

## CORK INSTITUTE OF TECHNOLOGY

### ADMISSIONS/REGISTRATIONS

## FREQUENTLY ASKED QUESTIONS (FAQ)

### APPLICATIONS TO FULL-TIME YEAR 1 PROGRAMMES

#### **How do I apply for a Full-time Year 1 courses in CIT?**

Applications to Year 1 full-time programmes must be made through the Central Applications Office (CAO) in Galway, [www.cao.ie](http://www.cao.ie), telephone: 091 509800. The closing date is 1st February, or for late applications, 1st May (apart from certain restrictions, see below). A change of mind can be made by 1st July (apart from certain restrictions, see below).

If you are already attending a 3rd level Institution, and wish to apply for Year 1 of another course, you must apply via the CAO. Download the form from the CAO website [www.cao.ie](http://www.cao.ie), have the form stamped by your current institution, and send back to the CAO before 22nd July.

#### **I am a Mature applicant, how do I apply for a full-time course in CIT?**

A mature applicant is one who is over 23 years of age on or before **1st January** of the year of application.

There is an additional assessment procedure to determine the eligibility of mature applicants for courses in CIT, however, in the first instance, all mature applicants must apply by 1st February via the CAO for entry to 1st year full-time courses. It is not essential to satisfy minimum requirements. Mature students who apply after 1st February will not be assessed as mature students and will have to satisfy minimum requirements through their Leaving Certificate (or international equivalent) or FETAC points.

The exception is the Higher Certificate in Business for Mature Students, and Higher Certificate in Good Manufacturing Practice, where applications are made directly to CIT. For full details on those courses please contact [louise.byrne@cit.ie](mailto:louise.byrne@cit.ie), tel: 021 4335806 for the Business course; or [elaine.burke@cit.ie](mailto:elaine.burke@cit.ie), tel: 021 4335150 for the Good Manufacturing Practice course.

#### **I am a Foreign applicant, how do I apply for a full-time course in CIT?**

Foreign Applicants from both within and from outside the EU are very welcome in CIT. All applicants presenting qualifications from outside of Ireland, England and Wales must apply via the CAO system [www.cao.ie](http://www.cao.ie) by **1st February**, or for late applications, 1st May. Note: there is no change of mind facility after 1st May.

If you wish to be assessed as a mature student (over 23 on 1st January 2012), you must apply by 1st February and there is no late application facility.

### **Qualifications & Certificates**

You must send certified copies of your qualifications to the CAO. Where the original document is issued in a language other than English, you must send certified copies of an English translation to the CAO. If you receive an offer from CIT, you must present the original certificates to the Admissions office in September.

For information on how points are calculated for qualifications from your country, go to [www.cao.ie](http://www.cao.ie), click on Applicant Scoring, and choose your country.

**Non-Eu applicants:** please note that there are both academic and residency conditions governing the offer of places to non-Eu applicants. Non-EU students are required to produce a Study Visa from the Department of Justice, Equality and Law Reform for the course for which they have applied. For conditions attached to acquiring this please refer to the following website: <http://www.inis.gov.ie>

For costs/payment queries please contact the Finance Office telephone 00353 21 4335449, or email [fees@cit.ie](mailto:fees@cit.ie).

For Accommodation queries please contact [accommodation@cit.ie](mailto:accommodation@cit.ie).

For further queries regarding non-Eu applicants, please contact the Admissions Office in CIT, email: [admissions@cit.ie](mailto:admissions@cit.ie) or telephone: 00353 21 4335039 or 4335042.

### **I have a FETAC qualification, can I apply for a CIT full-time Year 1 course?**

FETAC applicants with level 5 or level 6 qualifications are very welcome to apply for courses in CIT.

Application must be made via the CAO in the normal way. There is a separate points system in place for FETAC applicants which is different from the CAO Leaving Certificate points scheme. Information on the FETAC points system is available on the CAO website at [www.cao.ie](http://www.cao.ie), under FETAC. Click here to view [FETAC Entry requirements for CIT](#).

### **What is the closing date for applications to full-time Year 1 programmes?**

The closing date for applications to Year 1 via the CAO is 1st February.

The late closing date for applications to most courses via the CAO is 1st May.

The following courses must be applied for by 1st February:

- CR210 Applied Art, Ceramics (portfolio required)
- CR220 Fine Art & Ceramic Design (portfolio required)
- CR600 Visual Communications (portfolio required)



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CR121 Music (Music entrance test)

CR700 Theatre and Drama Studies (practical assessment).

For further information, please consult the CIT Full-time Prospectus or check our website at [www.cit.ie](http://www.cit.ie)

### **Vacant Places**

Sometimes there are places available on particular courses. Check the CAO website [www.cao.ie](http://www.cao.ie) from mid-August onwards, and apply directly through the CAO.

### **Where do I find full details and entry requirements for CIT courses?**

Full details and entry requirements for all CIT courses can be found either in the CIT Full-time Prospectus, the CIT Part-time Prospectus or on the CIT website, [www.cit.ie](http://www.cit.ie).

To request a full time prospectus, please email [prospectus.request@cit.ie](mailto:prospectus.request@cit.ie).

## **THE POINTS SYSTEM**

(This relates to Year 1 full-time courses only)

### **What is the Points system and how does it work?**

The Points system is a method of calculating a value for grades obtained in the Irish Leaving Certificate or FETAC qualification for each subject taken.

The Central Applications Office (CAO) in Galway operates this system on behalf of all third level colleges in Ireland. For full details on the Points system please refer to either the CAO Handbook or the relevant section in the CIT full-time Prospectus.

### **Where can I find the CAO Points Scoring System?**

The CAO Points Scoring System is available in the CAO Handbook, the CIT full-time Prospectus or on both the CAO [www.cao.ie](http://www.cao.ie) and the CIT [www.cit.ie](http://www.cit.ie) websites.

### **What are cut-off points?**

Cut-off points are calculated by applying a scoring system to the grades obtained in the Irish Leaving Certificate or FETAC qualification. There are different scoring systems for the Irish Leaving Certificate and for FETAC qualifications. The purpose of cut-off points is to establish a ranking order for applicants for courses within the CAO system.

Cut-off points are only relevant where the numbers of qualified applicants for a course exceed the available places.

### **Where can I get further information on cut-off points?**

CIT Round 1 cut-off points for the previous year are available inside the back cover of the CIT full-time Handbook and on the CAO website, [www.cao.ie](http://www.cao.ie), under Points.

## **FULL-TIME REGISTRATIONS AND CLASS START-UP**

### **When is Registration scheduled for 1st Year classes?**

Registration for 1st year full-time programmes is scheduled to be held from 3rd to 7th September 2012 (to be confirmed). All eligible applicants will be contacted directly to advise of the date and time.

**When do 1st Year full-time courses commence?** Full-time 1st year undergraduate programmes are due to commence on Monday 10th September 2012 (to be confirmed), unless otherwise advised by their Departments.

### **I have applied for a Post-Year 1 add-on programme - when and how do I register?**

Registration information will be issued by post to all applicants offered a place on add-on programmes.

### **When will post-1st Year undergraduate courses commence?**

The scheduled start-up date for these programmes is Monday 10th September 2012 (to be confirmed), unless otherwise advised by their Departments.

**I am a full-time undergraduate student in CIT, how do I re-register for the following year of my course?**

Following publication of the Summer examination results, qualified students will be automatically pre-registered for the subsequent academic year. Qualified students with stream choices, or at Award level, will be issued with a Registration Form which should be completed and returned to the Admissions Office by the deadline date. These forms will be sent out during July.

**I am a full-time undergraduate student in CIT, doing some Repeat exams in August - how do I re-register for the following year of my course?**

Following publication of the Autumn Repeats examination results, qualified students will be automatically pre-registered for the subsequent academic year. Qualified students with stream choices, or at Award level, will be issued with a Registration Form which should be completed and returned to the Admissions Office by the deadline date. These forms will be sent out in early September after the Exam Board Meetings. For further queries, contact your own Department.

## **DEFERRING A PLACE ON A COURSE**

**I have been offered a place via the CAO - how do I defer my course for a year?**

1st year undergraduate applicants who have been offered a place via the CAO must follow the deferral procedures outlined in the CAO Handbook. Contact CIT Admissions with your request without delay by emailing [admissions@cit.ie](mailto:admissions@cit.ie).

**I am already attending classes in CIT, how do I apply for a deferral of my classes for a year?**

You are advised to contact the Careers and Counselling Office, telephone: 4335775, email: [dan.collins@cit.ie](mailto:dan.collins@cit.ie), and follow the advice given there.

To apply for a deferral a [\*Programme or Module Deferral Form\*](#) must be completed and returned to the Admissions office at CIT.

## **WITHDRAWING FROM A COURSE**

**I would like to withdraw from my course. How do I apply to withdraw?**

Students who wish to withdraw need to complete a Course [\*Withdrawal Form\*](#) which can be downloaded from the CIT website or are available from the Admissions Office. The date upon which you withdraw affects whether or not you are entitled to a partial refund of fees. There may also be implications for the charges if you choose to return to third level education in the future. Please contact the Accounts department with any queries, tel: 021 4335449 /5448, or email [fees@cit.ie](mailto:fees@cit.ie).



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## APPLICATIONS TO FULL-TIME POST YEAR 1 PROGRAMMES

### **I am a student of another Institute of Technology or University, how do I apply to transfer to a Post Year 1 course in CIT?**

If you wish to apply for the **second or subsequent year** of a course in CIT you must complete an [Application Form Full-time courses](#) (download the form, or available from the CIT Admissions Office). This completed form must be returned to the CIT Admissions Office on or before **1st May**. Attach your results, or forward them as soon as they become available. Alternatively contact the Admissions Office for a form: email [admissions@cit.ie](mailto:admissions@cit.ie) or telephone: 021 4335041/5044.

### **How do I get information on Post-graduate programmes in CIT?**

Information is available in the CIT prospectus, which can be viewed or downloaded from our website [www.cit.ie](http://www.cit.ie). Further enquiries concerning applications to Postgraduate programmes should be made to the relevant Head of Department. Download an Application Form from the Admissions page of our website [www.cit.ie](http://www.cit.ie) and submit the completed form to the Admissions Office at CIT.

### **Postgraduate Research**

The School of Graduate Studies will answer any general queries, tel: (00353) 021 4335099 or email [graduate.studies@cit.ie](mailto:graduate.studies@cit.ie). Contact the department you are interested in directly for more specific queries on a programme or research opportunity. You can find the contact details of departments by visiting the link: CIT Faculties and Colleges on the [www.cit.ie](http://www.cit.ie) website.



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## **PART-TIME AND EVENING COURSES**

### **How do I apply for an evening programme in CIT?**

For non-Business programmes, an [Application Form Part-time and Evening Courses](#) can be downloaded here.

For Business programmes, contact the Department of Adult and Continuing Education at CIT, on 021 4335900 / 5903, email: [adult.ed@cit.ie](mailto:adult.ed@cit.ie)

### **How do I get specific information concerning an evening course?**

Please refer to the relevant section in the Continuing Education Prospectus. Academic staff are happy to advise on request.

For a Continuing Education Prospectus contact the Department of Adult and Continuing Education at CIT, telephone: 021 4335900 / 5903, email: [adult.ed@cit.ie](mailto:adult.ed@cit.ie). Alternatively it can be downloaded from our website [www.cit.ie](http://www.cit.ie).

### **What is the closing date for evening programmes?**

There is no specific closing date for entry for Evening programmes. The closing dates depend on a number of factors such as class start-up dates, numbers of applicants, etc. Open/Information Sessions will be held in 2012 – dates to be confirmed.

If you are interested in attending an evening course in CIT you are strongly advised to attend the relevant session.



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## APPRENTICES

### **How do I apply to become an apprentice?**

Contact Fas: FAS Cork office: 021 4856200; or FAS Head Office, 27-33 Upper Baggot Street, Dublin 4; telephone: 01 6070500

### **Where can I get my exam results?**

Exam results are posted out by FAS to all apprentices who have paid their Exam fees. The exam results are posted to the apprentice's home address normally one week after the end of Term. Exam results will not be issued to FAS or to the apprentice unless the full exam fee is paid.

### **I paid my exam fee recently, why have I not received my exam results?**

Please note that it can take up to two weeks for your fee to be processed through the various systems. It is recommended that exam fees are paid well in advance of exams, to avoid a delay in receiving exam results.

### **I need to repeat some exams, what should I do?**

You should complete a repeat exam entry form and return it to the Apprentice Section, Admissions Office, Cork Institute of Technology, Bishopstown, Cork. For a form please email [apprentices@cit.ie](mailto:apprentices@cit.ie)

### **I have a query on my apprentice exams and may want a re-check, what should I do?**

In the first instance contact the Class Lecturer. If he/she is not available contact the Apprentice Section, Admissions Office, Cork Institute of Technology, Bishopstown, Cork. Telephone: 021 4335048, or email [apprentices@cit.ie](mailto:apprentices@cit.ie).



## **FEES, GRANTS AND COURSE INVOICES**

### **Where can I get information concerning tuition and registration fees?**

Detailed information concerning tuition and registration fees is available from the Accounts Office, [fees@cit.ie](mailto:fees@cit.ie), or telephone: 021 4335449, or 021 4335448.

### **Where can I get information on Grants and Scholarships?**

If you wish to apply for a student grant please contact your local VEC. Please note that students who are awaiting a decision by the Grant authority on their Grant application MUST pay the CIT Registration fee. If the Grant is approved then the Registration fee may be claimed from the Grant Awarding body.

Within CIT, queries on grant payments, etc. should be made to 021 4335442. Queries on scholarship payments, etc. should be made to 021 4335448.

### **Where can I get information on Course fees and invoices?**

Enquiries concerning course invoices should be made to [fees@cit.ie](mailto:fees@cit.ie), or 021 4335448.

## **ID CARDS**

### **How and when do I get my ID Card?**

ID cards are issued by the ID Cards Office beside the Reprographics Office in the Student Centre. ID cards are issued to all Registered Full-time and Part-time students. 1st year full-time students are photographed during Registration Week and ID cards are issued straight away. Late arrivals should enquire at the ID Cards Office once they have registered.

Students attending part-time and evening classes must ensure that a passport-sized photograph is attached to your Registration Form, or sent to the ID Cards Office, with your name, date of birth, and course code on the back of the photo. Alternatively this photograph may be emailed, in jpeg format, to [IDCARDS@cit.ie](mailto:IDCARDS@cit.ie). Please ensure that your full details are submitted.

Queries concerning ID cards should be made to 021 4335290 or via email to the above email address.

Please note that when you pay your fees to a Bank it can take up to two weeks for this information to reach your record on the CIT Student Record database at which stage your student status will be upgraded to Registered.



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## ACCOMMODATION

### **Where and how can I arrange accommodation at CIT?**

The CIT Accommodation Office is situated in the new Student Centre. It has a wide range of excellent accommodation available off campus but within a short walking distance from the Institute.

Please contact the Accommodation Office at 021 326453, or email [accommodation@cit.ie](mailto:accommodation@cit.ie)

## CAREERS AND COUNSELLING

### **Where can I get advice on my career or course choices?**

CIT has a dedicated careers and counselling service available for the benefit of all students. Students can get advice on course selection, transferring from one course to another, withdrawing from a course and much more. All information is treated in a completely confidential manner. Dan Collins and his team are available on 021 4335775, or email [dan.collins@cit.ie](mailto:dan.collins@cit.ie)

## PERSONAL INFORMATION

### **I have changed my address (or other personal information) - how do I get it fixed on my records?**

Students records in CIT are maintained in a confidential system to protect the privacy of our students. This information will not be divulged to a third party without the express permission of the student.

To change any personal information on your student record, please download a [Change of Contact Details Form](#) from the CIT website [www.cit.ie](http://www.cit.ie), and post in to the Admissions Office.