



Student **INFORMATION HANDBOOK** 2026–2027

setu.ie



**SE
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Ollscoil
Teicneolaíochta
an Oirdheisirt

South East
Technological
University



Contents

President's Welcome	3
Student Support Services Welcome	4
Student Support Services	5
Access Supports	7
Disability Support Services	10
Student Engagement, Retention & Supports	12
P2P - Peer Mentoring	14
Presidents Volunteer Award	16
Careers Development Centre	18
EU - CONEXUS Career Network	20
Chaplaincy & Pastoral Care	22
Student Counselling Service	24
Medical Services	30
Sports and Societies	32
SETU Novus	37
Students' Union	40
Student Grants & Fees	42
Student Assistance Fund	44
MABS - Money Advice and Budgeting Service	46
Waterford Food Bank (WFB)	47
Health & Safety	48
Sustainability	52
Office of the Vice President for Academic Affairs, Teaching & Learning	54
Equality, Diversity & Inclusion	58
Accommodation	61
Computer Services	62
International Supports	68
Library Services	70
Policies, Rules & Regulations	73
Contact Information	74
Faculty Offices	
General Queries	
Welfare & Emergencies	



Welcome from the President

I am delighted to welcome you to SETU's vibrant community of over 18,000 students and 1,600 staff in campuses across Carlow, Waterford, and Wexford. Thank you for choosing to study at SETU.



Your university years are some of the most exciting of your life, where you make new friends, learn new skills, and discover more about who you are and what career path you wish to follow. At SETU, you'll be supported every step of the way. Our staff are helpful, friendly, and approachable and always ready to guide you, so please ask for help if you need it and find out about the various supports for our students.

Being an SETU student opens up many opportunities beyond the classroom. One in particular is our membership of EU-CONEXUS, the European University Alliance which focuses on Smart Urban Coastal Sustainability. SETU's membership of this alliance facilitates a range of activities SETU students can avail of both locally and across Europe. More information on EU-Conexus is available on page 20.

We are also very proud of our strong culture of volunteering. Students are encouraged and supported to contribute to their communities, and the annual President's Volunteer Award ceremony celebrates the generosity and impact of our students' engagement - it is fast becoming a highlight in the University calendar. More information can be found on page 16.

Your student experience at SETU matters to us. We recently launched SETU Perspecta – an engagement initiative designed to capture your voice and enhance students' experiences across the University. The initiative aims to ensure that the student voice directly informs decision-making and future planning at SETU.

On behalf of all our staff here at SETU, I wish you every success in your time here at SETU and I look forward to meeting you in the year ahead.

Welcome to SETU!

Professor Veronica Campbell
SETU President

Welcome from Student Support Services

On behalf of the Student Support Services team, we would like to welcome you to the South East Technological University community.

Going to university is the start of a journey where you will meet new people and have new experiences. Adjusting to student life can be both challenging and exciting. It is normal to feel overwhelmed when starting, trying to find your way around, and for some of you it will be your first experience of living away from home. Remember that you are not the only one feeling this way. Many of your peers will be feeling exactly the same. It is important to remember that there are many people in the University that you can ask for help should you have any worries or questions.

University life is not all about study. We want you to get involved. Through our societies and clubs, volunteering schemes, peer support and mentoring structures, and through your Students' Union, we want you to engage in your own personal development and know that the friends you make in university will in many cases be your friends for life.

This handbook is a guide to the various supports and services that are available to you in the University. Please read the information carefully and keep it as a reference throughout the year for information on where to find SETU rules and regulations.

We encourage you to get involved in SETU life by joining clubs and societies or participating in activities organised by both Student Support Services and Students Union.

We wish you every success, both academically and socially, during your time with us. Remember, the Student Support Team are here for you along the way.

Head of Student Support Services

Waterford



Dr Laura Keane

Carlow & Wexford



Helena Fitzgerald



Colm Bonnar

Student Support Services

SETU Student Support Services provides a range of supports that are focused on helping students both during the transition to third level and throughout their time in South East Technological University.

The Student Support Team works with students on a wide variety of issues, including personal and academic concerns. If they can't provide you with assistance, they will certainly point you in the direction of someone who can.

Location and Contacts

Waterford Campus

The Student Support desk is located on the Cork Road in the Business Building. The office on the College Street Campus is located in AL8.

E: studentsupport.wd@setu.ie

T: 051-834095/051-845513

Carlow & Wexford Campus

Our supports and services are located in the Barrow Centre on the Carlow Campus and in the Student Services Office on the Wexford Campus.

Carlow Campus

E: studentservices.cw@setu.ie

T: 059-9175600

Wexford Campus Contact

E: studentservices.wx@setu.ie

T: 053-9185802



Student Support Services

Student Support Services

The supports and services of SETU include:

- Academic Supports
- Access Supports
- Careers Development Centre
- Chaplaincy & Pastoral Care
- Clubs & Societies
- Disability Support Service
- Financial Assistance (Student Assistance Fund)
- First Year Transition and Orientation
- Health and Wellbeing
- Information Sessions
- Peer Mentoring
- Student Counselling
- Student Engagement and Retention Initiatives
- Student Volunteering Opportunities



Access Supports

SETU Access teams on the Waterford, Carlow and Wexford campuses work to enhance opportunities for students from under-represented groups to access, participate in, and complete courses in SETU. We support students at all stages of their educational journey.

Our aim is to provide opportunities to our potential students to experience college life, increase their awareness of their educational options and to encourage them to believe in themselves and the choices they make to support their education.



Dedicated Traveller & Roma Education Supports

For current Traveller and Roma community students across SETU, to access, participate and progress through Higher Education. For further information on pre and post entry supports for Traveller and Roma students, please contact:

Carlow/Wexford: access.cw@setu.ie **Waterford:** access.wd@setu.ie

Our 3rd level entry and financial support programmes include the following:

- **HEAR Scheme**
- **Student Assistance Fund**
- **1916 Bursary Scheme**
- **Traveller/Roma Education Support**
- **Reach Programme** (Waterford Campus access route for Leaving Cert students)
- **Carlow Access Programme** (Carlow/Wexford Campus access route)

Access Supports

Carlow and Wexford Campuses Contact Information

HEAR Scheme

hear.cw@setu.ie

1916 Bursary Fund

1916Bursary.cw@setu.ie

Student Assistance Fund

SAFCommittee.cw@setu.ie

Carlow Access Programme and other access-related queries

access.cw@setu.ie

Waterford Campus Contact Information

HEAR Scheme

hear.wd@setu.ie

1916 Bursary Fund

1916Bursary.wd@setu.ie

Student Assistance Fund

saf.wd@setu.ie

Waterford Access Programme and other access-related queries

access.wd@setu.ie

Waterford Campus Access Team

For more information on the supports, contact:

Waterford Access Office

T: 051 306192

E: access.wd@setu.ie

Waterford Access Supports

Carlow & Wexford Office

T: 059 9175603

E: access.cw@setu.ie

Carlow & Wexford Access Supports

Waterford Access Staff



Nuala Lennon
Access Officer



Claire Kelly



Paul Bennett



Robin Croke



Linda Dooley

Carlow and Wexford Access Staff



Aisling McHugh
Access Officer



Ruth Manning
Assistive Technology and
Learning Support Tutor



Shane Hamilton
Traveller and Roma
Education Support
Co-ordinator



Disability Support Services

SETU is committed to a policy of equal opportunities in education and to ensuring that students with disabilities have equitable access to their programme of study. Students with disabilities are encouraged to register with their relevant campus Disability Office to seek supports.

To apply for reasonable accommodations, students must contact their relevant campus Disability Office. An individual Needs Assessment is provided for all students based upon their supporting documentation.

Reasonable accommodations can include but are not limited to, assistive technology, learning support and examination accommodations.

Successful DARE applicants must also apply for reasonable accommodations and must contact their relevant campus Disability Office for a Needs Assessment.

Supporting documentation is required to register with the disability office. Contact your campus disability office for more details. For details see the next page.

Exam Accommodations Application Closing Dates		
 Disability Support Services	Semester 1	30 October 2026
	Semester 2	12 March 2027

Autism & Uni Toolkit – South East Technological University

The Autism Toolkit provides a centralised, accessible, and mobile-friendly source of information designed to promote student autonomy and confidence while at SETU. Students can use the toolkit when they need to for information, navigation and support. The toolkit was developed by the Disability Office, Student Life & Learning (Waterford campus).

The Autism Toolkit is available on the SETU website and Moodle.



Carlow and Wexford Campus Disability Office

Students on the Carlow and Wexford Campus must contact the disability office and request a needs assessment for reasonable accommodations.

Contact Information

T: 059 9175600

E: disability.cw@setu.ie



Angela Costelloe
Disability Support Officer



Clodagh Dougherty
Disability Advisor



Allison Ritchie
Assistive Technology and
Learning Support Tutor



Anna Graham
Learning Engagement Advisor



John Cahill
Autism Support and Universal
Design Co-ordinator

Waterford Campus Disability Office

Students on the Waterford Campus must contact the disability office and request a needs assessment for reasonable accommodations.

Contact Information

T: 051 302758

E: disabilityoffice.wd@setu.ie



Laura Hartrey
Disability Officer



Janet O'Neill
Assistive Technologist



Elma Clancy
Senior Disability Advisor



Ruth Treacy
Administrator



Ann-Marie Thornton
Disability Advisor

Student Engagement, Retention & Supports

Our team are here to support students throughout their journey in SETU. It is not unusual to feel overwhelmed at times by all the adjustments you have to make when you first go to college or during your course.

Members of the team are available to meet students to discuss issues which may be impacting on their experience in the University. We work with students on a wide variety of issues, including both personal and academic concerns. Issues may include but are not limited to:

- Unsure if you are on the right course
- Considering leaving your course or de-registering
- Thinking about taking time out or deferring your studies
- Finding it difficult to keep up with academic work
- Interested in changing course
- Experiencing other challenges impacting your college experience

We aim to pay attention to the whole student (e.g. personal, social, academic) and our team can offer guidance, support and referrals to other relevant services within the University, as well as external supports where appropriate.

All support is private & confidential and offered in an understanding environment. Information and support is also offered on the SETU website at:



Student Support Services

Waterford Contact Information

General Student Support T: 051 834095 T: 051 845513
E: studentsupport.wd@setu.ie

Student Engagement & Retention E: retention.wd@setu.ie



Conor Phelan
Student Engagement &
Retention Officer



Imelda Morrissey



Elaine Aylward

Carlow/Wexford Contact Information

General Student Support Carlow T: 059 9175600 E: studentservices.cw@setu.ie

General Student Support Wexford T: 053 9185802 E: studentservices.wx@setu.ie



Yvonne Hoare
Deputy Head of Learner
Support & Student
Services



Deirdre Frankis



Orla Doyle



Janet Lambert



Carol Lochab

P2P - Peer Mentoring



Peer to Peer (P2P) is a peer mentoring programme designed to support new first year students' transition to Third Level Education. Students from year two and above volunteer as Peer Mentors offering guidance, advice on support and services, and information about the university to new students. Peer mentors play a crucial role in supporting first year students' overall well-being, academic success and integration into university life. The aim is to create a sense of belonging while helping students build new connections.

Examples of the supports that mentors provide include:

- Greeting first-year students during orientation and helping them get familiar with the campus, including important locations such as classrooms, the library, and student support services.
- Providing students with information about the University services and answering questions they may have; from Clubs & Societies to Students Union events and much more.
- Promoting and encouraging an inclusive campus community which fosters connection, respect and understanding where all students feel supported and connected.

Students in courses with the P2P on their programme will be able to join dedicated P2P events and activities alongside their mentors. These gatherings offer a great chance to meet fellow students from their course, department, and across the wider university. First-year students will typically meet their mentors during orientation. If someone misses this opportunity, they can simply contact the P2P team, who will arrange for them to be matched with a mentor.

Any first-year student who enjoys the experience of having a mentor when they start in SETU, may wish to consider volunteering with the programme themselves from second year onwards. If interested in becoming a P2P mentor, you can contact the P2P team or scan the QR codes for more information.



P2P – Peer Mentoring

Carlow Campus Contact

peersupport.cw@setu.ie



Mary Boylan



Daniel Khijinski

Waterford Campus Contact

peersupport.wd@setu.ie



Denise McAllister
Wylie



Milena Lescova



Diana Kaltcheva



Megan Tubbritt



Daniel Fagan



President's Volunteer Award (PVA)

The President's Volunteer Award (PVA) recognises and celebrates SETU students who make a positive impact through volunteering, both within the University and in the wider community. Endorsed by the President of SETU, the award acknowledges students' commitment to civic engagement, leadership, and active citizenship.

As a member of Studentvolunteer.ie, SETU offers students access to a wide range of volunteering opportunities both on campus and within communities across Ireland.

The PVA aims to:

- Encourage and promote a culture of volunteering across SETU.
- Strengthen partnerships between SETU and local communities.
- Recognise and celebrate the valuable contribution of student volunteers.
- Develop leadership, employability skills, and active citizenship.

How It Works

Students record their volunteering hours throughout the academic year using the Studentvolunteer.ie platform and submit a short reflective piece outlining their volunteering experience. All volunteering hours must be verified by the relevant organisation or supervisor before being considered for an award.

Award Levels

Students can achieve one of three award levels based on their verified volunteering hours:

- **Gold** – 60+ hours
- **Silver** – 40+ hours
- **Bronze** – 20+ hours

The President's Volunteer Award is open to all SETU students, with recipients recognised at an annual awards ceremony.

To find volunteering opportunities, register through Studentvolunteer.ie using your SETU student account.

For further information, contact:

volunteering@setu.ie or follow SETU Volunteering – PVA on our social media pages for the latest volunteering opportunities, events, and updates.

LinkedIn – **SETU Volunteering – PVA**

Instagram – **@setuvolunteering**



Thomas Grinsell



Careers Development Centre

Your Career, Your Service

SETU's award winning Careers Development Centre is the main point of contact for:

Students & Graduates helping you explore your options, develop your employability skills and make successful job applications.

Academic Staff supporting you to equip your students with the skills they need to enhance their employability and succeed in their future careers.

Employers interested in securing the recruitment of well educated, career orientated, informed graduates.

Here at SETU Career Development Centre we recognise that you are a unique individual and we pride ourselves on being able to offer our students personalised, impartial, expert advice.

It is never too early to start planning for your future career.

Services that are available to you during your time in SETU include:

- One-to-one careers appointments
- Employability classes and workshops on career planning, transferable skills, networking, interviewing.
- CV workshops and review sessions
- Mock Interviews
- Employer events/careers fairs
- Career pathways
- Employment opportunities.

The Careers Development Centre also has partnerships with:

GradIreland: A platform for students seeking graduate and internship opportunities in Ireland. Employer events such as Graduate of the Year, GradSims – tryout tasks for different job roles in companies, Careers advice blogs: <https://gradireland.com>.

AHECS: The Careers Development Centre is associated with all Irish university careers services through the Association of Higher Education Career Services (AHECS).

SETU Careers Development Centre Waterford Campus

The Waterford campus Careers Development Centre is situated inside the front entrance (immediate left) of the main Cork Road campus.

E: careers.wd@setu.ie **T:** 051 302038

Facebook: SETU Careers Centre Waterford

LinkedIn: SETU Careers Development Centre Waterford [linkedin.com/company/setucareerscentrewaterford](https://www.linkedin.com/company/setucareerscentrewaterford)

Instagram: SETU Careers Centre Waterford

MyCareer: Job opportunities and lots more can be found here: <https://mycareer-wd.setu.ie/>

Waterford Campus Contacts



Angela Collins
Careers Advisor
and Head of
Careers



Laura Dunphy
Careers
Administrator



Sorcha Walshe
Senior Careers
Administrator



Averil Wall
Careers
Administrator

SETU Careers Development Centre Carlow Campus

The Careers Development Centre is situated in the Barrow Centre building (beside the Student's Union), Kilkenny Road Campus, Carlow.

Carlow & Wexford Campus Contacts



Orla O'Sullivan
Careers & Employability Support Officer
and Head of Careers Carlow & Wexford



**Careers Development
Centre**

E: careers.cw@setu.ie

Instagram: [careerssetucarlow](https://www.instagram.com/careerssetucarlow)

E: careers.wx@setu.ie

LinkedIn: www.linkedin.com/groups/12974179

T: 059 9175085

EU-CONEXUS

Your EU-CONEXUS Adventure Starts Here!

Be more than a student - be part of a European community. Enrol at one university and be a student of nine.

As a SETU student you're part of EU-CONEXUS, an international partnership that focuses on Smart Urban Coastal Sustainability. Together with eight other universities across Europe, we aim to address societal challenges in coastal and urban regions through education, research, innovation, and community engagement. This means more opportunities, more experiences, and more ways to shape your future.

What is EU-CONEXUS?

Think of it as your opportunity to grow and learn.

- **Study, work and collaborate** across Europe, often with funding.
- **Build your career** – through hands-on experience and networking.
- **Tackle global challenges** in sustainability and climate.
- **Grow personally** – step outside your comfort zone, make new friends and learn new languages.
- **Travel opportunities.**

Partner universities include:

- La Rochelle University, France
- Catholic University of Valencia, Spain
- University of Zadar, Croatia
- Agricultural University of Athens, Greece
- Frederick University, Cyprus
- Technical University of Civil Engineering Bucharest, Romania
- Klaipeda University, Lithuania
- University of Rostock, Germany



What Can You Do as a SETU Student with EU-CONEXUS?

- **Earn EU-CONEXUS Micro-Credentials**
Take free accredited online courses from universities across Europe and gain recognised certificates alongside your degree. We have offerings at bachelor and master level.
- **Travel & Learn Across Europe**
Join funded exchanges, workshops, summer schools, and blended learning programmes while experiencing student life abroad.
- **Access Student Opportunities**
Apply for initiatives like the Student Projects and build your experience.
- **Grow Your International Network**
Connect with students from across Europe, develop new skills, and enhance your CV with global experience.

Become a Student Ambassador

If you enjoy meeting people, social media, or leadership, this role is for you! Represent SETU, host events, and promote EU-CONEXUS while building valuable skills and having fun!

Ready to Join?

EU-CONEXUS is your launchpad to explore, connect and grow.

Follow us for events, updates and student stories.

E: eu-conexus.wd@setu.ie

Social: Search "EU-CONEXUS" on all platforms.



SETU EU-CONEXUS



EU-CONEXUS

Chaplaincy & Pastoral Care

SETU provides pastoral care and support for all students and staff on the Carlow, Waterford and Wexford campuses. The priority is to support students and staff in a confidential manner with respect and dignity in all situations within and beyond the University. The service operates an open-door policy and students and staff of all faiths and none are welcome to call to the office at any time.

Local ministers of Religion can be contacted through the Chaplaincy and Pastoral Care Office.

Should you be aware of a student illness, accident or bereavement, please contact the Office on your campus or any member of the Student Supports Services team.

Emergency Financial Support

Some students find themselves in financial difficulty during the academic year. The emergency Urgent Needs Fund is for students in financial crisis. This small fund is geared to make a quick response to a student's financial need and is primarily designed for unanticipated emergencies only. Please make all enquiries to the Chaplaincy and Pastoral Care Office on either the Waterford and Carlow campuses or the Student Services Office on the Wexford Campus.

Carlow & Wexford Campus

Fr Martin Smith is available to all students and staff in Room F103 in the Barrow Centre on the Carlow Campus.

Fr Martin Smith also visits the Wexford Campus and is available to all students and staff.

Multi-faith Room

The Multi-faith Room (room F102) is located in the Barrow Centre and offers a place of calm and tranquillity to retreat from the hustle and bustle of daily student life. It is located beside the Chaplain's Office near the Students' Union.

- Mass is celebrated daily at 1.05pm.
- Muslim prayer takes place daily.

- Meditation every morning 8.45am– 9.00am. A great way to start the day.
- Holy Hour every week (day and time to be announced).
- Guided meditation every week (day and time to be announced).



Fr Martin Smith
Carlow & Wexford
Campus Chaplain

Waterford Campus

Chaplaincy and Pastoral Care services are available to all students and staff in Office D26 on the Cork Road Campus in Waterford.

The Quiet Room is located in room C41 on the C corridor. It is a special place providing space to relax and reflect, to be still and heal the spirit. All students /staff are welcome in the Quiet Room. Mass can be celebrated on request for special occasions.

Carlow & Wexford Campus Contact Information

T: 059 917 5612

E: chaplaincy.cw@setu.ie

Twitter: @SETUchaplainCW

Instagram: [setuchaplaincyw](https://www.instagram.com/setuchaplaincyw)

Facebook: SETUchaplaincyCW

Waterford Campus Contact Information

T: 051 302617

E: pastoralcare.wd@setu.ie



Chaplaincy & Pastoral Care

Student Counselling Service

The Counselling Service is a confidential, student-centred psychological support service available free of charge to all full-time registered students at SETU.

If you're experiencing emotional or psychological distress whether it's personal or academic, we're here to support you. Students come to us for help with a wide range of issues, big and small. No matter what you're facing, we're here to listen, empower you and help you find solutions.

The insights and tools gained through counselling can enhance your wellbeing, improve your relationships and make day-to-day life feel more manageable. Services are available by appointment across all campuses: Carlow, Wexford, and Waterford. Please use the QR codes below to visit the counselling webpage for your campus.

If you're in emotional distress or unsure what support is right for you, we encourage you to get in touch. We can talk you through the available options, including one-to-one psychotherapy.

Urgent Support: If you need urgent support, please make this clear when booking your appointment. Urgent assessment appointments are available daily for students at risk of self-harm or in crisis.

24/7 Online Supports: You also have access to 24/7 support services including:

- A dedicated text support line
- Togetherall, an online peer-support and wellbeing platform.

Details can be found on our counselling web pages and on page 29 of this handbook. Togetherall is an online peer support and wellbeing platform. Students can register via Blackboard or Moodle or use the QR code below.

text about it

**text SETU
50808**



Student Counselling Service

SETU Carlow & Wexford Campus

To make an appointment for counselling:

- Use the 'How to make an appointment' tab on our webpage or scan this QR Code:
- You will first need to create your own user profile on the Student Counselling Service portal. You can log in and out of the portal to make an appointment whenever you wish.
- If you are having difficulty accessing the portal:



Carlow: E-mail us directly for help at counselling.cw@setu.ie using your student email account, call Student Services on **059 9175600** or drop into the Student Services Office located in the Barrow Centre.

Wexford: E-mail us directly for help at studentservices.wx@setu.ie using your student email account, call Student Services on **053 9185802** or drop into the Student Services Office located on the ground floor.

Urgent Assessment Appointments are available daily for students who are at risk of self-harm or in crisis. If you need an urgent assessment appointment, please contact us by phone or email.

The Counselling Service also runs support groups for specific issues such as anxiety, self-esteem, confidence building, and exam stress. Dates and times of these groups are posted on Blackboard.

Contact details:

Carlow – T: **059 9175600** E: counselling.cw@setu.ie

Wexford – T: **053 9185802** E: studentservices.wx@setu.ie



Kevin Deering
Carlow



Paula O'Mahony
Carlow



Felix Sheridan
Carlow



Mary Kingston
Wexford

Student Counselling Service

SETU Waterford Campus

To make an appointment for counselling:

- Use the 'How to make an appointment' tab on our webpage.
- You will first need to create your own user profile on the Student Counselling Service portal. You can log in and out of the portal to make an appointment whenever you wish.
- If you are having difficulty accessing the portal, please e-mail us directly for help on **studentcounselling.wd@setu.ie**
- There's a YouTube video on the portal page to walk you through this process.



Urgent Assessment Appointments are available daily for students who are at risk of self-harm or in crisis. If you need an urgent assessment appointment, please contact us by phone or email.



In addition to one-to-one psychological counselling we also offer:

- A range of group psycho-education interventions
- Therapeutic group support specific to areas of psychological or emotional concern identified by a class group or other group of students
- Access to the **Togetherall** online information and peer support platform. Please see details on our webpage, and page 29 of this handbook.

Contact details: (Counselling Service Administrator)

T: 051 302091

E: studentcounselling.wd@setu.ie

Please book your own appointment using the 'How to make an appointment' tab on our webpage.



Ann Marie Quigley



Breda Heavey



Stefan Green



Ciara Doherty



Tricia Shannon



Lorraine Flood



Maureen Corr



Nicola Alderweireldt



Get support Take control Feel better

Maybe you are feeling overwhelmed, struggling socially or just not feeling like yourself? Togetherall is a safe, anonymous, online community for mental health support. **FREE** to all students.

Togetherall offers:



Community

We offer an anonymous community to share how you're feeling, listen and be heard.



Courses

Find courses specific to your concerns and learn techniques to manage your mental health.



Resources

Tools, self-assessments and articles that help you understand how you're feeling and track your progress.

16+

Sign up today with your SETU email

togetherall.com



SCAN TO JOIN FOR
FREE TODAY

*For more details, please refer to our T&C's during registration.

Medical Services

The SETU medical services are available term-time to all full-time registered students and apprentices, throughout the academic year. The services are a term time addition but not a replacement for the student's own GP. The service provides acute care during the week when it is not possible for students to attend their own medical services and operates within certain resource constraints.

Medical records are private and confidential and are NOT part of the central SETU student records.

The Campus Nurse service is dedicated to assessing, treating, and managing student health needs during term time. Nurse appointments are free. There is a charge of €20 for the GP, excluding those with Medical Cards.

Carlow

Students at the Carlow Campus must be registered with the SETU Carlow medical centre to use the service. Students only need to register once with the medical centre during their college stay. New students, please register at the beginning of term. Please allow up to two working days for your registration to be processed. Scan the QR code to register with the SETU Carlow Medical Centre.



Doctor appointments are booked Monday-Thursday by phoning 059 9175606, from 09.00 - 10.30 am.

The Nurse is available Monday to Friday from 9:00 am to 5:00 pm. Last appointment is 4.30pm.



Theresa Lowry Lehnen
T: 059 9175606
E: theresa.lowrylehnen@setu.ie

Wexford

Students at the Wexford Campus should contact the student services office to arrange a GP appointment.

T: 053 9185802
E: studentservices.wx@setu.ie

Waterford Campus

Nurse appointments are booked online Monday to Friday from 9:00 AM to 5:00 PM. Doctor appointments (3.30pm-4.30pm) are available and are booked by the nurse (Mon-Friday) during term time.



Máire Ryle
T: 087 6869716
E: maire.ryle@setu.ie



Kristina Delaney-Petersen
E: kristina.delaney-petersen@setu.ie



For more information on the campus specific medical and nursing services, follow this QR code.



Sports & Societies

Sports Clubs & Societies

Sport clubs and societies are an important part of student life at SETU. With over 80 clubs and societies across the Carlow, Waterford and Wexford campuses, students have opportunities to stay active, meet new people and develop new interests.

Sports Clubs

The University offers a huge variety of clubs to choose from, with over 50 sports clubs that offer both competitive and participation-based activities for students. Professional coaches and support staff help students improve their skills and achieve their goals, whether they are participating recreationally or competing at a high level in university competition. Students can join clubs throughout the year, with dedicated Clubs and Societies Days in September and January providing opportunities to explore activities, meet members, and get involved.

Societies

SETU offers over 30 societies for students to experience new things, meet people, and learn through engagement. These societies provide a memorable break from academic commitments and offer opportunities to socialize and develop friendships. Students can choose from a wide range of cultural (African, Cultural Shake Up), political, academic (Law, Engineering), social (Music and Band) and special-interest societies.

Performance Sport

SETU has developed a strong reputation for supporting student-athletes through its Performance Sport Programme. Designed for students competing at elite and high-performance levels, the programme helps athletes balance sporting ambitions with academic success. The University provides support focused on educational, athletic and personal development, enabling athletes to represent their clubs, counties and countries at national and international level.

Sport Scholarships

The SETU Sports Scholarship Programme are designed to help athletes reach their potential both on the field of play and in the classroom. Support can include academic support, access to high-performance facilities, expert coaching, specialist services, and financial assistance where appropriate. The programme includes Elite Sport Scholarships, Sport

Scholarships, Emerging Talent awards, and a number of externally funded scholarship opportunities. SETU is also committed to supporting athletes with disabilities and promoting equal opportunities for sporting excellence.

Student Athlete Support

SETU have a student athlete support policy, meaning the university is recognised by Sport Ireland as a Dual Career Friendly Institution. The policy applies to athletes recognised by their National Governing Body and ensures student athletes who meet the SETU Dual career criteria receive appropriate support to manage both their sporting and academic responsibilities.

Focus Sports

SETU has identified five Focus Sports Athletics, Basketball, GAA, Rugby and Soccer, that receive dedicated performance support and investment. These programmes provide student-athletes with access to high-quality coaching, facilities, and a variety of competitive opportunities.



Sports & Societies

Competitive Sport

Competitive sport is an important part of the student experience at SETU. In addition to the focus sports SETU also offer over 30 clubs who compete in intervarsity, regional, and national competitions across Ireland. Investment in coaching, facilities, and athlete support has resulted in strong performances and success across a variety of sports. Students benefit from opportunities to represent the University while developing valuable skills in leadership, teamwork, commitment, and performance.

Participation & Active Wellbeing

SETU encourages all students to become active, regardless of experience or ability. The Participation and Active Wellbeing Programme promotes physical activity, health, and social interaction through a wide range of recreational opportunities.

Activities include archery, tag rugby, recreational soccer basketball and GAA, yoga, Pilates, Zumba, and other special-interest programmes. Many clubs also offer social leagues and beginner-friendly activities for students who wish to stay active without participating in formal competition. Health and Fitness Suites located within the SETU Arena and the Barrow Centre provide a comprehensive timetable of instructor-led classes, including spinning, HIIT, strength training, Pilates, yoga, and boot camps, catering for all fitness levels.

Facilities

SETU offers one of the most extensive sporting infrastructures in Irish higher education, with approximately 200,000 square metres of indoor and outdoor sporting space across its campuses.

The SETU Arena in Waterford is the region's leading sports, events, and conference venue. It provides students with access to excellent facilities for both recreation and high-performance sport. Facilities include a commercial Technogym and high-performance gyms, fitness studios with over 50 weekly classes, a 2,000m² sports hall, a 2km running track, 6 grass pitches, 2 full-size 3G pitches, video analysis and lecture rooms, changing facilities, breakout spaces, cafés and restaurant facilities, and recreational activities including Footgolf, Laser Tag, the Multiball Wall, and Archery.

The Barrow Centre in Carlow provides a sports hall, fitness suite, strength and conditioning facilities, rehabilitation clinic, sports science laboratories, spinning studio, and outdoor grass and artificial 4G pitches, for rugby, GAA, soccer, and athletics. Students also benefit from the **South Sports Campus**, which includes 6 additional floodlit pitches, a 400m athletics track, walking trails, and a dedicated pavilion.

External Partners

SETU has negotiated partnerships with off-campus facilities, including swimming pools, tennis courts, squash courts, rugby clubs, golf clubs, athletic clubs, rowing clubs, regional sports centres, karting clubs, stables and surfing.



Sports & Societies

Contact Information

Carlow Campus



SETU Carlow Director of Sport

Donal McNally
sport.cw@setu.ie



SETU Carlow Sports Supervisor

Paula Hickey
sport.cw@setu.ie



SETU Sports Officer

Grzegorz Sykula
sport.cw@setu.ie



Sports Officer

Debbie Long
sport.cw@setu.ie

Wexford Campus



Deirdre Frankis
studentservices.wx@setu.ie



Janet Lambert
studentservices.wx@setu.ie

Waterford Campus



General Manager-Sport & Societies

Kate Kelly
sport.wd@setu.ie
societies.wd@setu.ie



Sports & Societies Manager

Katie Redmond
sport.wd@setu.ie
societies.wd@setu.ie



GAA Development Officer

Aaron Beresford
sport.wd@setu.ie
gaa.wd@setu.ie
sportscholarships.wd@setu.ie



Sport & Societies Officer

Shauna Fitzgerald
sport.WD@setu.ie
societies.WD@setu.ie
sportscholarships.WD@setu.ie

@setusport_carlow

@setusportswd

@setusocietieswaterford

SETU Novus

Waterford Campus

SETU Novus is a wholly owned subsidiary of SETU, managing key student and staff services across the Waterford campuses, including Food & Beverage, SETU Arena, Accommodation, Sports & Societies, the Card Office, and print facilities.

SETU Food & Beverage

SETU Food & Beverage provides modern, affordable catering facilities across campus, offering fresh food, drinks, café spaces, and event catering for students, staff, and visitors. These facilities provide welcoming social and study spaces that support student wellbeing and campus life.

Facilities Include:

Centra Hot House – (Atrium Building Cork Road Campus)

The Gallery Food Hall – (Cork Road Campus)

College Street Café

ATB Café

Frank & Honest Café (SETU Arena)

The Pavilion Restaurant (SETU Arena)

Conference & Event Hospitality

For further information contact: novus.wd@setu.ie



SETU Novus

Waterford Campus

SETU Accommodation

SETU Accommodation provides secure, purpose-built student housing at two residences: College Campus (66 single en-suite rooms) and City Campus (94 apartments, 360 bed spaces). Facilities include Wi-Fi, 24-hour security, kitchens, laundry, parking, bicycle storage, and student support services. Additional facilities include a Res Life programme at College Campus, and on-site reception and recreational areas at City Campus.

Further information, search **SETU Accommodation Waterford**
or email: accommodation.wd@setu.ie

SETU Arena – X91 XD96

Located in Carriganore, Waterford, SETU Arena is the South East's largest sports, conference, and events centre. Facilities include Technogym and high-performance gyms, fitness studios with 50+ weekly classes, a sports hall, running track, grass and 3G pitches, lecture and video analysis rooms, and café and restaurant facilities. The Arena also offers Footgolf, Laser Tag, Multiball Wall, and Archery, and hosts sports clubs, competitions, conferences, and student events.

Further information: www.setuarena.ie
E: setuarena.wd@setu.ie

SETU Sport & Societies Waterford

SETU Novus also manages Sports & Societies on the Waterford Campus. Full information on Sports & Societies can be found on page 32.

Further information: sport.wd@setu.ie or societies.wd@setu.ie

SETU Card Office

Provides student cards, access control, printing, photocopying, binding, and accommodation support.

Further information: setucard.wd@setu.ie



Students' Union

At SETU, you're automatically part of the Students' Union (SU), a team run by students for students. We're here to support, represent, and advocate for you throughout your time at university. Whether you need advice on academic issues, welfare support, or just want to get involved in student life, we're here to help you.

You'll find our SU offices and social spaces on the Waterford (Cork Road and College Street) Campus's and Carlow (Kilkenny Road Campus), and drop in times on the Granary Campus, along with a full-time officer in Wexford.

We offer:

- Assistance with accommodation, finances, grants and academic issues
- Access to printing and binding services on campus
- Stationery and supplies in our SU shops
- Events, campaigns and plenty of opportunities to get involved.

Each class will have a Class Rep – this is someone who brings your voice to the table. The SU would encourage you to consider becoming one! Training takes place early in the academic year, but more details will be shared in September.

If you're ever unsure where to go, our friendly admin teams in the SU offices are always happy to help.

Follow us on: Instagram, TikTok, Snapchat, Facebook & Twitter:

@setusu.wd (Waterford)

@setusu.cw (Carlow)

@setusu.wx (Wexford)

Meet the Team



President

Erin Foley

E: supresident@setusu.com

T: 083 4309456



Vice President for Education – Waterford Campus

Seraigha Ní Bhriain

E: sueducation.wd@setusu.com

T: 086 0499842



Vice President for Events and Engagement – Carlow Campus

Brian Power

E: suevents.cw@setusu.com

T: 083 4005960



Vice President for Welfare and Equality – Carlow Campus

Ciaran Cahill

E: suwelfare.cw@setusu.com

T: 083 4861801



Vice President – Wexford Campus

Hannah Polson

E: suwexford@setusu.com

T: 083 3706530



Vice President for Welfare and Equality – Waterford Campus

Lucy Bosch

E: suwelfare.wd@setusu.com

T: 086 7854402



Vice President for Education – Carlow Campus

Brendan Rice

E: sueducation.cw@setusu.com

T: 083 4848900

Students' Union Offices

Carlow Campus

E: info.cw@setusu.com

T: 059 9175620

Waterford – Cork Road/ College Street Campuses

E: suprint@setusu.com

T: 051 374744

Student Grants & Fees

All undergraduate students attending SETU are liable for the following fees:

Student Contribution

The Student Contribution Charge for the academic year 2026/2027 is €2,500. The Student Contribution Charge is an annual charge directed by the Higher Education Authority. All third level undergraduate students are liable to pay this fee unless they qualify for a SUSI grant.

Tuition Fees

Generally, first time undergraduate students pursuing a full-time programme will qualify for free tuition fee funding, however, please refer to **www.studentfinance.ie** for full details of the “Free Fees Initiative” (F.F.I.) scheme. Students who qualify under the F.F.I. will be exempt from paying tuition fees to SETU. Those students who do not qualify for F.F.I. will be liable to pay all tuition fees depending on the programme they choose to complete (see schedule of tuition fees on www.setu.ie).

Grants

All new grant applications and renewals for 2026/2027 must be made online to SUSI (Student Universal Support Ireland) through www.susi.ie. All students are advised to apply for a SUSI grant if commencing a new programme of study or if progressing to a higher level of programme. If approved, SUSI will pay the Student Contribution on behalf of the student directly to SETU. For students who have paid this fee in the interim, this will be refunded by the grants office. Students who are awarded a SUSI Maintenance Grant will receive their payments directly from SUSI to a bank account designated by the student. Payments are made based on the student’s continued registration and attendance on their course.

For further information on Grants please log onto:

www.citizensinformation.ie

www.studentfinance.ie

Tax relief

Students may be able to claim tax relief on tuition fees paid. It is intended that families who pay student contributions for more than one student in any one year can also claim tax relief on the second and subsequent student contribution fees.

Waterford Contact Information

Fees & Grants staff at SETU, **Waterford Campus** can be contacted by phone or email.

E: fees.wd@setu.ie

T: 051 302867

E: grants.wd@setu.ie

T: 051 302088

Carlow & Wexford Contact Information

Fees & Grants staff at SETU, **Carlow Campus** can be contacted by phone or email.

E: fees.cw@setu.ie

T: 059 9175113

E: grants.cw@setu.ie

T: 059 9175112

The Grants and Fees information is a simplification of data and should not be taken as a formal expression of the regulations, as schemes may be changed by parties other than SETU.



Student Assistance Fund

The Student Assistance Fund (SAF) provides financial support to full or part-time students who are experiencing financial difficulties while attending college. Students can apply for the Student Assistance Fund to help with either temporary or ongoing financial difficulties. The Student Assistance Fund is designed to provide a source of financial support in addition to a SUSI grant, Social Welfare, or part time work. The SAF can offer help with college-related expenses such as rent, transport, childcare, books, and class materials, but cannot assist with tuition or registration fees.

It is a means-tested fund, with individual circumstances and financial means taken into consideration when assessing applications to the Student Assistance Fund. Funding amounts allocated vary and are determined by each applicants' income, college costs and available funding.

Waterford Contact

E: saf.wd@setu.ie

Waterford Application

www.setu.ie/SAFwd

Carlow & Wexford Contact

E: safcommittee.cw@setu.ie

Carlow & Wexford Application

www.setu.ie/SAFcw



Student Assistance Fund



Rialtas na hÉireann
Government of Ireland

HEA

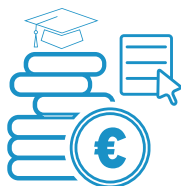
HIGHER EDUCATION AUTHORITY
AN tUdaras um Ard-Oideachas

FOCUS ON YOUR STUDIES, NOT YOUR FINANCIAL WORRIES

See www.studentfinance.ie for more information

WHAT IS THE STUDENT ASSISTANCE FUND?

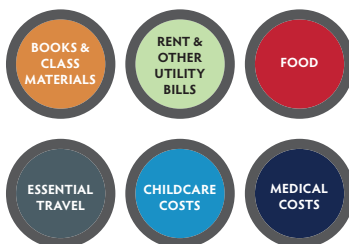
The **Student Assistance Fund** provides financial support to **full- or part-time** students who are experiencing financial difficulties while attending higher education (NFQ level 6-10).



Part-time students who are lone parents are encouraged to apply as additional funding has been made available to support this group.

WHAT CAN I USE IT FOR?

The **Student Assistance Fund** is available to help with costs such as



HOW DO I APPLY?

Contact the Access or Student Services Office in your higher education institution for more information on how to apply for the **Student Assistance Fund** if you are in financial difficulty.

The Student Assistance Fund is managed by the Higher Education Authority (HEA) on behalf of the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS). The application process is managed by higher education institutions (HEIs). Please contact your HEI for any queries on the application process.



Rialtas na hÉireann
Government of Ireland

HEA

An tÚdarás um Ard-Oideachas
The Higher Education Authority

MABS



MABS - Money Advice and Budgeting Service

The Money Advice and Budgeting Service (MABS) is a free, independent, confidential and non-judgemental money advice and budgeting service available to all SETU students and members of the public.

MABS primarily works with people experiencing over-indebtedness. MABS money advisers work with clients who may have difficulties with a wide range of personal debts including personal or student loans, mortgages, credit card debt, catalogue debts, debts to legal moneylenders and hire purchases.

Are you looking for advice on your student finances or for budgeting advice?

SETU students who would like to make an appointment in advance can do so by contacting:

Waterford MABS

T: 0818 07 2050

E: waterford@mabs.ie

Carlow MABS

T: 0818 07 2070

E: carlow@mabs.ie

Wexford MABS

T: 0818 07 2780

E: wexford@mabs.ie



Waterford Food Bank (WFB)

Waterford Food Bank (WFB), in partnership with SETU Student Support Services and SETU Students Union, provide a food support programme intended to address sustained food insecurity among students experiencing financial hardship during their time in SETU.



This pilot programme is operated on the Waterford Campus through the provision of weekly food parcels confidentially and with dignity. Each food parcel is designed to provide up to seven days of food support.

Students can access support confidentially through the Student Support or Student Union Teams on the Waterford Campus.

For further information or support, students can contact:

Student Support Waterford

E: studentsupport.wd@setu.ie

Institute Nurse Waterford

E: InstituteNurse.WD@setu.ie

SU Students Union Welfare Officer

E: SUWelfare.WD@setu.ie

All enquiries will be treated with sensitivity, respect and confidentiality.



Health & Safety

SETU is committed to providing a safe and healthy work and study environment for students, staff and visitors in accordance with the Safety, Health and Welfare Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations 2007 and associated legislation. The University's Safety Statement is available here:



SETU Safety Statements

All students and staff of the University are expected to demonstrate their commitment towards a safe and healthy work and study environment by behaving in a safe manner and complying with the University's health and safety policy and associated procedures.

Any student concerns regarding Health & Safety within the University should be reported to the appropriate Head of Department Course Leader, the Health & Safety Office or the Students Union.

Accident & Near Miss Reporting

If you have an accident or near miss while at the University or during University activities off-campus report it immediately to one of the following:

- Your Manager or Supervisor
- Your Lecturer or Course Leader
- The Health & Safety Office.

All Accident Report Forms, must be completed and returned within 24 hours of the accident/near miss incident to the relevant Department Office and Health & Safety Office.

A copy of the Accident Report Form is available from the Health & Safety Office or alternatively it may be completed online using the following QR code:



Accident Report Form

First Aid & Defibrillators

**If your injury is serious, contact
EMERGENCY SERVICES immediately.**

Dial 999 or 112

If your injury is minor it can be dealt with by an on-site first aider.

If your injury requires medical attention please contact as appropriate:

- Student Medical Centre, Cork Road, Waterford Campus
- Carlow Medical Centre, Carlow Campus
- Wexford Medical Services, Wexford Campus.

If any of the above are closed please contact the Caredoc (after hours) or go to the Emergency Department at University Hospital Waterford, Carlow Regional Hospital or Wexford General Hospital.

AEDs (Defibrillators)

A full listing of AEDs for all campuses is available on the link below.



AEDs

Automated External Defibrillators (AED)

Carlow Campus Defibrillator Locations

1. Central Services Building – outside the main Reception
2. Barrow Centre – In the Sports Office
3. Engineering Technology Building – Main foyer
4. South Sports Campus – mobile unit
5. GAA Stand – Entrance hall
6. Physiology Lab (C149) has a mobile unit
7. CSSB - Reception.

Wexford Campus Defibrillator Locations

1. Wexford Main Campus
2. Art & Design Campus.

Health & Safety

Waterford Campus Defibrillator Locations

Cork Road Campus

1. Engineering & Sciences Building - beside lift in atrium area.
2. Business School Building - beside Office F31, ground floor atrium
3. Tourism & Leisure Building – corridor outside Human Performance Laboratory
4. Tourism & Leisure Building – ground floor atrium area beside porter's desk
5. Health Science Building – ground floor atrium area beside stairwell.
6. Library – foyer area opposite the circulation desk.
7. ICT Building – ground floor atrium area inside main door
8. Sports Hall – first floor area beside lockers.
9. Flexible Teaching Building – lobby area outside Maths Centre (FTG25)
10. Student Medical Centre – behind Reception desk.
11. Student Services Building – corridor by reception desk

College Street

1. Main Building - across from porter's desk.
2. St Dominic's Building – across from porter's desk.
3. Main Building - next to Room C004

Applied Technology Campus

1. Main Building - atrium area beside AG26
2. Apprentice Building (Harveys) – Outside Technician's Store (Plumbing side).

West Campus

1. Arclabs Research & Innovation Centre – behind reception desk.
2. R2 Research Building - inside main entrance.
3. Carriganore House – Kitchen area.

Granary Building

1. Granary Building - across from lifts on the ground floor.

Fire Safety

If I discover a fire what should I do?

Raise the alarm by activating the nearest break glass unit (red square box with glass panel). To activate use your thumb to apply pressure on the black dot in the centre panel of the unit.

On hearing the fire alarm all building users must:

- Ensure the safe shut-down of equipment/ electricity/gas in use
- Evacuate the building by the nearest exit route
- Close all doors after you
- Proceed to the assembly point.

Fire Safety continued

Do not:

- Go upstairs for any reason
- Go to lockers/workstations etc., to collect personal belongings
- Use the lift
- Re-enter the building until the “all-clear” has been given.

Each area of the Campuses have an assigned assembly point, students and staff should familiarise themselves with the location of fire exits and assembly points.

Fire evacuation drills are carried out twice a year and all staff, students and visitors must follow the directions of fire marshals/wardens for each area.

Anyone caught maliciously breaking/vandalising any of the fire break glass units or tampering with fire-fighting equipment will be subject to disciplinary regulations.

Insurance

Personal Accident

The University has a personal accident policy that covers all full time students. Students traveling abroad should obtain separate travel insurance.

Personal Possessions

The University encourages students to take out personal Insurance to protect their possessions (particularly, phones, tablets and laptops) against theft, fire etc. You are unlikely to be covered by your landlord's insurance.

Contact Information

Waterford Campus

Health & Safety Office

T: 051 845517 / 051 302186

E: safety.wd@setu.ie

Carlow & Wexford Campus

Health & Safety Office

T: 059 9175023

E: safety.cw@setu.ie

Sustainability

At SETU, we are committed to making our campuses and communities more sustainable from how we operate, teach, research and engage with others. Aligned with the United Nations Sustainable Development Goals (SDGs), we are committed to creating a more sustainable future.

As a student, you play an important role. We aim to support you in developing the knowledge, skills, and awareness to contribute to a more sustainable, inclusive, and resilient world. We encourage you to get involved, make sustainable choices, and help us achieve our sustainability goals during your time at SETU.

Simple ways to support sustainability at SETU:

Choose sustainable travel

Walk, cycle, use public transport, or carpool where possible. Visit the SETU sustainability webpages for travel information and campus facilities, www.setu.ie/about/sustainability-at-setu.

Reduce and recycle

Use reusable items, bring your own coffee cup and water bottle, and recycle using the bins provided.

Eating sustainably

Choose low-waste and plant-based options where available in our catering outlets.

Use less

Save energy by switching off lights and equipment when not in use, conserve water, and choose digital options instead of printing whenever possible.

Get Involved

Look out for sustainability events including Climate and Biodiversity Week, SDG Awareness Week, Bealtaine Living Earth, and our Sustainability in the Arts Festival. Take part in Walktober, Clothes Swap Shops, Marchathon, and Cycle into Summer campaigns, or get involved in EU CONEXUS activities. Look out for upcoming opportunities through your student email, on campus screens, and on SETU Sustainability social media.

You can also join the Students for Sustainability Society through the SETU Clubs and Societies platform to meet other students, share ideas, and get involved in sustainability initiatives on campus. Stay up to date by following the Society on Instagram @setudents.for.sustainability.

Further Information

For more information on sustainability initiatives, supports, and events, please visit the Sustainability section of the SETU website or follow SETU Sustainability on social media. You can also contact the Sustainability Team at: **sustainability@setu.ie**



Sustainability at SETU

Staff Details

Dr David Ryan, Associate VP for Sustainability

Philomena Treacy, Sustainability Administrative Officer

Jessica Cullen, Sustainability Manager

Elaine Greenan, Climate Action Lead

Michelle Maher, Sustainability Education Lead

Dr Andrew Madigan, Postdoctoral Researcher



Office of the Vice-President for Academic Affairs, Teaching & Learning

The Office of the Vice-President for Academic Affairs is the administrative centre of the University. It is where your student records are kept. It is also the first point of contact for any queries you may have relating to your registration status, admissions or examinations. Many services, which support the academic experience at the University, come under the remit of the Vice-President for Academic Affairs. These include but are not limited to Academic Council Administration; Academic Affairs, Admissions for Full-time Students, Admission for Postgraduate Students, Examinations, Awards, Registration, Conferring, Student Records System, Quality Assurance & Enhancement.

Registration

Following a successful application to SETU and on payment of the appropriate fee, you will be registered on a SETU programme. You must be registered in order to access University facilities such as attend classes, use the University computers and computer network, access Moodle/ Blackboard and use any of the Library facilities. If you have any queries about your registration status you can e-mail registration.wd@setu.ie or registration.cw@setu.ie

Note: All applications, offers and registration processes are subject to the full regulations of the University which are below:



Full University Regulations

Validation of Forms

As a student you may require forms to be validated or stamped by the University.

Waterford Campus

E: arehelpdesk.wd@setu.ie for further help.

Carlow/Wexford Campus

E: info.cw@setu.ie or contact your Faculty Office directly.

Academic Administration & Student Affairs Team

The Academic Administration and Student Affairs (AASA) teams welcome all new and returning students to SETU. The AASA teams support students on their journey through the University - from the time the student applies for their chosen course right through to graduation from that course.

Our responsibilities include a wide range of student focused activities. These range from: retention of accurate student records; Admissions: CAO, Advanced Entry, Postgraduate (PAC); Registration; Examinations including Reviews and Rechecks; Conferring; Statistical analysis of student information; Academic Scholarships; Student ID Cards; Student transfers, deferrals, repeats, transcripts; helpdesks; repeat learners/students; progression. This and more information is available at www.setu.ie

SETU Carlow & Wexford	SETU Waterford
Examinations examinations.cw@setu.ie	Examinations examinations.wd@setu.ie
International international.cw@setu.ie	International international.wd@setu.ie
Registration registration.cw@setu.ie	Registration registration.wd@setu.ie
Admissions admissions.cw@setu.ie	Admissions admissions.wd@setu.ie CAO 1st Year caoadmissions.wd@setu.ie
Deferrals deferrals.cw@setu.ie	Deferrals deferrals.wd@setu.ie
Progression progression.cw@setu.ie	PLC Progression Links (QQI/FETAC L5) progression.wd@setu.ie
Helpdesk info.cw@setu.ie	ARE Helpdesk arehelpdesk.wd@setu.ie
Graduate Studies graduatestudies.cw@setu.ie	Masters PG Taught tpgadmissions.wd@setu.ie Masters Research Postgraduate rpgadmissions.wd@setu.ie
Advanced entry advancedentry.cw@setu.ie	Advanced Entry advancedentry.wd@setu.ie
Vice-President for Academic Affairs, Teaching and Learning Dr Derek O'Byrne vpacademic.wd@setu.ie	

Office of the Vice-President for Academic Affairs, Teaching & Learning

Other Important Information

Exam regulations

All students should familiarize themselves with the regulations on examinations. This is your personal responsibility.

Registration requirements

University fees - Students who have applied for a SUSI grant must supply their SUSI reference number and evidence of the status of their application. Students will be expected to supply their bank account details, BIC and IBAN numbers when registering online. Students ineligible for a grant will be required to pay a minimum of 50% of the Student Contribution Fee of €2,500 by the 31st October. Repeat students and students who have exhausted their free fees/grant entitlement will be required to pay 50% of fees at registration.

ID Cards

SETU Student Identity Cards are issued during orientation or at the start of term. The Student ID card is proof that the bearer is a registered student of SETU and a member of the University and permits the student to avail of University facilities such as borrowing books from the library and gaining entrance to examinations. The Student ID Card must be produced on the request of any University Officer or other person authorised to request it. You must carry your Student ID Card with you at all times. There is no charge for the issue of your first card, however, if you lose your Student Card, a replacement fee of €25 will apply. The Student ID card remains the property of the University and must be returned if a student leaves or withdraws from the University.

Change of Address

Students must submit details of any change of address to the relevant Academic Administration Office in writing or by emailing: registration.cw@setu.ie or registration.wd@setu.ie.

Withdrawals

In order to withdraw officially from the University a student must complete and submit a Withdrawal Form.

A refund of the total Student Contribution Charge and Tuition Fee where applicable will be made where a student formally withdraws from SETU by the 31st October. A refund of 50% of the Student Contribution Charge and Tuition Fee where applicable, will be made where a student formally withdraws from SETU between the 1st November and the 31st January. No refund will be made where a student withdraws from SETU on a date after 31st January. SETU shall consider applications for a refund of fees where students have formally withdrawn after the 31st January, in exceptional circumstances only.

Outstanding Fees

Any student who is liable to pay a fee but does not pay by the due date may not obtain any documents relating to their academic record or have a degree conferred upon them or receive an award.

Attendance of Classes

Students are required to attend lectures and practical classes relating to the course of study for which they have registered. There is a direct correlation between levels of attendance and pass rates; i.e. the more you attend your course the more likely that you will succeed.

Students who fail to attend may put their grant at risk. Any reason for absence (i.e. sickness, personal circumstances, etc.) should be put in writing and sent to the Faculty Office to pass on to your Head of Department.



Registration

Equality, Diversity & Inclusion

SETU is committed to creating and supporting a diverse campus community that promotes and advances equality, respects and values diversity, and develops a culture in which the human rights and dignity of all students and staff are recognised and respected.

SETU recognises the value of diversity amongst our students and staff and seeks to promote equality and prevent discrimination in all forms in the access, experience, progression and achievement of all students and staff. More information can be found here <https://www.setu.ie/about/our-ambition/equality-diversity-and-inclusion/introduction-to-edu>

SETU's Commitment to Race Equality

SETU recognises that diversity enriches our university community and enhances the learning experience for everyone. The University is committed to promoting race equality, challenging discrimination, and creating a culture where all members of our community have equal opportunities to participate, succeed, and thrive. SETU does not tolerate racism, racial harassment, or any form of discriminatory behaviour. Students are encouraged to embrace diversity, treat others with respect, and play an active role in creating an inclusive campus community.

Gender Identity and Expression

SETU is committed to creating a university environment where all members of the community are respected, valued, and supported in expressing their gender identity. The University's Gender Identity and Expression Policy promotes equality, dignity, and inclusion for transgender, non-binary, gender-fluid, and gender-diverse students and staff.

SETU recognises the right of every individual to self-identify and to have their chosen name, pronouns, and gender expression respected. The University is committed to providing a safe and welcoming environment free from discrimination, harassment, or exclusion based on gender identity or expression.

Students are encouraged to contribute to a culture of respect and inclusion, where diversity is celebrated and everyone can participate fully in university life. Support and guidance are available to students who may require assistance in relation to gender identity and expression during their time at SETU. The policy can be found here <https://www.setu.ie/Craft/assets/policies/Gender-Identity-and-Expression-Policy-V2.0-April-2024.pdf>

SETU as a University of Sanctuary

In 2024, SETU became a university of Sanctuary. This recognises the good practice of universities welcoming sanctuary seekers into their communities and fostering a culture of welcome and inclusion for all. A University of Sanctuary should be a place where anyone can feel safe, welcome and able to pursue their right to education.

Ending Sexual Violence & Harassment

SETU is committed to developing and supporting a culture which is safe, supportive, respectful and positive and which actively strives to end all forms of sexual harassment and violence. We are actively working to implement the National Framework for Consent in HEIs: Safe, Respectful, Supportive and Positive: Ending Sexual Harassment in Irish Higher Education Institutions and implementing the recommendations in TUI's Promoting Consent and Preventing Sexual Violence Report through our SETU Action Plan to Tackle Sexual Violence & Harassment 2023- 2027.

SETU has a Sexual Violence & Harassment Support Unit led by the Sexual Violence and Harassment Prevention and Response Manager, along with a Consent Framework Project Officer, a Consent Matters Project Officer and a Bystander Intervention Project Co-ordinator who work with a cross-university working Group (Ending Sexual Violence Prevention and Support (ESP) Committee) with members which include staff and external agencies to tackle sexual violence and harassment, raise awareness and to provide support and reporting options to students and staff who experience sexual violence and harassment.

There is a Sexual Misconduct Student Policy and Procedure which documents details for students reporting sexual misconduct to the University or where students are themselves the subject of a report of sexual misconduct. It also outlines the supports available, both internal and external to SETU, to students who are subjected to sexual misconduct. The policy can be found here [Sexual-Misconduct-Student-Policy-and-Procedure-V1-May-2026.pdf](#)

Speak Out

Speak Out is an online anonymous reporting tool to disclose incidents of bullying, cyberbullying, harassment, discrimination, hate crime, coercive behaviour/control, stalking, assault, sexual harassment, sexual assault, and rape. The tool

Equality, Diversity & Inclusion

will help you to find relevant supports and highlight formal reporting procedures, should you wish to use them.

It is important to remember that as the tool is completely anonymous, we have no way to identify or contact any member of the University community.

Please report one incident, or series of related incidents at a time; this is to ensure that we can understand the nature of your experience.

To make a report if you are a student or staff member please visit:



Equality, Diversity
& Inclusion

Training & Development

The EDI Office is committed to ensuring that all across our community receive timely and appropriate training to ensure a supportive environment in which equality, diversity and inclusion is valued and respected.

Some of the training offered by the EDI Office includes:

- **Active*Consent Training** (E-learning programme)

SETU is committed to ensuring that all of our students engage in Active* Consent training to ensure the development of a consent culture on campus. All incoming first year students undertake Active* Consent training as part of their Student Orientation.

Students can also take the full Active* Consent E-Learning Module at the following link: <https://activeconsent.usi.ie/training/#/>.

- **Bystander Intervention Training** (E-learning programme)

The aim of the Bystander Intervention training is to highlight the danger of normalising and accepting abusive behaviour and through education, inform and empower programme participants to better understand their capacity to intervene as pro-social bystanders. The Bystander Intervention Programme provides students and staff with an understanding of key issues related to consent and the boundaries surrounding sexual assault, rape and abusive relationships. It also enables them to develop key intervention skills which can be utilised in any setting. This programme is available to all SETU students and staff on Moodle/Blackboard.

If you would like further information on any of our initiatives, please contact edi.wd@setu.ie (Waterford) or edi.cw@setu.ie (Carlow & Wexford).

Accommodation

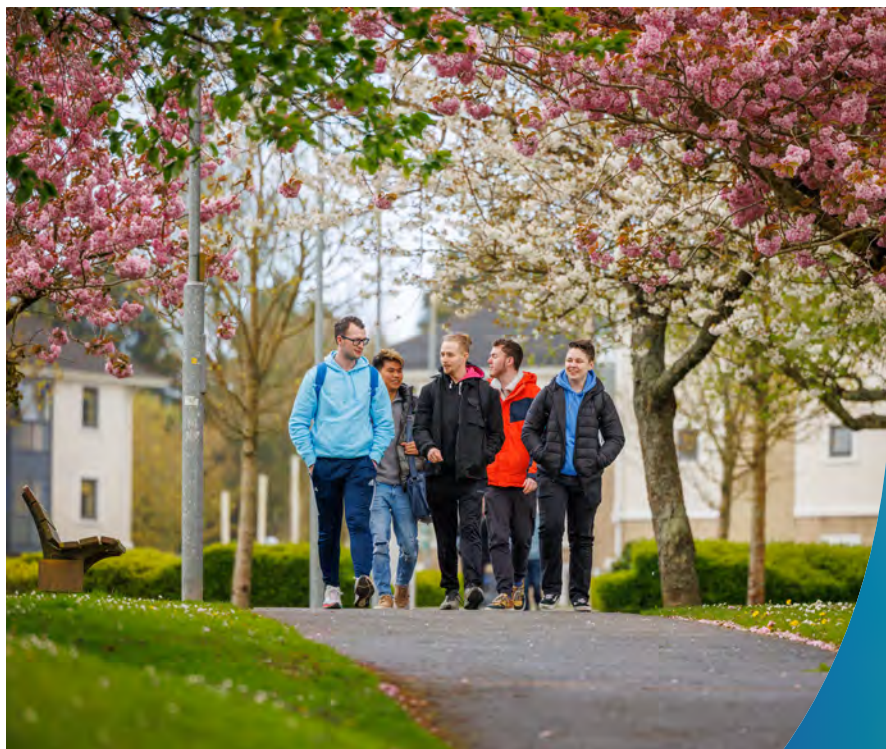
SETU Studentpad student accommodation search engine
www.setustudentpad.ie lets you search for student houses, student homes, housing, apartments and digs in Waterford, Carlow and Wexford.



SETU Accommodation



studentpad.ie



Computer Services

The Computer Services Departments at SETU are responsible for the maintenance and development of the university's main computing facilities. We provide a wide range of services to our users including:

- Access to desktop computers distributed in IT labs and Open Access areas across all campuses (please note in SETU Waterford, some IT labs are maintained by the Departments themselves).
- Internet access
- Email
- Printing, photocopying, plotting and scanning facilities (in SETU Waterford, this is maintained by Novus and not Computer Services, for students)
- Wi-Fi access for mobile devices such as smart phones, laptops, tablets, etc.
- Virtual learning environments (Moodle and Blackboard)
- Office 365 account with facility to download Microsoft Office (Word, Excel, PowerPoint, Teams, etc.)
- Cloud storage on Microsoft OneDrive
- Access to a variety of software and application downloads for home computers/laptops (please contact the relevant helpdesk for further information)
- 'Walk-In' and 'Online' helpdesk facilities.



Helpdesk Contact Information

The Computer Services Helpdesks offer support and advice to students to help them get the best from the University's IT facilities.

Waterford Queries

computerservices.WD@setu.ie
Walton Building (Ground floor)

Carlow Queries

itservices.CW@setu.ie
+353 (59) 91 75111 (ext. 1111 internally)
LRC Building (Top floor)

Wexford Queries

itservices.CW@setu.ie
+353 (53) 91 85813 (ext. 5813 internally)
Library Building

FAQs

How do I login to the computers?

All registered students will receive a username and password as part of the registration process. Students will need to use these login credentials to login to the university's desktop computers. If you have forgotten your password, please follow the instructions on the Computer Services webpage (see link below) or contact the Computer Services department at the relevant campus.

What can I use my login credentials for?

Your login ID is used to access services such as Email, Virtual Learning Environment (VLE), Wi-Fi, Printing, Office 365, Library services, Student Information System (Banner), Exam results, etc.

How do I access my class notes and assignment details?

Computer Services

Waterford Campus	Carlow/Wexford/Wicklow Campus
Moodle is SETU Waterford's Virtual Learning Environment (VLE). It is where your lecturers upload class notes & assignment details, post announcements and much more.	Blackboard is SETU Carlow's Virtual Learning Environment (VLE). It is where your lecturers upload class notes & assignment details, post announcements and much, much more. Blackboard Collaborate is the virtual classroom tool available in Blackboard for your online classes and enables voice, video and chat between students and lecturers.

How do I access my email account, timetable, course notes and other services?

Browse to **www.setu.ie/student-hub** and click on the relevant link to the required service.

How do I access the Wi-Fi?

To access the Wi-Fi services please select '**Eduroam**' from the list of available Wi-Fi networks and login using your student login credentials. You can use the same login credentials to access Eduroam in any of the other Higher Educations Universities.

How do I get assistance if I have an IT related issue?

For further information about the Computer Services Departments, please follow the relevant link below.



Carlow / Wexford Campus



Waterford Campus

Students must behave in a manner that respects their fellow students, staff and equipment. The central computing facilities of the University and the computer network may be used by all registered students of SETU. All registered students are given a username and password.

If you don't have your details, please contact:

computerservices.wd@setu.ie — **Waterford queries**

itservices.cw@setu.ie — **Carlow/Wexford/Wicklow queries**

In addition to the normal university regulations, the following points must be adhered to:

1. Computer games are prohibited.
2. Eating, drinking, littering and loitering in computer rooms are prohibited.
3. No user shall, unless appropriately authorised, take or omit to take any action which damages, restricts, jeopardises, impairs or undermines the performance, usability or accessibility of the computing facilities, the communications network systems programmes, or other stored information or data.
4. Please behave in a manner which is respectful towards your fellow users. Any behaviour that interferes with the work of other students and staff is prohibited – this includes the use of personal stereos, radios or any behaviour that leads to excessive levels of noise.
5. Users are required to take all reasonable precautions to maintain the integrity of their SETU password.
6. Any attempt to interfere with the integrity of SETU's systems is prohibited.
7. Any attempt to gain unauthorised access to data is prohibited. This includes all forms of hacking. Students may only access files and accounts which they are authorised to access. Users are warned that gaining unauthorised access to data (including programmes) and interfering with data belonging to others, are criminal offences and persons convicted under the appropriate Act may be subject to fines or terms of imprisonment and they, and their parents or guardians, may be required to pay compensation to those affected.

Computer Services

8. It is an offence to use, access or store any unlicensed software on any system. It is also an offence to copy or use any university licensed software in any way that infringes that licence. Users are warned that breaches of copyright may result in legal proceedings and in some cases constitute criminal offences. The University disclaims all liability in such cases.
9. The holding or distribution of computer files containing any material which is offensive, defamatory, discriminatory, obscene or otherwise illegal is a serious breach of these regulations.
10. Students who are timetabled into a computer facility have priority over students who are not.
11. There is no system of reserving workstations outside timetabled classes. If you leave a workstation, it must be left available for another user.
12. You must inform the supervising lecturer and/or Computer Services staff of any problems that arise while using computer equipment.
13. When accessing remote facilities through network links, the university's computer user regulations remain applicable. Networks administered by the university must not be used for unauthorised access or activity on remote facilities. When using the Internet, students must behave responsibly and in a manner that reflects favourably on SETU.
14. A breach of any of the above regulations will constitute a breach of discipline and will be subject to the appropriate disciplinary procedures.



International Supports

SETU is a multicultural university, hosting students from all over the world. The International Offices at the SETU Waterford and Carlow Campuses are dedicated to supporting international students during their studies. The office also oversees recruitment and partnership building as well as enhancing internationalisation activities at the University.

SETU International Office Activities

- International marketing
- Student recruitment
- International student support services
- The coordination of European and non-European student mobility
- Study abroad
- Visiting scholar programmes
- The international relations of SETU
- A wide variety of other international activities.

Supports offered

As an international student you may need specific documentation such as:

- Letters for immigration when applying or renewing an Irish Residence Permit (IRP);
- Letters for visas when visiting other countries;
- Applying for a PPS (Personal Public Service) number;
- Opening an Irish bank account.

The International Office also:

- Provides information on matters relating to immigration, work, study and college life at SETU;
- Organises cultural and social events for students;
- Supports international student societies in their many activities;
- Promotes study abroad to SETU registered students;
- Provides information to students about partner destinations;
- Organises mobility placement in conjunction with SETU Faculties.

What is Erasmus+?

Erasmus+ is the EU flagship education and training programme, enabling students to study and work abroad each year. Students can study for a period of 3-9 months at a partner institution in another participating country or they can go on a Traineeship for a period of 2-6 months in another participating country.

For more detailed information on the above including contact details of staff at your campus please scan the relevant QR code below.



International Supports

Waterford Campus

Erasmus+ Students

E: studentexchange@setu.ie
outgoing.wd@setu.ie

Non-EU Students

E: international.wd@setu.ie
globaladmissions@setu.ie

Carlow/Wexford Campus

Erasmus Students

Helen Wheeler
E: outgoing.cw@setu.ie
T: 059 9175090

Non-EU Students

Oran Byrne Phelan
E: internationaladmin.cw@setu.ie
T: 059 9175175

Library Services

SETU Library & Information services look forward to welcoming you to SETU and to helping you with your studies and learning journey. We aim to provide welcoming, comfortable, and supportive environments to study, learn, research and collaborate in.

Our services are delivered across our campuses in Waterford, Carlow and, Wexford with four libraries across these locations. Registered students have automatic access to wide ranging reader spaces, including single use, group study and collaborative workspaces. In addition, the SETU community has access to resources ranging from print, journal, archival, AV and technological, to online and digital collections available on campus and remotely 24/7.

Library Locations & Access		
Campus	Library	Contact Details
Waterford	Luke Wadding Library Cork Road Campus Waterford	E: libinfo.wd@setu.ie T: 051 30 2823 https://librarywaterford.setu.ie
Waterford	College Street Library College Street Campus Waterford	E: libinfo.wd@setu.ie T: 051 302262/845564 https://librarywaterford.setu.ie
Carlow	Library Learning Resource Centre Kilkenny Road, Carlow	E: libdesk.cw@setu.ie T: 059 9175760 https://librarycarlow.setu.ie
Wexford	Summerhill Road Wexford	E: lib.wx@setu.ie T: 053 9185811 https://librarycarlow.setu.ie

All registered SETU students are entitled to access any of the libraries on our campus sites.

Library users will need their student cards to access the library and to borrow books. Full details on borrowing rights for Undergraduate, Postgraduate and other borrower categories are available on the library website.



Library Services

Wi-Fi access is available in all our libraries, login to Eduroam using your SETU username and password.

Library PCs, photocopying and printing are available in all libraries, login using your SETU username and password.

Library Spaces

The SETU libraries are central spaces on campus. We recognize that space for both study and collaborative work is important. To facilitate different study needs, our main campus libraries have a variety of study zones including quiet areas and study rooms.

Library Spaces		
Library	Zone/Space	Access Details
Luke Wadding Library Waterford	Seminar rooms: LB18, LB19, LB20, LB21, LB22 plus 2 study booths on entry level available for group work and collaboration	Book online at https://wit-ie.libcal.com/reserve/
Carlow Library Learning Resource Centre	Bookable Group Study Desks 6 desks with whiteboards on first floor of Learning Resource Centre	Book online at https://librarycarlow.setu.ie/library/information.htm
Carlow Library Learning Resource Centre	Quiet room: The quiet room on the ground floor is designated for silent study	Openly accessible
Carlow Library Learning Resource Centre	General group work areas: On the first and second floor are available for collaborative work	Openly accessible

Library Collections

Our libraries house an extensive range of print collections, covering all faculty areas and include:

- Print books, reports, official publications, standards, and print journals
- Undergraduate and Postgraduate Theses
- Special collections, including the Geoffrey Hand collection of Law materials in the main Carlow Campus library and the Christ Church Cathedral and Bonaparte-Wyse Collections among others in the Luke Wadding Library in Waterford.

Library Services

Electronic Resources

The library services provide access to a wide range of electronic resources accessible via the search boxes on the library websites. Our library collections and databases can be searched from our website, items reserved, and your personal account details accessed via our library catalogues.

Electronic resources and databases can be accessed off campus 24/7 using your SETU username and password.

Training and Support

Our library staff across all sites are dedicated to helping you find, use, and manage information for your studies. We have a range of library guides across all disciplines to get you started.

Induction sessions are held at the beginning of the year providing details of supports available.

Contact details for faculty liaison in Carlow, Wexford and details of learning support in Waterford can be found by scanning the QR code below.



Training and Support

Stay in touch

You can keep up to date with the SETU Library service by following our social media channels.

Facebook: @SETULibraries

Instagram: @SETU_libraries

Policies, Rules & Regulations

There are a number of student-related policies and academic regulations that you should be aware of. For the most up-to-date policies please scan the QR code below or contact your Faculty Office.



Policies and Documents



Contact Information

SETU Carlow

Admissions Office

E: admissions.cw@setu.ie

Computer Services Helpdesk

T: 059 9175660

E: itservices.cw@setu.ie

Examinations Office

E: examinations.cw@setu.ie

Extended Campus

T: 059 9175286

E: extendedcampus.cw@setu.ie

Faculty of Arts & Humanities

T: 059 9175302

E: humanities.cw@setu.ie

Faculty of Business

T: 059 9175302

E: business.cw@setu.ie

Faculty of Education & Life Long Learning

T: 059 9175280

E: LLL.cw@setu.ie

Faculty of Engineering & Built Environment

T: 059 9175403

E: engineering.cw@setu.ie

Faculty of Health Sciences

T: 059 9175502

E: science.cw@setu.ie

Faculty of Science & Computing

T: 059 9175502

E: computing.cw@setu.ie

Fees Office

E: fees.cw@setu.ie

E: grants.cw@setu.ie

General Queries

Reception Desk

T: 059 9175093

E: reception.cw@setu.ie

International Office

T: 059 9175175

E: international.cw@setu.ie

E: erasmus.cw@setu.ie

Library Service

T: 059 9175760

E: Libdesk.cw@setu.ie

Registration Office

E: registration.cw@setu.ie

Teaching & Learning Centre

T: 059 9175714

E: TLC.cw@setu.ie

SETU Carlow Welfare

University Nurse

T: 059 9175606

E: medicalsuite.cw@setu.ie

University Chaplain

T: 059 9175612

E: martin.smith.cw@setu.ie

Counselling Service

E: counselling.cw@setu.ie

SETU Carlow Welfare and Emergencies

Emergency Services

T: 112 or 999

Carlow Gardaí

T: 059 9136620

**Garda Victim Service Office Kilkenny/
Carlow**

T: 056 7775090

Caredoc Carlow

T: 0818 300 365

**Carlow & South Leinster Rape Crisis
Centre**

T: 1800 727737

Samaritans of Carlow & Kilkenny

T: 116 123

SETU Wexford

Wexford Campus

T: 053 9185803

E: wexfordcampusadministrator@setu.ie

Student Services Office

T: 053 9185802

E: studentserviceswexford@setu.ie

**SETU Wexford Welfare and
Emergencies**

Caredoc Wexford

T: 081 830 0365

Emergency Services

T: 112 or 999

Samaritans

T: 116 123

Wexford Gardaí

T: 053 9165200

Wexford Rape Crisis Centre

T: 1800 330 033

SETU Waterford

Faculty of Business

T: 051 302841

E: sandra.haberlin@setu.ie

Faculty of Engineering

T: 051 306160

E: claire.fitzpatrick@setu.ie

Faculty of Health Sciences

T: 051 302774

E: alison.galloway@setu.ie

Faculty of Humanities

T: 051 845553

E: hannah.butler@setu.ie

Faculty of Science and Computing

T: 051 302037

E: eleanor.reade@setu.ie

**Faculty of Life Long Learning and
Education**

T: 051 302040

E: parttime.wd@setu.ie

SETU Waterford General Queries

SETU Main Switchboard

T: 051 302000

E: info.wd@setu.ie

Accommodation office

T: 051 302615 / 051 302100

E: accommodation.wd@setu.ie

Exams

E: examinations.wd@setu.ie

Registration

E: registration.wd@setu.ie

Student Life and Learning

T: 051 845513

E: studentsupport.wd@setu.ie

Admissions

T: 051 845555

E: admissions.wd@setu.ie

Fees Office

T: 051 845692

E: fees.wd@setu.ie

Grants Office

T: 051 302088

E: grants.wd@setu.ie

Computer Services

T: 051 845524

E: computerservices.wd@setu.ie

SETU Waterford Welfare and Emergencies

Emergency services

T: 112 or 999

Caredoc Waterford

T: 1850 334 999

Garda Victims Services Offices

T: 051 305 395

E: waterford.victimservice@garda.ie

Waterford Gardaí

T: 051 305 300

Samaritans

T: 116 123

Waterford Rape and Sexual Abuse Centre

T: 1800 29 62 96

www.waterfordrsac.ie

Waterford Fire Station

T: 051 849982

University Nurse

Cork Road Campus

T: 051 302863

College Street Campus

T: 051 845671

E: institutenurse.wd@setu.ie

University Chaplain

T: 051 302617

E: pastoralcare.wd@setu.ie

Counsellor

E: studentcounselling.wd@setu.ie

T: 051 302878 / 051 302475

www.setu.ie/current-students/student-support-services/counselling-service/counselling-services-waterford

Health & Safety Officer

Mary O' Doherty

T: 051 845517

E: safety.wd@setu.ie

Porter's Offices

College Street Campus

T: 087 1972205

E: cscporters.wd@setu.ie

Cork Road Campus

T: 051302618 / 087 1972207



Waterford Campus

Cork Road
Waterford
X91 KOEK

Carlow Campus

Kilkenny Road
Carlow
R93 V960

Wexford Campus

Summerhill Road
Wexford
Y35 KA07

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