

University Terms - The Basics

University Year

A university year is broken into two semesters of 12 weeks duration.

*Semester 1 runs from September to December and Semester 2 runs from January to April.

*subject to CAO release dates

Academic Year

Academic year signifies the year you are attending University e.g. you are starting in September 2023 therefore you will be in the academic year 2023/24.

Course Title

Your course title is for example; Bachelor of Arts or Bachelor of Science etc.

Course Title - TLC

TLC100 The Learning Centre on Blackboard is an academic skills resource that all first year students are automatically enrolled on. It forms part of the wider Academic Skills Hub.

Course Instance Code

You use your CAO course code when dealing with the Admissions Office, but you will use your course instance code when dealing with the Registration Office for example; 1BA1 (Bachelor of Arts) or 1BS1 (Bachelor of Science).

Lecture

A lecture is delivered before an audience or class, especially for instruction or to set forth some subject, usually held in the bigger lecture theatres on campus.

Tutorial

A class in which a tutor gives intensive instruction in some subject to an individual student or a small group of students.

HEA Survey

The HEA (Higher Education Authority) requires us to survey students on their social, economic and cultural background at registration on their behalf. The survey is confidential and responses provided are returned to the HEA without names or addresses. Please see www.heai.ie for more information.



University Terms - Modules

Modules

Modules are the subjects you will be following while on your course.

Module Title

Module Title is what the module is called e.g. Introduction to Psychology.

Module Code

Module code is the code associated with the module title e.g., PS118 – Introduction to Psychology.

Core Modules

Core modules are compulsory modules that must be taken as part of your course. These will appear automatically on your record once you register correctly.

Year-long Modules

These are modules that run for the full year, you can register for them in semester one only.

Optional Modules

Optional modules are modules that you can choose to take, there may be restrictions on these choices so always check with your Discipline.

Select Modules/Subjects

This means you can choose the modules that you want to take for semester 1 (where relevant) Please refer to your College/School for additional information (e.g. module/subject selection). Links to all of the College/Schools of University of Galway are listed here: [universityofgalway.ie/reg/quick-links/useful-links](https://www.universityofgalway.ie/reg/quick-links/useful-links)

Pre-requisite (Pre-Req)

If a student wants to take module X they must have completed module Y or modules Y and Z in the previous Academic Year.

Co-requisite Co-Req.)

If a student selects module X they must also choose module Y.

Exclusion requisite (Excl. Req)

If a student chooses module X they cannot then choose module Y or modules Y and Z.

Credits (ECTS)

Credits (ECTS) are a measure of the work that a student must complete to achieve their university qualification. Each module is assigned a credit e.g. 5, 10, 15 and you generally must meet 60 credits for your course at the end of each year.

Exempt (repeat only students)

If you passed a module previously you will be exempt from taking it again and this will show on your proof of registration



University Terms - Registration

What is Registration?

Registration is the collection and maintenance of student data. All information is stored centrally on the Student Record System. All students at University of Galway must register to become students of the University each year, this is obligatory.

Online Registration

Online registration allows students the freedom to register for their course and also pay fees online at universityofgalway.ie/reg

Course Fees

All Fee queries must be directed to the Fees Office, find details at universityofgalway.ie/fees

Registration Dates

Registration dates can be viewed at universityofgalway.ie/reg/quick-links/registration-dates

Terms and Conditions

All those who register as a student of University of Galway do so understanding that they agree to abide by all the rules and regulations of the University as they apply to students including but not limited to those described here: universityofgalway.ie/registration/quick-links/terms

Student ID Number

Your user ID will be your CAO number e.g. 20000000

NB: If you attended University of Galway previously you will use your old University of Galway ID number.

Username

Your username is your University of Galway email address. This will be emailed to your personal email address by our IT section (ISS).

Password

The Universities IT section (ISS) will email you to advise you on how to activate your MultiFactor Authentication (MFA). While activating your MFA you will be forced to change your password to one unique to you. This is the password you will use to log into your Student Portal to register as a student of University of Galway.

Reset Password

To reset your password visit here: passwordreset.microsoftonline.com

If you are still having issues contact the Library & IT Service Desk on servicedesk@universityofgalway.ie



University Terms - Registration

Domicile

Domicile refers to your country of permanent address prior to entry to the programme of study e.g. a Polish person comes to Ireland 2 weeks prior to commencing a higher education course. While their nationality is Polish and their correspondence address is in Ireland, their country of permanent residence is still Poland. Only in the case where a student has been residing in Ireland for 3 years or more prior to commencing their course would their Domiciliary of Origin be Ireland. Their Domiciliary of Origin must not change throughout the duration of their study.

Student Term Address

You can update your term address (where you will be staying in Galway) on your Student Portal under the tab 'Profile'.

Student Home Address

You cannot change your home address on your Student Portal. Please contact the Student Registry Helpdesk to make any changes: askregistry@universityofgalway.ie

Upload a Photo

To receive a student ID card you must upload a photo, there are very specific guidelines which you can view here: universityofgalway.ie/reg/quick-links/id-cards/photo-guidelines

Upload Proof of Address

You are required to upload a proof of address during the enrolment process. It must include your full name and address and have an issue date within the last 6 months. e.g. utility bill, financial institution letter, telephone bill, online bank statement with sensitive details redacted.

Upload Proof of Identity

You are required to upload a proof of identification during the enrolment process. The following is the only acceptable forms of ID: passport (photo page), driver licence, birth certificate. An Age Card is not accepted as a form of ID. The name and spelling on your passport/driver licence/birth certificate is what will appear on your University of Galway student ID card.

Proof of Registration

Once you are registered you can print off a proof of registration. You will find the 'Proof of Registration' button on your Student Portal.

Customised Registration Statements

For customised registration statements, name and address changes, validation and stamping of forms, please go to the Student Registry Helpdesk (SRH) website: universityofgalway.ie/student-registry-helpdesk

SUSI Number

SUSI is the single Awarding Authority for all new student grant applications. The SUSI reference begins with a W followed by 12 numbers. You can add your SUSI number during the registration process or under the 'Profile' tab on your Student Portal at a later date.



University Terms - IT Terms

Direct all issues/ queries to ISS at servicedesk@universityofgalway.ie

Multifactor Authentication:

MFA is a security measure to ensure only you will have access to your University of Galway account. For instructions on how enable your MFA see here: universityofgalway.ie/o365/mfa/gettingstarted/

Note: all queries and questions must be directed to our IT section ISS at servicedesk@universityofgalway.ie

Campus Account:

Your Campus Account provides access, using a single username and password, to Blackboard, Email & Microsoft Office 365 Apps, Library Systems, MyCampus, Online Registration, PC Suites, Placement, Exam timetables and Exam results.

See here for more information: universityofgalway.ie/information-solutions-services

Note: all queries and questions must be directed to our IT section ISS at servicedesk@universityofgalway.ie

Blackboard

The VLE provides a medium for supporting teaching and learning activities, including assessment and examination. Your Blackboard account will be available for login 24 hours after you have registered. Modules appear 24 hours after registering for them. Module content is made available by your Course Instructors/Tutors. For more information:

universityofgalway.ie/information-solutions-services/services-for-students/blackboard/students

Advice and Support

Advice and support on how to use IT services are available from the Library & IT Service Desk. The Service Desk is located in the foyer of the James Hardiman Library. We recommend visiting the ISS website for advice and information on services provided in advance of raising a support request.

See universityofgalway.ie/iss4students - Quick Start Guide for assistance.

Campus Accounts and all associated IT services are automatically disabled when you are no longer a registered student at University of Galway.



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