JUST THE FACTS GUIDE

2020/2021
Dear Students,

Fáilte romhaibh go léir go pobal CIT!

You are all most welcome into our growing CIT learning community. As you commence your studies with us here in CIT, we can assure you of our full support for you as an individual and unique student through your educational and social experiences over the coming academic year. We offer this support in a spirit of partnership and shared responsibility. For those of you joining us straight from Leaving Cert, we recognise the extremely difficult and uncertain times you have had over the last six months. These have been very different times for all of us. CIT staff and student support services have adapted quickly to the challenges of programme delivery thrown at us by Covid-19. Together with CIT Students’ Union, we offer many opportunities and supports right across the spectrum of the CIT Student Experience. We realise that in this era of remote/distance learning it is more important than ever that we build a community of CIT students. The year ahead will be challenging but we have every confidence that our CIT Clubs and Societies will step up to the mark and provide opportunities for you to get involved from Day 1, making new friends, learning from the experiences of other students and developing your future network of professionals. The Academic Year will pass very quickly, particularly as we operate a 2-Semester schedule, so it is important to hit the ground running. Tús maith – leath na h-oibre! 2020/21 should be an exciting year for you and all of us here in CIT as we transition to MTU in January next. If you need help along the way… as the signs say Just Ask!

Beir bua.

Dr Barry O’Connor
President
Uachtarán
Wide range of Sports Clubs including outdoor sports, indoor sports, watersports, martial arts etc. Membership is free. Like “CIT Sports Department” Facebook page for updates.

Membership of the Gym & Athletics Track is free to registered full-time students, just bring your Student/ID card.

Fancy a game of Astro-turf soccer with your friends or classmates. Just €10 for the hour, call to the Sports Office to book or email fintan.oleary@cit.ie.

Sports Office
The Sports Office is where you can come with any sports related query and it facilitates 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 at Bishopstown campus and are amongst the finest in Ireland.

- **Gym**: Open Mon-Fri 7am-9pm, Sat 11am-4pm. Free to registered full-time students
- **Astro Turf**: Behind F Block, 5 a-side pitch €10/hr. Book in Sports Office
- **Athletics Track**: Adjacent to Staff Car Park, Free to use
- **Tennis Court**: Behind F Block €4/hr. Book 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 www.mycit.ie/sport. The closing date for receipt of application is 5pm Friday 2nd October 2020.

Sports Office Opening Hours
Monday to Friday 10am - 4pm
Sign up to Societies
By signing up you become an official society member and are allowed to vote at society general meetings. You will also be notified directly of when activities for that particular society are taking place. Many societies will have a strong online presence that you can engage with and be part of. There is no fee or charge to become a society member. Sign up online http://societies.cit.ie/join

- ACADEMIC: Automotive, Civil & Structural Engineering, Physical Sciences, Marketing
- ACTIVITIES: Alexander Technique
- INTEREST: Airtroop, Anime & Manga, Crawford Film, Photographic, Programming, Sci-Fi
- MUSIC, PERFORMANCE & ARTS: Art, Comedy, DJ, Music, Musical

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

The Societies Office plays a key role in the life of the Institute, assisting students in the organisation and running of Societies.

Tel: 021 4335759 / 087 2073492
info@citsocieties.ie
http://societies.cit.ie
1st floor Student Centre, Bishophstown Campus
Facebook/CITsocieties
Instagram/CITsocieties
The Students’ Union (SU) is the voice of the students. It represents and defends students on matters including academic and welfare issues.

There are three Sabbatical Officers - President, VP Education, and VP Welfare.

The SU organises a programme of welfare and entertainment events.

The SU processes Student Leap Cards and sells college supplies including lab coats, safety googles and stationery at student friendly prices.

Representational
- Officers are members of all CIT committees including Governing Body
- Class Rep System Management, Training and Awards
- Union Council Meetings (Class Reps)
- General Meetings
- Sparq at CIT (Students as partners in quality)
- NSIEP (National Student Engagement Programme)

Welfare Campaigns
- Sexual Health Awareness
- Mental Health
- Safety Week
- Exam De-Stress

Communication
- expliCIT
- Freshers Handbook
- www.citsu.ie
- CITSU
- twitter: @CITSU
- github: cit_su
- facebook: CIT Student Union

Entertainment
- SU Freshers Week
- CIT Rag Week
- Live Gigs on Campus
- Regular night time events
- Eclectic Picnic
- Student Race Day
- Pool Tables (Common Room)

Services
- Low cost college supplies
- Student Leap Cards
- Grinds database

Please note that many of our services and events may be restricted due to Covid-19 Regulations and to ensure the safety and wellbeing of students.

Opening Hours
Monday to Friday
10am - 4pm
- 021 4335270
- fiona.leddy@cit.ie
- www.citsu.ie
- 1st Floor, Student Centre, Bishopstown Campus

INTERNATIONAL OFFICE

CIT’s excellence in higher education is recognised worldwide, with close to 500 international students enrolled from over 50 different countries. We have over 180 international institutional partners, and welcome visiting staff and students from Europe, USA, Canada, Malaysia, India, the Middle East and Vietnam every year.

Internationalisation is central to CIT’s ambitions, and our vision is “to develop graduates as global citizens who have the necessary abilities and confidence to live, work, achieve and participate fully in an international environment”.

CIT’s International Office provides end-to-end support to both incoming and outgoing students embarking on an international experience. Full degree or visiting international students should contact the office for assistance with opening bank accounts, immigration and applying for PPS numbers.

Students interested in studying abroad for a semester - whether in Europe through the Erasmus programme, or in the USA and Canada through the study abroad programme - should contact the international office to learn about opportunities to study in our partner institutions across Europe, USA, Canada, Malaysia and Vietnam, India and the Middle East.

Contact Us
Although our usual drop-in facility is restricted under current public health advice, the International Office Team are available virtually to answer any queries and support you through your international experience, whether it be studying at CIT or looking for an Erasmus or Study Abroad experience. For any queries, or to set up an appointment to meet online or face to face, please contact us through one of the email addresses relevant to you.

Student Drop-In Hours
Monday to Friday
10am – 1pm & 2pm – 4pm
*These drop-in hours will operate both online and where possible in person during the Covid-19 restrictions.

Please note that many of our services and events may be restricted due to Covid-19 Regulations and to ensure the safety and wellbeing of students.
IT SERVICES

IT Services work to deliver many services and technologies to enhance your experience while in CIT. Below, 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/itsupport to keep up to date with our latest developments. IT Services provide:

- servicedesk@cit.ie (for answers to commonly asked IT questions or to log a support ticket)
- www.mycit.ie/itsupport

Open Access - Opening Hours

Term Time
Monday - Friday  8.30am – 9.45pm
Saturday  9.00am – 4.45pm

Non-Term Time
Monday - Thursday 9.30am – 4.30pm
Friday 9.30am – 1.00pm

Open Access Area – Located in the Berkley Centre, Bishopstown Campus

APPLICATIONS

(Canvas, Web4Student… )

VIRTUAL DESKTOPS

MYCIT EMAIL

PRINTING AND PHOTOCOPYING

WI-FI

(eduroam)

USER ACCOUNTS

APPLICATIONS

(Canvas, Web4Student… )

REPROGRAPHICS

& CARD SERVICES

The Reprographics and Card Services is located in Room S102 on the ground floor of the Student Centre, Bishopstown Campus.

This is a cash free facility - payment is accepted by Student/ID Card only. The Student/ID 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

Services include

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

Opening Hours
Monday to Thursday 8.30am – 1.00pm & 1.30pm – 4.30pm
Friday 8.30am – 1.00pm & 2.00pm – 4.30pm

REPROGRAPHICS

- 021 4335752 & 021 4335746
- copy.centre@cit.ie
- Ground Floor, Student Centre, Bishopstown Campus

CARD SERVICES

- 021 4335752 & 021 4335746
- cardoffice@cit.ie
- Ground Floor, Student Centre, Bishopstown Campus
COVID-19

We have been working hard to prepare and plan for the challenge of Covid-19 with a commitment to providing a safe and healthy environment for the return of staff and students to our campuses for the academic year 2020/21.

We welcome you and wish you all the very best for the year ahead.

- Face masks are now mandatory in all campus buildings
- Avoid touching your face
- Please do not come to campus if you are unwell
- Keep surfaces clean
- Don’t shake hands or hug
- Wash your hands
- Keep a safe distance
- Cover mouth if coughing or sneezing

THE CANVAS LEARNING MANAGEMENT SYSTEM

Canvas is the Institute’s Learning Management System (also known as a Virtual Learning Environment) and sits at the heart of the Institute’s e-learning infrastructure.

Canvas was originally chosen as the Institute’s Learning Management System because of its ease of use, so even if you’ve not tried it before it’s not difficult to find your way around.

The system supports a number of important online teaching and learning functions:
- Assessment
- Content/notes sharing
- Communication and collaboration
- Student management.

In addition to using Canvas on your desktop or laptop you can also access Canvas on your smartphone or tablet by downloading the Canvas App.

The system is also integrated with the Institute’s Student Record System meaning that every module has its own area inside Canvas with all staff and students enrolled against it or given access to it based on the most up-to-date information.

Canvas is managed by the Department of Technology Enhanced Learning – please visit their website for more information (https://tel.cit.ie).

Canvas is available 24/7 for all CIT students via the help menu inside the Canvas system.
COUNSELLING

During your time at the Institute, you may experience personal and emotional issues that impact on your academic work and on your overall student experience.

The Counselling Service offers a confidential space for you to reflect and explore these issues without being judged, and to enable you to develop ways of overcoming your difficulties.

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.

Student Counselling is a specialist service provided by professional counsellors who are experienced in working with students, enabling them to cope with personal difficulties and issues.

Counsellors can help with a wide range of difficulties. Some of the common problems experienced by students include:

- Anxiety, depression, suicidal feelings
- Homesickness, loneliness
- Relationship problems
- Bereavement and loss
- Family issues and upsetting past experiences
- Academic difficulties
- Crisis and trauma
- Sexual and cultural identity
- Eating problems or habitual addictions
- Life changes such as pregnancy and illness

What the Medical Centre provides:

- Medical attention to all registered full-time students.
- Appointments with Doctors and Nurses can be arranged by phone only. Please do not present to the Medical Centre without an appointment.
- Specialist clinics including Asthma, Sexual Health, Sports Injury and Vaccination.
- A fee of €10.00 applies for all Doctor consultations including Telephone consultations. Payment can be made by debit/visa card over the phone.
- Students in CIT Cork School of Music and CIT Crawford College of Art & Design have the opportunity to avail of the Grand Parade Medical Practice in the City Centre. Fee of €10 for doctor consultation. Tel: 021 2355784 for appointment. Student ID card must be presented at attendance.
- After hours, SouthDoc provides a Family Doctor Service. 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.
- CIT is now offering students in the NMCI the opportunity to avail of the Bridge Medical Practice, Carrigaline Primary Care Centre, Carrigaline, Co. Cork on 021 4372663 for the same fee structure as the CIT Medical Centre. Note: Students must ring and make an appointment in advance. Students must indicate, when they ring that they are an NMCI student. Students must produce their official CIT Student Card on arrival.

MEDICAL CENTRE

The Medical Centre is situated on the Bishopstown Campus. It is available to all registered full-time CIT students including those in the CIT Cork School of Music, the CIT Crawford College of Art & 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.

Opening hours (during Semester)
Bishopstown Campus:
8.00am - 4.30pm weekdays Monday - Thursday, 8.00am – 4.00pm Friday, evening sessions 5.00pm - 8.00pm Tuesday, Wednesday, and Thursday.

CCAD Campus & CSM Campus:
Mondays and Tuesdays from 8.00am - 4.00pm during term. This Service is located at CSM Union Quay.

NMCI Campus:
Wednesdays 8am - 2pm. This service is located at our NMCI campus. https://www.nmci.ie/counselling-and-maritime-life-skills-training-programme

How to make an appointment if you are a CSM, CCAD or a Bishopstown based student:
021 4335772
counselling.admin@cit.ie
www.mycit.ie/counselling
2nd Floor, Student Centre, Bishopstown Campus

Opening Hours for Bridge Medical Practice
Monday - Friday 9.00am - 1.00pm
Monday - Friday 2.30pm - 5.00pm
Closed for lunch 1.00pm – 1.30pm

MTU Medical Centre phone lines:
Monday to Thursday 9.00am - 4.00pm
Friday 9.00am - 12.30 pm
Closed for lunch 1.00pm - 1.30pm

021- 4335780
www.mycit.ie/medical
ACCESS SERVICE

The Access Service is committed to widening participation, increasing access and supporting positive educational outcomes for under-represented groups. We provide a range of supports for student groups including:

- Students with disabilities
- Mature students
- Students who experience socio-economic disadvantage
- Members of minority ethnic groups

Disability Support Service

The CIT Disability Support Service (DSS) welcomes any student to contact us if you need some support due to your learning difference, health condition or disability.

You should apply to us if you need to access supports and reasonable accommodations in your studies and exams. CIT DSS offers a person-centred approach to providing support to students, recognising that each student has different and individual needs. We can guide and support you to access your courses, and become a more independent learner. We work hard to ensure that the DSS is a place that you can go to in confidence to look for support and help.

The DSS is supported by the Fund for Students with Disabilities which is an objective of the Third Level Access - co-funded by the Department of Education and Skills and the European Social Fund as part of the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020.

Contacting the Disability Support Service

Email us at dss@cit.ie

Email is the quickest way of receiving a response from DSS staff as we may be busy meeting students when you call. Make sure to include your name, CIT student/CAO number in any emails.

Check out our website: www.mycit.ie/dss

HEAR Eligible Students

If you are a HEAR (Higher Education Access Route to Education) eligible student you may be entitled to additional post entry supports at CIT. For more information visit: www.cit.ie/hear or email HEAR@cit.ie

Student Assistance Fund

The Student Assistance Fund (SAF) provides financial support to students who are experiencing short or long-term financial difficulties while attending higher education.

What can I use it for?
The SAF is available to assist students with costs such as:

- Books and other class materials
- Rent, heating and lighting bills
- Food
- Essential travel
- In the case of student parents, childcare costs
- Medical costs

What costs are not covered?
Tuition fees, registration fees, student loan repayments or any costs borne by your institution are not covered by SAF.

What is available?
The Student Assistance Fund and the Fund for Students with Disabilities is co-funded by the Irish Government, the European Social Fund and the YEI as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020.

Government Laptop Loan Scheme

Funding has been allocated to CIT under this scheme. Applications can be made through the Institute’s Student Assistance Fund. Details for applying will be available at www.mycit.ie/saf from the middle of September. Please refer to the website at this time and if you have any questions, please email student.assistance@cit.ie

1916 Student Bursaries

The purpose of this funding is to encourage participation and success by students from sections of society that are significantly under-represented in higher education due to socio-economic disadvantage. Seven bursaries are available for CIT students. The bursaries are to the amount of €5,000 for each year of an undergraduate programme.

Please go to www.cit.ie/access for information on the application process.

For more information on financial support please email student.assistance@cit.ie

Mature Students

The CIT Access Service provides a range of supports for full time undergraduate mature students. A specific online programme will be organised before the beginning of the academic year to allow mature students an opportunity to become familiar with CIT and learn about the supports available. Throughout the year, the Mature Student Officer is available to support students who may have queries, challenges, issues that they need help with.

For more information please go to www.cit.ie/maturestudent
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.

Union of Students of Ireland (USI) Levy: €7
This Levy is not covered by a SUSI grant and must be paid before the start of Semester 1.

If you have applied for a grant and are awaiting approval, you can apply to pay your fees in monthly instalments. Simply click www.mycit.ie/susi, complete the form including your SUSI Reference Number and submit it as soon as possible. Please read the terms and conditions before submitting the form. If your grant application is successful then any payments made will be refunded depending on the grant awarded.

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 log on 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 email address

Payment Options:
- Payment can be made in full €3,007 before the start of Semester 1
- Payment can be made in 2 instalments €1,507 before the start of Semester 1 and €1,500 before the start of Semester 2

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
- Non Payment of fees will result in loss of access to IT Services

021 4335440
fees@cit.ie
www.cit.ie/fees

CAREERS

Open all year - On Campus & Online.
The Careers Service is open all year-round and we offer free advice and guidance for your personal and professional development. We work with full-time undergraduate and postgraduate students, full-time graduates up to one year out and Springboard and Apprentice students.

How can we help you?
- One-to-One Appointment with a Careers Advisor – Book by email, careers@cit.ie or by phone: 021-4326232.
- Social Media – We are on it! Follow us on at least one platform: Facebook, Instagram, LinkedIn, Twitter, to keep up-to-date on all things Careers. And... for a chance to win prizes in our regular competitions!
- Website – Useful info on jobs (full-time and part-time), advice on preparing for interview, What’s Next guides for your degree and links to useful information to help you towards your future, see: www.mycit.ie/careers
- E-Learning – Complete our online CV, Interview & LinkedIn courses, available to all CIT students on Canvas.
- Drop-in Sessions & Careers Clinics – Daily drop-in sessions – no appointment needed – available online & will resume on campus when it is safe to do so!
- Information & Noticeboards – When on campus, see our noticeboards on the Main Corridor & in the Careers waiting area for info on job ads, employer visits, open workshops, etc.
- Class Talks & Workshops – Develop your skills in college to improve your career prospects. Get practical help and advice!
- Careers & Employability Fair – The 2020 Careers Fair will be held online on 15th October.
- Meet Employers – The Careers Service runs employer events on campus and online during the year – it’s a great chance to make contacts for internships and graduate jobs!
- Joint Mentorship Programme – Apply to be paired with a Mentor working in a job that interests you. All year groups can apply! Application form on www.mycit.ie/careers.

We look forward to meeting you!
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.

1. You MUST HAVE your Student ID card to access the Library. You can also use CSM, CCAD and NMCI libraries with your Student ID card.

2. Opening times vary so follow us on Facebook https://www.facebook.com/CITLibraries/ and Twitter https://twitter.com/CITLibrary to keep up-to-date with opening and closing times.

3. Inside you will find not only books, but also study spaces, Wi-Fi, student computers and photocopiers.

4. Keep an eye out for tours and classes on offer throughout the year, which will show you how to find lots more material online and tips to help you get better grades in your assignments.

5. The staff are there to help you find what you are looking for so please ask!

Check your local library for opening hours. Please see https://library.cit.ie/ for further updates and local arrangements.

Study spaces will be available throughout the day in 2 hour blocks and on a first come first serve basis.

ACCOMMODATION

The Accommodation Office provides a register of lodgings (digs), shared housing and student apartments in the Bishopstown, city centre and Ringaskiddy areas.

In response to the current Academic Delivery Model for students, we now have rates for short-term stays in local hotels, B&B's and in our registered digs accommodation.

Bookings for the student apartments should be made directly with them and there is a list of these apartments on the CIT website.

Students can phone, call into the office or e-mail for up to date lists and information.

Useful Information:
- 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.
- Online Databases & E-books – Remember these are available 24/7 off campus also!
- Use Click and Collect to request books in advance of coming to campus.
- Other useful resources available from the library: Exam Papers, Careers Section, Subject Guides, Wi-Fi, 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 are more than happy to show you how to find what you need - our staff are there to help you, just ask.

Opening hours outside of term
Monday - Friday 9.15am - 5.30pm

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 a 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.mycit.ie/accommodation for listings and further information.

Opening Hours
Monday to Friday 10am - 12.30 pm and 1.30pm - 4pm
What Do Admissions Do?
• Registrations | Applications | Deferrals | Transfers | Withdrawals
• Change Contact | Change Address Details
• Stamping HSE & Social Protection Forms
• General Admissions Queries

Do You Need Letters Of Attendance?
Your own Departmental Secretary will provide you with these.

What Can You Do If You Are Not Sure About Your Course Choice?
It is not unusual to feel overwhelmed at times by all the adjustments you have to make when you first go to college. These are normal transitional adjustments, but they can make some students feel very anxious and unable to cope at the start. One important thing to remember is that there is no need to feel alone or unsupported. Staff are available at CIT to help you.

Ask us about course transfer options, which may be available to you during the first weeks of September.

Remember to speak to someone so that any decision you make is an informed one. If you decided to withdraw, then you must complete an online Course Withdrawal Form on www.mycit.ie/admissions.withdrawing

Opening Hours
First two weeks of Semester 1:
Monday – Thursday 9.30am – 7pm,
Friday 9.30am -12.30pm & 2pm – 4pm

During Term:
Monday – Thursday 9.30am – 4pm,
Friday 9.30am -12.30pm & 2pm – 4pm

Outside Term:
Monday – Friday 9.30am – 12.30pm & 2pm – 4pm

The Chaplaincy in CIT offers a dynamic range of activities and support services on an all-inclusive multi-denominational and lay basis.

The Chaplaincy is a dynamic presence in CIT and cares for the Pastoral, Social and Spiritual needs of both Students and Staff in a variety of ways including:
• Proactive presence at times of crisis, illness and bereavement
• The provision of a pastoral counselling bridge in support of professional counselling
• The promotion of cultural events for the development of greater cultural awareness among the national and international students on campus – sharing of food, song and dialogue
• Weekly ‘Food Themed’ sessions where students can engage in lively discussion, share ideas, or simply catch up on the day’s news in a relaxed and ‘chilled-out’ space
• Inter-faith dialogue and lively discussion on core beliefs and values among students of all faiths and none
• A shared sacred space on Campus – the Campus chapel for daily Liturgical celebrations and prayer for Christian and Muslim Students and Staff – the ‘Glenstal Experience’ for Staff – Annual ‘Mass of Remembrance’ for deceased Students, Staff, and deceased Parents and siblings of Staff and Students
• The provision and active support of a range of community-building projects with various student societies across the CIT campus including the International Students Society, ‘Da Sillyheads’, LGBTQI, Students’ Union, Music Society, Christian Union, Muslim Society, Anime Society, and Vincent de Paul Society

Full-time Chaplain - Fr Dave McAuliffe
021 4335754
doctor_mcauliffe@cit.ie
D Corridor, D153, Bishopstown Campus

Coordinator Pastoral Care - Edel Kelly
021 4335756
edel.kelly@cit.ie
1st Floor, Student Centre, Bishopstown Campus

021 4335040
admissions@cit.ie
www.mycit.ie/admissions
Ground Floor, Administration Building, Bishopstown Campus
EXAMS & AWARDS OFFICE

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

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

Opening Hours & Contact Information:
If you need additional information, you are welcome to e-mail, phone, or call to the Examinations & Awards Office as detailed below:

- e-mail exams@cit.ie for your queries regarding past exam papers, viewing exam scripts and autumn examination enrolment. Tel: 021-4335381/5383/5385.
- e-mail awards@cit.ie for all queries regarding Conferrings & Award Parchments. Tel: 021-4335381/5383/5385.
- e-mail examsmgmt@cit.ie for queries regarding Final End of Semester Examination Timetables. Tel: 021-433 5046/5047.
- e-mail examsdss@cit.ie for queries regarding Exams Support for DSS registered students. Tel: 021-433 5090.

Opening Hours
Monday to Friday 8.30am – 12.30pm & 2pm – 4.30pm
www.mycit.ie/examinations
Melbourn Building Exam Centre, Bishopstown Campus

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.

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 person(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 visit www.mycit.ie/studentdiscipline to download a copy.

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, fellow students, services and others within the CIT community.

Further information is available in the Student Grievance Procedure section www.mycit.ie/studentombudsman

The Student Ombudsman welcomes enquiries from students. All enquiries to the Student Ombudsman will remain confidential, except in cases of serious threat to life or property.

To contact the Student Ombudsman, please visit the reception desk at the Students’ Union Office, 1st Floor, Student Centre, Bishopstown Campus.

021 4335880/087 3840691
student.ombudsman@cit.ie
www.mycit.ie/studentombudsman
As a member of the Student Services Team, the Campus Liaison Officer works in a flexible, proactive manner, to ensure the effective delivery of student advice services.

**The purpose of the Post**
- Recruitment and support Student Leaders
- To liaise effectively with Satellite campuses to promote the college and effect successful transitions for students
- To provide information and guidance to groups about the support services available
- To support the effective admission of students.
- To provide impartial guidance to individuals
- To act as a source of continuity on campus and maintain a rapport within their college

If you have any queries regarding Student services and supports i.e. (Counselling, Sports, Societies, Accommodation, Careers, Students’ Union, Access Office, Chaplaincy, Student Assistance Fund etc.) please call into Yvonne to discuss.

You can also contact Yvonne
- 021 4326149
- yvonne.mackey@cit.ie
- S212, Gallery Area, Student Centre, Bishopstown Campus