Centre for the Study of Politics
Department of Sociology

First Year Politics Handbook

Academic Year 2024-2025

Centre for the Study of Politics,
Sociology Department,
Room 2.11, 2nd Floor, TSI Building,
North Campus
Tel: 01 708-3659.
Politics@mu.ie

Welcome to Politics at Maynooth

Dear Students,

My name is Professor Seán Ó Riain and as the Head of the Department of Sociology and Centre for the Study of Politics, I would like to welcome you to our department. Whether you are a first-year undergraduate, a returning student or beginning your postgraduate studies, we hope you have a rich and fulfilling life here in Maynooth University.

We offer two main undergraduate degrees – one in Politics and one in Sociology. They can be taken completely separately or you can take both together.

Our approach to the study of both Sociology and Politics is informed by our commitment to public sociology and to being engaged and relevant to the world we live in. Our approach is to be interested, creative, critical, and engaged active citizens interested in shaping the world we share.

You can find out more about this year's choices and modules in our exciting Undergraduate and PhD programmes through the relevant pages on our website - as well as the work of our Centre for the Study of Politics

Read more about careers on our website where we give some ideas about what you can do with a degree in Politics or Sociology.

We encourage you while you are here to get involved with student life, sports, clubs and societies, and particularly to join the MU Politics and Sociology Society and to engage with us through social media (Twitter: @MU_Sociology and @MU_Politics).

As you get to know us, our work, and publications, you will find we research across a broad and diverse range of local, national and international topics. We bring this research to our teaching offering you a very broad choice of modules and subjects, enabling you to craft your own pathway through your degree programme.

You will find all you need to know on the different sections of the website and through our social media. You can also email our incredible admin team (politics@mu.ie), our accessible lecturers and tutors, and you can communicate through your class representative.

Our door is always open, talk to us and tell us what you are thinking and what you might need, we are happy to support you in any way we can.
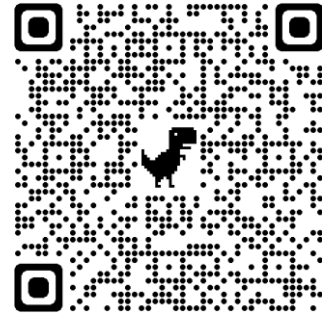
Most of all, enjoy your time here in Maynooth!

All the best

Seán

The Centre for the Study of Politics
Department of Sociology, Maynooth University

The Centre for the Study of Politics is located within Department of Sociology is situated on the second floor of the TSI Building on the North Campus. The Departmental office is located at Room 2.11. It is accessible by stairs and by lift. There is a Departmental post-box in the ground floor foyer where you will be required to submit administrative forms and essays.

Click on the QR code for a campus map

This handbook is intended to provide you with the information you need about our programme for the year and our policies.

You will find additional information about the Centre for the Study of Politics at https://www.maynoothuniversity.ie/politics and the Sociology Department on our website https://www.maynoothuniversity.ie/sociology, on the department noticeboards in the Department in TSI, and by following us on twitter @MU_Sociology and @MU_Politics.

The First Year Co-ordinator this year is:

Prof Seán Ó Riain
Room 2.59 TSI Building
Phone: 01-7083659
Email: sean.oriain@mu.ie

This handbook is designed to give you all the information you need to flourish in First Year Politics

Find out more on our website:

- What are we interested in? The subject matter of politics and sociology is diverse, and our programme at Maynooth University reflects the varied interests of the members of the Department which can be viewed also on the Our People page
- What's going on? Learn about upcoming events – undergraduates are welcome at seminars and talks!
- What can I do with my degree? We provide an introduction to career options
- Can I study more? Find out about Masters and Research Postgraduate options for after your undergraduate degree
- Can I get some more information and support with my learning? Check out the resources online – and always feel free to ask if you have a question, or could do with some help.

Our Teaching and Learning Community

We are a community of many people:

- Undergraduate students

- Masters and PhD students

- Administrative Team

- Tutors

- Lecturers

You will go through your degree in connection and cooperation with all these different people

Stay in Touch with Us

Communications – Your Responsibility

It is assumed that you will attend your module.

It is also assumed that you will check the relevant departmental webpages and Moodle course pages once every two or three days.

You are responsible for familiarising yourself with announcements or notices provided during periods of time that are absent from class or from campus.

Please make sure that you check your Maynooth University mumail account every two to three days (even if you primarily use another email account).

Please also enable your Moodle account to receive messages from the Centre for the Study of Politics and Sociology Department and check your module Moodle sites regularly.

All Lecturer and Department announcements go to your Maynooth University email account only.

Contact Us – Please!

It is vital that we are made aware, as soon as possible of any difficulties you may have in relation to your work or with any aspect of the first year programme.

If you have a problem or question which relates generally to the first-year programme, or to your participation in it, please contact the first-year co-ordinator Prof Seán Ó Riain sean.oriain@mu.ie

If you have a query in relation to a particular lecture course, please contact the lecturer who is giving that course. Staff members are available for consultation at various hours during each week of term. Staff will post contact times and office hours on the module Moodle sites. If a lecturer is unavailable please contact the department administration team.

Alternatively, you may make an appointment by email or by contacting the department administration team – Centre for the Study of Politics, Sociology Department, Room 2.11, 2nd Floor, TSI Building, North Campus Tel: 01 708-3659. Politics@mu.ie

Staff Student Consultation

In addition to consulting with individual lecturers or the first-year administrator, students may communicate with the Centre for the Study of Politics and Sociology Department through the Staff Student Consultative Committee. The purpose of this body is to provide a forum where the concerns and interests of students can be raised. The committee consists of the staff year co-ordinators and student representatives of the various years who will be elected by students after the beginning of term.

Should you wish to raise a matter at the Staff-Student Consultative Committee you can do so in the following ways:
1. Talk to the staff member who has administrative responsibility for first year (Dr Mary Benson)
2. Talk to your first-year student representative once he or she is elected.

For more information on contacting staff in the department and university, please go to: Undergraduate Learning & Information Hub | Maynooth University and click on the *Who Should I Contact?* tab

What the BA Politics is all about

Politics is about how we figure out what our society should look like.

At Maynooth University, you will explore the way politics shapes our lives, the different forms that politics takes, and how politics is organised in different countries.

As a student, you will examine the nature of active citizenship, international issues and the tensions between democracy, power and injustice. You will explore Irish and international politics, including a focus on Europe, the US or Latin America.

You will also have an opportunity to carry out research into political life, developing analytical and presentation skills. Street protests, local elections, European treaties, parliamentary debate, local council decisions, industrial conflict – all are part of the everyday life of politics. It is also about power and inequality.

Researching Politics

Many of the academic staff of the department research politics in various forms, as outlined above, and a number of our staff's primary focus is on the study of politics (for example, Barry Cannon, Mary Murphy and John O'Brennan).

Some of our standout research areas (with examples of relevant staff) are:
- International Relations, European Union, the politics of the Americas (Cannon, O'Brennan, Zambelli)
- Social movements and civil society (Cannon, Cox, Cullen, Murphy, Ryan)
- Politics of Welfare and Work (Cullen, Flaherty, Murphy, Ó Riain)
- Politics of Capitalism and Development, including the politics of the Irish and European crises and Brexit (Coulter, Cox, Fagan, Murphy, O'Brennan, Ó Riain)
- Politics, the State and
  - Gender (Cullen, Murphy, Zambelli)
  - Sexuality (Ryan)
  - Race (King-O'Riain), Zambelli)
  - Age and Generations (Gray)
  - Class (Byrne, Coulter, Ó Riain, Slater)
  - Intimacy and Emotions (King-O'Riain, Ryan)
- Media, communication and identity (Conway, Corcoran, Kerr)
- Environmental Crisis (Flaherty, Murphy, Slater)

Check out the research interests of our staff here.

Debating Politics and Civic Engagement

The university is home to the Maynooth Centre for European and Eurasian Studies and the research cluster on Political Economy, Work and Social Inequalities (PEWSI). Both of these academic research units are based in the Department of Sociology. These networks link up colleagues in different departments both within Maynooth University and beyond in Ireland and. Europe. They aim to foster debate about key political and social phenomena and do so through hosting seminars and public lectures, disseminating research publications and engaging with both civil society and the media.

Faculty members are prominent contributors on political issues to a range of domestic and international media, including leading newspapers such as The Guardian, the Irish Examiner, the Irish Times, the Sunday Business Post, RTE, TV3, CNN, BBC, and many more.

The Maynooth Centre for European and Eurasian Studies

The Maynooth Centre for European and Eurasian Studies is an inter-disciplinary centre of excellence in research and teaching on contemporary Europe. It is unique in the Irish context and seeks to develop academic, student, diplomatic and professional links between Ireland, the European Union and Central and Eastern Europe.

Members seek to engage with both government and civil society in a multi-perspectival critical examination of issues related to Ireland's membership of the European Union, Ireland's relations with the Wider Europe, and the European Integration process more generally. Its public role encompasses the staging of public seminars on European issues and engagement with a diverse range of media outlets on important themes such as enlargement, identity, migration and EU foreign and neighbourhood policy.

In sum, the four core aims are:
•To carry out and disseminate cutting edge multi-disciplinary research on Central and Eastern Europe and Ireland's developing relationship with that region;
•To provide education and training for those interested in, or working with, the EU;
• To engage effectively with the diplomatic community and develop mutually reinforcing links with civil society actors focused on European affairs;
•To encourage both local and national debate on EU issues.

The Politics Degree at Maynooth University

Each year of the Politics degree emphasizes a crucial aspect of learning and doing Politics:
- *First Year: Exploring the Diverse Worlds of Politics*
- *Second Year: Fundamentals of Studying Politics*
- *Third Year: Doing Contemporary Political Analysis*

The Politics degree is also organised around four major strands, or different kinds of courses:

- *Democracy and Active Citizenship:* Courses introduce you to the most important concepts in theories of democracy and citizenship and applies them in experiential learning
- *States, Institutions and Society:* Courses introduce you to the most important concepts and research in understanding how political institutions work in a variety of countries and settings, ultimately applying this to understanding Irish politics
- *The Substance of Society:* Courses examine major areas of sociological analysis and use sociology to explore the key features of historical and contemporary societies.
- *Research Methods and Design:* Courses introduce you to the logics of social research and the different methods used by sociologists to analyse the social worlds around them.

Each year develops each of these strands within the overall theme of the year.

BA Politics
democracy and citizenship, institutions and society, research skills, key topics

	S1	S2
FIRST Year	**Political Institutions**	**Political Ideas**
SECOND Year	**Democracy and Citizenship**	**Society and State**
	Research Methods	**Active Citizenship Experiential Learning**
	Options: International Politics, Media, Movements	**Options: EU, NI, Gender, Environment**
THIRD Year	**Special Topics Thesis**	**Special Topics Thesis**
		Irish Politics and Society
	Options (2): End of Democracy, Gender and Politics, Tech, Global Risks, Global Capitalism	**Options: Ethnic conflict, Screening Change, Race, Elections, Social Policy**

YOU ARE HERE!!

First Year Programme

Overview

In the first year programme we introduce the conceptual tools that form the basis of the study of Politics. Across the whole year, we ask the questions:

- What is Politics? What are the (wide) variety of ways that it is organized?
- Why does it matter? How does Politics shape our lives, and the worlds we live in?
- What are the main approaches to studying Politics? What are their strengths and weaknesses?

We explore these through two modules - PO152, focused on understanding how political institutions are organized and shape the kinds of decisions that we make, and PO151, exploring the major ideas about the goals and methods of politics that have shaped the world we live in today.

We also provide an exciting tutorial programme that helps you with the critical and academic skills that are needed to get the most out of your Politics degree and your overall university experience.

Choosing Politics means choosing to embark on a new and exciting educational adventure.

Timetable and Module Information

CHECK VENUES ONLINE AS THEY MAY CHANGE AT SHORT NOTICE!

Semester 1

23 September 2024 – 20 December 2024

COMPULSORY MODULES	Credits	Day/Time	Venue
PO152 Introduction to Political Institutions Dr Nessa Ní Chasaide	7.5	Monday 11am Tuesday 10am Friday 9am	TSI126 TSI126 TSI126

Semester 2

4 February 2025 – 9 May 2025

COMPULSORY MODULES	Credits	Day/Time	Venue
PO151 Introduction to Political Ideas Dr Barry Cannon	7.5	Monday 11am Tuesday 10am Friday 9am	TSI126 JHL7 JHL7

The First Year Politics Timetable is available online at: 1st Year Politics (CTRL and double click!)

Please note that timetables are subject to change - the live timetable is available through Coursefinder. Please review your live timetables regularly, particularly during the first weeks of the semester as venues may change.

Coursefinder will also give you a module description and other module information if you enter the module code in the Search field.

You can also view your own personalised timetable through your Student Web Portal.

Venues and Locations, Maynooth University
A comprehensive list of all classroom locations and venues, including timetable codes, can be found at:

 https://www.maynoothuniversity.ie/campus-services/theatres-classhalls-av-equipment

Assessment

See Results Information for further information on grading. Details of assessment will be provided through modules.

Tutorial Programme

All first year modules are linked to an innovative tutorial programme that emphasises the skills required for critical thinking in politics - the ability to read critically, analyse and evaluate arguments, compare and contrast perspectives and develop your own independent political imagination. The tutorials, facilitated by experienced tutors, provide practical instruction in the art of reading and writing political analysis and also provide the skills needed for writing your essays.

First semester Tutorials will commence in Week Three of the Module, Week beginning October 7th 2024 and will run for eight consecutive weeks to the week beginning December 2nd 2024 (with the exception of the reading week). Second semester tutorials begin in week 3 of the semester, week beginning Monday 17th February 2024 and run for eight consecutive weeks. Students must attend their weekly Tutorials and they are worth 20% of your overall grade. Further details on Tutorials will be given at the beginning of lectures and details are also provided on the Moodle page for PO152.

You need to sign into a tutorial group and time and details are on Moodle and detailed below. You can sign into your First Semester Module Tutorials [PO152] on the Moodle homepage for this module.

PO152 SIGN-UP FOR TUTORIALS

Please ensure that you choose a tutorial time that does not clash with times for your modules in your other subjects.

 PO152 Tutorial sign-ups will commence on the PO152 Moodle page on Thursday the 26th of September 2024 at 11am and will run until Tuesday the 1st October 2024 at 11am.

Tutorials begin week beginning the 7th of October 2024.

<u>PLEASE ENSURE TO NOTE WHAT DAY & TIME YOU SELECT ONLINE.</u>

Tutorials begin week beginning the 7th of October 2024.

All registered PO152 students should have access to this Moodle site. If you haven't finalised your registration by the close of sign up, please contact the centre for the Study of Politics/ Sociology Department office politics@mu.ie . You can also call into the office in person If you sign into the wrong group and wish to change, please contact the department office. Once the signup process concludes, you cannot change out of your selected group. Further information on tutorials will be provided at the beginning of term in your first semester module and available on Moodle.

Key Dates for First Year Politics Students for the Academic Year 2024/2025

Mon Sept 23	Lectures commence
Thurs Sept 26	PO152 tutorial sign-up commences at 11am
Tues Oct 1	PO152 tutorial sign-up ends at 11am
Week beginning Mon 7 October	PO152 Tutorials start meeting
Fri Oct 11	Change of Module Deadline
Mon Oct 28 – Fri 1 Nov	Study week
Fri 20 December	Conclusion of first semester classes

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Tues Feb 4	Semester 2 Lectures commence
Mon March 17 - Fri 21 March	Study week
Mon April 1 – Friday April 5	Easter Vacation
Fri May 9	Conclusion of second semester classes

Policies and Resources for your Work

Conduct

Attendance at lectures is essential. Lectures provide the intellectual scaffolding which enables student-led independent learning. Outside of the lecture hall you are expected to read and critically reflect on the material which is recommended, and which is available through the Library and also on the MOODLE websites which support each module.

It is imperative that when you attend lectures you behave in a way that is respectful toward the lecturer and toward your fellow students. This means that you must refrain from engaging in any activities (talking, texting, face booking, etc.) which are a distraction to others who are motivated to learn. To this end, we recommend that you do not use audio/visual recording or technological devices in the lecture hall while the lecture/discussion is going on. Phones must be turned off (or in case of emergencies, on silent).

If you have a need to record or use other devices for learning reasons please discuss this with the lecturer who will make every effort to facilitate you.

At the request of student representatives who raised this issue with the Department we are requiring that students who wish to use a laptop computer in the lecture hall sit in a designated section of the lecture hall for the duration of the module.

We would like to take this opportunity to remind you that attendance at lectures and seminars is not optional. These are the places where people with real expertise in Sociology will introduce you to various aspects of what can often be a complex discipline. If you do not come to class, you will miss an important opportunity to learn and you will be poorly prepared for the various forms of assessment that appear along the way.

Assessment Guidelines

See Results Information for further information on grading. This page also has vital information on the rules for passing the year and a range of other important issues relating to marks and standards in students' degrees.

Details of assessment will be provided through modules. Lecturers will provide guidance on the main criteria for different marks/ grades in different assignments.

Requirements for Autumn Supplemental Examination

Details of Autumn resit assessment will be provided during the year, depending on the changing circumstances. However, the basic principle will be that assessment completed during the year can be carried forward towards the resits. Dates for submission of continuous assessments as part of the repeat process will be published later in the year.

Getting the Work In: Deadlines, Extensions, Penalties

We understand that students face multiple challenges and we will do whatever we can to facilitate your completion of all your work and your programme as a whole. However, our approach is to work to the programme deadlines, and then provide accommodations and supports as needed. Otherwise, it will become very difficult to manage all the competing demands on your studies. We encourage you to manage your schedule of assessment, as well as of teaching and learning, very carefully. We will provide resources at the [Undergraduate Learning and Information Hub](#) to help you do this.

Students will be informed of assignment requirements and deadlines early in each Semester.

Requests for extensions for assignments should be sent to your module lecturer (or tutor in modules with a tutor).

Students should proactively manage their work and engage by submitting an extension request including evidence.

Students should, as early as possible, email the module lecturer with your name/module code and the word 'extension' in the subject bar, and the reason with evidence* for the extension in the body.
'Evidence 'is generously interpreted to include doctor's cert, engagement with MU services, a personal email confirming conversation with staff member (reasons can include care, family, employment etc). Evidence that is 'private' in nature can be emailed separately to the lecturer.
Students who do this will be given a two-week extension period with 'no penalty'. Your lecturer will respond to you confirming your extension.

It is our practice to be as supportive as possible. Students who have not submitted or sought an extension will be followed up, where practical, by the lecturer one week after the deadline. If there is no further engagement, the student will be emailed, where practical, by the Head of Department two weeks after the submission date and offered details on student support services.

Submission portals on Moodle will be kept open for all late submissions (with or without

extensions). It is useful to email your lecturer to advise them you have submitted a late assignment.

Students with no formal extension are still permitted to submit a late submission but a central 10% penalty deduction will be applied.

This guidance applies to all Erasmus and international Undergraduate - except students only studying for Semester 1, when the 'exam' is substituted by CA. One semester students advise their lecturer as early as possible that they are S1 only students so they can be informed of alternative assessment as soon as possible.

All these arrangements are in place to support you. However, it is always your responsibility to submit your work and to ensure that it has been received if it has been submitted after an extension.

Academic Integrity: Honesty and Learning

Plagiarism and academic integrity

Plagiarism involves an attempt to use an element of another person's work, without appropriate acknowledgement in order to gain academic credit. It may include the unacknowledged verbatim reproduction of material, unsanctioned collusion, but is not limited to these matters; it may also include the unacknowledged adoption of an argumentative structure, or the unacknowledged use of a source or of research materials.

For example, when you directly copy another person's text without placing it in quotation marks and without acknowledging the source, you are plagiarising. The same is true when you present someone else's original idea, research or argument as though it were your own.

Plagiarism is strictly forbidden. It reveals an unwillingness to think for oneself and is both unethical and illegal under copyright laws. Please do not make the mistake of assuming that we won't recognise plagiarised material – we know how to use Google too. It is almost always possible to identify text that has been professionally copy-edited, or is different in style from your own. The direct copying of passages (including illustrations) from a book, an article or the Internet without adequate references is a serious breach of academic trust and practice. Submitting essays or projects written by anyone other than yourself will also result in heavy penalties – including receiving a 0 (zero). As your final assessment is partly based on written assignments, plagiarism is equivalent to cheating at examinations.

The use of generative Artificial Intelligence (e.g. ChatGPT etc.) is strictly forbidden on all assignments, assessments, and academic work that you do within the department

unless otherwise specified by your professor. To take credit for another person's or machine-generated words, writing and thoughts, and to present that as your own work, is plagiarism and will be subject to the policies of the university on plagiarism. The department reserves the right to ask students for an in-person meeting to account further for the assessment. Use of Artificial Intelligence in one module **does not give permission for its use in any other assessment or modules."**

Maynooth University considers plagiarism to be a serious academic misconduct, deserving of academic penalties. This document sets out the procedures for dealing with cases of plagiarism or suspected plagiarism in taught programmes of the University.

The Department of Sociology operates a "three step" system.

1. If a student is suspected of a breah of academic integrity, the student is required to meet with the appropriate lecturer to discuss the problem. The focus is on addressing the issues with learning or other aspects that led to the breach. If this is a first instance, the student will receive a warning but will be allowed to resubmit their work. Instances identified by lecturers will be logged in the department, linked to student ID numbers for confidentiality.
2. Second instances of this kind will result in the student being called to a meeting with the Head of department, year coordinator and/or other nominated academic staff of the department. This meeting will discuss the reasons behind the breaches of academic integrity and will develop a plan for addressing them. Student non-engagement in this process will result in moving to the third step in the process.
3. The third step in the process is moving to disciplinary action which will be dealt with strictly in accordance with the procedures outlined in the Maynooth University Policy on Plagiarism.

The Maynooth University policy guidelines on plagiarism are available at:
https://www.maynoothuniversity.ie/sites/default/files/assets/document/MU%20Policy%20on%20Plagiarism%20Updated%20Dec%202020.pdf

You should note that when you submit work this is taken as your statement that the work is original and does not constitute plagiarism, or other violations of academic integrity, under the Maynooth University Policy on Plagiarism. Any thesis found to be plagiarized in part or whole will be given a mark of zero (0).

Citation Guidelines

The Department has prepared specific guidelines for citation, please see here:

Harvard Referencing Guide for MU Soc Pol Dept 1 September 2022.pdf (maynoothuniversity.ie)

Please follow these guidelines in detail.

Library Resources

Undergraduate library contact: Áine Carey, aine.carey@mu.ie & Niall O'Brien, niall.obrien@mu.ie

The library offers guides and tutorials which will be beneficial to you as a student and you should check these out on the library website.

You may also find the library helpful in finding, using and citing sociological resources. They also have printers, laptops and other helpful resources on avoiding plagiarism.

USEFUL LINKS:
Library homepage: https://www.maynoothuniversity.ie/library
Politics and Sociology library guide: http://nuim.libguides.com/sociology
LIST online: http://nuim.libguides.com/list-online

How the MU Library Can Help You:

- **E-books and Online Resources**: Easily find the materials you need for your assignments, essays and study.

- **Borrowing Books**: Access a wide range of physical books and other resources.

- **Workshops & Tutorials:** boost your information skills at short, in-person sessions called "LIST" – Library & Information Skills Tutorials.

- **Online Tutorials and Quizzes**: Short, free online resources to boost your information skills.

- **Helpful Staff**: Our friendly team is always ready to assist you in finding and using what you need.

- **One to One or Group Support**: Get help for your assignments and questions.

- **Group Study Rooms**: Perfect bookable spaces for working on projects with your classmates.

All these resources are FREE for MU students!

Start Here: Our Library Homepage

Visit our library homepage at https://www.maynoothuniversity.ie/library. It's a great starting point for:

- Up-to-date library access information

- Details on using our services, both on and off-campus

- Information skills training classes (LIST & other sessions)

- Support for your studies and assignments

IMPORTANT! Use your MyCard (student card) to access the library and borrow books.

For more information, look at our guide "Using the Library" here https://bit.ly/3LOslGU or ask us for a demo.

Need Help? We're Here for You!

If you're having trouble finding what you need, our library staff are ready to help. *[Photo by Daniel Balteanu]*

Whether you're on campus or off, you can:

- Visit the **Library Information Desk** on the ground floor of the library

- Use the live "Library Chat" box on our homepage

- Fill out our "Online Enquiry Form" on the left side of our homepage

Explore Our Study Spaces

The MU Library, located on the South Campus, across the road from the TSI building, offers various study spaces to suit your needs:

- **Ground Floor**: Open-access area before the turnstiles, where you can eat, drink, and chat, with over 50 laptops and print facilities.

- **Levels 1 and 2**: Quieter areas with bookable group study rooms, a flexible learning space and a silent study room.

Check out our spaces ahead of time with our VR Tours and Exhibitions here: https://bit.ly/3WLUp41

Find the Right Resources

Using the correct information source is crucial for your success. Each subject has a dedicated *Subject Guide* on our website. These guides, available here: https://bit.ly/3SuB84D include recommended books, databases, reference styles, online tutorials, and more. There's contact information for our *Teaching & Learning Librarians*, if you need more information on your topic.

Use *LibrarySearch* https://www.maynoothuniversity.ie/library to find specific books or articles on your reading lists. The search results will show you e-books, e-journals, and the location of print books on our shelves.

Tech and Tools at the Library

We offer various technological resources, including:

- **Laptop Loans**: Borrow a laptop from the laptop-bank opposite the library desk.

- **Ground Floor Print Hub:** Multifunction printers available for all your print jobs.

- **3D Printing**: Available for free student and staff use; ask at the Information Desk.

- **Charging Stations**: For recharging your devices quickly.

- **Short Story Dispenser**: For a quick, fun read.

- **Wellness Zone:** Try out our 3 Energy Pods & Cubbie on Level 1, for rest and relaxation.

 You can also suggest up to 5 books a year for the library to order here: https://bit.ly/4dcxLYj

IT Services

IT Services are available at the Library Information Desk during service hours to help with any IT issues, including photocopying.

Refreshments

There is a Starbuck's Café found on the ground floor of the library, plus vending machines and water fountains available in the library.

Stay Connected and Informed

Keep an eye on the screens in the library for events. Follow us on social media for updates, tips and events throughout the year:

- **Instagram**: @library_mu

- **Facebook**: @MaynoothUniLibrary

- **X**: @mu_library

We wish you every success in your studies and look forward to seeing you soon!

Useful Links and Contacts

- **Library Homepage**: https://www.maynoothuniversity.ie/library

- **Using the Library:** https://nuim.libguides.com/library-services/usingthelibrary

- **A-Z Subject Guides**: https://nuim.libguides.com/

- **Book a Group Study Room**: https://nuim.libcal.com/booking/MU_GroupStudyRooms

- **Online Tutorials**: http://nuim.libguides.com/list-online

Contact Us

For queries, visit our library homepage for live chat or our online enquiries can also email us at library.information@mu.ie.

Welcome to Maynooth University Library!

Support Services

Maynooth University provides a wide range of support services to its students – please see the list here of these comprehensive and friendly student services.

A document listing and describing these services can be accessed through the Undergraduate Information and Learning Hub page of the Department's website.

Additional Resources are listed below.

Programme Advisory Office:

The Programme Advisory Office, within the Office of the Dean of Teaching and Learning, is available to advise you on any choices you might have to make related to your programme including subject choice. The Programme Advisory Office acts as a guide to students as you navigate your own way through your programme options. The Programme Advisory Office consists of the Programme Advisor, Caitriona McGrattan, who is supported by a team of PG students during peak times.

Incoming first year students are briefed by the Programme Advisor during Welcome Week about the programme choices you will be asked to make during your academic journey at Maynooth University. The Programme Advisory Team are available in person to answer any follow up questions students may have: details of times and location are available on the PAO website. Continuing second year students may also avail of the service if you are unsure about your programme options for example if you have any questions about the difference in major/minor pathways or whether or not to choose to take an Elective.

The Programme Advisory Office can be contacted via
Email: programme.choices@mu.ie
Telephone: 01 474 7428
In person: please see their website for information about meeting a member of the Programme Advisory Team: www.maynoothuniversity.ie/programme-advisory-office

The Centre for Teaching and Learning and the Writing Centre also offer workshops and tutorials https://www.maynoothuniversity.ie/centre-teaching-and-learning

Experiential Learning

The routes available to Maynooth students to experience more from their degree programme are diverse, enabling the development of rich learning experiences that connect classroom content with real-world experience. The Experiential Learning Office connects Maynooth students to a range of opportunities in the following areas.

- **Professional Development and Employability**
- Experiential learning professional development and employability modules are available to eligible second year students. The key purpose of these modules, involving a number of employers, is to facilitate students in their academic, personal and professional career development, so that they will be well equipped to secure internships and to successfully enter the graduate labour market.
- See Skills for Success EX201 and EX202 for more details
- **Community Based Service Learning**
- Community Based Service Learning presents a credit-bearing academic experience that empowers students to engage with their surrounding communities, which often results in enhancing student's academic, civic, social and personal development, whilst they contribute to the common good. The experiential learning office facilitates academic staff in offering community-based service learning experiences with their students.

For further information, refer to:
Website: https://www.maynoothuniversity.ie/experiential-learning-office
Email: Aisling.Flynn@mu.ie
Tel: + 353 1 4747760