

# Mary Immaculate College | Coláiste Mhuire gan Smál

## Orientation for Taught Education Postgraduate Students



### Message from Dean of Education

Since its foundation in 1898, Mary Immaculate College has sustained its commitment to academic excellence and the fostering of critical thought, educational inclusion and innovation. This rich heritage in teaching, coupled with real world research, ensures that our taught postgraduate programmes deliver the latest in terms of skills and competencies, enabling our graduates to become leaders in their respective fields.

In line with its Mission Statement, MIC seeks to foster the intellectual, spiritual, and professional development of students within a supportive and challenging environment. Our postgraduate programmes are central to that mission while our taught Education programmes encourage students to aspire to standards of excellence in their professional lives, compatible with their individual potential.

Our taught education postgraduate programmes reflect contemporary global changes in higher education. Consequently, Education faculty continue to review and revise existing postgraduate programmes, while developing innovative new syllabi which respond to changing needs and demands – local and nationally. The Faculty is also continually involved in the development of other new programmes. This academic year sees the introduction of the Professional Master of Education (Primary Teaching) which is a new two year teaching qualification for graduates who already possess a Level 8 degree and who wish to pursue primary school teaching. We also have a new postgraduate programme; an MA in Education and Wellbeing of the Older Person. Táthar ag leanúint ar aghaidh i mbliana lenár gclár iarchéime nuálaíoch, M. Oid. san Oideachas Lán-Ghaeilge, a cuireadh ar an bhfód don chéad uair anuraidh. Is é seo an chéad chlár iarchéime i bPoblacht na hÉireann le freastal go sonrach ar oideoirí tumoideachais agus ar ghairmithe eile a bhíonn ag obair i réimse an oideachais lán-Ghaeilge. These programmes contribute to the extensive range of postgraduate programmes already being provided by the Faculty in SEN, ICT, Mentoring and Teacher Development, Early Childhood Studies, Adult and Continuing Education, Masters in Education (by Research and Thesis) and Structured PhD in Education.

Students enrolled on taught postgraduate programmes should be conscious that specifications for individual taught programmes can vary and that assistance in answering queries is available from your course co-ordinators as well as from Helen Gallagher in the Education Office, who can be contacted at 061-774725 or at [hellen.gallagher@mic.ul.ie](mailto:hellen.gallagher@mic.ul.ie).

In closing, I wish you well in your studies and I hope that your time at Mary Immaculate College will prove both enjoyable and rewarding.

***Professor Teresa O'Doherty, Dean of Education, Mary Immaculate College***

# Orientation for TAUGHT Postgraduate Students

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## Education Office

### Opening Hours

10:00 am to 12:45 am

2:00 pm to 4:00 pm

Visits to the office should only be made during office opening hours.

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### Contact details

Phone:

Email: [hellen.gallagher@mic.ul.ie](mailto:hellen.gallagher@mic.ul.ie)

Post: Taught Education Postgraduate Programmes, Education Office, Mary Immaculate College, South Circular Road, Limerick

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### Where is the Education Office?

The Education Office is located on the third floor of the main building. Take stairs or lift to third floor, then turn right and continue to end of corridor.

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### Where to find information?

**Notices:** In Information Alley (Education Notice Board)  
On Electronic Notice Board

**Emails:** Sent to your programme coordinator\*  
Sent to email group; [postgradtaughteducation\\*](mailto:postgradtaughteducation*)

\* Please see note re email accounts further on.

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### Postgraduate Student Representation on College Bodies

Postgraduate students are represented on various college management boards, for example, *Bord Acadúil* (MIC's Academic Council). Every student within Mary I is automatically a member of the SU when they enter Mary I.

The Postgraduate representative is appointed by the Students' Union.

If you have issues which you wish to be addressed at board meetings, you can forward them to your postgraduate representative. See [www.misu.ie](http://www.misu.ie) for more details. Phone 061-400013.

The name and contact details of the postgraduate representative are available from the Students' Union Office (email: [MISUPostgrad@mic.ul.ie](mailto:MISUPostgrad@mic.ul.ie); [misuprez@mic.ul.ie](mailto:misuprez@mic.ul.ie); [misuvicerepres@mic.ul.ie](mailto:misuvicerepres@mic.ul.ie)).

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## Fees

The fee schedule is available on-line here: [www.mic.ul.ie/adminservices/finance/Pages/FeesOffice.aspx](http://www.mic.ul.ie/adminservices/finance/Pages/FeesOffice.aspx)

If you have specific queries regarding your own fees, you should email them to: [nicola.synan@mic.ul.ie](mailto:nicola.synan@mic.ul.ie)

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## Queries

If you have queries regarding course content, assignments or deadlines, **these should be addressed to your programme coordinator**, as these vary from programme to programme.

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## Computer Accounts

All student accounts will be based on **Firstname.Lastname**, e.g. Mary.Murphy. If the student has registered using a middle name or initial, this will be used, e.g. Mary.A.Murphy. In case of duplicate names, the subsequent account will be distinguished numerically, e.g. Mary.A.Murphy01

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## Logon

Every student has **two** accounts:

- **Network Logon Account (LAN Account):** This allows the student to logon to the MIC network and access e-mail, lecture notes, moodle etc.  
The username for this account is the student's ID number. The password will take the format of Micddmmyy\$. This account is managed by the ICT Department, and any requests to have network logon passwords reset should be sent to the ICT Helpdesk: [icthelpdesk@mic.ul.ie](mailto:icthelpdesk@mic.ul.ie)
- **Student Administration Portal Account:** This allows the student to logon to the Student Administration Portal ([www.si.ul.ie](http://www.si.ul.ie)) where they can complete Online Module Registration and access their exam results and transcripts.

### To Access Student Records:

Go to [www.ul.ie](http://www.ul.ie). Click on the **Current Students** menu, then click on the **Student Records** link that appears under the **STUDENT PORTALS / DATABASES** menu. Enter your ID number e.g. 0912345 in the **ID/Username** field. Enter your PIN in the **PIN/Password** field (the PIN/Password is set to 9999, students will be prompted to change this to a new PIN/Password of their own choice once they login). Click on the **Log in** button. The next page that appears will prompt you to enter your date of birth, it must be entered in the following format: DDMMYY. Click the **Go>>** button. The next page will display various links; register for modules, modules that I am currently registered for, results, etc.

### Logon Pin Number:

If you are unable to remember your Pin number please contact [pinreset@mic.ul.ie](mailto:pinreset@mic.ul.ie) with your ID number, Name and Date of Birth, you will receive an e-mail with your New Pin number.

### Resetting Your Student Password Remotely:

If your password has expired, you should be able to change it yourself at [www.webmail.mic.ul.ie](http://www.webmail.mic.ul.ie)

Enter your Domain\Username as follows: **Micstudent\ID Number**.

On entering your expired password, you should then be prompted to change your password to a new one that you haven't used here before (observing appropriate complexity):

At least 8 characters, using at least one capital letter, one lower case letter and at least one non-alphabetic character (e.g. 1, 2, #, %, \$, etc.)

If you have forgotten your Password email your name and id number to the following email address [ithelpdesk@mic.ul.ie](mailto:ithelpdesk@mic.ul.ie).

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## Email Accounts

All taught postgraduate students have MIC email accounts in the format: [firstname.surname@micstudent.mic.ul.ie](mailto:firstname.surname@micstudent.mic.ul.ie).

It is advised that you check your MIC email account regularly, as this is the address course coordinators and other members of MIC staff will use to contact you.

If you encounter problems with your email account, please contact: [ithelpdesk@mic.ul.ie](mailto:ithelpdesk@mic.ul.ie)

### Accessing Your MIC Student Email Account – Can Be Done In 2 Ways

1. Directly in the college via Microsoft Outlook in the designated Computer Labs

☐ Login to any PC using your username & password

☐ Open Up Microsoft Outlook

☐ Your Student email will then appear here

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## On-line Registration for Programme Modules

### On-line Registration for Programme Modules:

Online Module Registration is the process whereby you confirm to the College the modules you are taking as part of your programme of study.

If you are a student on a Taught Postgraduate programme, Student Services will complete your Autumn Semester module registration for you, however, **you will be expected to complete Online Module Registration during Week 1 of the Spring Semester.**

### When to register

Online registration for SEM 1 and 2 takes place during Week 1 of each semester. If you do not register your modules within Week 1, you will incur a late registration fine of €30.

## How to register and Where to register

- Online module registration can be completed on any PC with internet access by going to the **Student Administration Portal**: [www.si.ul.ie](http://www.si.ul.ie)
- You will need your **ID number** and your Student Administration Portal **PIN/Password**
- If this is your 1st time logging in to the Student Administration Portal then your PIN is **9999**, you will be prompted to change this to a PIN of your own choice once you login
- If you have logged in to the Student Administration portal before but cannot remember your PIN please send an email containing your name and ID number to [pinreset@mic.ul.ie](mailto:pinreset@mic.ul.ie) to request a new PIN
- There is an instructional PDF on Online Module Registration for courses with no choices for Taught Postgraduate programmes
- Assistance will also be provided by Student Services staff in the G34 computer labs from 2.00-4.30pm during online registration weeks.

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## Accessing On-line Results

The student portal system is used to access student results, as well as registering for modules on-line.

- Go to the Student Administration Portal: [www.si.ul.ie](http://www.si.ul.ie)
- To log in, enter your **Student ID Number** in the **ID/Username** field. Enter your **Portal password** In the **PIN/Password** field. Click the **Log in >>** button to continue.
- Enter your Date of Birth in the format DDMMYY and Click **Go >>**.
- **D= Day M= Month Y= Year** i.e. for a date of birth of the **10th May 1990** enter **100590**.
- Click on the **My Course Information** link on the left hand side of the screen
- Click on the **View Current Results** link
- Click on the **View** link for the most up to date Transcript e.g. 20/Jun/2014
- Scroll down to the bottom of page until you see your results for the current semester
- To **Logout** of the Student Administration Portal, click **Logout** in the upper right-hand corner of the screen

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## Moodle

Moodle is a virtual learning environment to support teaching and learning in Mary Immaculate College. Moodle can be accessed through <http://moodle.mic.ul.ie/>

Students can login using their student ID and network password. Each programme has its own Moodle Site . Once students have accessed the system, it is likely that they will need to enrol themselves in their relevant modules. Faculty who create courses / modules on Moodle may have set up Student Self-enrolment: this means that faculty set up an *Enrolment key* which students will need to access the relevant module.

- To Access Moodle, go to any Internet Browser and type: [moodle.mic.ul.ie](http://moodle.mic.ul.ie)
- On the top right hand corner, click Login
- Enter Username & Password

The ICT Helpdesk will provide direct support where required for the following activities on Moodle:

- Faculty and student account creation (Adding a new user to Moodle)
- Resetting passwords
- Course/ module creation
- Course/ module enrolment, assisting with
  - o enrolling faculty/students on a course
  - o setting up *Self-enrolment (Student)*

Here are some useful links to available Moodle training videos:

[http://moodletraining.mic.ul.ie/course\\_development/index.html](http://moodletraining.mic.ul.ie/course_development/index.html)

[http://moodletraining.mic.ul.ie/professional\\_development/index.html](http://moodletraining.mic.ul.ie/professional_development/index.html)

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## Library Resources

The library at Mary Immaculate College has a range of resources many of which can be acceded online. Visit <http://www.mic.ul.ie/library/Pages/default.aspx> for more information on the resources below.

Catalogue Summon

A-Z of Journals Online Databases

More E-Resources MIRR

To Access **Electronic Journals** the steps are:

Go to [www.mic.ul.ie/library](http://www.mic.ul.ie/library)

- Select “Electronic Resources”
- Select “E-Journals”
- The login page will open and it will then be necessary to log in as usual.
- Once the search page loads, enter the journal title and continue searching.

Queries re Library resources should be forwarded to: [aine.finucane@mic.ul.ie](mailto:aine.finucane@mic.ul.ie)

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## Databases

To access **Databases**, the steps are:

Go to [www.mic.ul.ie/library](http://www.mic.ul.ie/library)

- a. Select “Electronic Resources”
- b. Select “Databases”
- c. Choose one of the databases from the list (MIC databases), or scroll to the end of the screen and select “University of Limerick Databases” to search one of those.
- d. The login page shown here will open:
- e. Enter your ID number proceeded with an M and your password as shown here:



If you are having problems with logging in or your email account, please alert: [ithelpdesk@mic.ul.ie](mailto:ithelpdesk@mic.ul.ie)

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## Postgraduate Facilities



Summerville House provides a setting for study space, office facilities and computer support systems for postgraduate students. The Taught Postgraduate Computer / Reading Rooms are S103 and S106 on the 1<sup>st</sup> floor.



## Interruption of Studies

### Leave of Absence

The student is expected to discuss leave requests with his/her programme Co-ordinators and Dissertation Supervisors (if assigned). To apply for Leave of Absence, a student must, saving exceptional circumstances, make his/her submission 30 days prior to the start of the requested leave of absence period/semester. Guidelines for applying for Leave of Absence should be strictly adhered to.

- A student may apply for Leave of Absence for a maximum length of one calendar year.
- Only in exceptional medical circumstances, and with the evidence of a Consultant's Report, will further leave be allowed.
- A leave of absence for the purposes of maternity leave from the programme is normally for a one-year period. This period of leave may be longer or shorter at the student's request.
- Retrospective Leave of Absence is not normally permitted. In exceptional extenuating circumstances, one Retrospective Leave of Absence may be approved by the relevant Director of Postgraduate Studies/Vice President Academic Affairs. Additional documented evidence of circumstances will be required.
- If a student receives external funding, Grants, Sponsorship or a College Award, he/she must consult with the Funding Agency.
- A student must indicate an intention to resume his/her studies by contacting his/her programme Co-ordinators and Dissertation Supervisors. Once contact has been made with the relevant Co-ordinator/Supervisor, a Return from Leave of Absence Form will be required within 30 days before the start of the next semester.

### Returning from Leave of Absence

- A student must indicate his/her intention to resume their studies by contacting his/her assigned with his/her programme Co-ordinators and Dissertation Supervisors
- Once the return date has been agreed, the student must submit a Return from Leave of Absence Form, which must be signed by the Programme Co-ordinator.
- The Return from Leave of Absence Form must be submitted to the Postgraduate Office no later than 30 days prior to the start of the next semester.
- Once approval has been granted by the Student Status Board, students will be required to pay the appropriate fees and register before they can avail of any college services.

Leave of Absence and Return from Leave of Absence forms can be accessed on the **Postgraduate Website** ([www.mic.ul.ie/programmes/Postgraduate/postgrad](http://www.mic.ul.ie/programmes/Postgraduate/postgrad), under Current Students, Forms) and in **Student Notes**.



## Postgraduate Student Extension Requests

- Students seeking an extension outside the normal duration of their course are expected to submit an Extension Application Form.
- This extension must be approved by the assigned Supervisor/Programme Co-ordinator.
- The form must be submitted to the Postgraduate Office 30 days prior to the start of the next semester.

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## Postgraduate Presentations

The Postgraduate Lunchtime Presentation series aims to encourage postgraduate students to present their research to an audience. Students have the opportunity to present a paper in a supportive environment. For some this may be their first presentation, others may be trying out power point or other visual aids for the first time or some may just want a trial run before a big presentation. Hopefully other students will pick up tips on how to present their work and may be inspired to present their research in MIC or out in the wider world!

Both taught and research postgraduate students are encouraged to submit proposals for papers.

All postgraduate and undergraduate students and faculty are welcome to attend. Presentation sessions are normally monthly during term time. Dates are circulated by email and are posted the postgraduate web page and the Postgraduate notice board.

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## Thesis Writing Support Program

The Thesis Writing Support Program provides practical strategies; there are no assignments, deadlines or fees involved. The program aims to offer continuing support, solutions and a space for peer discussion in an informal group setting.

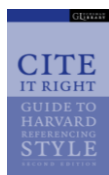
This program is available to all who are engaged in postgraduate research, regardless of discipline or current word count. Notice is sent out via email and posters on Postgraduate notice board in Information Alley.

For further information contact: Cillian.McHugh@mic.ul.ie or Paul.OBrien@mic.ul.ie

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## Referencing

All assignments and dissertations must cite references according to the College's approved system (the Harvard system). This system is set out in full in the publication "Cite It Right".



Cite it right can be accessed at: [www.ul.ie/~library](http://www.ul.ie/~library)

This publication can also be accessed in PDF format under Current Students on the **Postgraduate Website** ([www.mic.ul.ie/programmes/Postgraduate/postgrad](http://www.mic.ul.ie/programmes/Postgraduate/postgrad)) and in the Postgraduate folder on the lan.

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## Postgraduate Regulations

The University of Limerick Handbook of Academic Regulations and Procedures sets out the regulations and procedures governing student enrolment, registration, assessment, grading, progression and graduation. The handbook can be accessed on line at: <http://www2.ul.ie/pdf/388196739.pdf>

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## Research Ethics

The Mary Immaculate College Research Ethics Committee (MIREC) has responsibility for all aspects of research ethics insofar as they relate to research projects carried out by MIC staff and MIC research postgraduates where the projects involve human participants.

Researcher obtains MIREC documentation from MIC Website

**The deadline for MIREC applications is 5pm on the first Friday of the month - the next deadlines are 5pm on Friday July 4th 2014 and 5pm on Friday August 1st.**

Both a signed hard copy and an electronic copy of your application must be submitted by the deadline.

MIREC applications will be checked for completeness and accuracy prior to submission to the MIREC review process. If there are errors or omissions, the application will be returned to the applicant for correction and this may result in the application being delayed until the following month.

Please note that MIREC applications will take significantly longer to process outside of term time and that you should allow for this when planning research projects.

Contact Details: Telephone: + 353 61 204515 E-mail: [mirec@mic.ul.ie](mailto:mirec@mic.ul.ie)

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## Text Messaging Alert Service

Students' mobile phone numbers are collected from applications and input into the College database system. This enables the College to send text messages regarding important events, such as the beginning of the academic year, cancellation of a class, critical health & safety issues, etc. The messages are limited to those which can be considered important to a large cohort / the entire student body. Texts are kept to a minimum to avoid a 'junk text' phenomenon emerging. The text sender appears **MIC**, so if you receive a text from MIC, it is likely to be important and should not be deleted unread.

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## How to Log a Call with the ICT Helpdesk

There are four ways to log calls with the ICT Helpdesk

**2.1 Email [ICTHelpdesk@mic.ul.ie](mailto:ICTHelpdesk@mic.ul.ie)**

**2.2 Phone Extension 4777 DDI 061-774777**

**2.3 Voicemail Leave a message on the ICT Helpdesk voicemail**

**2.4 Web <https://trackit.mic.ul.ie/TrackItWeb/SelfService/Login>**

The following pa

<http://www.mic.ul.ie/adminservices/itservices/Pages/ServicesInformation.aspx>

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# Useful Services

## Counselling Services

Mary Immaculate College provides a professional, on-campus Counselling Service available to all students, free of charge. This service provides all students with the opportunity to talk in a confidential setting about any issues which she or he may not feel comfortable discussing with anyone else. A counselling relationship is one of warmth and safety, where a student feels supported and listened to.

### Support is provided for many issues, such as:

Stress, Panic/anxiety attacks, Crisis pregnancy, Eating disorders, Bereavement, Exam stress, Post-abortion, Depression, Relationships, Sexual/emotional/physical abuse, Gender issues, Bullying, Confidence / self-esteem issues, Feeling suicidal, Family Issues, Addictive behaviours, and others.

### Students can make an appointment in the following ways:

1. By calling to 'Drop-In.' Drop-In is an hour set aside daily where you can call to one of the counsellors, for an informal chat or to make an appointment. Drop-In is **11am - 12pm Monday-Friday @** at T.3.11 or T.3.12. You can email the counsellors at [brid.oconnell@mic.ul.ie](mailto:brid.oconnell@mic.ul.ie) or [nessa.breen@mic.ul.ie](mailto:nessa.breen@mic.ul.ie)  
Phone Brid at 204948 or Nessa at 204919

## The Health and Safety Office

The Health and Safety Office of Mary Immaculate College provides advice and assistance on all aspects of Safety, Health and Welfare at work to the College, in accordance with the Safety, Health and Welfare at Work Act, 2005 and other relevant legislation. It is the policy of the College, in so far as is reasonably practicable, to ensure the health and safety of employees, students, contractors and of any persons who may be affected by the operations of the College. Mary Immaculate College through Health & Safety is a member of the National Irish Safety Organisation (NISO).

### Contact Details:

Ms. Caroline Duffy, Health and Safety Officer / Oifigeach Sláinte & Sábháilteachta  
Telephone / Guthán( + 353 (0) 61 204 914 Email / Ríomhphost:\* [caroline.duffy@mic.ul.ie](mailto:caroline.duffy@mic.ul.ie)  
The Health & Safety Office is located in Room C103, Aras McAuley

### Child Protection Officer Contact Details:

Ms. Caroline Duffy, Child Protection Officer  
Telephone / Guthán( + 353 (0) 61 204 914) Email / Ríomhphost:\* [caroline.duffy@mic.ul.ie](mailto:caroline.duffy@mic.ul.ie)

## Medical Centre

The MIC Medical Centre is located in Room T.3.07 on the 3rd Floor of the TARA building. Our Phone number is **061 204343**. The Medical Centre provides a service on weekdays during term time for students with **Acute Illnesses** only; otherwise students will need to go to their own GP. We recommend that you register with a GP for your time in Limerick.

### MIC Medical Centre Staff:

**Nurses:** Helen O'Dea & Annemaree McCarthy  
**Doctors:** Dr. Jim Fehily & Dr. Roisin Dempsey (New Street Medical Centre)

### To Make an Appointment:

Students must meet with a Medical Centre Nurse between 10.00am and 12.00noon before getting an appointment to see a Doctor at the MIC Medical Centre between 2.00 pm and 4.00 pm.

**Irish Student's:** MIC Medical Centre visits cost €10. Medical Card holders must bring their current Medical Card or else they will have to pay the fee of €10.

### Weekend and After Hours

Weekend and after hours cover is not provided by the MIC Medical Centre and students who need medical treatment during such periods should proceed to their own G.P.

### Out of hours Doctor On Call - 087 7551570 *The cost of this service is not covered by the College.*

Students who need urgent medical treatment should proceed to the A&E Dept. at Limerick Regional Hospital Tel: 061-301111 which provides 24hr cover or to St. John's Hospital Tel 061 415822 which is open from 8.00 am to 6.00 pm Monday to Friday

**MARY IMMACULATE COLLEGE EMERGENCY NUMBER: ON INTERNAL LINES EXT: 3333**