



GRIFFITH COLLEGE
COLÁISTE UÍ GHRÍOFA

24/25

STUDENT

HAND

BOOK



GRIFFITH COLLEGE
— 50 YEARS OF EXCELLENCE: 1974 TO 2024 —

“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

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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.

As the College marks its fiftieth anniversary, we wish you well in your studies on behalf of all staff, and we hope that your time in Griffith College fosters social, personal and academic fulfilment.

Dr Tomás Mac Eochagáin

**Director of Academic Programmes
Stiúrthóir Acadúil
Griffith College Dublin
Coláiste Uí Ghríofa**

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

History of Griffith College

Founded in 1974 and celebrating its 50th anniversary in 2024 with GC50, 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 these buildings 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 programme levels, 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 access to on registration.



Dublin South Circular Road Campus

The campus is situated on seven acres, within a mile of St. Stephen's Green, on Dublin's South Circular Road. Over the 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.

Dublin South Circular Road contacts

Admissions Office:

e: admissions@griffith.ie

t: (01) 415 0400

Reception:

e: reception@griffith.ie

t: (01) 415 0400

International Office:

e: international@griffith.ie

t: +353 (01) 416 3333

a: South Circular Rd, Dublin 8, D08 V04N

Dublin City Centre Campus

In 2018, Griffith College opened a 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 as outlined in the 'Getting to Griffith' section. For those driving there are reduced rates 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
- a fresh, dynamic centre which is totally focused on meeting the needs of the students. All modern, state-of-the-art teaching facilities.



Dublin City Centre contacts

Admissions Office:

e: admissions.wts@griffith.ie

t: (01) 415 0450

Reception:

e: receptionwts@griffith.ie

t: (01) 415 0450

a: 25 Wolfe Tone Street,
Dublin 1, D01 X9K7

Cork Campus

Griffith College was first established in Cork in 1998 with the School of Professional Accountancy. Griffith College celebrates its 25th anniversary of Griffith presence in Cork (GCC25) in 2024, alongside the college-wide GC50.

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.



Cork Campus contacts

Admissions Office:

e: admissions.gcc@griffith.ie
t: (021) 450 7027

Reception:

e: info.gcc@griffith.ie
t: (021) 450 7027

a: Wellington Road,
Cork City, T23 DF3A

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 National Framework of Qualifications (NFQ) in accountancy, business, computing, engineering and hospitality, are on offer through validating partners, Quality Qualifications Ireland (QQI). The college also offers programmes from the Association of Chartered Certified Accountants (ACCA), Heriot-Watt University (HWU), UK, and the Business Technology Education Council (BTEC), UK.

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.

Limerick Campus contacts

Admissions Office:

e: admissions.gcl@griffith.ie
t: (061) 310 031/43

Reception:

e: info.gcl@griffith.ie
t: (061) 310 031

a: O'Connell Avenue,
Limerick, V94 DK23



Collaborative Partners

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).

ESS and Griffith College offer specialist programmes in:

- Industrial Electrical Safety and Systems
- Industrial Manufacturing and Maintenance Skills

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 Business and Technology
- Medical Device Technology and Business
- Digital Transformation (in Life Sciences)

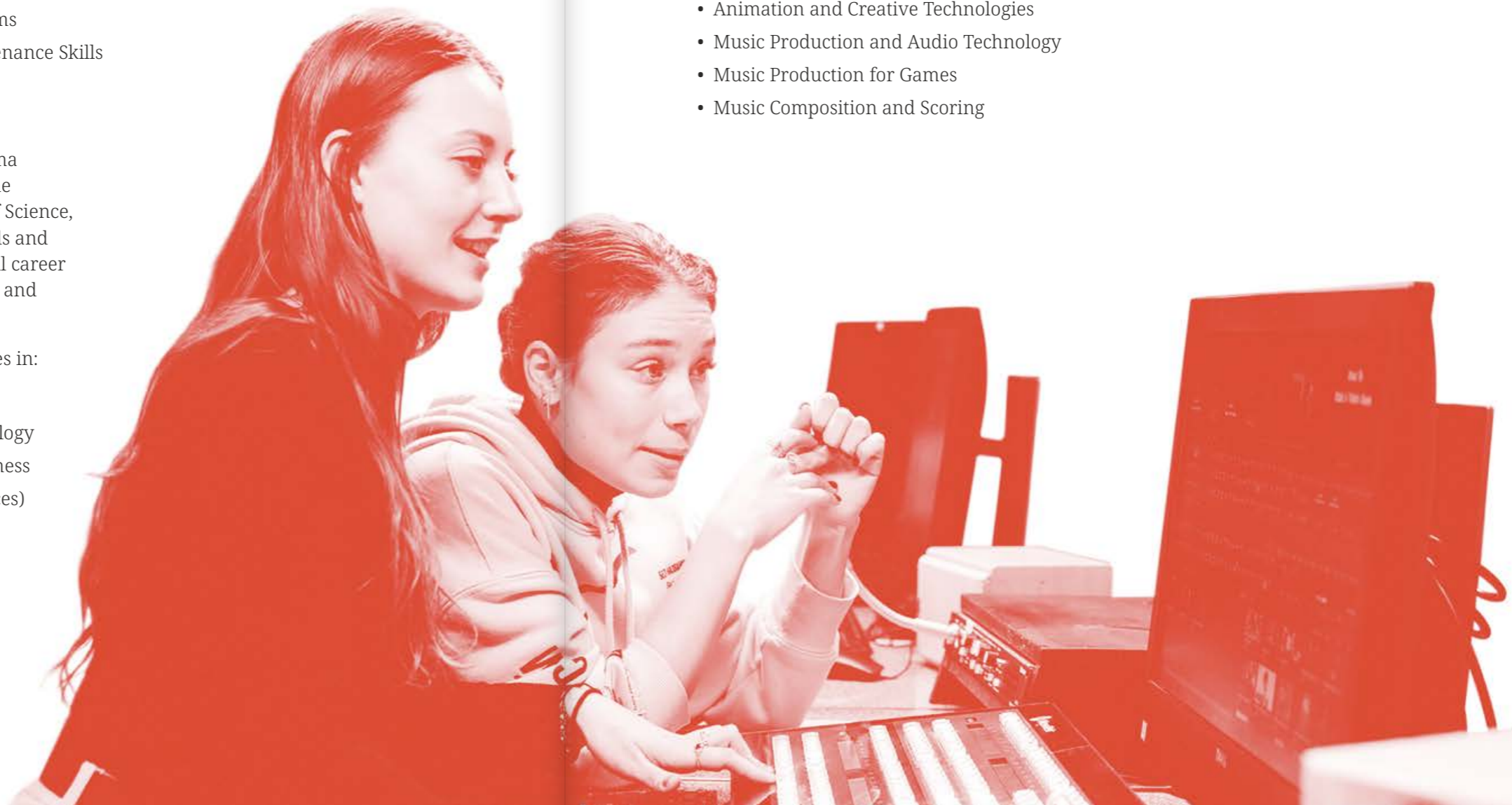
Pulse College

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 programmes 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, D08 V04N



Walking

The campus is located near the **Grand Canal**, and a 20-minute walk away from **Stephen's Green** and the **Dublin city centre**.



Bus Routes

The following Dublin Bus routes bring you to Griffith College:
9, 16, 49, 54a, 68 and 122.



DublinBikes

The nearest bike station to the college is in **Portobello**.



Luas

The nearest Luas stop to the college is on **Harcourt Street (Green Line)** and **Rialto/Fatima (Red Line)**, each approximately a ten-minute walk away.



Train

The nearest train station is **Dublin Heuston**, which is 25 minutes away walking, and 25 minutes away using public transport. All other Dublin train stations can be reached by bus.



Car

Limited free parking is available on campus.



Griffith College City Centre
Wolfe Tone Street, Dublin 1, D01 X9K7



Walking

The campus is located in the heart of the busy commercial and cultural area around **O'Connell Street**.



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.



Train

The nearest train station is **Dublin Connolly**, less than 20 minutes away walking, or ten minutes using the Luas. **Dublin Heuston** can be reached in 15 minutes using the Luas. All other Dublin train stations can be reached by public transport.



Car

Parking is available on nearby Parnell Street or in multi-storey car parks on Jervis Street.



Griffith College Cork Wellington Road, Cork City, T23 DF3A



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.



Bus Routes

The **207** and **208** buses bring you to St Luke's Cross and both pass through the city centre. The main bus station (**Parnell Place Bus Station**) is a fifteen-minute walk from the College and most bus routes start and terminate there.



Cork City TFI Bikes

There are 36 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**.



Train

Kent Station, the city's main train station, is a 10-minute walk from the College. The station serves a number of local and regional towns and major cities, including commuter towns, and most bus routes start and terminate there.



Car

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, V94 DK23



Walking

The campus is located in a central location, just a few minutes' walk away from the heart of the city.



Bus Routes

The campus is well-served by bus routes along **O'Connell Avenue**. The main bus station (**Colbert Station**) serves a number of local and regional towns and major cities, including commuter towns, and most bus routes start and terminate there.



Limerick City TFI Bikes

There are 23 bike stations across the city with the nearest ones to the College located at **O'Connell Avenue**, **Mount Saint Alphonsus** and **Mount Saint Vincent**.



Train

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



Car

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.

Dublin South Circular Road reception desk

Opening hours:

Monday – Friday 8:30 until 20:30
Saturdays and Sundays 9:00 until 15:30

t: (01) 415 0400
e: reception@griffith.ie

Dublin City Centre Campus reception desk

Opening hours:

Monday – Friday 8:30 until 16:00
Saturdays and Sundays as needed

t: (01) 415 0450
e: receptionwts@griffith.ie

Cork reception desk

Opening hours:

Monday – Friday 9:00 until 17:30
Closed **Saturdays and Sundays**

t: (021) 450 7027
(087) 921 0210 - evening
e: info.gcc@griffith.ie

Limerick reception desk

Opening hours:

Monday – Thursday 9:00 until 17:30
Friday 9:00 until 17:00
Closed **Saturdays and Sundays**

t: (061) 310 031
e: info.gcl@griffith.ie

Opening hours vary outside of term-time.

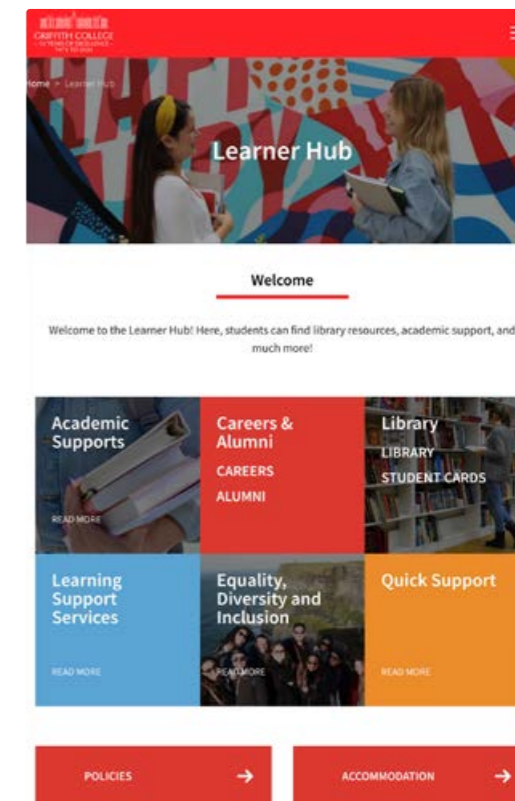
Please note that reception staff cannot accept coursework on behalf of a faculty, nor can they provide a messaging service on behalf of students, except in emergency situations.

Learner Information Hub

The Learner Hub on the College's website has been curated to cater to your needs by including relevant information on library resources, academic support and much more.

The 'Quick Support' feature allows you to simply type in your query, and potential answers will appear automatically. No more sifting through pages or waiting for replies; you'll have the right info at your fingertips in seconds.

Here, you will find all the information on your programme and modules including class materials, assignments and past exam papers and exam timetables access to information databases and College regulations. You will also find procedures and academic forms on your MyGriffith account.



Quality Assurance and Enhancement

Griffith College is committed to ensuring the quality assurance and enhancement (QAE) of all its programmes and educational activities, to ensure that you get the most out of your Griffith College experience, from application through to graduation.

To achieve this, the college's Quality Assurance and Enhancement (QAE) policy, procedures and guidelines are developed and are made publicly available - please access the Quality Assurance and Enhancement page within the "About" section on griffith.ie or see the QAED tab in your Moodle account for the college's QAE Manual.

If you are looking for a specific policy or procedure (on learner support or academic matters), individual policies are provided on the Learner Hub on the college website.

Programme accreditation

Griffith College works in partnership with national and professional accreditation agencies, both in Ireland and overseas, to ensure a varied programme offering. This means that programmes are recognised nationally and internationally, both by employers and relevant professional bodies.

Our validating partners include:

- **Quality and Qualifications Ireland (QQI)** – the national awarding body that assures the quality, integrity and reputation of Ireland's further and higher education providers and their diverse range of qualifications.
- **The Institute of Commercial Management** is a UK-based, globally-recognised and respected foundation which designs and develops professional educational courses.
- **The Business and Technology Education Council (BTEC)** is a provider of vocational and skill-based 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 College offers.

Currently, there are students from over 100 countries worldwide studying at Griffith College's four campuses.



Academic Administration

Academic Administration manages processes related to registration, semester abroad, examinations, graduation and student records.

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

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 (at the relevant email address listed below).

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) 415 0337
Examinations	examinations@griffith.ie	(01) 415 0485
Graduation	graduation@griffith.ie	(01) 415 0337
Student Records	studentrecords@griffith.ie	(01) 415 0459
Semester Abroad Administration	semesterabroadadmin@griffith.ie	(01) 415 0488



Semester Abroad

Semester Abroad programmes refer to international learners studying in Griffith College for one or two semesters to receive credits only as part of their university programme in their home country.

If you are a Semester Abroad learner, the Semester Abroad Academic

Administrator will manage the administrative functions relating to your studies (programme timetables, module descriptors, registration for modules, module changes, attendance records, assessment results, transcripts) or any other academic queries you might have. You can find your Semester Abroad Academic Administrator contact details on your Moodle Home page.

Registration

The Registration Department 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 access Moodle, 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.

Changes to your registration

Changes to your registration are processed through the Learner Record Amendment Form (LRAF).

Changes may include:

Change of campus

Completed LRAF must be submitted to your Faculty within 4 weeks of programme commencement/beginning of semester.

Can only be processed in cases where the programme is being delivered in the proposed campus.

Change of study mode

Completed LRAF must be submitted to your Faculty within 4 weeks of programme commencement/beginning of semester.

Can only be processed in cases where the programme is being delivered in the proposed study mode.

Please note that learners who require a Study Visa are not permitted to change study mode.

Programme and module deferrals

Completed LRAF with supporting documentation must be submitted to your Faculty within 4 weeks of programme commencement/beginning of semester.

Deferrals are only approved once and for the duration of one academic year.

Withdrawal from programme

Completed LRAF must be submitted to your Faculty.

You can apply to return to continue your studies within 5 years from your last registration. Should you wish to return after 5 years, you will need to reapply through the College's application process.

This information and further details are available on the Learner Hub.

Deferrals

If you wish to apply for a deferral you should firstly read section 3.16 in the **QAE Manual** to make sure you understand the policy and the process involved.

Types of deferral

There are three different types of deferral available at the College.

1. A programme deferral

constitutes either:

- the postponement of a stage or semester of a programme (subsequent to registration) until the next available commencement
- the postponement of an academic year of a programme (subsequent to registration) until the next available commencement.

2. A module deferral

constitutes:

- the postponement of a module(s) (attendance and assessment) until the next available commencement. This option is not normally available to learners enrolled on a full-time programme.

3. An assessment deferral

- constitutes:
- the postponement of a module(s) (assessment only) until the next available sitting.

Applying for a deferral

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.

Deferrals are only granted, on a case-by-case basis, for reasons such as bereavement, illness or extenuating circumstances such as caring for others or jury duty. A deferral request requires supporting evidentiary documentation.

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.

Please note: Programme and module deferrals are granted for one year only.

Assessment deferrals are granted for one semester only.

Fees

You are required to register and pay your fees in full before you start your programme.

Policies and procedures

You are required to register and pay your fees in full before starting your programme, unless you have an approved payment plan 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.

When 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 signed payment plan.

Please note that should your account fall 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 this occurs, please contact the Student Fees Office to discuss any fee-payment difficulties you may have, and to discuss the possibility of a payment plan.

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

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 **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 fee account, print receipts, print invoices, print a Statement of Account, and download a Sponsorship Invoice Request Form.

The Fees Office

The Fees Office is located in D006 on the ground floor of the Daniel O’Connell Building on the South Circular Road, Dublin Campus.

Opening hours

Monday	08:30 - 17:00
Tuesday	08:30 - 17:00
Wednesday	08:30 - 17:00
Thursday	08:30 - 17:00
Friday	08:30 - 17:00
Saturday/Sunday	Closed

Contact us

Fees Office – Dublin South Circular Road Campus	studentfees@griffith.ie	(01) 416 3335
Fees Office – Dublin City Centre Campus	studentfees@griffith.ie	(01) 416 3335
Fees Office – Cork Campus	studentfees.gcc@griffith.ie	(021) 450 7027
Fees Office – Limerick Campus	studentfees.gcl@griffith.ie	(061) 310 031 / (061) 310 043





College Life

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.

In this section you will find some useful pieces of information and 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.

Griffith Halls of Residence is the on-site PBSA at Griffith College. You can find out more about our on-site accommodation at griffith.ie/ghr.

Digs/lodgings

Digs or lodgings is where you live with the landlord or a host family. These can either be from Monday - Friday or full-time, depending on your requirements. 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.

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





Tips for accommodation

When looking for accommodation bear the following in mind.

Start looking 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.

PBSAs especially, including Griffith Halls of Residence, can fill quickly. Booking early can help you secure your preferred accommodation.

Know where you want to be based

It may sound simple, but looking at where you want to live is important. Know where your campus is located, and figure out 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 sign 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 (in writing) 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 prove that such damages were not caused by you – this should ensure that repair fees are not deducted out of your deposit. Also, if something is broken, ask for it to be fixed or replaced prior to moving in.

Accommodation on campus

South Circular Road and City Centre campuses

On the South Circular Road campus there is a purpose-built student accommodation facility, which houses over 650 students each year.

These 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. The Griffith Halls of Residence are built in two blocks which consist of 165 apartments. The apartments are

self-contained with cooking and lounge facilities in each. All bills (heating, lighting, water and wifi) are included in students' stays.

Find out more about Griffith Halls of Residence at griffith.ie/ghr. You can contact GHR direct at live@griffith.ie

Your Griffith College Students' Union (GCSU) also offers advice on how to find accommodation off-campus and within the greater Dublin area. You can contact the SU via phone on 01-4150460, by emailing studentliving@griffith.ie or by visiting their offices which are located beside the main entrance of the South Circular Road Campus.



There are a number of online resources to help find accommodation. Useful contacts include:

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

Cork Campus

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

- staycork.ie
- eazycity.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 – you can ask at reception for more information. The following online service providers are also helpful in finding accommodation:

- daft.ie/student-accommodation
- propertymanagementireland.ie
- thomondvillage.com
- citycampus.ie

Student accommodation may be available in a local Student Village, which is serviced by a regular bus transfer service, to and from 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.

Student Etiquette

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.

Attendance

Each class has an online attendance record. There are beacons placed in every classroom, which automatically capture the attendance during in-person classes. Attendance at online synchronous classes is similarly automatically recorded.

Activities including in-class discussions, simulation exercises and workshops depend on class attendance. While you have a responsibility for organising and managing aspects of your own learning, enrolment on a programme requires you to commit to participation. The nature of participation whether it is face to face or via Zoom, and its scale, will differ between programmes, and you need to make yourself aware of the expectations for your own programme.

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.

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.
- ✗ Contact lecturers outside of business hours or during unsociable hours, especially if a lecturer has entrusted you with their contact details.
- ✗ Leave lectures early unless you have sought permission before the beginning of class.
- ✗ Attend class under the influence of alcohol/drugs.

Netiquette

All emails between learners and academic/administrative staff of the College should be professional, courteous, respectful and polite. In composing an email, there should be an appropriate salutation (e.g. Dear Mary / Hi Dr Murphy) and you should take care with grammar, spelling etc.

All members of staff have specific working hours, so please do not expect a response outside of these hours.

When classes are being delivered in an online setting, it is important to maintain the same level of courtesy, behaviour and engagement you usually afford your fellow classmates and lecturers when you meet them in person.

Dos and Don'ts for student netiquette

Do:

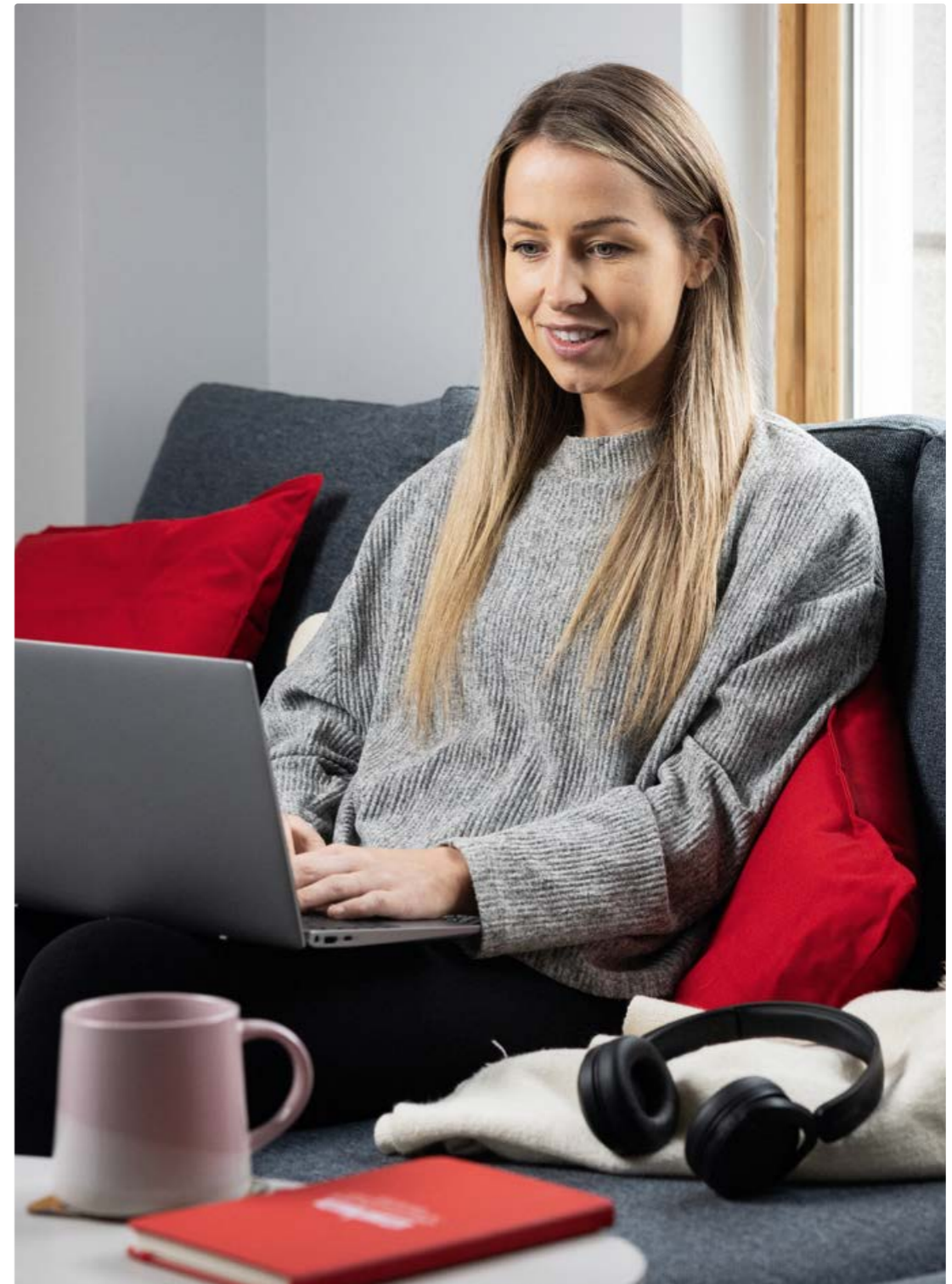
- ✓ Do your best to engage in class in a quiet setting, and wear headphones if available and needed.

- ✓ Keep your microphone muted to avoid disruption unless the classroom context requires you to engage.

- ✓ Treat your online scheduled class as you would a formal classroom setting - only wear and display things you would be comfortable with revealing in the physical presence of others.

Don't:

- ✗ Distract your fellow classmates or lecturer while the online class is in session.



Health and Safety

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.

Security contact numbers

Dublin, South Circular Road:

t: (01) 415 0495
(087) 271 1948
(086) 818 2370

Dublin, City Centre:

t: (01) 415 0450

Cork:

t: (021) 450 7027

Limerick:

t: (061) 310 031

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, please notify Reception staff.

Evacuation and fire alarm response

All College buildings are equipped with fire alarm systems, emergency lighting 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 activating the nearest available fire alarm break glass point (these are normally located at the exit from a building) and then follow the evacuation procedures. Do not attempt to tackle a fire.

Please cooperate with all instructions from a Fire Warden, Emergency Services 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.





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 extensions and deferrals. The faculty administrator is the central information point for general queries and timetable queries during your studies. If you have any question and don't know who to ask, contact your faculty administrator and they will direct you accordingly. You can find your faculty administrator contact details on your Moodle Home page.

Faculty head/ programme director

Depending on your programme, your head of faculty or programme director 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 and 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



Dublin Campuses faculty administrators

Apprenticeships	Ines Bera	apprenticeship@griffith.ie	(01) 416 3337
Business Faculty	Stephen Nolan Vicky Papatheodorou	stephen.nolan@griffith.ie vicky.papatheodorou@griffith.ie	(01) 415 0425 (01) 415 0416
Computing Faculty	Aisling Farrell Tina Kulojevic	aisling.farrell@griffith.ie tina.kulojevic@griffith.ie	(01) 415 0428 (01) 416 3329
Creative Arts and Screen Media	Bianca Ciurezu	bianca.ciurezu@griffith.ie	(01) 416 3397
Design Faculty	Rebecca Daly	rebecca.daly@griffith.ie	(01) 415 0423

Dublin Campuses faculty administrators continued

Engineering	Caleb McDonough	beiseadmin@griffith.ie	(01) 415 0438
Graduate Business School	Kamile Kibar Jessica Yang Giovanna Loschiavo	gbs@griffith.ie gbs@griffith.ie gbs@griffith.ie	(01) 415 0419 (01) 416 3309 (01) 415 0470
Griffith College Professional Academy	Angela Curran	professionalacademy@griffith.ie	(01) 415 0456
Journalism and Media Communications	Oliveann Cassidy	oliveann.cassidy@griffith.ie	(01) 4150 456
Law Faculty	Romina Maddalena Jessica Bressan	law@griffith.ie law@griffith.ie	(01) 416 3308 (01) 415 0462
Leinster School of Music and Drama	Kirstie Muldoon	kirstie.muldoon@griffith.ie	(01) 415 0467
Professional Accountancy	Jacqui Broderick Susan King	jacqui.broderick@griffith.ie susan.king@griffith.ie	(01) 415 0461 (01) 415 0474
Psychology	Maria Ileana Damian	psychology@griffith.ie	(01) 416 3305
Springboard Courses and Lifelong Learning	Nazreen Sinnen	springboard@griffith.ie	(01) 415 0442
Teaching and Learning	Maria Ileana Damian	tladmin@griffith.ie	(01) 416 3305
Griffith Institute of Language	Stephen Geraghty	stephen.geraghty@griffith.ie	(01) 416 3393
Dublin City Centre Campus		admin.citycentre@griffith.ie	(01) 415 0443

Cork Campus faculty administrators

Admin	Joanne McCarthy	admin.gcc@griffith.ie	(021) 237 9262
	Christine White	admin.gcc@griffith.ie	(021) 237 9305

Certificate in International Foundation Studies	Martin Plachetka	martin.plachetka@griffith.ie	(021) 212 8520
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Professional Accountancy	Helen Long	helen.long@griffith.ie	(021) 450 8617
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Griffith Institute of Language	gil@griffith.ie		
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Limerick Campus faculty administrators

Computing, Business and GBS	Fiona O'Sullivan	fiona.osullivan@griffith.ie	(061) 533 836
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Bar Management/ Apprenticeship	Kaitlyn Crowley	kaitlyn.crowley@griffith.ie	(061) 533 854
	Denise Sheehy	denise.sheehy@griffith.ie	(061) 533 908

Admissions/ Student Services	Jamie Lynch	jamie.lynch@griffith.ie	(061) 533 858
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Griffith Institute of Language	Dr. Paromita Sengupta	Paromita.sengupta@griffith.ie	(061) 533 953
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Partner administrators

Innopharma Education	James Kearney	james.kearney@griffith.ie	(01) 415 0477
	Jelena Rusinova	jelena.rusinova@griffith.ie	(01) 415 0477
	Danielle Sheil	danielle.sheil@griffith.ie	(01) 415 0477
	Aditya Shankar	aditya.shankar@griffith.ie	(01) 415 0477
	Carol Keogh	carol.keogh@griffith.ie	(01) 415 0477

Pulse College	Games and Animation:	Eugenia Zanarini eugenia.zanarini@griffith.ie	
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Music:	Philip Brady	philip.brady@griffith.ie
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International Office

The Griffith College Dublin International Office acts as a resource for international students in the College and is available to offer support and assistance to all our International Learners.

The international office is located in the Dublin South Circular Road campus on the ground floor of the Academic Facilities Building (AF105).

Useful Information

The international office has developed a number of resources on topics such as:

- How to Register with the College
- Information about Medical Insurance
- How to open a Bank Account
- How to register with the Irish Immigration Service (Non-EU Students Only)
- Welcome to Ireland – first steps!
- Griffith College Dublin Mini Handbook
- GCD International Office Accommodation Guide
- Griffith College Single Sign-On Account and Moodle Access
- How to get your Student Card

Useful links

- Information videos [here](#)
- Additional information documents [here](#)
- YouTube channel [here](#)



Contact Us



WhatsApp

You can chat to us on WhatsApp – **(087) 410 9530**. We are available from 09:30 to 17:30 each Monday to Friday. Please note, the number supports text messages only – it doesn't take calls.



Email

- General queries are answered through the International Office email account: international@griffith.ie. This account is monitored from 09:30 to 17:30 Monday to Friday.
- Cork Campus International Office can be contacted at wendy.daly@griffith.ie



Telephone

- You can contact our International Student Services team on **+353 (01) 416 3333**. Phone lines are open from 09:30 to 17:30 Monday to Friday.
- Cork Campus International Office can be contacted at **(021) 237 9301**.



Zoom Meetings

If you would like to have a one-to-one meeting with a member of our International Student Services team, please email international@griffith.ie to set up an appointment.

Library

The College's 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)

e: library@griffith.ie

t: (01) 415 0490

Cork:

e: library.gcc@griffith.ie

t: (021) 450 7027

Limerick:

e: faye.butler@griffith.ie

t: (061) 310 031



Griffith Online Platforms

Once you are fully registered you should be able to log on to all of the Griffith College systems.



Your Griffith username and password

Your single sign-on username is your student email address, and your password is your date of birth e.g. 31/12/2001.

	<input type="text" value="2835985"/>
	<input type="text" value="20/09/1991"/>
<input type="button" value="Login"/>	

When you are ready to access, you are required to reset your password and you can do this at mypassword.griffith.ie

Single Sign On

Single sign-on (SSO) connects students and staff to various applications and systems through the use of one password.

Single Sign-On (SSO) is a service provided by Griffith College which allows users to access applications such as Moodle, PaperCut (printing) and Library Services by logging in just once through our SSO portal.

In addition to the Griffith applications, SSO provides access to the EduGate and EduGain suites of applications, student discounts, video conferencing and more.

Multi-Factor Authentication (MFA)

To access College email and Moodle you will need to complete MFA setup. MFA is mandatory to ensure the security of your account and the College network.

To complete MFA setup you will need to install the MS Authenticator app on your mobile phone.

See Email and Office 365 | Griffith College for more information on MFA and how to set it up.

MyGriffith

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

MyGriffith doesn't support single sign-on. Your username and password remain unique to it. You are required to change your password from your date of birth.

MyThemis

Exams results can be accessed online through themis.griffith.ie, this is the first feature for learners from our new student information system, scheduled to replace MyGriffith throughout the academic year 2024/25.

Student email

All students are assigned an @student.griffith.ie 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. As a student you also get access to online storage (OneDrive) and permission to use Microsoft Office.

By default, communications are sent to the email address you supplied during Registration, if you would like your 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. Your lecturers will use Moodle in different ways, to best support your learning on a given module. You might find lecture notes or recordings, assignments or suggested reading there. Your lecturers might also contact you through Moodle about your courses, so it's important to log in and check your inbox regularly.

IT Services

College IT services provide technical support, network management, and digital resources to enhance our students' academic experience.

PCs and logins

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

To log on to a College PC, enter your student email address as your username and your password (i.e. your date of birth, unless you have changed your password). More information is available on 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, or call (01) 415 0499. Helpdesk personnel will respond to your query as soon as possible.

Eduroam Wifi network and how to connect to it automatically

Eduroam is a Wi-Fi service that is used by Griffith College and hundreds of other institutes. It enables students, researchers and staff from these participating institutions to securely access the internet at their own college/university, and at over 500 Eduroam hotspots across Ireland, located in third-level educational and research organisations, libraries, town centres, healthcare settings and many more.



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 should use the above link, while the Eduroam app is available from the Play Store for Android users.

Printing

Griffith College uses PaperCut as a powerful and user-friendly printing solution. Learners can print either from PCs when on campus or from their own mobile devices by uploading documents to printing.griffith.ie

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

How to Print

Printers are setup with a card reader allowing you to associate your student card to your printing account. This means when you send a job to print you can walk up to any printer on campus and tap your card to retrieve your printing. To set up this function follow the below steps:

- 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 Single Sign-On details via the touchscreen on the printers.

Assessments

Your academic progress at Griffith College is normally assessed through a variety of measures, which may include assignments, examinations, presentations, and practical assessments.

For information on how your modules are assessed, and your assessment schedule, please refer to your Programme Handbook, which includes this assessment information together with the rules and regulations relating to how your assessments are conducted. For information about all college policies relating to assessment, including the principles for academic use of AI, please refer to the **QAE Manual**.

Requests for assessment deferrals

An **assessment deferral** constitutes:

- the postponement of a module(s) (assessment only) until the next available sitting.

If you wish to apply for an assessment deferral, due to illness, bereavement or extenuating circumstances, please ensure to contact your Faculty prior to or on the day that the assessment submission/examination is due and submit a completed LRAF with supporting documentation.

Assignments and projects

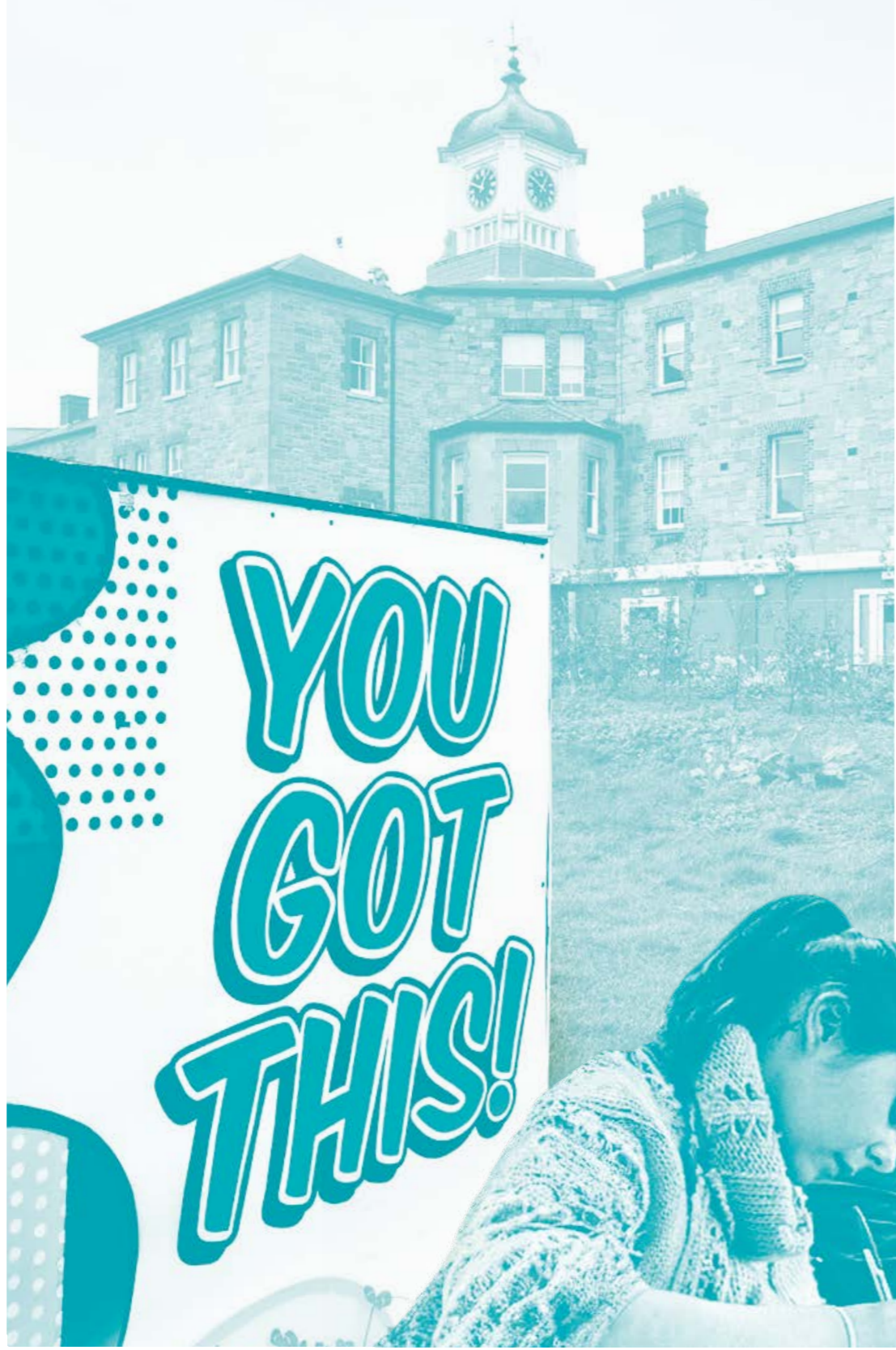
You must submit all work by the appointed deadline. Information on how to submit work, including the appointed deadline, will be provided by your faculty.

It is college policy not to grant extensions other than in exceptional circumstances.

You should 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. You can find this coversheet on Moodle and you should attach it 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
- ✗ earphones/headphones/earplugs
- ✗ notes of any kind
- ✗ programmable calculators
- ✗ textbooks (unless approved by your faculty).

Any unauthorised material found in your possession in an exam venue will be confiscated immediately and your actions may be construed as an attempt at cheating which is major academic misconduct.

A full investigation will take place, which may result in disciplinary action. Please refer to section 6.12 of the **QAE Manual** for the full Exam Regulations.

This information and further details are available on the Learner Hub.

Grading

In this section you will find details about results and the grading system.

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 including postgraduate 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 in order to pass the module. 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 module 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 double 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 other 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.

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:

Total Percentage Credit Score = 3530

Total Credits for stage = 60

Percentage Point Average = 58.9

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

Award Classifications

In this section you will find information about award classification bands and how they are calculated and attributed.

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

Masters' Degree (NFQ Level 9)

PPA	Award Classification
>=70	First Class Honours
60-69	Second Class Honours
40-59	PASS*

Postgraduate Diploma (NFQ Level 9)

PPA	Award Classification
>=70	Distinction
50-59	Merit
40-49	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 programme's Pass classification.



Attribution of an award classification

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

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

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.

Please refer to your Programme Handbook for guidance on your programme's Pass classification.

Award classification bands

Honours Degree (NFQ Level 8) / Higher Diploma (NFQ Level 8)

PPA	Award Classification
>=70	First Class Honours
60-69	Second Class Honours, Grade 1
50-59	Second Class Honours, Grade 2**
40-49	PASS*

Certificate/Higher Certificate (NFQ Level 6) / Degree (NFQ Level 7)

PPA	Award Classification
>=70	Distinction
60-69	Merit, Grade 1
50-59	Merit, Grade 2
40-49	PASS*

Certificate in International Foundation Studies (NFQ Level 5)

PPA	Award Classification
>=80	Distinction
>=65	Merit
>=50	PASS*

*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%.

**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.

Academic Withdrawals

Academic withdrawals form should be completed if a learner is being academically withdrawn.

This action must be approved either by the Assessments and Examinations Board or by chairs action. The reason for the decision should be included on the form.

Learners who have been academically withdrawn are unable to return to the College to either complete their programme or apply for a new programme for a period of five years.

Learner who have been academically withdrawn may avail of the College Appeals Process assuming there are grounds for appeal.



Review and Re-check

A request can be made to discuss assessment results for improvement guidance or to re-check them for administrative errors.

Review of Results

You are afforded the opportunity to discuss your assessment results with your 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

This section outlines the conditions and procedures for appealing the decision of an examinations board.

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 6.4 of the Griffith College Quality Assurance and Enhancement Manual.

Learner/Student Supports

Here at Griffith College, we are committed to maintaining a supportive, inclusive environment within which you and all learners can reach their educational potential. The different departments and offices detailed in this section can support you in different ways.



Learning Support Department

Learning support for learners with disabilities

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

A range of supports are available to you, including:

- Learning Needs Assessment – this is a confidential meeting to assess your learning needs and your accompanying documentation. You and the learning support department discuss and agree on the appropriate supports and reasonable accommodations that you might need. This aims to remove the impact of a disability within the learning environment, so that you can demonstrate your full level of academic potential. Examples of supports and accommodations include: spelling and grammar waiver, additional time, scribe and reader support and low distraction venues during examinations.
- Invitations to key skills workshops – topics of the workshops include: time management, planning for success in assessments, and exam revision techniques.
- One to one support meetings, as needed.

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 your learning journey.

Office location and details

**Dublin South Circular
Road Campus, room D015**

e: learningsupport@griffith.ie
t: (01) 416 3376

E-learning Support

If you are having difficulties with any of Griffith College's learning tools (e.g. Moodle, Zoom or Microsoft 365), please get in touch with the Digital Learning Department team at: **e-learningsupport@griffith.ie**

Our team will respond to your inquiry rapidly and in detail, as required. We can also arrange to meet with learners via Zoom at their request, if a one to one demonstration will best solve the problem. If you require help with your Mahara e-Portfolio contact our support team at: **maharasupport@griffith.ie**

Learner Engagement Office

Welcome to the Learner Engagement Office!

Besides your faculty members like Lecturers, Programme Directors, and Administrators, we are here to help you succeed. We offer guidance and support whenever you need it. Think of us as your go-to resource for anything related to your journey at Griffith College.

Here's how we make sure you have everything you need to thrive:

- 1. Keeping You Informed:** we'll send you personalised emails and give presentations during inductions to make sure you know about all the services we offer.
- 2. Friendly and Approachable:** we create a warm and welcoming environment where you can feel comfortable asking for help without any judgment.
- 3. Easy Communication:** you can reach us in multiple ways – drop by our office, give us a call, or send an email. We're always here to listen and assist.
- 4. Tailored Support:** we understand that every learner is unique. That's why we offer one-on-one sessions to identify, and where possible address, your specific needs and goals.

- 5. Boosting Your Skills:** we encourage you to take advantage of LinkedIn Learning, which we provide for free! It's a great way to enhance your skills and knowledge at your own pace.
- 6. Team Effort:** we work closely with your Lecturers and other College staff to make sure you get the best support possible. This includes referrals and collaboration to better serve you.

Our goal is to create a supportive and inclusive environment where you feel empowered to excel both academically and personally.

Don't hesitate to reach out – we're here for you every step of the way!

Office location and details

**Dublin South Circular
Road Campus, room D016**

e: engage@griffith.ie
t: (01) 415 0410

Careers Office

The Careers Office in Griffith College is committed to empowering students to achieve their career goals. Embarking on your journey through higher education is an exciting chapter in your life and we are here to help you navigate your career path with confidence.

You can avail of career coaching and job application supports which include CV writing, interview preparation and job

application techniques. We run career workshops and maintain a library of resources including books, graduate employment guides, career application templates and job listings.

All Career Office Resources and appointments bookings can be accessed through Moodle at moodle.griffith.ie/course/view.php?id=12191.

Office location and details

Dublin South Circular Road, Dublin City Centre and Limerick Campuses:

Emma Flynn – Careers Advisor

e: emma.flynn@griffith.ie

t: (01) 415 0436

a: Dublin South Circular Road
Campus, room D0122

Cork Campus:

Marion Courtney – Careers and
Industry Liaison Officer

e: marion.courtney@griffith.ie

t: (021) 450 7027



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, which you will receive during induction.

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 (087) 436 0032. 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!

Health Services

While at College, health issues may arise. Here, you'll find some useful information if you find yourself in need of health services.

GPs

If you need medical attention while you are at Griffith College, here is a list of available services:

Dublin

- **Combined GP and Dental practice**
a: the junction of Camden Street Upper and Harcourt Road, Dublin
t: (01) 475 9544
- **Out of Hours Services: DubDoc, Outpatients Dept, St. James's Hospital**
a: James Street, Dublin 8, D08 NHY1
t: (01) 454 5607

Cork

- **Cork City Medical Centre**
a: 91 Patrick's Street, Cork
t: (021) 422 2424
- **Out of Hours Services: SouthDoc**
t: (1850) 335 999

Emergency number

999 or 112

Limerick

- **Walk-in Medical Centre** (closes 10pm)
a: 19 Parnell St, Limerick, V94 XE29
t: 061 592040
- **Walk-in Medical Centre**
a: 14 St Nessan's Road
t: (061) 592 040
- **St John's Hospital** (closes 6pm)
a: St. John's Square, Limerick, V94H272
t: (061) 462 132
- **Medi Centre**
a: 105 O'Connell Street, Limerick
t: (061) 311 814
- **Out of Hours Services: Shannondoc**
t: (0818) 123 500

Counselling

Counselling is provided in the strictest of confidence. There are up to four free counselling sessions provided for anyone in the Griffith community, either remotely or in person in a counselling office, in Dublin, Cork or Limerick.

The appointments are available between 7am to 10pm, Monday to Friday, between 10am to 4pm on Saturdays, and 11am to 4pm on Sundays. Outside those times, you can text, WhatsApp, or call and leave a message, and it will be picked up at 7am the following morning, seven

days a week. If you need an emergency counselling appointment, you will be able to schedule one within 24 hours. The counsellor will also be able to refer you to other services as needed.

On campus counselling is available on the South Circular Road campus (Room D017) from October 2024.

e: counselling@griffith.ie
t: (087) 436 0032



Please note the schedule of counselling service provision is subject to review through the year, and may change. Specific details can be confirmed with the service using the contact details provided.

Mental Health

“Your mental health is an important part of how you function in your daily life. Positive mental health contributes to your overall wellbeing and is experienced when you can realise your own abilities, cope with the normal stresses of life, work productively and fruitfully, and contribute to your community.

Your mental health is not just about the absence of mental illness. Mental health can be affected by numerous factors in our daily life. Some days we can feel mentally well and others we may not feel as able to do the things we normally do. Chatting with friends and family, going to work/school or making a meal can become more difficult if you are experiencing mental health difficulties. It is important to look after your mental health on good days and on the days we do not feel as good, we reach out and ask for support.” – Mental Health Ireland



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 is causing it can be hugely beneficial.

Below are a few common conditions, which you might find yourself experiencing:

Stress

“Stress is how we react when we feel under pressure or threatened. It usually happens when we are in a situation that we don’t feel we can manage or control.” – Mind

Anxiety

“Anxiety is a feeling of unease, such as worry or fear, that can be mild or severe. Everyone has feelings of anxiety at some point in their life. For example, you may feel worried and anxious about sitting an exam, or having a medical test or job interview.” – NHS, UK

Depression

“Depressive disorder, or depression, is a common mental health condition that can happen to anyone. It is characterized by a low mood or loss of pleasure or interest in activities for long periods of time.” – World Health Organization

Isolation

“Isolation is a result of anxiety and depression in that some individuals use it as a self-induced coping mechanism to deal with excessive worry and avoid human interaction.” – National Institutes of Health

Loneliness

“Loneliness is a negative emotional experience. It indicates an unmet need for social connection.” – Campaign to End Loneliness

Burnout

“Burnout is an ongoing state of feeling overwhelmed, fatigued, and emotionally drained due to consistent stress in your work, family, or social life.” – WebMD

Financial wellbeing

“Financial wellbeing is the state of someone’s financial health and overall satisfaction with their financial situation.” – Spectrum.Life

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.

- **Text About It**
Text HELLO to 50808 to start a conversation. (free, 24/7, can be used on WhatsApp)
- **Samaritans**
phone: 116 123
text: (087) 260 9090
e: jo@samaritans.ie (24hours)
- **LGBT Helpline**
t: (1890) 929 539
e: info@lgbt.ie
(check lgbt.ie for opening hours)
- **Aware**
t: (1800) 80 48 48 (10am - 10pm)

Online resources

- yourmentalhealth.ie
- SpunOut.ie
- Reachout.com
- mentalhealthireland.ie
- sexualwellbeing.ie
- **Mental health supports and services at hse.ie**

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 to reduce stress and build positive mental health

- 1. 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.
- 2. Get some exercise:** playing sports or even just getting out for a walk (with or without the dog!) can really help clear your mind.
- 3. 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.
- 4. 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.
- 5. 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.
- 6. 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.

Students' Union

Griffith College Students' Union is the representative body for all Griffith College students. It is based on the South Circular Road (SCR) campus, but there are representatives in Cork and Limerick campuses also.

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@griffith.ie or alternatively you can drop into the SU building on the SCR campus, which is open daily except public and bank holidays. Please note opening times can change during the year, due to SU and College events, and trips at certain times.

You can find out more about the Student Union's current activities at griffithsu.ie



Role of the SU Officers

Students' Union President

The SU President is the chief spokesperson of 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 their roles, supporting events, campaigns, protests and students both on and off campus.

Vice-President, Education and 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. They also look after the class rep council.

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 and Easter events and other events on campus.

Vice-President for Cork

The Vice-President for Cork represents students on all boards and committees taking place on the Cork 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.

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.

Each of these positions are elected by the student body on an annual basis at the end of Semester 2 for the forthcoming academic year.

If you would like to get involved with the Student Union, feel free to reach out to them!

Contact us

Students' Union President 2024/25 – Mahima Sanjhira	su.president@griffith.ie	(01) 415 0460
Vice-President Entertainment 2024/25 – Roshan Skariah	su.ents@griffith.ie	(01) 574 2940
Vice-President Education & Welfare 2024/25 – Sharen Shaji	su.vicepres@griffith.ie	(01) 574 2937
Vice-President for Cork 2024/25 – Phuong Nghi Nguyen	su.cork@griffith.ie	
Vice-President for Limerick 2024/25 (to be appointed)	su.limerick@griffith.ie	

Class Representatives

Class reps are elected at the beginning of each semester by each class to represent the views of their peers.

They are required to complete their training provided by The National Student Engagement Programme (NSTEP), a joint initiative of the Union of Students of Ireland (USI), the Higher Education Authority (HEA), and Quality and Qualifications Ireland (QQI) that develops and supports student engagement in Irish higher education institutions.

Class Rep council meetings take place each month, which allows them to share feedback and concerns regarding the campus, programmes and other areas that may be affecting students.

It is important to ensure each class has at least one class rep to ensure your class has an equal voice and representation. The Student Union issues a Class Rep Handbook, which helps the elected class rep navigate their role.

Graduation and Alumni

Each year, more than 1,000 students graduate from Griffith College.

Graduation

The graduation ceremonies normally take place in November, when you can look forward to celebrating your achievements with family, friends, class mates and staff.

Further details of these events are available on [griffith.ie/offices/graduation](https://www.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

This information and further details are available on the Learner Hub.



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 [griffithalumninetwork.com](https://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.

Other resources that are available to you as a graduating student 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 welcome to email the alumni office at griffithalumni@griffith.ie or call **01 416 3349** with any questions.

CALENDAR

September 2024

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	1	2	3	4	5

- 4-19 Exam boards
- 16-20 Semester 1 induction (18-19 TBC)
- 23 Semester 1 lectures commence

October 2024

S	M	T	W	Th	F	S
29	30	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	1	2

- 24 Online registration for Semester 1 closes
- 28 Halloween Bank Holiday

November 2024

S	M	T	W	Th	F	S
27	28	29	30	31	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

- 4-8 Assignment week
- 5-7 Dublin graduation
- 13-14 Cork graduation
- 20 Limerick graduation

KEY DATES

December 2024

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	1	2	3	4

- 10 Online registration for Semester 2 opens
- 20 Semester 1 lectures end
- 25 Christmas Day
- 26 St. Stephen's Day
- 30-31 Study week

January 2025

S	M	T	W	Th	F	S
29	30	31	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	1

- 30-31 Study week
- 1 New Year's Day
- 7-22 Exam period
- 29-30 Feb intake induction

February 2025

S	M	T	W	Th	F	S
26	27	28	29	30	31	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	1

- 3 St. Brigid's Day Bank Holiday
- 4 Semester 2 lectures commence
- 7-24 Prep and review boards
- 25 Provisional exam results released
- 28 Online registration for Semester 2 closes

CALENDAR

March 2025

S	M	T	W	Th	F	S
23	24	25	26	27	28	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	1	2	3	4	5

17 St. Patrick's Day Bank Holiday

17-21 Assignment week

April 2025

S	M	T	W	Th	F	S
30	31	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	1	2	3

18 Good Friday

20 Easter Sunday

21 Easter Monday Bank Holiday

May 2025

S	M	T	W	Th	F	S
27	28	29	30	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

2 Semester 2 lectures end

5 May Day Bank Holiday

5-9 Study week

13-28 Exam period

26 Semester 3 start Cork Computing (TBC)

KEY DATES

June 2025

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	1	2	3	4	5

2 June Bank Holiday

5-12 Creative week

11-26 Prep and exam boards

23 Semester 3 lectures commence (TBC)

27 Official exam results released

July 2025

S	M	T	W	Th	F	S
29	30	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	1	2

August 2025

S	M	T	W	Th	F	S
27	28	29	30	31	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	1	2	3	4	5	6

4 August Bank Holiday

1-20 Exam period

GRIFFITH IN NUMBERS



127
nationalities



1,100
blended mode
learners



4
campuses



7,000+
learners

19
schools, faculties
and departments



140+
individual
programmes



PLANNER

Date	Water intake 																				
Timetable	Study plans																				
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	Reminder																				
	Notes																				

Module	Assignment
Due date	Resources needed
Description	
Plan	Due date <input checked="" type="checkbox"/>
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Ideas/Notes	

griffith.ie



GRIFFITH COLLEGE

– 50 YEARS OF EXCELLENCE: 1974 TO 2024 –