



PONTIFICAL UNIVERSITY
St Patrick's College, Maynooth

Postgraduate Student Handbook

2015-2016



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LETTER FROM THE DIRECTOR OF POSTGRADUATE STUDIES



Dear Postgraduate Student,

On behalf of the Faculty of Theology I would like to welcome you to this new academic year at the Pontifical University.

First of, I wish to greet those who are entering our postgraduate community for the first time. You are most welcome to Maynooth; my colleagues and I are delighted that you have chosen to study in Maynooth, and we hope that your stay will be both fruitful and rewarding. As you begin your postgraduate studies, I would ask you to bear in mind that this time is privileged and precious. Few people have the possibility of advanced study, and few students have the opportunity to study in a context where so many academics are so accessible.

As you begin your time as a postgraduate, it is important to remember that postgraduate study demands a different set of responsibilities and responses to undergraduate study. Given the wide selection of modules, you may have to work harder to make contact with your peers. Be assured that this is worth the effort; the friendships we form at university are some of most enduring and enriching in life. Our regular research seminars provide an opportunity to discover how those at Masters and PhD level conduct and critique their research. Along with the various conferences and public lectures organized by the Faculty, they provide a rich experience of academic life. I hope you can make the time to savour this richness.

The transition from undergrad to postgrad takes time, especially at doctorate level. The doctorate is not just an academic challenge, it is a significant personal challenge. A doctoral dissertation of any value is never plain sailing; there will always be moments of crisis and doubt. Paradoxically, those difficult days and weeks are often times of great personal development and academic progress.

I also wish to greet those of you returning after the summer. I hope you have managed a change of scene and pace in the last week, and can return with new energy and a hunger for reading.

If you have any queries or concerns do not hesitate to call to my office (11 Dunboyne House), or contact me by email (seamus.oconnell@spcm.ie), or through the Theology Office. In the coming semester, feel free to drop in on Tuesdays, Wednesdays, or Thursdays between 2:00 and 3:00 pm.

In wishing us all a good academic year, I remind you of the admonition of the Lord in the Gospel of Mark: “Those who endure to the end will be saved!” (Mark 13:13). Teleology may not be always be the way to go, but it can provide excellent orientation at key moments!

With every good wish for the months ahead,

Professor Séamus O’Connell,
Director of Postgraduate Studies

September, 2015

REGISTRATION

Registration for first year postgraduate students will take place in the **Pontifical University Office/Theology Office** (see map at the back of this handbook) on **Monday 21st September** between 11.00am and 1.00pm.

BEFORE REGISTRATION please first assemble in the **Student Common Room, South Campus**.

Orientation will take place from 10.00 to 11.00am at Middle Loftus.

Late Registration: Wednesday, 30th September: 11.30 - 12.30 in the Theology Office.

Documents for Registration

You must bring the following to registration:

1. (a) **Birth certificate (not baptismal certificate) or valid passport.**
(b) Marriage certificate (state version) for students who wish to use their married name.
2. Evidence that a grant is to be awarded to you, if applicable.
3. Your P.P.S. Number (previously known as R.S.I. number)

After you register, you will be issued with your student identity card. This card should be kept on your person while you are on campus, as it may be required as proof of identity at any time. Replacement of a lost identity card will be subject to a reissue charge of €20.00 (correct going to print).

If your documents or fee payment are incomplete you will be registered provisionally. This will mean being without a student identity card and Library borrowing facilities. It will also mean that you will be unable to avail yourself of student travel rates and student discounts until this date.

Guidelines for incoming postgraduate students

1. Details on courses and other useful information can be found in the *Kalendarium*.
2. Modules should be chosen at registration, and only in exceptional circumstances and with permission of the Faculty may the choice of modules be altered. **Please submit a list of your modules and supervisors names to the Theology Office on the forms provided. The Theology Office must also be informed of any changes made to any module choices.**
3. Students should see their course lecturers as soon as they have chosen modules, and arrange with them the method and frequency of meetings. Essays and other written work should be submitted punctually at the agreed times. All course requirements must be completed by **May 30th**.

4. Please note that where possible the University uses email (University email account) and/or texts to contact you. Please check your University email account regularly for any communication from the University.
5. Please ensure that you comply fully with any language requirements. Students are expected to register for language courses on Registration Day.
6. The Postgraduate Common Room and Kitchenette are located in Dunboyne House, South Campus. The access security codes are confidential to postgraduate students in the Faculty and to staff.
7. The Postgraduate notice board, located near the First Divinity Lecture Hall, carries information regarding visiting lecturers and other matters of interest to postgraduate students.

LIBRARY DATABASE WORKSHOP / TOUR OF THE LIBRARY

A **Theology Library Database Workshop** for Postgraduate Theology students will take place in the second semester. Attendance at this workshop is obligatory. Further details will be sent to you at a later date.

A **Tour of the JPII Library** will be given by the Theology Subject Librarian in September on a date to be confirmed. Further details will be communicated to you shortly.

GENERAL INFORMATION FOR POSTGRADUATE STUDENTS

Social and Pastoral

The ideal of the Pontifical University is to contribute to the development of the whole human person. That means we recognise the importance of the physical, social, cultural and spiritual well-being of our students.

Postgrad Common Room & Kitchenette

These are located in Dunboyne House on the ground floor. All postgraduate students in theology have access to these rooms for study, socializing, coffee etc. Access is restricted to postgraduate students and members of staff only. The access codes will be made available at registration.

Pugin Hall Restaurant

Pugin Hall in the Cloisters on the South Campus offers coffee and snacks during the day, for all students, as well as hot food for lunch. The Phoenix Restaurant is located on the North Campus. Chill Café is also located on the North Campus, as well as O'Briens, all serving a variety of food.

Conversations with Theologians

There will be a number of lectures by visiting theologians in the course of the academic year. These are open to all postgraduate students in theology, and are usually held in St Mary's Building on the South Campus. Students will be informed in advance of dates, times, and venues. These meetings are informal gatherings and all are welcome.

Change of Personal Details

You must notify the Theology Office of any change to your registered address or telephone number (both home and local). This will ensure that communications from the University about courses, examinations, etc. will reach you safely.

DETAILS ON FEES AND GRANTS

The Accounts Office at Saint Patrick's College deals with all matters relating to course fees and grants. It is located on the lower ground floor of Stoyte House and is open as follows:

Monday to Thursday	9.30am-1pm & 2pm-5pm
Friday	9.30am-1pm (Closed Friday afternoon)

Up-to-date information and a current fees list is available on:

<http://maynoothcollege.ie/pontifical-university/accounts-fees/>

Full details, together with a bank giro form, is sent to each prospective postgraduate student in late August.

Postgraduate (EU) students who are not in receipt of a Higher Education Grant, Repeat students and all other students, should have half of the required fee paid prior to registration and the balance before the 31st January 2016. Late payment fees of €50 will apply.

Overseas and non European Union students must pay fees **in full** prior to registration. If in receipt of sponsorship from an outside agency, details of same must be conveyed to the Fees and Grants Office not later than August 31st, 2015 so that payment of fees can be secured by the University.

Bank information

Details of the St Patrick's College bank account, into which fee payments should be made, are as follows:

Address:	Allied Irish Bank PLC	BIC: AIBKIE2D
	Main Street	IBAN: IE37 AIBK 9332 0100 1548 63
	Maynooth	
	Co. Kildare	

Please quote your **student number** and the **name under which you are registered** at the University on all bank transactions. Students are advised to use the bank giro system rather than sending cash or cheques directly to the Fees and Grants Office.

To pay fees by credit or debit card please phone the accounts office on 01 7084751, during office hours.

Higher Education Grants

Application for a Higher Education Grant must be made to SUSI (Student Universal Support Ireland): www.susi.ie. Before registration can be completed, written confirmation of your award from SUSI **must be produced**. In some cases this evidence will be available in time for registration, but in other cases it will not be available until later. Student identity cards will not be released until confirmation of such an award is produced.

Students **in possession of a SUSI letter awarding them full tuition fees** (Award Category F5) will have their fee covered by SUSI. Students **in possession of a SUSI letter awarding them a Fee Contribution only** (Award Category F4) are liable for the portion of the fee not covered by SUSI and should pay half of this amount prior to registration and the remaining half by January 31st. Post graduate Students who do not have confirmation of their award from SUSI may be required to pay half the full fee before registration. On receipt of an award from SUSI any overpayment will be refunded.

If you need any further information, please do not hesitate to contact us at the Fees and Grants Office (01) 708 4751. Email: accounts@spcm.ie

FUNDING – STUDENT ASSISTANCE FUND (SAF)

The Student Assistance Fund (SAF) is co-funded by the Irish Government and European Union under the European Social Fund Human Capital Investment Programme 2014-2020. It provides financial support to students who are in financial difficulty and whose participation at university would be at risk without support. The Fund is best described as a contributory payment which helps students meet some of the **extra** costs associated with being at university. Registered students do not necessarily need to be grant holders to apply for funding.

Applications are **means tested** and funding is **targeted** at those students who are in most financial need.

Funding is available to **all full-time registered students** of the Pontifical University attending an approved course. Full details of the Fund are available at <https://www.maynoothuniversity.ie/access-office/student-assistance-fund>. Details of approved courses are available at

<http://susi.ie/wp-content/uploads/2015/04/Pontifical-University-of-Maynooth-Postgrad-courses.pdf>



ACCOMMODATION OFFICE INFORMATION

On-Campus Student Accommodation

The Accommodation Office caters for nearly 900 students in residence halls (River, Village & Rye). These purpose-built student accommodations are located on the North Campus. The Accommodation Office website contains descriptions, photographs and pricing for each type of accommodation.

- Comfortable & spacious accommodation;
- Most have en-suite bathrooms;
- Twin room options available;
- Good study facilities;
- Internet access;
- All accommodations are non-smoking;
- Reception/Accommodation Assistant Services;
- Accessible rooms for students with disabilities (Please see the Accommodation web pages for details of how this works for Students with disabilities).

Before You Apply

Decide if on-campus accommodation is the best option for you and which type of accommodation you prefer.

Do your financial planning, taking into account that your deposit and first semester costs are paid upfront {on average €2,600* including deposit depending on what accommodation you choose] in August and a further payment of again on average and depending on what accommodation is chosen €2,100* in early January for the second semester costs.

Check out the various additional options for on-campus living e.g. Shared Rooms, Scéim Cónaithe, & Accessible Rooms.

** Campus rates and deposits vary depending on type of accommodation chosen. Full details are on the Accommodation Office website.*

Your Application and Your Offer

You should only submit one application for on-campus accommodation. If you submit more than one application, all previous applications (including all preferences expressed or notes included in those applications) will be discarded and only the latest application will be included in the draws.

It is essential that you choose the correct category on your online application form. **NEW STUDENT TO MAYNOOTH OR SPCM** – you should select this category only if you are a prospective first year student, and are planning to commence your studies in Maynooth University (NUIM) or Pontifical University (SPCM) in September 2015 having applied through the CAO.

Use the **ADDITIONAL INFORMATION** section to tell us about your preference for any additional options together with information about your mobility, if applicable.

Make sure you accurately record your **CAO/STUDENT NO** as failure to do so will invalidate your application.

Please make sure that you use a working email address that you check regularly.

Know the process of how and when you will find out, if you have been offered on-campus accommodation.

Living On Campus

Once a student has been offered a place in on-campus accommodation, the Residents' page of the Accommodation Office website will contain further details on the following: check-in dates and times and what documents you need to bring for check-in; list of items you will need to bring for your apartment; expected behaviour for on-campus residents in accordance with licence terms; On-Campus Handbook.

We also offer assistance with finding Off-Campus Student Accommodation.

You can access the current listing of off-campus student accommodation by logging on to maynoothstudentpad.ie and creating an account using your SPCM email address. This is a closed access (students only), live (changing all the time) resource for students only.

** International Students: Please refer to Accommodation Office website for your application procedures. Before applying you should have spoken with our International Office (<http://international.nuim.ie/>) Please use **INTERNATIONAL STUDENT** as category on your application*

For advice on "Dos and Don'ts of Renting" please visit the Accommodation Office website.

Accommodation Office, Student Services Centre, North Campus.

Tel: (01) 708 3322

Fax: (01) 708 3523

Email: accommodation.office@nuim.ie

Web: www.nuim.ie/accommodation

Opening hours: Monday to Friday, 9.30am – 1.00pm / 2.00pm – 5.00pm

Introduction

IT Services are based in the Eolas Building on the North Campus and support the operation of the University by providing information technology (IT) and communications facilities and services to students, lecturers, researchers, administrative/support staff and, where appropriate, to the general public.

General Student Computing Facilities

The University network hosts over 2000 PCs and workstations which are used throughout the University to support research, teaching and administration. IT Services provide student computers in a number of student Public Access Computer Rooms (PACRs), on the North Campus in: Arts Building and the Callan Building and on the South Campus in: Long Corridor, the Teaching Rooms and the Library. Computing Assistants (CAs) are available in the larger PACRs to assist students.

A wide variety of software applications are installed on the PACR machines ranging from Microsoft Office to specialised software, which is used to support the teaching and research requirements of individual departments.

For more update information please check our web pages: <https://www.maynoothuniversity.ie/computer-centre/public-access-computer-rooms-pacr>

Wireless Computing

Wireless connectivity is available extensively on the North Campus and in many locations on the South Campus. All students with a valid network logon username and a suitably wireless enabled device can access the wireless network. Services available over the wireless network include the internet (web), e-learning (Moodle), email, electronic library resources, access to your personal network file share and printing (C&PS).

If you have difficulty connecting to the wireless network, support and assistance are available at wireless clinics, which are held regularly throughout the academic year.

For detailed instructions on how to connect to Maynooth University wireless network or for information on forthcoming wireless clinics, see <https://www.maynoothuniversity.ie/computer-centre/wireless>

Printing

A copying and printing service (C&PS) is available for all students. The system was introduced with the purpose of providing an up-to-date quality copying and printing service which is fully integrated with the MyCard system thus providing a convenient means of paying for copying and printing.

The system was designed with the aim of limiting the environmental impact, improving efficiency and reducing the use of consumable resources.

As this service provides more options for copying and printing we ask that you familiarize yourself with the new features to avoid misprints, duplicates or unwanted copies.

For detailed instructions on how to use the new print system, see <https://www.maynoothuniversity.ie/computer-centre/copy-and-print-service-cps>

E-learning

The university's e-learning system (Moodle) is available at <https://2015.moodle.maynoothuniversity.ie/login/index.php>

Advice and assistance in using the system is available from your lecturer and from the Centre for Teaching and Learning (CTL). See the Moodle home page for details.

Contacting Us:

- **Computing Assistants (CAs):**
During the Academic Year CAs are available in the Library from 09:00 to 21:30 and on some days in North Campus PACRs, Monday – Friday from 09.00 to 1700. For the latest updated information please check our web pages <http://go.nuim.ie/pacrs>
- **By e-mail:**
helpdesk@nuim.ie
- **By Phone:**
Helpdesk: Ext 3388 - technical queries - 09:00 to 17:00 (closed 13:00 to 14:00).
- **By Visit:**
Our IT Service Centre in the Eolas Building is available during the academic year from 09:00 to 17:00 (closed 13:00 to 14:00)

Usage Policy

As with any shared resource, usage of the University computing facilities is subject to some regulations. These services are provided to facilitate a person's work as a member of staff or as a student of the Pontifical University or Maynooth University and may be used for educational, training or research purposes. All users of Maynooth University IT resources are expected to abide by the *Code of Conduct for Users of Computing Facilities* and the *Policy for Responsible Computing*. These documents are available at <https://www.maynoothuniversity.ie/computer-centre/students>

THE UNIVERSITY LIBRARY

The Library plays a key role in the student experience. Library staff provides all registered students with a high quality service in a friendly and student-centred environment.

The Library book collections (currently over 450,000 printed books and almost 400,000 ebooks) is available to all students. Printed books can be borrowed and returned through our self-service facility. Ebooks can be accessed via the library website as can the full text of over 49,000 . Kindle readers are available to borrow and the Library is endeavouring to make as much essential reading as possible available via Kindle. Library services can also be accessed through mobile phone apps. The Library has the distinction of being the largest Irish university library on Facebook, with over 2,000 followers. Social media tools, including YouTube, Flickr, Online Chat and RSS feeds are used to enhance services to our users.

In late 2012 a major extension to the Library was completed. The new building caters for eight different learning styles and has extensive suites of PCs, printing and photocopying hubs. Self-service laptops computers are available for use in the Library. Library users are also welcome to use their own laptops anywhere in the Library; with the campus-wide wireless network is available throughout the Library building. Group study rooms training suites, exhibition areas and a new café are all part of the new library experience.

In addition to a comprehensive desk service, the Library also has designated subject librarians for each programme offered. They assist students with sourcing information for projects and essays. The Library is committed to training users in finding, using and managing information. Training on all aspects of the Library is provided in the initial weeks of the first semester and on a scheduled basis throughout the academic year.

Library's older book, archives and manuscript collections, are housed in a new special collections area in the John Paul II Library as well as in the Russell Library, which is a research library focusing on pre-1850 material.

For more information about the Library, please consult the Library website at

<https://www.maynoothuniversity.ie/library>

STUDENT HEALTH CENTRE

The Student Health Centre is located in the Student Services Centre, North Campus. It is a confidential service available to all students. The consultations with the doctor and nurses are free to all registered students but there are charges for some services, payable via MyCard.

Opening hours: 9:00am - 12:45pm; 2:00pm - 4:45pm, Monday to Friday

Closed on Thursday mornings from 11.30am – 1.00pm.

Dr Helen O’Leary attends the practice on a full-time basis from Monday to Thursday during term time. Should you wish to see the doctor it is essential that you make an appointment. Nurse led Walk-In Clinics, held for those who are sick on the day, are available from 9am to 10am, and 2pm to 3pm, Monday to Friday during the academic year. Routine appointments are also available.

Emergencies will take priority over all routine appointments with the Doctor or Nurse. You may request an appointment either by telephoning (01 708 3878) or calling in to the practice. Students are advised to bring their current student ID with them at all times when accessing the service. Students who have any serious or long-term illness are strongly encouraged to register with the practice.

For further information please check on the website: <https://www.maynoothuniversity.ie/campus-life/student-wellbeing-support/student-health-centre>

Tel: (01) 708 3878 (extension 3878 within the University).

CRÈCHE

Maynooth University Crèche is a modern, purpose-built crèche in the heart of the North Campus, located next to Rye Hall. We care for children aged 1 year to school- going age. We are HSE registered with qualified staff. ECCE and CCS schemes available for qualifying parents.

MAYNOOTH ACCESS PROGRAMME

The Maynooth Access Programme (MAP) is responsible for encouraging under-represented groups to progress to third level education. MAP uses the resources of the entire Access Office to provide a coordinated approach to supporting all students from these groups while at University, enabling supported students to develop the practical skills involved in becoming confident, independent learners and to carry these skills forward into the workplace or on to further study.

The Access Office/ MAP is based in MAP Lodge, North Campus, NUI Maynooth, Co. Kildare.

Further information on the Maynooth Access Programme is available;

- by email access.office@nuim.ie
- by phone (01) 708 6025
- on the Access Office website nuim.ie/access-office
- on YouTube [youtube.com/nuimaccess](https://www.youtube.com/nuimaccess)
- on Twitter twitter.com/nuimaccess
- on the MAP Area moodle.nuim.ie

Students with Disabilities

We strive to create an inclusive campus community where all students are afforded the same opportunities to learn, socialise, participate and progress. We have a wide range of supports that put you, the student, at the centre of your academic journey.

Students who typically register with the Disability Office include students with the following disabilities:

- Asperger's Syndrome (AS)
- ADD/ ADHD
- Blind/Vision Impaired
- Deaf/Hard of Hearing
- DCD/ Dyspraxia/ Dysgraphia
- Mental Health Conditions
- Neurological Conditions (incl. Brain Injury and Speech and Language Disabilities)
- Significant Ongoing Illnesses
- Physical/Mobility Difficulties
- Specific Learning Difficulty (incl. Dyslexia and Dyscalculia)

To receive support as a student with a disability you must register with the Disability Office at Maynooth and provide appropriate verification of your disability. Students with a specific learning difficulty, such as dyslexia, must provide a report from an appropriately qualified psychologist. All other students must provide a report from

an accepted consultant/ specialist. See nuim.ie/disability for information on the documentation we require, consultants/ specialists that can verify a disability and the age limits on reports. While you can register with the Disability Office at any time throughout your studies, early registration is strongly recommended.

We put in place a range of supports to ensure that students with disabilities have the same opportunities for participation and progression as the rest of the university community. A dedicated Disability Advisor in the Disability Office will work with you to identify the supports you need to help you achieve your academic goals. Supports are designed to be enabling, equipping students with the necessary skills to become independent learners. Your MAP Academic Advisor is a designated lecturer in each academic department available to help you with any course-related concerns. Mainstreamed academic supports for postgraduate students include the Academic Advisory Office, the Mathematics Support Centre, the Academic Writing Centre, the Experimental Physics Centre, the Computer Programming Centre and the Library Information Skills Tutorials (LIST). Moodle is used by academic departments and other offices in the University to communicate with students, to post information, facilitate discussions and more. The Maynooth Access Programme uses the MAP Area on Moodle to post important announcements, share study skills resources and provide useful information about our services.

ACADEMIC ADVISORY OFFICE

The Academic Advisory Office functions as a convenient first point of contact for students who wish to seek advice or assistance with their general experience of University life. The office provides an ombudsman-like role for students who may be encountering difficulties in their programme of study.

The mission of the Academic Advisory Office is to provide high quality academic advice and guidance to enable all students to reach their full academic potential.

The Academic Advisory Office has welcomed more than 20,000 student visits since its opening in 2001. The office, based in Education House (North Campus), provides a front office for students seeking to access information on regulations and progression routes to their degree. It is further intended to be a helpful port of call to those seeking to navigate their way to various services offered by the University. Academic Advisors are here to help you explore, identify and achieve your academic goals, to encourage you to take full advantage of both in and out of class educational opportunities and to become an independent, self-directed learner and decision maker. The Academic Advisory Office is an open, welcoming and inclusive environment that nurtures and empowers all students through its programmes, services and initiatives.

The office can be contacted by calling in to the Academic Advisory Office, Education House.

☎: (01) 708 3368 or via email: advisory.office@nuim.ie.

STUDYING ABROAD / ERASMUS +

Erasmus+ is an exchange programme set up by the European Union. Under the *Erasmus+* programme the Pontifical University has links/bilateral agreements with Faculties of Theology in other European countries. *Erasmus* students usually spend one full academic year at a European university as part of their degree programme. No fees have to be paid to the host university.

Who can apply?

Full-time registered students on the BATH programme and postgraduate programmes are eligible to apply.

Students are entitled to an *Erasmus* contribution towards the cost of their mobility. Foreign students from the linked institutions are accepted as incoming *Erasmus* students spending time in Maynooth. Theology students wishing to be considered for student/study mobility under the *Erasmus* programme must complete an “Expression of Interest” application form which can be collected from the Pontifical University Office/Theology Office or online: <http://maynoothcollege.ie/pontifical-university/erasmus/>.

Further information on studying abroad/*Erasmus* is available from the Theology Office:

Tel: (01) 708 4772 / 3600 / 3892

Fax: (01) 708 3441

E-mail: admissions@spcm.ie / theology.office@spcm.ie

Web address: www.maynoothcollege.ie

THINGS TO LOOK OUT FOR

General Information and events of interest to Theology students will be posted on the Postgraduate Notice Board, which is located near the First Divinity Hall in the Loftus building. During the year a number of societies/faculties have their annual talk, among them are the Devlin, Trócaire, and Aquinas lectures. Dates and venues are published on various notice boards throughout the college.

Photocopying

Photocopying and printing services are available in the Library (black and white/colour). Scanning facilities are also available in the Library. Payment is by student's ID card (MyCard), which can be topped up in the Library and Arts Block.

Post Room

The post room offers a number of services including posting facilities (internal and external), photocopying, and binding. It is located on the South Campus.

Lockers

Student lockers are located in the Arts Building, Callan Building and Loftus Halls. Lockers may be rented on a first come, first served basis from **Monday 21st to Friday 25th September 2015 inclusive**. Lockers will be issued from 10.00 am to 3.00 pm daily in the Iontas Foyer at a cost of €20 per academic year. Students must use the locker assigned to them. Lockerfix is the company who issue lockers and handle all enquiries. They can be contacted on (01) 4018801.

CAREER DEVELOPMENT CENTRE

The Career Development Centre provides a service that is student-focussed, professional and informative offering information, advice and guidance on areas such as

- Career options
- Further study
- Employment opportunities

We encourage students to make use of our resources throughout their time at university.

The following services are provided:

- Career presentations (e.g. Options after your degree, Making Applications, CV and Interview Techniques, Business Etiquette)
- Drop-in Help-Desk: available 10am to 12.30pm and 2.30pm to 4.30pm Monday to Friday – come in and talk to a careers adviser – appointment not required.
- One-to-one guidance meetings with a careers adviser.
- Career Development Centre Website www.maynoothuniversity.ie/careers providing useful resources including information on generating career options, getting into your chosen career, tips on job-search and interview techniques, job listings and sample CVs.
- On-line Careers Interest Tests
- Careers Information Room with FREE takeaway material

- Graduate recruitment/employer activities, including on campus presentations and information stands.

Our annual Graduate Recruitment Fairs – a must for all those intending to go directly into employment, take place in the RDS in October and June, while our Postgraduate Fair, also in the RDS, takes place in February each year – see our website for further details.

Contact details:

Career Development Centre, Arts Building, North Campus, Maynooth University.

Website: <http://careers.nuim.ie>

Email: careers@nuim.ie

Tel: 01 7083592

Brendan Baker, Head of Career Development Centre

Lorraine Kelly – Information and Events Manager

Natasha Marron – Careers Adviser

Anne Mooney – Careers Adviser

Eanan Strain – Careers Adviser

CHAPLAINCY SERVICE

Chaplains Mr. Shay Claffey, Student Services Centre, North Campus

01-708 3588. Email: seamus.claffey@nuim.ie

Ms. Catherine Black, Room 49, Arts Building, North Campus

01-7083469. Email: catherine.black@nuim.ie

Chaplaincy Office 01-708 3320.

Website www.nuim.ie/chaplaincy

Facebook www.facebook.com/nuimchaplaincy

Email chaplaincy@nuim.ie

Further Contacts:

Church of Ireland (Anglican): Rev. Janice Aiton (Email: janiceaiton@gmail.com)

01-8253288.

Methodist Church: Rev. Andrew Dougherty (Email: andydoc@eircom.net)

01-6680833.

Mobile: 0831585988

Presbyterian Church: Rev. Keith McCrory (Email: kmccrory@eircom.net)

01-5054990.

Religious Society of Friends (Quakers)	www.quakers-in-ireland.ie
Jewish Community Office	01-4923751
Islamic Cultural Centre	01-2080000
Other Enquiries	Please contact Chaplaincy

A WORD FROM THE CHAPLAINS

Beginning college can be an exciting time, when you are starting a new venture, meeting new people and becoming more independent. First-year students can feel the need for support in the early weeks on campus. Along with other support services such as the Academic Advisory Office, the Student Health Centre and the Counselling Service, we are available and only too willing to help at any time. Don't feel, of course, that you need to have a reason to call on us. You are very welcome to drop by our offices in the Student Services Centre and in the Arts Building to say 'hello' whenever you wish.

You might consider joining one of the many pastoral groups on campus such as the Society of St Vincent de Paul (SVP) who organise weekly Soup Runs, Maynooth Mission Outreach (MMO) who send volunteers to the developing world during the Summer and Christian Union (CU) a multi-denominational group that explores on a weekly basis aspects of Christianity. There is a Clubs and Societies Fairs Day on Wednesday, 30th Sept. in the Sports Complex– Student Centre (North Campus) and a Campus Social Justice Week, beginning on Monday, 12th October. Check out these events - and do consider getting involved. Being in a Club, Society or a Pastoral Group is a great way of getting to meet new people and of doing worthwhile things.

Chaplaincy offers a range of support and religious services. For more on these, see the Chaplaincy Calendar, our Facebook Page, Website and the Noticeboards outside our offices and in Lower Loftus. Most of all, we want you know that we are here for you!

There will be a Mass for the Opening of the new Academic Year on Tuesday, 6 October, in the College Chapel at midday. During term-time, Mass is celebrated, Monday-Friday at 12.05pm, in St. Mary's Oratory, and on Sundays at 9.30am in St. Joseph's Oratory. Both oratories are on the South Campus. Sunday Mass is celebrated in the **Parish Church**, Vigil (Saturdays) at 7pm, Sundays at 8.45am, 10.00am, 11.30am and 1.00pm & 6pm.

St. Mary's Church of Ireland, Maynooth, Sunday Service is at 11.30am and the Presbyterian Church Sunday Service is at 10.30am in Maynooth Post-Primary School.

The Quiet Room in the Arts Building is open daily for personal reflection. If you want to get away from the busyness of life on campus and relax, this is one of the places to visit.

Again, welcome on board. Enjoy college. Take good care – and see you around!

SPORTS IN THE UNIVERSITY

Facilities

The Sports Facilities at Maynooth include three sports halls, a fitness centre and six playing fields located on both the north and South Campus. The on-campus sports facilities are free to students of the Pontifical University and Maynooth University. The Sports Centre on the North Campus is open from 8am – 10pm Monday – Friday; and 11am – 5pm Saturdays and Sundays. It is generally closed on Public Holidays.

INDOOR

Sports halls

Available from the beginning of the academic year until May, these are the practice and competition venues for almost all of our indoor sports clubs and the many aerobic dance, martial arts and fitness sessions.

The daily timetable will be finalised during the first two weeks of term. The priority order for booking is as follows: exams; inter-college competitions; club practices; fitness classes; inter-mural competitions; commercial bookings; individual/casual bookings for sports; individual/casual bookings for non-sports activities.

To book the Hall, call in to the Fitness Centre Reception on the first floor (telephone: 01-708 6406; e-mail: fitness.centre@nuim.ie). Casual bookings are subject to availability, and a minimum of 24 hours' notice is required.

Aerobics

Aerobics and circuit-training classes are run from Mondays to Thursdays inclusive each week at least once per day. Times of the classes will be confirmed on the timetable, but normally take place Mondays at 5pm and Wednesdays at 4pm and 5pm, Tuesdays and Thursdays at 6pm, with each class lasting 60 minutes.

Fitness Centre

The Fitness Centre is located on the first floor of the Sports Centre. It is a superb asset to students and staff alike and indeed the public.

The facility has been kitted out with the most up-to-date equipment, including 38 cardio-vascular stations (9 treadmills, 4 rowers, 1 stepper, 3 recumbent bikes, 5 upright bikes, 2 spinning bikes, 6 elliptical cross trainers), 17 resistance machines, and a selection of free weights.

The fitness centre is staffed at all times and operates on a commercial basis for University staff and members of the public, but is free to current students of both the Pontifical University and Maynooth University.

Free Weights Room

The Free Weights Room comprising 2 racks of dumbbells, 3 Olympic barbell sets, a 45-degree leg press, along with the necessary benches and pulleys is situated on the ground floor of the Sports Centre.

Racquetball Court

Located on the South Campus directly behind Logic House, the court can be booked and the key checked out from Conference & Accommodation Office reception.

Snooker Hall

This is run and maintained by the University's Club. The facility has three full-sized snooker tables and one pool table. Games are charged per half-hour. It is open from 9.00 a.m. to 10.00 p.m and is located in the basement of Rye Hall, North Campus. Access to the room is controlled by swipe cards. Contact must be made with the snooker club executive (see <http://sports.nuim.ie/>) to apply for membership.

OUTDOOR

Pitches and Changing: South Campus

There are four playing fields on the South Campus, including Rhetoric (floodlit, suitable for training), Highfield (one GAA, one Soccer), The Pond (one GAA).

There are two sets of changing-rooms on the South Campus: one set is beside the Museum and the other is housed in the former Casey Laboratory which is located between Rhetoric and Logic House.

Pitches and Changing: North Campus

There are three high quality sand-based turf playing fields on the North Campus: a soccer, rugby and floodlit GAA pitch.

To facilitate club training sessions and internal competitions, a new "third generation" floodlit synthetic pitch is already in use.

Six new team changing rooms serve the North Campus playing fields complex as part of the sports facility development.

Tennis Courts

There are four hard surface macadam tennis courts of a standard suitable for recreational play on the South Campus. Two flood-lit macadam tennis courts form part of the residences on the North Campus.

ACTIVE CLUBS

Name of Club	Beginners catered for	League involvement	Inter-varsity representation
Aikido	Yes	Not applicable (n/a)	Yes
Archery	Yes	Yes	Yes
Athletics	No	No	Yes
Badminton	Yes	Yes; internal	Yes
Basketball	No	Div.1 men; Div. 2 ladies	Div 2 Champions 2014
Billiards & Snooker	Yes	Internal	Individual Champion 2014
Camógie	Yes	Yes; Div. 1	Yes
Canoe & Kayak	Yes	No	Yes
Cumann Peile	Yes	Freshers: Div. 1 Intermediate: Div. 1 Seniors: Div. 1	Yes Yes Sigerson Semi Finals '14
Cumann Iománíochta	Yes	Freshers; Div. 1 Intermediate: Div. 1 Seniors: Div. 2	Yes Ryan Cup Champions '14
Equestrian	Yes	No	Yes
Fencing	Yes	No	Yes
Freestyle Martial Arts	Yes	No	No
Golf	Yes	Yes	Indiv. Champion 2014
Handball	Yes	No	Yes
Hockey	Yes	Yes	Yes
Judo	Yes	No	Yes
Juggling	Yes	n/a	n/a
Ladies' Soccer	Yes	Div. 1	Yes
Ladies' GAA	Yes	Freshers: Div. 2 Seniors: Div. 2	 Yes
Men's Rugby	Yes	Student Sport Ireland	Yes, freshers and 7s winners 2012
Ladies Rugby	yes	Student Sort Ireland	Yes

Rovers (outdoor pursuits)	yes	n/a	n/a
Self-Defense	Yes	n/a	n/a
Soccer	Yes	IUFU, Internal	Collingwood'14 Champions
Swimming/w/polo	Yes	No	Yes,
Trampoline	Yes	No	Yes
Volleyball	Yes	Student Sport Ireland	Yes, league Champs 2014
Yoga	Yes	n/a	n/a

Sports Department

Paul Davis, Sports Officer, Maynooth University, Co. Kildare. Tel: (01) 708 3824; Email: paul.davis@nuim.ie

GAA

Development Officer: Jenny Duffy, Sports Department, Maynooth University, Co. Kildare. Tel: (01) 708 3321; Email: jenny.duffy@nuim.ie.

Golf

Golf Manager: Barry Fennelly, Maynooth University, Co. Kildare. Tel: 086.167 5056, email: barry.fennelly@nuim.ie

Rugby

Rugby Officer: Dennis Bowes, Sports Department, Maynooth University, Co. Kildare. Tel: (01) 7086065. E-mail: dennis.bowes@nuim.ie

Snooker

Sports Officer: Paul Davis. Tel: (01) 7083824, email: paul.davis@nuim.ie

Association Football

FAI Facilitator: Barry Prenderville. Tel: (01) 708 6054, email: barry.prenderville@fai.ie

ACTIVE CLUBS AND SOCIETIES & CLUBS AND SOCIETIES DAY

There are many clubs and societies that cover non-sporting extracurricular activities. These groups cover everything from drama to debating to football. You can find out about Club and Society activities from the

Students' Union Office, MSU.ie, Handbook, or on the Clubs and Societies notice boards. **Clubs & Societies Fairs Day**, which gives students the opportunity to talk to, and join, Clubs and Societies, will take place on **Wednesday, 30th September 2015** in the **Sports Complex, North Campus**.

Active Clubs & Societies include:

Societies

Access	Enactus	Media Society
AIESEC	Fem Soc	Memory Soc
Alternative Music	Fianna Fail	Mental Health Society
Amnesty Society	Finomics	MiNDS
Anthropology	FLAC	Mundo Latino
Astro2 Society	Friends of Raphaels	Music
Banter	French Society	Music and drama
Biology	Frobel	Omega Society
Bosco	Games	Parents Society
Broadcasting Soc	Geography	PlayDo - Arts, Crafts, Design
Business & Entrepreneur	GLB	Pro-Life
Busking	Gospel Choir	Psychology Society
Cancer Soc	Hangover Free	Samba
Cards	Harry Potter	Signing
Celtic Studies	History Society	Sinn Fein
Chemistry	International Students	Socialist Party Soc.
Christian Union	Irish Red Cross	Sociology & Politics
Classics	Islamic Society	Students For Charity
Comedy Society	Johto University	St Vincent de Paul
Composers Society	JPII Theological	SUAS
Creative Writing	Juggling	Tea Society
Cuallacht Cholmcille	Jazz	Trad Music Soc
Dance Society	Kilkenny Campus	Style Soc
Deukuma	Labour	Afro-Caribbean
Design	Law	Yoga
Disney	Legion of Mary	Young Fine Gael
Drama	Literary & Debating	Young Greens
Electronic Engineering	Maths Society	Veggie Society
ELSA	Mature Students	

Clubs

Aikido	Equastrian	Rowing
Airsoft	Fencing	Kickboxing
American Football	Gaelic Football - Ladies	Kung Fu / Tai Ci
Archery	Gaelic Football - Mens	Lifesaving
Athletic	Gaelic Handball	MUCK
Badminton	Golf	Rovers
Basketball	Hockey	Strength and Fitness
Boxing	Hurling	Rowing
Camogie	Judo	Cricket
Chess		

Rugby
Self Defence
Snow Sports
Snooker / Billiards
Soccer - Ladies

Soccer - Mens
Swimming
Table Tennis
Tennis
Trampolining

Ultimate Frisbee
Volleyball
Waterpolo
Wavechasers Surf

KALENDARIUM

Students are advised to read the current Kalendarium (2015-2016) in order to familiarise themselves with the rules and regulations, as well as marks and standards. The Kalendarium also gives full details of all the modules on offer. All theology students will receive a copy of the Kalendarium at registration. It is also available online:
<http://maynoothcollege.ie/pontifical-university/kalendarium/>

PARKING

Designated permit parking and enforcement are now compulsory. Permits may be purchased online. Consult our website for more information: www.maynoothcollege.ie

TRANSPORT

Train

Maynooth is served by the Dublin/Sligo train and also by the Dublin/Longford train.

Further details available at: www.irishrail.ie

Bus

Maynooth is served by the no.66 and no. 67 buses. Further details are available at: www.dublinbus.ie

There are also a number of private buses serving Maynooth (see appendix).

ACADEMIC SCHEDULE AND KEY DATES 2015-2016

7 September	Lectures commence for Pastoral Theology and Froebel students
14 September	Lectures commence for H.Dip in Theological Studies students
14 September	Registration for H.Dip in Theological Studies
21 September	Postgraduate Registration: 10 am: Orientation for New SPCM Postgrads 11:00 to 13:00 Registration—New SPCM Postgrads 14:30 to 16:00 Registration—Second Year and Recurring Postgrads
21 September	Lectures commence
2 October	Deadline for scholarship applications
6 October	Mass for Opening of the Academic Year (College Chapel: 12 noon) Change of PG Seminar Courses Deadline for PG Students
23 October	Study Week commences on conclusion of lectures
31 October	Deadline to withdraw from studies without losing “Free Fee Status”
2 November	Resumption of lectures
6 November	Pontifical University Prizegiving
7 November	Pontifical University Conferring
18 December	Christmas vacation begins on conclusion of lectures
5 January	January examinations commence
25 –29 January	Inter-semester break
31 January	Deadline for withdrawing from studies and retain 50% “Free Fee Status”
1 February	Resumption of lectures – Second Semester
17 February	Deadline for change of 2 nd Semester PG Seminar Courses
11 March	Study Week commences on conclusion of lectures
21 – 28 March	Easter Vacation
29 March	Resumption of lectures
6 May	Conclusion of lectures
	Final Submission for submission of PG written
	Submission Date for One Year Masters Dissertations
	Viva voce Window for STL dissertations

SUMMARY OF USEFUL ADDRESSES AND NUMBERS: (correct at time of printing)

Faculty of Theology Offices

Dunboyne House, Middle Floor:

Room No.	Lecturer	Tel	Email
Room 1	Prof Salvador Ryan	708 3972	salvador.ryan@spcm.ie
Room 2	Dr Jeremy Corley	708 3371	jeremy.corley@spcm.ie
Room 3	Dr Suzanne Mulligan	474 7424	suzanne.mulligan@spcm.ie
Room 4	Dr Jessie Rogers	708 3431	jessie.rogers@spcm.ie
Room 5	Dr Pdraig Corkery	708 3506	padraig.corkery@spcm.ie
Room 6	Dr Michael Shortall	708 6165	michael.shortall@spcm.ie
Room 8	Prof Declan Marmion	708 nnnn	declan.marmion@spcm.ie
Room 9	Prof Michael Conway	708 6293	michael.conway@spcm.ie
Room 10	Dr Mary McCaughey	708 nnn	mary.mccaughey@spcm.ie
Room 11	Prof Séamus O'Connell	708 3505	seamus.oconnell@spcm.ie
Room 12	Dr Kevin O'Gorman	708 3625	kevin.ogorman@spcm.ie

Dunboyne House, Ground Floor:

Room No.	Lecturer	Tel	Email
Room 14	Dr Thomas Casey	708 3753	tom.casey@spcm.ie
Room 15	Dr Noel O'Sullivan	708 3507	noel.osullivan@spcm.ie
Room 16	Prof Liam Tracey	708 3442	liam.tracey@spcm.ie
Room 17	Visiting Lecturers	708 3371	
Room 18	Dr John Paul Sheridan	474 7452	johnpaul.sheridan@spcm.ie
Room 19	Ms Giovanna Feeley	708 6229	giovanna.feeley@spcm.ie
Room 20	Rev Martin McAlinden	708 3497	martin.mcalinden@spcm.ie

Other Departments:

Office	Location	Telephone
Academic Advisory Office	Education House, North Campus	708 3368
Access & Disability Offices	Map Lodge, North Campus	708 6025
Career Development Centre	Arts Building, North Campus	708 3592
Chaplaincy	Student Services Centre	708 3588
Counselling	Student Services Centre	708 3554
Crèche	Rye Hall, North Campus	708 3319
International Office	Humanity House, South Campus	708 3420
Student Health Centre	Student Services Centre	708 3878
Security	North/South Campus	708 3054 / 3929
Sports Officer	Sports Complex, North Campus	708 3824
Student Services	Students Services Centre	708 4729
Students' Union	Students Union Centre	708 3669
Theology Office*	South Campus	708 3600 / 3892
Admissions Office*	Theology Office, South Campus	708 4772
Examinations Office*	Theology Office, South Campus	708 3600 / 3892
Registrar's Office*	Theology Office, South Campus	708 3600 / 3892

For locations, see map at the back of this handbook. In all cases, the digits "708" or "474" should be omitted if you are telephoning from *within* the University.

Buses serving Maynooth for 2015-2016 academic year are listed as follows:

Destinations			
Kilkenny Carlow	Callinan Coaches	Weekly	059 9141619 086 6478277
Wexford Enniscorthy Bunclody Tullow Maynooth	Ardcavan Coaches www.ardcavan.com	Weekly	053 9122561 053 9124900
Dundalk Drogheda Duleek Kilmoon Ashbourne Ratoath Maynooth	Finlays Coaches www.finlaycoaches.com	Weekly Daily Daily Daily Daily Daily	041 6856505
Service II Ardee Collon Slane Kilmoon Ashbourne Ratoath Maynooth		Daily	
Monaghan Castleblaney Carrickmacross Ardee Collon Slane Maynooth	A2B Coaches	Weekly	047 89831 087 2779070
Dundrum Rathfarnham Templeogue Firhouse Tallaght Clondalkin Maynooth	Slevins, Mullingar www.slevinscoaches.com	Daily	044 9372157 044 9372777
Cavan Virginia Kells Navan Dunshaughlin Dunboyne Maynooth	Streamline Coaches www.streamlinecoaches.ie	Daily	049 4330281 086 8182555 086 8181561

Service II

Athboy
Trim
Summerhill
Maynooth

J.J. Kavanagh & Sons
www.jjkavanagh.ie

Daily

056 8831106

Service I

Carlow
Athy
Kilmead
Ballytore
Kilcullen

Service II
Newbridge
Naas
Sallins
Clane
Kilcock
Maynooth

Offaly & Kildare

Community Transport
(OK Transport)
www.oktransport.com

Daily

045 528124
045 528125
045 528126

Service I

Daingean
Croghan
Rhode
Edenderry
Carbury
Johnstownbridge
Maynooth

Service II

Allenwood
Robertstown
Blackwood
Prosperous
Rathcoffey
Maynooth

Service III

Clonbollogue
Bracknagh
Rathangan
Lullymore
Maynooth

Portlaoise
Mountmellick
Portarlinton
Monasterevin
Kildare
Newbridge
Naas
Sallins
Clane
Kilcock
Maynooth

J.J. Kavanagh & Sons
www.jjkavanagh.ie

Daily

056 8831106

Birr
Kilcormack
Tullamore
Kilbeggan
Tyrrellspass
Rochfortbridge
Milltownpass
Kinnegad
Clonard
Enfield
Kilcock
Maynooth

Kearns' Transport
www.kearnstransport.com

Daily

057 9120124
057 9122244
086 8981748

Lucan
Celbridge
Maynooth

James Mullally Coach Hire	Daily	086 3808766
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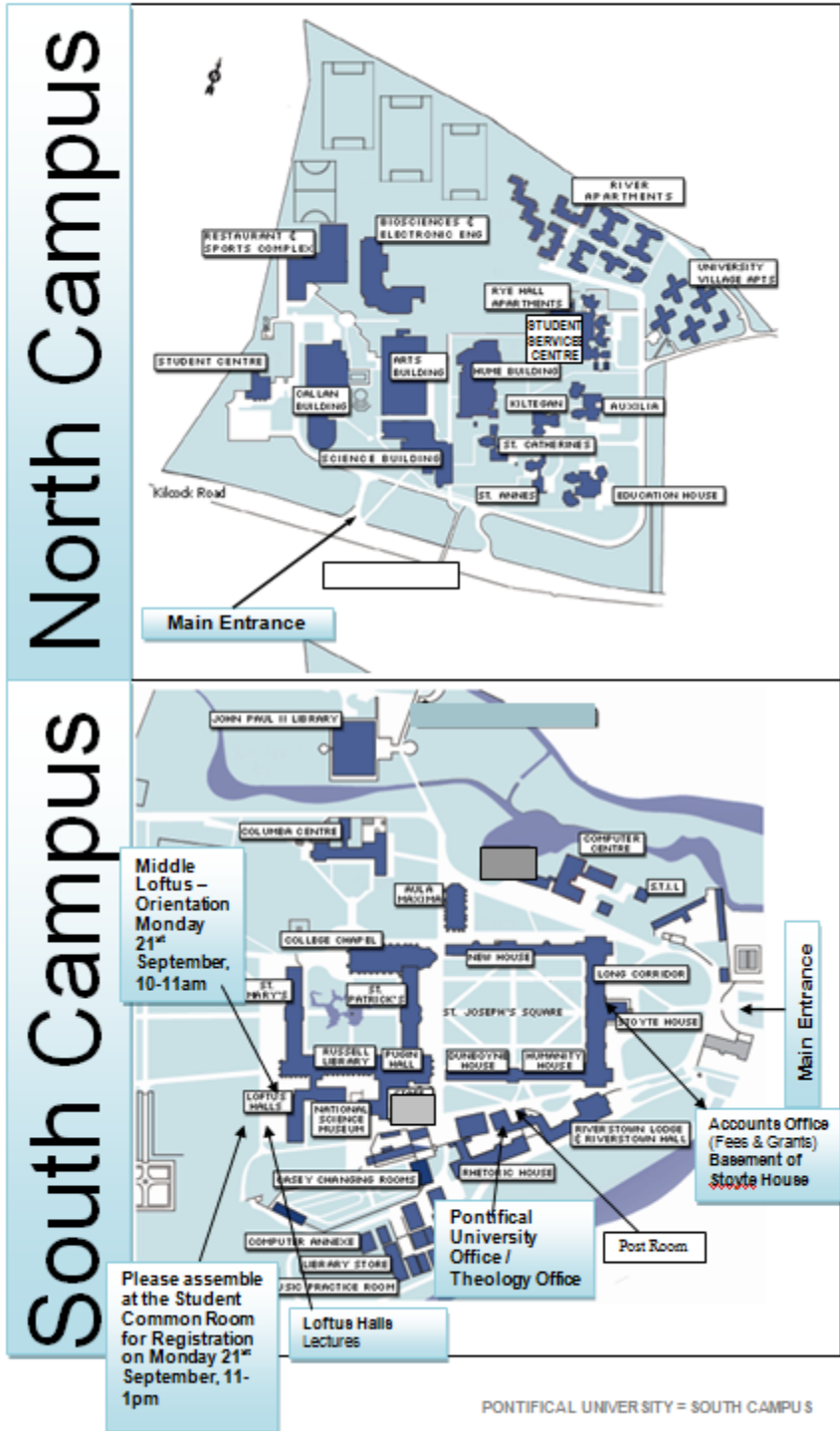
J.J. Kavanagh & Sons Ltd www.jjkavanagh.ie	Daily	0818 333 222
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Services offered from:

Carlow, Kilkenny, Waterford, Limerick, Nenagh, Roscrea

Information correct going to print.

Please contact relevant bus companies for further details or telephone the Students' Union in Maynooth on (01) 708 3669.





PONTIFICAL UNIVERSITY
St Patrick's College, Maynooth