Welcome to AIT!

We are delighted you have chosen to come here in this next stage of your educational journey. Attending college can be some of the best years of your life however it is not always smooth sailing.

AIT is renowned for the care and attention given to our students especially in helping them navigate through difficult times and challenges. Did you know that in a national survey of students in Ireland (ISSE) our students said they were the most satisfied out of all students who completed the survey?! We’re not surprised as we pride ourselves on our friendly and professional staff.

You will find most of the Student Resource Centre supports on the corridor running parallel to the canteen and coffee dock. Supports are offered on a no (or low) cost basis to students and include careers, financial support, mature student support, disability and learning support, tutor support, health and counselling. You will learn about these supports throughout your time here and we look forward to getting to know you and help you in any way we can. If you are not sure who to talk to, drop into any of our offices and we will point you in the right direction.

Check us out on the main AIT website in the Life@AIT section. Like us on @AITStudentResourceCentre and follow us on Facebook for notices, events and activities related to making the most out of your time in college.

Sarah La Cumbre
Student Resource Centre Manager
As a student here, you will learn that we share our space and our college with a wonderfully diverse community who look out for each other and treat each other with Dignity and Respect. You will have the opportunity to stretch your mind, grow as a person and get to know people from all walks of life, race, ethnicity, age, ability, language, nationality, gender, religion and sexual orientation.

We celebrate and are proud of our diverse culture at AIT, it brings innovation, strength and collaboration. We are committed to dispelling negative stereotypes, building trust and understanding all perspectives. Contributions from all groups are encouraged; people are empowered to achieve their full potential; and differences are celebrated.

How can you support cultural diversity and grow as a person while you are in AIT?

- Increase your level of understanding about other cultures by interacting with people outside of your own culture.
- Avoid imposing values on others that may conflict with cultures other than your own.
- When interacting with others who may not be proficient in English, recognize that their limitations in English proficiency in no way reflects their level of intellectual ability.
- Recognize and understand that concepts such as family, gender roles, spirituality, and emotional well-being, vary significantly among cultures and influence behaviour.
- Intervene in an appropriate manner when you observe others engaging in behaviours that show cultural insensitivity, bias, prejudice or unequal treatment.
- Be proactive in listening, accepting, and welcoming people and ideas.
Helping AIT 1st years settle in and get off to a flying start’

**Week 1**
**Get Started Week**
Classes commence and so does your AIT Connect programme of activities which are geared towards helping you get off to a flying start at AIT. Most of your focus will be on figuring out your timetable, class locations and learning how to find your way around this week. We have 60+ clubs and societies on offer in AIT Clubs and Societies Day is one not to miss for making new friends and developing your interests - Sept. 11th in the hall adjacent to the SU. You will also be timetabled for your all-important AIT Connect session this week.

**Week 2**
**Get Connected Week**
The theme of this week is helping students find friends and make connections both with each other and with their department. You can look forward to a fun line up of events as this is also Fresher’s Week which includes Societies Days over in the SU hub on Sept. 16th, 17th and 18th. Your faculty will also be running team building activities this week too. There will be something for everyone!
Week 3
Your Welfare & Check In Week
You will be hearing about all aspects of Health and Welfare this week and there will be plenty of Students’ Union and Healthy Campus activities going on. Students will also have the opportunity to check in with their academic department who want to hear how things are going and offer help as needed.

Week 4
Your Learning Support Week
You will hear more about the learning supports available in AIT with Tutors popping in to your class to meet you, and drop-in learning support clinics running this week and throughout your time in your first year. Keep an eye out for emails from the Academic Tutors letting you about drop in sessions and contact details.

Week 5
Get It Together Week
This is the week to focus on your time management, getting organised and settling into a routine of good study habits to help you get ready for end of semester exams or assessments along the way. Assistance is available from your learning support tutors and through Learning and Development for Higher Education/Communications module.

Week 6
Mind Yourself week
We are big on wellness at AIT and this week we will be promoting awareness regarding how to mind yourself and your mental health. €FREE counselling is available to you by appointment as a fulltime student of AIT and no appointment is necessary for daily walk-ins between 2-3pm Mon-Fri during term.

Week 7
Inspiration Week
You will have the opportunity to meet and hear from students at a more advanced stage of their studies who will share their real life experience of college and of your course.

Scan these codes to follow your AIT Connect Social Media Ambassadors to keep up with events and ask questions from fellow students in more advanced years. They’ve been in your shoes and they know the ropes!
AIT has devised a whole range of supports to help you get off to a flying start and help you in your transition to third level education.

**New Student Induction**
New Student Induction is a series of workshops and activities which take place just before classes commence. Induction is followed by the AIT Connect programme which is designed with your needs in mind to help get you off to a flying start in your first few weeks here. During Induction you will meet designated AIT Connect Social Media Ambassadors for each faculty. Our AIT Connect Ambassadors are fellow students in more advanced years who know the ropes and will be available to answer your questions through our social media channels.

**HEAR and DARE**
AIT participate in the HEAR and DARE programmes which offer students additional support in accessing and making the most out of third level.

**Ready, Steady, Connect**
You will be contacted by staff from the Disability/Access offices to make arrangements to meet each one of you. Our objective is to help make the transition into college as comfortable for you as possible. You will be supported throughout your time in college not just in first year. We look forward to meeting you.
Peer Assisted Student Support (PASS)
Coming to college for the first time can be both an exciting and a worrying prospect. There are new people to meet, new friends to make, and the opportunity to study in depth a subject you enjoy. At the same time, you will probably be wondering whether you can keep up with your studies, write assignments to an appropriate standard, organise your time effectively and have the confidence to present your ideas in front of other people.

PASS is designed to help first year students cope better with all these aspects of life at third level. It encourages first year students to support each other and learn cooperatively under the guidance of trained PASS Leaders from the second year of your programme.

If PASS is available on your course it will appear on your timetable. First year students will meet with their PASS Leaders during New Student Induction and at their weekly PASS sessions. Further information can be found at: www.ait.ie/pass. Email your questions to PASS@ait.ie.
Your well-being and health is of vital importance and AIT has invested in providing you with a range of services and supports which we encourage you to utilise. We aim to support you in making informed decisions about your health and encourage you to integrate healthy practices in your daily life.

We are very proud to be the first Tobacco Free 3rd level campus in Ireland. This has been achieved through the help and cooperation of our entire campus community of staff and students. We ask that you respect this policy by refraining from smoking/vaping on campus.

Student Health Service
The Student Health Service provides confidential, professional on-campus medical care to registered students and apprentices. Our service is Nurse-led and provides both physical and mental health services as well as health promotion and supportive measures to assist you in ways that keep you committed to your studies. Services are available from Monday to Friday throughout the academic year.

We provide an initial telephone or video consultation to our patients in relation to both Covid and general medical enquiries. If you require a subsequent face to face nurse or doctor consultation, this is arranged for you at our student health centre on campus. You can find out more about our service and the ways to contact us on the AIT website. https://www.ait.ie/life-at-ait/student-supports/health-services

Nurse Consultation FREE
Doctor Consultation €15

Counselling Service
AIT Student Counselling Service offers a professional psychological counselling service which is FREE to registered full-time students. Counselling is provided by a team of professionally qualified counsellors/psychotherapists and a psychologist. Confidentiality is guaranteed.

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

Counselling Staff:

Treasa Fox,
Head of Student Counselling;
Psychologist

Mick McGann
Senior Counsellor

Helen Carberry,
Counsellor/Psychotherapist

Laura Tully,
Institute Nurse
For appointments email counsellor@ait.ie.
For further information and further resources please go to https://www.ait.ie/life-at-ait/student-supports/
Healthy Campus
Healthy Campus is a partnership with the HSE working to support a healthy working, learning and living environment for the college community. The Healthy Campus office provides information and support on all aspects of health. We also offers a number of programmes and workshops throughout the year. All events and workshops are advertised through the Healthy Campus Office, Students’ Union, email and Facebook.

The Healthy Campus Co-ordinator is Lisa Hanlon. To make an appointment or get advice contact the Healthy Campus office, room D1122 (behind the coffee dock). Email: lhanlon@ait.ie.

Sports facilities
AIT International Arena boasts an array of options for health conscious students, beginners and elite athletes alike. Our outdoor facilities provide for most sports including an eight-lane IAAF-approved outdoor athletics track which also features a full-size international dimension soccer pitch in the infield area (floodlit), sand based multi-sport grass training field and 2km floodlit cross country trail.

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

For more information phone: 090 64 71803, check out www.aitsport.ie or email aitgym@ait.ie

Sports Scholarships
AIT has operated a sports scholarship scheme since 1996 for students who have reached, or have the potential to reach, a very high standard of performance in your chosen sport. Sports scholarship recipients must adhere to the institute’s sports scholarship regulations, a copy of which may be obtained from the Sports Department located above the Students’ Union.

For more information contact Gordon Brett, Sport & Recreation Manager. Phone: 090 64 4256; email gbrett@ait.ie.
AIT International Grand Prix

World Class Gym

Great Outdoor Facilities
Your Academic Life

**Registration:**
It is your responsibility to ensure that you have completed online registration and that you are fully registered and have paid all fees. Failure to do so will result in access to services being withdrawn in accordance with institute payment timelines. If you are awaiting grant confirmation, it is important to present your documentation at the Student Enquiry Desk.

If you have any problems or queries please contact the Student Enquiry Desk in the main building, email: registration@ait.ie or 090 64 83044 / 090 64 68004.

**Student Enquiry Desk Services:**
- Stamping of official forms (e.g. medical card applications, child benefit forms, etc.)
- Issue letters of registration
- Processing student withdrawal forms
- Responding to queries relating to admissions, registration, examinations, fees and grants.

**Please note:**
- The Registration Department can only supply letters that certify current registration status.
- Your student email account will be used for official institute communication. Check your email regularly for important emails regarding your course, registration, fees and examinations.

**Assessments & Exams:**
AIT utilises a variety of assessment methods and you will be advised what methods are used for each module. These may include end of term examinations, continuous assessment including tests, assignments and project or essay submission and will normally form part of the overall final grade. Assessment information is available through your academic department.

**Exam tips and tricks:**
- Ensure you read and familiarise yourself with the Institute’s Exam Regulations.
- You are required to bring your student ID to all examinations.
- You are expected to follow the instructions of the invigilation staff.
- Check the details on the timetable regularly as they are subject to change. The timetable will be available online 4 weeks before each exam period.
- Non-exam related items are not permitted in an exam venue. This includes mobile phones, smart watches, programmable calculators, notes or books of any kind, pencil cases, cans or labelled bottles, wallets, bags etc.
- Log tables, statistics tables and graph paper will be supplied by the exam invigilator, where required.
- Always check that you have received the correct exam paper.
- Make sure you have completed the cover sheet of your answer booklet before returning it to an invigilator.

**Opening times: Monday to Friday**

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<tr>
<th>Time</th>
<th>9.00-10.30</th>
<th>11.00-13.00</th>
<th>14.00-16.00</th>
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• Remember to alert an invigilator if you have any queries during the exam, are feeling unwell or have forgotten an item of stationery.
• If you require a special accommodation for an exam, you must make contact with the Disability and Learning Support Service on the corridor which runs parallel to the main canteen.

Unexpected Absence from an Exam
We understand that sometimes a student is absent from an examination due to unforeseen circumstances. If this happens, contact your Faculty Office as soon as possible and provide either a medical certificate or other certification explaining your absence.

Applying for a deferral
If you feel that circumstances beyond your control may have had an impact on your studies or exams, you may wish to make your Faculty Office aware of this so it can be considered when the Exam Board is reviewing your grades. These circumstances can include bereavement, illness, personal issues, an accident or other exceptional events.

Service to Students
Lecturing staff from all faculties are available to discuss your results and provide feedback on your academic progress during the Service to Students period, following the release of results. Ordinarily you are required to contact your lecturer via email to arrange an appointment. Details will be available through your academic department.

Viewing Examination Scripts
Examination scripts may be viewed during the Service to Students period. The responsibility for requesting an opportunity to view an examination script lies with the student who sat that exam. The student should contact the individual lecturer to make an appointment. In the event of a student wishing to view their script independent of the lecturer, he/she should contact the Faculty Office to make appropriate arrangements. The student will be supervised while viewing the script and will not be permitted to make copies or take photos of your script. Viewing is limited to the current semester results only.

Appealing your results
There are specific grounds under which an appeal can be made. These grounds are outlined in Section N of the Standards, Assessment and Awards Policy. Application forms for an appeal are available online or from the Exams Office. Please contact the relevant faculty member if you wish to discuss your specific case.

Transcript of Results
A certified copy of your transcript will be available to view via a secure electronic document system. Each semester your new transcript will be added to this online portal providing you with an electronic record of your results, which you can access throughout your time in AIT and in the future.

You will receive an email to your AIT student email account once this document is available to view. This email will be sent once your grades have been ratified by Academic Council and will contain the steps for accessing your documents. You can share this document with other academic institutions and employers to verify your academic achievements.

Applying for Repeats
Registration for repeats takes place following the release of Semester 2 results. You will receive the instructions by email.

For further details on examinations please visit: https://www.ait.ie/life-at-ait/registry/examinations

If you have any queries the Examinations Office is located in the Registration Department or can be contacted by emailing exams@ait.ie.
**Student Card**
The AIT card is the official identification card for students and staff at AIT and is used for numerous services on campus e.g. Identification, Photocopying, Printing, Library Facilities, Student Health Centre and Access Control.
Using your smartphone, laptop, tablet or PC you can top-up your AIT card on-line from a debit or credit card. Log on to http://aitcard.ie

You can track and view your transaction history on http://aitcard.ait.ie.

- If you have lost or had your AIT card stolen, please log on to the AIT card site http://aitcard.ait.ie and block your AIT card. (If your card turns up, it is also possible to have your card unblocked at the Card Office).
- A replacement can be printed at the Card Office and costs €10.
- If you require specified door access control on your card please contact one of the administration staff in your faculty.

For queries regarding AIT student card please email aitcard@ait.ie. The Card Office is located in the Registration Department in the main building. Opening times: Monday: 9am – 1pm and 2.00 pm – 4pm; Tuesday to Thursday: 9am – 1.00 p.m.

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**We care about your personal data**
Athlone Institute of Technology uses your personal data for various purposes. We are committed to complying with our obligations under data protection laws. It is important that you inform yourself by reading the student privacy policy available at https://www.ait.ie/about-ait/gdpr/student-privacy-policy-agreement

If you have any queries, you can email: dp@ait.ie.
**Fees and Grants**
The student contribution is €3,000. If you have been awarded a grant this may be paid on your behalf. If you have previous third-level educational history, or circumstances particular to you, you may be liable for further tuition costs.

In addition to your student contribution, all full-time undergraduate students must pay a material fee of €75, which is not covered by a grant. Some courses also attract a course specific fee; details are available at www.ait.ie/life-at-ait/registry/fees.

**Fee Payment Options**

**Option 1 Full Payment**
€3,075 & Tuition (if applicable) before 30th October

**Option 2 Instalments**
First Instalment €1,535 & 50% Tuition (if applicable) before 31st October
Second Instalment €1,540 & 50% Tuition (if applicable) before 20th January

Penalties will apply for the late payment of fees. Please see www.ait.ie/uploads/downloads/Student_Undergrad_Fee_Payment_Information for more details.

All grant applications should be made by the student to www.susi.ie, which is the national grant awarding authority. Students are advised to apply early for grant support as approval must be in place in advance of fee payment deadlines. Failure to do so may result in penalties being applied. Please note that SUSI do not pay material fees.

If you grant has not been approved before 30th October or for general queries about fees, email studentfinance@ait.ie or phone 090 64 68134/8135.

**Financial Support**
The Access Office, located on the corridor running parallel to the coffee dock and canteen, supports students from socio-economic and educationally disadvantaged groups in coming to third level. This office also administers the Student Assistance Fund (SAF) from which qualifying students may receive a small financial support to help them during the semester. This fund is limited and applications are needs assessed, priority is given to those students in most financial need. Details are available here https://www.ait.ie/life-at-ait/student-supports/finances

Access Officer
Theresa Ryan
Email: tryan@ait.ie;
Phone: 0906468123
Accommodation:
It can be daunting finding suitable accommodation, whether it is for the first time, or for your return to college.

The Students’ Union works closely with local landlords and have an approved list of accommodation providers as a first place to start looking.

Do’s and Don’ts
• When handing over money, ensure you always get receipts.

• Read the lease carefully before signing it.

• Be aware that if you sign up for a 1 year lease you are obliged to pay the rent for the full duration of the lease.

• If you have a fixed term lease, you can’t be asked to vacate unless you are in breach of your obligations.

For further information regarding your rights and obligations as a tenant check out [www.Threshold.ie](http://www.Threshold.ie) and your Students’ Union.
Often it is personal aspects of coming to college that prove challenging for students in addition to keeping up with your studies. The Student Resource Centre is your go to place for all aspects of welfare and student supports including counselling, health, financial support, mature student support, disability and learning support and tutor support.

You may hit a rough patch along the way, and we are here to help. The Student Resource Centre offices are located primarily along the corridor running parallel to the main canteen, no matter which office you go into or who you ask for help, we’ll be sure to get you to the right person.

**Students at Risk of Leaving**
It is essential that you speak to a staff member if you are thinking of leaving your course. Often we can help students address the issues they face and help solve problems together. If you still feel you need to leave, we can assist you in exploring your options. Please talk to your relevant Head of Department, Careers Officer Denise Dolan or Student Resource Manager Sarah La Cumbre. “Don’t Drop Out, Drop In.”

**Please note:** Students remaining in their course after October 31st are considered active so if you are thinking of leaving please talk to a staff member before that date. You will need to complete a de-registration form before that date to ensure you don’t incur additional tuition fees should you embark on a new course of study in the future. You may also be entitled to fees reimbursement through the Student Enquiry Desk. Students considering leaving a programme after 31st October should also complete the Withdraw process to ensure accurate records are maintained and to limit any future fee liability.

**Mature Students**
The Access Office provides support and assistance to mature students at pre-entry and post-entry stages. Whether students are attending our Access course or mainstream courses, we are here to help and recognise that mature students have unique and multi-faceted needs.

**Relevant withdraw dates:**

<table>
<thead>
<tr>
<th>Official Withdrawal Dates</th>
<th>Refund</th>
<th>Fee Liability</th>
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<tbody>
<tr>
<td>Up to 31 October</td>
<td>Full Refund of Fee</td>
<td>No Fee Liability</td>
</tr>
<tr>
<td>01 November – 31 January</td>
<td>Excess of liability paid (50% Student Contribution and 50% tuition)</td>
<td>50% Student Contribution Fee 50% Tuition Fee (where applicable)</td>
</tr>
<tr>
<td>After 31 January</td>
<td>No Refund</td>
<td>Full Fees</td>
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**Students’ Union (SU):**
The Students’ Union is an organisation run by students to cater for students’ needs. Elections for the SU take place annually. The overall policy and direction of the Students’ Union is decided by students, at Union General Meetings and at Class Rep Council meetings. Class Reps are elected annually.

**What We Do**
We provide support, advice and information on a wide variety of issues including welfare and accommodation, and we represent students throughout the institute.

The SU are a key point of contact for any students experiencing difficulties. With your agreement, we can work closely with the staff of the Student Resource Centre and the Counselling Service in supporting students through mental health difficulties. We also administer an Emergency Fund (together with Fr. Shay Casey and the Access Office) whereby students can apply for short term financial assistance if they are in financial difficulty – details available thought the SU office.

**Social Life**
College life is not all about study and exams; your social life is an important part of your development. With that in mind the SU also organises a full calendar of social events catering to wide ranging student interests.

The SU operates out of our student hub in the John McCormack building. It’s a great space to meet friends, hang out and of course meet your SU! We have chill out areas, pool and table tennis tables, we often run lunchtime events and our WIFI is excellent! We look forward to seeing you there.

**‘MIND YOUR MATES’**
College can be the best years of your life, including furthering your education, developing your skills and having fun with new and interesting people. This experience can also be quite daunting especially as you start out on your new journey. Some people find it more difficult to make friends and can find themselves feeling lonely and excluded.

As a student in AIT you should remember that you are all in the same boat, and it’s important to make sure everyone feels included! Your Students’ Union are committed to helping and supporting you and have developed the Mind Your Mates programme as a solution to some of these
issues. The programme has been so successful they even won a national award! Mind Your Mates has three core areas of focus, with the main message being that people look out for each other:

- Involve people you may not really know, the person who always sits alone in class or lunch and seems excluded. Invite them to join your group, sit beside them or maybe ask them for a tea/coffee. A small gesture from you can have a hugely beneficial impact others (though of course they may be too shy to tell you that). Imagine how grateful you would feel if you were lonely and unsure how to reach out to others.

- Look out for your friends, if they seem down or under seem pressure. Especially in sports teams and around exam time. Remember, it’s okay to ask “are you ok?” On a night out make sure everyone gets home safely. If a friend becomes unwell or out of control while you are out, please look out for them and do your best to ensure they don’t get into bother.

- Mind your Mates Wristbands are available in the SU. These wristbands signal that you’re open to having a conversation, it doesn’t matter what it’s about, you might just want to have a bit of banter or offer some friendly support.

Pastoral care:
Led by the chaplain Fr Shay Casey, this team is made up of students and staff who work together to help create an atmosphere where personal growth is facilitated. The team deals with emergencies of all kinds and at any hour.

Contact details: Email scasey@ait.ie; phone 090 64 68065 or 087 240 2514.

Clubs and Societies:
At the start of each academic year, the SU and Sports Office run Clubs and Socs Day in the Multi Purpose Hall adjacent to the SU. At this event you will have the opportunity to see what clubs and societies are in AIT, explore an existing or new hobby and meet new friends.

With over 65 Clubs and Societies, you have plenty of options and if you find your hobby is not catered for, the Student Resource Centre can provide a small start-up stipend to anyone who wishes to start up a new society - drop in to the Student Resource Centre admin office just outside the coffee dock on the D corridor or the Sports Office adjacent to the gym to find out more.

Students are encouraged to post notices on the Socs Box notice board on the Student Resource Centre corridor parallel to the coffee dock in the main building.
Your Learning Supports

**AIT Library**
The library is a great resource for you and should be your first port of call for information and academic assignment support. AIT’s library spans the institute’s two campuses with the principle library located in the main campus and the Health Science Library in the east campus. Group study rooms may be reserved through the library.

The online library is open 24/7 on campus or from home at https://library.ait.ie/. Check out the website for library opening hours and many other library services.

<table>
<thead>
<tr>
<th>Main Library Opening Hours:</th>
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<tbody>
<tr>
<td>Mon to Thurs</td>
<td>8:15 to 21:45</td>
</tr>
<tr>
<td>Fri</td>
<td>8:15 to 17:00</td>
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<tr>
<td>Sat</td>
<td>9:15 to 16:00</td>
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There are seasonal changes to the schedule and this information is made available via the Library Website and Social Media Channels.

<table>
<thead>
<tr>
<th>Health Science Library Opening Hours:</th>
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<tbody>
<tr>
<td>Mon and Wed</td>
<td>09:30 to 16:00</td>
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<tr>
<td>Tues and Thurs</td>
<td>09:30 to 17:30</td>
</tr>
<tr>
<td>Fri</td>
<td>09:30 to 13:00</td>
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**Photocopying and printing:**
Photocopying/Printing facilities are available at the following locations:
- Open Access area E1200
- Library L Block
- Nursing Library J Block
- On the IT Laboratories’ corridor – outside rooms L2386 and L2389
- Hospitality, Tourism and Leisure Building Room F2688
- E Block
- Students’ Union
- Design Department

The Students’ Union also provides photocopying, colour printing, laminating and binding services.

**Disability and Learning Support Service:**
A range of supports are available to you through the Disability and Learning Support Service. We currently support students with the following disabilities: ADHD, ASD, Sensory Disabilities, DCD, Mental health Difficulties, Neurological Conditions, Physical Disabilities, Medical Conditions, Speech and Language Difficulties and Specific Learning Difficulties i.e. dyslexia.

If you feel that you will need support as a student, you should make contact with the Disability Office to arrange a meeting to submit assignments. Links to AIT’s Moodle can be accessed via the institute website www.ait.ie under Student Services and on the library website www.library.ait.ie while the direct access link is http://elearning.ait.ie.

If you have any difficulties with Moodle, contact Moodle support at moodlesupport@ait.ie.

**Virtual learning environment:**
Moodle is a virtual learning portal where AIT staff upload course materials such as notes, web links, details of assignments etc. Within Moodle, students and staff can communicate about subjects using forums and chat. Staff can also create surveys, quizzes, questionnaires and blogs on Moodle. Moodle can also be used to
Chat about the range of supports available. Supports/reasonable accommodations available for students include examination support, learning support and assistive technology.

For more information, contact the Disability Officer

**Bernie Langtry**
Disability Officer
blangtry@ait.ie.

**Roisin Kelly,**
Learning Support Tutor

**Elaine Kelly,**
Learning Support Tutor

**Aoife Walsh,**
Assistive Technology Tutor

**Your tutors are:**

**Maths Tutor:**
Joe Keogh,
email jkeogh@ait.ie

**Science Tutor:**
Iain Murray,
email sciencetutor@ait.ie

**Business Tutor:**
Brendan Mc Larney,
email bmclarney@ait.ie

**Academic Writing Centre:**
Students often face challenges with researching and writing. You may have always struggled with writing or perhaps you want to improve your writing skills for the level of writing required at 3rd level. During your time in AIT you can avail of one-to-one consultations and group academic writing workshops to help improve your writing skills. The centre is geared towards students of all writing abilities.

We aim to build students’ confidence and competence in your writing ability and writing skills. We are located just off the main canteen – drop in to make an appointment or email academicwritingcentre@ait.ie. We have an extensive writing skills resource available on Moodle.

**Writing Skills Tutor:**
Emer Connolly,
email econnolly@ait.ie
Email and WIFI:
All registered students are set up with a student email account. Your email address is in the format of Student ID @student.ait.ie. Example: A00001000@student.ait.ie. Correspondence from lecturers or other institute staff will be sent to your student email account so it is essential that you check your account regularly to avoid missing important course or exams related information.

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

To use this facility you need to download/install the Eduroam installer for your particular computer/mobile device. Links to various installers can be found on the AIT website at www.ait.ie/csd. As an alternative, some devices can be configured manually. When you have installed Eduroam, you must use your AITusername@ait.ie and password.

Computer Account and Registration Account explained
In AIT students have 2 separate logins. Both use the same username. Let’s refer to them as a computer account (described above) and a Registration account. Computer accounts have a password associated with them, Registration accounts have a PIN. Your computer account is used to access the following applications: logging on to a computer in AIT, Office 365 (including email), Moodle, the Library and on Campus Wi-Fi.

ALL OF THE ABOVE APPLICATIONS USE THE SAME PASSWORD i.e. your computer password. It is initially set to your 8 digit date of birth – you are strongly recommended to change it and to include numbers, letters and symbols. It can be changed on a computer in AIT or online if you have registered for Self service Password reset (https://aka.ms/ssprsetup).

If changed, it automatically changes for all of the above applications. Students with password issues can log a ticket on the Student IT Help Form (link on the Moodle Login page).

Computing Resources:
For project and research work, the institute provides a 100-seat open access area for students, located in E1200 which is next door to the Dept. of Lifelong Learning opposite main reception.

The Engineering and Informatics building also has an Open Access area running a full suite of applications to assist you in your learning. Using Computers and your computer account (including email and OneDrive)

All registered students are set up with a Computer account for logging into computers in AIT. All students are also provided with a Microsoft Office 365 account which provides student email, OneDrive (your online file storage facility) and the ability to download Microsoft Office to your personal computer/tablet. Your computer account username is your student ID e.g. A00123456 and your student Office 365 account (and email address) is in the format student ID @ student.ait.ie Example: A00001000@student.ait.ie. Correspondence from lecturers or other institute staff will be sent to your student email account so it is essential that you check your account regularly to avoid missing important course or exams related information.

You should only store your files on OneDrive where they are safe. Students are advised never to use USB keys for storing files as they can be lost or can stop working.
Your Registration account uses a PIN (not a password and not related to your computer password). It is initially set to your 6 digit date of birth – students are forced to change this on first login when registering. It can only contain numbers. Use your Registration account to gain access to the “Secure Area” to access: Online registration, Payment of fees, Accessing exam results. Login page is: https://ssb.ancheim.ie/ait/app/twbkwbis.P_WWWLogin

**Wi-Fi in AIT:**
On Campus Wi-Fi is provided through our Wireless Network known as Eduroam (education roaming) which is a secure, worldwide roaming access service developed for the international research and education community.

To use this facility you need to download/ install the Eduroam installer for your particular computer/mobile device. Links to various installers can be found on the AIT website at www.ait.ie/csd. As an alternative, some devices can be configured manually. When you have installed Eduroam, you must use your student ID@student.ait.ie and your computer password.

**Computing Resources:**
For project and research work, the institute provides a 100-seat open access area for students, located in E1200 which is next door to the Dept. of Lifelong Learning opposite main reception. The Engineering and Informatics building also has an Open Access area running a full suite of applications to assist you in your learning.
Careers Office
The Careers Office helps students put their best foot forward and build your personal brand through how you present yourself in your CV, on application forms, at interviews and on social media. This office will also offer advice on your next steps and planning your future both from a job or further education standpoint and also will offer support and advice to students thinking of leaving their course prematurely.

We provide a vital link to industry with weekly updated job opportunities on the main AIT website, employer presentations and an annual Career and Postgraduate Study Expo.

Students are also offered ample opportunity to fine tune your job hunting skills with career boot camps, workshops, in-class presentations, one-to-one career advice and further study guidance for students. Register with us through Target Connect on the Careers Section of the main website or through this link https://careers.ait.ie/home.html to access a wealth of supports or arrange an appointment to see the Careers Officer Denise Dolan.

Check out up to date fulltime and part-time job vacancies at: https://www.ait.ie/life-at-ait/careers-office/vacancies-for-students

Careers Officer:
Denise Dolan,
Email ddolan@ait.ie

Placements
Many of our programmes feature work integrated learning or placements. As part of AIT’s strategic plan, we aim to have placements available on all programmes within the next few years. You will be informed about placements procedures, responsibilities and timings on your course through your lecturers and academic department.

Garda Vetting
Some placement opportunities require Garda Vetting – please connect with your lecturers to ensure that you engage with this process as soon as possible so as not to delay your placement where appropriate.
AIT is committed to fostering an international climate for enhanced learning through new cultural experiences. We are proud of our diverse community and the richness this brings to the learning experience at AIT. The International Office works to develop links with international institutions and coordinates host programmes for incoming students and academic staff.

Appointments can be arranged with international office staff by sending an email: If you are a Non-EU student, please email international@ait.ie If you are an Erasmus/EU student or would like to discuss Erasmus or study abroad opportunities for AIT registered students, please email Annette Buckley: abuckley@ait.ie.

Virtual orientation and virtual tours of AIT campus will be planned for new international students this September. Appointments with the Immigration Officer in Athlone are organised for all non-EU students within two weeks of arrival at the institute.

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**Improving your English**

English language classes are available, free of charge, in addition to hours for registered programmes of study. Students who are experiencing language difficulties in your programme of study can meet with a tutor to provide assistance outside of normal class contact hours.

The International Society, was set up with the aim of integrating international students into the student community at the institute. A number of fun cultural events and trips are held during the academic year and are attended by international and Irish students.

Phone 090 64 71818 with any queries.
Your Facilities

There are five locations across the campus where you can refuel, so whether it’s a wholesome meal, a fresh made to order sandwich or Barista made speciality coffee it’s never too far away. The food court in the main building offers the most extensive variety with over seven hot options every day to choose from. The cafes in the Engineering building and Nursing building offer less variety but plenty of healthy options. Each outlet offers great value for money, with all products competitively priced. Our newest establishment, the Grumpy Mule, is located near the library offering a range of hot and iced beverages. All coffee served in AIT is 100% Fairtrade.

Postal Service
A post box is available for outgoing post in the entrance to the Administration area B Block. Post is collected from Monday to Friday at 3.15 pm.

Lockers
Lockers are available in the main building and cost €20 for the year, with €10 refund on return of you locker key. Call to the Students’ Union where they will be happy to supply you with a key. Lockers are limited, apply early.

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

Bus and train timetables are posted on the Students’ Union notice board in the John McCormack building. More information (including timetables) can be found at www.irishrail.ie, www.buseireann.ie and www.athlone.ie.

The SU also operate a car pool notice board for those wishing to team up with others commuting to the campus. We encourage all students to opt for healthy options like cycling or walking where possible. Bike racks are available in multiple locations on campus and they’re FREE. Also you won’t have the hassle of trying to find a parking space. Local bike shops offer a bike rental scheme and discounted bike purchase rates for students so you won’t have to worry about getting your bike to Athlone if you live further away. Further info available at Buckley’s Cycles 090 646 78989.

Student Travelcard:
The Student Travelcard is a secure photo ID that will entitle you to discounted Irish Rail, Dublin Bus and Luas tickets. The Student Travelcard is also a national discount card entitling the holder to many discounted goods and services. You may also use your Student Travelcard to securely book a student flight to anywhere in the world online.

Application forms for the Student Travelcard and further details are available online at www.studenttravelcard.ie.
Parking:
Parking permits may be purchased for an annual fee of €20 online through the APCOA website www.permits.apcoa.ie. Go to the ‘Park with us’ tab, click on Purchase a Permit and follow the instructions from there.

Parking Permits in AIT are ‘virtual’ permits. There is no printed permit; the vehicle registration number is recorded and maintained electronically by the AIT Parking Management Services provider.

Your permit is only valid in the student signposted zones. Check out the map to familiarise yourself with the student parking zones at: https://www.ait.ie/life-at-ait/campus-facilities/estates/parking

Parking is usually available on the East Campus if you find the main campus is full, bear in mind you will need to give yourself a few minutes to walk from there to the main campus. Otherwise paid parking is available for a flat rate of €3 per day in the underground carpark beside the International Arena – have your change ready as you need to pay on the way in.
General

1. Each student will be invited to register online before the commencement of the academic year and they are expected to remain in good financial standing with the institute. Non-EU students must have a valid visa to enter Ireland at the time of registration. Membership of the college for learners is contingent on registration.

2. The right of a student to continue on a course of study, to sit examinations, to be issued with results and/or to graduate depends upon the payment of all fees and/or charges.

3. A student, in any session, may undertake only the course/subject for which they are registered and in the appropriate year.

4. Any institute fees and/or charges prescribed for each academic year must be paid in accordance with the timelines outlined by the Institute Fees and Grants Office, and the institute must be satisfied that payment will be made on behalf of the student within such a period as the institute may allow. If a course at the institute is cancelled, a letter is sent to participants and a full refund is automatically given.

5. An institute identity card is provided to students on registration and is valid for the duration of your programme. This card may be requested by a member of staff, or any other person authorised by the institute where proof of identity is required. If the cardholder withdraws/deregisters, the institute the card must be returned to the Card Office. If you lose your card you must obtain a replacement card from the Card Office, for which a fee will be charged.

6. Some programmes and/or modules within programmes require that students maintain satisfactory levels of attendance and academic performance. Please refer to individual faculty course manuals for details.

7. Students are responsible for ascertaining and fulfilling all requirements for entry to all relevant examinations, for ascertaining the dates, times and locations of examinations, and are subject to the relevant ‘Examination Regulations and Procedures’.

8. The formation and continuation of all classes is subject to adequate enrolment and attendance. The institute reserves the right to discontinue, divide or combine classes, and to vary class times as circumstances require. The institute accepts no liability for consequential losses resulting from such changes.

9. Postgraduate research students are required to comply with these current institute rules and regulations and any subsequent regulations as approved e.g. the postgraduate research charter.

Disciplinary Procedures

The aim of the Code of Discipline (the Code) is to ensure that a suitable academic environment is maintained in the institute. All students are required to observe the Code of Discipline. For full details see https://www.ait.ie/uploads/downloads/Student_Code_of_Discipline_Approved.pdf
Examination Regulations
The institute’s examination policies and procedures are detailed in the Standards, Assessment & Awards document (May 2019) which is available to view at https://www.ait.ie/contact/staff/quality

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

Withdrawal from your course
Students who, for various reasons, do not wish to continue their studies for the current academic year must withdraw/deregister from the institute. Students contemplating leaving a course should discuss the matter fully with the relevant Head of Department. Confidential support and advice is offered through the Careers Officer, Counsellors, and the Student Resource Centre Manager.

Students withdrawing from the institute should be aware of the relevant cut-off dates and are required to:

- Complete a withdrawal form, which can be accessed using the following link: http://www.ait.ie/feesandgrants/ (scroll down to withdrawing from a programme)
- Submit the completed student withdrawal form, together with the Student Identity Card, to the Registration Department, Athlone Institute of Technology.

Note: Failure to complete a student withdrawal form may have consequences for any future state funding i.e. payment of fees, receipt of grants, etc. Note: Verbal communication to Academic or other AIT staff is not sufficient.

Plagiarism - Academic Integrity Policy
AIT aims to foster and maintain an ethos of honesty and academic integrity.
‘Plagiarism’ is the practice of taking someone else’s work or ideas and passing them off as one’s own. Plagiarism is an offence and it undermines academic integrity.

Support regarding the appropriate use of referencing and academic writing is available through your Academic Writing Centre and the Library. AIT’s policy regarding academic integrity is available at https://www.ait.ie/contact/staff/quality/policies-procedures.
A copy of the Plagiarism Policy and a copy of Rules and Regulations are available in the 2 hour loan area in the Library.

Course Requirements
Students who fail to comply with specific course requirements e.g. completion of schedule of practicals, placements, project work, essays, assignments, minimum attendance requirements, where applicable etc. for a course or for a subject shall have examination results withheld from the Examination Board until such time as the required work is completed.

Students are advised that it may not be possible to repeat such requirements until the next academic year, that they will be required to pay fees to re-attend a course of practicals etc. and that where examination results are withheld from a Board Meeting, it will be counted as an attempt and in the consideration of results for Merit/Distinction/Honours. Some courses have minimum attendance requirements and you should consult your faculty manual for specific requirements.

Fitness to Practice
The Institute is fully committed to helping you flourish and successfully participate and complete your programme of study.
Some of AIT’s programmes often require students to undertake practical training that entails working in a professional environment with patients, other service users or environments requiring competent technical skills. AIT has a duty to ensure the student is fit to practice whilst undertaking an educational programme. It is your responsibility to make yourself aware of the Institute Student Fitness to Practice Policy which is available at https://www.ait.ie/contact/staff/quality/policiesprocedures

Data Protection
The Institute is the data controller of all personal data it holds and must process it subject to the Data Protection Acts 2003 and 2018 and the General Data Protection Regulation (GDPR) in force since 25th May 2018.

The privacy notice concerns our processing of personal data of past, current and prospective students of the Institute. The AIT privacy notice is available to view at https://www.ait.ie/about-ait/gdpr/Privacy-Policies

The Higher Education Authority is responsible for funding higher education institutions and advising the Minister for Education and Skills on policy formulation to develop the highest standards in our higher education system. A copy of the HEA Data Collection Notice is available at https://www.ait.ie/life-at-ait/registry/student-policies

Equal Opportunities
Athlone Institute of Technology has a policy of equality of opportunity, which it actively implements. An essential element of this policy is the promotion of a positive learning environment so that all students are assisted to achieve your full potential. In all its educational procedures and arrangements, the Institute ensures that equal opportunities are afforded to all. Applications are welcome from students of all nationalities, socio-economic backgrounds and marginalised groups. See our equality policy here: https://www.ait.ie/.../Gender_Identity_Gender_Expression_APPROVED.pdf

Harassment
The institute recognises the problems caused by personal harassment, bullying, sexual harassment and racial harassment in the learning environment. The institute is committed to a working and learning environment that is free from harassment of any kind. Incidents of harassment are regarded by the institute as being very serious and may lead to disciplinary action being taken against the perpetrator.

For further details, see https://www.ait.ie/life-at-ait/student-supports/bullying-harassment

Complaints Procedure
AIT is wholly committed to excellence in education and to providing a supportive, fair, and appropriate environment in pursuit of the highest educational attainment and holistic development of our students. Students are advised to bring any complaints to a relevant staff member such as your Students’ Union, relevant Head of Department, Student Resource Centre Manager or Registrar. A complaint will always be taken seriously and while most complaints can be resolved at an informal level, we also have a formal mechanism which may be employed. Further details are available on

Sources of Internal Assistance
Student Resource Centre Manager, phone: 090 64 68139
Institute Chaplain, phone: 090 64 78318
Institute Counsellor, phone: 090 64 68064
Registrar, phone: 090 64 68106
Head of Department - Faculty of Business & Hospitality, phone: 090 64 68290
Head of Department - Faculty of Engineering & Informatics, phone: 090 64 68150
Head of Department - Faculty of Science & Health, phone: 090 64 42587
Possible External Sources of Assistance:
The Equality Authority, LoCall 1890 245 545, email info@equality.ie
The Rape Crisis Centre, phone 1800 778888.

Freedom of Information
Under Irish Freedom of Information Legislation, every person has the following legal rights:
- The right to access official records held by public bodies as defined by the Act
- The right to have personal information held on them corrected or updated where such information is incomplete, incorrect or misleading
- The right to be given reasons for decisions taken by public bodies that affect them.

Application for information under FOI:
- All applications must be in writing and should indicate that the information is sought under the Freedom of Information Act
- Requests should be as specific as possible to enable the relevant information to be efficiently identified and retrieved
- If information is desired in a particular format i.e. photocopy, computer disk, etc. the requester should also indicate this in their application
- The requester may be required to prove his/her identity, particularly when requesting personal information using an acceptable form of identification, i.e. passport, driving licence, birth certificate, etc.

The Freedom of Information Officer of the Institute will be happy to assist the requester in the formulation of their request at all times. If you would like to exercise one or more of the FOI rights in relation to information that may be held by AIT, send a request either in writing or by email, to:

Ms. Mary Duffy,
Freedom of Information Officer,
Athlone Institute of Technology.
Phone: 090 64 68117
Email: mduffy@ait.ie

Further information is available from the AIT website: www.ait.ie/freedom-of-information or www.foi.gov.ie

Health & Safety
Athlone Institute of Technology wishes to ensure that your time as a student at the institute is a safe and healthy one. It is important therefore that you familiarise yourself with the institute’s Safety Statement, which is available through all departments in the institute.

Information on hazards or accidents observed within the institute or on the grounds should be communicated to any member staff immediately. Further information on health and safety is available in the institute Safety Statement. Copies of this document can be inspected at the Students’ Union Office, in the institute Library or on the institute website www.ait.ie.
The Institute's Health and Safety Officer is available at 090 64 42559 and is supported by an interdepartmental safety committee.

**Accidents:**
In the case of an accident or injury, a student should report the incident to the person in charge of the class who will contact the relevant services and file the appropriate Incident Report Form. (Note: If any medical expenses are incurred as a result of such incidence an expenses claim form should be submitted for consideration through the Student Medical Accident Scheme by contacting personnel at the institute Health Centre).

**In the event of an emergency:**
For medical emergency on campus, contact the Institute Nurse on 087 9977437 (Note: Availability: - 9am to 5pm Monday to Friday during teaching term).

- All emergencies - Dial 112 from any internal, public or mobile phone and provide the details of the service you require i.e. ambulance, fire service or Garda and wait until you have given all the information requested. This information is communicated to the responding service on route to the emergency.

- Also report the incident to any member of staff in order that the institute’s emergency response procedures may be activated.

**First Aid:**
A number of staff in each department are trained in First Aid procedures and all laboratories and workshops have First Aid boxes installed.

For medical help and advice between 9:30am and 4:30pm contact the Student Health Centre, phone 090 64 68063. For alternative services contact MIDOC at 1850 302702 between 6:00 pm and 8:00 am and all day Saturday and Sunday.

**Fire Safety:**
The continuous ringing of the fire alarm indicates a fire emergency.

Proceed as follows:

- Evacuate the building immediately in an orderly manner using the nearest indicated emergency exit route.

- Under no circumstances should lifts be used; evacuation chairs, should they be required, are strategically located in corridors throughout the institute.

- Close all doors after you where possible.

- Proceed to the nearest fire assembly point.

- Do not re-enter the building until authorised by fire marshals.

- Note: You are legally obliged to participate in fire drills and institute evacuation exercises and should respond quickly and safely in accordance with the institute’s fire safety precautions. Floor plans or evacuation plans showing exit stairs and doors are located in prominent positions in the institute corridors. These charts also list the specific procedures to be followed should an emergency arise.

**Staying Safe**
- Whether your study takes place in the library, classroom, laboratory, or workshop it is important that all students are aware of the hazards and safety arrangements for each working environment.

- As many of the procedures undertaken by students require specific safety procedures, Codes of Practice are available for all areas. Each student will be issued with the Safe Work Practice.
sheet applicable to his/her own area, which must be read and adhered to

- Exercise a duty of care to all users of the institute's facilities at all times.

**Security:**
The institute does not accept responsibility for any loss of personal property, whether or not such property is left in lockers or cupboards provided by the institute. In order to avoid such losses, students should be vigilant at all times.

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

**Insurance:**
All full-time registered students and apprentice students registered with the institute are covered by a personal accident policy during official institute activities. The terms, clauses and conditions of the policy are available for inspection at the Finance Department. The policy is valid worldwide for all full-time registered students and covers accidental bodily injury, within the policy limits.

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

For more details contact your local health board, community care office or health centre or refer to [www.ehic.ie](http://www.ehic.ie).
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>AIT Admissions Office</td>
<td>090 646 8130</td>
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<tr>
<td>Academic Writing Skills</td>
<td>090 646 8013</td>
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<td>AIT Access Service</td>
<td>090 646 8123</td>
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<tr>
<td>AIT Business Tutor</td>
<td>090 648 3038</td>
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<td>AIT Careers Service</td>
<td>090 646 8138</td>
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<td>AIT Counselling Service</td>
<td>090 646 8063</td>
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<tr>
<td>AIT Chaplain’s Residence</td>
<td>090 647 8318</td>
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<td>AIT Disability &amp; Learning Support Service</td>
<td>090 646 8142</td>
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<td>AIT Examinations Office</td>
<td>090 644 2560</td>
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<td>AIT Faculty of Business &amp; Hospitality</td>
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<td>AIT Faculty of Engineering &amp; Informatics</td>
<td>090 648 3098</td>
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<td>AIT Faculty of Science &amp; Health</td>
<td>090 646 8020</td>
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<td>AIT Fees Office</td>
<td>090 646 8135</td>
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<tr>
<td>AIT Fr Shay Casey</td>
<td>087 240 2514</td>
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<tr>
<td>AIT Health Centre Receptionist</td>
<td>090 646 8063</td>
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<td>AIT Main Reception</td>
<td>090 646 8000</td>
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<td>AIT Maths Tutor</td>
<td>090 644 2567</td>
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<td>AIT Nurse Health Centre</td>
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<td>AIT Science Tutor</td>
<td>090 646 8007</td>
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<td>AIT Sports Office</td>
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<td>AIT Student Enquiry Desk</td>
<td>090 648 3044</td>
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<tr>
<td>AIT Student Resource Centre Manager</td>
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<tr>
<td>AIT Students' Union</td>
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**Other Numbers**

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<tr>
<td>Athlone Branch Samaratins</td>
<td>090 64 73133 (24 hour)</td>
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<tr>
<td>Athlone Hospital</td>
<td>1850 302 702</td>
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<tr>
<td>Athlone Primary Care Centre</td>
<td>090 642 4840</td>
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<tr>
<td>Bus Éireann Enquiries (Athlone Station)</td>
<td>090 648 4406</td>
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<tr>
<td>Citizens Information Centre Athlone</td>
<td>090 647 8851</td>
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<tr>
<td>Emergency Medical Service MIDOC</td>
<td>1850 302 702</td>
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<td>Free Legal Aid</td>
<td>090 647 4694</td>
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<td>Garda Síochána - Confidential Line</td>
<td>1800 666 111</td>
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<td>Garda Síochána Athlone Station</td>
<td>090 649 8550</td>
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<td>Iarnród Éireann</td>
<td>090 647 3300</td>
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<td>MABS</td>
<td>1890 283 438</td>
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<tr>
<td>Samaritans:</td>
<td>1850 609 090 (24 hour)</td>
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<tr>
<td>Sexually Transmitted Infections Clinic, St James Hospital (Dublin)</td>
<td>01 416 2315</td>
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<tr>
<td>Threshold Housing Advice Centre</td>
<td>091 563080</td>
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