

International Student Guide



INSTITUTE of
TECHNOLOGY
CARLOW



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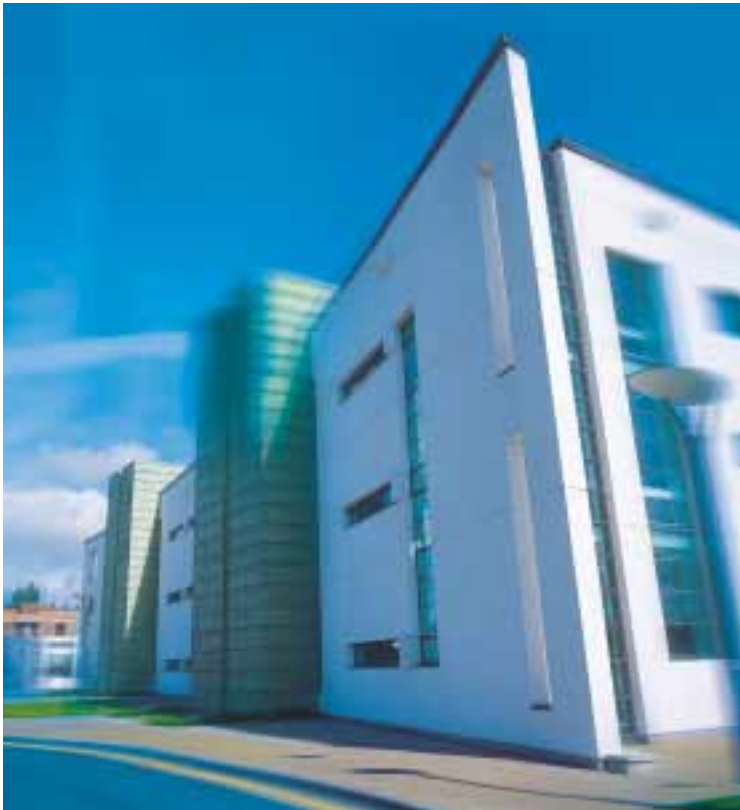
Welcome!

The Institute of Technology, Carlow offers a pleasant and welcoming environment to all students and its friendly and approachable staff will ensure that students receive every assistance and encouragement to successfully complete their chosen programme of study.

Carlow Town, with its long established schools and colleges, is an internationally recognised

Centre of Education. Its people have a history of welcoming International Students to live and study in the safety of its community.

Our location in a busy town in a rural setting, is one hour from the capital city, Dublin. It provides the ideal setting for study supported by all the essential services and without the major urban distractions.



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Carlow, just 80Kms from Dublin, is one of the largest inland towns in the country



The Liberty Tree is one of the many artistic features of Carlow Town



Carlow has a fine blend of old and new architecture



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Why Choose the Institute of Technology Carlow?

State-of-the-Art Facilities

The Institute of Technology, Carlow operates leading edge technology with a Learning Resource Centre containing over 1,200 learner stations, all linked through state-of-the-art networks to a range of internal services and the internet. This facility allows students to work independently or in groups and is an integral part of the learning experience at IT Carlow.

Career Focused Courses

All courses at the Institute are designed to meet the specific needs of the industrial and commercial sectors. A Careers Service is provided, tailored to the needs of IT Carlow students and graduates. The service ensures acquired skills are optimally matched with employment opportunities.

Internationally Recognised Qualifications

The Institutes undergraduate programmes in the faculties of Computing, Engineering, Science, Business & Humanities lead to internationally recognised awards of Doctorates, Masters, Honours Degrees, Diplomas and Certificates.

Our add-on qualification system also ensures students have the option to progress on a step-by-step basis. As the Institute is part of a network of Third Level Institutions recognised by the Irish Government, it's awards are made by HETAC (Higher Education Training and Awards Council) a body appointed by the Government.



Honours Degree programmes



1,200 Networked Learner Stations with state-of-the-art facilities



Courses designed to meet the needs of industry and community sectors



*4,500 Students
18,000 Graduates*



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Honours Degree Programmes

- BBS Industrial Purchasing Management
- BBS Services Marketing
- BA International Business with French
- BA International Business with German
- BA Early Childhood Studies
- BDes Industrial Design
- BSc Computing Networking
- BSc Software Engineering
- BSc Computing & Information Technology Management
- BSc Industrial Biology
- BSc Industrial Biology with Bioinformatics
- BSc Industrial Environmental Science
- BSc Human Physiology & Rehabilitation
- BSc Integrated Circuit Engineering
- BSc Optical Engineering
- BTECH Production Technology
- BA Accounting



The Learning Resource Centre at IT Carlow, housing the library, study areas, auditoriums and 1,200 networked learner workstations



Information Technology Networking Laboratory



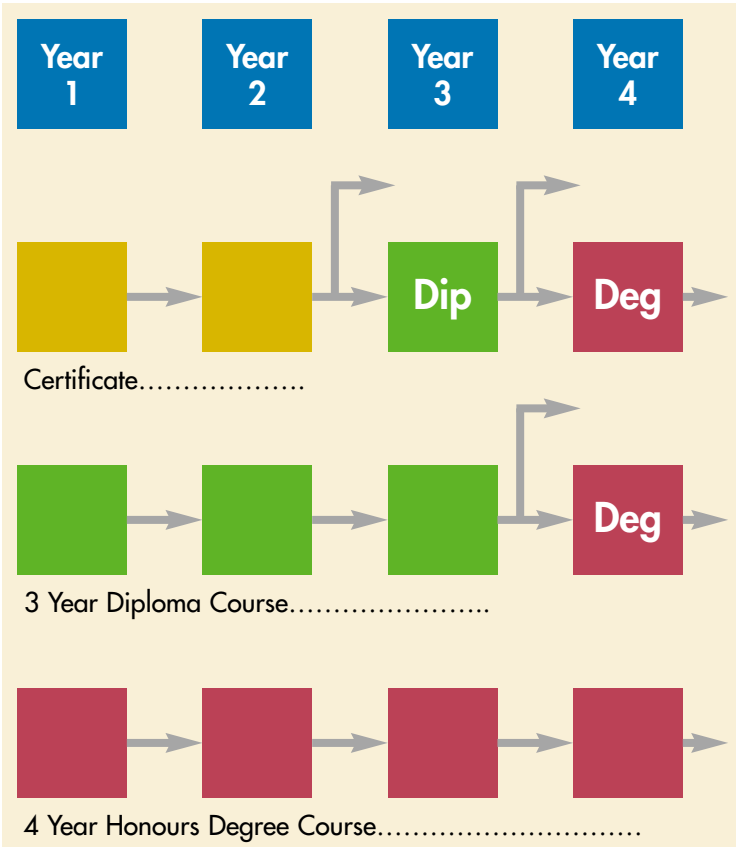
Advanced technology and equipment in all laboratories



Course Progression

The Institute of Technology, Carlow offers Honours Degree Programmes – some through stage-by-stage qualifications from Certificate to Diploma to Honours Degree. In many instances a student will have the option of getting a qualification

after two years and then moving on to a Diploma, Degree and Higher Degree qualification. Please consult the Institute’s prospectus or website (www.itcarlow.ie) for further information.



Information Services



Pleasant Surroundings



Tutorial Support



Business Degrees at IT Carlow

What do Business graduates do?

Graduates of business courses have a wide choice of careers. These include working in sales and marketing, general management, accounting, personnel, office administration, banking, supply chain management, public relations, business information systems etc.

What Course should I choose?

If you know you would like to study business but are unsure which area you would like to specialise in, you should choose the general course in Business Studies (CW011) or Office Information Systems (CW012).

This will allow you two years to decide what area you would like to specialise in, whether it is marketing, purchasing or accounting.

If you are good at French or German and would like to spend a year studying abroad, you should choose one of the international business honours degree courses (French CW100/ German CW101). If you would like to work in accounts and use accounting software packages, then choose CW023 (two year

course) or if you wish to pursue a career as a professional accountant start with the three year National Diploma course CW099.

What Business Courses are available at IT Carlow?

Carlow has a range of business courses, both general and specialist at certificate, diploma and honours degree level.

General courses include Business Studies (CW011) and Office Information Systems (CW012). Students who complete these two year courses can go on to honours degree courses in Purchasing Management or Marketing.

Specialist courses include:

- Honours Degree in International Business with French (CW100) or German (CW101);
- Honours Degree in Services Marketing (CW083);
- Honours Degree in Industrial Purchasing Management (CW085);
- BA Accounting (CW122).



Chris Fingleton, Head of Business & Management Studies, building links with delegates at the Institute's International Conference held in conjunction with its European partners.



Careers & Recruitment Fair at IT Carlow - giving students an opportunity to highlight their key skills to potential employers



Su Zheng, graduated BBS Services Marketing now employed as Marketing Executive in Beijing



Computing Degrees at IT Carlow

IT Carlow computing department is one of the largest computing departments in the Irish Institute of Technology sector. It offers the widest choice of undergraduate studies up to honours degree level.

What would I actually do after a computing course?

Employment opportunities in computing are plentiful and varied. There are many areas of work, the three main ones being:

Programmers

People who create computer systems.

Networkers

People who connect these computer systems together on a global scale.

System Managers

People who keep the systems and networks going.

At IT Carlow we offer courses in all three of these areas to Certificate, Diploma and Honours Degree level.

What course should I choose?

It depends on whether you want to be a programmer, a networker or a systems manager.

Programmers would typically choose CW019, Networkers would choose CW020 or CW046 and System Managers would typically choose CW019 or CW020.

What has IT Carlow to offer on these courses?

- A choice of three Honours Degree Computing courses
- Opportunities to progress to higher degree level in all three areas
- State-of-the-art equipment
- A brand new Learning Resource Centre
- Multimedia and Networking Laboratories
- Over 30 energetic and enthusiastic lecturers who will make it their business to see that you succeed



Programming Route Planner – Two students of the National Diploma in Computing demonstrate their computing project, a computerised Route Planner.



Networking – Second year Networking students examine cabling and networking devices in a communications cabinet.



Computer Systems Management – Diploma student with a typical systems management project. Many of these projects involve the construction of web-based frontends to large databases.



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Humanities Degree at IT Carlow

An exciting new development in the Department of Humanities at IT Carlow is the introduction of a BA in Early Childhood Studies.

What do graduates of Early Childhood Studies do?

Career prospects are excellent for this new course and graduates will find employment in a range of early years settings.

These areas include pre-schools, creches, day nurseries, special needs services, family support centres and community services in the statutory, voluntary, community and private sectors.

What does the course entail?

The BA in Early Childhood Studies is a four year honours degree programme (CW105), which will give students a professional and academic qualification in the field of childhood studies, specialising in the child from birth to 8 years of age.

In each year of the degree, four inter-related elements are included: theory, professional skills, personal development and supervised practice.



Professional training in the education and care of young children

Mechanical Engineering & Production Technology Degree

What do Mechanical Engineers do?

Mechanical Engineering is concerned with the design and development of plant and machines such as aero-engines, motor cars, machine tools, boilers and refrigerators. It is also about setting up and day-to-day running of a factory where the end product could be anything from a plastic bag to an aircraft.

What will the course entail?

Considerable emphasis is placed on computer applications in design, planning and control and

on the solution of engineering problems, especially in the Technology Degree.

Hands on training will be provided on Institute equipment and/or at the Computer Integrated Manufacturing (CIM) Centre, which is located on campus. Industrial experience is built into this programme.

A major industrial based project is also undertaken for which both thesis and oral presentation are required.



Undergraduate enjoying the student exchange programme in France



Students at work in IT Carlow Engineering facility



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Science Degrees at IT Carlow

In the past, science was referred to under three main headings, Biology, Chemistry and Physics. Today science is referred to under a wide variety of topics such as Forensic Science, Bioremediation, DNA Fingerprinting, Gene Cloning, Pathogen Control, Biotechnology, Physiology/Health Science, Nutrition and Dietetics.

Students who study science can pursue a wide variety of careers, some of which you would never have anticipated. Take a look at the diagram to see how science has evolved to such a dynamic range of job opportunities today.

If you are interested in any of these areas, then science is for you. If you are unsure about science as a career, just remember that science opens many doors but closes none.

What course should I choose?

The choice is simple. Choose the National Certificate in Applied



Biology/Chemistry as a first step (Course Code CW022). During your first year on this course you can explore the various options available. From the common first year, you can decide to specialise in Biology or Chemistry, with follow-on diploma and honours degree options in Food Quality Management, Analytical Science, Environmental Science, Biotechnology and Bioinformatics.

What has IT Carlow to offer on these courses?

- A choice of two Diploma and three Honours Degree science courses at the leading edge of developing technologies
- Six month work placement on all honours degree courses
- Lots of project work with over 50% of time spent in laboratories
- Opportunities for progression to higher degree level (Masters and Doctorate)



Postgraduate researchers at IT Carlow, Hanane El Baz and Clare Whelan. Clare recently completed her PhD in Environmental Science, under the direction of Dr David Dowling. She is a graduate of the BSc in Industrial Biology at IT Carlow.



Ireland's Premier Bertie Ahern recently presented the Local Authorities prize to Geraldine Dowling, graduate of the BSc in Industrial Environmental Science



First graduates of BSc in Human Physiology & Rehabilitation. This four year programme is the first of its kind in Ireland and is expected to make a significant contribution to the positive development of Irish sport in the years ahead.



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Industrial Design Degree at IT Carlow

What exactly does the Industrial Designer do?

The Industrial Designer is involved in the creation and development of new and exciting products. They represent the needs and aspirations of the product user at the design stage. Industrial designers have a wide variety of job opportunities open to them depending on their interests and orientation:

- In-house company design;
- Product design consultancy;
- Web/multimedia design;
- Education (via HDipEd).

...do you have what it takes to design the future?

Why choose Industrial Design at IT Carlow?

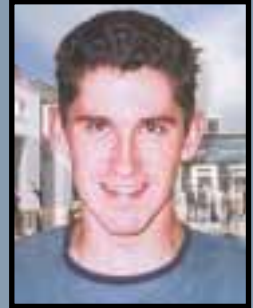
IT Carlow offers top class resources:

- Largest team of Industrial Design professionals in the country working on the IT Carlow course;
- Supportive project-based course structure to maximise individual student potential;
- State of the art computing/media facilities.

Choose National Diploma in Industrial Design (CW015).

What course progression opportunities are available at IT Carlow?

Diploma graduates can progress to an Honours Degree course in Industrial Design at IT Carlow.



Paul Dempsey - graduate of the Honours Degree in Industrial Design quickly secured a Product Design position with LG Electronics Tech Ltd., in their Dublin based European Design Centre.



Students on the National Diploma in Architectural Technology are encouraged to simulate the work done in an Architect's office or Industrial environment. This is an example of a former student's model of an Irish historic building.



Our Thermodynamics & Fluids Laboratory contains all the computer simulation rigs for steam generation, robotics control, heat generation, power output, turbines, automatic gearboxes, power plugs, the list is endless

Architectural & Civil Engineering at IT Carlow

For students seeking a career in the fields of building design, construction and building management the Institute offers the following recognised qualifications that lead to employment in the above fields.

- National Diploma in Engineering - Civil Engineering
- National Diploma in Construction Studies -

Buildings and Services Management

- National Diploma in Construction - Architectural Technology
- National Certificate in Engineering - Civil Engineering
- National Certificate in Engineering - Construction Studies



Electronic Engineering Degrees at IT Carlow

What do Electronic Engineers and Technicians do?

Electronic Engineers create the new electronic products which are changing the face of today's society, e.g. mobile phones, DVD players, medical scanners, robots, computer systems, etc.

Electronic Technicians install, operate and maintain advanced electronic equipment e.g. medical scanners, robots, security systems, etc.

What Course should I choose?

The course you select depends on your area of interest.

Microelectronic Design field:

Designing the microchips which will drive the next generation of electronic products.

Choose National Certificate in Electronic Engineering – CW006.

Computing field:

Manufacturing, installing, operating and maintaining computer peripherals and hardware.

Choose National Certificate in Electronics & Computer Engineering – CW024

Communications field:

Establishing and operating the communication networks which

provide the platform for interactive television, e-commerce, etc.

Choose National Certificate in Electronics & Communications Systems – CW025

Aviation field:

Specialising in the installation and maintenance of aircraft electronic systems e.g. autopilot, navigation systems, radar systems, in-flight entertainment systems, etc.

Choose National Certificate in Avionics – CW061.

What Course Progression Opportunities are available?

Following the National Certificate courses, students have the option of taking one of three diploma courses:

- National Diploma in Electronic Engineering;
- National Diploma in Microcomputer Engineering;
- National Diploma in Digital Communications.

Having completed a National Diploma course, graduates then have the opportunity of taking one of two Honours Degree options:

- BSc in Integrated Circuit Engineering;
- BSc in Optical Engineering.



IT Carlow's Jet Fighter, donated by the Air Corps. The jet will be used to train technicians in the maintenance of avionic systems



Ireland's Premier Bertie Ahern presents Shane Lawlor with the Intel Prize for the National Certificate in Manufacturing Technology



World's largest industry by 2015. Microelectronics is currently the 3rd largest industry in the world behind the oil and motor industries.



Entry Requirements to Year 1 of Undergraduate Programme

Academic Qualifications

International Students must demonstrate that they have reached a level of education in their country of origin that is the equivalent of a Secondary School Diploma (High School Diploma) with good grades in an appropriate language, mathematics and at least 4 other subjects. A copy of school results must be submitted for adjudication along with the application form. If results are in a language other than English, a certified translation into English must also be provided. Original certificates must be presented upon registration.

English Language

Students must provide evidence of having reached the required standard in the English language in reading, writing and communication. A minimum IELTS score of 6.0 or equivalent in another recognised EFL examination is recommended. Some programmes may require a higher standard of English eg. Computing/Business. International students must provide a certified statement of proficiency in English as a prerequisite to registration as a student of the Institute.

Immigration

Students must meet immigration requirements in order to reside and study in Ireland.

Visa applications will only be considered on the presentation of the following material;

- Original academic certificates
- Letter of acceptance by host Institute/College
- Statement of financial support
- Letter of undertaking by the applicant to return to their country of origin on completion of studies

In addition to these documents, the Department of Justice may require the applicant to provide other appropriate information.

Initial visa application should be made to the Visa Application Section of the Irish Embassy/Consulate in the applicant's home country.



Annual Conferring Ceremony



Careers Information Exhibition



Co-operative project work



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Non-First-Year Applications

Some students who have taken undergraduate studies at a recognised University or Institute may apply for exemptions for the studies completed or award received, subject to examination and acceptance of certified transcripts by the appropriate Faculty of the Institute of Technology, Carlow.

Previous study must closely relate to the applicant's chosen programme of study at the Institute of Technology, Carlow and entry to another year of study, other than Year 1 may be possible. For example, if a student holds a Diploma in Computing from a recognised university in their own country, they may be accepted to begin their studies in Year 3 of one of the Computing Programmes in the Institute of Technology, Carlow.

In order to gain non-first-year entry a student must provide certified copies of their university results detailing all subjects studied during their university programme. High

School transcripts are also to be provided in these cases.

Original certificates must be presented upon registration.

The relevant Head of Department within the Institute of Technology, Carlow will assess all application material and if the previous study closely relates to the required course in the Institute, non-first-year entry will be granted. An interview may be necessary to ensure the student is of an acceptable standard.

Exemptions are at the discretion of the Institute of Technology, Carlow. All admissions to the Institute are subject to the required standard of English specified for Year 1 entry.

Requests for non-first-year entry, along with supporting documents, should be submitted to International Co-ordinator, External Services Department, Institute of Technology Carlow, Kilkenny Road, Carlow, IRELAND.



Modern buildings and facilities



International students from many countries



Internationally recognised awards



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Application Procedure

Student/Agent should complete the International Student Application Form and return it accompanied by all certified transcripts to:

International Co-ordinator, External Services Department, Institute of Technology Carlow, Kilkenny Road, Carlow, IRELAND

1. When completing the application form the student/agent should indicate the applicant's chosen course of study at the Institute of Technology Carlow by stating the appropriate code and full course title (See prospectus or visit www.itcarlow.ie for details).
2. Non-first year applicants should also complete the application form, specifying the requested year of entry and return to the above address accompanied by all certified transcripts.
3. The Central Application Office (CAO) have granted permission to allow 1st year application from non-EU students to be submitted directly to the Institute of Technology, Carlow. All applications should be addressed to: International Co-ordinator, External Services Department, Institute of Technology Carlow, Kilkenny Road, Carlow, IRELAND.

4. Students who have satisfied the initial entry requirements will be issued with a provisional letter of acceptance on the payment of their full first year fee. In the event of the applicant being refused an entry visa for study purposes, the Institute will refund the fee on presentation of the official letter of refusal from the Department of Justice.
5. Applicants should be aware that currently the Institute of Technology Carlow has one undergraduate intake in the academic year which commences in September. Therefore when submitting an application please take into account the time required by the student to obtain a visa and also to reach the necessary standard of English.



Signing of a research contract between University of Beijing and Institute of Technology Carlow witnessed by Irish Ambassador to China Mr. Declan Connolly and Enterprise Ireland Director Mr. Michael Garvey



International Information Seminar



Course and career advice

ACADEMIC YEAR

The academic year is based on 3 terms.

Term 1 - September to December (Christmas)

Term 2 - January to Easter

Term 3 - Easter to end of May



Student Services at the Institute of Technology Carlow

To ensure that the student experience is as positive and enjoyable as possible, the Institute of Technology Carlow has an extensive range of support services designed to meet the needs of individual students.

On arriving in Ireland and coming to Carlow, students are invited to an Information Day when all queries about coming to college can be answered. Also, all students receive an information pack containing;

- Student Handbook
- Accommodation listings and information
- Details of requirements for registration

The student's first week in the Institute includes an orientation programme, which gives a broad introduction to the course and other aspects of student life and also an enjoyable social event, organised in order for all international students to be introduced to each other.

Careers Service

A Careers Service is available to all students of the Institute of Technology, Carlow. The role and purpose of the Careers

Service is to assist students and graduates in making informed career decisions regarding employment prospects.

The service concentrates on the professional development of students in line with their chosen career. Focussing on all aspects of securing employment, emphasis is placed on how an employer may view a graduate as a potential employee – academically, professionally and personally.

On-going training is provided as seminars and one-to-one sessions are held throughout the academic year. Areas of priority include:

- CV preparation
- Interview techniques
- Application form completion
- Company sourcing
- Employment contracts
- Aptitude testing

To offer the students a further opportunity to lay the foundations for their career, firms and representative groups are encouraged to come in and make presentations to students,



Full restaurant facilities at a reduced cost



State-of-the-art library service



Extensive range of support services provided



making them aware of their human resource needs and the type of candidates that they are seeking. The Service also hosts Annual Recruitment Fairs to provide students with additional opportunities to present themselves to national and international companies and organisations.

Health Insurance

The Institute of Technology, Carlow has in operation a group scheme for health insurance for International Students. This group scheme allows all International Students many benefits including full cover for semi-private accommodation in public hospitals.

The initial waiting period for new members of 26 weeks is also waived for all Non-EU students in the group scheme.

It is the policy of IT Carlow to ensure that all Non-EU International Students submit the cost for membership to this group scheme on or before the 1st September of the year of entry.

Health Service

The Institute has a Health Centre on campus, which is co-ordinated by a registered nurse. A medical doctor attends at regular times each week. The services of the doctor are

available to all students. In addition to providing a general medical service, the health centre also places an emphasis on promoting healthy lifestyles and offers all kinds of advice and information.

Personal Tutors

Every class is assigned a tutor who is there to advise students on academic matters eg appropriate careers, subject options, vacation experience, examinations etc. The Institute advises International Students to liaise closely with their tutor and advise them on any difficulties being experienced with the course.

Accommodation

In general, accommodation in Carlow will be considerably less expensive and more available than in bigger cities. The Institute's Accommodation Office offers advice and guidance to students. There are mainly two types of accommodation available;

1. Home Stay

The student lives with a family and meals (except mid-day meal) are provided.

2. Self Catering Accommodation

This type of accommodation is mainly in the form of bed-sits, flats and houses, which are shared with other students. The



Graduate in style at IT Carlow. 18,000 students have graduated to-date with internationally recognised qualifications.



Third level education has arrived in Wexford, thanks to the extension of the IT Carlow campus



Central Services Building - creating a practical and social hub for the 4,500 students at IT Carlow and incorporating restaurant, retail and banking facilities



tenants are generally responsible for fuel and electricity in addition to the rent. Students are also expected to provide their own bedding, linen etc.

Students should not enter into contracts or pay deposits on accommodation without first checking the rental conditions with the Accommodations Office.

Cost of Living

Cost of living (food, clothing, entertainment, etc) is dependent on the demands of each individual student.

The following are examples of approximate estimates* of expenses for a student living in Carlow.

Careful budgeting is absolutely necessary, particularly during the first weeks of term. Students are advised to think very carefully before taking up part-time work as a means of supplementing their income because of the considerable demands of lectures, study, continuous assessment and examinations. Non-EU Students are permitted by the Department of Foreign Affairs to work 20 hours per week.



Portal of Light at IT Carlow – designed by Keiichi Tahara and commissioned for the Eige Carlow Arts Festival 2001

APPROXIMATE COSTS PER MONTH FOR ACADEMIC YEAR			
HOME STAY	AMOUNT	SELF CATERING	AMOUNT
5 day partial board (bed, breakfast & evening meal)	€340.00	Rent (shared house/flat/bedsit)	€240.00
7 day partial board (bed, breakfast & evening meal)	€440.00	Fuel/Electricity	€75.00
Food in Institute	€150.00	Food	€225.00
Books & other Academic Requisites	€40.00	Books & other Academic Requisites	€40.00
Entertainment/Spending Money	€65.00	Entertainment/Spending Money	€65.00
Total per month (7 day Board)	€695.00	Total per month	€645.00
Total for eight months	€5,560.00	Total for eight months	€5,160.00

* Based on the Year 2003 prices



Questions and answers at EdTech 2002, the e-learning event for educationalists & technologists. Sponsored by WebCT and hosted by IT Carlow



Onsite at the European Parliament Offices, newly elected President of the European Parliament, Pat Cox, receives a presentation from IT Carlow students



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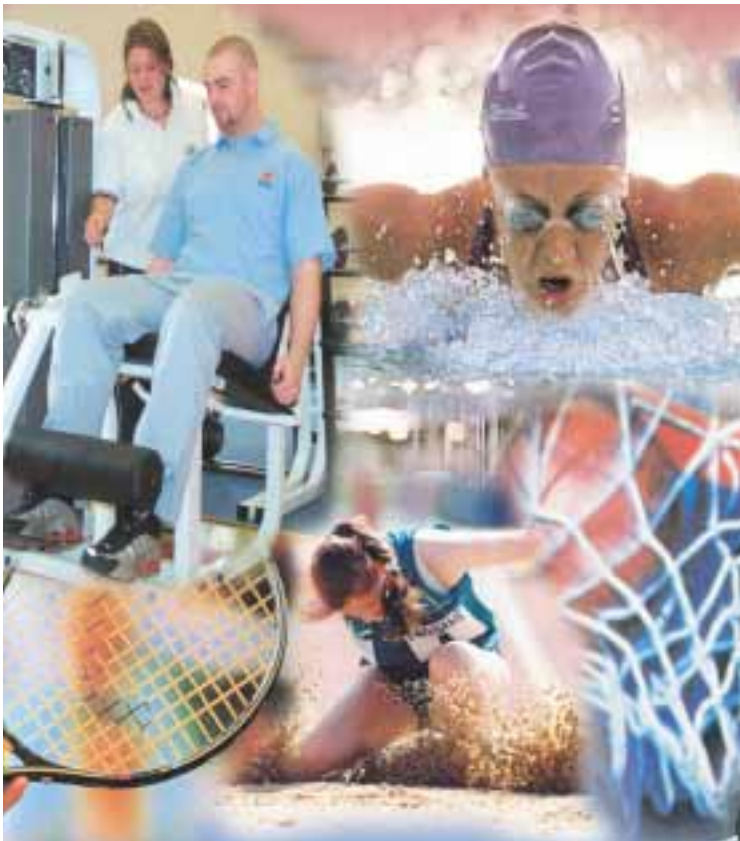
Sports & Recreation

The Institute encourages students to participate in the sporting activities provided by its clubs and societies.

Over 25 sports are catered for, ranging from Aerobics to Tae-Kwon-Do to Volleyball and Basketball. There are opportunities for elite performers to further their sporting careers as well as students who just want to play for fun.

There is a large Sports Hall on campus, as well as soccer pitches and tennis courts. Also, the Institute has excellent links with local sports clubs.

A wide range of activities and societies are also organised for people with interests other than sport. These include a Computing Society, Music & Drama Group, Film Nights, Photography Society and much more.



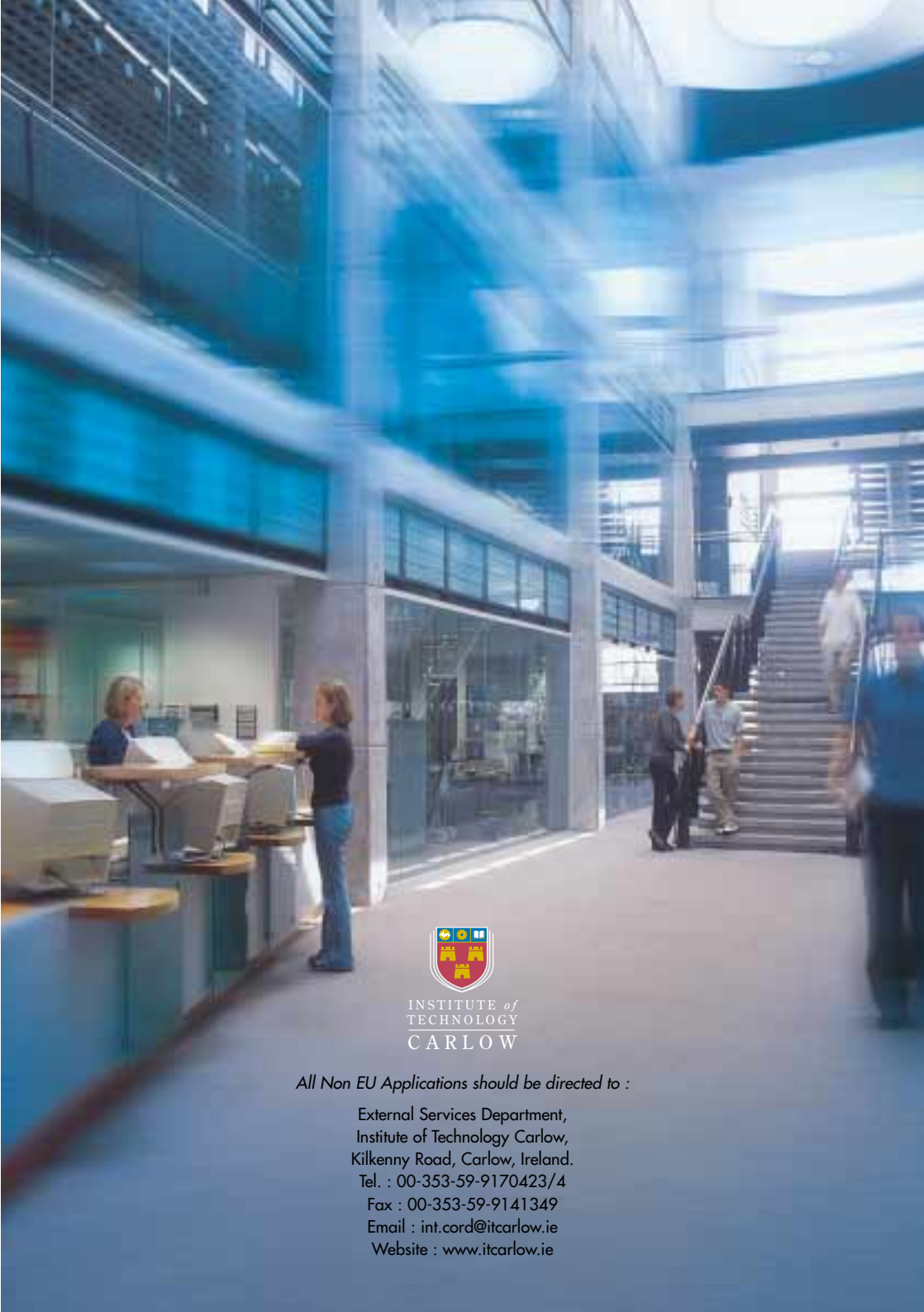
Paul Bulfin, student of IT Carlow in the ISSA Carberry Cup. Just one of the many clubs you can join at the Institute of Technology Carlow



Track and field and team sports are available to all students at IT Carlow



Clubs & Societies Awards 2002, presented by Irish comedian Dara O'Brian



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All Non EU Applications should be directed to :

External Services Department,
Institute of Technology Carlow,
Kilkenny Road, Carlow, Ireland.
Tel. : 00-353-59-9170423/4
Fax : 00-353-59-9141349
Email : int.cord@itcarlow.ie
Website : www.itcarlow.ie