



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Coláiste na hEolaíochta agus na hInnealtóireachta
College of Science and Engineering

Scoil na Ríomheolaíochta
School of Computer Science



Scoil na Ríomheolaíochta
School of Computer Science



POSTGRADUATE RESEARCH STUDENT HANDBOOK 2024-2025

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Please note: This handbook is for information only and is correct at time of compilation to the best of our knowledge. However, processes and procedures may change throughout the academic year. Please visit the relevant websites and contact Administrative Offices for up-to-date information.

Section 1: Information for Postgraduate Research Students in the School of Computer Science

Welcome to the School of Computer Science! We hope your time carrying out research here, as part of the PhD Programme or the MSc by Research Programme, will be happy and productive. This document is intended to give some essential and useful information, specifically for research students.

We sometimes use the term PGR (Postgraduate Research) to refer collectively to PhD and MSc by research.

Getting Started

The following are essential administration actions to be done as soon as possible. See Section 2 for details on each.

- Register and collect your student ID card.
- Activate your campus account.
- For non-EEA students, register with the Garda National Immigration Bureau (GNIB).

University- and College-level Research Student Guidelines

Please see the central documents which give policy and guidelines on how the PhD and MSc-by-Research programmes run in the University and the College of Science and Engineering:

- [University Guidelines for Research Degree Programmes \(universityofgalway.ie\)](https://www.universityofgalway.ie)
- https://www.universityofgalway.ie/media/collegeofscienceandengineering/CSE-PhD-Guidelines_October_2022.pdf
- <https://www.universityofgalway.ie/graduate-studies/currentstudents/structuredphds/index.html>

The information below supplements but does not supersede these two documents.

Research Areas

The School of Computer Science carries out research in a wide range of areas of computer science. For details see:

- <https://www.universityofgalway.ie/science-engineering/school-of-computer-science/research/>

School of Computer Science and Data Science Institute

The School of Computer Science is one of the 5 schools of the College of Science and Engineering. The Data Science Institute (DSI) is a recognized research institute of the University and is aligned with the School of Computer Science. Thus, they are linked and overlapping, but neither contains the other.

Many research students in DSI are registered as students in the School of Computer Science, since their primary supervisor is a member of the School of Computer Science. Some researchers in DSI are members of other Schools.

The DSI building is in Dangan, also referred to as the IDA Park, or “opposite the Westwood” (a long-gone hotel). The CS building is on the main campus, near the river, behind the Chemistry department of the Concourse (Arts and Science Building). There is a useful shuttle bus.

Health & Safety

Research students in the CS Building are required to take and pass a very short module on health and safety:

- <https://universityofgalway.instructure.com/courses/28175>.

If you do not have access, you should receive an invitation to join this module during your first months in the programme.

Research students in the DSI Building have different health and safety requirements which are communicated directly to the student.

On-campus participation

Study on-campus is a normal requirement for research students, according to University policy. A certain amount of remote study is possible by agreement with the supervisor, where the supervisor also monitors adherence to the agreement.

More broadly, we generally encourage being present in the lab and participating in on-campus events, including research-related events. These are a normal part of being a research student. A lot of learning happens informally in labs where students working on unrelated problems are still able to share knowledge and give hints towards solving problems. Students also begin to form professional networks which are useful throughout their careers.

Postgraduate research students are encouraged to request, via their supervisor, to have an assigned desk in one of the postgraduate research offices. Due to high demand for desk

space and observed low utilization of assigned desks, initial allocation will be to a shared hot desk. Where the hot desk allocation proves insufficient a dedicated desk will be assigned subject to availability.

Student / employee status

Research students are students, not employees of the University. The same is true in all third-level institutions in Ireland, but in some European countries the situation is different. The implications of this include that research students do not pay tax or accumulate pension savings through their stipend.

Taught Modules

Most PGR students are in **Structured** research programmes. This means that they are required to take taught modules in addition to carrying out research. For the Structured PhD, the requirement is to take 30 ECTS of taught modules, over the 4 years. Such modules are in three main categories:

1. Discipline-specific taught modules, which are typically part of taught MSc programmes such as our MSc in Artificial Intelligence. They are assessed by a mix of assignments and end-of-semester written exams. Students can look at MSc curricula to find interesting modules, e.g.:
 - <https://www.universityofgalway.ie/courses/taught-postgraduate-courses/computer-science-artificial-intelligence.html>
 - <https://www.universityofgalway.ie/courses/taught-postgraduate-courses/msc-in-computer-science-data-analytics.html>
 - <https://www.universityofgalway.ie/courses/taught-postgraduate-courses/computer-science-adaptive-cybersecurity.html>
2. Graduate School modules (GS modules). Some of these are taught as normal modules, and assessed by the lecturer. These are listed under “GS Modules (with module owners)”. Others are not taught per se, but consist of activities such as attending a conference and maintaining relevant documents. They are listed as “GS modules assessed by the supervisor”. See a listing of GS modules here:
 - <https://www.universityofgalway.ie/graduate-studies/currentstudents/gsmodes/gsmodes/>
3. Modules which are attached to specific research programmes, such as the SFI CRT D-REAL Summer School module. Information on these is provided by the programme administrator to relevant students.

Typically, structured PhD students take some of their ECTS in Year 1 and some in Year 2. Students should always discuss module choices with their supervisor, and should aim to do so as early as possible. Taught modules in Semester 1 begin classes in the first week of September.

How we run the Graduate Research Committee (GRC)

The GRC is a committee of three people, nominated by the supervisor, to oversee the research especially at an annual meeting. The GRC has a dual role: examining the student's progress, and supporting the student in case of difficulties. The GRC meets the student at least once a year (described below), but is available to the student for support on an ongoing basis.

Different Schools and Research Institutes take different approaches to the GRC process, though all conform to University-level and College-level guidelines:

- [University Guidelines for Research Degree Programmes \(universityofgalway.ie\)](http://www.universityofgalway.ie)
- https://www.universityofgalway.ie/media/collegeofscienceandengineering/CSE-PhD-Guidelines_October_2022.pdf

Here we describe the GRC as it runs in the School of Computer Science. DSI has a different process.

Often the GRC consists of three members of academic staff in the School, but members from elsewhere in the University or outside are also possible.

Our GRC process takes place in April / May each year. The student is required to send documentation to their supervisor in advance for approval. This specifies their research progress as well as any taught modules the student is claiming credit for (see under Taught Modules, above), and their Personal Development Plan (see University Research Student Guidelines linked above). Then they send it to the GRC. In general, students should aim to send such reports well in advance, at least several working days, allowing for GRC members' membership of multiple committees and other duties. The supervisor also sends a report to the GRC. There are then public presentations, usually held over 2-3 days in the CS Building, where students present their work. These are followed up by in-person meetings between the student and their GRC, usually in the office of the chair of the GRC. Following this the GRC compiles a short report for submission to the School. The GRC normally recommends continuation to the next year of study, but in certain cases may recommend not to continue, or to transfer to a different programme, etc.

The GRC (both the public presentation and the interview) are an important formal process: they are the equivalent of end-of-year exams, in that they are a requirement for

continuation to the next year of study. Students should not miss or postpone either other than in exceptional circumstances.

At the end of the second year of the PhD, the GRC interview becomes a “mini-viva”.

Travel funding

Participation in research meetings such as conferences is an important aspect of research for most students. Most students in the School of Computer Science have access to funding for conference travel via their research grant, e.g. grants from SFI, the Irish Research Council, or Horizon Europe. However, some types of funding have no such funding, e.g. both the Hardiman and College scholarships. Students in this situation may still be able to avail of travel funding. They should discuss possibilities for School funding with their supervisor. There is a School Research Funds process to which supervisors can apply on behalf of their students (described in email from Head of School, May 2024). They should also consider applying for competitive travel grants which are announced by the conference, the University, or other funding bodies from time to time.

Teaching Assistant work

Research students can work as Teaching Assistants (TA) on modules taught by the School of Computer Science. Opportunities are advertised before the start of each semester. A student may not work as a TA on a module where they are participating as a student, or planning to participate as a student in future.

This work is paid. In general, the School of Computer Science has an unofficial internal limit of ~150h per year so as to not interfere with studies or research. We encourage students considering any part-time work, including TA work, to discuss this with their supervisor.

The University's Graduate Teaching Assistant (GTA) policy is available on the HR website:

<https://www.universityofgalway.ie/human-resources/recruitment-and-selection/recruitment-and-selection/teachingsupportstaff/>

Seminar series

The School runs a regular seminar series. During the teaching term (September – December and January – April), it runs Thursdays 2pm, in CSB-1005. We have coffee and informal discussion afterwards. There is an open invitation to research students to give a talk on their current research as part of this series, and / or to invite a speaker from elsewhere in the University or outside. For this please be in touch with Dr Bharathi Chakravarthi who runs the Seminar series: bharathi.raja@universityofgalway.ie.

Feedback

We welcome feedback from students on their experiences to try to improve the research culture of the school. Informal feedback via supervisor or via any member of staff is always possible. Students will receive email invitations to Student Surveys at various times. We sometimes hold “town hall” meetings to discuss issues arising from this. We respond to feedback, including the Student Survey, via School Action Plans. These are updated each year: <https://www.universityofgalway.ie/graduate-studies/currentstudents/surveys/>.

Plagiarism and AI tools in Research

Please see the ‘Plagiarism’ section below for a general statement on plagiarism.

Research students are strongly encouraged to discuss their writing and coding practices with their research supervisor. Supervisors will generally assume that when students submit work to the supervisor for evaluation, the text is written directly by the student, and any code used to generate results is also written directly by the student, except where direct citation is given. There may be cases where it is appropriate to use tools such as an AI grammar checker or code generator. The student should openly discuss their process with the supervisor to avoid any possible misunderstanding.

Compute Resources

University of Galway School of Computer Science requires all students to have exclusive use of a laptop for use in lectures and labs, for home use of online materials and for participation in online sessions. Normally it is purchased by the School using funding provided by the funding body.

The School provides large-scale compute resources to PGR students, categorized into GPU resources and Web Server / CPU resources below.

GPU resources: two RTX 6000 Ada Generation GPUs. Each GPU has 48GB GDDR6 memory. To use these, send an email to the Technical Officers on support@cs.universityofgalway.ie with the following information:

1. Subject line: ‘School GPU Server Access’
2. Full Name
3. Student ID
4. Supervisor Name
5. Programme you are enrolled in (e.g. PhD, MSc DA, MSc AI, BSc (CS&IT))
6. Expected Duration needed in hours

The Technical staff will create an account for you (if you are a first-time user) and will let you know which server and GPU you can use. In addition, they will add you to a Group_SoCS

- GPU-Server (Microsoft Teams), which is used to monitor status and allocations. On MS Teams -> Files, you will find three pdf files (TutorialDocker.pdf, Tutorial-Conda.pdf, and Tutorial-PythonVE-Anaconda.pdf) that will help you on how to access the server, create virtual environments (e.g. using Conda, or docker) and run your code.

Web Server and CPU Resources:

The School has a hyperconverged computing cluster based on the Proxmox Virtualisation Environment (PVE) and the highly scalable and resilient Ceph storage platform. Each of the five server nodes has 24 powerful physical CPU cores spread across two CPU sockets, and each physical core can support two concurrent threads, so there are 48 logical CPU cores available on each server. The physical CPUs in each socket are the Intel(R) Xeon(R) Silver 4214R CPU @ 2.40GHz on the 3 original server nodes and the Intel(R) Xeon(R) Silver 4310 CPU @ 2.10GHz on the two new server nodes. The cluster has 40.03 TiB (Tebibytes) of physical storage allocated to Ceph storage pools; Ceph uses 3-way data block replication, for fault tolerance, so there is 13.5TiB of shared cluster storage available, that equates to over 15TB (Terrabytes). For usage, see [📄 Proxmox Intro.pdf](#).

Other facilities

If you need a meeting room for an onsite or remote meeting, you can book CS room 313 or the CS Boardroom, as appropriate. Send email to ComputerScience@UniversityofGalway.ie.

The kitchenette (top floor, CS Building) is available to PGR students. Heating food, kettles, and similar are not allowed in research labs.

Section 2: General Information

2.1 Academic Calendar 2024-2025

The Academic Calendar is available on:

<https://www.universityofgalway.ie/registry/academic-term-dates/#d.en.186426>

Academic Year 2024-2025	
Semester 1	
Start of Teaching (UG years (excluding Year 1) and Postgraduate Taught programmes)	Monday 9 th September 2024
End of Teaching all years	Friday 29 th November 2024
Study Week (All Years, UG & PGT)	Monday 2 nd December - Friday 6 th December
Semester 1 Exams	Monday 9 th December – Friday 20 th December 2024
Semester 2	
Teaching (All Years, UG & PGT)	Monday 13 th January – Friday 4 th April 2025
Easter	Good Friday 18th April – Easter Monday 21st April 2025
Field Trips	Monday 7 th April – Thursday 10 th April 2025
Study Week (All Years, UG & PGT)	Friday 11 th April – Thursday 17 th April 2025
Semester 2 Exams	Tuesday 22 nd April – Friday 9 th May 2025
Autumn Repeat Exams	Tuesday 5 th August - Friday 15 th August 2025
Easter Holidays: Good Friday 18th April to Easter Monday 21st April 2025	
Bank Holidays: Monday 28th October 2024 / Monday 3rd February 2025 / Monday 17th March 2025 / Monday 5th May 2025 / Monday 2nd June 2025 / Monday 4th August 2025	

2.2 Key Contact Details

Role	Programme Director	Room	E:mail
Head of School and Programme Director for PhD and MSc by Research	Dr Enda Howley	CSB-3045	Enda.howley@universityofgalway.ie
Director of Research & Graduate Studies	Dr James McDermott	CSB-3044	James.mcdermott@universityofgalway.ie

Technical and Administrative Staff

Administrative Staff		Room	E:mail
Ms Deirde King	School Manager	CSB-3013	Deirdre.king@universityofgalway.ie
Ms Thérèse McIntyre	School Operations Officer	CSB-3014	Therese.mcintyre@universityofgalway.ie
Ms Geraldine Healy	Administrative Assistant	CSB-3014	Geraldine.healy@universityofgalway.ie
IT Technical Staff		Room	E:mail
Mr Peter O’Kane	Chief Technical Officer	CSB-3038	Peter.okane@universityofgalway.ie
Mr Joe O’Connell	Senior Technical Officer	CSB-3037	Joe.oconnell@universityofgalway.ie
Mr Pearse Carroll	Senior Technical Officer	CSB-3037	pearse.carroll@universityofgalway.ie

The School of Computer Science is located in the Computer Science (CS) Building, Floor 3
 For directions to the CS Building please click (Ctrl+Click) [here](#)

Student ID Card

To obtain your student ID card please visit the first floor of Áras Uí Chathail based on the University of Galway campus

Student Code of Conduct

Please familiarise yourself with the University of Galway Code of Conduct for Students
See website page for Student code of conduct (QA 616)

Sourcing Accommodation

Should you wish to source accommodation, the following websites lists house rentals available in Galway:

Daft website

Galway Advertiser website

[Accommodation Advisory Service - University of Galway](#)

Garda National Immigration Bureau (G.N.I.B) (Applies to Non – EEA Students)

Register with the Garda National Immigration Bureau (G.N.I.B) (Applies to Non – EEA Students). You will require a letter from the International Affairs office (Olivia McBride) to present at the GNIB office. To obtain your letter please email olivia.mcbride@universityofgalway.ie

The GNIB office is located at the Western Regional Headquarters, Dublin Road, Renmore, Galway, H91 F62K | Tell: 00353 (0)91 337140.

Student Registry Help Desk

The Student Registry Help Desk provides the following services:

- Admissions, Registration, Exams and Conferring queries
- Prospectus pick up
- Replacement ID Cards
- Exam Transcript requests
- Course Withdrawal / Leave of Absence
- Validation and Stamping of Forms, e.g., social welfare, medical card application
- Change of Name/ Change of Address requests
- Registration and Statements
- Employment and verification requests

Student Registry Help Desk: Location: Ground floor, Áras Uí Chathail, which is situated on the main campus. Tel: (091) 495999 / askregistry@universityofgalway.ie

Registered Students can visit the Front Desk service which is open Monday to Friday

9:30am-12:30pm & 1:30pm-4:00pm. Web link for further details as follows:
<https://www.universityofgalway.ie/student-registry-helpdesk/>

Useful Contact Numbers (for up-to-date contact details and email addresses visit
<https://www.universityofgalway.ie/about-us/contact-us/>)

Student Registry Help Desk	(091) 495999
ISS Help Desk	(091) 495777
Admissions Office	(091) 495999
Accommodation & Welfare Office	(091) 493540
Disability Support Service	(091) 492813
Fees Office	(091) 492386
Health & Safety Office	(091) 492678
Campus Security / Emergency	(091) 493333
Student Counselling	(091) 492484
Student Health Unit	(091) 492604
Student's Union Shop	(091) 492411
General Emergency	999 / 112
Local Garda Station	(091) 538 000
Hospital (UHG)	(091) 524222
Samaritans	116 123 (freephone 24/7)

Student Support

For a summary of supports and services available to students, please click (Ctrl+Click) [here](#)

College of Science & Engineering Student Support Officer

Kelly Moore is the Student Support Officer in the College of Science & Engineering, and provides support for students during their time at university. The role of the Student Support Officer is to provide confidential, non-judgmental support and an empathetic space for students to share their concerns. In addition, a student advisor can offer personal support and advice on topics such as study planning, time management and any personal challenges that may compromise their ability to study. For further details please visit the following web link: <https://www.universityofgalway.ie/cosestudentadvisor/>

Student Support Officer: Location: Mondays, Wednesdays and Thursdays in Room 218, Arts/Science Concourse Building. Tuesdays in Room 1046, Alice Perry Engineering Building. Fridays available remotely via online meetings.

Direct Tel: 086 0834435 / Email: kelly.l.moore@universityofgalway.ie

2.3 Registration

Online registration opens on **Thursday, 15th August 2024** for postgraduate research students. Details of relevant dates can be found on: (<https://www.universityofgalway.ie/registration/quick-links/registration-dates/>).

Students will receive an email from Registration before online registration opens inviting students to register online. Students should register as soon as possible for their programme, and following receipt of an email from ISS, activate their University of Galway campus account (see paragraph 2.4 below). Further registration details can be found on: <https://www.universityofgalway.ie/registration/>.

2.4 Activating your University of Galway Campus Account

New students will receive a welcome email from ISS "*Activating your new University of Galway campus account*" which will be sent to a student's personal email address following registration.

This email will provide students with a **University of Galway email address** and a **temporary activation password**. It also describes the steps new students need to take to activate their new University of Galway campus account. A campus account will allow students to access [many important services](#) during their time at University of Galway.

Further details on the steps to follow to activate a new student campus account can be found here: <https://www.universityofgalway.ie/information-solutions-services/studentrecordssystem/studentaccess/newstudents/>

For existing students, please follow the steps outlined in the following link: <https://www.universityofgalway.ie/information-solutions-services/studentrecordssystem/studentaccess/existingstudents/>

2.5 Maps

University of Galway Campus maps can be located on the University's website at: <https://www.universityofgalway.ie/buildings/maps/>.

2.6 Examinations

The Examinations Office posts all results to the home address of each candidate. It is the responsibility of students to ensure that their home address is correct on their record. Click on the link for info on how to [register an address change](#). Please note you must allow 2 weeks for your change of address request to be processed.

Examination Timetables

Examination timetables may be viewed on the University of Galway web page at the following address: <https://www.universityofgalway.ie/exams/timetable-advice/examtimetable/>. Students personalised timetables will be available on the WEB

[here](#) on a date to be advised by the Exams Office and Exam Timetable and Amendments can only be accessed either on-campus or via remote access.

Results

Results will **NOT** be given on the telephone to candidates, or to anyone acting on their behalf.

Timetables will NOT be posted to students.

Please be advised:

- Check the Amendments page OFTEN as changes may occur up to the day of the exam.
- Revisions to timetables will be published only on the Examinations Office web page.
- Revisions to timetables will not be posted to individuals or appear on personal timetables.

Repeat, Appeals and Re-checks

Strict deadlines apply for appeals and re-checks and completed online application forms must be submitted to the Examinations Office by the relevant deadlines as detailed on the website links as follows: <https://www.universityofgalway.ie/exams/results/appeals/> and <https://www.universityofgalway.ie/exams/results/rechecks/>. A fee must be lodged with both the Appeal and Re-check Forms. Fees are refunded if the outcome is positive. Further detailed information is provided in the above links.

Exam Board Sitzings

The examinations board will sit in June, September and October where relevant examination, project and theses grades will be processed by the College of Science & Engineering.

Deferral of Exams

A guide for exam deferrals is available at: <https://www.universityofgalway.ie/exams/timetable-advice/deferrals/>. This guide is to assist students with the process and provides a direct link to the College of Science & Engineering's online specific Deferral Form.

2.7 Student Services

Coming to University is a major milestone in your life and a point of changeover in your life. You are facing into some challenges and many opportunities. You will encounter the enjoyment and challenges of independence and decision-making and responsibility for your own well-being and lifestyle.

Student Services is a team that are core to the personal and academic development of students. Student Services is under the management of the Vice President for the Student Experience. Student Services is committed to enhancing the individual student experience by providing an excellent service which supports the holistic development of the person, thereby enabling each student to achieve their full academic potential. Through valuing, recognising and supporting each staff member and by forging strong alliances within the University Community, Student Services will assist University of Galway to become a truly Student-Centred University.

Student Services provides many services as follows:

- Access Centre; Career Development Centre; Societies and Sports; Welfare and Wellbeing.

Further detailed information and contact details on all the Student Services offered by University of Galway may be found at: <https://www.universityofgalway.ie/student-services/>.

2.8 Student Counselling

The counselling service is part of a network of support services offered by University of Galway. It provides professional counselling, which is **free** and **confidential** to all students of University of Galway. Life as a student is exciting and challenging, an achievement usually gained after much hard work and preparation. It can also be stressful at times. You may find you are experiencing personal difficulties which are affecting your ability to study and to take full advantage of the opportunities available to you at University of Galway. This is where student counselling can help. Student counselling are a team of qualified and experienced counsellors and psychotherapists. The service operates within the Code of Ethics and Practice agreed by their respective accrediting bodies including IACP, IAHIP and PSI. The services provided include:

- Pre-counselling assessment, individual counselling, and psychotherapy
- Group work
- Information and referral
- A consultation service for those who may have concerns about a student.

Further information including available online services and emergency contact details can be located on the following weblink: <https://www.universityofgalway.ie/counsellors/>

Counselling Services: Location: No. 5 Distillery Road, University of Galway

Direct Tel: 091 492484 Ext. 2484

E-mail: counselling@universityofgalway.ie

2.9 International Students

The **International Office** provide advice, information, and support service for all International Students. For incoming international students, information is available on <https://www.universityofgalway.ie/international-students/>

All international students are strongly encouraged to attend English for Academic Purposes (EAP) classes which are specifically designed to equip international students with specific English skills to help them with their studies. Please refer to <https://www.universityofgalway.ie/englishlanguage/ourcourses/> for more details.

The International Student Officer, Ms. Louise Kelly, may be contacted at International Office, University of Galway. Tel 353 91 493581, E-mail: louise.kelly@universityofgalway.ie. Ms. Kelly acts as an identifiable point of contact with the various Student Services in the University to ensure that any problems of adjustment are minimised. She helps International Students adjust as quickly as possible to their new environment, so that they can derive maximum benefit and enjoyment from their life at University of Galway.

2.10 Computer Science Account and Swipe Card Access to Labs

The School of Computer Science has several undergraduate and postgraduate rooms which are available for use by our students. The rooms have hot swap desks, with laptop docking stations allowing use of external monitor, keyboard, mouse and the high-speed network. Students must provide their own laptops <https://www.universityofgalway.ie/science-engineering/school-of-computer-science/currentstudents/laptops/>. All students who are taking a module/course with the School of Computer Science are entitled to use the open access labs in the CS Building outside of scheduled timetable use (Note: CSB-G001 is available to all University of Galway students using main University of Galway account). Depending on their course, they may also have swipe card access to further project rooms in the CS Building.

Computer Science students are also given access to print on our shared printers, and to use our web and database servers which can be used for course or project work. To gain access to these resources, students will be given Computer Science accounts automatically after a student registers for one of our modules/courses, and students will receive an email to their University of Galway email to indicate the account is ready for use. The initial password is included in the email. Students can login to our intranet to setup the web/database/linux resources <https://web1.cs.universityofgalway.ie/intranet/>

Students who have issues with their Computer Science computer account, docking stations, monitors or swipe card access in the Computer Science Building should log a call to Computer Science Technical officers at: support@cs.universityofgalway.ie. Useful links for

further related info: <https://www.universityofgalway.ie/science-engineering/school-of-computer-science/currentstudents/>.

Students who have issues with their main University of Galway account, Wi-Fi, Canvas, personal laptops or any PC/printer on the rest of campus should refer to the University of Galway helpdesk: <https://www.universityofgalway.ie/information-solutions-services/services-for-students/>.

2.11 DISC - Computer Programming Drop-In Support Centre

Computer DISC is a Computer Programming Drop-In Support Centre for all University of Galway students who are taking any programming/software development courses. The DISC is a free service that supports all students with their self-directed learning in computing topics at all years and levels in University of Galway. The centre is located in room CSB-1001 on 1st floor of the Computer Science (CS) Building: <https://www.universityofgalway.ie/science-engineering/school-of-computer-science/currentstudents/computerdisc/>

What services does Computer DISC provide to students?

- Facilities for students to sit and work on programming problems
- One-to-one advice and support for students, and focused small group tutorials
- Books, courseware, web links, and other learning resources for programming students
- A website with information and an email service for all queries
- Advice for students who wish to learn new programming languages autonomously
- Assistance with new technologies for project work such as Final Year Projects

2.12 Canvas

Canvas is the new Virtual Learning Environment (VLE) at University of Galway. Canvas is a modern, user-friendly VLE that allows students to access learning materials, reading lists, assessment information and other course-related content.

<https://universityofgalway.instructure.com/>

When a student registers for a course or module with the University of Galway, they are automatically enrolled on the corresponding course on Canvas. Enrolments are recognised by Canvas within 24 hours of registration. If students have problems accessing Canvas, they should contact the Library and IT Service Desk. The Service Desk can assist students with queries regarding problems with their password, e-mail account or logging in to Canvas.

If students are unable to see courses when they log into Canvas, they will need to check their registration statement to ensure they are correctly registered. Within Canvas, University of Galway students have access to 24x7x365 support via the Help menu. This Canvas support team can answer most queries related to the Canvas

environment including how to submit assignments, how to see the gradebook, and where to access course materials. They also provide advice on how Canvas features can be used.

2.13 Plagiarism

Plagiarism refers to copying another author's work without due reference or acknowledgement of the author. Plagiarism is not acceptable. It is essential that the candidate acknowledge other people's work, when used by the student. The submitted work must be prepared by the candidate alone, and must be the result of the candidate's own effort, skills and knowledge. It is unacceptable for candidates to knowingly permit others to copy their work. Self-plagiarism (re-using own previously submitted content and passing it off as "new") is also not permitted. It is also not permitted to submit content for assessment which has been produced using Artificial Intelligence and claiming it as your own work. University of Galway has a strict code of practice for dealing with plagiarism, please refer to the following link for further details: [Academic Integrity for Students - University of Galway](#)

2.14 Information Solutions and Services (ISS)

ISS aim to provide students with access to the ICT facilities which they need to succeed in their studies at University of Galway. These facilities include high speed Internet access, University of Galway email account, and access to the resources of the James Hardiman Library and assist with accessing Canvas, the virtual learning environment. These services are accessible from the on-campus PC suites and from suitably equipped laptops using the on-campus wireless network. A Campus Account (CASS) provides students access using a single User ID and Password to all computing services, other than E-mail. To activate your Campus Account (*see paragraph 2.4 above*), students should follow the instructions as outlined in the following weblink: <https://www.universityofgalway.ie/information-solutions-services/studentrecordssystem/studentaccess/>.

ISS Service Desk: Location: Foyer of the James Hardiman Library

Contact by raising a service ticket: [Service Desk Ticketing System](#)

Direct Tel: 091 495777 or the Library & I.T. Service Desk: 091 495399

2.15 Career Development Centre

The Career Development Centre provides students at University of Galway with a quality career guidance and information service focused on facilitating and empowering students to manage their own career development and empowering students to make successful transitions towards fulfilling careers.

Details of the services provided to students by the Career Development Centre include:

Guiding students in their career journey through:

- One-to-one career guidance

- Career seminars and events
- Psychometric testing
- Dedicated careers information hub for students (on-campus and virtual)
- Self-guided modules

Connecting students with employers through:

- Jobs fairs and employer events
- Job vacancy system
- Networking opportunities

Helping students to compete in the jobs market to the best of their ability through:

- CV workshops, e-learning, and unlimited AI feedback
- Interview skills workshops, e-learning, and software to practice and improve
- Applications advice: including Postgraduate and Job Applications
- Employment skills workshops and employability award

Further information on the range of services provided by the Careers Development Centre can be found at: <https://www.universityofgalway.ie/career-development-centre/>.

Career Development Centre: Location: Arts/Science Building (1st Floor)

Tel: +353 (0)91 493589

2.16 Out of Hours Working

Out of hours work refers to all University operations conducted outside normal hours.

For up to date details on the University's Safety Statement Policy and Out of Hours Working, please click on the following web link: [University of Galway Safety Statement](#).

2.17 Parking on Campus

Parking spaces in University of Galway fall into several categories:

- Staff Only; Student Only; Shared use (staff & student permit holders); Visitor/non-permit holder; Pay-and-display/Pay by Phone (P&D) spaces; "Reserved" spaces and loading bays.

Student parking permits are available for registered students, details as below.

To purchase/renew your Student Parking Permit carefully read the instructions contained in the following guide [PermitApplicationsGuide2024](#) then visit the [Online Payment System](#) to book your permit.

If you park in a "Pay and Display" space, you must buy a ticket from the nearby machines or use the Pay by Phone option and display your ticket on your dashboard face up, regardless of what other type of permit you might have. If you buy a P&D ticket you can only park in spaces marked with blue lines and text ("P&D/Í&T"). Should you have any queries, please consult the following webpage: [Parking & Transport - University of Galway](#)

A park and ride service operates from Dangan car park. Further information and timetable details are available from: [Bus Timetable](#).

Parking at University of Galway is operated by APCOA Ireland. If you have a parking related query please contact: Ireland.permits@apcoa.ie / telephone: 0818 462899.

2.18 Library

The Student ID card also acts as a Library card. Students must have a current card in order to gain entrance to the Library. Details on the services provided by the library are available at [Library - What's Available](#) The Library and IT Service Desk is located on the ground floor of the library and provides advice and support to students on both Library and IT services (e.g., User ID/passwords, book loans, printing Wi-Fi access).