



GRIFFITH COLLEGE

Student Handbook



2023/2024



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Welcome to Griffith College

Welcome to Griffith College. This handbook contains useful information that you may need during your time as a student with us. If you can't find what you're looking for here, then drop in to academic learner services or your faculty administration office. You can also check out Moodle, which contains a wealth of information for our student body.

Griffith College now has over 7,000 students who attend a broad range of full-time and part-time programmes. These include undergraduate certificate, diploma and degree qualifications, postgraduate and masters' awards, preparation programmes for external professional regulatory bodies, as well as a wide range of shorter programmes. These programmes attract Irish and international students of all ages and interests. We are proud of the size and diversity of our student body and welcome and respect all our students equally.

On behalf of all staff in the College we wish you well in your studies and we hope that your time in Griffith College fosters social, personal and academic fulfilment.

For further information on any area in the handbook, refer to griffith.ie.



History of Griffith College

Founded in 1974, Griffith College is Ireland's leading independent third-level institution, with campuses in Dublin, Cork and Limerick. Since its establishment, Griffith College has gained a national and international reputation for academic excellence and student success. Our graduates have gone on to successful careers in a wide variety of sectors, from accountancy, business and computing to music, fashion, design and law. Each of our four campuses has a unique history and atmosphere providing a welcoming, rounded and engaging educational experience.



The original South Circular Road Dublin campus buildings date back over 200 years to their construction in 1813. During the past two centuries they have regularly played a part in both local and national political events. Since their purchase by Griffith College in 1991, we have sought to combine the rich history of the buildings that surround us with the academic objectives of the College. The campus has seen significant investment with the development of student accommodation and a conference centre complementing the original buildings.



On June 1st 2005, Skerry's Cork Business School merged with Griffith College. Skerry's had been at the forefront of education in Cork since 1884, and has a long history of providing quality education in the city. Griffith College Cork's five-acre campus is located in the city's north side, a short walk from the main train station and shopping thoroughfares.

Griffith College Limerick is located on O'Connell Avenue in the heart of Limerick City. Originally established as the Mid West Business Institute in 1988 to deliver accountancy programmes, it quickly grew to include a wide range of disciplines and remains the only independent third-level college to provide engineering courses.

Our newest campus, located in Dublin City Centre, marks a new expansion of Griffith College's footprint and our mission, with new course offerings bringing lifelong education to new audiences.

Our Campuses



The following section contains a brief introduction to each of the campuses that make up Griffith College. For campus maps and further information on specific services per campus, check your Moodle account which you receive on registration.

South Circular Road - Main Campus



Pictured above: South Circular Road Campus

The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Over the almost 50 years since its establishment, Griffith College has earned itself both a national and international reputation for student success.

The College has gained an enviable, award-winning reputation for providing students with first-class lectures and excellent study material. Griffith College offers internationally recognised undergraduate and postgraduate degree programmes, complemented by a wide range of professional, short term and corporate training programmes.



Griffith College
South Circular Rd, Dublin 8.



City Centre Campus — Wolfe Tone Street

In 2018, Griffith College opened an ultra-modern teaching facility at 25 Wolfe Tone Street, Dublin 1, to complement its main campus on Dublin's South Circular Road.

The City Centre campus is located beside the busiest shopping area of Dublin, Henry Street, with Arnotts and Jervis Street Shopping Centre nearby. The campus is easily accessible by public transport with the Red and Green Luas lines just minutes away, and it is well-served by the buses that stop on O'Connell Street and the quays along the River Liffey. For those driving there are reduced rate car parking facilities nearby.

DublinBikes, which is a public bicycle rental scheme, is also located nearby.

Griffith College City Centre offers students:

- The security of signing up to a well-established, reputable college
- The support and knowledge of the highly skilled and experienced Griffith College team
- All modern, state-of-the-art teaching facilities
- A fresh, dynamic centre which is totally focused on meeting the needs of the student.



Pictured above: the Wolfe Tone Street campus

Griffith College City Centre Campus
25 Wolfe Tone St, North City, Dublin 1.

Our Campuses



Cork Campus

Griffith College was first established in Cork in 1998 with the School of Professional Accountancy. In June 2005, Griffith College Cork merged with Skerry's College. Skerry's College had been at the forefront of education in Cork since 1884.

Griffith College Cork runs a variety of both full-time and part-time, undergraduate, postgraduate and masters programmes in Law, Business, Computing Science and Pharmaceutical Business Management, professional programmes in Law and Accountancy, and the Certificate in International Foundation Studies.

Griffith College Cork is strongly committed to the creation of a positive learning environment. This relaxed and productive atmosphere is achieved by developing a strong pastoral care ethos, evidenced by the open-door policy of lecturers, the operation of all lectures on a first-name basis, the provision of both written and oral feedback on formal and informal assignments, and the close, friendly working relationship between students and staff, all of which are based on a spirit of trust and collaboration.



Griffith College Cork
Wellington Rd
Cork City
T23 DF3A

Pictured above and left: Cork Campus

Our Campuses



Limerick Campus

In September 2006 Griffith College acquired the Mid-West Business Institute (MWBI) and became Griffith College Limerick. The new entity carried forward the proud traditions and reputations of both institutions, which were founded in 1974 and 1988 respectively.

The College provides a wide range of full-time, part-time, blended learning and apprenticeship programmes from the campus in the heart of Limerick city. Internationally-recognised qualifications ranging from Level 6 to Level 9 on the Irish Framework of Qualifications (NFQ) in Accountancy, Business, Computing, Engineering and Hospitality, are on offer through validating partners; Quality Qualifications Ireland (QQI), the Association of Chartered Certified Accountants (ACCA), Heriot-Watt University (HWU), and the Business Technology Education Council (BTEC).

At the Limerick campus, students can expect smaller class sizes and individual attention in a student-focused, reassuring learning environment. They receive support and encouragement in their academic studies, pastoral care and preparation for work from both lecturers and staff. The over-arching goal is for all students would reach their full potential and be work-ready to take up employment in their chosen field.

Each year the College welcomes students from a variety of backgrounds and nationalities to the Limerick campus, the vast majority of whom have gone on to rewarding careers in a variety of sectors building on the qualifications they gained with us.



Griffith College Limerick
O'Connell Ave
Limerick

Pictured above and right:Limerick Campus



Engineering Support & Services (ESS) Ltd.

The partnership between Griffith College and Engineering Support & Services (ESS) Ltd., which started in 2021, brings innovative industry-led programmes to learners, developing their theoretical and practical aptitude, and introducing them to key relevant technologies and knowledge necessary for employment in their sector. Learners benefit from the skills, experience and professionalism of Griffith College and ESS Ltd.'s teams, and their own work-based learning. These collaborative programmes are accredited by Quality and Qualifications Ireland (QQI).



Globe Business College Munich

In 2006, Globe Business College had the vision of creating a third-level business college in Munich that combines both Irish and German approaches to education. The college offers the Griffith College Bachelor of Business (Honours). It applies a limit of 120 students in total with class sizes no higher than 20, which offers a truly personal and bespoke educational experience.



**GLOBE BUSINESS
COLLEGE MUNICH**

Innopharma Education

In 2015, Griffith College and Innopharma Education came together to establish the Griffith College/ Innopharma Faculty of Science, which provides graduates with the skills and competencies necessary for a successful career in Ireland's flourishing pharmaceutical and medtech sectors.

The faculty offers specialist programmes in:

- Pharmaceutical Business Operations
- Pharmaceutical Data Analytics
- Medical Device Business and Technology
- Digital Transformation (in Life Sciences)



Innopharma
education

Pulse College

Established in 1990, Pulse College provides the highest standards of professional training courses in audio, music, film, gaming and animation.

With programmes designed and delivered by experienced working professionals, Pulse College is at the forefront of professional industry training courses. The college is recognised internationally for its world-class facilities, the standard of its training programmes, and quality of its graduates..

Pulse College offers a number of courses in collaboration with Griffith College in the areas of:

- Animation and Creative Technologies Music
- Production and Audio Technology Music
- Production for Games
- Music Composition and Scoring



Getting to Griffith



Griffith College Dublin, South Circular Road, Dublin 8

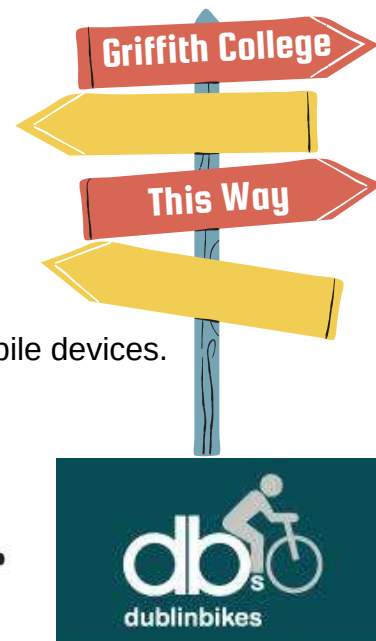
Bus Routes — the following Dublin Bus routes bring you to Griffith College: 9, 16, 49, 54a and 122.

DublinBikes — the nearest station to the college is in Portobello.

Luas — the nearest Luas stop to the college is on Harcourt Street.

Driving — limited free parking is available on campus.

MazeMap — MazeMap is a service for indoor maps on campus.
Download the MazeMap app on Google Play or The App Store on your mobile devices.



Dublin Bus

LUAS



Griffith College City Centre, Wolfe Tone Street, Dublin 1

Bus Routes — the campus is well-served by buses, with numerous routes stopping along O'Connell Street and the quays.

DublinBikes — there is a bike station just outside the campus on Wolfe Tone Street.

Luas — the nearest Luas stops are Jervis (Red Line) and Dominick (Green Line), each approximately a five-minute walk away.

Driving — parking is available on nearby Parnell Street.



Griffith College Cork, Wellington Road, Cork City

Walking — the College campus is located on Wellington Road, just a 15-minute walk from St. Patrick's Street, the main shopping street in Cork City Centre. It is approximately 500m from the main train station serving a wide variety of towns and cities. The main bus station is a fifteen-minute walk from the College and most bus routes start and terminate there.

Bus Routes — the 207 and 208 buses bring you to St Luke's Cross and both pass through the city centre.

Train — Kent Train Station is a 10-minute walk from the College; the station serves a wide variety of towns and cities.

Cork City Coca-Cola Zero® Bikes — there are 32 bike stations across the city with the nearest ones to the College located at Kent Train Station, Lower Glanmire Road, Brian Boru Bridge and Parnell Place Bus Station.

Driving — there is limited free parking available on campus and it is allocated on a first-come-first-served basis.



Griffith College Limerick, O'Connell Avenue, Limerick City

Bus Routes — the campus is well-served by bus routes along O'Connell Avenue.

Train — campus is a 10-minute walk (700 metres) from Limerick Station (Colbert) - the main bus and rail station in the city.

Driving — on-street parking is available and requires a parking disk. A cheaper option is to use the various car parks in the area or at Limerick Station (Colbert).

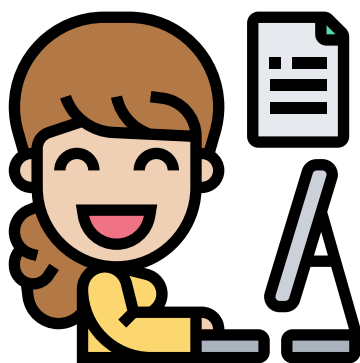
Reception



The College's reception team is happy to assist you with any queries in relation to room locations and scheduled classes.

The Reception on the South Circular Road campus is open Monday-Friday from 8:30am-8.30pm, and 9.00am-3:00pm on Saturdays and Sundays, during semester. Opening hours vary outside of term-time. Reception desks in all other campuses operate on a Monday to Friday basis.

Please note that reception staff cannot accept coursework on behalf of a faculty, nor can they provide a messaging service on behalf of students, except in emergency situations.



Contact

Dublin — South Circular Road Phone: (01) 415 0400

Dublin — City Centre Phone: (01) 415 0450

Cork Phone: (021) 450 7027

Limerick Phone: (061) 310 031

reception@griffith.ie

reception.citycentre@griffith.ie

info.gcc@griffith.ie

info.gcl@griffith.ie



Pictured above: Griffith College South Circular Road Reception

Quality Assurance & Enhancement



Quality Assurance and Enhancement (QAE) procedures and guidelines are there to ensure that you get the most out of your Griffith College experience. They ensure excellence in all aspects of College activities, from application for a programme through to graduation from the programme.

For all QAE policies and procedures please see the Quality Assurance and Enhancement section in the “About” section on Griffith.ie or see the QAED tab in your Moodle account.

Griffith College works in partnership with national and professional accreditation agencies, both in Ireland and overseas. This ensures that all programmes are recognised nationally and internationally.

Our validating partners

- Quality and Qualifications Ireland (QQI) was established in November 2012 under the Qualifications and Quality Assurance (Education and Training) Act 2012. The international status and value of a QQI qualification are assured as the demand for graduates continues to grow at home and abroad.
- The Institute of Commercial Management is a globally recognised and respected foundation based in the UK. ICM is involved in the design and development of professional educational courses.
- The Business and Technology Education Council (BTEC) is a provider of further education qualifications in England, Wales and Northern Ireland.
- CISCO Learning Solutions Partner is a world leader in networking products, services and industry solutions, helping companies realise greater returns on technology investments.

Our education partners

Griffith College recognises the benefits of cultural exchange in developing a fully rounded educational experience for its students. The College has partnerships with over 140 universities and colleges around the world. These partnerships play a key part in the global campus environment that Griffith offers. Currently, there are students from over 100 countries worldwide studying at Griffith's four campuses in Dublin, Cork and Limerick.



QQI

Quality and Qualifications Ireland
Dearbhú Cáilíochta agus Cáilíochtaí Éireann



ICM

The Institute of Commercial Management



Academic Administration manages processes related to Registration, Semester abroad, Examinations, Graduation and Student records.

We have an open-door policy during our listed opening hours below and are happy to assist with any queries you may have. Should you wish to make an appointment outside the opening hours, please contact us directly.

The Academic Administration Office is located in D209 on the 2nd floor of the Daniel O'Connell Building on the South Circular Road, Dublin Campus.

Opening Hours

Monday	09.30 - 17.30
Tuesday	09.30 - 17.30
Wednesday	09.30 - 17.30
Thursday	09.30 - 17.30
Friday	09.30 - 16.00
Saturday/Sunday	Closed

Contact Us

Registration	registration@griffith.ie	(01) 4150337
Examinations	examinations@griffith.ie	(01) 4150485
Graduation	graduation@griffith.ie	(01) 4150337
Student Records	studentrecords@griffith.ie	(01) 4150459
Admissions Office City Centre	admissions.wts@griffith.ie	(01) 4150450
Admissions Office Cork	admissions.gcc@griffith.ie	(021) 4507027
Admissions Office Limerick	admissions.gcl@griffith.ie	(061) 310031/43

Registration

Registration ensures that Griffith College has full and accurate records relating to your studies. You must register online before your programme commences. Completing registration allows you to pay fees, seek tax relief, and access essential college resources such as Moodle, assessment results, information on Graduation, etc. It also ensures you are registered with the relevant awarding body for your programme (i.e., QQI, BTEC, etc). If you are not registered, you will not be able to submit assessments, take examinations or graduate. To complete registration, please access my.griffith.ie with your log in details and follow the instructions provided. This allows you to pay your fees, check your personal details and information relating to your programme. Once fully registered, you will have access to College Resources.

Student fees, policies and procedures

You are required to register and pay your fees in full before the start of the programme unless an approved payment plan is in place with the College. You cannot attend any aspect of your programme unless you have registered.

Academic Administration Fees, International Student Support Fees (Category Non EU only), QQI Award Fees, and a 2% Learner Protection Fee, are also chargeable in addition to your tuition fees, for all academic learners. Your offer letter will detail all fees applicable to you.

By registering on a programme with the College, you become liable for fees at that point.

Should you begin a programme and subsequently withdraw or defer at any stage of the programme, you remain liable for the full fees at that point. Where you have a payment plan in place with the College, this payment plan must be adhered to and fees remain due in accordance with the payment plan signed

Please note that if your account falls into arrears at any point during the academic year, access to certain College facilities e.g. Moodle, College computers, Library facilities, will be suspended.

If your account remains in arrears, further sanctions may be imposed by the College,

including but not limited to removal from class, non-correction of assignments and denial of access to examinations.

The College also retains the right not to register you with the relevant authority.

It is College policy not to refund fees under any circumstances.



Payment Options



Payment Options

You may pay your fees using any of the methods mentioned below:

- Pay On-line using credit or debit card at www.griffith.ie/payonline .
- Pay by Bank Draft/Cheque/Postal Order made payable to Griffith College.
- Pay by Direct Debit – you should refer to the Fee Payment Options section in “My Fees” on my.griffith.ie for information on paying by Direct Debit.

My Fees - my.griffith.ie

When you log in to my.griffith.ie, you can view your account, print receipts, print invoices, print a Statement of Account, and download a Sponsorship Form.

For queries, please contact:

- Dublin SCR Main Campus: studentfees@griffith.ie 01-4150483/493/479 or call to D006
- Dublin City Centre Campus: studentfees@griffith.ie 01-4150483/493/479
- Cork Campus: studentfees.gcc@griffith.ie 021-4507027 or call to the Fees Office
- Limerick Campus: studentfees.gcl@griffith.ie 061-310031/43 or call to the Administration Office.



It is College policy not to refund fees under any circumstances.

Accommodation Options



Your life on campus should be much more than the classroom experience. There are clubs, societies and lots of events in your local area. People you meet while in College often become friends for life.

Enjoy every minute of your time on campus and make the most of it! Ask questions, go on a social night out, use resources and ensure you get the best from your time in college.

Below are some useful contacts that you may need while at Griffith College.

Accommodation

Looking for accommodation for the first time when going to college can be extremely daunting.

Try to look at it as a new experience and part of your College journey. There are a few things to bear in mind when looking for accommodation.

What kind of accommodation are you looking for?

Halls of Residence / Purpose Built Student Accommodation (PBSA)

Halls of Residence or Purpose Built Student Accommodation is ideal if you want to be in close proximity to campus, live with fellow students and really immerse yourself in College life. These would usually have a lease period of 9 months or over two semesters.

Digs/lodgings

Digs or lodgings is where you live with the landlord or a host family. These can be from Monday - Friday or full-time. Breakfast and/or dinner maybe included depending on the agreement, but generally you are only renting a room in the home.

Private rented accommodation

This is a letting by a landlord or through a letting agency. This can be for a house, apartment, shared accommodation or single occupancy. Leases are usually for six or 12 months periods so ensure you check before agreeing or signing that the lease period suits your needs.



Tips for Accommodation



Tips to get you started

When looking for accommodation bear the following in mind.

Look early

If you start looking for accommodation early, it is more likely you will find more options suited to you. Also you may find accommodation at a better rate, if you decide to look early.

Know where you want to be

It may sound simple, but looking at where you want to live is important. Know where your campus is and the best ways to get there. This should make it easier to narrow down a location that suits you best.

When choosing a place

Before paying a deposit, always view it first, and ensure you meet the landlord or letting agency. The landlord must be registered with the Residential Tenancies Board (RTB) and you are legally entitled to a rent book, which you can pick up in most post offices or stationery shops. Ensure you get a written agreement of a lease and read it carefully, and never hand over cash, if possible. Keep receipts for everything and always get a signature from your landlord in your rent book upon rent payments and for the deposit.

Read the contract

Ensure you read your lease before signing it. You are liable for rental payments for the duration of your lease, including time away for holidays. If you decide to leave earlier you may be liable to pay for the rent due until the end of your lease. So if you signed a lease for 12 months but only plan on staying for nine, you are required to pay for the full 12 months unless otherwise agreed with your landlord.

Make a list

When moving in, make sure to fill out an inventory of items contained in the property. Take photos of each room and in particular any damages so that you can be sure that any damages not caused by you cannot be docked out of your deposit. Also if something is broken, ask for it to be fixed or replaced prior to moving in.



For more information on tenant rights and responsibilities, visit rtb.ie or threshold.ie

Accommodation on Campus



South Circular Road and City Centre campuses

On the South Circular Road campus there is purpose-built student accommodation, which houses over 650 students each year. The apartments have been sensitively designed to complement and reflect the historical significance of the campus as a whole, while offering comfortable, modern living with 24-hour security for residents. Griffith Halls of Residence is built in two blocks which consist of 165 apartments.

Visit www.ghr.ie or phone (01) 4163320 for more information.

Your students' union also offers advice on how to find accommodation off campus and within the Dublin area. You can also contact the SU via phone on 01-4150460 email studentliving@griffith.ie or call into their offices which are located beside the main entrance of the South Circular Road Campus.

There are also many online resources to help find accommodation such as:

- www.daft.ie/student-accommodation
- www.rent.ie/student-accommodation
- www.collegecribs.ie
- homes.usi.ie
- www.homestay.com/ireland/dublin

Cork Campus

Griffith College Cork works with the following accommodation companies to assist students in finding suitable accommodation:

- staycork.ie
- www.eazycity.com
- www.viva-cork.com/en
- www.calvinstay.com

There are a number of student accommodation complexes situated in close proximity to the College.

The College also works with host families around the city, their service includes half-board during the week and full-board during the weekend.

Limerick Campus

Griffith College Limerick can advise the best place to look for suitable accommodation. Ask reception for more information.

- daft.ie/student-accommodation/
- Property Management Ireland
- thomondvillage.com
- ashdownvillage.ie
- citycampus.ie/

Student accommodation is available in a local Student Village. A regular bus transfer service, to and from the College is available.

The College also works with host families around the city, their service includes half-board during the week and full-board during the weekend.

Student Etiquette

Attendance

Your success on your chosen Griffith College programme is enhanced by a variety of learning supports both in-class and through online resources. Your participation and attendance at lectures is critical to ensure you are benefiting from these supports throughout the duration of your studies.

Activities including in-class discussions, simulation exercises and workshops depend on class attendance. So, while each learner has a responsibility for organising and managing aspects of their own learning, enrolment on a programme also entails commitment to participation. The nature of participation whether it is face to face, via the internet and its scale, will differ between programmes.

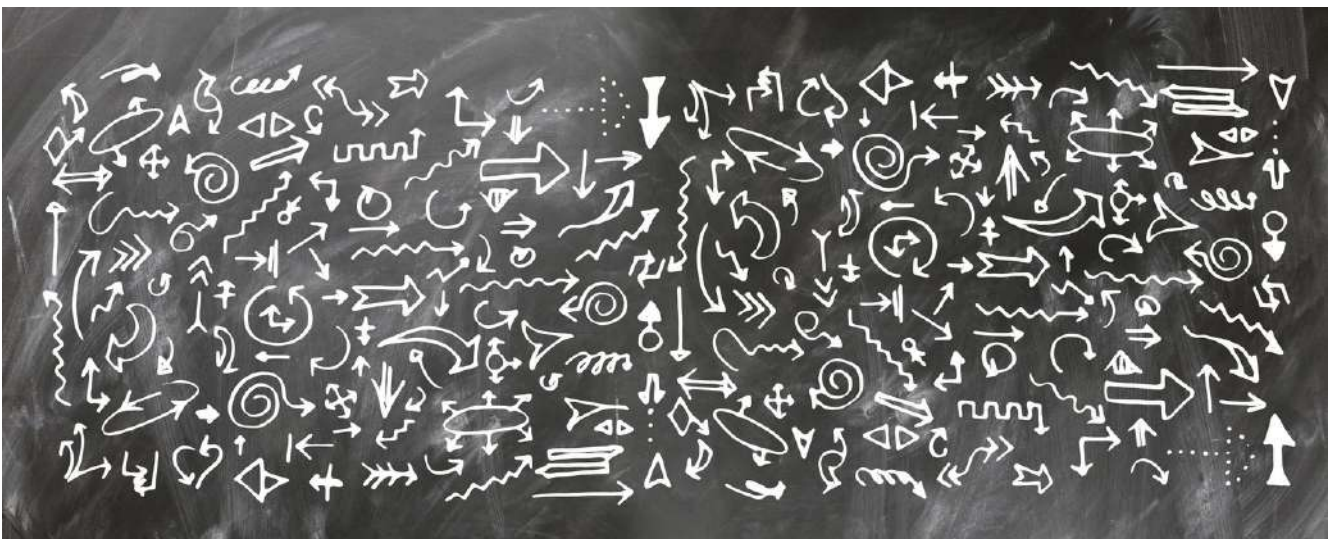
Full information about the time and location of teaching and assessment arrangements as well as information about your programme's attendance requirements will be provided by your faculty.

We ask that you:

- take the time to understand your programme's attendance requirements
- let your faculty know of any attendance difficulties
- are aware that low attendance and lack of participation can result in you being withdrawn from your programme.

Netiquette

All emails between learners and academic/administrative staff of the College should be professional, courteous, respectful and polite. There should be an appropriate salutation (e.g. Dear Mary / Hi Dr Murphy) and care should be taken with grammar, spelling etc. All members of staff have specific working hours so please do not expect a response outside of these hours.



In-class and communication etiquette

All students are expected to comply with the following guidelines when attending lectures and interacting with lecturers and administrative staff in Griffith College:

Dos and Don'ts for student etiquette

Do:

- be courteous to fellow classmates and staff at all times;
- understand and respect cultural differences between yourself and your classmates;
- be open-minded to other people's opinions during group work, and respect that it is a team effort;
- exercise boundaries between you, classmates and staff. Contact should only ever relate to material around your module or programme with staff.

Don't:

- use your mobile phone in class without expressed permission from your lecturer;
- record any lectures without seeking consent beforehand;
- arrive late - you will disturb the class and may not be permitted entry;
- leave lectures early unless you have sought permission before the beginning of class;
- attend class under the influence of alcohol/drugs;
- contact lecturers outside of business hours or during unsociable hours, especially if a lecturer has entrusted you with their contact details.



Your health and safety is a top priority while at Griffith College. If you feel unsafe or see anyone in danger at any time, report it to a member of security immediately.

Accidents and emergencies

It is extremely important that any accident or injury is immediately reported to a member of staff in order to alert first responders. In the absence of a member of staff near the incident, reception should be notified.

Evacuation and fire alarm response

All College buildings are equipped with fire alarm systems and fire extinguishers. If a fire or other incident occurs, the fire alarms will be activated and the buildings evacuated. Whenever a fire alarm is activated you are required to evacuate the building, through the nearest fire exit, and go to your nearest assembly point. Do not return to the building under any circumstances until the all clear is given by a Fire Marshall or designated member of staff.

If you discover a fire or other incident, raise the alarm by breaking the nearest available fire alarm break glass point and then follow the evacuation procedures. Do not attempt to tackle a fire. Please cooperate with all instructions from a Fire Marshall or designated member of staff.

Please note: Fire drills are conducted from time to time. As with actual fire alarms, fire drills require immediate evacuation of the building and outdoor assembly. Please make yourself aware of your nearest means of escape.

Property and equipment

Do not intentionally or recklessly interfere with or misuse any equipment etc. provided for the safety, health or welfare of students and staff.

Should you become aware of any defect in equipment or property that might endanger safety, health or welfare you are requested to report this to a member of staff.



For assistance, contact security on the South Circular Road Campus on 01 4150495, or 087 2711948 / 086 8182370.

For all other campuses, contact reception. Contact details can be found on page 11.

The Cork campus has an evening reception number which is contactable through 087 7010800.



Key People to know



While at Griffith, there are key people who will be able to assist you within your faculty.

Faculty Administrator

Faculty administrators manage the administrative functions and relevant issues relating to your studies. These include your attendance record, assessment results, certified absences, and requests for deferrals. You can find your Faculty Administrator contact details on your Moodle Home page.

Faculty Head/Programme Director

Your faculty head has ultimate responsibility for all academic matters in relation to the delivery and assessment of your programme. They ensure that your programme is planned well, developed and runs smoothly day to day.

Lecturers & Tutors

Lecturers have primary responsibility for delivering the individual modules of your programme. Should you encounter any difficulties with a particular module, your lecturer is the first person you should contact.



Key Contacts



Faculty Administrators - Dublin Campuses



Apprenticeships

Ines Bera apprenticeship@griffith.ie (01) 4163 337

Business Faculty

Stephen Nolan steven.nolan@griffith.ie (01) 4150 425
Raluca Serban raluca.serban@griffith.ie (01) 4150 416

Computing Faculty

Aisling Farrell aisling.farrell@griffith.ie (01) 4150 428
Maria Damian maria.damian@griffith.ie (01) 4163 329

Creative Arts & Screen Media

Bianca Ciurezu bianca.ciurezu@griffith.ie (01) 416 3397

Design Faculty

Rebecca Daly rebecca.daly@griffith.ie (01) 4150 423

Graduate Business School

Kamile Kibar gbs@griffith.ie (01) 4150 419
Jessica Yang gbs@griffith.ie (01) 4163 309

Griffith College Professional Academy

Angela Curran professionalacademy@griffith.ie (01) 4150 429

Engineering

Caleb McDonough beiseadmin@griffith.ie (01) 4150 438

Journalism and Media Communications

Oliveann Cassidy oliveann.cassidy@griffith.ie (01) 4150 456

Law Faculty

Romina Maddalena romina.maddalena@griffith.ie (01) 4163 308
Precious Abebe precious.abebe@griffith.ie (01) 4150 462

Leinster School of Music and Drama

Kirstie Muldoon kirstie.muldoon@griffith.ie (01) 4150 467

Professional Accountancy

Jacqui Broderick jacqui.broderick@griffith.ie (01) 4150 461
Susan King susan.king@griffith.ie (01) 4150 474

Teaching and Learning

Lauren Guy tladmin@griffith.ie

Key Contacts



Administrators - City Centre Campus

Wolf Tone Street admin.citycentre@griffith.ie (01) 4150 443

Faculty Administrators - Cork Campus

Joanne McCarthy admin.gcc@griffith.ie (021) 2379 262

Christine White admin.gcc@griffith.ie (021) 2379 305

Cert, International Foundation Studies

Emma McCarthy emma.mccarthy@griffith.ie (021) 2128 511

Professional Accountancy

Helen Long helen.long@griffith.ie (021) 4508 617

Faculty Administrators - Limerick Campus

Computing, Business and GBS

Fiona O'Sullivan fiona.osullivan@griffith.ie (061) 533836

Bar Management/Apprenticeship

Kaitlyn Crowley kaitlyn.crowley@griffith.ie (061) 533858

Denise Sheehy denise.sheehy@griffith.ie (061) 533908

Admissions/Student Services

Jamie Lynch jamie.lynch@griffith.ie (061) 533854

Partner Administrators

Innopharma Education (01) 4150477

James Kearney james.kearney@griffith.ie

Jelena Rusinova jelena.rusinova@griffith.ie

Danielle Sheil danielle.sheil@griffith.ie

Aditya Shankar aditya.shankar@griffith.ie

Carol Keogh carol.keogh@griffith.ie

Pulse College

(01) 4784 045

Eoin McAuley -Games & Animation eoin.macauley@griffith.ie

Philip Brady – Music philip.brady@griffith.ie

Globe Business College Munich admissions@globe-college.com +49 89 59990845

Other Useful Contacts

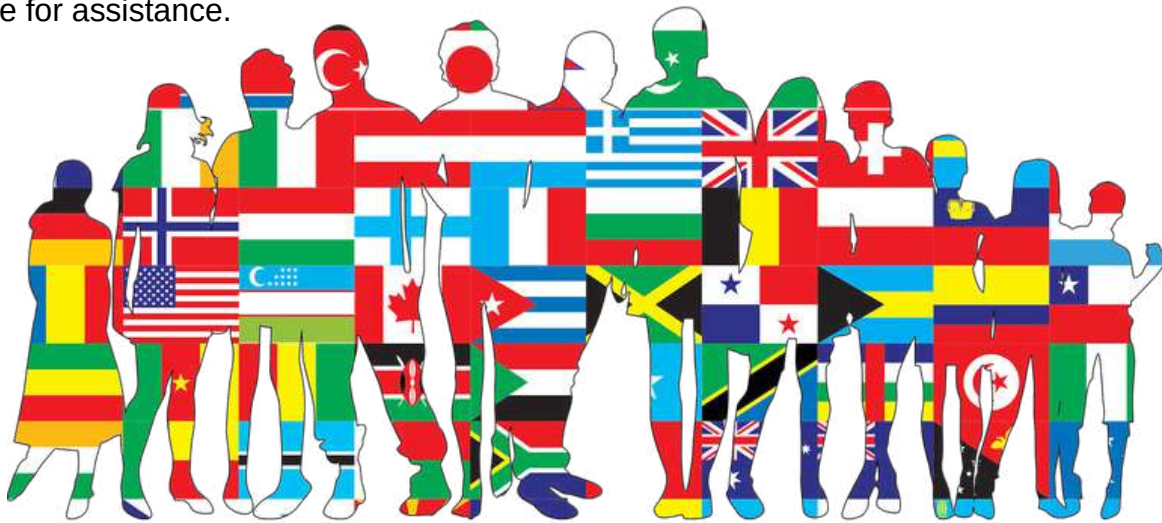
Springboard Courses and Lifelong Learning

Nazreen Sinnen springboard@griffith.ie (01) 4150442

Professional Academy, Edel Irvine edel.irvine@griffith.ie (01) 4163385

The international office is located in the Dublin South Circular Road campus on the ground floor of the Academic Facilities Building (AF105). The office acts as a resource for international students in the College. You can email the international office at international@griffith.ie or visit the office during their contact hours (9.30-17.30, Monday-Friday). The international office will assist you in applying for a PPS number, opening a bank account and renewing visas.

If the international office listed above is not on your campus then you can phone, email or call to your faculty office for assistance.



Special note on attendance for international students

In addition to College regulations on attendance, the Irish Department of Justice guidelines outline that international students must maintain an attendance level of 80% or more for the duration of their programme. Any attendance level lower than 80% is not acceptable. The international office also monitors attendance on a regular basis to ensure that all International students adhere to this regulation. If there is a valid reason for non-attendance, you are required to provide an explanation along with any relevant documentation to your faculty administrator and also send a copy of this documentation to the international office. In this case, certified or documented absences will not affect your attendance record.

Visa extension letter requests

This service is only provided by the international office. Students must apply for a visa extension letter using the online letter ordering system – www.gcdinternationaloffice.ie. Having completed the letter ordering process, you will automatically receive an email giving the date you must call to the international office to sign off on your request. When doing so, you will be given your attendance rate and the date after which you may go to the Garda National Immigration Bureau to renew your visa. It is imperative that you have a valid email address when using the online letter ordering system. You should apply for a visa extension letter a minimum of 21 days prior to your visa expiring.

MyGriffith

MyGriffith will be your central resource for all your online College information.

Through this site you will be able to access all your Griffith online services including Moodle, your Griffith Student Email (which is automatically created at completion of Online Registration), Online payments, current and past exam results, and updating your personal information (change of address or phone number), etc. To access MyGriffith, please access: my.griffith.ie

Login to MyGriffith

Your Griffith username and password

Once you are fully registered you should be able to log on to all of the Griffith College systems. Your single sign-on username is your student email address and your password is your date of birth e.g. 31/12/2001. If you need to reset your password you can do this at <https://mypassword.griffith.ie>

Student email

All students are assigned a College email account. This account is not only for the duration of your time at College, but also beyond when you become a Griffith Alumni member. Your student email also gives you access to online storage (OneDrive) and the ability to use Microsoft Office. If you would like all communications from the college to come to this email address, please contact your faculty administrator with the request to update your email address.

Moodle

Moodle is Griffith College's Student Virtual Learning Management System. It is the main resource for your programme information. Here, you will find all the information on your programme and modules including past exam papers, class notes and exam timetables, assignments, access to information databases and College regulations. You will also find procedures and academic forms on your MyGriffith account.



Library staff look forward to supporting you in your learning at every stage of your studies.

The Library collection includes books, ebooks, journals, music manuscripts and DVDs, as well as online journals, electronic dissertations and academic databases for all faculties.

Understanding how to find and communicate academic materials is an important skill to develop, and the Library provides a range of resources to help you. We provide guidance in how to navigate our materials and can assist you with sourcing relevant information for your assignments and dissertations. We can help you to develop an understanding of academic integrity and how it applies to your coursework. As well as face-to-face individual support, we offer in-class workshops, tailored group labs and general library orientations. To facilitate equal support to all learners, we offer remote support and will arrange Zoom meetings on request.

Library Online

Browse our holdings on the library catalogue. This includes access to eBooks, to view these you will need to enter your Moodle username and password.

All other library services and information can be accessed through the main Library website. This includes access to online resources such as academic databases, our range of learner support materials on topics such as academic writing, referencing and literature reviews. We regularly add to our video guides on our Library YouTube channel and we provide links to interactive tutorials on our Library information page on Moodle.

Learner support

We offer a range of support for those who are registered with the Learning Support Office. In addition to this, if you require any assistance accessing our services, please do contact us and let us know how we can best facilitate you.

Contacting the library:

Library Website: library.griffith.ie

Dublin

2nd Floor of the A Block (SCR Campus)
library@griffith.ie (01) 415 0490

Cork

library.gcc@griffith.ie or phone (021) 450 7027

Limerick

faye.butler@griffith.ie or phone (061) 310 031



PCs and logins

There are a number of Windows PCs, MAC PCs and laptops available throughout your campus.

To log on to a PC, enter your student email address as your username and your date of birth as your password (unless you have changed your password). More information is available on <https://griffith.ie/it>

IT Service Desk

If you encounter any issues with computers, printers or anything IT related, irrespective of your campus location, you can contact the IT Service Desk on helpdesk@griffith.ie, who will respond to your query as soon as possible.



How to connect to the Eduroam Wifi network automatically

For your convenience, a tool is available to configure a connection for you at cat.eduroam.org/. Simply click 'Download your Eduroam Installer' then choose Griffith College from the list presented. Select whether you are a student or staff member and click 'Download your Eduroam installer'. iOS users can use the link above. For Android users, the Eduroam app is available from the Play Store.

Printing

Before you can print or copy you must register your student account with PaperCut, the print control system.

- Tap your student card on the reader at any printer on campus
- A message will appear saying the card is not associated with an account and asks if you want to associate it now - choose Yes
- Enter your email address (e.g. joe.bloggs@student.griffith.ie) and password (same as your PC password) on the touchscreen.

You are now registered with PaperCut and can use the system. If you do not have your student card you can still register, login to the printers and release your prints by using your account details via the touchscreen on the printers.

Printing credit can be bought online at printing.griffith.ie

Deferrals are only granted for reasons such as bereavement, illness or extenuating circumstances such as caring for others or jury duty (this would require supporting documentation). If the Programme Director/Lead sanctions a deferral, you need to complete a form and send it to registration for processing. If a component deferral is given, you will be expected to take the assessment of that module at the next available sitting.

There are a few different types of deferral:

1. Programme Deferral: where you wish to defer your full programme of study until the next academic year (must be requested within 4 weeks of registering)
2. Module Deferral: where you wish to defer module(s) until the next academic year (must be requested within 4 weeks of registering)
3. Assessed Work Deferral (Assignment, Exam, Project, etc.): In the event that you need to defer your assessment to the next exam sitting due to illness or extenuating circumstances.

**Please note, Programme and Module deferrals are granted for one year only.
Assessment deferrals are granted for one semester only.**

If you wish to apply for a deferral you must submit a Learner Record Amendment Form (LRAF), which is available to download from Moodle. You should submit your completed form to your faculty to be approved by your Programme Director. If your application for deferral is approved, your Programme Director will outline the conditions of the deferral. In the event that your deferral request is unsuccessful you have the right to appeal the decision.

For further information, please refer to [QAE C4](#).

Assessments

Your academic progress at Griffith College is normally assessed through a variety of measures which may include assignments, examinations, presentations, practical assessments, etc. For information on how your modules are assessed, please refer to your Programme Handbook, which will include this information together with the rules and regulations relating to assessments.

Assignments and projects

- All work must be submitted by the appointed deadline. Information on how to submit work, including the appointed deadline, will be provided by your faculty.
- It is college policy not to grant extensions other than in exceptional circumstances.
- It is important to make and keep a copy of every assignment/ project/ dissertation you submit to the college.
- Assignment work will not be accepted without a Cover Sheet. This coversheet is available on Moodle and should be attached to both hard copy assignments (where applicable) and soft copies submitted through 'Turnitin' (a software resource used to evaluate academic integrity).



Examinations

For programmes that are divided into semesters, examinations typically take place at the end of each semester.

Where modules extend across two semesters, the examinations are typically held at the end of the second semester. A supplemental examination sitting normally takes place at the end of the academic year and before the next academic year starts – typically August.

Please refer to [Student Support Moodle](#) page for information on examination regulations .

Prohibited materials

You are not permitted to take any material into the exam venue that might give you an unfair advantage over other students. You also may not have written notes of any kind on your person. You should not bring items of value or importance to exams or leave them outside in bags or coats. Items that you may not take into an exam include:

- mobile phones
- computer hardware/
- software
- smart devices
- notes of any kind
- programmable calculators
- textbooks (unless approved by your faculty)



Any unauthorised material found in your possession will be confiscated immediately and your actions may be construed as an attempt at cheating. A full investigation will take place, which may result in disciplinary action.

Assessment results

Assessment results are normally issued within 4 weeks of your final assessment. For further details, please refer to the Academic Calendar included in this handbook. Academic Calendars may vary for your programme. For more information, please contact your Faculty Administrator.

Please note that results remain provisional until they have been approved at the relevant examinations board. Transcripts of results are issued by your Faculty Administrator, in hard copy, on completion of your programme. Please ensure that the College has your correct contact details for all correspondence. To check and update your Contact Details, please log in to my.griffith.ie.

To access your results, please log into <https://themis.griffith.ie> using your Griffith email account (Single Sign On) details to sign-in. Your SSO account will be your @student.griffith.ie email address and password (If you are logging in for the first time, please note that you may be prompted to setup the MFA - Multi-Factor authentication).

How the grading system works

Most programmes within the College are assessed on the Percentage Grading Scheme (%).

Normally, the pass mark is 40%. However, for some programmes, the pass mark is 50%. To find out the pass mark pertaining to your programme, please refer to your Programme Handbook or contact your Faculty Administrator.

You must achieve the minimum pass mark in each module. Where modules are assessed by more than one component (assignment, project, examination, etc.), you normally must pass each component. To find out the breakdown of assessment in each module, please refer to the approved programme schedule in your programme handbook.

Pass by compensation

Each assessment component completed is marked out of 100%, with the minimum pass mark normally set at 40% or 50%. Compensation may apply where you achieve 35%-39% (where the pass mark is 40%) or 45%-49% (where the pass mark is 50%), respectively, according to the pass mark of the programme.

The rules for compensation are as follows:

- You must be registered for the module as a 1st attempt
- You must not have failed (currently or previously) any module within the stage
- You must have achieved the deficit marks required in another module within the stage

Passing a component (exam, assignment) by compensation

You can pass a component by compensation, providing:

- You have passed all components within the module
- You have achieved sufficient additional marks in the other components to compensate for the deficit

Example of compensatory component results

Assuming pass mark is 40% and both components have equal weighting of 50%

Scenario 1

Exam Result achieved – 36%

Assignment Result achieved – 44%

Overall Module Result achieved – 40%

Overall Module Grade achieved - P

Student can pass exam by compensation and does not have to retake the exam

Scenario 2

Exam Result achieved – 36%

Assignment Result achieved – 32%

Overall Module Result achieved – 34%

Overall Module Grade achieved - F

Assignment mark is a fail mark, assignment must be repeated. Exam Mark is a fail mark and cannot be passed by compensation due to the failing of the assignment. In this scenario, both components must be repeated at next available sitting.



The overall result for each module is calculated by multiplying the result achieved in each component by the associated weighting and then adding the results together.

Explanation of Module Grades

Assessment Grade	Explanation
P	Pass
D	Pass by Compensation
I	Deferred component – must resubmit/retake at next available sitting
WH	Result withheld from exam board – contact faculty for further details
*F	Fail. Passing by compensation is unavailable. You must repeat all failed components.
NP	Did not present. You must resubmit /retake relevant components
W	Withdrawn at your own request
T	Withdrawn – following college decision
X	Exemption granted based on prior learning
L	Results achieved through prior credited achievement
OF	Result absent due to outstanding fees

How an overall stage or award result is calculated

The overall result for each year/stage of your programme is represented by the Percentage Point Average (PPA) achieved within the year/stage.

To calculate the PPA, the percentage achieved in each module is multiplied by the credits allocated to the module to determine the Percentage Credit Score.



Overall Results



Example of how an overall result is calculated

Module	% Achieved	Credits	% Credit Score
Business Policy	60	10	600
Operations Management	65	10	650
Financial Management	72	10	720
Buyer Behaviour	61	10	610
Management Applications	45	10	450
Project	50	10	500
Total Credit Score			3530

The Percentage Credit Scores for each module are added together and divided by the total credits for the year/stage to arrive at the PPA as indicated below:

$$\begin{aligned} \text{Total Percentage Credit Score} &= 3530 \\ \text{Total Credits for stage} &= 60 \\ \text{Percentage Point Average} &= 58.9 \end{aligned}$$

To find out the credits allocated to each module associated with your programme, please refer to the approved programme schedule in your programme handbook.



How to calculate an award classification

The classification awarded is normally based on the PPA achieved in the final stage of the programme.

The award classification correlates to the PPA achieved and the Award Classification Bands relevant to the programme of study.

Award Classification Bands



	PPA	Award Classification
Masters' Degree (NFQ Level 9)	≥ 70	First Class Honours
	60-69	Second Class Honours
	40-59	PASS*

	PPA	Award Classification
Postgraduate Diploma (NFQ Level 9)	≥ 70	Distinction
	60-69	Merit
	40-59	PASS*

* In the cases where the module pass mark is 50%, the band for PASS is then 50-59%, while in the cases where the module pass mark is 40%, the band for PASS is 40-49%.

Please refer to your Programme Handbook for guidance on your Pass classification

Award Classifications



	PPA	Award Classification
Honours Degree (NFQ Level 8) Higher Diploma (NFQ Level 8)	>=70	First Class Honours
	60-69	Second Class Honours, Grade 1
	50-59	Second Class Honours, Grade 2**
	40-49	PASS*

	PPA	Award Classification
Certificate/Higher Certificate (NFQ Level 6) Degree (NFQ Level 7)	>=70	Distinction
	60-69	Merit, Grade 1
	50-59	Merit, Grade 2
	40-49	PASS

	PPA	Award Classification
Certificate in International Foundation Studies (NFQ Level 5)	>=80	Distinction
	>=65	Merit
	>=50	PASS

A 'Pass' classification of an award is a positive statement of achievement.

* In the case where the module pass mark is 50%, the band for PASS is then 50 - 59%, while in the where the module pass mark is 40%, the band for PASS is 40-49%. Please refer to your Programme Handbook for guidance on your Pass classification.

**In the cases where the module pass mark is 50%, the band for Second Class Honours, Grade 2 does not exist as an award classification. Please refer to your Programme Handbook for guidance on your Pass classification.

All awards — other than minor awards and supplemental awards — shall be classified. Minor awards and special purpose awards are normally unclassified.

Special purpose awards which have a volume of at least 60 credits, and are comparable to a major award (at the same NFQ level), may have the same classification as the major award. Please refer to your Programme Handbook for guidance on your Pass classification.



Review / Re-check

Review of Results

Students are afforded the opportunity of discussing their assessment results with their lecturer(s). Such consultations or review feedback meetings are aimed at giving guidance to improvements to future performance, and can be very beneficial for revision and repeat preparation.

Such requests must be made directly to the Faculty Office within 10 days of the release of the results. For more details, please consult your Faculty Guidelines.

Administrative re-check of assessment results

A re-check refers to the process of checking the administrative recording and addition of marks, and that all attempted parts of the question were marked, and that no computational error occurred during the marking process or in the transfer of marks to the results sheet or database. It does not involve any review of the assessment performance or the merit of the mark awarded.

Requests for re-checks must be lodged within 5 days of the official release of the results on my.griffith.ie. The request must be submitted on the appropriate form to the Faculty Administration Office, along with the set fee of €100. In the event of an error being found, which results in a change to the mark awarded, the fee will be refunded.

Appeals

If you wish to appeal the decision of an examinations board you may do so in accordance with the following conditions:

- You believe that there was a non-academic irregularity in the manner in which their assessments were conducted
- You wish to present information of mitigating circumstances which were not known to the examinations board. In this case, the learner must also show good reason why such circumstances could not have been made known prior to or at the examinations board meeting
- There is a breach of natural justice. (A breach of natural justice occurs when your right to a fair appeal is not upheld by the college).

For more details and access to the appeals form referred to in the appeals section, please refer to section QAE 15 of the Griffith College Quality Assurance and Enhancement Manual.



Learning support for learners with disabilities

Here at Griffith College, we are committed to maintaining a supportive, inclusive environment within which students can reach their educational potential.

The Learning Support office works with students and staff to promote a positive and successful learning experience for learners with disabilities and specific learning difficulties.

A range of supports are available including:

- needs assessment – a confidential meeting to assess learning needs and the student's accompanying documentation in order to agree the appropriate supports that may be required
- reasonable accommodations – this aims to remove the impact of a disability within the learning environment, so that students can demonstrate their full level of academic potential. Examples include: spelling and grammar waiver, additional time, scribe and reader support and low distraction venues during examinations
- invitations to key skills workshops – topics include time management, planning for success in assessments and exam revision techniques
- one to one support meetings.

Please note: early disclosure of disabilities (ideally at admission stage) is vital to allow for the necessary supports to be agreed and put in place from the beginning of the learning journey.

Email: learningsupport@griffith.ie Phone: + 353 1 416 3376 Office location: E002, Dublin campus.

E-Learning Support

If you are having difficulties with any of Griffith College's learning tools (e.g. Moodle, Zoom or Microsoft 365), please drop into one of our weekly student support drop-in Zoom sessions [every Wednesday from 1pm - 2pm] to find a solution to any e-learning problem you may be experiencing.

This drop-In link is listed on the Student Support page on Moodle.

If you require any further information, please get in touch with the DLD team at: e-learningsupport@griffith.ie





GPs

While at College, health issues may arise. If you need medical attention while you are at Griffith College there are services available:

Dublin

Combined GP and Dental practice (at the junction of Camden Street Upper and Harcourt Road)

Doctor - 01 475 9544

Doctor Brady's Surgery: 48 Harrington Street Dublin 8. 01-475 6300, doctorbrady.ie

Out of Hours Services: DubDoc, Outpatients Dept, St. James's Hospital, Co. Dublin, 01 454 5607

Emergency: 999/112

Cork

Cork City Medical Centre, 91 Patrick's Street, Cork 021 422 2424.

Out of Hours Services: SouthDoc, 1850 335 999

Emergency: 999/112



Limerick

Walk-in Medical Centre, 19 Parnell St, Limerick, V94 XE29, Closes 10 p.m. Phone 061 592040.

Walk-in Medical Centre, 14 St Nessan's Road. Phone: 061 592040.

St John's Hospital. Closes 6pm. Phone 061-462132.

Medi Centre. 105 O'Connell Street. Phone 061 311814

Out of Hours Services: Shannondoc 0818 - 123500

Emergency: 999/112

Counselling

A counselling service is available to all students. You can call, text or email to book an appointment Monday to Friday, 9am to 8pm. The service aims to respond to counselling requests within 24 hours.

Dublin

counselling@griffith.ie, 087 436 0032 or visit your students' union.

Cork

Sharon Marshall, Ballyhooly Road, Cork, T23 V4P6. Tel: 086 8597831.

Limerick

Eimear McNamara, mindhealthireland@gmail.com



Mental Health

"Mental health is defined as a state of wellbeing in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community." - World Health Organisation

The state of your mental health can fluctuate from month to month, day to day or even hour to hour. Transitioning into College life can be a huge upheaval bringing both exciting and stressful times.

There are so many factors that can affect the state of our mental health. If at any point you feel that your mental health is suffering, talking to someone and trying to identify what (if anything) is causing it can be hugely beneficial.

Looking after your mental health is as important as looking after your physical health. It's OK to not feel OK and it's more than OK to ask for help.

You can avail of the following services on or nearby your campus:

- learner supports
- counselling
- GP
- students' union.

All lecturers and staff want to ensure you are happy and healthy during your time here at Griffith College and beyond.

Off-campus supports

There are many local and national support services that can provide care during both difficult times and in times of crisis.

Samaritans: phone 116 123 or text 087 260 90 90 or email jo@samaritans.ie (24hours)

Pieta House: phone 1800 247 247 or text HELP to 51444 (24 hours)

LGBT Helpline: phone 1890 929 539 or email info@lgbt.ie

(check lgbt.ie for opening hours)

Aware: phone 1800 80 48 48 (10am - 10pm)

Online resources

- yourmentalhealth.ie
- SpunOut.ie
- Reachout.com
- Pieta.ie
- mentalhealthireland.ie
- sexualwellbeing.ie



"Stress is a feeling that's created when you react to certain events. It's the body's way of preparing to meet a situation with focus and heightened alertness. Stress can become a problem when it starts to affect how you cope with day-to-day stuff." - Health Service Executive

Moving into a new place, exams, relationships, jobs and other pressures can all cause you to suffer from stress. It is perfectly natural to get stressed from time to time, but it's how much it can affect you that matters. It's important to try and identify when you are stressed and take some steps to try and alleviate it.

Some helpful tips that can help to reduce stress

Hang out with people who make you feel good: socialising with friends, taking part in a club/society can be a great stress buster. Talking with friends or doing an activity can really lift your mood.

Get some exercise: playing sports or even just getting out for a walk (with or without the dog!) can really help clear your mind.

Concentrate on your breathing: if you are feeling particularly overwhelmed at a certain time, try and concentrate on breathing deeply. This can help ground you and focus on your next task.

Make a list: set out clear and realistic goals to stay on track. If you find yourself going astray don't be afraid to ask for help.

Minimise drugs, alcohol and caffeine: in the long term consuming such substances can make you feel more depressed, cause higher blood pressure and mood swings. It's important to watch out for triggers that may cause symptoms to worsen.

Eat as well as possible: when feeling stressed, it's easy to turn to junk food that you think makes you feel good. Instead, try to follow a balanced diet and avoid the usual of pitfalls of exhaustion and loss of focus.

Talk to someone: if you feel like you are not coping, there are plenty of people who are happy to listen. This can be a huge factor in helping you to cope. It is never too much trouble to admit that you are having a difficult time.

Talking to a friend, family member, your students' union, programme director, GP or counsellor really makes a difference.



Griffith College Students' Union is the representative body for all Griffith College students and is based on the South Circular Road (SCR) campus.

The purpose of your students' union is to represent students both within the institution and externally, including on local and national issues. Your students' union is also responsible for providing a variety of services to students.

You are actively encouraged to become involved so that they can directly influence and organise activities and events. The SU officers hold full-time sabbatical appointments for a period of one academic year and they are elected by their fellow students every year.

The students' union can be contacted by emailing su.president@griffith.ie or alternatively you can drop into the SU office, which is open daily. Please note opening times can be altered by SU events and trips at certain times.



Contact Details

Students' Union President 2023/2024

Snowitta Anaston	su.president@griffith.ie	01 4150460
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Vice President Entertainment 2023/2024

Mert Bekar	su.ents@griffith.ie	01 4150463
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Vice President Education & Welfare 2023/24

Mahima Sanjhira	su.vicepres@griffith.ie	01 4150463
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Vice President for Limerick 2023/24

Adetutu Davies	su.limerick@griffith.ie	
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Vice President for Cork 2023/24

TBC	su.cork@griffith.ie	
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Students' Union President

The President is the chief spokesperson of the the union and coordinator of all union events. They attend board and committee meetings on behalf of the student body and relay feedback to college management. They support and manage the Vice Presidents in the their roles, supporting events, campaigns, protests and students both on and off campus

Vice President Education & Welfare

The Vice President for Education and Welfare represents students on all academic and Wellbeing matters within the college. They are responsible for exam success campaigns as well as raising awareness and providing support for all welfare related issues such as mental health, sexual health, personal safety and academic issues.

Vice President Entertainment

The Vice President for Entertainment is responsible for organising events social opportunities for students both on and off campus. These include Freshers Week, a Halloween Ball, Christmas Events, Easter and other events on campus.

Vice President for Limerick

The Vice President for Limerick represents students on all boards and committees taking place on the Limerick campus. They also provide support to students on the limerick campus, signposting to relevant services. They also organise campaigns and events with the support of the other officers.

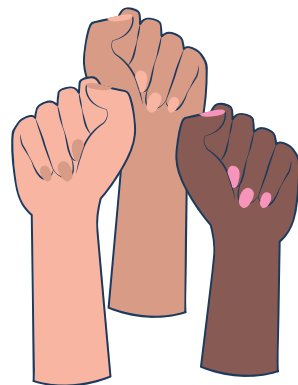
Vice President for Cork

The Vice President for Cork represents students on all boards and committees taking place on the Limerick campus. They also provide support to students on the Cork campus, signposting to relevant services. They also organise campaigns and events with the support of the other officers.

***Each of these positions are elected by the student body on an annual basis in Semester 2.**

Class Representatives

Class reps are elected at the beginning of each semester by each class to represent the views of their peers. Class Rep council meetings take place each month which allows the Students' Union and class reps to share issues and information about the college, programmes and other issues that may be affecting students. It is important to ensure each class has a class rep to ensure your class has an equal voice and representation.



Student Activities



The Griffith Activities Team focuses on all aspects of the college experience and life outside the classroom. The main areas we look after are sports, adventure and wellness.



Sport

A wide range of sports are on offer to get involved in, some of the sports include; Basketball, Cricket, Football, Volleyball, Badminton and much more. During the year, there will be training and competitions against other third level institutions. As well as competing, there is also a huge social aspect to the sports teams, which can really enhance your time here in Griffith College.

Adventure

For the adventure element, they arrange trips, some involve getting active and others are focused on experiencing and seeing Ireland. There are a selection of day and weekend trips, as well as smaller day and weekend activities to ensure there is always something to get involved in. All of their activities will be shown on your Activities Calendar in your induction goodie bag.

Wellness

Then there is the wellness section of student activities. For this, there are a range of contacts available for you; whether that be a GP, Dentist, Well-women clinic and so on.

There is a free counselling service here that is available to all Griffith College Students, the service is completely confidential and based off campus, you can contact them on; counselling@griffith.ie or 0874360032. Another aspect of wellness is the 'Wellness Series' this is a monthly event organised to focus on different areas of sexual, physical and mental health.

All of the details can be found on your Activities Calendar, or you can call in to our office, which is located in room D014 on the South Circular Road Campus or send an e-mail to activities@griffith.ie.

We look forward to meeting you all in person.



The Careers Office in Griffith College is here to help you make the transition from college to the world of work!

Griffith College Careers Office is located in room D012 and is committed to providing Careers Supports to students across each of our campuses and also our graduates!

One to One Appointments are available and can be booked at www.griffith.ie/careers

Students on Cork campus may contact the Careers and Industry Liaison Officer in Cork - Marion Courtney through email at marion.courtney@griffith.ie

The Careers Office uses the Griffith Alumni Network The Griffith Alumni Network is an exclusive online alumni community where you can find your college friends, develop mentoring and networking relationships, join industry or local chapters, and post events and photos, all in a supportive and welcoming community.

The Griffith Alumni Network is a great way to keep up to date with events, career notices and job vacancies! It will also give you the opportunity to network with Griffith College Alumni who have identified on their profile that they are happy to help students and graduates! And you don't have to wait until you graduate, we are inviting Griffith College students to sign up today at <https://griffithalumninetwork.com/>



Graduation

Each year, more than 1000 students will graduate from Griffith College. The graduation ceremonies normally take place in November, where graduates can look forward to celebrating their achievements with family, friends and staff.

Further details of these events are available on griffith.ie/offices/graduation,
On completion of your programme, the Graduation Office will contact you with details of the Graduation Ceremonies. Please check that your contact details accurate by logging in to my.griffith.ie.



Alumni

Griffith College has a network of more than 40,000 alumni representing hundreds of professions and is a truly multicultural community. As a current student of Griffith College, it is important for you to remember that this alumni community will extend your Griffith experience well beyond your time as a Griffith student.

Graduating students can join the online Griffith alumni network at (www.griffithalumninetwork.com), where you can connect with college friends, increase your professional network, stay up-to-date on college happenings, alumni news, and create a lasting Griffith alumni community. We really hope that you will join this network and take advantage of the many features it has to offer.

There are other resources that are available to graduating students which include:

- Griffith College Alumni LinkedIn page
- Alumni section of the Griffith College website GroupSchemes discounts

To find out more about all of these resources available to you, go to the Alumni section of the Griffith College Website. You can join the [Griffith Alumni Network](#) and registering with your LinkedIn, Facebook or email account, or you can download the Griffith Alumni Network app. You are also welcome to email the alumni office at griffithalumni@griffith.ie or call 01 416 3349 with any questions.



Key Dates 2023/2024



September 2023

13th-14th Semester 1 Induction* TBC
18th Semester 1 lectures commence*

October

24th Semester 1 Online registration closes
31st Halloween - Bank Holiday (no classes)

November

6th-10th Assignment Week
7th-9th Dublin Graduation
15-16th Cork Graduation
22nd Limerick Graduation

December

5th Semester 2 Online registration opens
15th Semester 1 lectures end*
25th & 26th Christmas - Public holidays
31st New Year's Eve

January 2024

1st New Years Day - Bank Holiday
1st-5th Study Week*
9th-24th Examination Period
31st February Intake Induction

February 1st

5th February Intake Induction
6th St. Brigid's Day - Public holiday
27th Semester 2 lectures commence
27th Provisional Exam results

March

1st Registration for Semester 2 closes
18th-22nd Assignment Week
18th St. Patrick's Day observed (Public Holiday)
29th Good Friday (Bank Holiday)
31st Easter Sunday

April

1st Easter Monday - Bank holiday

May

3rd Semester 2 lectures end
6th May Day - Bank Holiday
6th-10th Study Week
14th-29th Examination period
20th Semester 3 starts - Cork Computing (TBC)

June

3rd Bank Holiday
4th Semester 3 starts - Innopharma (TBC)
6th-13th Creative Week
17th Semester 3 starts - Business (TBC)
28th Official Exam results released

July

August

5th Bank Holiday
1st-20th Examination period

September 2024

18th-19th Semester 1 Induction
20th Official Exam results released
23rd Semester 1 lectures begin

***Please note**

These are general dates, please check specific dates with your faculty.



Academic Calendar

2023/2024



SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

05-22 Exam Boards
11-15 Semester 1 Induction (13-14 TBC)
18 Semester 1 lectures commence

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

01 Online registration for Semester 2 closes
18-22 Assignment Week
18 St. Patrick's Day (Public Holiday)
29 Good Friday
31 Easter Sunday

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

24 Online registration for Semester 1 closes
30 Halloween (Bank Holiday)

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

01 Easter Monday (Bank Holiday)

NOVEMBER '23						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

06-10 Assignment Week
07-09 Dublin Graduation
15-16 Cork Graduation
22 Limerick Graduation

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

03 Semester 2 lectures end
06 May day (Bank holiday)
06-10 Study Week
14-29 Exam Period
20 Semester 3 start Cork Computing (TBC)

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

05 Online Registration for Semester 2 opens
15 Semester 1 lectures end
25 Christmas Day
26 St. Stephen's Day
31 New Year's Eve

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

03 Bank holiday
04 Semester 3 start InnoPharma (TBC)
06-13 Creative Week
12-27 Prep and Exam Boards
17 Semester 3 start Business (TBC)
28 Official Exam Results released

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

01 New Year's Day
01-05 Study Week
09-24 Exam Period
31 Feb intake Induction

JULY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

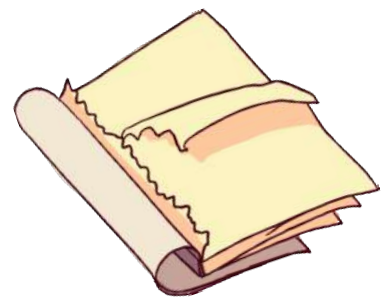
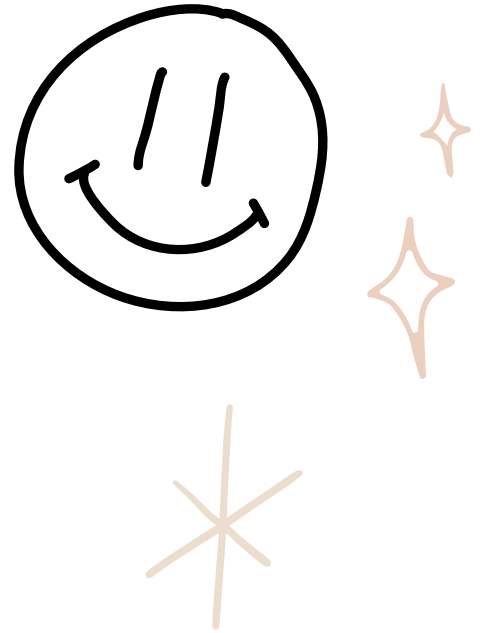
FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

01 Feb intake Induction
05 St. Brigid's Day (Public Holiday)
06 Semester 2 lectures Commence
09-26 Prep and Review Boards
27 Provisional Exam results released

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

05 Bank Holiday
01-20 Exam Period

September 2024
04-19 Exam Boards
18-19 Semester 1 Induction
23 Semester 1 lectures commence












GRIFFITH COLLEGE

GRIFFITH
IN NUMBERS

www.griffith.ie

2018 year-end statistics

 7000+ LEARNERS	 112 NATIONALITIES	 1200 BLENDED LEARNERS
 4 CENTRAL CAMPUSES	 12 SCHOOLS AND FACULTIES	 170+ INDIVIDUAL PROGRAMMES



“It had long since come to my attention that people of accomplishment rarely sat back and let things happen to them. They went out and made things happen.”

– Elinor Smith