

A guide to accessing MTU Disability Support Service supports

Cork campus 2023-2024



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Welcome

If you are a new student or are already studying in MTU you may need to contact the

Disability Support Service (DSS) if you feel like you may need some extra support due to your learning difference, disability or health condition.

This guide will give you information on the DSS supports and how to access these/reasonable accommodations in university.

The DSS supports full-time and part-time students across all of MTU Cork campuses and online.

If you have any queries at any time, please e-mail dssCork@mtu.ie

Ruth Murphy

Disability Support Officer

MTU Kerry Campus Disability Support Services



The following handbooks/guides can be located at: www.mtu.ie/access

- Support Services Guide for Applicants with Disability or Learning Difference
- Disability Support Services Handbook for students with physical and sensory disabilities, mental health and significant ongoing health conditions.
- Student Handbook for students with learning difference including students with dyslexia.
- Support for Students with ASD, Asperger's Syndrome.

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Who works in the Disability Support Service?



Ruth Murphy
Disability Support Officer
Access Service
Tel. 021 433 5107
Text: 087 138 9772
E-mail: dssCork@mtu.ie



Mary O'Sullivan
Disability Projects Coordinator
Access Service
Tel. 021 433 5109
E-mail: dssCork@mtu.ie



Julie O'Donovan
Disability Transitions Programme Coordinator
Assistive Technology Service
Tel. 021 433 5152
E-mail: JulieA.ODonovan@mtu.ie

We recommend that you send all queries to the main DSS email dssCork@mtu.ie



It is the quickest and easiest way of reaching the DSS. This email is monitored by DSS staff throughout the year and is confidential.



Fiona Downey
Learning Support Coordinator
Assistive Technology Service
Tel. 021 432 6744
E-mail: fiona.downey@mtu.ie



Jessica Amberson
Learning Support Tutor
Crawford College of Art & Design/
Cork School of Music/ Cork Centre for
Architectural Education
E-mail: jessica.amberson@mtu.ie



Barbara Hempel
Learning Support Tutor
National Maritime College of Ireland
E-mail: barbara.hempel@mtu.ie



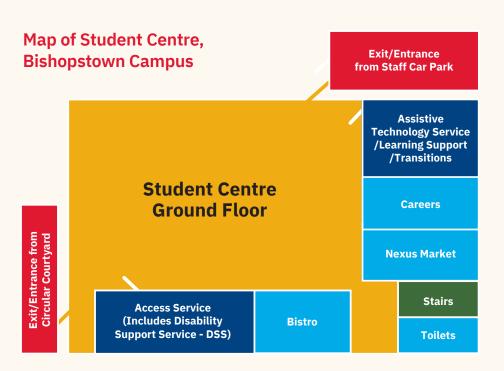
Mark Burleigh
Assistive Technology Officer
Assistive Technology Service
Tel. 021 433 5125
E-mail: mark.burleigh@mtu.ie

Where is the DSS?

The DSS provides support to students across all MTU Cork campuses both in person and online.

The DSS office is in the Access Service which is located on the ground floor of the Student Centre, Bishopstown Campus. The DSS includes the Assistive Technology Service, Learning Support, and the Transitions Programme, also based in the Student Centre.

DSS Learning Support tutors are based in Cork School of Music, Crawford College of Art & Design, and the National Maritime College of Ireland. DSS staff are available to travel to all campuses.



Who does the DSS support?

The DSS currently supports over 1000 full-time and part-time students with learning differences, health conditions, and disabilities such as:





- Autism Spectrum
- ADD/ADHD
- Blind/Vision impaired
- Deaf/Hard of hearing
- Development Coordination Disorder (dyspraxia/dysgraphia)
- Mental health conditions, e.g. depression, bipolar, anxiety
- Neurological conditions, e.g. epilepsy, brain injury
- Significant ongoing illnesses, e.g. diabetes type 1, cystic fibrosis, chronic fatigue
- Physical disability, e.g. arthritis, cerebral palsy
- Specific learning differences (including dyslexia and dyscalculia)
- Speech and language communication difficulty

Meet some DSS students



Emma Barrow

"Having the support releases a lot of pressure from me... I wouldn't be where I am today without these supports. I have a hidden disability but I am very proud being a deaf person. I have the best of both worlds!"



Nisha O'Mahony

"I got into MTU thanks to the DARE scheme. I use the Assistive Technology lab. I find using a laptop a lot easier than writing in exams and having the extra time also helps a lot."



Richard Cross

"The DSS team have been fantastic, they helped me prepare for my Erasmus year in Austria and helped me whenever I reached out to them."



Marian O'Mahony

"Since I started in MTU, I would be lost without the support and encouragement of the college... I know that my own determination and the support I receive in MTU will lead me to a greater potential in the future."

Disclosure

Does MTU need to know that I have a learning difference/ health condition/disability?

If you need any supports for your studies, you should apply for DSS supports/reasonable accommodations when you start studying in MTU. Students can also apply to the DSS at any point during their studies.

IMPORTANT

If you need an academic personal assistant, sign language interpreters, access to campus/buildings, or mobility training please e-mail us for an early needs assessment in July/August or well in advance before starting university.



If you applied to **DARE** through the CAO, the DSS will receive your information and documents **but** you still need to apply to the DSS for supports.

Students who received DARE reduced points places must apply to the DSS. If you were not eligible for DARE, you can still apply for DSS supports.



The DSS also supports students from the **HEAR** scheme who have a disability. Students who receive a joint HEAR and DARE place must

apply to the DSS, as well accessing their HEAR supports. The Access Service Schools Team supports HEAR students: hearcork@mtu.ie

Confidentiality

The DSS is a confidential service and we do not share any of your information your application, or any aspect of your academic progress or supports with any third party outside the DSS without your consent - this includes lecturers, college staff, parents/guardians, support workers, etc.

Students should be aware of the MTU Reasonable Accommodation Policy (Student) and the MTU DSS Student Data - Privacy Notice when applying to the DSS. These are available at www.mtu.ie/policies

Parents/Guardians/Support workers' queries

We welcome general queries from parents, guardians and support workers and we appreciate their role in supporting the student. As MTU students are over the age of 18, we cannot disclose any information about a student without their permission.

Students must give advance consent to the DSS to discuss any aspect of their DSS application, academic progress, etc. with a third party on each occasion in writing from their MTU student email.

Parents / guardians / support workers can support the student by encouraging them to contact the DSS, lecturer or other support services when needed.

How do I apply for supports?

If you wish to apply for supports/reasonable accommodations for lectures, exams, etc. from the DSS, you need to take three steps:

1 Step 1 Fill out the Online Application Form

The online DSS application form is available from September at www.my.cit.ie/dss - under Applying for supports.

2 Step 2 Provide evidence of disability

This can include documents that gives evidence of your learning difference, disability, or health condition such as a diagnosis or receiving supports in education. Please email <code>dssCork@mtu.ie</code> a copy if you have not sent these already to the CAO/DARE.

Step 3 Needs Assessment

You will then have a meeting with the DSS and receive a needs assessment document which confirms your reasonable accommodations/supports. This is sent to your MTU student email.

IMPORTANT

You must fully complete your DSS application before certain dates in order to request exam supports for end-of-semester exams or Craft apprentice exams.



Evidence of disability

In order to complete a needs assessment and confirm your supports/ reasonable accommodations, the DSS needs evidence of your learning difference, disability or health condition in order for the DSS.



This can be in the form of documents giving diagnosis details; impact of your learning difference, health condition or disability; or details of related supports in previous education.

If you do not have any of these available, or have any queries, please contact dssCork@mtu.ie

If you have already submitted your documents to the CAO/DARE, you do not need to submit another copy unless you have new or updated information.

Examples of evidence:

- Diagnosis report from relevant professional
- Letter/statement from previous education outlining information and /or supports related to your learning difference, disability, or health condition.
- Letter/Evidence of disability form from a health professional providing details related to your learning difference, disability or health condition and impact of this.

See Evidence of disability webpage on the DSS website.

Needs Assessment and Requesting Supports

You will discuss your needs with a DSS staff member in your needs assessment meeting. Following your meeting you will receive a DSS needs assessment document which confirms your supports. You can use this document to inform your lecturers of your reasonable accommodations and/or request supports.



Your needs assessment document and email may advise you to engage with specific DSS/MTU supports, such as Learning Support or Assistive Technology, or Counselling. It is YOUR responsibility to engage with these supports, but the DSS can support you with this.

You should also follow the instructions from the Examinations staff on your campus about requesting exams supports by any deadlines set.

You can review your reasonable accommodations/supports at any time during your studies. It is also important for you to notify DSS at the start of every semester/year if your existing supports need to be reviewed, and ensure the information given to the DSS is up to

MTU student e-mail

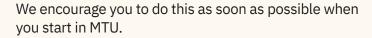
You need to check your MTU student e-mail regularly as this is the main way the university and the DSS will contact you about important information and deadlines.

The DSS can only email you via your MTU student email due to the university data protection guidelines.



Craft Apprentices

Craft apprentices are welcome to apply for DSS supports/reasonable accommodations.





If you accessed MTU Cork campus DSS supports before, such as in Phase 4, or are repeating exams, you do not need to fill out an application form again. Please email dssCork@mtu.ie to access supports by the relevant dates below.

Phase 4 / Phase 6 blocks	DSS application deadlines for exam supports	
September - December block	Friday 27 October 2023	
January - March block	Friday 9 February 2024	
April - June block	Friday 10 May 2024	

Queries on DSS exam support arrangements:

Muraod Kennedy, Disability Examination Supports Administrator, Tel: 021 433 5090

E-mail: examsdsscork@mtu.ie

General queries for repeating Craft apprentices:

Louise Griffin Dunphy, Tel: 021 433 5048

E-mail: Louise.GriffinDunphy@

mtu.ie

Examinations Office, Melbourn Building, MTU Bishopstown campus.

Incoming Erasmus/ International Students to MTU

If you are coming to MTU on Erasmus study exchange/internship or as an International student and need DSS



supports contact us in advance before you arrive in Ireland for your study. Please note that MTU DSS supports may differ from those you receive in your home college.

You should ask your home college to fill out a MTU DSS Statement of Support form to confirm the supports you receive there - please e-mail dssCork@mtu.ie. You should also provide evidence of your learning difference, disability or health condition ideally in English.

Erasmus students



You can apply for Erasmus+ funding through your own university's Erasmus Office / Disability Service for additional costs of personal and academic supports that you may have in Cork, such as a personal assistant, aids and equipment, adapted accommodation, travel assistance, and medical attendance. Outgoing MTU Erasmus students can access this funding through MTU - see page 31.

- Erasmus funding information: https://tinyurl.com/ya8tvn7n
- MTU Erasmus Office: www.mtu.ie/international/erasmus/

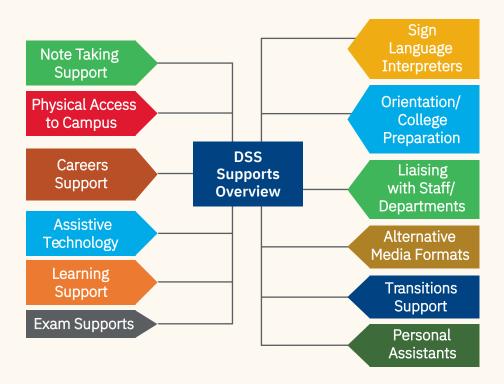
International students

You may need to make a financial plan which includes additional disability related costs and investigate any funding that may be available to cover these extra costs.

- MTU International Office: www.mtu.ie/international/
- Graduate Studies Office: Graduate.StudiesCork@mtu.ie

DSS Supports overview

The DSS has a range of supports which can enable and equip you with the necessary skills, tools, and knowledge to be an independent learner. They can help you reach your full academic potential, and are transferable to the workplace.



We will confirm your supports/reasonable accommodations in your DSS Needs Assessment document which can be reviewed at any time.

Assistive Technology

Assistive Technology (AT) is software or equipment that can help you with your learning and access your lectures and notes such as:



- · Mind-mapping / Reading software
- · Apps for phones and tablets
- Recording apps / software (use with lecturer permission)
- Digital magnifier technologies
- · Hearing support technologies
- · Speech to text software

What is the DSS Assistive Technology Service (ATS)?

The ATS includes a dedicated computer lab in the Student Centre on the Bishopstown campus (see page 6).

The computer lab is only available to DSS students and you access it with your student ID card. The lab has computers, study space, a printer, and a scanner for scanning notes and handouts. The computers have a range of reading, study support and mind-mapping software available.



Assistive Technology support and training

Mark Burleigh is the full-time DSS Assistive Technology Officer. He is available for an Assistive Technology assessment/training if this is recommended in your DSS Needs Assessment. He runs training workshops during the year and manages any equipment that you may be loaned by the DSS.



Mark Burleigh Assistive Technology Officer Meets students by appointment Monday to Friday.

Tel. 021 433 5125

E-mail: mark.burleigh@mtu.ie

Assistive Technology Service, ground floor, Student Centre, Bishopstown campus.









DSS Assistive Technology guides and videos: www.youtube.com/user/AccessATS

AT Service Twitter: https://twitter.com/ATS_MTU

Sensus Access - alternative media converter: https://library.cit.ie/supports/sensus-access

NCBI BookShare:

digital library for students with print disabilities: https://bookshare.ie/

Learning Support

The DSS Learning Support works with DSS students to develop their academic and study skills for their assignments, reports and research. This is done in small groups, workshops, and one-to-one appointments.

Learning Support tutorial videos are available for students on the DSS Canvas module and the DSS website.

Planning and structuring assignments	Academic writing skills	Quoting, referencing and plagiarism
Taking good notes	Time management	Exam and revision techniques
Presentation skills	Reading and research	Essay writing

Students are also advised to check the details of their modules to see the kinds of assessments, exams, and coursework that are involved at http://courses.cit.ie



Who do I contact for Learning Support?

Bishopstown Campus



Fiona Downey
DSS Learning Support Coordinator

Meets students by appointment Monday to Friday.

Tel. 021 432 6744

E-mail: fiona.downey@mtu.ie

Assistive Technology Service, Student Centre, Bishopstown.

Crawford College of Art & Design, Cork School of Music, Cork Centre for Architectural Education



Jessica Amberson DSS Learning Support tutor

Meets students by appointment on Mondays and Tuesdays.

E-mail: jessica.amberson@mtu.ie

• National Maritime College of Ireland (NMCI)



Barbara Hempel
DSS Learning Support tutor
Meets NMCI students by appointment on
Thursdays.

E-mail: barbara.hempel@mtu.ie

Careers Support

The MTU Careers Service offers individual careers supports to students: www.mtu.ie/student-services/careers-service/

Ready Steady Work

The MTU DSS and Careers Service has a collaborative award-winning work readiness programme for MTU DSS students. Ready Steady Work will run in October 2023 on the Bishopstown campus.

By taking part students will have:

- access to expertise in Careers and Disability Support Services
- mock interviews with employers
- link in with opportunities for summer internships, work placement and graduate programmes.

Email **RSW@mtu.ie** to get more information or book a place.

Specialisterne support





Neurodiverse DSS students going on work placement can access one-to-one support with Specialisterne Ireland when securing their placement in semester 1, and when they are on placement.

Specialisterne Ireland is a specialised consultancy for neurodivergent people supporting them into employment, and offers this programme of support to DSS students for free.

Email: dssCork@mtu.ie
Web: www.specialisterne.ie

Transitions Programme

The Transitions Programme is available to autistic DSS students during their first year in university.

Julie O'Donovan provides information, guidance and support on what to expect in the university learning environment. We call this One to One Support.

Examples of conversation topics:



- · Getting to know your campus.
- Communicating with your lecturers.
- How to use your DSS needs assessment.

The PREPARE guide will give you more information and is updated each year: www.mycit.ie/prepare



Julie O'Donovan Transitions Programme Coordinator

Tel. 021 433 5152 E-mail: JulieA.ODonovan@mtu.ie

Assistive Technology Service, ground floor, Student Centre, Bishopstown campus.

The Transitions Programme is part of the SOAR Project (www. soarforaccess.ie) and is supported by the PATH (Programme for Access to Higher Education) Strand 3 fund from the HEA and Department of Further and Higher Education, Research, Innovation and Science.





An Roinn Breisoideachais agus Ardoideachais, Taighde, Nuálaíochta agus Eolaíochta Department of Further and Higher Education, Research, Innovation and Science





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Other DSS Supports available

If you need any of these supports - please contact the DSS well in advance before university starts, as arranging them can take some time and depends on availability.



Alternative media formats



Parking and Transport

Students with physical disabilities or mobility difficulties may require access to disabled parking on campus with their EU parking permit, or support with transport to access their campus.

Academic Personal Assistant

Students with physical disabilities or mobility difficulties may require an assistant for tasks such as carrying bags, accessing buildings, or personal care.

Mobility training

Students with visual loss may require mobility training around their campus.



Access around campuses

Students with mobility difficulties may have specific requirements to access rooms with stairs, lifts and/or buildings.

Note: Class timetables with room details are only available just before the start of each semester.



For students with hearing loss to access their classes/lectures and exams.



Examination supports

You may be entitled to access exam supports, such as extra time, to type an exam, reading software/pen, or a smaller shared exam room, which are confirmed in your DSS Needs Assessment document. With your permission, the DSS will inform the Examinations staff in your campus of these supports.

End-of-semester exams DSS application deadlines

You must have your needs assessment completed by the dates below in order to request exam supports for end-of-semester (final) timetabled exams. This applies to students in all Cork campuses.

Semester 1 examsFriday 3 November 2023Semester 2 examsFriday 8 March 2024August (repeat) examsMonday 1 July 2024

If you have a needs assessment after these dates - you may be able to access extra time, but other supports will be accommodated in the next examination session.

Students with temporary injuries such as broken hands should contact the Examinations staff in their campus directly to see what supports are possible.

The Examinations website has information about the exam dates, online exam timetables, appeals, and past exam papers at www.mycit.ie/examinations

Examinations at university

There are two main kinds of examinations in MTU. You can have a timed Assessment and/or an End-of-Semester Examination.

- Timed Assessments typically happen over the course of the semester. They tend to be shorter examinations such as MCQs (multiple choice questions) or short exams. They are usually run by student's lecturer or academic department in the lecture room, exam hall, or online.
- End-of-Semester Examinations are usually 2-hour exams that take place at the end of each semester, or in August. They are co-ordinated by the Examinations staff on your campus and usually take place in the main examination venues on campus or online.

There are different procedures for requesting DSS exam supports from your lecturer/Examinations staff. Please check your MTU student e-mail for the most up-to-date information. If you have any queries, please check with the Examinations staff in your campus (see next pages).



Assistive Technology in exams

If you are entitled to use assistive technology such as reading software - you should download and practice using this in advance of any test or exam. Software installation information and training guides are available from Mark Burleigh, Assistive Technology Officer, e-mail: mark.burleigh@mtu.ie



Muraod Kennedy Examination Supports Administrator, Examinations Office.

Tel. 021 433 5090

E-mail: examsdsscork@mtu.ie

Muraod organises DSS exam supports for end-of-semester exams and assessments in Bishopstown campus.

Bishopstown campus exams

Requesting supports for end-of-semester exams

To request exam supports such as reading software, to type an exam, or a smaller/separate room, for these exams you must follow the instructions sent by the Examinations Office on how to request these by the deadlines sent to your MTU student email. Students who only wish to use extra time can use this support in the main exam venue.

Requesting supports for in-class written assessments

In-class tests/assessments are run by your lecturer/department. Most DSS students sit these without supports, or with extra time - after requesting this from their lecturer with at least 1 week's notice.

If you wish to request exam support such as reading software, to type an exam, or to sit in a smaller/separate room for in-class written assessments on campus, you need to fill out the assessment online request form with 1 week's notice at www.mycit.ie/examinations/support. If possible, the Examinations Office will assist depending on room availability and other resources.



Cork School of Music (CSM) exams

The Full-time Student Administrator is responsible for organising exam supports for CSM DSS students.

E-mail: CSM.FullTimeCoursesCork@mtu.ie Tel. 021 480 7309

If you need exam supports for your end-ofsemester exams you must e-mail the CSM email above to request these with as much notice as possible for each set of exams.

You must include the details of the time and date of exam(s) and the support(s) being requested. If you don't request these by the deadline outlined in any exams e-mail, your request may not be able to be facilitated.

If you have in-class written tests and you need exam supports, you should speak to your lecturer first well in advance to see what is possible, as sometimes students find extra time is enough.

Crawford College of Art & Design (CCAD) exams

Crawford College of Art & Design students do not usually have official exams, however you may have an Art History test in first year. Please speak to your lecturer well in advance if you think you may need any exam supports for this test.



National Maritime College of Ireland (NMCI) exams



For students studying the Bachelor Degrees in Nautical Science, Marine Engineering, and Marine Electrotechnology, the Department of Transport (DOT) is the regulatory body that accredits the associated professional qualifications. Different DOT regulations apply regarding exam supports for students taking NMCI written examinations for the purpose of attaining these associated professional qualifications (i.e. Certificate of Competency).

The DOT Marine Notice No 65 of 2013 outlines the exam accommodations allowed for students with dyslexia: https://tinyurl.com/DOTdyslexiapolicyexams

This includes:

- 10 minutes per hour extra time allowance and use of acetates or tinted film if required. The extra time may be allowed in the main venue or a separate centre this will be decided by the NMCI.
- Allowances for spelling errors and composition of passages are also allowed if the meaning of the answer is clear to the examiner.
- The use of a reader, scribe or laptop is not allowed.

If you apply to the DSS for exam supports, the information is confidential and is sent only to Capt. Sinéad Reen, and the relevant NMCI staff below with your permission.

Jade Atkinson, Assistant Staff Officer

E-mail: jadel.atkinson@mtu.ie Tel. 021 433 5645

If you have any questions please contact, in confidence, the DSS or Capt. Sinéad Reen, Head of the Department of Maritime Studies E-mail: sinead.reen@mtu.ie Tel. 021 433 5612

Academic Learning Centre

Free drop-in subject classes. https://studentengagement.cit.ie/alc

Counselling Service (Student Centre)

One to one sessions available. 24/7 Crisis text line: free text MTU to 50808 for support. www.mycit.ie/counselling

Students' Union (Student Centre)

Works actively to resolve student issues and communicate MTU changes to students. www.mtucorksu.ie

Academic Success Coaching

Works with students to develop motivation and study skills. https://studentengagement.cit.ie/asc

Teaching Enhanced Learning

Guides for Canvas and online learning. https://tel.cit.ie/students

Medical Centre (Mezzanine floor, Student Centre)

Access to doctors and nurses. Also available in Cork city. www.mycit.ie/medical Tel: 021 4335780

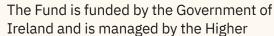
Emergency Response Team (ERT) (Bishopstown Campus)

If you have a medical condition such as epilepsy where you MAY need immediate emergency care on campus, you should call the ERT if you, or someone you are with, feels unwell. **Tel: 021 4326112**

Financial Supports

Fund for Students with Disabilities

The Fund provides funding for specific academic supports, personal assistance/ sign language interpreters, and transport costs (outside of typical costs of going to college) for eligible students. The DSS applies for funding on your behalf to provide these supports.



Education Authority on behalf of the Department of Further and Higher Education, Research, Innovation and Science. www.studentfinance.ie







Student Assistance Fund

If you need additional financial help for the costs of going to college you can apply to the MTU Student Assistance Fund. It is managed by the Access Service. The online application form will be available in September: www.mycit.ie/saf

1916 Student Bursary Fund

The 1916 Bursary Fund has bursaries available for full-time or part-time undergraduate programmes to students who have a socio-economic disadvantage and who are from groups most under-represented in higher education such as disability. Applications open in September: https://1916bursarv.ie/

MTU DSS students needing supports while studying abroad

If you are going abroad to study for a semester/year, think about whether you need DSS supports in your host college.

Make sure to research the disability and student supports available in your host college and any funding available in advance. There may be differences in supports available in other countries/colleges.

- DSS study abroad checklist: email dssCork@mtu.ie
- AHEAD guide for studying abroad: https://ahead.ie/studyabroad
- Inclusive Mobility: www.InclusiveMobility.eu

Erasmus+ funding



There is additional Erasmus+ funding available for eligible DSS students. This applies to the additional costs of personal and academic support, such as a personal assistant, aids and equipment, adapted accommodation, travel assistance, medical attendance, learning support, exploring the location of the host college and travel networks, and the host college residential accommodation.

Please contact the DSS or the MTU Erasmus Office: **ErasmusCork@mtu.ie** for a copy of the funding application form.

The DSS can support you to complete the form and provide necessary information about your supports to your host college with your permission/for your funding application. You will need to get the details of support costs from your host institution and/or external provider for the application.

• EURIreland: http://EURIreland.ie





If you would like this guide in an alternative format please e-mail dssCork@mtu.ie or telephone 021 433 5138

MTU Disability Support Service (DSS)

Address:

Access Service, Ground Floor, Student Centre, Munster Technological University, Bishopstown, Cork, Ireland, T12 P928

Opening Hours:

Monday to Friday 8.30am to 4.30pm

Contact:

Tel: 021 433 5107 / 5109 - DSS **Tel:** 021 433 5138 - Access Service

Text: 087 138 9772 E-mail: dssCork@mtu.ie Web: www.mtu.ie/access

Social Media:

www.facebook.com/MTUCorkAccess twitter.com/mtucork_access www.instagram.com/mtucork_access/