



CORK
INSTITUTE OF
TECHNOLOGY

INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ



Just

the

Facts

Student Services Guide 2016

President's

Welcome letter



Dear Student,

I would like to welcome you as a student of the Cork Institute of Technology and wish you every success during your time in the Institute, both academically and personally.

You are now becoming a member of a new large community, a community of students and staff. As a student of CIT you will have key responsibilities in working to succeed in your studies and playing an active and positive role in the life of the Institute. I am confident that in CIT you will find all the means necessary to achieve success.

We have good support frameworks to help and assist you with any problems that may arise while you are with us. These services are there to serve you. Do not hesitate to avail of them, and be assured of their confidentiality. These services encompass counselling, medical service, accommodation, financial support, and many more. They are well advertised and Student Services, the Students' Union, the Chaplaincy Team, your Head of Department or any of your lecturers will guide you in the right direction.

Your friendship, support and assistance for your fellow students will be highly valued and will give benefits you can never measure or fully appreciate. In being generous with your help and sensitive to the problems and difficulties of others, you will enrich yourself and the whole Institute. Yes, you – each and every student – can make a significant difference to the caring environment we very much seek to develop and promote in this Institute!

We continue to improve our on-campus Sports Facilities and do consider participating in the activities of our many Clubs and Societies.

I wish you all success in your academic and social life during the coming academic year.

Yours faithfully

Dr Brendan J. Murphy
President

September 2016

Contents



Dates for your Diary	2
Sport	3
Societies	4
Arts Office	5
Students' Union	6
International Office	7
IT Services	8
Reprographics & Card Services	9
Chaplaincy	10
Good Start	11
Bishopstown Campus Map	12
Bus Routes Servicing CIT	13
Counselling Service	14
Medical Centre	15
Academic Learning Centre	16
Access Service	17
Fees & Grants	18
Library	19
Accommodation	20
Canteen, Bistro & Shop	21
Admissions	22
Exams	23
Careers	24
Student Discipline	25
Student Ombudsman	25

Dates for your Diary



REGISTRATION & ORIENTATION

Bishopstown Campus

5-9 September

CCAD & CSM

1 September

NMCI

2 September

SEMESTER 1 BEGINS

12 September

SPORTS DAY

13 September

SOCIETIES DAY

14 September

FRESHERS WEEK

19-23 September

CAREERS & EMPLOYABILITY FAIR

27 September

CONFERRINGS

Business & Humanities

21 October

Engineering, Science & CCAD

24 October

CSM Conferring

27 October

Biomedical Science & Architecture (UCC)

28 October

OPEN DAYS

NMCI

20 October

CIT BISHOPSTOWN

18 November

CCAD

18 & 19 November

CSM

19 November

MATURE STUDENTS INFORMATION EVENING

23 November

EXAMS

Semester 1 Exams

10-22 December & 3-5 January

Semester 2 Exams

13-26 May

Autumn Exams

14-25 August

Christmas Holidays

23 December-30 January

Semester 2 Begins

30 January

Students' Union Rag Week

6-10 February

Business & Science Ball

16 February

Engineering & Humanities Ball

9 March

Easter Holidays

10-21 April

**Sports Day:
Tuesday 13th September**

Sports



Sports Office

The Sports Office is where you can come with any sports related query. These offices are here to facilitate all CIT students and clubs. The Sports Office plays a key role in the life of the Institute assisting students in the organisation and running of the clubs.

Sports Facilities

The sports facilities are ideally located on campus and are currently amongst the finest in Ireland.

- **Gym:** Open Mon-Fri 7.30am-9pm, Sat 11-4pm. Free to full-time students
- **Astro Turf:** Behind F Block, 9am-10pm, 5 a-side pitch €10/hr. Book in Sports Office
- **Athletics Track:** Adjacent to Staff Car Park, Mon to Friday 8.30am – 9pm. Free to use
- **Tennis Court:** Behind F Block 9am -10pm, €4/hr. Booking can be made in Sports Office
- **One mile jog/walk:** Around playing pitches. Dependant on pitch activity

Sports Scholarships

CIT annually awards Sports Scholarships to a wide range of sports for Seniors and Freshers. It is expected that those awarded a scholarship will have a high level of achievement in their chosen sport and a full involvement and participation in this sport in the Institute.

Application forms are available from the Sports Office or www.cit.ie. The closing date for receipt of application is 5pm 23rd of September 2016

Sports Office Opening Hours

Monday to Friday 8:30am – 5pm

Gym Opening Hours

Monday to Friday 7.30am – 9pm
Saturday 11am – 4pm



021 4335767



www.mycit.ie/sport



1st Floor, Student Centre,
Bishopstown Campus

**Societies Day:
Wednesday 14th September**

Societies



The diversity of CIT Societies means that practically every taste is catered for. Grab the opportunity to experience something new or pursue an interest you have always wanted to explore. Societies in CIT are some of the best Societies in Ireland frequently winning at the BICS (Board of Irish College Societies) National Awards.

- Students who are at the heart of running CIT Societies have achieved the honour of winning both Group and Individual awards.
- To be elected as a Society committee officer is a huge bonus for your CV and provides an opportunity to develop communication and team work skills.

ACADEMIC

Automotive, Architectural, Business & Accounting, Chemical Eng, Crawford, Mechanical Engineering, Media Communications

ACTIVITIES

Alexander Technique, Circus, Origami, Yoga, Zen Meditation

COMMUNITY

African, Breaking the Silence, Cancer, Christian Union, Enactus, Idea Hub, International Students, Irish Red Cross, Islamic, LGBT, Mental Health, Post Grad, Students for Sensible Drug Policy, Tech Talk

INTEREST

Anime & Manga, Creative Writing, Film, Graphic Novel, Guild Gaming, Photography, Poker, Raspberry Pi, Urban Art

MUSIC, PERFORMANCE & ARTS

Choral, Dance, DJ, Drama, Music, Musical, Open Mic

To see an extensive range of our societies, go to <http://societies.cit.ie>

Societies Opening Hours

Monday to Thursday 9am – 5pm
Friday 9am – 4pm



021 4335759 / 087 2073492



aoife.kelliher@cit.ie



<http://societies.cit.ie>



CITsocieties



CITsocieties



1st floor Student Centre, CIT
Bishopstown

Arts Office



The role of the Arts Office is to work with students, Staff, and the wider community to develop, support, and promote arts-related events, projects, and resources in all campuses of CIT; and to manage the CIT Art Collections.

There is always something on in one of the venues and art spaces in CIT – so call in between classes, during a break, or in the evenings.

If you have an idea for a performance, exhibition, or other project, get in contact and we might be able to help!

- On **CIT Bishopstown Campus**, visit exhibitions and events throughout the year at the **James Barry Exhibition Centre**, the **Rory Gallagher Theatre**, the **NEXUS**, and the **Student Centre Gallery**
- **CIT Cork School of Music** presents regular concerts, recitals, and shows at the **Curtis Auditorium and Stack Theatre**, and exhibitions in the **Ground Floor Concourse**
- **CIT Crawford College of Art & Design** hosts exhibitions and more at **CIT Wandesford Quay Gallery**

Keep up to date with all Arts & Culture activities across CIT, and view the CIT Art Collections at arts.cit.ie, **Facebook/ CITArtsOffice**



arts.office@cit.ie



<http://arts.cit.ie/>



Ground Floor, Administration Building, Bishopstown Campus



Students' Union



The Students' Union (SU) represents and defends its student members on matters affecting their rights and interests (including welfare and academic issues) and acts as a channel of communication between its members and the Institute and other bodies. The SU is the principal platforms for expression of students' opinions, and is recognised as such by the management of the Institute. There are three full-time elected officers and three part-time elected officers.

Welfare Campaigns	Sexual Health Awareness, Mental Health, Safety Week, Exam De-Stress	
Representational	Class Rep System Management, Class Rep System Training, Union Council Meetings, General Meetings, Sparq at CIT	
Communication	Freshers Handbook	www.citsu.ie
	CITSU CITSU	cit_su cit_su
Entertainment	Freshers Week Rag Week Hanover Thursday Eclectic Picnic	Student Race Day Pool Tables (Common Room) X BOX (Common Room)
Services	Low cost college supplies Student Leap Cards	Photocopying/printing Grinds database

Opening Hours Monday to Friday 8.30am - 5.30pm

021 4335270 fiona.leddy@cit.ie	www.cit.ie 1st Floor, Student Centre, Bishopstown Campus
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International Office



With over 1,100 international students enrolled from over 125 different countries, CIT's excellence in higher education is recognised worldwide. CIT's International Office celebrates the great diversity of our student body, and provides end-to-end support to both incoming and outgoing students embarking on an international experience.

Office Location

International Students



Ground Floor, Administration Building, Bishopstown Campus

Contact

Non-EU Students



international@cit.ie

Erasmus Students

erasmus@cit.ie

Student Drop-In Hours Monday to Friday 9am – 12pm & 2pm – 4pm



IT Services



IT Services work to deliver many services and technologies to enhance your experience while in CIT. In this section, you will find a summary of the IT services offered by CIT. We encourage students to regularly visit our IT Services support website www.mycit.ie/itservices to keep up to date with our latest developments. Student Services provided:

- Service Desk
- Mycit Email
- User Accounts
- Virtual Desktops
- Printing and Photocopying
- Wi-Fi (eduroam)
- Applications (Blackboard, Web4Student ...)
- Open Access Area – located in the IT building, Bishopstown Campus

ServiceDesk.cit.ie (for answers to commonly asked IT questions or to log a support ticket) www.mycit.ie/itservices

Opening Hours

During Semester: Monday to Friday 8.30am – 9.45pm
Saturday and outside Semester: 9am – 5pm



[servicedesk@cit.ie](mailto: servicedesk@cit.ie)



www.mycit.ie/itservices



Open Access – IT Building, Bishopstown Campus

Reprographics & Card Services



The Reprographics and Card Services is located in **the Student Centre** on the ground floor of the Student Centre, Bishopstown Campus.

Services include:

- New and replacement Smart Cards (ID Cards)
- Sale of manuals
- Binding documents
- Laminating
- Copying acetates
- Sale of paper and binding supplies

This is a **cash free facility** - payment is accepted by Smart Card only. The Smart Card acts as an electronic purse to which you can transfer funds by any of the following:

- ➔ **Via Laser or Credit Card** at www.mycit.ie/topup
- ➔ **By clicking Card Topup** on the mycit.ie student portal or at any of the shops and restaurants within the Institute

Opening Hours

Monday to Friday 8.30am – 1pm & 1.30pm – 4.30pm

REPROGRAPHICS



021 4335752



reprographics@cit.ie



Ground Floor, Student Centre, Bishopstown Campus

CARD SERVICES



021 4335290



citcard@cit.ie



Ground Floor, Student Centre, Bishopstown Campus



Chaplaincy



Chaplaincy extends a warm welcome to you. We hope your time at CIT will be a positive and rewarding experience. The Chaplaincy is open to students of all faiths, and cultures, and none. We run an open door policy. Confidentiality is assured at all times.

- **Chaplaincy Student Team**
Located at the Info Desk or the Chaplaincy Office 1st Floor Student Centre, Bishopstown Campus
- **CornerStone - Chaplaincy House, 3 Elton Lawn, Bishopstown**
A 'Chill-Out' space! Enjoy free tea/coffee, listen to music, chat with friends. Connect with students from other countries and cultures... Free Wi-Fi
- **The College Chapel (D Corridor-D155)** open all day. During academic year Mass is celebrated: Monday, Wednesday & Thursday mornings @ 8.40am
- **The 'Info Desk'... Top of Canteen!**
Opens at 8.30am. Call up to the desk if you've a question
- **'What's On' Newsletter:** Free weekly guide to what's happening on campus. The guide is available each Monday morning at the 'Info Desk'

Full-Time Chaplain

Fr Dave McAuliffe



021 4335754



dave.mcauliffe@cit.ie



D Corridor - Room
D153. Bishopstown
Campus

Coordinator Pastoral Care

Edel Kelly



021 4335756



edel.kelly@cit.ie



1st floor, Student
Centre, Bishopstown
Campus



Just **ASK!**

Good Start



To get you off to a Good Start at CIT your first five weeks of college are going to be jam-packed with Good Start activities. Good Start aims to help you to find your way by focusing on success, belonging, motivation and independence; the whole student experience. The Good Start programme of fun, social, sporting, study and support sessions and events will help you become familiar with the campus, settle in, meet people, get prepared for study and find out who's here to help.

Look out for the Good Start Ambassadors; they are here to help you settle in. For more information, check out the Good Start website: www.mycit.ie/goodstart

Week 1

Get Involved
12th – 16th Sept

Meet and greet with people who will have an impact on your time at CIT.
Why not join a sports club or society or nominate yourself to be a class rep?

Week 2

Transitions
19th – 23rd Sept

Finding the transition to third level a little tricky? Fear not, help is on hand this week!

Week 3

Independence
26th – 30th Sept

It's time to stand on your own two feet, stand out from the crowd and learn to take responsibility for your own journey.

Week 4

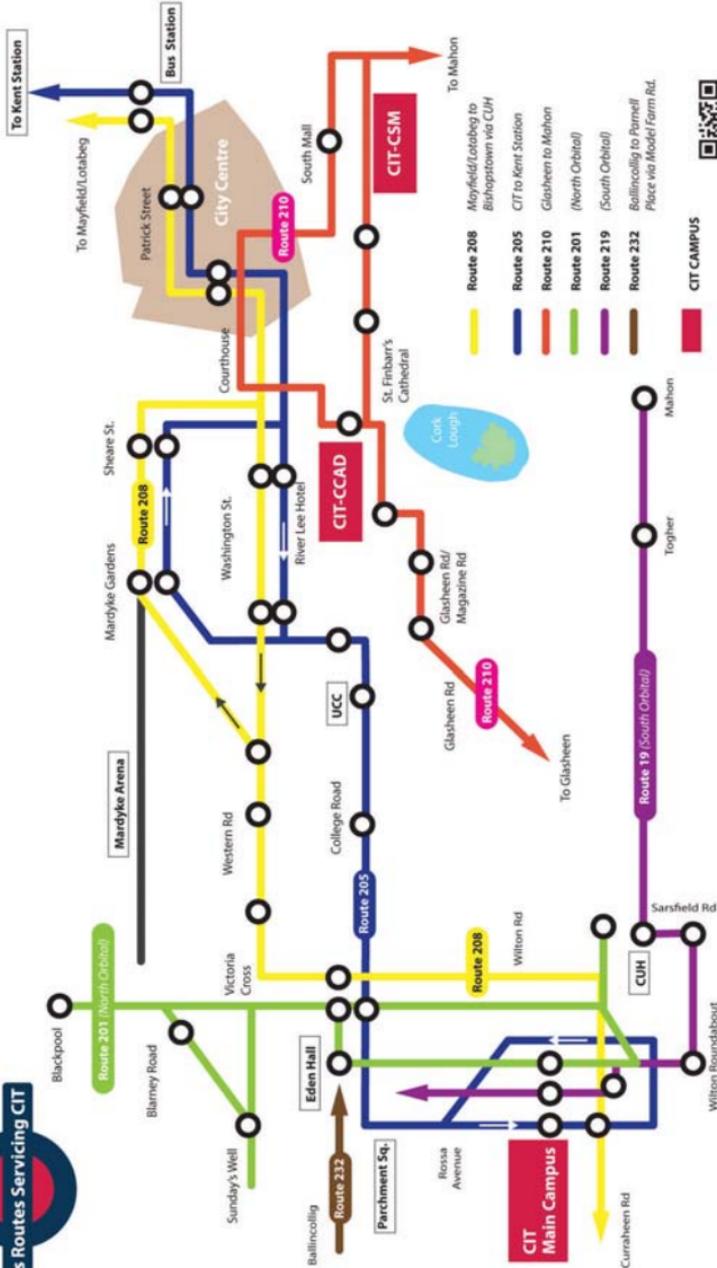
Personal Health & Wellbeing
3rd – 7th Oct

College is all about a work/life balance. Look after yourself and everything else will follow.

Week 5

Time Management & Assessment
10th – 14th Oct

Exams? Mid-Term Assessments? Deadlines? Get the low down on all things academic here!



Bus Times & Timetables
www.buscit.ie/en/linearpdf?id=248#Cork

Bus tickets and travel timetables are available from the Students' Union and the Info Desk.

Counselling Service



The Counselling Service is a professional and confidential service which is available to all registered full-time CIT students free of charge. The service aims to provide opportunities to explore personal and social issues that hinder academic performance, to promote wellness and to enhance personal growth. Our team provides a supportive and non-judgemental environment.

- **How does it work?**

Counselling is undertaken on a one to one basis, with sessions lasting 45 minutes

You are given an appointment with a counsellor for up to six sessions initially

- **How to make an appointment:**

Call us on 021 4335772, email counselling.admin@cit.ie or drop in to 2nd Floor, Student Centre, Bishopstown Campus



021 4335772



counselling.admin@cit.ie



www.mycit.ie/counselling



2nd Floor, Student Centre,
Bishopstown Campus

Opening Hours (during Semester)
Monday to Friday 8.30am – 4.30pm

Medical Centre



The Medical Centre is situated on the Bishopstown Campus. We are available to all of our full-time students including those in the CIT Cork School of Music, the CIT Crawford College of Art and Design and the National Maritime College of Ireland. We are open to students during term time and provide a comprehensive range of services suitable for students' needs.

What the Medical Centre provides:

- Medical attention to all full-time students
 - Consultations with the Doctors and Nurses are by appointment only
 - Specialist clinics including Asthma, Sexual Health, Sports Injury and Vaccination
- Fee of €10 for doctor consultation. Payment by student ID card, cash free zone.
- Students in CIT Cork School of Music and CIT Crawford College of Art & Design now have the opportunity to avail of the Grand Parade Medical Practice in the City Centre. Same fee structure applies. Tel: 021 2355784 for appointment. Student ID card must be presented at attendance.
- After hours a Family Doctor Service is provided by SouthDoc, Tel: 1850 335 999. This service operates at night and weekends. Students who do not have a medical card have to pay the appropriate fee for this service.



021 4335780



www.mycit.ie/medical



1st Floor, Student Centre,
Bishopstown Campus

Opening Hours (during Semester)

Monday to Thursday 8.30am – 5pm

Friday 8.30am – 2.30pm

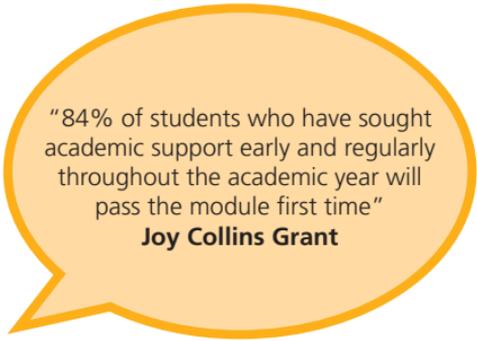


Academic Learning Centre

Helping students achieve their course goals and overcome challenging subjects. The ALC provides lecturer-led subject support sessions across many subject areas that students find challenging. If you have a question for a lecturer, just drop-in...it's free!

Have you ever sat down to study only to realise that something is missing? An important step, or a logical link? Well don't dwell too long on a difficult problem on your own, drop into the ALC where you will get good guidance to solve the problem with an expert lecturer in the field.

- **"Drop-in" learning support sessions** are available to all CIT students free of charge throughout Semester 1& 2. Experienced lecturers from the respective CIT departments are available during the drop-in times to answer questions, and to provide valuable guidance to students
- A highly successful ALC Summer Programme runs for 4 consecutive weeks over July/August for the benefit of students sitting the Autumn examinations.
- **Further information on ALC Times and subjects:** Semester 1/2 and Summer Programme timetables can be viewed online: <http://alc.cit.ie>



"84% of students who have sought academic support early and regularly throughout the academic year will pass the module first time"

Joy Collins Grant



academiclearning@cit.ie



<http://alc.cit.ie>



Room D259, D-Block, Bishopstown Campus

Access Service



The Access Service is committed to widening participation, increasing access and supporting positive educational outcomes for under-represented groups. The Access Service provides a range of supports for student groups who are under-represented at third level.

We support:

- students with disabilities,
- mature students
- students who experience socio-economic disadvantage
- members of minority ethnic groups

Student Assistance Fund (SAF)

- The Student Assistance Fund (SAF) provides financial assistance for full-time students who are experiencing financial difficulties whilst attending college. The SAF can provide a further source of funding in addition to the SUSI Grant.
- Application are available from the Accommodation Office or from the Access Service. Email: student.assistance@cit.ie
- In order to be eligible to apply for student assistance, you must be registered on a full-time undergraduate course of not less than one year's duration.

Student Drop-In Hours Monday to Friday 9am – 12pm & 2pm – 4pm



021 4335138



access@cit.ie



www.cit.ie/access



Ground Floor, Student Centre,
Bishopstown Campus

The Student Assistance Fund (SAF) is funded by the Irish Government and part-funded by the European Social Fund under the Human Capital Investment Operational Programme 2007-2013.



Fees & Grants



Student Contribution Charge: €3,000. This is an annual charge set by the Government for all full-time third level students. Students can apply to Student Universal Support Ireland (SUSI) for a grant. For information on Grants go to www.susi.ie

The USI membership levy has been introduced as a result of a referendum where students opted to affiliate to the national Students Union. This Levy is not covered by a SUSI grant and must be paid before September 12th 2016.

SUSI Grant Applicants

Students who have applied for a SUSI grant should bring their grant application reference number to the Accounts Office in September and complete an instalment application form. You will be required to pay your

fees in monthly instalments which are refundable should your SUSI grant application be successful.

Payment of Fees

- Students are notified of their fees by e-mail to their CIT student e-mail account, therefore it is important that students check their e-mail accounts regularly
- To make payments, students should logon to the online payments facility www.cit.ie/pay. You will need your student ID number (R000XXXXX), Date of birth and your Debit/Credit card details
- A receipt will be sent to your CIT e-mail account once the payment is made. You may also query your account balance from this link

Payment Options

Option 1: Full Payment €3,000 + €7.00 USI Levy & Tuition (if applicable) prior to commencement of Semester 1 (**12th September 2016**).

Option 2: First Instalment €1,500 + €7 USI Levy & (50% Tuition if applicable) before **12th September 2016**

Second Instalment €1,500 & (50% Tuition if applicable) before **30th January 2017**.

Late Payment Penalties and Charges

- Any outstanding Semester 1 fees will incur a 10% late payment fee
- Any outstanding Semester 2 fees will incur a 10% late payment fee

Opening Hours Monday to Friday 9.30am – 12.30pm & 2pm – 4pm

Library



The Library is the first port of call to access academic literature during your studies in CIT. Good use of library material ensures better grades in exams, assignments and project work throughout the year.

Useful Information

- The main library is located in the Berkeley Centre on the Bishopstown campus and has over 500 study spaces available!
- Other CIT libraries are available at CIT Cork School of Music, CIT Crawford College of Art & Design, and National Maritime College of Ireland. Students of CIT have access to ALL of these libraries.
- Print Collection- over 132,000 items in printed format.
- E-Books - over 85,000 E-Books which can be read online or downloaded to a mobile device
- Online Databases – Remember these are available 24/7 off campus also!
- Use our Multisearch function to search almost all the library's resources at once.
- Other useful resources available from the library: Exam Papers, Careers Section, SubjectGuides, Wifi, Printers, Copiers, and of course, the library staff who are happy to support and advise students.
- E-mail us at library.info@cit.ie with any queries you may have.

We're more than happy to show you how to find what you need - our staff is there to help you, just ask.



library.info@cit.ie



<http://library.cit.ie>

Check your local library for opening hours.

Bishopstown Campus opening hours:
Monday – Thursday: 8:30am – 9.45pm
Friday: 8:30am - 5.30pm
Saturday: 9:15am- 5:00pm

Accommodation



The Accommodation Office provides a register of lodgings (digs), shared housing and student apartments in the CIT, City Centre and Ringaskiddy area. These registers are updated regularly so students should contact the office by email, phone or drop in for the lodgings (digs) and shared housing lists. Bookings for the student apartments should be made directly with them and there is a list of these apartments on the CIT website.

Important Information

- Read any leases/agreements carefully
 - Check the property/apartment before signing
 - Ask for a copy of the lease/agreement
-
- A tenant is obliged not to engage in or to allow any behaviour that may be deemed as "anti-social" behaviour.
 - A guide to renting for students is available on www.threshold.ie, who also offer free advice and in more serious cases a third party may need to intervene to take case to the Private Residential Tenancies Board (PRTB) www.prtb.ie
 - We are happy to discuss any problems or issues students may have throughout the year and try to resolve them in a reasonable manner. Please refer to www.cit.ie/studentlife/accommodation for listings and further information.

Opening Hours Monday to Friday 8.30am – 1pm & 2pm – 4.30pm



021 4335750



accommodation@cit.ie



Student Centre, 1st Floor, Bishopstown Campus

Canteen, Bistro & Shop Opening Hours

Outlet	Opening	Closing	Days
Bishopstown Campus			
Food Court	8.15am 8.15am	8.45pm 2.00pm	Monday to Thursday Friday
The Hub (Main Building, beside food court)	8.15am	4.00pm	Monday to Friday
Snack Bar	9.30am	2.30pm	Monday to Friday
Bistro	8.00am	3.00pm	Monday to Friday
An Siopa	8.15am 8.15am	7.00pm 2.00pm	Monday to Thursday Friday
Student Centre Nexus Market	8.00am 8.00am	4.30pm 4.00pm	Monday to Thursday Friday
Outlet	Opening	Closing	Days
CCAD Canteen	9.00 am	4.30pm	Monday to Friday
CSM Off Quay Bistro	8.30am 9.00 am	7.30pm 2.00pm	Monday to Friday Saturday
NMCI Canteen	8.00am	3.45pm	Monday to Friday



Admissions



Registering

Year 1 Full-time students register at scheduled times during the week of the 5th September. CCAD and CSM students will register on 1st September, and NMCI on 2nd Sept. Latecomers must register without delay with the Admissions Office, before going to class.

Module Registration

All students must ensure that they are officially enrolled for all modules, including electives. The deadline is 7th October for Semester 1 module enrolment, and 10th February 2017 for Semester 2. Instructions will be sent to your myCIT email account regarding checking your enrolment for all modules and enrolling for any missing modules. **Late registration for any module will incur a fine.**

Social Welfare, Medical Card Application Form, Grant Forms etc.

These forms should be fully completed before being presented for stamping to the Admissions Office

Change of Contact Details

Complete a Change of Contact Details Form and submit to the Admissions Office

Withdrawing

Students must complete an official Withdrawal Form and return it to the Admissions office by 30th October (Semester 1) or 29th February (Semester 2) in order to be eligible for a refund of 85% of fees paid.

Letters/Certificate of Attendance

Please contact your own Department for any letters you require



021 4335041



admissions@cit.ie



www.mycit.ie/admissions



Ground Floor, Administration Building, Bishopstown Campus

Opening Hours

During Semester

Monday to Thursday 9.30am – 4pm

Friday 2pm – 4pm

Outside Semester

Monday to Friday 9.30am – 12.30pm

& 2pm – 4pm

Exams



The Examinations Office website www.mycit.ie/examinations provides much useful information on the following queries:

- Final Semester Examination Timetables
- Provision of Examination Supports once agreed with the Disability Office
- Past Examination Papers
- Viewing of Examination Scripts
- Examination Result queries
- Autumn Examination Enrolment
- Conferring Ceremonies & Award Parchments
- Examination Procedures & Regulations

If you need additional information, you are welcome to email, phone, or call to the Examinations Office as detailed below:

- **Email** exams@cit.ie for your queries regarding past exam papers, viewing exam scripts and Autumn examination enrolment.
- **Email** awards@cit.ie for all queries regarding Conferring & Award Parchments. Phone numbers 021-4335381 /5383 /5385.
- **Email** examsmgt@cit.ie for queries regarding Final End of Semester Examination Timetables and Examination Supports.

Phone numbers for Examination Timetabling queries are 021-433 5046 / 5047, and for Examination Supports is 021-433 5049.

Opening Hours Monday to Friday 8.30am – 12.30pm & 2pm – 4.30pm



see above



exams@cit.ie / examsmgt@cit.ie



www.mycit.ie/examinations



Melbourne Building Exam Centre, Bishopstown Campus

Careers



The Careers Service is a free and confidential service for you to use! We can help with career guidance and, personal and professional development.

Some Careers Service resources available to you include:

- **One-to-one career appointments**
 - Drop-in Sessions
- **CV & Advice Clinics**
- **Information Room** (Pick up free career resources outside our office)
- **Noticeboards**
 - One in the Information Room & one across from the shop, near the canteen
- **Website – www.mycit.ie/careers**
- **Group Workshops & Presentations** (CV Preparation, Interview Technique, Understanding Your Employability Skills, Job-hunting & Exam/Study Organisation Skills)

- **Careers & Employability Fair**
 - Tuesday, 27th September 2016 in the Student Centre
- On-campus **Employer Presentations & Information Stands**

You can meet with a Careers Advisor to discuss... You, your Skills & Employability

- CV Preparation
- Interview Technique
- Your career options
- Further studies after your degree
- Changing course/college
- Subject choice
- And much more!

If you're unsure about your course... come up and talk to us

Don't forget to get your CV checked with us

It's never too early to think about your SKILLS, EMPLOYABILITY, and your CAREER



021 4335772



careersadmin@cit.ie



www.mycit.ie/careers



2nd Floor, Student Centre,
Bishopstown Campus

Opening Hours (all year round)
Monday to Friday 8.30am – 4.30pm

Student Discipline

Institute Commitment

Cork Institute of Technology is an academic institution catering at any time for large numbers who occupy the building and grounds. The Institute authorities are committed to providing a safe, pleasant and friendly environment for all who occupy the building or use its external environs for whatever reason. The Institute is committed to fulfilling its mission as an academic institution and complying with all its lawful obligations.

Student Responsibility

Students are expected to conduct themselves in a manner consistent with responsible behaviour towards other persons and property within and outside the Institute campuses at all times.

Student Ombudsman

The purpose of the post of the Student Ombudsman is to advise and assist students with the resolution, in an informal manner, of difficulties, complaints or grievances involving staff or services of the Institute.

All enquires to the Student Ombudsman will remain confidential, except in cases of serious threat to life or property.



Students are required to adopt a responsible attitude to their studies in respect of lecturers, practical classes or such other academic activities for which are timetabled. Students must not engage in any behaviour which may constitute inconvenience or nuisance to any persons(s) within or outside the Institute. Students are advised that as well as observing these general Institute-wide regulations they are also bound to observe specific regulations attached to particular areas, activities and departments.

It is advised that every student familiarise themselves with the CIT Student Regulations. Please refer to the www.mycit.ie to download a copy

The current Student Ombudsman is John P Murphy, who welcomes enquires from students. Further information is available at www.mycit.ie/studentombudsman.

For appointments: Visit the reception desk at the Students' Union Office, 1st Floor, Student Centre, Bishopstown Campus



021 4335880 / 087 2296699



student.ombudsman@cit.ie



www.mycit.ie/studentombudsman



**CORK
INSTITUTE OF
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