

NICE TO SEE YOU

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FIRST YEAR FOCUS

IADT FIRST YEAR FOCUS
HANDBOOK



IMPORTANT DATES

**SEP –
JAN**

**AUTUMN TERM
STARTS WEEK BEGINNING
26TH SEP**

**CHRISTMAS BREAK
15TH DEC TO 3RD JAN**

**JAN –
APR**

**SPRING TERM
3RD JAN TO 31ST MAR
EASTER BREAK
31ST TO 17TH APR**

**NOV –
FEB**

**READING + RESEARCH
DAYS
1 NOV / 11 NOV / 13 FEB**

MAY

**SUMMER EXAMS
2ND TO 18TH MAY**

FIRST YEAR FOCUS GUIDE

Welcome to the IADT First Year Focus Guide!

We are really looking forward to welcoming students to IADT. This guide contains some useful information to help you settle in and find your feet at IADT.

Our First Year Focus Programme is designed to help you familiarise yourself with IADT and get the most out of your First Year experience. At the centre of this programme are the First Year Student Leaders, a group of amazing IADT students whose role it is to help all new students find their feet and enjoy student life at IADT. Keep an eye out for your leaders on campus and feel free to approach them for support.

For further information, visit our First Year Focus page on the IADT site and check out our Student Handbooks, available here: <https://iadt.ie/for-students/student-handbooks/>. We look forward to seeing you at the start of term!



CONTENTS

WELCOME

IADT PRESIDENT DAVID SMITH 03

SU PRESIDENT
EOIN HICKS-SMYTH 04

IMPORTANT INFORMATION

ORIENTATION 06

REGISTRATION 07

STUDENT CARD 09

STUDENT SERVICES

INTRODUCTION TO
STUDENT SERVICES 11

INFORMATION POINT 12

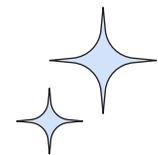
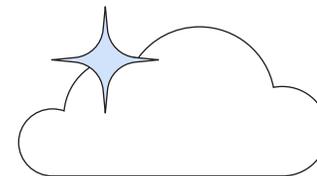
STUDENT EXPERIENCE TEAM 12

LIBRARY 13

STUDENT LIFE

CLUBS & SOCS 15

STUDENT'S UNION 16



WELCOME



IADT PRESIDENT DAVID SMITH

I'm delighted to welcome you to IADT and to introduce you to First-Year Focus (FYF) – our programme of supports and activities dedicated to you, our incoming class of 2022. Making the transition to third-level education is a significant step, and at IADT, we pride ourselves on being a supportive, friendly, and accessible community. We want you to experience a safe, unique, and memorable first year; the FYF programme has all the information and support you need to familiarise yourself with IADT's inclusive culture and campus environment.

The IADT staff and faculty look forward to supporting you and watching you thrive on campus. So I encourage you to engage fully with FYM, support each other and enjoy the start of your IADT journey.

David Smith
IADT President

**SU PRESIDENT
EOIN HICKS-
SMYTH**

Hi! My name is Eoin Hicks Smyth, I'm your Students' Union President here in the college. I would like to welcome you all to IADT Dún Laoghaire and wish you the best of luck on what will undoubtedly be an interesting journey.

I know from experience that your time here will prepare you not only for your future but for any other goals you choose to pursue in your personal and professional life. The Students' Union, Student Experience, and the FYF Teams are here to support you through your first year of college experience every step of the way. First Year Focus looks to spend four weeks of your first term introducing you to new people, trying new things and learning to navigate through your new college.

The whole of FYF is coordinated by both the members of the Students' Union and the FYF team, you'll get a chance to meet both groups and get to know them better over the first term. We hope you are just as excited as we are, we're looking forward to making your first year here as enjoyable as possible and we can't wait to see you in September!

Eoin Hicks-Smyth
SU President

IMPORTANT INFORMATION



You've accepted your offer — what's next?

- Check your emails for instructions on the registration process. Make sure to check your spam/junk folder.
- Set up your IADT email
- Complete registration
- Keep an eye on your email and on the IADT site for important updates and next steps

ORIENTATION

Orientation is **compulsory** for all incoming IADT Students and will consist of the following:

- Making introductions and getting to know classmates and FYF leaders
- Familiarising yourself with online resources such as Blackboard, registration etc.
- Getting to know campus through virtual tours
- Meeting members of IADTSU
- Finding out more information about campus services available to you
- Learning more about IADT Clubs & Societies
- Meeting student support staff such as the Student Experience Team
- Meeting with lecturers and instructors and learning how to contact them
- Learning IADT Rules and Regulations

REGISTRATION

All eligible undergraduate students will be emailed with information on how to register for the 2022/23 academic year. For queries, please email admissions@iadt.ie.

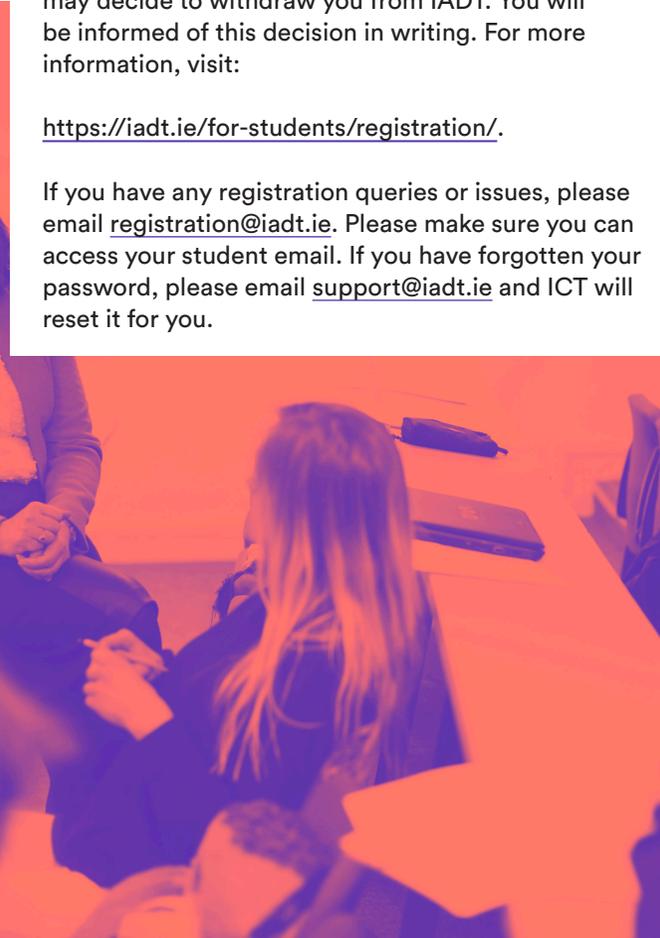
Registration is required for **all** full-time and part-time students on an annual basis, and is completed online each year you attend IADT a student. Fee payment is also made online. New students must provide certain documents regarding any previous third level education, while continuing students must register online by the dates specified.

NB: If you do not register for your programme on time, you may lose your place.

If you have not fully registered, the Registrar may decide to withdraw you from IADT. You will be informed of this decision in writing. For more information, visit:

<https://iadt.ie/for-students/registration/>.

If you have any registration queries or issues, please email registration@iadt.ie. Please make sure you can access your student email. If you have forgotten your password, please email support@iadt.ie and ICT will reset it for you.



Non-payment of Fees

Failure to pay registration fees or any other relevant fees means that you will not be fully registered and may be unable to access a range of student facilities. This could also mean that you will not be permitted to progress to the next stage of your programme, or to graduate. Likewise, you must return materials on loan to the Library and pay any outstanding fines in order to progress or to graduate.

Academic + Student Affairs Team

The Academic and Student Affairs Team provide administrative support for a wide range of activities including admissions, registration, examinations, grants and fees.

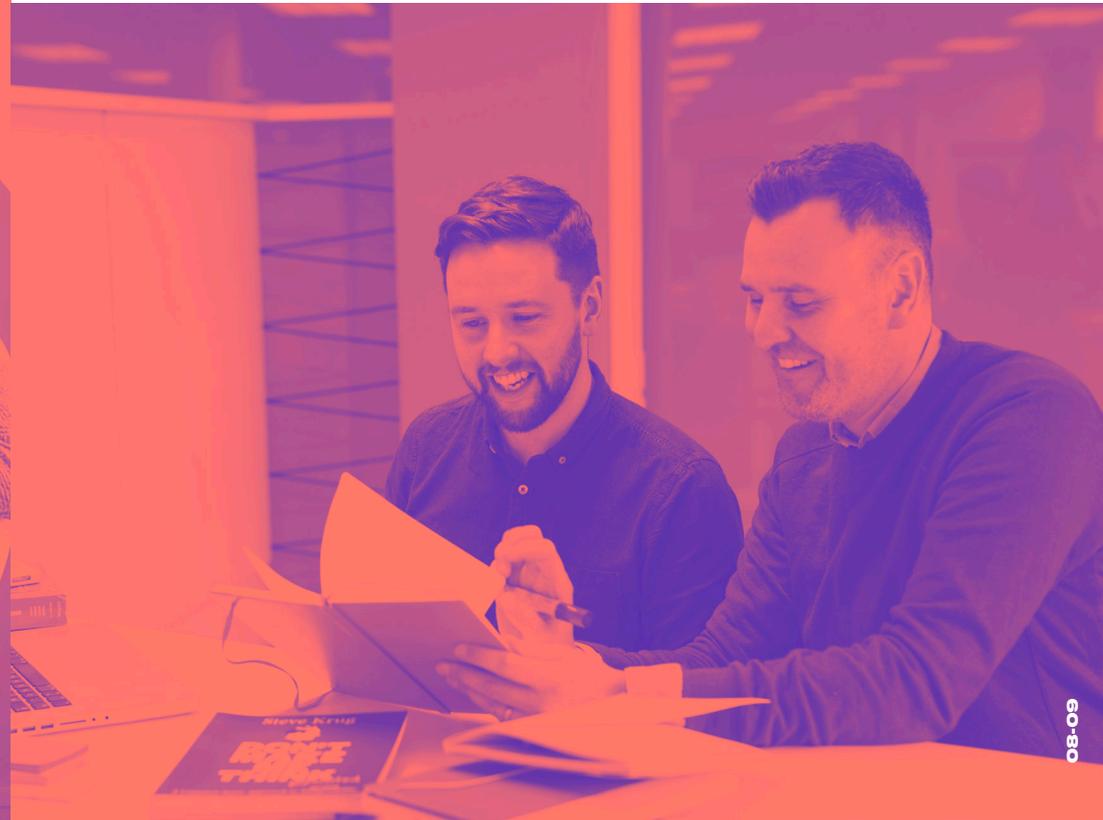
The office is located in Room A027 and is normally open to students from 9am to 5pm, Mon - Fri. Students can also email any member of the team to arrange an online meeting via MS Teams – for more information, visit:

<https://iadt.ie/services/academic-student-affairs/>.

STUDENT CARDS

You will receive your Student Card when you register - this is a form of ID which identifies you as an IADT student, so please carry it with you at all times on campus. It must be produced on request to any member of IADT staff or other person authorised by us. Email your photo to studentidcard@iadt.ie – information on requirements is available here <http://bit.ly/IADTIDcardinfo>. You will be able to collect your student card during your relevant First Year Focus session. These cards will last you for the duration of your programme. If you withdraw from your programme, you will need to return your student card. If you lose your card, you can order a duplicate online via the [Replacement Card Store](#). A replacement card currently costs €10.

If your address changes at any time during the year, you must promptly register your new address(es) with the Academic + Student Affairs Team, as all formal correspondence is issued to the home address held on file.



STUDENT SERVICES



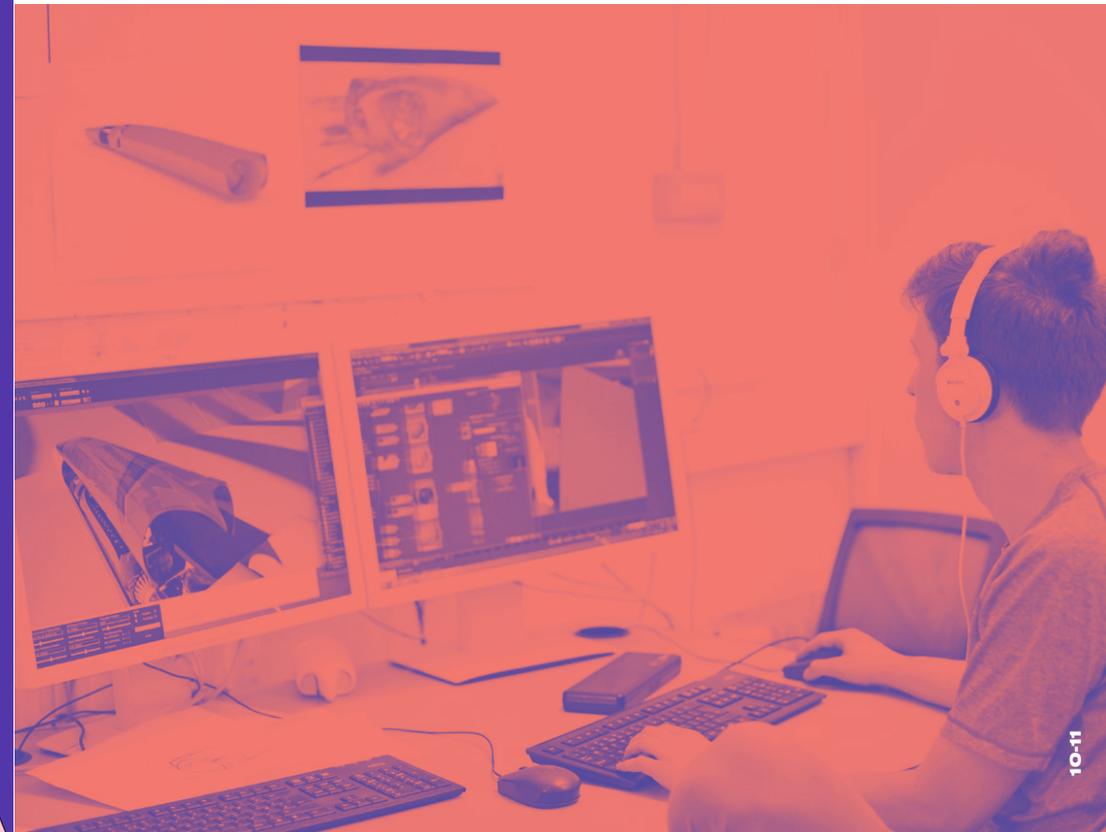
INTRODUCTION TO STUDENT SERVICES

IADT offer a wide range of fully inclusive support services for new and returning students.

These services include:

- Health Centre
- Disability Support Service
- Student Learning Centre
- Student Counselling
- Access Service
- Careers Centre
- Assistive Technology Service

Read more about IADT's full range of services iadt.ie/services/institute-student-services/.



INFORMATION POINT

The Information Point is the first port of call for general information for students. If you need to have routine forms stamped or signed by IADT, bring them to the Information Point Desk in the Atrium Building together with your student ID card.

STUDENT EXPERIENCE TEAM

The Student Experience team and the Student's Union are available to offer support to all IADT students across the 2022/2023 academic year. The Student Experience Team provides support with a wide range of issues; medical problems, mental health difficulties, managing your disability, writing your first essay, financial support, planning your future career or simply settling in at college.

LIBRARY

The IADT Library is located on two floors in the Atrium building. Opening hours and access the online library services are available at iadt.ie/services/library.

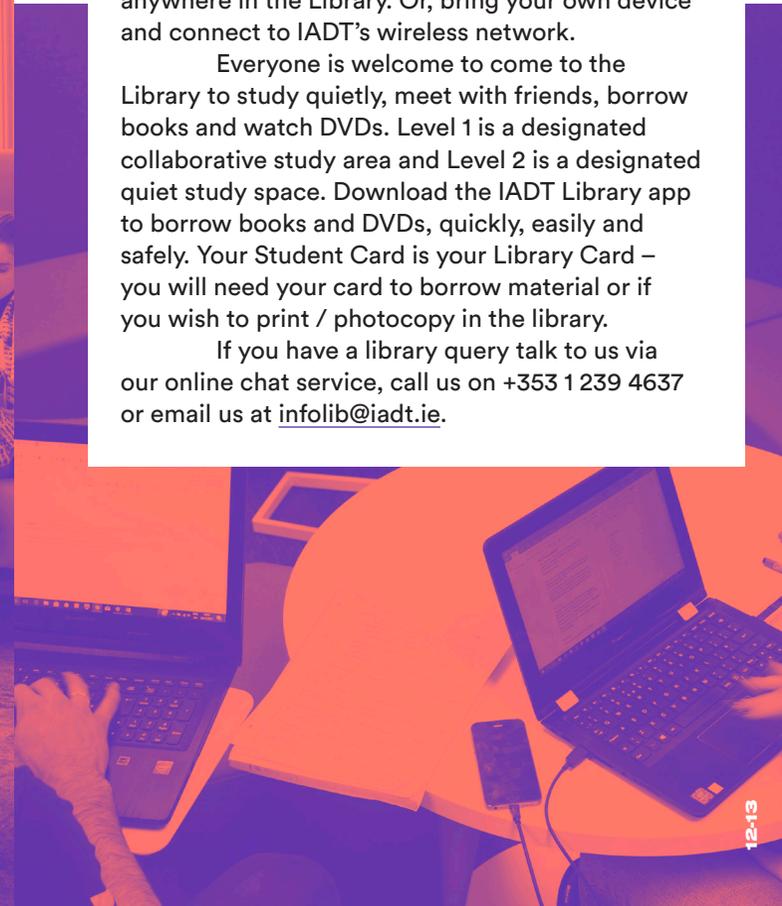
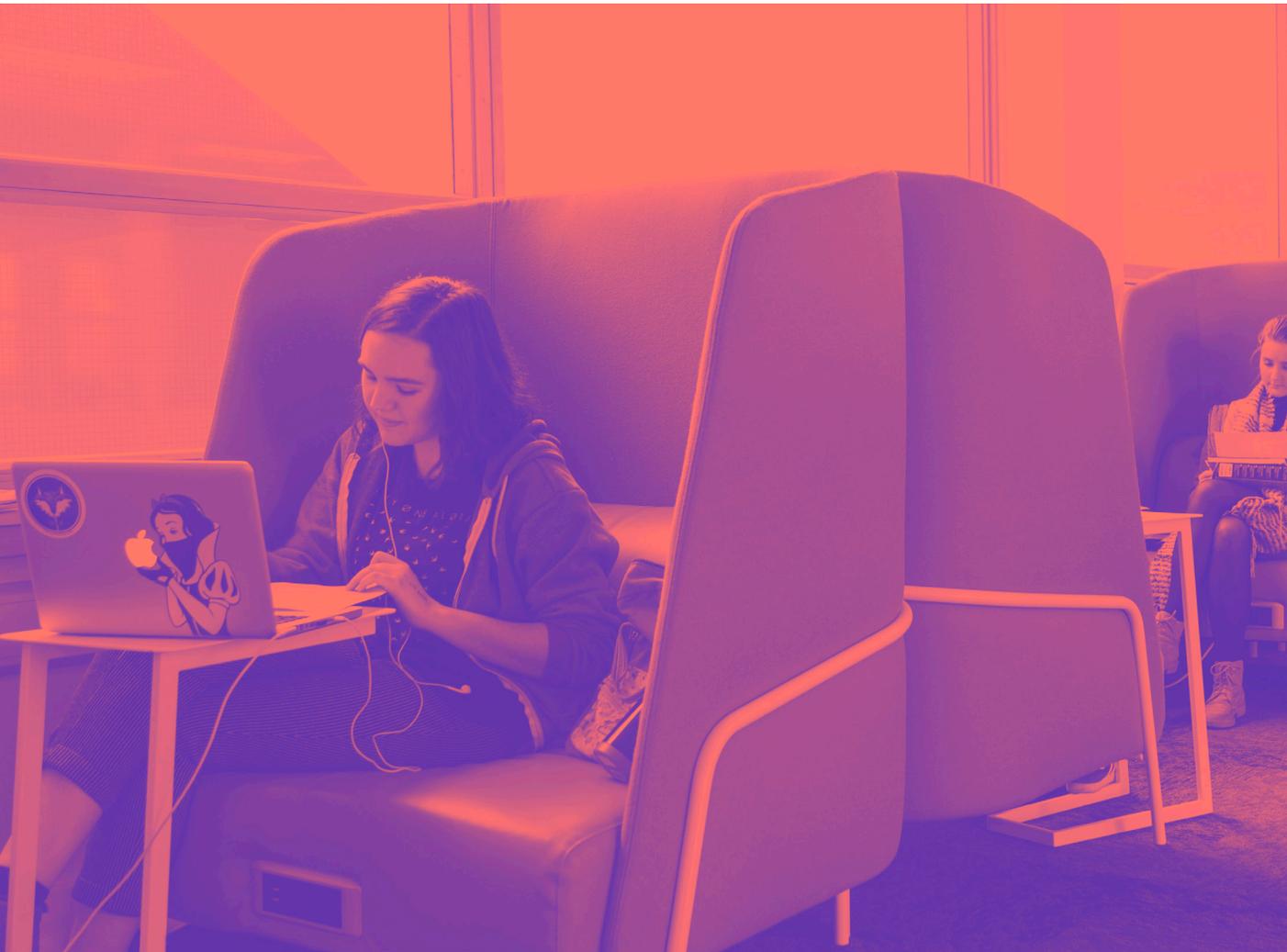
Our online library is available 24/7 where you can access a range of supports and resources that include eBooks, online journals, streaming services and databases.

Library staff can help you with a whole range of things like searching for information and finding items on your reading list. There is a whole range of supports and information available for students on our website including a guide for each subject area that contains key library resources and other useful tips.

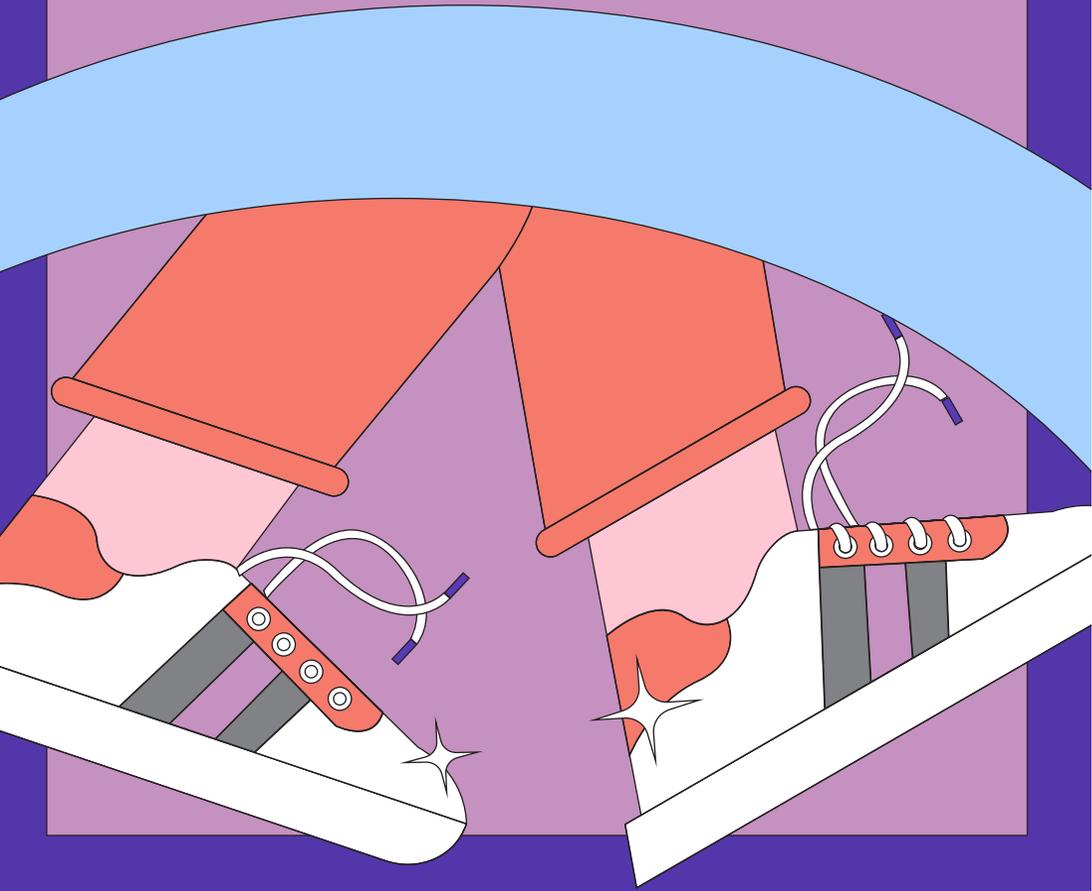
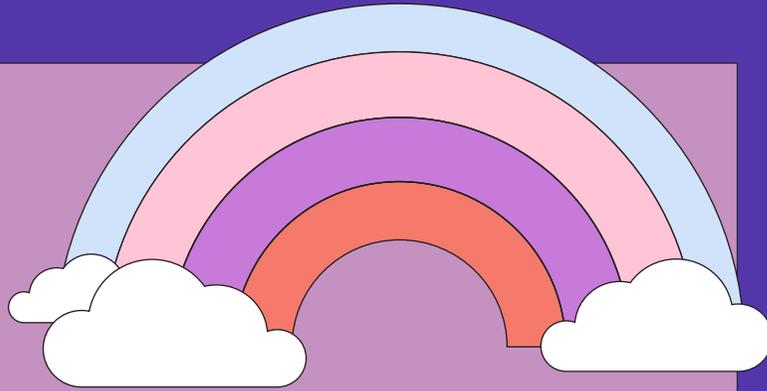
While you are in the Library you can use any of our PCs or MACs in the tech hub or use your library card to borrow a laptop or MacBook to use anywhere in the Library. Or, bring your own device and connect to IADT's wireless network.

Everyone is welcome to come to the Library to study quietly, meet with friends, borrow books and watch DVDs. Level 1 is a designated collaborative study area and Level 2 is a designated quiet study space. Download the IADT Library app to borrow books and DVDs, quickly, easily and safely. Your Student Card is your Library Card – you will need your card to borrow material or if you wish to print / photocopy in the library.

If you have a library query talk to us via our online chat service, call us on +353 1 239 4637 or email us at infolib@iadt.ie.



STUDENT LIFE



IADT CLUBS AND SOCIETIES

If you are feeling nervous about starting at IADT, joining one of our clubs and societies is a great way to make new friends who share similar interests. Clubs and+ Societies are at the core of the IADT student experience, and the SU caters for all types of sports clubs and societies.

From cosplay to diving, drama to karate and so much more, there is something for everyone at IADT. And if you have an idea for a society which doesn't exist yet, you can reach out to the SU for information on how to set one up.

Existing Clubs + Societies always need new people to run them each year, so whether you want to get involved or set one up, get in touch with the SU Clubs and Societies Officer, on +353 1 239 4646 or clubssociadt@gmail.com. For a full list of existing IADT Clubs & Socs, visit:

<https://iadt.ie/study/college-life/clubs-societies/>.



IADT Students' Union represents and supports all students. It's run by students with elected representatives from each class on Union Council. Its functions include representing the student body at an academic level, offering advice on welfare, finances and education. IADTSU organises awareness campaigns, charity, entertainment and social events. It also facilitates the running of clubs and societies on campus.

The main roles of the IADT Students' Union are:

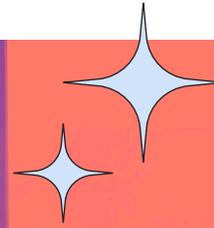
- Representing the interests and furthers the rights of its membership as a whole and individually. This takes the form of representation on committees that look at anything from teaching and learning to IADT's governing body, as well as representing individuals in disciplinary or appeals procedures
- Offering advice on welfare, finances and education
- Organising awareness campaigns, charity, entertainment and social events throughout the year including a Raise and Give (RAG) event that has become the envy of colleges around the country
- Managing The Chapel in the Quadrangle building as a recreational space
- Facilitating clubs and societies, ensuring students' right to form or join a group to satisfy cultural, social, sporting and intellectual needs.

Getting involved in the SU is a great way to get to know people. Autonomous from IADT, the SU is affiliated with the Union of Students in Ireland (USI).

The President, the Vice-President for Education and the Vice-President for Welfare & Equality are full-time sabbatical members who are elected to work for the SU as a full-time job for one year. Clubs and Societies Officer, Entertainments Officer, Mature Students' Officer and LGBTQ+ Rights Officer are part-time roles. Disability Rights and Oifigeach na Gaeilge are also Part-Time officer roles.

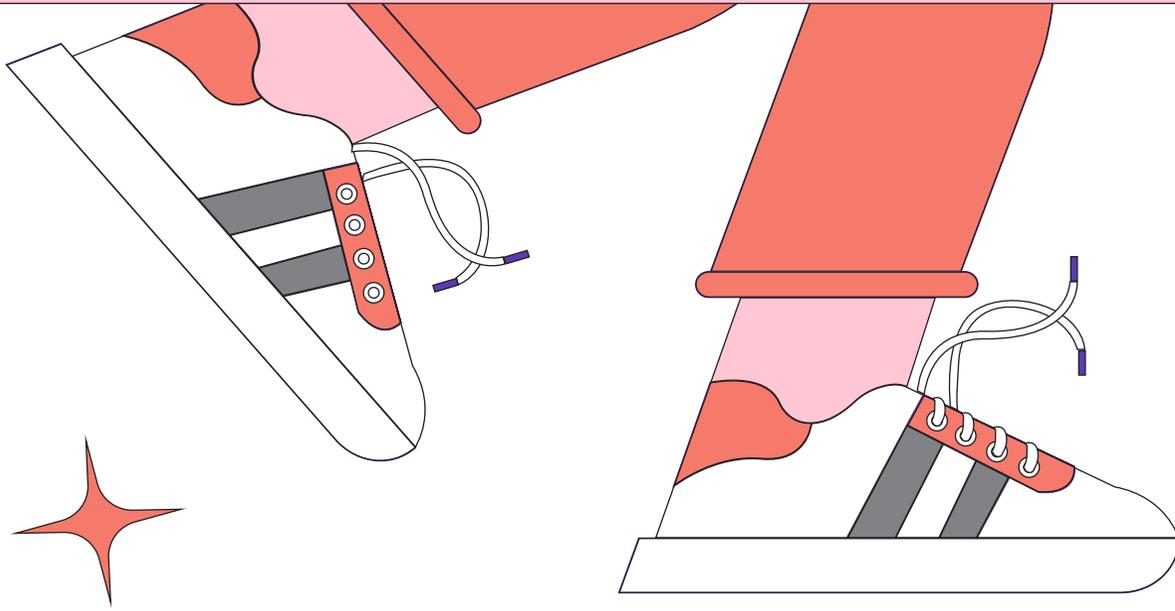
Get in touch

Get in touch with the SU office at www.facebook.com/iadtsu or on +353 1 239 4646 or contact sabbatical officers on their mobiles.



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FIRST YEAR
FOCUS
2022 - 2023

