FIRST YEAR FOCUS

IADT FIRST YEAR FOCUS HANDBOOK

IMPORTANT DATES

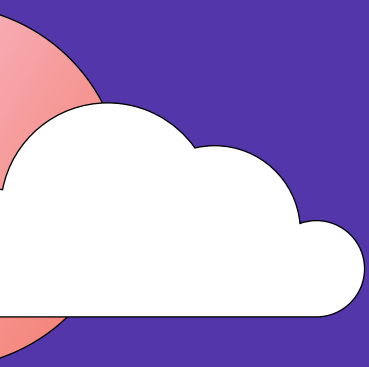
SEP – JAN	FIRST YEAR INDUCTION STARTS THE WEEK BEGINNING 18TH OF SEPT 2023 AUTUMN TERM STARTS 25TH OF SEPT 2023 CHRISTMAS BREAK 18TH DEC 2023 TO 5TH JAN 2024
JAN – APR	SPRING TERM 8TH JAN TO 26TH APR EASTER BREAK 25TH MAR TO 5TH APR 2024
OCT – FEB	READING + RESEARCH DAYS 31ST OCT, 17TH NOV, 12TH FEB
MAY	SUMMER EXAMS 29TH APR TO 10TH MAY 2024

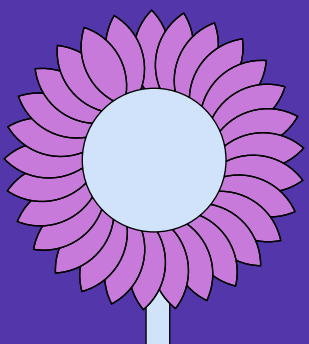
FIRST YEAR FOCUS GUIDE

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!





FYF

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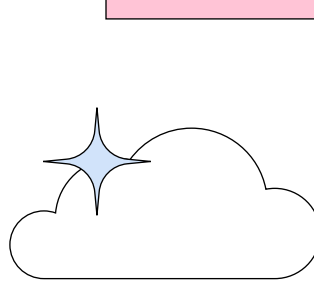
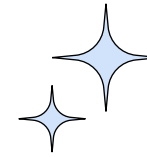




WELCOME

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 2023. 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 our 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 FYF, support each other and enjoy the start of your IADT journey.

David Smith
IADT President

SU PRESIDENT SEÁN KELLY

Hello! My name is Seán Kelly and this year I will be your Students' Union President! I'm a recent graduate of the BA (Hons) Photography degree here and I'm very excited to spend the year representing the fantastic and unique students of IADT. As President, my role is essentially to make sure your college experience is as enjoyable and stress-free as possible to ensure that you make the most of your time studying here. I manage the Students' Union, including our student space - The Chapel. Within the Union, I work alongside our full-time officers and part time officers. We represent you in the college as well as within the Union of Students in Ireland (USI), we run events, we run campaigns and protests, but most of all, we are here to help. If you need a hand with anything or even just want to chat, pop by our office at the back of the Chapel. I'm looking forward to meeting everyone and I hope you enjoy your time here in IADT!

Seán Kelly
SU President

IMPORTANT INFORMATION

You've accepted your offer of a place on an IADT programme — what's next?

We will contact you at the email address that you supplied to the CAO. Check that email address for your 'Welcome to IADT' communication from IADT. This email will provide you with a link to our landing page for new students, which contains lots of information about becoming an IADT student, including how to register. Make sure to check your spam/junk folder in case our welcome email goes there. The Welcome to IADT email will prompt you to:

- Register for your programme
- Set up your IADT email
- Collect your student card
- Pay your fees

Keep an eye on your email, the landing page and on the IADT website for important updates and next steps over the coming weeks.

INDUCTION

Induction 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 the campus through tours
- Finding out more information about campus services available to you
- Learning more about IADT Clubs & Societies
- Meeting members of IADTSU and 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

For more information on First Year Focus and the Induction schedule visit our webpage.

REGISTRATION

All eligible undergraduate students will receive a 'Welcome to IADT' email with a link to our landing page. The email will be sent to the email address you supplied to the CAO. There is a 'Registration' link on the landing page, prompting you to register for your programme. It is best to complete registration on a pc or laptop, as the process is not mobile phone friendly.

As part of registration, you will complete a detailed form which will ask you to review and add contact information, upload a photo for your student card etc.

If you have previously attended a higher education institution, you will be asked to state this and provide certain documents as part of registration.

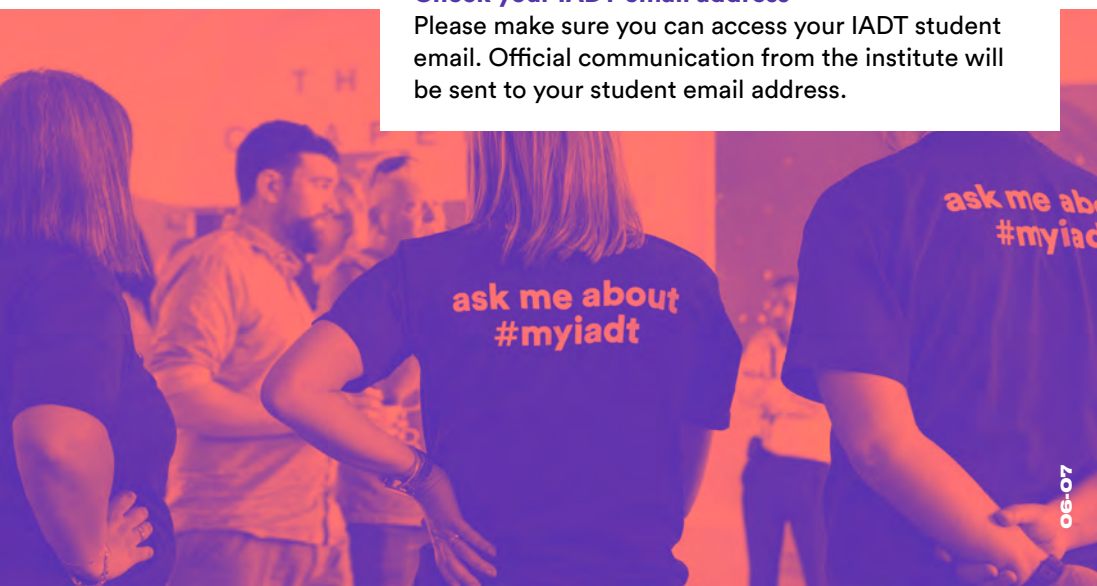
We request that students register promptly upon receipt of the 'Welcome to IADT' email. NB: If you do not register for your programme promptly, you may lose your place. Access to IADT's learning platforms, the library and other services are dependent on you completing the registration process.

You will be 'Conditionally Registered' until your fees have been paid in full. Once your fees have been paid in full you will be 'Registered'.

If you have any queries regarding registration, please email registration@iadt.ie. Registration is required for all students for each year of study at IADT.

Check your IADT email address

Please make sure you can access your IADT student email. Official communication from the institute will be sent to your student email address.



STUDENT CARDS

Your student card is a form of ID which identifies you as an IADT student.

Your student card will be generated when you have completed the registration process, outlined above. Only students who have completed the registration process and provided a photo as part of the registration process will be able to receive a student card.

You will be able to collect your student card during the First Year Focus induction session for your programme. The card is issued 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.

Please carry your student card 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.

STUDENT CONTRIBUTION FEE

An annual Student Contribution Fee is payable by all students. This amount, currently €3,000 for undergraduate programmes, is subject to change from year to year. The Student Contribution Fee includes an examination fee and is payable for each year of study. 50% of your overall student contribution fee must be paid by 30 September and the balance must be paid by 31 January.

How do I pay my fees?

Students can pay Student Contribution Fees, by logging onto IADT's online ePayment service which you can access on https://epay.iadt.ie/invoice. You will require your IADT Student ID number and date of birth, and a valid credit or debit card to access this service.

Students with outstanding fees will not be permitted to progress to the next stage of their programme, or to graduate. You must return materials on loan to the Library and pay any outstanding fines in order to progress or to graduate.

The Fees team will monitor registration and fee payment and will prompt students to pay their fees in a timely manner to ensure students are fully registered for their programme.

Grants

All grants are administered by Student Universal Support Ireland (SUSI). See www.susi.ie or www.studentfinance.ie for information. Please note that decisions regarding eligibility are made by SUSI and not IADT. Students who receive a grant may have this contribution partially or fully covered depending on the level and type of grant received. Please see https://iadt.ie/for-students/fees-grants/ for further information regarding Fees and Grants.

ACADEMIC + STUDENT AFFAIRS OFFICE

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

The office is located in the **Atrium Building, 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/.

If your contact address changes at any time during the year, please let the Academic + Student Affairs Team know so your record can be updated - all formal correspondence is issued to the address held on file.

FACULTY OFFICES

If you have queries relating to the specifics of your programme e.g. timetables, modules, classrooms, etc., these should be directed to the relevant Faculty Office. The Faculty Offices are located as follows –
Faculty of Film, Art and Creative Technologies – Atrium Building, 2nd Floor, A212.
Faculty of Enterprise and Humanities – Atrium Building, 2nd Floor, A210.

STUDENT SERVICES

STUDENT EXPERIENCE TEAM

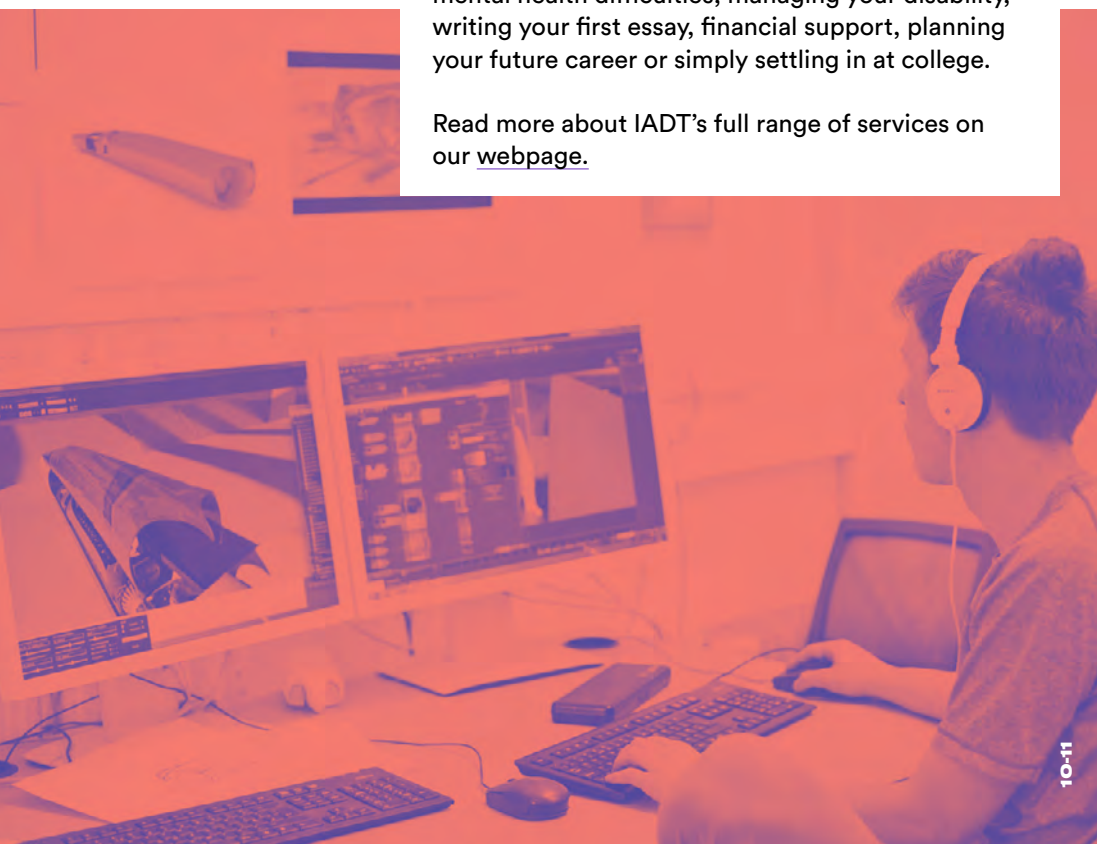
IADT offer a wide range of fully inclusive support services for new and returning students.

These services include:

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

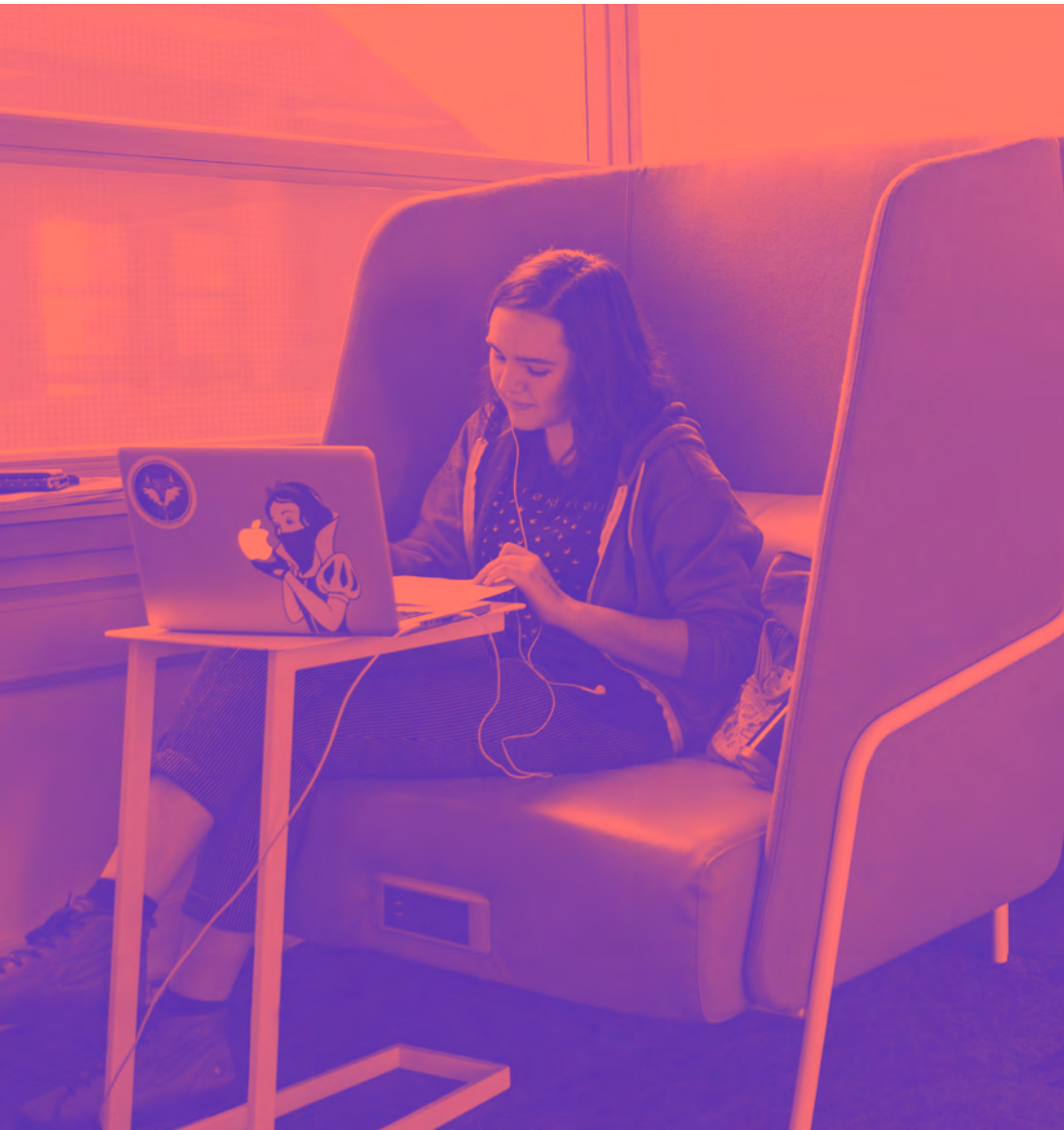
The Student Experience team are available to offer support to all IADT students across the academic year. The Student Experience Team provides support with a wide range of issues; medical problems, mental health difficulties, managing your disability, writing your first essay, financial support, planning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

Read more about IADT's full range of services on our webpage.



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.



LIBRARY

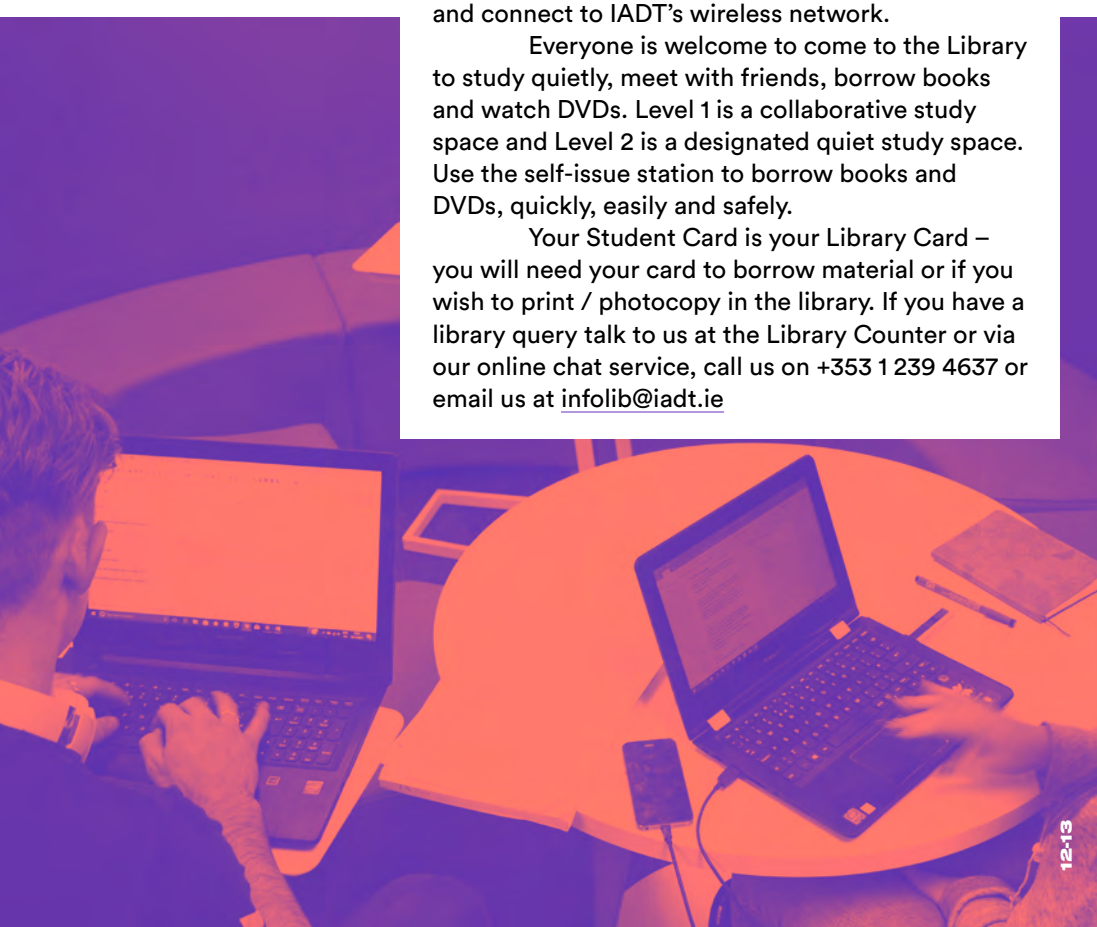
IADT Library is located on two floors in the Atrium building. Opening hours and access to the online library services are available on the Library website. Our online library is available 24/7; you can access a range of supports and resources that include eBooks, online journals, streaming services and databases.

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

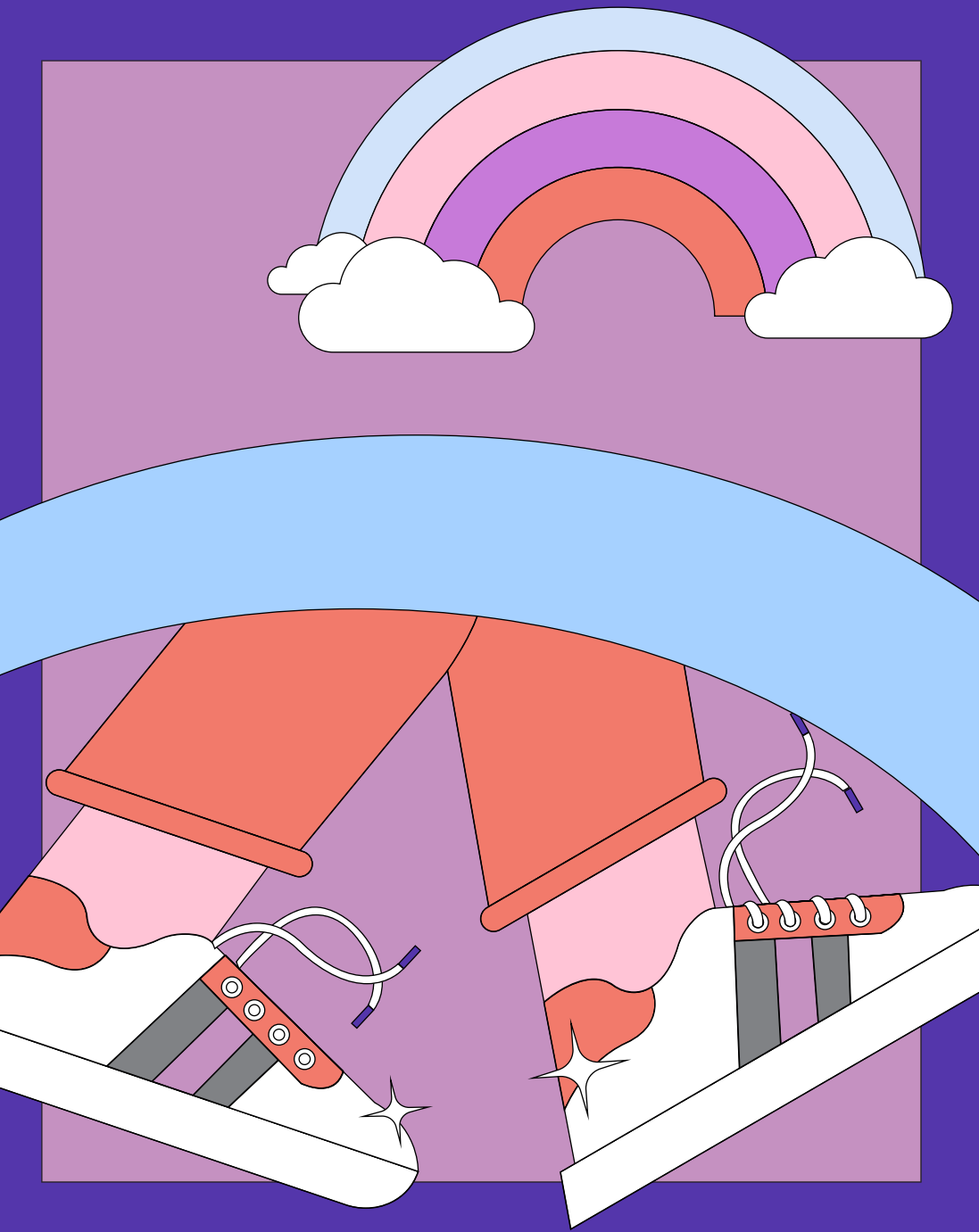
While you are in the Library you can use any of our PCs or MACs in the tech hub or use your library card to borrow a laptop or MacBook to use anywhere in the Library or bring your own device and connect to IADT's wireless network.

Everyone is welcome to come to the Library to study quietly, meet with friends, borrow books and watch DVDs. Level 1 is a collaborative study space and Level 2 is a designated quiet study space. Use the self-issue station 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 at the Library Counter or via our online chat service, call us on +353 1 239 4637 or email us at infolib@iadt.ie



STUDENT LIFE



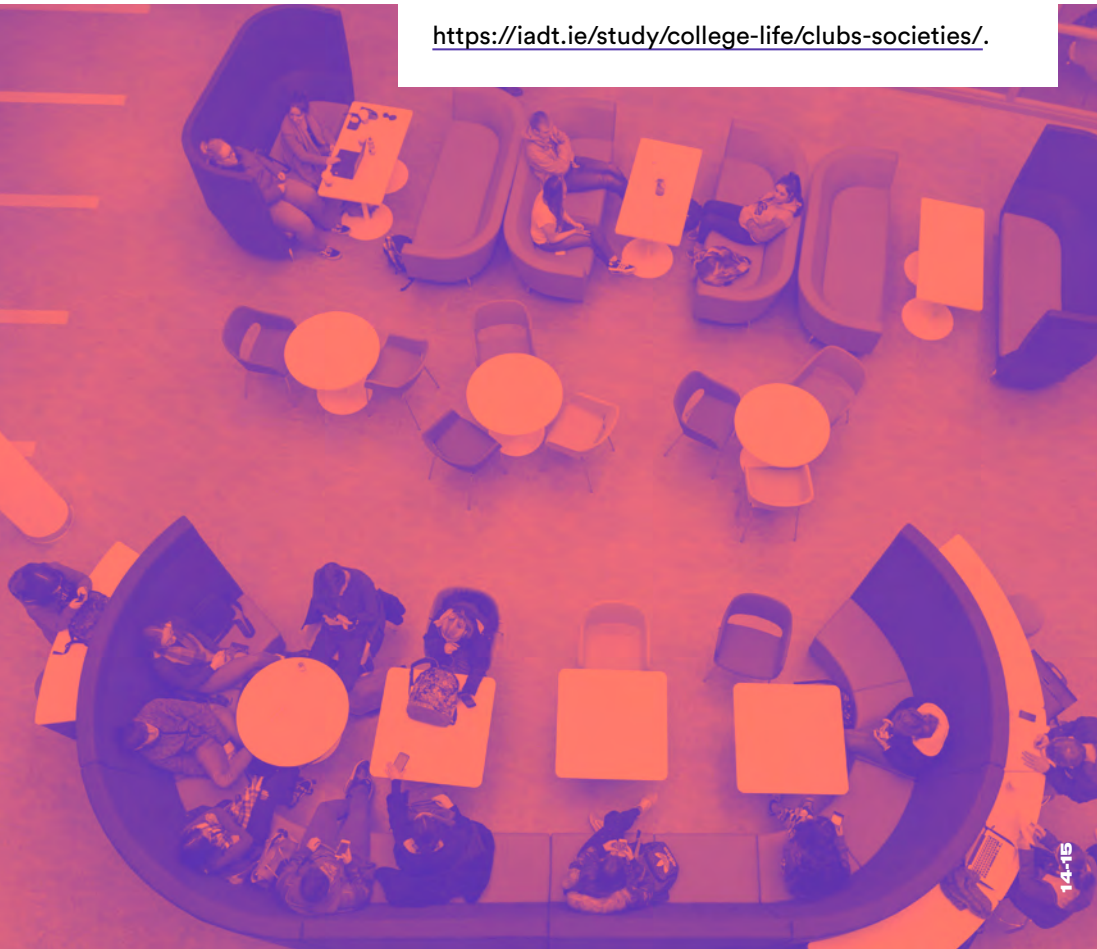
IADT CLUBS AND SOCIETIES

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 clubssocsiadt@gmail.com. For a full list of existing IADT Clubs & Socs, visit:

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



IADT STUDENTS' UNION

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:

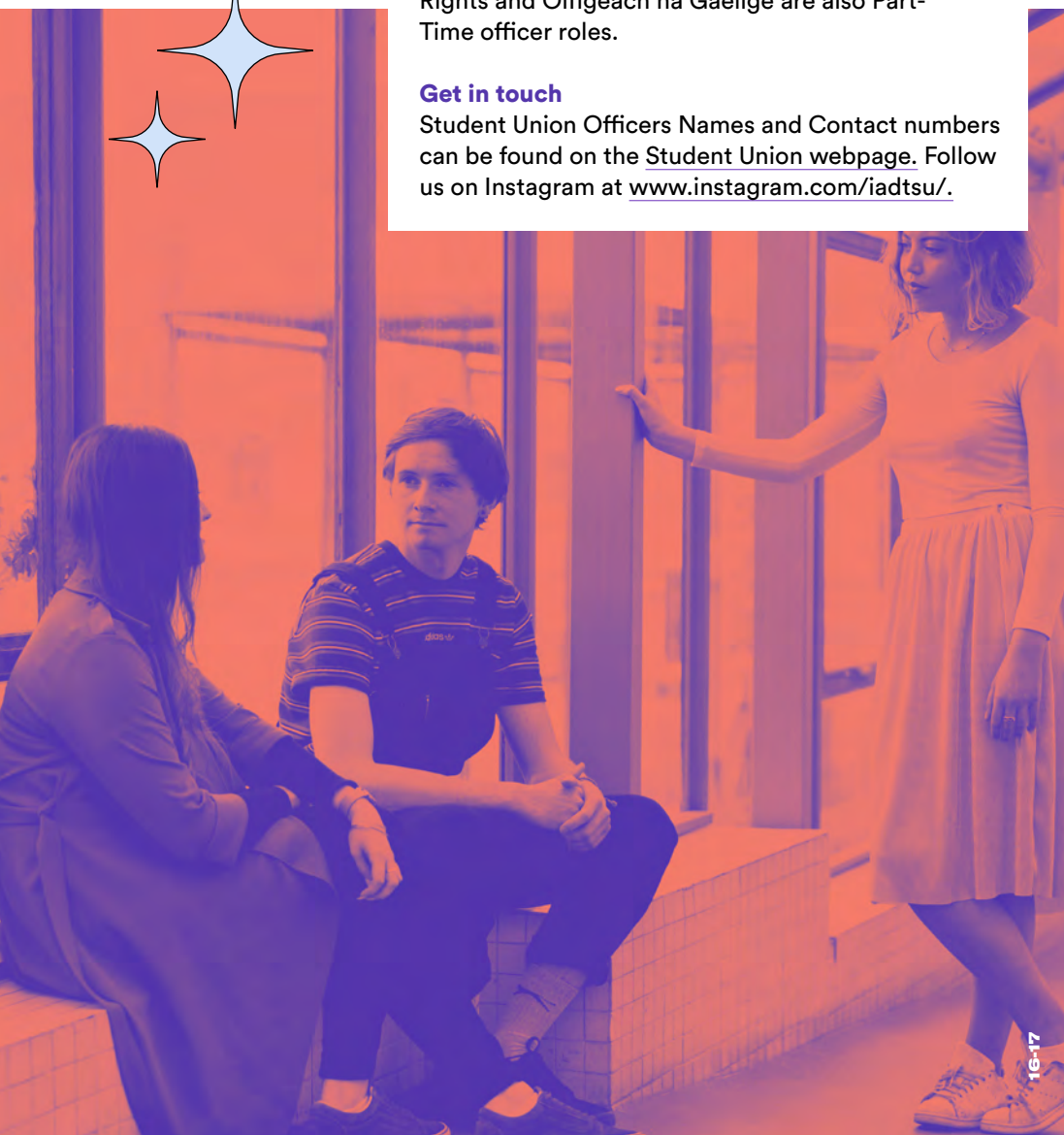
- Representing the interests and furthers the rights of its membership as a whole and individually. This takes the form of representation on committees that look at everything from teaching and learning to IADT's governing body, as well as representing individuals in disciplinary or appeals procedures.
- Offering advice on welfare and education.
- Organising awareness campaigns, charity, entertainment and social events throughout the year such as concerts, club nights, drag shows, quizzes, themed weeks such as RAG Week, SHAG Week, Welfare Week and much more.
- Managing The Chapel in the Quadrangle building as a recreational and event space for students.
- 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).

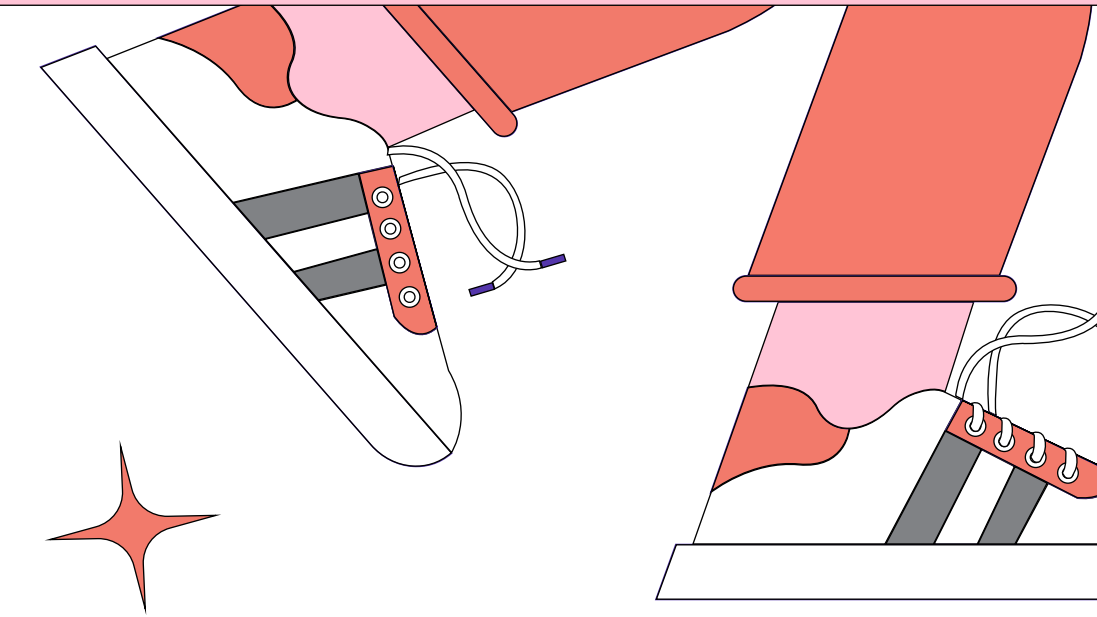
The President, the Vice-President for Education and the Vice-President for Welfare & Equality are full-time sabbatical members who are elected to work for the SU as a full-time job for one year. Clubs and Societies Officer, Entertainments Officer, Mature Students' Officer and LGBTQ+ Rights Officer are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

Get in touch

Student Union Officers Names and Contact numbers can be found on the Student Union webpage. Follow us on Instagram at www.instagram.com/iadtsu/.



NICE TO SEE YOU



FIRST YEAR FOCUS 2023 – 2024