research databases and how to develop effective information searching techniques. Please contact your lecturers to book this training.
- Six Group Study Rooms: All the rooms have wireless connectivity to large TV screens that will mirror what is on your laptop/device. These rooms are available for groups that wish to discuss academic topics and must be pre-booked online from the library homepage. Meetings or tutorials may not be held in these rooms.
- Seating: Individual study carrels facilitate private study.

 Inter Library Loans: Books, eBooks, journals, and reports which are not available in our library may be borrowed from another library on inter-library loan.

Students with additional needs

If you require additional supports please outline your requirements to the library staff. Every attempt will be made to facilitate your requirements where college budgets allow.

Using other ATU campuses libraries

All registered ATU students can use the libraries in the ATU Galway-Mayo and ATU Sligo campuses. If you wish to borrow items from other ATU libraries, you must fill out the 'ATU Intercampus borrowing form'. You can use the Eduroam WIFI, on your own devices, in other ATU campuses.

You must have your Eduroam WIFI account setup in your home ATU campus, prior to using it in another ATU campus.

Electronic Research Space (Computer Suite)

A dedicated computer suite is included in the library which provides computer access to electronic learning resources.

Computers in the library area are for research and not recreational use. The electronic research space is part of the library and as such all-library rules including working in silence apply to this area.

The library staff do not deal with technical queries. If you have technical problems in the electronic research space, please contact the technician available at the desk



in this area. If the technician is not available in the area, please contact the computer services staff at the helpdesks located on the main corridor.

Overdue books

Books should be returned promptly to the library. Overdue library book(s) will result in your library account being suspended. Severely overdue library book(s) will result in your college network account being disabled.

Further information

Guides for using the library resources are accessible at: https://library.lyit.ie/support2/information-skills/

They provide comprehensive information on all library services in video format and in PDF printable guides. A library newsletter is published during the academic year. This newsletter provides you with further information on any new services introduced during the academic year. The library calendar is available to students via the library website and is aligned to the academic calendar.

Please be assured that working with all other parts of ATU Donegal, especially Health and Safety, Estates and Computer services, that every effort will be made to keep everyone as safe as possible and that we will do our utmost to give the best possible educational service to our users.





Library Facilities in Killybegs

The Killybegs campus library contains a comprehensive and ever-expanding collection of print and electronic resources in all areas of Culinary Arts, Hospitality, Travel/Tourism, Tour Guiding, Business and Management. These include books, e-books, journals, newspapers, theses, multimedia and special collections. It provides a wide range of services to assist learners with their study, similar to those available to students in the main campus. These include borrowing books and other library resources, reference and inquiry services, library induction and information skills training, document supply, photocopying, printing, scanning and binding services. It has one large group study room which has a multimedia TV screen and can be pre-booked on the online booking platform.

Killybegs Library Opening Hours

Monday - Wednesday:

9.00am – 8.45 pm

Thursday:

9.00am - 6.00 pm

Friday:

9 00am - 3 00 pm

Contact us:

074-9186660

Erasmus+ Office





The mission of ATU Donegal is to continuously develop as an academic Technological University of international repute. In order to achieve this goal, the Erasmus+ Office has signed over 40 bilateral agreements with other Institutions in Europe.

Over 50 Erasmus+ students are enrolled every year at ATU Donegal and over 50 ATU Donegal students take part in Erasmus+ mobility programmes for study and work placements in many European countries.

Where and when to find us:

The Erasmus+ Office is located on the ground floor across from the library.

It is open Monday to Friday 9.30am to 1.00pm and 2.00pm to 5.00pm.

Who to contact:

ATU Donegal Erasmus Office (Room 1150)

Email: erasmus.donegal@atu.ie

What services we offer:

 We sign bilateral agreements with other European Higher Education Institutions

We process application forms, learning

agreements, change of mind forms available from our web link: www.lyit.ie/Study-at-ATU-Donegal/ International-Students/How-to-Apply

- We organise the induction of incoming Erasmus+ students and provide them with an information pack
- We organise the mobility of ATU
 Donegal students/staff and of students/
 staff from partner Institutions web link:
 https://www.lyit.ie/Student-Hub/
 Administration-Services/Erasmus Study-Abroad
- We promote an intercultural environment in ATU Donegal with excursions and events organised throughout the year
- We send transcripts of records to Erasmus+ students and to their home Institutions

How you can help us

You can help us improve our services by filling in the questionnaire which will be e-mailed to you during the year.



ATU Global Donegal



Jill MurphyInternational Education Manager

The mission of ATU Donegal is to continuously develop as an academic Technological University of international repute. In order to achieve this goal, we encourage Non EU students to apply to ATU Donegal.

We currently have students from all corners of the globe.

Where and when to find us:

ATU Global Donegal is located on the ground floor in the main building across from the library. We are open Monday to Friday 9.30am to 1.00pm and 2.00pm to 5.00pm.

Who to contact:

International Education Manager:

Jill Murphy (Room 1151)

Email: International.donegal@atu.ie

Online non eu application link: www.noneuapply.atudonegal.ie

Tel: 00 353 (0) 74 91 86068

Mobile: 00 353 (0) 87 9669196

What services we offer:

- Assisting Non EU students through the application process (programme choices, accommodation, visa information)
- We organise the induction of incoming Non EU students and provide them with an information pack
- We attend international recruitment fairs throughout the year in various locations
- We promote an intercultural environment in ATU Donegal with excursions and events organised throughout the year
- We are on hand throughout the year to help or have a chat with our Non EU students and look forward to getting to know them.



Admissions & Fees





The Admissions Office is predominantly involved in dealing with student admission to the various courses on offer in ATU Donegal. This includes providing information on course admission requirements (CAO and Direct Applications), organisation of formal student registration and collection of fees. The Admissions Office is also responsible for keeping student records updated and for compiling statistics and returns from these records which may be sent to agencies such as the Department of Education, HEA, Social Welfare, etc.

We offer the following service

- Advice on application procedures and deadlines, points, inter college or inter faculty transfers, re-application, repeat exams. etc
- Advice on fees and payment options
- Liaise with applicants, schools and the CAO in relation to CAO (first year) applications
- Assist with applications for Advanced Entry
- Provision of registration information including information about fee payment
- Provision of student ID cards following registration and replacement cards (for a fee)
- Advice on applying for grants
- Advice on de-registration for students who decide to leave college and the likely consequences of such an action.

How to contact us and where to find us

We are located behind the main reception desk at the entrance to the main building of the Letterkenny Campus.

Our opening hours are Monday to Friday 9.00am to 5.00pm.

You can contact us at (074) 91 86125, 91 86127, 91 86121, 91 86122, or by e-mail at **Admissions.donegal@atu.ie**

What you can expect from us

- A friendly, courteous and confidential service
- Relevant and accurate information on courses and fees
- Timely payment of refunds (in the event of refunds being due)
- Assistance in completing application forms
- Provision of confidential Computer Password
- Provision of a Student ID Card



What we expect from you

- Registration as per instructions issued
- Provision of personal data necessary for the processing of your application, including name, address, PPSN, grant status
- Payment of relevant fees when they fall due
- Where applicable, evidence confirming your eligibility for a grant must be submitted
- Provision of up to date contact details, including change of address
- Provision of bank details, where refunds are due as a result of a late grant approval



Further information on the fee implications is available at https://www.lyit.ie/Student-Hub/Administration-Services/Fee-Payment-Advice/Withdrawing-and-Fee-Implications



The limitation of our service

We do not confirm student details to third parties such as potential employers. We can only confirm these details to the graduate themselves.

We cannot process Direct Entry
Applications without full details on previous
courses and examination results attained.
The final decision regarding direct or
advanced entry applications rests with the
relevant Head of Faculty.

We cannot deal with queries without a relevant student ID card



Rannóg na nDeontas





Is é SUSI a íocann deontais díreach chuig sealbhóirí deontais. Níl freagracht ar bith againne maidir le hincháilitheacht ná rátaí atá iníoctha in aon chás ar leith. Is ar an údarás deontais atá an cúram sin.

Cá bhfuil Oifig na nDeontas?

Tá an oifig taobh thiar den fháiltiú sa phríomhfhoirgneamh.

Conas teagmhail a dhéanamh linn

Téigh chuig an príomhfháiltiú agus iarr ar an Oifigeach Deontas.

Déan teagmháil fóin ar 074 91 86000.

Uaireanta Oifige

Tá an oifig ar oscailt 9.00am - 5.00pm, Luan go hAoine.

Tá an oifig dúnta le haghaidh lóin 12.30pm – 2.30pm.

Céard atá ar fáil uainn?

- Cabhair i gcás deacrachtaí maidir le deontais agus conas na deacrachtaí sin a réiteach.
- Cúirtéis agus rúndacht.

Céard atá ag teastáil againn uaitse?

 Go ndéanfa d'iarratas um dheontas chomh luath agus a fhógraíonn SUSI an dáta oscailte acu agus go mbeadh d'incháilitheacht críochnaithe agat sul a dtosaíonn tú ar an gcoláiste. Tá iarratais ar líne agus sonraí breise faoi iarratais ar fáil ar www.susi.ie Go ndéanfá díchlárú foirmiúil sa chás go gcinneann tú ar an gcoláiste a fhágáil.

Tá sé seo tábhachtach; féadfaidh an dáta oifigiúil díchláraithe dul i bhfeidhm ar aisíoca chugat más ann dóibh, agus ar incháilitheacht um dheontais níos déanaí, sa chás go gcinneann tú ar fhilleadh ar choláiste amach anseo.

Tá foirm dhíchláraithe ar fáil ar líne ag www.atu.ie.

Srianta ar na seirbhísí againn

- Níl baint ar bith ag Oifig Deontas ATU
 Donegal maidir le méid an deontais um
 a bhfuil tú incháilithe. Is ar an Údarás
 Deontas atá an freagracht sin. Ní mór
 ceisteanna maidir le hincháilitheacht
 agus rátaí a sheoladh chuig SUSI.
- Déan iarratas go luath sa chás go bhfuil tú ag dul ar aghaidh chuig an chéad bhlian eile den chlár céanna trí SUSI (Student Universal Support Ireland) ar líne ag www.susi.ie, más iarratas nua é. Molaimid go láidir duit iarratas a dhéanamh chomh luath agus is féidir.

Rannóg na nDeontas Grants Department





SUSI grant holders are paid directly by SUSI. We have no part in deciding on eligibility or the rates that will apply in any individual case. This is a matter for the grant authority.

Where to find the Grants Office

We are located in the office behind reception in the main building.

How to contact us

Call to the main reception and ask for the Grants Officer.

Contact us by telephone on 074 91 86000.

When we are available to students

Office hours are 9.00am - 5.00pm, Monday to Friday.

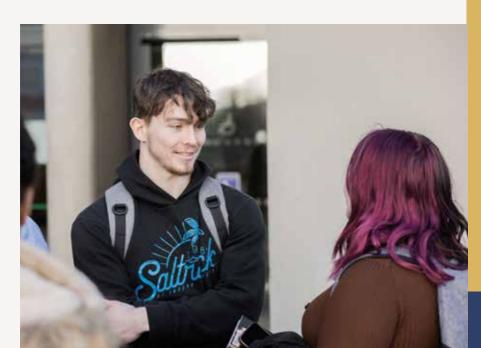
The office is closed from 12.30pm – 2.30pm.

What can you expect from us?

- Assistance with difficulties in relation to grants and how to go about resolving them.
- Courtesy and confidentiality.

What we expect from you

- That you make your grant application as soon as SUSI issue their opening date and have your eligibility finalised before you start college. The online application facility and further application details are available on www.susi.ie
- That you formally deregister if you decide to leave college. This is important as a record of the official date of de-registration can have an impact on refunds, if any, due to you and it can have an impact on your eligibility for grants later on, should you decide to return to college at a later date. A de-registration form is available online at www.atu.ie.



The limitations of our service

- The Grants Office at ATU Donegal has no part in deciding the amount of grant for which you will qualify for. This is entirely up to the Grant Authority. Queries in relation to eligibility and rates must be addressed to them.
- Please apply early if you are progressing to the next year of the same programme through SUSI (Student Universal Support Ireland) online at www.susi.ie, if it is a new application. We strongly recommend that you apply as early as possible.



Examinations





The Examinations Office is responsible for the administration of the semesterised and end of term examinations. Exams take place in December/ January/ May and September. Communication to students will be via email and on the website @ www.lyit.ie/Student-Hub/Administration-Services/Exams-Results

Where we are located, how to contact us & when we are available

Monday to Friday 9.00am to 5.00pm. Closed for lunch 1.00pm – 2.00pm. We are located behind the main reception desk and all queries are dealt with at Reception. We are also contactable by e-mail and telephone at/on:

exams.donegal@atu.ie

or 074 91 86124

What services we can offer you directly:

- ✓ The Exams office deals with the scheduling of exam timetables, venues, seating plans for both exams and conferring, and any special arrangements for students who will take their exam in a separate room or need additional assistance e.g. laptop, scribe or a reader.
- ✓ You can expect to hear from us on an annual basis when we notify you of details for your main exams. We contact you in November/December in relation to your semester exams in January and again in March/April relating to your exams in May
- Details for your exams, or alternative assessment are emailed to your student account.
- ✓ The following information is available on www.lyit.ie/Student-Hub/ Administration-Services/Exams-Results

- Exam timetables are available on the ATU Donegal web page
- Exam results are available on-line only on the ATU web page
- Details on Conferring of Awards are on the ATU web page.
- Transcript of Results and Diploma Supplement are available via the Digitary link on the ATU web page.

What you can expect from us:

- We will provide a friendly and efficient service.
- ✓ You will hear from us on a regular basis via the email.
- Advising you of student exam
 Consultation Day, reviews and rechecks of exam results.
- ✓ Drawing up of the exam timetables which cannot be altered to suit the needs of individual students or groups.



- Providing any special arrangements which have been requested, e.g. separate room for examinations, reader, scribe or laptop.
- Publishing the end of semester and end of year exam results to your student account.
- Publishing the end of year exam results via Digitary to your student email
- ✓ Processing the outcomes from Rechecks, Reviews and Appeals which must be receipted within 5 working days from the date of results being made available.
- Issue all graduands with their Diploma Supplement on completion of your studies.
- Issue all graduands with the official parchment following conferring of awards
- ✓ Under the Data Protection Act, all information regarding your performance, attendance etc. is deemed confidential and will not be discussed with a third party without your consent.

Digitary – Statement of Exam Results and European Diploma Supplement

A Statement of Examinations Results is a formal statement of your end of stage examination performance, ratified by Atlantic Technological University. All undergraduate students will receive an electronic Statements of Examination Results at the end of each stage of study through a secure online solution product called Digitary.

The electronic document is a web based digitally certified document, electronically signed by the Vice President of Academic Affairs and Registrar. It can be viewed, printed, downloaded and shared electronically as a digital document with anyone you authorise (e.g. potential employer(s), recruitment agencies, other Higher Education Institutions).

Log in using this link: www.core.digitary. net/#/user/shibboleth



The European Diploma Supplement (EDS) is issued electronically to graduands of Higher Education Institutions along with their parchment and transcripts of results. The Diploma Supplement provides additional information regarding the award which is not available on the official certificate (Degree Parchment) such as the skills and competences acquired, the level of the qualification and the results gained, and entry requirements and access opportunities to the next level of education etc. This makes it more easily understood, especially for employers and institutions outside the issuing country.

The Diploma Supplement is available to you via the Digitary online tool.

It is digitally certified and electronically signed by President of ATU Donegal. It can be shared electronically as a digital document with anyone you authorise (e.g. potential employer(s), recruitment agencies, other Higher Education Institutions).

Log in using this link: www.core.digitary. net/#/user/login

Repeat of Examinations

Learners who have been unsuccessful in their exam(s) or had deferred an exam(s) will re-sit or attempt the exam as a first sitting in the Autumn exam session which is normally scheduled for the end of August. A fee is applicable for this exam.

A fee of €100 regardless of the number of modules a student has to repeat. There is no fee for deferred examinations.

For more information: info: www.lyit.ie/ Student-Hub/Administration-Services/ Exams-Results



Ollscoil Teicneolaiochta An Atlantaigh Atlantic Technological University





General Information

Atlantic Technological University was launched in April 2022. The formation of ATU creates university campuses in Donegal, Sligo, Mayo and Galway. ATU Donegal attracts a diverse student body of over 4000 students from Ireland and 31 countries across the globe. Formally, Letterkenny Institute of Technology, established in 1971.

ATU Donegal offers an exceptional higher educational experience. Building on the foundations of applied learning, our university focuses on research-informed teaching. We empower learners to realise their full potential, developing responsible citizens, critical thinkers, innovators and problem solvers equipped for life-long learning.

Saol Mac Léinn

Seoladh Ollscoil Teicneolaíochta an Atlantaigh i mí Aibreáin 2022. Cruthaíonn bunú ATU campais ollscoile i nDún na nGall, i Sligeach, i Maigh Eo agus i nGaillimh. Meallann ATU Dhún na nGall líon éagsúil mac léinn de bhreis is 4000 mac léinn as Éirinn agus as 31 tír ar fud na cruinne. Go foirmiúil, gheobhaidh tú amach go bhfuil an saol sa choláiste i bhfad níos difriúla ná an saol sa mheánscoil. In OTA Dún na nGall. Leitir Ceanainn, amharcfar ort mar dhuine fásta i ndomhan na ndaoine fásta agus beifear ag súil go ndéanfaidh tú gníomh dá réir. Tá cineálacha éagsúla mac léinn in OTA in Dhun na nGall, idir mhic léinn lánaimseartha, mhic léinn pháirtaimseartha agus mhic léinn um oideachas leanúnach. Tá cuid mhór ag OTA in Dhún na nGall le tairiscint d'fhoghlaimeoirí. Tá rochtain ag na mic léinn lánaimseartha ag an ollscoile ar na háiseanna uile agus seirbhísí tacaíochta do mhic léinn. Tá mic léinn pháirtaimseartha nó mic léinn um oideachas leanúnach, atá ag staidéar 30 creidiúint nó níos mó, i dteideal úsáid a bhaint as na háiseanna agus na seirbhísí ag an ollscoile freisin.

Gach bliain, toghtar ionadaithe do na mic léinn. Dá bharr sin, bíonn áit ag na hionadaithe tofa sin ar Bhord Bainistíochta an Choláiste agus ar an Chomhairle Acadúil; is féidir gnóthaí agus buarthaí na mac léinn a aithint. Moltar go láidir do gach mac léinn a bheith rannpháirteach agus gníomhach i gclubanna agus i gcumainn Aontas na Mac Léinn agus iad féin a dhéanamh eolach ar a bhunreacht agus a bhuiséid. Níl cead ach ag mic léinn lánaimseartha atá cláraithe ag an Institiúid vóta a chaitheamh i dtoghcháin na mac léinn.

Le linn duit a bheith i do mhac léinn tríú leibhéal, beifear ag súil go nglacfaidh tú freagracht ar son do chuid oibre féin agus do clár staidéir. B'fhéidir go mbeadh cabhair de dhíth ort leis seo i dtús báire siocair go mbeidh measarthacht léitheoireachta agus ullmhúcháin ag teastáil don chuid is mó den obair chúrsa a bheidh ort a thabhairt do do léachtóir. Tá scileanna leabharlainne agus ábaltacht chun cuardach a dhéanamh san áit oiriúnach den leabharlann ina ngné bhunúsach de staidéar agus taighde. Gheobhaidh tú traenáil sa réimse sin le linn an chúrsa in Insealbhú Mac Léinn, atá mar chuid den phróiseas clárúcháin, ach chomh maith leis sin, tá sé tábhachtach a chuimhniú go bhfuil cuidiú ar fáil ó bhaill foirne na leabharlainne nó ó do léachtóir. Le do thoil, déan tú féin eolach ar na gnáthaimh seo am éigin i rith na bliana acadúla.

Laistigh den ollscoile agus amuigh i measc an phobail i gcoitinne, beifear ag dréim go n-iompróidh tú féin i slí a chosnóidh dea-chlú an choláiste agus go dtabharfaidh tú urraim do chearta dhaoine eile. Mura gcloítear leis na caighdeáin seo, d'fhéadfaí smachtbhannaí a fhorchur, fiú a bheith curtha ar fionraí ina measc. Mar chuid den lámhleabhar seo tá an cód iompair, ina bhfuil cearta agus dualgaisí na mac léinn agus próiseas smachta an choláiste araon leagtha síos.

Student life

You will find college life is a very different experience from life in secondary school. At ATU Donegal, you will be regarded as an adult in an adult world and expected to act accordingly. There are different types of students at ATU Donegal, from full-time to part-time, and online students. ATU Donegal has a lot to offer learners. Full-time students at the university have access to all facilities and student support services. Part-time students or online students, studying 30 credits or more, are also eligible to avail of facilities and services at the university.

Each year, student representatives are elected. These elected representatives

have a place on the Governing Body of the college and on the Academic Council. Through this representation, the affairs and concerns of students can be identified. All students are strongly advised to take an active interest in the Student Union Clubs and Societies and to familiarise themselves with its constitution and budgets. Only full-time registered students at the university have the right to vote in student elections.

As a third-level student, you are expected to take responsibility for the planning of your own work and study programme. In this area, you may need assistance at first, as most of the course work requested for handing in to your lecturer requires a



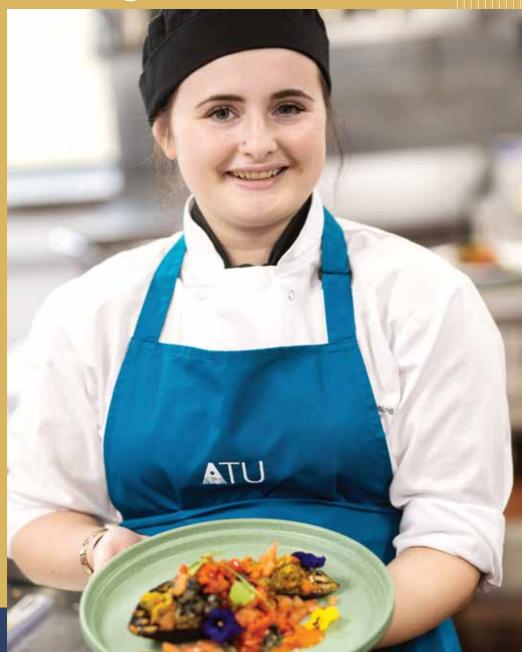
certain amount of reading and preparation. Library skills and the ability to search in the appropriate area of the Library are a fundamental aspect of study and research. You will receive training in this area during the course of Student Induction as part of the registration process, but it is also important to remember that help is at hand, by contacting the library staff, or your lecturer. Please familiarise yourself with these procedures at some point during the academic year.

Both within ATU Donegal and in the community at large, you are expected to behave in a way that protects the good name of the college and with due regard to the rights of others. Failure to meet these standards may result in sanctions up to and including suspension. This handbook includes the Code of Conduct, which sets out both the rights and responsibilities of students and the college's disciplinary procedures.





Compál Killybegs Killybegs Campus





ATU Donegal is home to the tourism and catering programmes provided by the Department of Tourism and Sport. It offers learners a unique opportunity to train and be educated in what is now the most exciting and challenging career choice on offer in the country. Formally, the Tourism College Killybegs established in 1969 and has the reputation as the leading college for educating and training people in or aspiring to a career in the tourism industry. On 1 February 2007, the former Tourism College became a School of Letterkenny Institute of Technology and on 1 April 2022 became Atlantic Technological University (ATU). Internationally acclaimed as one of the top Tourism and Catering Colleges in Europe, the learners have been awarded numerous accolades for their participation in winning a wide range of international culinary, hospitality and bar service competitions.

There are approximately 200 full and part-time learners in the Killybegs campus. The campus is divided into a number of buildings. The main building houses classrooms, lecture theatre, training kitchens, training bar, accommodation and facilities lecture theatre, computer laboratories, collaborative learning suite and the library. The Millennium building houses 2 training kitchens and a training restaurant and the Tourism Building houses a lecture theatre, computer laboratory and a training coffee house.

Existing Facilities

- Purpose-built restaurant facility with full menu and 42" plasma screen TV.
- Fully stocked library.



- 3 computer laboratories.
- Collaborative Learning Suite
- 7 fully equipped, state-of-the-art training kitchens.
- A fully equipped, state-of-the-art training restaurant.
- A fully equipped training bar.
- Classrooms/Seminar Rooms.
- Student Recreation Room with pool table, internet access and vending machine.
- Learner services areas incorporating College Nurse, Learner Support Services Officer and Student Union Office.
- Learner lockers.
- An all-weather, floodlit Astro Turf playing field.
- · Car parking facilities.

Sports Facilities

ATU Donegal Killybegs campus has gym facilities and an all-weather, floodlit Astro Turf playing field which can be used to play soccer, basketball, tennis etc.

Fire Safety and Evacuation

P	ssembly oint/ ocation	Building
	ower Front ar Park	For all learners and staff in Main Building, Barry's, Millennium and Tourism Buildings at time of alarm sounding.

Safety in the College







All students should read and understand the following details and, if in doubt, any health, safety or welfare concerns should be clarified with your Head of Faculty / Head of Department. Further detail on Health and Safety matters are contained in the ATU Donegal Safety Statements for your department and ATU Donegal Procedures. These documents are accessed on the health & safety sharepoint link:

www.atlantictu.sharepoint.com/sites/ Donegal-HealthSafety

First Aid & Defibrillators

First aid and defibrillators are available on each campus. In addition, the Medical Centres are located in the Sports Centre, Letterkenny Campus & in the main building, Killybegs Campus. Always ensure you know where medical centres are located, how to contact first aiders and where the nearest first aid facilities are located.

Emergency Services dial 999 or 112

First Aid Emergency

- Letterkenny Campus: call first aiders by dialling 6007 from an internal phone or 074 91 86007 from a mobile.
- Killybegs Campus: call first aiders by dialling 6610 from an internal phone or 074 91 86610 from a mobile.

Tell the first aider where the victim is located; give the building, closest room number and floor you are on. The first aider will then proceed to the victims' location.

Defibrillators Locations

Letterkenny Campus

- Main Building behind Main Reception desk
- 2. Main Building, 3rd Floor nursing corridor, opposite the lift beside office 3401

- Main Building, 3rd Floor, connecting corridor between Science Labs and Lecture Theatres opposite the top of stairwell no. 2
- 4. CoLab Building, opposite the reception desk
- 5. An Dánlann (Sports Centre) beside the reception desk
- 6. An Dánlann (Sports Centre) in Medical Centre

Killybegs Campus

7. Main Building beside Reception desk

First Aid Boxes are located at all receptions, laboratory and kitchen areas of the campuses.

Incidents Reporting

All accidents or incidents that occur on the ATU Donegal campus, regardless of their severity must be reported immediately to your Head of Department. This so a full investigation can be carried out and a control measure put in place to prevent a reoccurrence of the incident. This also applies to any hazardous situations that you become aware of please notify a member of staff immediately and your Head of Faculty.

Fire Safety and Evacuation Procedure

All students are advised to familiarise themselves with the College' Fire & Emergency Safety Management
Procedure and the following safety matters set out below. For a copy of the Fire & Emergency Safety Management
Procedure follow this link: www.atlantictu. sharepoint.com/sites/Donegal-HealthSafety

Fire Assembly Points

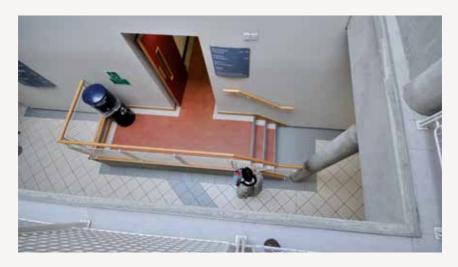
Students should make their way to the nearest **Fire Assembly Point** in the event of an emergency evacuation or fire drill. This is the designated safe place for students to wait

Green and white signs marked "Fire Assembly Point" identify the assembly points these are designated as follows:



Fire Assembly points Letterkenny Campus

Assembly Point	Location
A	Rear Car Park to Ramelton Rd. side of grounds
В	Between Colab and Nursing Block of Main Building
С	Front Car Park to Port Rd. side of grounds
D	Front Car Park to Port Rd. side of grounds
E	Car Park between Main Building and An Dánlann



Fire Assembly Point Killybegs Campus

Assembly Point Location

Front Lower Car Park

No Smoking Policy

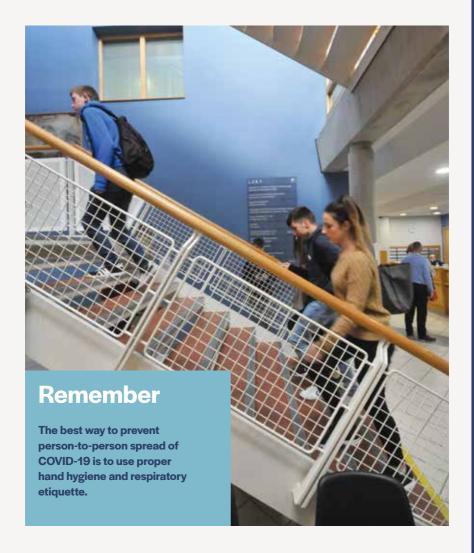
ATU Donegal has a no smoking policy operational throughout the whole of the campuses. Smoking is not permitted in any of the buildings, **outside any entrance** or anywhere on the campus grounds other than in the following designated smoking areas where receptacles for matches and cigarette ends are provided.

- outside at the west side of the main building
- outside the main restaurant
- outside the maintenance store adjacent to the Ramelton Rd. Car Park
- at the smokers bin near the entrance to An Dánlann

Management in ATU Donegal wishes to clarify that prohibition of smoking in ATU Donegal includes the prohibition of e-cigarettes or electronic cigarettes. The use of **e-cigarettes** is now only permitted in the designated external smoking areas.

Covid-19

Please adhere to all national guidance and public health advice in relation to COVID-19. Students must adhere to all COVID-19 measures that have been put in place at ATU Donegal. Students must also adhere to and follow all COVID-19 control measures outlined by ATU Donegal staff e.g., technical staff, lecturers, head of faculties and head of department. If in doubt, contact your head of department for clarification on COVID-19 requirements within your department or faculty. For more information: www.lyit.ie/Student-Hub/Covid-19-Student-Support-Information



Support-Information

Further Information on COVID-19 requirements on campus available from:

- Your Head of Department and/or Head of School
- ATU Donegal Health Service: Tel: 074 91 86850 / Mobile: 087 205 2600
- HSE: www2.hse.ie/coronavirus

Data Protection Notice to students

As a student of ATU Donegal, some of your personal data will be processed by ATU Donegal. ATU Donegal processes your personal data in order to carry out its functions. Personal data held by ATU Donegal is treated with the highest standards of security and confidentiality in accordance with data protection legislation and ATU's Data Protection Policy. ATU Donegal is a Data Controller for personal data we process about you. The purpose of this privacy statement is to explain how your personal data is used and shared by ATU Donegal. For more information:

https://www.atu.ie/data-protection.

ATU Donegal is committed, through a partnership with our learners to ensuring good working relations on campus and an efficient and effective academic environment.

Plagiarism:

Definition of Plagiarism

The Quality Handbook defines plagiarism:
The act of presenting as your own,
the words or ideas of someone else,
whether published or not, without proper
acknowledgement, within one's own work is
called plagiarism.

There are three main types of plagiarism, which could occur within all modes of assessment (including examination):

 Direct copying of text, images, and other materials (electronic or otherwise) from a book, article, fellow student's essay, handout, web page or other source without proper acknowledgement

- Claiming individual ideas derived from a book, article etc. as one's own and incorporating them into one's work without acknowledging the source of these ideas
- c. Overly depending on the work of one or more other sources without proper acknowledgement of the source, by constructing an essay, project etc., extracting large sections of text from another source and merely linking these together with a few of one's own sentences.

All students at ATU DONEGAL will have plagiarism explained to them, what it is and how to ensure that their academic work does not contain it. Individual assignments may have specific requirements. An addendum to this policy with additional discipline specific guidelines on plagiarism may be provided by individual Faculties / Departments.

https://www.lyit.ie/About/Policies-Publications-Standards/Quality-Assurance

Maoin Intleachtúil ag Ollscoill Teicneolaíochta an Atlantaigh

De ghnáth, is de chuid OTA Dhún na nGall iad Cearta Maoine Intleachtúla (MI) a bhaineann le haon ábhar nó saothair a chruthaíonn Baill Foirne nó Mic Léinn le linn dóibh a bheith faoi fhostú nó faoi oideachas ag OTA Dhún na nGall . Aithníonn agus spreagann OTA Dhún na nGall an prionsabal gur chun an leasa poiblí is mó ba cheart MI a thugtar chun cinn ag OTA Dhún na nGall a úsáid. Tá an Oifig Forbartha ag OTA Dhún na nGall ar fáil chun cuidiú le baill foirne agus mic léinn acmhainneacht tráchtála a gcuid aireagán a thabhairt chun críche.

Intellectual Property at ATU Donegal

As a general rule, the Intellectual Property (IP) rights, in or to any material or works created by Staff or Students in the course of their employment or education by ATU Donegal, is the property of ATU Donegal. ATU Donegal recognises and encourages the principle that IP developed at ATU Donegal should be used for the greatest public benefit and the Development Office at ATU Donegal is available to assist staff and students realise the commercial potential of their inventions.

Additional Policies

Student related policy and procedural documents are contained in the Student Toolkit.

These include policies such as:

Respect & Dignity at Work:

Children in the Workplace:

Protection of Children and Vulnerable Adults:

ATU Student Code





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- 1. Purpose
- 2. Scope
- 3. Definition
- 4. Policy
- 5. Breaches of the Student Code



1. Purpose

The purpose of Atlantic Technological University (ATU) Student Code is to promote responsibility and encourage honesty, trust, fairness, integrity, and respect among students of the University. The code is designed to assist in the development of a supportive and productive learning environment.

All students of ATU are expected to maintain high standards of academic honesty and personal integrity at all times. It is the responsibility of every student to be aware of the policy content contained herein (the 'Student Code') and to abide by its provisions. These provisions outline expected behavioural standards – both academic and non-academic – required of all students.

2. Scope

ATU is a community of learning grounded in shared values, rights, and responsibilities. The Student Code applies to all students of the University. This policy is part of a suite of University policies that are relevant



to students and other stakeholders ATU respects higher level students as responsible members of the community. Accordingly, it expects that each student of ATU will behave in a mature, reasonable, and honest manner which protects the good name of ATU, meets the requirements of their programme of study, has due regard to the rights of others and does not adversely affect the conduct of ATU business. Engaging in or inciting behaviour or conduct, on and off campus and online, which damages the good name of ATU is not acceptable. The Student Code encourages mature and responsible behaviour. It applies to any activity or behaviour which causes ATU to come into disrepute, including, where students are engaged in work experience, placements, field exercises, assignments, conferences or exhibitions. The remit of the Student Code extends to students while representing ATU as part of any club or society and also in respect of student accommodation.

3. Definition

The maintenance of the good name of ATU is in the interest of all its members and stakeholders. All students of the University are required to honour this obligation. The Student Code details the responsibilities and rights of students as members of the University community. The Student Code is underpinned by a set of principles, behavioural norms, rules, and regulations applicable to all students.

4. Policy

This Student Code describes rights and responsibilities relating to both academic and non-academic activity whilst a member of the ATU student community and is underpinned by three principles: Fair Treatment; Honesty and Transparency; Personal Responsibility.

4.1. Principle of Fair Treatment

As a student of Atlantic Technological University, you can expect

- 1) to be treated equally and with dignity, courtesy, and respect at all times.
- to be treated fairly in an environment free from harassment and discrimination based on gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the Traveller community.
- to be able to bring any concerns you encounter to the attention of University management.

This can occur through your Student Union; Lecturer; Year Tutor; Programme Board; Head of Department / School / Faculty; Student Services.

- fair and just procedures, including open and transparent appeals procedures in all matters.
- to be represented on appropriate
 University for a including the Governing Body, Academic

Council, and appropriate Sub-Committees of Academic Council.

- 6) to be represented on Programme Boards
- 7) to be offered the chance to provide feedback through a number of key mechanisms (including national and local surveys) about the value, relevance, and effectiveness of academic programmes and related services.
- 8) the University to provide a safe and secure university environment.

9) to have reasonable access to appropriate student support services.

As a student of Atlantic Technological University, you will be expected:

- to treat members of University staff, other students, visitors to ATU and members of the local communities with equality, dignity, respect and courtesy. This includes interactions across all social media platforms.
- to be aware of and comply with University regulations including this Student Code.
- to provide honest feedback on programmes of study and related services.
- 4) to conduct yourself in a professional manner, inter alia: while on field trips, work / industry placements, when and whilst engaged in other activity (on-campus and / or off-campus and / or online) including activity associated with University clubs and societies.
- 5) to respect the property and facilities of the University.
- 6) to behave in a responsible manner at all times.
- to comply with lawful instructions of ATU staff
- 8) to contribute to a university environment that is free from bullying, harassment, sexual violence, and discrimination against others based on gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the Traveller community, and related grounds.
- 9) to complete registration and pay all fees required by ATU as they become due.

4.2. Principle of Honesty and Transparency

The University is committed to supporting and maintaining high standards in teaching, learning and research.

As a student of Atlantic Technological University, you can expect

- to be provided with appropriate information on your programmes.
- to receive at the beginning of the year, an outline of the module content and details as to how and when it will be assessed
- 3) to be provided with access to a programme timetable.
- 4) to experience a variety of teaching and learning methodologies.
- 5) to have reasonable access to lecturing staff for individual consultation
- to be supported in seeking to address issues that are affecting your attendance and / or performance.

As a student of Atlantic Technological University, you will be expected

- to approach your academic endeavours with honesty and integrity
- 2) to attend scheduled learning activities and to arrive in time for same.
- to fully participate in all aspects of the learning process, including, but not limited to, lectures, practical's, tutorials, meetings with research supervisors, conferences, seminars.
- to study your chosen programme of study.
- 5) to comply with the administrative arrangements for your programme.
- to refrain from using mobile phones, or other electronic mobile devices, during class unless explicitly permitted to do so.
- 7) to inform relevant staff if you are going to be absent for a period of time.

The University is committed to high standards in student assessment.



As a student of Atlantic Technological University, you can expect

- to receive adequate notification of the date(s) of assessments, including guidelines and any other support material or information relevant to the mode of assessment.
- 2) to be provided with assessment that is appropriate, fair, and valid.
- 3) to receive feedback on assessment within a reasonable timeframe.

As a student of Atlantic Technological University, you will be expected

- to submit assessable artefacts (essays, projects, and other assignments) on time.
- to complete and submit / present your own work in respect of all assignments, projects, and examinations.
- 3) to adhere at all times to the ATU Academic Integrity Policy (currently under development), and to not plagiarise¹ material or to engage in any form of contract cheating² (regardless of whether it is paid or unpaid).
- 4) to take reasonable care of your own work / assessable material, to minimise the potential for it to be compromised or copied, and in the case of individual assessment, to not share work you have completed, in whole or in part, with others.

- 5) to inform lecturers promptly if you are having difficulties which are affecting your performance.
- to fully comply with all the assessment regulations in this code and related policy and procedure documents

4.3. Principle of Personal Responsibility

By completing registration at ATU, students agree to comply with all policies, regulations, and disciplinary procedures of the University and affirm that they have read and agree to be bound by all ATU Regulations³ including:

- > Policies in respect of social media and its usage;
- > Use of computing facilities (including acceptable usage);
- > Use of University Library facilities, oncampus and online;
- > The University policy on Academic Integrity;
- > The University policy on Fitness to Practice;
- > Exam Regulations in respect of assessment and examination.
- Only students who are validly registered at the University may be admitted to classes, regardless of whether such classes are conducted on campus or online.

¹ Plagiarism is the act of copying, including, or directly quoting from the work of another (whether published or not) without adequate acknowledgement, in order to obtain benefit, credit or gain.

² Contract cheating involves the outsourcing of student work, in whole or in part, to third parties (including family and friends).

³ Current policies apply until new policies are developed and approved.

- 2) Students shall comply with all health and safety regulations in place (and which may be subject to change from time to time), including those prescribed at Faculty / School / Department / Academic Unit level, and those governing buildings and facilities including laboratories, workshops, and libraries.
- Students shall at all times carry their University Student Identification Card, which is issued to each student upon registration.
- 4) Student identification cards must be produced upon request by any member of ATU staff. Persons unable to show evidence of registration may be required to leave ATU grounds and/or be subject to disciplinary procedures.
- 5) ATU acknowledges that social activity is an important part of student life. Notwithstanding, self-discipline is expected at all times. Students shall acknowledge and respect that they are members of a wider community. Breaches of the social media policy may result in sanctions under the University disciplinary procedures.
- 6) The display of posters is subject to the approval of the Student Services Manager and / or The Students' Union Office. Posters and notices concerning student social activities may only be displayed on appropriately designated notice boards.
- Alcohol and substance use (that is, use of illegal drugs and the misuse of prescribed drugs and substances) is prohibited on campus.

- The advertisement of alcohol is prohibited on campus and alcohol cannot be given as a prize for fundraising events
- Smoking and Vaping is not permitted within ATU buildings or on campus grounds (except in officially designated smoking areas, where such facilities exist).
- 10) Students shall refrain from conduct liable to infringe the rights of others.
- 11) Students shall not engage in any form of bullying or harassment, including sexual harassment of any student or member of staff of ATU and shall comply with the ATU Sexual Violence and Harassment Procedure. This includes any and all forms of online bullying and online harassment.
- 12) Students shall respect ATU property. Students may be held liable for the cost of repair or replacement of ATU property damaged by them.
- 13) Unauthorised entry to ATU or to a restricted area within ATU or the use of facilities or equipment to which restrictions apply is prohibited.
- 14) Students shall keep the Admissions Office of the University informed of their current postal address.
- 15) Students shall comply with all requirements detailed for their programme of study, including requirements in respect of attendance, assessment, examination, and Garda vetting.



16) The right to continue a programme of study depends on several factors including, inter alia, meeting the required academic standards, satisfactory enrolment / registration, the maintenance of a satisfactory attendance record, academic performance, and satisfactory personal conduct.

5. Breaches of the Student Code

Alleged breaches of this Student Code will be investigated and pursued in accordance with the procedures detailed in ATU procedural document 'Procedure for Dealing with Breaches of the Student Code', currently under development.

Eolas Ginéarálta General Information





Córas lompair Transport

Getting around

ATU Donegal's vibrant campuses attract students not only from the North West and other parts of Ireland but also from various international destinations, including through the Erasmus exchange programme.

ATU Donegal has two campuses based in Letterkenny, the commercial hub of the county, and in Killybegs, a picturesque fishing town and Ireland's premier sea port. Wherever you are traveling from, ATU Donegal is easy to reach.

For more information:

https://www.lyit.ie/About/Campus-Facilities/Letterkenny-Campus

https://www.lyit.ie/About/Campus-Facilities/Maps-Transport/Killybegs-Campus



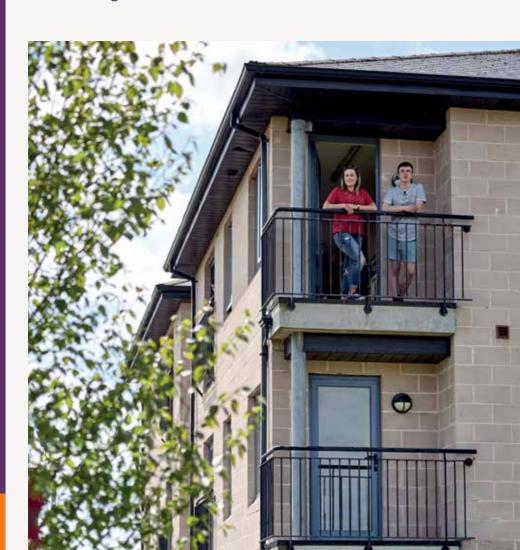
Accommodation Service

ATU Donegal Student Union Accommodation List

The SU Accommodation List provides a comprehensive list of third-party accommodation (ATU Donegal does not have on-campus accommodation) available in the area; this list is made available to all registered students as soon as CAO offers to students become available. The list is also circulated to returning students. All accommodation providers on the accommodation list must be registered with the Private Residential Tenancies Board (PRTB).

The approved list is available to view on the SU website - www.atusudonegal.ie.

www.atusudonegal.ie/accomodation

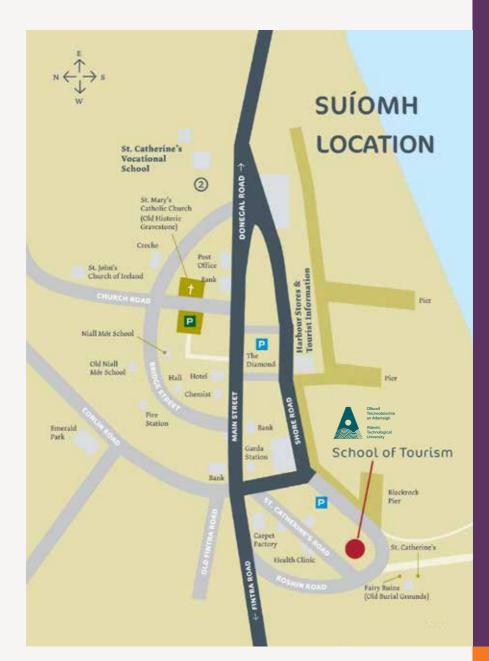




Map of Letterkenny



Map of Killybegs



ATU Academic Calendar

Please access your Academic Calendar and keep up to date with all that's happening in college life throughout the year:

www.lyit.ie/About/Academic-Calendar-Opening-Times.





Bóthar an Chalaidh, Leitir Ceanainn Contae Dhún na nGall, F92 FC93, Éire

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