



**UNIVERSITY OF
LIMERICK**
OLLSCOIL LUIMNIGH

Student Handbook

2021– 2022



UNIVERSITY OF
LIMERICK
OLLSCOIL LUIMNIGH

An Chlárlann
Acadúil

Academic
Registry

Student Handbook

Academic Year 2021 / 2022

Academic Registry



Main Building, Room E0-001



www.ul.ie/Academic-Registry



[Student Hub Online](#)

Dear Student,

First, may I extend to you a warm welcome to the University of Limerick and wish you every success in your studies. At the University of Limerick, our aim is to provide a safe and healthy environment for you to undertake your studies so, for the academic year 2021/2022, we have adapted many of our normal processes to meet the Health & Safety guidelines.

The Student Handbook is a guide to some of the key administrative processes and academic requirements you will encounter as a student at UL. I encourage you to use the Student Handbook and the links provided within, throughout your time with us, so please review the contents outlined below carefully to ensure you are complying with the requirements that affect you especially as you have, as part of the enrolment process, agreed to follow the University's Academic Regulations, Code of Conduct and UL procedures.

The format of the Student Handbook is new this year. It comprises two parts:

- Part 1: Student Essentials and a link to our directory of student information which includes information about registration, timetables, assessment, grades, awards and more
- Part 2: Useful links & information

Please remember always to use your student email account for communication with the University and make sure you regularly monitor your student email account for both academic and administrative communications which may require action.

I hope that you will have a happy and rewarding experience of student life at the University of Limerick. If you need further information, help or assistance, please do not hesitate to contact the Academic Registry team through the appropriate channel as listed on our [website](#).

Yours sincerely,

Dr. Elizabeth Henry
Head of Operations
Academic Registry

Part 1: Student Essentials

Ensure your Student Record information is correct:

- It is important to check that your name, personal details and contact information are correct on the [Student Portal](#). You can follow the instructions available on Student Hub Online if you wish to update your details.
- If you enrolled using the Irish version of your name, use this version on all documentation you complete within the University, e.g. grant forms, examination scripts, etc.

All UL communication should go through your UL Student email address:

- Your UL email account will be used to inform you of current information.
- Formal communications from the University are issued to students' UL student e-mail addresses.
- It is your responsibility to monitor your student email address regularly and, take such action as shall be necessary.

The UL Academic Calendar

Important dates and deadlines for each semester of the academic year are listed on the [Academic Calendar](#).

Academic Registry

The Academic Registry team supports students throughout their academic journey, from the time you are offered a place in UL right through to graduation and beyond. We will be happy to provide support on all of the following:

- Class timetables
- Registration / pre-registration
- SUSI Grant
- Transfer to another course
- Examination timetables
- Grades and transcripts

- Student Status Committees
- Conferring
- Room bookings
- Student card renewal / replacement
- Stamping of social welfare / pension forms etc.
- Issuing official letters confirming your status as a student
- Queries relating to Academic Regulations & Procedures

We will also be happy to redirect you to our colleagues in other departments if you are unsure who to ask or how to get something you need.

Contacting Academic Registry:

Our website	You can visit the Academic Registry website for useful information, our opening hours, location and more.
Student Hub Online	Academic Registry runs Student Hub Online where you will find all of our information available for students. If you don't find what you need you can log a call and a member of our team will contact you to help resolve your query.
Our office	If you are on campus, you'll find us in E0-001 (UL Main Building).

Official UL Letter Verifying Student Status

Once you have completed module registration, you can download our official Confirmation of Registration letter through the [Student Portal](#). This letter will also confirm a number of additional details. Visit the Student Hub Online for additional information about this letter.

Personal Advisor Support System (PASS)

New UL students who are undertaking a full-time academic programme are assigned an academic advisor. The advisor is a member of academic staff, usually someone who teaches on your course. [Learn more about PASS.](#)

Student Cards

All UL students are required to carry a current valid student card while on campus. The student card is normally issued following course enrolment.

Student Data

Please refer to the [Student Data Protection Privacy Notice](#) for details on how student data is held and processed by UL.

Student Lockers

- Student Lockers are normally available to rent from early Autumn semester
- Select the area you would like your locker located in
- Call Lockerfix on 01 4018801 who will then assign a locker to you
- Payment can be made using credit/debit card
- Lockers cost €15.00 per academic year
- Limited number of lockers available
- First come, first served basis
- Lockers must be emptied at end of Academic Year
- Contact Details: Tel 01 4018801, Email: info@lockerfix.ie
- Terms & Conditions apply
- For further information call into UL Student Life or call 061 202324

Important Reminder: Compliance with UL Academic Regulations & Procedures

See [Handbook of Academic Regulations and Procedures](#) for details on the following:

- As part of your Course Enrolment, you signed an agreement to be bound by the UL Academic Regulations and Code of Conduct (Section 6).
- All student policies can be found on the [UL Policy Hub](#)
- Please note that academic cheating in all forms (including plagiarism and breach of copyright) is deemed to be a major disciplinary offence under the University's Code of Conduct. See [UL Academic Integrity](#) for further information.
- The role of the [UL Advocate](#) is specified in Section 2 of the Code of Conduct.

Part 2: Useful Links & Information

1. [Student Hub Online](#) where you will find the following options:
 - Student Information & Advice Directory
 - Log a call for Academic Registry support
2. Handbook of Academic Regulations & Procedures: Available through the [UL Policy Hub](#)
 - Code of Conduct: (Section 6)
 - Assessment Regulations: (Section 4.5)
3. [Academic Integrity and Plagiarism](#)
4. University Policy on Recognition of Prior Learning: Available through the [UL Policy Hub](#)
5. [The UL Glucksman Library](#)
6. [ITD](#) (Information Technology Division)



Academic Registry website:
www.ul.ie/Academic-Registry



Student Hub Online:
ul.topdesk.net



Student Portal:
si.ul.ie



E0-001, Main Building,
University of Limerick