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2012
2013

5
October

CIT

STUDENT GUIDE
STUDENT GUIDE



PRESIDENT'S WELCOME

2012/2013

Dear Student,

It gives me great pleasure as President 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. I am also delighted to introduce to you, the new Student Guide & Diary for 2012/2013.

In this Student Guide & Diary, you will find information about student facilities, services, welfare, health, counselling services, sports and recreation, regulations and many more. It is a general reference book which we hope you will find useful during the coming academic year. These services are there to serve you, do not hesitate to avail of them, and be assured of their confidentiality. Student Services staff, Students' Union, Chaplaincy Team, your Head of Department or any of your lecturers are available and will help guide you.

CIT has a long and proud tradition in the provision of third-level education in Ireland. We are a dynamic, modern Higher Education Institute, one of the largest Institutes of Technology in Ireland, and we offer a comprehensive range of undergraduate and postgraduate programmes in Science, Engineering, Music, Art, Ceramics, Media Communications, Maritime, Business and Humanities.

We provide an extensive range of courses with flexible modes of delivery, offering a fully modularised, semesterised and credit-based curriculum. This opens up opportunities for you to broaden your education or concentrate on an area of particular interest to you.

This Institute provides excellent facilities to support teaching and learning and a range of services to make your time in Cork Institute of Technology enjoyable and fulfilling, both educationally and personally.

It is the wish of all staff of the Institute that you our students excel in all Institute activities, whether it be in study or leisure, and that you fulfil yourself as a student of CIT at all times.

DR BRENDAN J. MURPHY
PRESIDENT

WELCOME

Dear Student



On behalf of all my colleagues associated with Academic Administration and Student Affairs welcome to CIT.

Life as a student in higher education

can be enjoyable and fulfilling, but it can also be a challenging and demanding one. At CIT my colleagues and I are here to provide any support you might need to ensure that you engage fully with and benefit from your experience of higher education.

This Student Guide & Diary brings together information about student facilities, services available, health and wellness issues as well as Institute regulations and procedures. It is a general reference book which I hope you will find useful during the coming year and please ensure you familiarise yourself with its contents.

While the focus of your time here will be on your academic studies you should be aware that there are many complementary opportunities for personal development through our sports and societies as well as other extra-curricular opportunities.

Bear in mind that my academic colleagues are also willing to assist with any queries or problems you may have and can provide detailed advice on any academic difficulties or issues you may have. They will also be in a position to refer you to other services should that be appropriate.

In conclusion, I would like to again extend a warm welcome to you as a student at CIT. I hope the 2012 – 2013 academic year will be successful, fulfilling and enjoyable for you.

Dr Dan Collins
Academic Administration & Student Affairs Manager





WHERE TO?

student services team	2
campus life	6
student activity	11
transport	12
it services	13
food/food on campus	17
maps	20
diary	23
dates for your diary	24
helplines	26
money management – student assistance fund	27
health & safety	28



HOME

admissions	32
fees and grants	33
registrar's office & student services	35
international office	36



EXPLORE

banks, shops, restaurants	40
photocopying/printing	40
sport	41
societies	46
accommodation	52
access & disability	57
careers & counselling	60
medical	62
chaplancy	64
students' union	69



TOOLS

arts	74
theatre/exhibition centre	75
canteen/shops	40/75
lockers/lost property	76
caretakers	76
learning support	77



HELP!

semesterisation & modularisation	80
library	82
exam regulations	86
key exam info	88
code of conduct	89
study tips	91
student discipline	93
student ombudsman	97
lecture timetables	98
index	100





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student services team



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campus life

College Campus

The Bishopstown Campus of CIT is the centre for courses in Business, Engineering, Technology, Science, Social Studies, Recreation & Leisure, Tourism & Hospitality Studies. Also located on the campus are Student Services, Administration, Research Centres and Industry Support Centre. The main campus of CIT is situated beside a Regional Sports Centre which includes a swimming pool. The grounds of the campus are spacious and well laid out. In addition to the sports areas there are extensive car and bicycle areas with maturing trees, and a riverside walk. Adjacent to the Institute are the residential areas of Bishopstown, Wilton, Model Farm Road and Ballincollig with extensive shopping, social and recreational facilities. Transport to the city centre is readily available and the campus is well served by urban bus routes and by both public and private buses serving rural areas.

The main building of the campus dates from 1974 and has been extensively developed and modified to cater for increased student numbers, new courses and the changing requirements of the student population. The campus is comprehensively equipped with lecture theatres, computer suites, laboratories, workshops, drawing studios and classrooms. The library is impressive both in architectural and educational terms. It is the main focus for study in the Institute and side by side with traditional facilities of a library, students can use the most up-to-date computer based methods for accessing information.

The Student Centre is the main focus for student activity and leisure. It includes all the services you could hope for, such as common room, restaurant, meeting rooms, banks, mini-market and hairdresser. The Student Centre also

includes services such as the student resources manager, medical centre, student support team, students' union offices, careers and counselling service, student accommodation office, clubs and societies, access and disability service, copy and card services.

The Information Technology Centre consists of computing laboratories, lecture theatres and open access computer stations for 90 students. All of these computers are fully networked and are on-line.

Students and visitors to the Institute will be most familiar with the buildings and the facilities immediately around them. They may be less conscious of the grounds that extend beyond the athletics track and down to the lower levels beside the river and the swimming pool. The GAA, Rugby and soccer pitches are located on the lower level and there is a scenic walk along the banks of the Curraheen river. Outdoor pitches on the campus cater for all major sporting codes.

The 1200 seater Sports Stadium was officially opened in May 2008 by Minister for Education and Science, Mr Batt O'Keeffe. Adjacent to the Sports Stadium is a public pitch and putt course. The newly re-furbished championship standard athletics track and stand is a major outdoor asset to the sporting life of the Institute. Indoor sports and training are accommodated in a large and well-equipped sports hall featuring one of the most extensive weights rooms in the country.

Crawford College of Art & Design

The Crawford College of Art & Design is located at Sharman Crawford Street close to St Finbarre's Cathedral. It offers well recognised courses in Fine Art, Ceramic Design and Art & Design education. Facilities include lecture rooms, spacious studios with personal work-spaces for all students, and well-equipped workshops and laboratories for ceramics, metal and wood fabrication, stone and wood carving, foundry, photography, film and video, computers, etching, lithography, silk screen and relief printmaking, textiles and stained glass. Other facilities at the Crawford include canteen, situated on the ground floor, and an extensive library.

The library operates on a separate system to the main CIT library, and is open to students of the Crawford only. During term the College is open to students from 9.00am to 9.30pm Monday to Thursday, to 5.00pm on Fridays, and until 1.00pm most Saturdays.



campus life



Cork School of Music

A purpose-built Cork School of Music provides nearly 13,000m² of state-of-the-art facilities. It includes a library, 60 teaching/practice studios, a 450 seater auditorium, 120 seater drama theatre and movement room, a professional recording studio, an electronic music studio, pianolabs, an audiolab, a musicITlab, a double bass studio, a harp studio, an early music studio, a percussion studio and a post-graduate centre.

Other facilities include lecture theatres, classrooms, student common room and office for student services, staff room, boardroom, meeting rooms, medical referral centre, and a bistro café as well as a public office and accommodation for the management, teaching and administrative staff.

With an inspirational ground-floor atrium that appears to flow up the entire building through two huge natural light shafts, and with acoustic, temperature and humidity controls provided throughout the building, these facilities are without parallel.

The School of Music provides the internationally renowned staff of Irelands' largest conservatory of music and drama with the very best of facilities to ensure that many more students are able to pursue their studies. The School organises various bands (Jazz as well as Concert), chamber music ensembles, choirs (Junior, Ladies and Oratorio) and orchestras whose activities are a fundamental part of the cultural life of the city. Students of the school may become involved in many bands, orchestras and choirs performing in a variety of styles and at varying levels of difficulty. Students of the other campuses are also eligible to join these, subject to successful audition. Regular concerts are also given at the school, which are open to all CIT students.



National Maritime College

This state-of-the-art College is located in Ringaskiddy, Co. Cork and provides training and education for the Merchant Marine and the non-military needs of the Irish Naval Service (INS).

The NMCI provides education services of the highest quality. Specialist spaces including survival facilities, seamanship and shipwrights' workshops, fire fighting/damage control, jetty and lifeboat facilities and engine room are provided. The College also provides specialised simulation equipment in the areas of navigation, bridge training, communications, engineering-machinery operations, liquid cargo handling/damage control and vessel traffic systems. These facilities fully comply with the most up to date international standards and requirements. A multi-purpose hall and sporting facilities are also included in the college.

Cork City

Cork is vibrant with student life and activity. During the academic year Cork's full-time student population exceeds 20,000, including those from CIT, UCC and several colleges of further education. This generates a unique environment of vitality and of learning. Students are an integral part of Cork, and their activities are woven through the fabric of its social and cultural life. The bustling city centre with its elegant main streets, shopping malls, markets, and a network of interesting side streets gives Cork all the advantages of a major urban area. This is a diverse and cosmopolitan city with a European feel. The many restaurants, night-clubs, theatres, comedy and music venues are a focus for social life, with venues catering specially for the student population. Cinemas offer the latest blockbusters plus the best in foreign language and cult cinema. Most cinemas offer student discounts.

It would be difficult to imagine a region offering more to the student than County Cork. Stretching from Allihies and Beara in the west to Youghal in the east, the rugged coastline is dotted with beautiful havens and beaches. Skibbereen, Bantry, Schull, Clonakilty, Cobh, Kinsale, Ballycotton and many more resorts offer sailing, watersports, restaurants and festivals. All are within easy reach of the city. Inland, there are mountains, rivers, forests and lakes within easy reach of CIT, as are historic centres like Blarney, Mallow, Macroom and Fermoy. Sporting activities thrive in the city and are well organised. Highly developed facilities are located throughout the city and its suburbs.



For example, within easy access of CIT, is Páirc Uí Chaoimh which hosts many major GAA events throughout the year. Neptune Stadium on the city's north side is one of the country's finest basketball arenas. Musgrave Park has been the scene for many famous victories for Munster Rugby. Cork enjoys a rich cultural life as recognised by its designation as European Capital of Culture 2005. Important contributions are made by students

and staff of CIT and its constituent schools, the CIT Cork School of Music, CIT Crawford College of Art and Design and the National Maritime College of Ireland. Particular high points occur during the many festivals such as the annual Film, Jazz, Choral and Folk Music festivals. A welcome addition to this list has been CIT's Arts Fest which embraces events in a broad range of the Arts.

student activity at the start of term

Registration

Registration takes place week beginning 10th September

Induction/Orientation

Induction takes place week beginning 10th September. For more information, please refer to the Access Office section of this handbook.

Sports/Societies Day

Sports and Societies Day takes place on 20th September. For further information, please refer to the Sports and Societies Section of this booklet.

Freshers Week

Freshers Week takes place from Monday 24th September to Friday 28th September. For further information on events, please refer to the Students' Union website on www.citsu.ie

The Freshers Ball

The Freshers Ball takes place on Thursday 27th September. For further details, refer to the Students' Union Office or their website on www.citsu.ie

Careers options

Careers & Employability Fair takes place on Tuesday 2nd October. For more information, contact the Careers and Counselling Section of this handbook.



transport

getting to cit

Travel

A regular bus service to the Bishopstown Campus operates from the city centre and other locations. The No. 5 bus departs from Patrick Street and stops right outside the Institute gates. The No. 8 also runs from Patrick Street to the Curraheen Road (five minutes walk from CIT). The No 19, Southside orbital service, runs from Mahon via Douglas, Turners Cross, Ballyphehane, Togher and Wilton to the campus gates. The No. 1, north side orbital service, runs from Mayfield via Ballyvolane, Blackpool, Farranree, Gurrananbraher and Knocknaheeny to the campus gates. Specially organised regional buses depart from the Institute on Friday afternoons and return on Sunday evenings. Bus timetables are posted on notice boards at the Student Info Desk.

Student rate Bus Eireann tickets, commuter tickets and provincial tickets are available from the Students' Union Office. An Irish Rail Student Card is necessary for availing of reduced rates on rail travel which are available from Sayit Travel and also specially appointed stands on campus. Contact the Students' Union for details.

Bus Tickets

Student commuter tickets (weekly and monthly) for local/urban buses including the Cobh Rail service, as well as monthly return and single provincial bus tickets (which can be purchased Wednesday through to Friday) are available through the Students' Union Office.

Travel Timetables

Local and national bus and rail timetables are available from the Student Info Desk and from the Students' Union website, notice board and main office.

For further information on bus timetables please refer to the Bus Eireann website – www.buseireann.ie

or chaplaincy and students' union sections of this booklet.

it services

In this section you will find a summary of the IT services here in CIT. We encourage students to regularly visit our IT Services support website <http://its.cit.ie> to keep up to date with our latest developments.

To use the IT services in CIT, it is essential that you are properly registered as a student. You need to do this with Admissions; all of your IT accounts and services are automatically created once you are registered.

- > All new students will receive their account details on registration, along with their student card. Each new student will also receive a letter from the Web4 Office with their Web4 Password.

Many of your IT services will be accessed initially using this password, and it is advisable to change it using instructions that will be provided to you. It is critical that you register fully and keep your login details private. Without a CIT student card you will not be able to use the college's IT services or avail of our IT support.

Our mission statement:

To deliver great IT services to all CIT students and staff.

IT Services website:

<http://its.cit.ie>
<http://facebook.com/ITS.CIT.IE>
http://twitter.com/cit_its



cit it services & cit card office

it service desk

Location	IT/Library
Phone	021 4335050
Email	servicedesk@cit.ie
Opening hours	9:00AM – 9:45PM.
Services provided	<ul style="list-style-type: none">> Email account> Network account> MyCit.ie> CIT print station maintenance> Student wireless> Blackboard> Web for students

cit card office

Location	Room S101, Nexus Building.
Phone	021 4335290
Email	citcardoffice@cit.ie
Opening hours	9:00AM – 12:30PM 2:00PM – 4:30PM
Services provided	<ul style="list-style-type: none">> Issuing new ID cards> Replacement ID cards> Granting door access

These support desks are very busy so we request that all students be courteous, patient and give as much detail as possible to help us support you.

My CIT Email

Each student gets an email account with a capacity of 10GB. Students should use this as their primary email account to work with the college, as very important information will be sent via this service. Access to your student email account can be found at <http://mail.mycit.ie> or via the INBOX link on the mycit student portal. Each student also

gets a google Docs account with a capacity of 10GB. This allows students to store documents online in a secure, virus-free environment. Though these files are not backed up, we highly recommend it as an excellent alternative to USB keys.

MyCit.ie Portal

<http://www.mycit.ie> is your one-stop portal for accessing all CIT student services, such as: Blackboard; student email; IT support; CITSU website; CIT website; card top up; CIT Calendar exam timetables, results & course timetables;

CIT Network Account Login and Network Share

Each student receives a network account in CIT. Your initial account password will be your Web4 PIN, but you will be asked to change this on first login. Your account will be in the format:

Login Name:

Student Number (R00012345)

Password: Web4 PIN

If you have problems with your account login, please contact the IT Service Desk in the Library building. Network accounts can be reset on presentation of your student card. Each student will also receive a home drive on the CIT Network. This home drive (or H-Drive) will give each student 100MB of backed-up storage space on college systems. Once logged in, students can access this storage by clicking on their H Drive. Students should avoid the use of USB keys for storing critical information as the unreliability of these keys can lead to data loss.

CIT Print Station and Card Top-Up

The CIT SmartCard is your primary form of campus identification and all students and staff members are required and expected to have this card at all times. You can obtain your card from the CIT Card Office.

The CIT SmartCard acts as an electronic purse, which you can top up via Laser or credit card, or at any of the tills throughout campus. Your card will provide you access to the following:

- > Campus copiers
- > Campus print services
- > Entry to the Library and book checkout
- > Entry to laboratories (dependant on course requirements)
- > Food service and shop purchases
- > Campus car parking facilities

To find out more about topping up your CIT SmartCard, please visit <http://its.cit.ie>.

Wireless Service in CIT

CIT's wireless services can currently be accessed throughout the campus, but hotspots are located in the Bishopstown campus Canteen, Library & Nexus buildings. More details on CIT high density Wireless are available at <http://its.cit.ie>.

Steps to using

CIT Student Wireless:

Register for Student Wireless by following the steps found on the Information Technology portal (<http://its.cit.ie>). You will need your student login and password and will need to accept the CIT Acceptable Usage Policy. Remember all internet activity will be logged by the college, and you will be held accountable for all usage completed under your username.



Acceptable Usage Policy

All students must adhere to the Acceptable Usage Policy in order to avail of CIT's IT services and facilities. The full terms of the policy can be found on <http://its.cit.ie/>



Blackboard

CIT has an online learning system called Blackboard. This system will provide a repository for formal course documents and a storage area for work programmes, lecturer-uploaded notes, presentations and assessments, as well as assessment tools and other valuable resources.

The Blackboard system is integrated with the CIT registration system, so when you register for a course or module, you are automatically enrolled in the corresponding course on Blackboard.

Your lecturer has the option to use Blackboard or not. If you are in a "Blackboard class", your lecturer will announce it, and advise how the system will be used for the class.

This site is accessible at <http://elearning.cit.ie> and any queries on the system can be directed to elearning@cit.ie.

Web for Student / web4

Your Web for Student <http://web4.cit.ie> account is used for three main reasons:

1. To enrol for elective modules online. This should be done as soon as you have chosen your electives.
2. To obtain your examination results online. Your results will be available at the end of each semester.
3. To manage your account password and personalised security question for resetting passwords.

It is essential that you enrol for your electives online so that your name is included in class lists, and your exam timetables are accurate for your results to be processed. If you do not enrol for your electives, you will not be included in any of these functions. Stay connected with daily updates from IT Services on all social media sites <http://facebook.com/ITS.CIT.IE> & http://twitter.com/cit_its

We hope you enjoy your time in CIT and that these services enhance your experience in the college.
IT Team

food don't forget to eat!

New to the kitchen On a budget

Pressed for time

- > Budget for a healthy diet
- > Do one large shop per week
- > Eat a balanced diet
- > Learn how to cook some simple meals (see below)
- > Bring your lunch to college

So you are in college now, and on your own & feeling those familiar hunger pangs! Don't despair - below are some recipes for meals/snacks/munchies that taste great and are nutritious and above all are easy to prepare and don't cost the earth.

spicy tomato soup 30 mins

Ingredients

- 1 onion
- half a table spoon of chili powder
- 1 carrot
- 1 Tablespoon of tomato puree
- 1 Potato
- 1 can of chopped tomatoes.
- 500ml of water.
- 1 stock cube

Method

- 1) Prepare the vegetables. Peel and slice the onion
Top and tail the carrot
Peel and cut the potato
- 2) put all the ingredients into a saucepan
- 3) Stir everything together bring to the boil and then simmer for 20mins.
- 4) Pour the mixture into a liquidizer and blend until smooth.
- 5) Serve

Beef and Baked Bean casserole 45 mins

Ingredients

- 300g Mince Beef
- 1 small onion, finely chopped
- 400g can of baked beans.
- 400g can of chopped tomatoes
- 1/2 pint of beef stock
- 100g pasta (any type)
- Splash of Worcester sauce
- Salt and pepper

Method

Cook the mince until brown with the onion and half a little olive oil. Then just add everything else! Cook for 40 mins in the oven or in a pot at gas mark 4/5

Serves around 3/4 people with a side salad, or 2 people as a full meal.

cheesy tuna bake 30 mins

Ingredients

- Cheese and Broccoli Pasta Sauce
- Pasta Shapes
- Small tin of Tuna
- Grated cheese

Method

Make the Pasta by adding it to boiling water for 7-10 minutes. Heat through the pasta sauce. Drain the tuna. When the pasta is cooked, flake in the tuna and mix all together. Pour the sauce on top, then sprinkle with cheese Grill/bake until cheese is melted (optional)

Enjoy!



omelette

15 mins

Ingredients

Eggs (3/4), potato, mushrooms, onions & oil

Method

First dice up the potato & fry in the oil in a frying pan. Whisk the eggs; the more you whisk, the lighter & fluffier it will end up. Slice up the onions and mushrooms. Once the potato is crispy/browned, add the egg, followed by the onions and mushrooms. Stir around so that its all mixed in evenly, and fluff up the egg. Keep it on the heat until the underneath is browned, then either flip it over to do the other side, or place under the grill to brown off the top.

Other suggestions can be found on:

www.studentrecipes.com

or by putting the words
"student recipes" into Google



student recipes

Google Search I'm Feeling Lucky

Cheesy potato bake

1 hour

Ingredients

(serves one)
2 medium potatoes
1 onion
20ml milk.
1 tbsp butter
Grated cheese (to taste)
Salt and black pepper

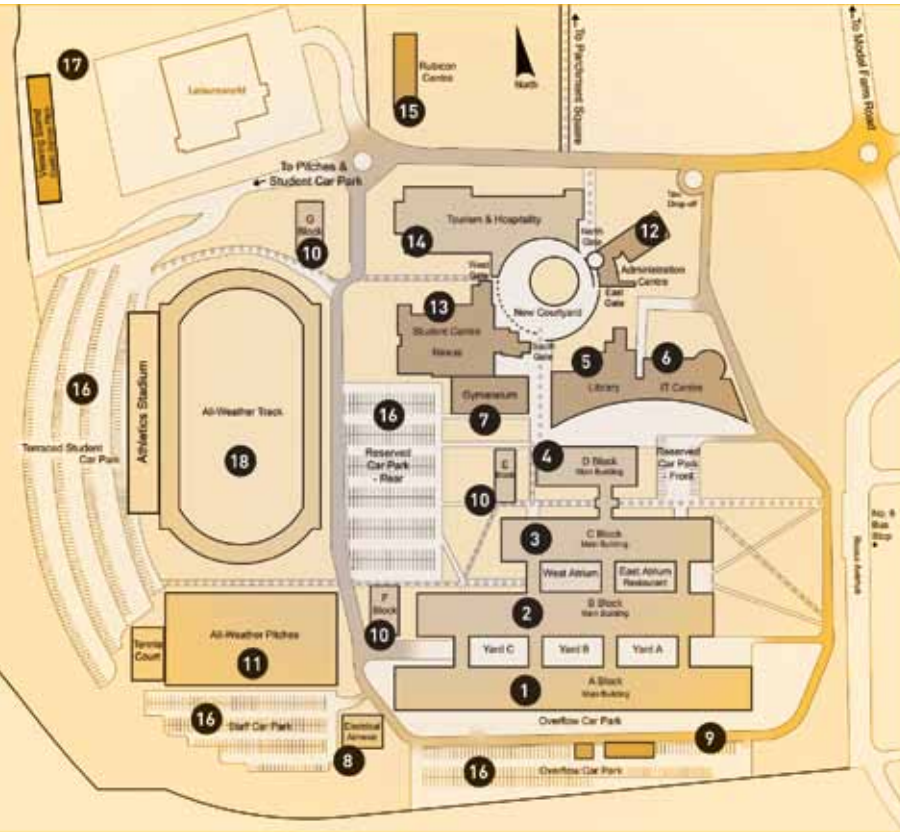
Method

Thinly slice potatoes and add to saucepan of water. Boil until softened. Cube the onion and place in saucepan with potatoes . Add the milk, cover saucepan and bring to the boil. Simmer for 3mins then drain. Butter an ovenproof dish and layer half of the potatoes (so they overlap) in it. sprinkle half of the onions on top then season with salt & pepper. Sprinkle cheese on top. Bake at 190c for 35mins or until crispy and golden.

food on campus

OUTLET	OPENING	CLOSING	DAY
CIT Canteen	8.15am 8.15am	9.00pm 4.00pm	Mon to Thur Fri
CIT Snack Bar	8.15am	3.00pm	Mon to Fri
CIT Shop	8.15am 8.15am	7.00pm 2.00pm	Mon to Thur Fri
Nexus Market Student Centre	8.00am	4.30pm	Mon to Fri
The Bistro Student Centre	8.00am	3.00pm	Mon to Fri
CCAD Canteen	9.00am	4.30pm	Mon to Fri
CSM Off Quay Bistro	8.30am 9.00am	7.30pm 2.00pm	Mon to Fri Sat
NMCI Canteen	8.00am	4.00pm	Mon to Fri





- Ref 1:** A Block
- Ref 2:** B Block
- Ref 3:** C Block
- Ref 4:** D Block
- Ref 5:** Library
- Ref 6:** IT Centre
- Ref 7:** Sports Centre
- Ref 8:** Electrical Annex
- Ref 9:** Utilities Building
- Ref 10:** E, F and G Block
- Ref 11:** All Weather Pitch & Tennis Court
- Ref 12:** Administration Building
- Ref 13:** Student Centre
- Ref 14:** Tourism & Hospitality Building
- Ref 15:** Rubicon Centre
- Ref 16:** Car Parks
- Ref 17:** Sports Stadium & Pitches
- Ref 18:** All Weather Track & Stand





DIARY

august 2012

september 2012

27 **monday**
DÉ LUAIN
AUG

30 **thursday**
DÉ DÉARDAIN
SEPT

28 **tuesday**
DÉ MÁIRT
AUG

31 **friday**
DÉ HAOINE
SEPT

29 **wednesday**
DÉ CÉADAÍN
AUG

1 **saturday**
DÉ SATHAIRN
SEPT

2 **sunday**
DOMHNAIGH
SEPT



september 2012

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

september 2012

september 2012

3 **monday**
DÉ LUAIN

6 **thursday**
DÉ DÉARDAIN

4 **tuesday**
DÉ MÁIRT

7 **friday**
DÉ HAOINE

5 **wednesday**
DÉ CÉADAONN

8 **saturday**
DÉ SATHAIRN

9 **sunday**
DOMHNAIGH



september 2012

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

10 **monday**
DÉ LUAIN
SEPT

13 **thursday**
DÉ DÉARDAIN
SEPT

11 **tuesday**
DÉ MÁIRT
SEPT

14 **friday**
DÉ HAOINE
SEPT

12 **wednesday**
DÉ CÉADAÍN
SEPT

15 **saturday**
DÉ SATHAIRN
SEPT

16 **sunday**
DOMHNAIGH
SEPT



september 2012

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

17 **monday**
DÉ LUAIN

20 **thursday**
DÉ DÉARDAOIN

18 **tuesday**
DÉ MÁIRT

21 **friday**
DÉ HAOINE

19 **wednesday**
DÉ CÉADAOIN

22 **saturday**
DÉ SATHAIRN

23 **sunday**
DOMHNAIGH



september 2012

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

september 2012

september 2012

24 **monday**
DÉ LUAIN
SEPT

27 **thursday**
DÉ DÉARDAIN
SEPT

25 **tuesday**
DÉ MÁIRT
SEPT

28 **friday**
DÉ HAOINE
SEPT

26 **wednesday**
DÉ CÉADAÍN
SEPT

29 **saturday**
DÉ SATHAIRN
SEPT

30 **sunday**
DOMHNAIGH
SEPT



september 2012

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 **monday**
DÉ LUAIN

OCT

4 **thursday**
DÉ DÉARDAOIN

OCT

2 **tuesday**
DÉ MÁIRT

OCT

5 **friday**
DÉ HAOINE

OCT

3 **wednesday**
DÉ CÉADAOIN

OCT

6 **saturday**
DÉ SATHAIRN

OCT

7 **sunday**
DOMHNAIGH

OCT



october 2012

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

8 **monday**
DÉ LUAIN

OCT

11 **thursday**
DÉ DÉARDAIN

OCT

9 **tuesday**
DÉ MÁIRT

OCT

12 **friday**
DÉ HAOINE

OCT

10 **wednesday**
DÉ CÉADAÍN

OCT

13 **saturday**
DÉ SATHAIRN

OCT

14 **sunday**
DOMHNAIGH

OCT



october 2012

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

15 **monday**
DÉ LUAIN
OCT

18 **thursday**
DÉ DÉARDAOIN
OCT

16 **tuesday**
DÉ MÁIRT
OCT

19 **friday**
DÉ HAOINE
OCT

17 **wednesday**
DÉ CÉADAOIN
OCT

20 **saturday**
DÉ SATHAIRN
OCT

21 **sunday**
DOMHNAIGH
OCT



october 2012

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22 **monday**
DÉ LUAIN
OCT

25 **thursday**
DÉ DÉARDAOIN
OCT

23 **tuesday**
DÉ MÁIRT
OCT

26 **friday**
DÉ HAOINE
OCT

24 **wednesday**
DÉ CÉADAOIN
OCT

27 **saturday**
DÉ SATHAIRN
OCT

28 **sunday**
DOMHNAIGH
OCT



october 2012

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

october 2012

november 2012

29 **monday**
DÉ LUAIN
OCT

1 **thursday**
DÉ DÉARDAOIN
NOV

30 **tuesday**
DÉ MÁIRT
OCT

2 **friday**
DÉ HAOINE
NOV

31 **wednesday**
DÉ CÉADAOIN
OCT

3 **saturday**
DÉ SATHAIRN
NOV

4 **sunday**
DOMHNAIGH
NOV



november 2012

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

5 **monday**
DÉ LUAIN

8 **thursday**
DÉ DÉARDAOIN

6 **tuesday**
DÉ MÁIRT

9 **friday**
DÉ HAOINE

7 **wednesday**
DÉ CÉADAOIN

10 **saturday**
DÉ SATHAIRN

11 **sunday**
DOMHNAIGH



november 2012

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

12 **monday**
DÉ LUAIN

15 **thursday**
DÉ DÉARDAOIN

13 **tuesday**
DÉ MÁIRT

16 **friday**
DÉ HAOINE

14 **wednesday**
DÉ CÉADAOIN

17 **saturday**
DÉ SATHAIRN

18 **sunday**
DOMHNAIGH



november 2012

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

november 2012

november 2012

19 **monday**
DÉ LUAIN

NOV

22 **thursday**
DÉ DÉARDAOIN

NOV

20 **tuesday**
DÉ MÁIRT

NOV

23 **friday**
DÉ HAOINE

NOV

21 **wednesday**
DÉ CÉADAOIN

NOV

24 **saturday**
DÉ SATHAIRN

NOV

25 **sunday**
DOMHNAIGH

NOV



november 2012

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

26 **monday**
DÉ LUAIN

29 **thursday**
DÉ DÉARDAOIN

27 **tuesday**
DÉ MÁIRT

30 **friday**
DÉ HAOINE

28 **wednesday**
DÉ CÉADAOIN

1 **saturday**
DÉ SATHAIRN

2 **sunday**
DOMHNAIGH



november 2012

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

december 2012

december 2012

00000000

3 **monday**
DÉ LUAIN

DEC

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6 **thursday**
DÉ DÉARDAIN

DEC

00000000

4 **tuesday**
DÉ MÁIRT

DEC

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7 **friday**
DÉ HAOINE

DEC

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5 **wednesday**
DÉ CÉADAÍN

DEC

00000000

8 **saturday**
DÉ SATHAIRN

DEC

00000000

9 **sunday**
DOMHNAIGH

DEC



december 2012

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

10 **monday**
DÉ LUAIN
DEC

13 **thursday**
DÉ DÉARDAIN
DEC

11 **tuesday**
DÉ MÁIRT
DEC

14 **friday**
DÉ HAOINE
DEC

12 **wednesday**
DÉ CÉADAÍN
DEC

15 **saturday**
DÉ SATHAIRN
DEC

16 **sunday**
DOMHNAIGH
DEC



december 2012

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

december 2012

december 2012

17 **monday**
DÉ LUAIN
DEC

20 **thursday**
DÉ DÉARDAIN
DEC

18 **tuesday**
DÉ MÁIRT
DEC

21 **friday**
DÉ HAOINE
DEC

19 **wednesday**
DÉ CÉADAÍN
DEC

22 **saturday**
DÉ SATHAIRN
DEC

23 **sunday**
DOMHNAIGH
DEC



december 2012

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

24 **monday**
DÉ LUAIN
DEC

27 **thursday**
DÉ DÉARDAIN
DEC

25 **tuesday**
DÉ MÁIRT
DEC

28 **friday**
DÉ HAOINE
DEC

26 **wednesday**
DÉ CÉADAÍN
DEC

29 **saturday**
DÉ SATHAIRN
DEC

30 **sunday**
DOMHNAIGH
DEC



december 2012

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

31 **monday**
DÉ LUAIN
DEC

3 **thursday**
DÉ DÉARDAOIN
JAN

1 **tuesday**
DÉ MÁIRT
JAN

4 **friday**
DÉ HAOINE
JAN

2 **wednesday**
DÉ CÉADAOIN
JAN

5 **saturday**
DÉ SATHAIRN
JAN

6 **sunday**
DOMHNAIGH
JAN



january 2013

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

7 **monday**
DÉ LUAIN
JAN

10 **thursday**
DÉ DÉARDAOIN
JAN

8 **tuesday**
DÉ MÁIRT
JAN

11 **friday**
DÉ HAOINE
JAN

9 **wednesday**
DÉ CÉADAOIN
JAN

12 **saturday**
DÉ SATHAIRN
JAN

13 **sunday**
DOMHNAIGH
JAN



january 2013

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

14 **monday**
DÉ LUAIN
JAN

17 **thursday**
DÉ DÉARDAOIN
JAN

15 **tuesday**
DÉ MÁIRT
JAN

18 **friday**
DÉ HAOINE
JAN

16 **wednesday**
DÉ CÉADAOIN
JAN

19 **saturday**
DÉ SATHAIRN
JAN

20 **sunday**
DOMHNAIGH
JAN



january 2013

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21 **monday**
DÉ LUAIN
JAN

24 **thursday**
DÉ DÉARDAOIN
JAN

22 **tuesday**
DÉ MÁIRT
JAN

25 **friday**
DÉ HAOINE
JAN

23 **wednesday**
DÉ CÉADAOIN
JAN

26 **saturday**
DÉ SATHAIRN
JAN

27 **sunday**
DOMHNAIGH
JAN



january 2013

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

january 2013

february 2013

28 **monday**
DÉ LUAIN
JAN

31 **thursday**
DÉ DÉARDAOIN
JAN

29 **tuesday**
DÉ MÁIRT
JAN

1 **friday**
DÉ HAOINE
FEB

30 **wednesday**
DÉ CÉADAOIN
JAN

2 **saturday**
DÉ SATHAIRN
FEB

3 **sunday**
DOMHNAIGH
FEB



february 2013

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

00000000

4 **monday**
DÉ LUAIN

FEB

00000000

7 **thursday**
DÉ DÉARDAIN

FEB

00000000

5 **tuesday**
DÉ MÁIRT

FEB

00000000

8 **friday**
DÉ HAOINE

FEB

00000000

6 **wednesday**
DÉ CÉADAÍN

FEB

00000000

9 **saturday**
DÉ SATHAIRN

FEB

00000000

10 **sunday**
DOMHNAIGH

FEB



february 2013

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

11 **monday**
DÉ LUAIN

14 **thursday**
DÉ DÉARDAOIN

12 **tuesday**
DÉ MÁIRT

15 **friday**
DÉ HAOINE

13 **wednesday**
DÉ CÉADAOIN

16 **saturday**
DÉ SATHAIRN

17 **sunday**
DOMHNAIGH



february 2013

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

february 2013

february 2013

18 **monday**
DÉ LUAIN

21 **thursday**
DÉ DÉARDAOIN

19 **tuesday**
DÉ MÁIRT

22 **friday**
DÉ HAOINE

20 **wednesday**
DÉ CÉADAOIN

23 **saturday**
DÉ SATHAIRN

24 **sunday**
DOMHNAIGH



february 2013

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

february 2013

march 2013

25 **monday**
DÉ LUAIN
FEB

28 **thursday**
DÉ DÉARDAIN
FEB

26 **tuesday**
DÉ MÁIRT
FEB

1 **friday**
DÉ HAOINE
MAR

27 **wednesday**
DÉ CÉADAÍN
FEB

2 **saturday**
DÉ SATHAIRN
MAR

3 **sunday**
DOMHNAIGH
MAR



march 2013

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

march 2013

march 2013

00000000

4 **monday**
DÉ LUAIN

MAR

00000000

7 **thursday**
DÉ DÉARDAIN

MAR

00000000

5 **tuesday**
DÉ MÁIRT

MAR

00000000

8 **friday**
DÉ HAOINE

MAR

00000000

6 **wednesday**
DÉ CÉADAÍN

MAR

00000000

9 **saturday**
DÉ SATHAIRN

MAR

00000000

10 **sunday**
DOMHNAIGH

MAR



march 2013

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

march 2013

march 2013

11 **monday**
DÉ LUAIN

MAR

14 **thursday**
DÉ DÉARDAOIN

MAR

12 **tuesday**
DÉ MÁIRT

MAR

15 **friday**
DÉ HAOINE

MAR

13 **wednesday**
DÉ CÉADAOIN

MAR

16 **saturday**
DÉ SATHAIRN

MAR

17 **sunday**
DOMHNAIGH

MAR



march 2013

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

march 2013

march 2013

18 **monday**
DÉ LUAIN

MAR

21 **thursday**
DÉ DÉARDAOIN

MAR

19 **tuesday**
DÉ MÁIRT

MAR

22 **friday**
DÉ HAOINE

MAR

20 **wednesday**
DÉ CÉADAOIN

MAR

23 **saturday**
DÉ SATHAIRN

MAR

24 **sunday**
DOMHNAIGH

MAR



march 2013

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

march 2013

march 2013

25 **monday**
DÉ LUAIN
MAR

28 **thursday**
DÉ DÉARDAOIN
MAR

26 **tuesday**
DÉ MÁIRT
MAR

29 **friday**
DÉ HAOINE
MAR

27 **wednesday**
DÉ CÉADAOIN
MAR

30 **saturday**
DÉ SATHAIRN
MAR

31 **sunday**
DOMHNAIGH
MAR



march 2013

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

april 2013

april 2013

1 **monday**
DÉ LUAIN
APR

4 **thursday**
DÉ DÉARDAOIN
APR

2 **tuesday**
DÉ MÁIRT
APR

5 **friday**
DÉ HAOINE
APR

3 **wednesday**
DÉ CÉADAOIN
APR

6 **saturday**
DÉ SATHAIRN
APR

7 **sunday**
DOMHNAIGH
APR



april 2013

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

8 **monday**
DÉ LUAIN

11 **thursday**
DÉ DÉARDAIN

9 **tuesday**
DÉ MÁIRT

12 **friday**
DÉ HAOINE

10 **wednesday**
DÉ CÉADAÍN

13 **saturday**
DÉ SATHAIRN

14 **sunday**
DOMHNAIGH



april 2013

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

april 2013

april 2013

15 **monday**
DÉ LUAIN

18 **thursday**
DÉ DÉARDAOIN

16 **tuesday**
DÉ MÁIRT

19 **friday**
DÉ HAOINE

17 **wednesday**
DÉ CÉADAOIN

20 **saturday**
DÉ SATHAIRN

21 **sunday**
DOMHNAIGH



april 2013

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

april 2013

april 2013

22 **monday**
DÉ LUAIN
APR

25 **thursday**
DÉ DÉARDAIN
APR

23 **tuesday**
DÉ MÁIRT
APR

26 **friday**
DÉ HAOINE
APR

24 **wednesday**
DÉ CÉADAÍN
APR

27 **saturday**
DÉ SATHAIRN
APR

28 **sunday**
DOMHNAIGH
APR



april 2013

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

april 2013

may 2013

29 **monday**
DÉ LUAIN
APR

2 **thursday**
DÉ DÉARDAOIN
MAY

30 **tuesday**
DÉ MÁIRT
APR

3 **friday**
DÉ HAOINE
MAY

1 **wednesday**
DÉ CÉADAOIN
MAY

4 **saturday**
DÉ SATHAIRN
MAY

5 **sunday**
DOMHNAIGH
MAY



may 2013

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

6 **monday**
DÉ LUAIN

MAY

9 **thursday**
DÉ DÉARDAIN

MAY

7 **tuesday**
DÉ MÁIRT

MAY

10 **friday**
DÉ HAOINE

MAY

8 **wednesday**
DÉ CÉADAÍN

MAY

11 **saturday**
DÉ SATHAIRN

MAY

12 **sunday**
DOMHNAIGH

MAY



may 2013

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13 **monday**
DÉ LUAIN

MAY

16 **thursday**
DÉ DÉARDAIN

MAY

14 **tuesday**
DÉ MÁIRT

MAY

17 **friday**
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15 **wednesday**
DÉ CÉADAÍN

MAY

18 **saturday**
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MAY

19 **sunday**
DOMHNAIGH

MAY



may 2013

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20 **monday**
DÉ LUAIN
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23 **thursday**
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21 **tuesday**
DÉ MÁIRT
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24 **friday**
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22 **wednesday**
DÉ CÉADAÍN
MAY

25 **saturday**
DÉ SATHAIRN
MAY

26 **sunday**
DOMHNAIGH
MAY



may 2013

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27 **monday**
DÉ LUAIN
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30 **thursday**
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28 **tuesday**
DÉ MÁIRT
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31 **friday**
DÉ HAOINE
MAY

29 **wednesday**
DÉ CÉADAOIN
MAY

1 **saturday**
DÉ SATHAIRN
JUN

2 **sunday**
DOMHNAIGH
JUN



may 2013

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June 2013

June 2013

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3 **Monday**
DÉ LUAIN

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6 **Thursday**
DÉ DÉARDAIN

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4 **Tuesday**
DÉ MÁIRT

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7 **Friday**
DÉ HAOINE

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5 **Wednesday**
DÉ CÉADAÍN

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8 **Saturday**
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9 **Sunday**
DOMHNAIGH

JUN



June 2013

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June 2013

June 2013

10 **Monday**
DÉ LUAIN

JUN

13 **Thursday**
DÉ DÉARDAIN

JUN

11 **Tuesday**
DÉ MÁIRT

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14 **Friday**
DÉ HAOINE

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12 **Wednesday**
DÉ CÉADAÍN

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15 **Saturday**
DÉ SATHAIRN

JUN

16 **Sunday**
DOMHNAIGH

JUN



June 2013

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17 **monday**
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23 **sunday**
DOMHNAIGH

JUN



June 2013

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June 2013

June 2013

24 **Monday**
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JUN

27 **Thursday**
DÉ DÉARDAIN
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25 **Tuesday**
DÉ MÁIRT
JUN

28 **Friday**
DÉ HAOINE
JUN

26 **Wednesday**
DÉ CÉADAÍN
JUN

29 **Saturday**
DÉ SATHAIRN
JUN

30 **Sunday**
DOMHNAIGH
JUN



June 2013

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1 **monday**
DÉ LUAIN

JUL

4 **thursday**
DÉ DÉARDAOIN

JUL

2 **tuesday**
DÉ MÁIRT

JUL

5 **friday**
DÉ HAOINE

JUL

3 **wednesday**
DÉ CÉADAOIN

JUL

6 **saturday**
DÉ SATHAIRN

JUL

7 **sunday**
DOMHNAIGH

JUL



july 2013

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8 **monday**
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9 **tuesday**
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14 **sunday**
DOMHNAIGH

JUL



july 2013

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DOMHNAIGH



july 2013

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28 **sunday**
DOMHNAIGH
JUL



july 2013

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july 2013

august 2013

29 **monday**
DÉ LUAIN
JUL

1 **thursday**
DÉ DÉARDAIN
AUG

30 **tuesday**
DÉ MÁIRT
JUL

2 **friday**
DÉ HAOINE
AUG

31 **wednesday**
DÉ CÉADAÍN
JUL

3 **saturday**
DÉ SATHAIRN
AUG

4 **sunday**
DOMHNAIGH
AUG



august 2013

MON	TUE	WED	THU	FRI	SAT	SUN
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august 2013

august 2013

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5 **monday**
DÉ LUAIN

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8 **thursday**
DÉ DÉARDAIN

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10 **saturday**
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11 **sunday**
DOMHNAIGH

AUG



august 2013

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august 2013

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august 2013

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august 2013

august 2013

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AUG

26 **sunday**
DOMHNAIGH

AUG



august 2013

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august 2013

august 2013

26 **monday**
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AUG

29 **thursday**
DÉ DÉARDAIN

AUG

27 **tuesday**
DÉ MÁIRT

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30 **friday**
DÉ HAOINE

AUG

28 **wednesday**
DÉ CÉADAÍN

AUG

31 **saturday**
DÉ SATHAIRN

AUG

1 **sunday**
DOMHNAIGH

SEP



august 2013

MON	TUE	WED	THU	FRI	SAT	SUN
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dates for your diary

september 2012

MON	TUE	WED	THU	FRI	SAT	SUN
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october 2012

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november 2012

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december 2012

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january 2013

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february 2013

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march 2013

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april 2013

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may 2013

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june 2013

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july 2013

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august 2013

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dates for your diary

REGISTRATION

10-14 September

ORIENTATION FOR 1ST YEARS

10 – 14 September

SEMESTER 1 BEGINS

17 September

CLUB & SOCIETIES DAY

20 September

FRESHERS WEEK

24 September – 28 September

MATURE STUDENT ORIENTATION

27 September

CAREERS & EMPLOYABILITY FAIR

2 October

CIT CONFERRINGS

19 & 22 October

CCAD CONFERRINGS

22 October

RESEARCH CONFERRINGS

23 October

CSM & CCAE CONFERRING

25 October

PUBLIC HOLIDAY

29 October

HALLOWEEN

31 October

CIT OPEN DAY

16 & 17 November

SEMESTER 1 EXAMS

15 - 21 December / 2 - 5 January

CHRISTMAS HOLIDAYS

14 December

CHRISTMAS DAY

25 December

STEPHENS DAY

26 December

NEW YEAR'S EVE

31 December

NEW YEAR'S DAY

01 January

SEMESTER 2 BEGINS

28 January

STUDENTS UNION RAG WEEK

28 - 31 January

VALENTINE'S DAY

14 February

NMCI CONFERRINGS

16 February and 20 June

ST. PATRICK'S DAY

17 March

EASTER HOLIDAYS

25 March - 5 April

GOOD FRIDAY

29 March

EASTER SUNDAY

31 March

EASTER MONDAY

1 April

BANK HOLIDAY

6 May

SEMESTER 2 EXAMS

11 - 25 May

BANK HOLIDAY

3 June

YEAR ENDS

21 June

BANK HOLIDAY

5 August



some helpful supports

Alcoholics Anonymous:

PO Box 137, Eglinton Street, Cork.
T: 4500481 (8-10pm)

Arbour House:

St. Finbarrs Hospital,
Douglas Rd., Cork.
T: 4968933
Specialist unit for alcohol & drug abuse,
prevention and treatment. (Please ring
for Appointment)

Aware:

www.aware.ie
Helpline 1890 303 302
Seven days 10am-10pm.
Thurs to Sun, the helpline also
operates after 10pm. Local support
group meetings for those affected by
depression.

Bodywhys:

www.bodywhys.ie
(Provides confidential, support for
people affected by eating disorders)
Counselling and Advisory Service
T: 1890 200444

Gamblers Anonymous:

T: 087 2859552

Grow:

Helpline: 1890 474 474
(Helps people who have suffered,
or are suffering, from mental
health problems).

Mental Health Ireland:

www.mentalhealthireland.ie

National Office for Suicide Prevention:

www.nosp.ie
Links to various agencies dealing with
suicide including links to support
agencies for those bereaved by suicide.

Tabor Lodge:

Ballindeasig, Belgooly, Co. Cork.
T: 488 7110
(Residential Treatment Centre, caring
for adults with addictions)



money management

Some tips on how to manage your
money;

- 1. How much do you have coming in and going out?** Use a budget sheet. If you have more going out than coming in, you need to make decisions about how you spend your money.
- 2. Check out if you can increase your income** – can you get a better paid part time job? (Max 10 hours per week)
- 3. How much do you owe and what are your priorities?** Your priorities might be: housekeeping money, rent, books for college, or food.
- 4. Contact the people you owe money to.** Figure out how much you can afford to pay and show them your budget sheet.
- 5. Plan for the future** – always set aside some money for savings.

WARNING: Working for more than 10 hours per week during term can have a bad effect on your studies.

If you need information, advice and support in dealing with debt problems you can contact your local Money Advice and Budgeting Service (MABS) for assistance.
T. 1890 283 438

financial assistance - student assistance fund

As part of an initiative to tackle educational disadvantage, an ESF aided Student Assistance Fund has been made available to CIT by the Department of Education and Science.

Who can apply?

Applicants must be students registered with CIT participating on a third level course of not less than one-year duration leading to an under-graduate or post-graduate qualification.

Resources will be targeted at disadvantaged students most in need. Applicants on the Back to Education Allowance for unemployed people, lone parents and people with disabilities will also be considered.

Students in hardship can apply for assistance towards childcare, rent, transport, subsistence, etc. Application forms, information packs and closing dates are available from the Student Services / Accommodation Office in the Student Centre.



health & safety

Your Safety and the Safety of your fellow students and staff here at CIT is of the utmost importance to us.

We are all, however, responsible for our own safety, health and well being. We must not put ourselves or others in any situation where we might be harmed or cause harm to others.

College will be the best and fondest memories that you will have as you progress through your years and eventually leave with your different skills and achievements. Unfortunately in most cases this will not become apparent until you leave. Please help us keep you safe. Your co-operation in all matters associated with Health & Safety is very much appreciated while you are here. The areas where your co-operation and assistance are needed are as follows:

evacuation procedures

There will be planned and unplanned Evacuations of all Campus areas. These will test us to see how long it takes to leave and assemble at designated points adjacent to the buildings in an emergency situation.

For details of assembly point locations, emergency numbers and location of A.E.D. defibrillators - refer to the emergency procedures card which is available in various locations in the Institute.

driving on campus

The speed limit here at Cork Institute of Technology is set at 15km/Hour. This speed limit was introduced to ensure safe access and egress of students and staff to the various parts of the Campus.

Your co-operation is vital.



campus parking

Parking on all campus roads is forbidden; parking is only permitted in marked parking bays within designated car parks.

Vehicles parked outside designated parking areas may be clamped in situ, or removed to a pound on-campus where they may be clamped or otherwise rendered immobile, until the appropriate fee is paid for their release.

Vehicles remaining within any campus after gate-closing time will be detained within the campus at the owners risk until the campus reopens and the vehicle owner/driver makes arrangements for release.

Vehicles are parked at the sole risk of the driver/owner. The Institute accepts no liability for loss or damage to vehicles or their contents while parked or detained within any CIT campus.

accident reporting and investigation

Part of the Safety Management System is the reporting of all accidents or incidents. If you are involved in an accident, even if you consider it a minor one, please report it to your Lecturer, Medical Centre, Buildings & Estates Office or Students' Union. If an accident/incident is not reported the incident could repeat itself with maybe worse consequences for the next person. By reporting we can remove the cause and prevent re-occurrences.



smoking areas

If you are a smoker you must use the designated smoking shelters. The legislation is that 10 metres outside every building is to be a non smoking area. This is for the protection of people working in the building. Again your co-operation is greatly appreciated.

safe conduct & behaviour

Please THINK what might go wrong and how it will affect you and others in all your actions while on Campus/ Car parks etc.

emergency response team callout

In case of emergency, call Emergency Response Team and tell them:

- Phone number you are calling from
- Location of incident
- Chief complaint
- Number of patients
- Age (approximate)
- Gender
- Conscious? Yes/No
- Breathing normally? Yes/No

If over 35 years

Chest Pain? Yes/No

If trauma

Severe Bleeding? Yes/No

Dial 6112

When using a mobile phone
Dial (021) 4326112





HOME

admissions office

Opening Hours
9.30am – 12.30pm
2.00pm – 4.00pm

Telephone (021) 4335037 / 4335043
Email admissions@cit.ie

Registering
Year 1 Full-time students register at scheduled times during the week of 10th September. Latecomers must register without delay with the Admissions Office, before going to class. All eligible Full-time Continuing students (i.e. progressing from year 1 to year 2, etc.) are entered automatically for the new academic year. Students choosing a new Programme Option, or Progressing from one award level to another (eg Level 7 to Level 8) must register by completing a Registration Form which will be posted to eligible students by the Admissions Office. Postgraduate students must submit a Registration Form every year to the Admissions Office. Students doing Exams Only, Repeating a module(s) or Programme, or doing Project Only must also register. Students are not completely registered until all fees are paid in full.

Module registration
All students must ensure that they are officially registered for all modules, including electives. Instructions will be sent to your CIT email account regarding registering online for your electives. If you are not on the system for a module, your lecturer will not be able to enter a grade, and you will not have the module on your exam timetable. 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. Present your ID card when coming to the Admissions Office which is situated on the Ground Floor of the Administration Building.

Letters / certification of Attendance
Please contact your own Department for any letters you require.

Change of Contact Details
If you change your address or telephone number, complete a Change of Contact Details Form* and submit to the Admissions Office.

Deferring
If you wish to Defer a Programme or Module, complete the Programme / Module Deferral Request Form* and submit to your Head of Department for consideration. You will receive a letter from the Admissions Office advising you of the decision. Year 1 students must also follow the procedures as outlined by the CAO. For further information please contact the Admissions Office.

Withdrawing
If you wish to leave your course, complete a Course Withdrawal Form* and submit to the Admissions Office. If you withdraw before 31st October, you will be entitled to a refund of 85% of fees paid. If you repeat a year, tuition fees as well as registration fees will apply.

*Forms are available from the Admissions Office, on the ground floor of the Administration Building or from admissions@cit.ie

fees, grants & Scholarships

FEES – EU STUDENTS

Student Contribution
The Student Contribution is payable by each student. Currently arrangements are that this fee is paid by new full-time students on registration. The fee for the 2012/2013 academic year is €2,250. However, students who have received written approval that they have been awarded a student grant prior to the closing date for payment (as noted on invoice) will not have to pay the charge as it is paid as part of their grant. Students who are awarded the grant after this date and have paid the Student Contribution will have the full fee refunded.

Failure to pay your fees by the due date will result in an additional 10% late payment fee and may result in withdrawal of services.

Students on courses leading to the examinations of professional bodies must pay a College registration fee together with an annual membership fee and/or examination fee to the appropriate association or Institute.

Tuition Fees
These fees are payable only by certain categories of students such as students taking a second undergraduate course or those taking a year of a course for the second time.

Tuition fees for the 2012/2013 academic year are as follows:

	€
Higher Certificate (Level 6)	618
Ordinary Degree (Level 7)	704
Architecture or Engineering Degree (other than Ordinary Degrees)	2,200
Honours Degree (Level 8)	1,569

FEES – NON EU STUDENTS

Fees
Fees for Non EU students for the 2012/2013 academic year are as follows:

	€
Higher Certificate (Level 6)	6,950
Ordinary Degree (Level 7)	6,950
Architecture or Engineering Degree (other than Ordinary Degrees)	9,950
Honours Degree (Level 8)	7,950



fees, grants & Scholarships

STUDENT GRANTS

The student grant is the main source of financial help available from the Irish State for students in full-time higher education undergraduate courses. Support is available to eligible students in most colleges in Ireland as well as eligible Irish students in many colleges in Northern Ireland, the UK and other EU States. For eligible students, the grant is there to help with the various costs of participating in further or higher education. Students on part-time courses, access or foundation courses (in higher education institutions) and short courses are not eligible to apply for a student grant.

Family and/or personal income is a key factor that will be assessed when you apply for a student grant but there are also some other conditions. The Student Finance Website (www.studentfinance.ie) can help you to assess whether you are eligible and guide you in starting the process.

A new ONLINE ONLY grant applications system has been introduced for the 2012/13 academic year. All NEW applications should be made online to Student Universal Support Ireland (SUSI), a unit of City of Dublin VEC.

To apply for a grant, students should go to www.studentfinance.ie as soon as possible and complete the online application form. Please note that it is not necessary to have received an offer of a college place or be enrolled in college in order to apply online.

WHERE CAN I CONTACT SUSI?

The SUSI Support desk is the single contact point for all e-mail and telephone queries. The SUSI Support Desk will provide email and telephone support from 9.00 a.m. – 10.00 p.m. Monday to Friday and from 9.00 a.m. – 6.00 p.m. on Saturdays.

- Email: support@susi.cdvec.ie
- Telephone 0761 08 7874
- [Facebook.com/susisupport](https://www.facebook.com/susisupport)

CONTINUING STUDENTS

Student grants awarded under the student grant schemes are reviewed each year. If you held a student grant in 2011-12 and are continuing your studies on this course in the 2012-13 academic year, your local authority or VEC will be in contact with you in order to renew or re-assess your student grant for 2012-13.

registrar's office & student services officer

Registrar's Office Opening Hours

Monday to Friday: 9am - 5pm
Closed for lunch from 1pm - 2pm

T: 021 - 4335389 / 387 / 393
E: registrars@cit.ie

The Registrar's Office has Institute-wide responsibility for academic and student affairs. The Registrar works directly with Heads of Schools, academic staff and students in promoting and ensuring the quality, relevance and development of courses. The Office has responsibility for many services supporting the academic programme, such as Student Admission & Registration, Examinations and Records, Student Services & Student Affairs, Library and Academic Computer Services, Co-ordination of staff development, Schools liaison and promotion of the Institute's courses, The Institute's Academic Council & Academic Plan, Quality Assurance procedures, management of course reviews and Course Boards and Promotion of Academic Research and Scholarship.

Opening Hours:

Monday to Friday
9am - 4.30pm
Closed for lunch from 1pm - 2pm

Student Services Officer:

Fiona Kelly
T: 021 - 4335388
E: fiona.kelly@cit.ie

The Student Services Officer has responsibility for the administration, development and co-ordination of student services with specific areas including careers & counselling, clubs and societies, student welfare and health, accommodation, printing, copy services, and card services.



international Office

CIT is committed to developing long-term, strategic relationships with overseas educational institutions of high standing to ensure that its students are provided with opportunities to learn and develop in a truly international context. Over many years, CIT has developed strong relationships with institutions in Europe, largely through the Erasmus programme, as well as India, China, Canada and Saudi Arabia.



ERASMUS 25

The LLP Erasmus programme celebrates its 25th Anniversary in 2012. To date, over 2m European students have experienced what it

means to do an Erasmus term in one of approximately 4,000 higher education institutions in 31 participating countries. Students can go on an Erasmus student mobility period abroad, either for studies or a placement, lasting from three months to a full academic year. Eligible countries include all EU member states, as well as Iceland, Liechtenstein, Norway and Turkey. CIT holds an Erasmus University Charter (Extended), which allows the Institute to organise student and staff exchanges with a large number of Erasmus partner institutions, and also to arrange student placements abroad. Registered full-time CIT students, who have completed one year's study, can apply to spend a study or training period abroad, and gain ECTS credits. Supplementary funding is provided by the Erasmus programme to assist with initial additional costs, such as flights, accommodation deposits, etc. During 2012-2013 there will also

be opportunities for students to participate in 10-day Erasmus Intensive Programmes, where they will work in international and multi-disciplinary teams. Travel and subsistence funding will be available to participants. Each year CIT also welcomes students and visiting academics from many of its Erasmus partner institutions.

The CIT International Students' Society organises a lively programme of social and cultural events for visiting students (email: isscork@gmail.com)

Further information on Erasmus exchanges and placements can be found on the following websites:

www.cit.ie

www.eurireland.ie

ec.europa.eu/education/erasmus

or from the International Office which is located in the Administration Centre on the Bishopstown Campus.

E: Erasmus@cit.ie

T: +353 21 4326689

F+ 353 21 4335301

Erasmus Student Profile:

Teresa Walsh, a Business Studies student who spent her final year at Blekinge Tekniska Hogskola, Sweden during 2010-2011, and returned to BTH the following September to complete her master's degree, had this to say about her Erasmus experience:

"It has been one of the most terrifying, challenging, rewarding and enjoyable experiences of my life as a student."



"There's a lot to be learned from other nationalities and they can learn a lot from you. You won't lose anything by going on Erasmus; you'll gain friends for life and a new way of looking at the world. TAKE THE PLUNGE!!!"

Christopher O'Donovan, Mechanical Engineering graduate, who spent a semester in the Czech Technical University in Prague in 2010.

"After almost 10 years of international experience, I can see that success at work strongly depends on mutual understanding and respect. Experiences like those offered by Erasmus are a basis for a truly integrated Europe as this creates strong ties among national and communities."

Tomas Vitvar, who completed an Erasmus exchange at CIT in 2000, when studying for his PhD at the Czech Technical University in Prague.

It was also daunting as I had never lived away from home before, or been abroad, or travelled anywhere on my own, but these problems were soon overcome and I found myself settling in, making friends and learning the lay of the land in no time.

I participated in a project called "European on loan", visiting high schools in the area as a guest lecturer and spoke to the students in English about Ireland, about our country and our culture. I joined the international student union that is the Masters of Management Union, as the marketing officer. Here again, I made many friends and met many people from diverse backgrounds where we organised and coordinated many entertaining and enjoyable events such as a trip to Berlin, a kite making and BBQ day, and entrepreneurship seminar, cricket tournament and speed dating on Valentine's day. I also have learnt the Swedish language."

george mitchell peace scholarship

CIT is a partner in the George Mitchell Peace Scholarship which facilitates exchanges of students between CIT and the Maine Community College System, a group of seven colleges located throughout the State of Maine. Under the scholarship, students can spend one semester or an academic year at one of the participating colleges. Please note that this scholarship scheme is open to students who have recently graduated, or those who are taking a year out from their CIT studies only, as credits from the courses taught in Maine cannot be transferred.





EXPLORE

student centre

bank

Bank of Ireland

Bank of Ireland

Is open during term from 10.00am to 4.00pm, from Monday to Friday. Branch Manager: Rose Coughlan; Staff Members: Dorothy, Laura, Louise and Angela. T: 021 4326285.

They offer a full range of services to students including ATM facilities which are located in the Nexus in the Student Centre. They are open throughout the summer.

photocopying/ printing

Photocopying facilities are provided in a number of different locations in the Institute including the Library, Copy Centre, the Students' Union and Open Access. The Copy Centre has a number of photocopiers throughout the Institute which are specifically for student use.

The Copy Centre also provides the following services: binding projects and CVs, colour photocopying, laminating and the production and sale of laboratory manuals. The Copy Centre is located on the ground floor in the Student Centre.

shops

Nexus Mini Market

Monday/Friday: 8.00am – 4.30pm
Convenience Store.
Fresh sandwiches & rolls daily.

The Bistro

Monday/Friday: 8.00am – 3.00pm
Freshly brewed coffee, breakfast & lunch, Deli Bar.

Copy Centre

9am – 12.30pm
2pm - 4.30pm Mon - Fri.
For Photo Coping, Binding, Laminating and Manuals.
T: 021 4335752

Card Services

9am - 12.30pm, 2pm - 4.30pm
ID Cards, Replacement Cards,
Card top-up.
T: 021 4335290

sports office

Located First Floor, Student Centre

Opening Hours

Mon- Thurs: 8.30-5pm,
Fri: 8.30-4pm Sat & Sun: Closed

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

In the Sports Office, there is a dedicated area for club committee work. This area is solely for Club members to work on Club business

CIT participates at the highest level of competition amongst the country's third level institutions and in the World. As well as catering for the competitive athlete, CIT's Sport Clubs place a big emphasis on participation. The Sports Office runs a number of activities such as aerobics, circuit training, 5 a-side soccer tournaments, boxercise, spinning, yoga and pilates.



Staff

Sports Officer

Miriam Deasy
miriam.deasy@cit.ie
021 4335763

Sports Officer

Mai O Leary
mai.oleary@cit.ie
021 4335764

Sports Administrator

Cara O'Neill
cara.oneill@cit.ie
021 4335762

GAA Development Officer

Keith Ricken
keith.ricken@cit.ie
021 4335765

Rugby Development Officer

Brendan O'Connor
rugby.officer@cit.ie
021 4335769

Soccer Facilitator

Eric Marah
soccer.facilitator@cit.ie
021 4335768

Sports & Societies Administrator

Norma Buckley
norma.buckley@cit.ie
021 4335767

(All located in the Sports Office, First Floor Student Centre)

Sportshall Co-ordinator

Irene Hogan
irene.hogan@cit.ie
021 4335331
(Located ground floor of Sports Centre)

Gym Instructors

0214335778
(First floor of Sports Centre)



EXPLORE

sports centre

The Sports Centre is located adjacent to the Student Centre on the main campus. There is a multipurpose Sportshall and an ever-expanding Gym & Weights Room along with changing facilities. Day time bookings for the Sportshall can be made through our Sportshall Co-ordinator and any gym related questions can be directed to our gym supervisors.

Facility	Location	Opening Hours	Note
Gym	1st Floor	Monday – Friday 7.30am - 9.00pm Saturday 11.00am - 4.00pm	Free to full-time students.
Sports Hall	Ground Floor	9.00am - 10.00pm	Free to full-time students.



EXPLORE

sports facilities

The sports facilities are ideally located on the main campus and are amongst the finest in Ireland. All queries regarding bookings please call directly to the Sports Office.

Facility	Location	Opening Hours	Note
Astro Turf	Adjacent to F Block	Monday - Friday 9.00am - 10.00pm 5 a side pitch €10/hr	Book in Sports Office
Athletics Track	Adjacent to Staff Car Park	Monday to Friday 8.30am - 9.00pm Saturdays 11-4pm	Free to use. Bring student Card.
Indoor Athletics Track	Ground Floor of Athletics Stand	Contact Sports Office	Book in Sports Office
Grass Pitches	Behind Terraced Student Car Park	All year round	Book in Sports Office
Tennis Court	Adjacent to Astro Turf	Monday - Friday 9.00am - 10.00pm €4/hr	Book in Sports Office
Sports Stadium	Behind Terraced Student Car Park	All year round	CIT Sports Club use
Elite Gym	Sports Stadium	Contact Sports Office	Clubs & bursary students use
Outdoor Path	1 mile walk/jogging track around the pitches	Dependent on pitch activity	Book in Sports Office



cit sports clubs

Membership is open to full-time students only (No public members allowed). There's something to suit everyone, so join up! Membership is free. Club training times are available on "Sports & Societies Day" (20th Sept), on the weekly "Whats on", CIT Sports Office Facebook page or by calling to the Sports Office.

marital arts

- Aikido
- Judo
- Kickboxing
- Mixed Martial Arts
- Tae Kwon Do
- Tiger Dragon Kung Fu
- Wing Chun Kung Fu

indoor sports

- Aerobics
- Badminton
- Basketball Ladies
- Basketball Men's
- Boxing
- Fencing
- Olympic Weightlifting
- Pool
- Powerlifting
- Racquetball
- Table Tennis
- Volleyball
- Wing Chun Kung Fu

water sports

- Canoeing
- Rowing
- Sailing
- Sailing NMCI
- Sub Aqua
- Surfing
- Swimming

field sports

- Camogie
- Gaelic Football
- Hurling
- Hockey
- Rugby Ladies
- Rugby Men's
- Rugby NMCI
- Soccer Ladies
- Soccer Men's

great outdoors

- Athletics
- Equestrian
- Golf
- Karting/Motorsport
- Mountainbiking
- Orienteering
- Rock-climbing
- Skidiving
- Tennis
- Ultimate Frisbee



how to join a club

Sign up on "Sports and Societies Day" during Freshers Week

Where? Nexus, Student Centre

When? Thursday 20th September

Each club will have a stand on display with details and information on the activities of the club. Chat to existing members about what the club has to offer and sign up for free!

If you miss sports day, pick up the weekly newsletter "What's On" from the Info Desk. This gives the most up to date Club training times, alternatively drop into the Sports Office for a club contact or check out our facebook page.

how to set up a new club

If you find that after "Sports and Societies Day" your interest isn't catered for then why not set up your own club! To ensure a successful club a focus on both efficient organisation and the importance of fun and enjoyment is necessary. Contact the Sports Office for more details.

sports bursaries & scholarships

To underline its commitment to sport, CIT annually awards Sports Bursaries to a wide range of sports for Seniors and Freshers. It is expected that those awarded the bursaries will have high levels of achievement in their chosen sport and a full involvement and participation in this sport in the Institute. For the 2011-'12 academic year 105 bursaries were awarded to both male and female CIT athletes from 18 different sports.

A significant number of bursaries are reserved for First Year Students

Application forms are available from the Sports Office. The closing date for receipt of application is 5pm on October 1st 2012.



EXPLORE

www.citsocieties.ie

 /CITSocieties

 @CITSocieties

Opening hours

The Office is open from Monday to Thursday 9am – 5pm and Friday 9am-4pm. You are very welcome to call in at any stage.

Location

1st floor student centre

Contact

Tel: 021 4335759

Did you know that every full time CIT student can join a Society?

Want to go Go-Karting? Paintballing? Or play in a Soccer Tournament? All of these events and many more such as Table-Quizzes, Film screenings, trips to various parts of Ireland or even the very popular "Faculty Balls" are all organised by societies. College can be a stressful experience especially for 1st years and Societies can play an important part in helping you to overcome this.

I would like to wish you all the best for your years ahead in CIT and looking forward to seeing you at the Societies events. Dare to be different and get involved with a CIT society!

Aoife Kelliher – Societies Officer
Norma Buckley – Administrator

About Societies

What is a Society?

Education is more than academic studies. A Society is all about interacting and socialising with other students with similar interests, which in turn relieves the pressures of being buried beneath a pile of economics, chemistry or mechanics books! CIT Societies range from college wide Societies like Film, Music and Yoga to large course related Societies, like Chemical Engineering and Business & Accounting. Course related societies are run primarily for students within a particular course and provide a great chance to get to know your class on a social level.

Why should I join a Society?

Some of the greatest memories students have of their time in College are from getting involved in Societies and attending Society events. The diversity of CIT Societies means that practically every taste is catered for. College is a time of learning so you shouldn't confine yourself to activities you are already familiar with. By signing up to a society you become an official society member. You will receive information directly on upcoming events for that particular society so you are the first to hear about upcoming events and outings.

How do I join a Society?

Societies Sign Up Day Thursday 20th September. This event is held in the Nexus, Student Centre. If you have missed this you can go along to the next society meeting or log onto www.citsocieties.ie/join-a-society

Who operates a Society?

Every Society is run by a student committee. Getting involved in the committee is a great opportunity for you to boost your CV as well as learning about working within a team and handling budgets. If you are interested in getting involved, please go along to the society AGM to put yourself forward.

How to set up a new Society?

Have an idea for a society that you think doesn't already happen in CIT? then call to the societies office and discuss how you can set it up. You will need to set up a meeting to recruit new members and if there is sufficient interest you can apply for a budget to run the society.

Who can join a Society?

All full-time students of Cork Institute of Technology are welcome to take part in any Society.

Who works in the Societies Office?

Aoife Kelliher is the Societies Officer and Norma Buckley is the Societies Administrator in CIT. Their job is to liaise with all the Societies in the Institute to help them to plan, co-ordinate and promote events and activities. The Societies Office acts as an administrative centre for all CIT Societies so you can direct any societies related query here.



EXPLORE

societies balls

The Societies balls are one of the highlights of the year for many students. There are two types of tickets that go on sale for each ball, Full and Afters. With a Full ticket you will have entry to the venue from 7.30pm for the formal 4 course meal. Afters ticket holders arrive after 9.30pm to join in on the entertainment provided by the live band and DJ.

Save some of your money during Christmas as the Societies balls start in February!

The Societies balls are as follows:

Schemers & Mechanical Engineering Ball

This ball is for students studying the following courses; Science (Common Entry), Instrument Engineering, Applied Physics & Instrumentation, Biomedical Science, Pharmaceutical Biotechnology, Herbal Science, Nutrition

& Health Science, Applied Biosciences, Analytical Chemistry with Quality Assurance, Analytical & Pharmaceutical Chemistry, Social Care, Recreation and Leisure Management, Early Childhood Care and Education, Community Education & Development, Good Manufacturing Practise & Technology, Mechanical Engineering, Mechanical & Manufacturing Engineering, Biomedical Engineering, Sustainable Energy, Building Services Engineering, Transport Management & Technology and students studying in the National Maritime College of Ireland.

Business Studies, Accounting and Tourism & Hospitality Ball

This ball is for students studying the following courses; Business Studies (Common Entry), Marketing, Accounting, Business Information Systems, Business Administration, Agriculture, Horticulture, Tourism, Hospitality Management, Culinary Arts & Bar Management.



EXPLORE

societies awards

Pick & Mix Ball

This is for students studying the following courses; Engineering (Common Entry), Structural Engineering, Civil Engineering, Construction Management, Quantity Surveying, Construction (Common Entry), Architecture, Architectural Technology, Interior Architecture, Chemical & Biopharmaceutical Engineering, Electronic Systems Engineering, Electronic Engineering, Electrical Engineering, Software Development, Software Development and Computer Networking, IT Management, Computing, National Certificate in Science in GMP & Technology, Information Technology Support, Visual Communications, Multimedia & Design Communications

CIT Crawford Masquerade Ball

This is for students in the CIT Crawford College of Art and Design.

CIT CSM Ball

This is for students in the CIT Cork School of Music.

Over the last number of years Cork Institute of Technology has initiated an awards ceremony to highlight Societies and individual members who have made an outstanding contribution to extra-curricular life at the Institute. At these awards each committee member is presented with a Certificate of Merit from Dr. Brendan Murphy, President of CIT. Each year the awards are presented by a known personality. Over the years we have had the privilege of inviting guests such as Pat Falvey, Ryan Tubridy, Des Bishop and John O' Shea, CEO of GOAL.

In 2012, eleven awards were presented on the night which were as follows

Societies Awards 2012

- 'Society of the Year'
International Students Society
- 'Best New Society'
Open Mic
- 'Most Improved Society'
Gaisce
- 'Best Event'
Musical Society – 'A New Brain'
- 'Best Course-Based Society'
Business & Accounting Society

Individual Awards 2012

- Michelle O' Sullivan,
Dance Society
- Samantha Minihane,
Business & Accounting Society
- Bai Zhi Zhou,
International Students Society
- Robert O' Sullivan,
Computing & LGBT Societies
- Amy McCollum,
Music Society
- Kathryn Bennett,
CIT Crawford Society



societies

Business Studies & Accounting Society

Winner of the 2011/2012 Best Course Based Society, the society ran some very successful events which benefitted their society members immensely.

A perfect mixture between social and academic events, the society organised one of the largest college ball nights, an ice skating trip as well as an on campus fun day.

On the academic side the committee in recent years invited in many high profile speakers and successful business men and women to share their experience and story with the students of CIT. David McWilliams, Eddie Hobbs, Bobby Kerr and Darina Allen were hosted on campus and shared with the student some valuable advice on how to become successful in such tough economic and job seeking times.

International Students

French, Spanish, German, Polish, Finnish, Czech, Canadian, Italian, Irish and more, that's pretty lively, loud, and colourful. That's them! This is a very sociable Society. The aim is to bring the International students together to experience the best of Ireland and to become familiar with the Irish Culture, History and Geography. This College wide society is open for any student from any CIT course to join, wherever you are from. The society has hosted very successful trips to Belfast and Galway. The Society hosted many theme events throughout the year, Halloween and Christmas to name just a few.

Come find us on Societies Day or attend any of our meeting during the year to join up. For more detailed information on Societies in CIT check out www.citsocieties.ie

societies

Course Based

Architectural Technology & Interior Architecture, Automobile Engineering, Biological Sciences, Biomedical Engineering, Business & Accounting, Chemical Engineering, Childcare Studies, Civil & Structural, Computing, Construction, Electrical Engineering, Herbal & Horticultural, Marine, Mechanical Engineering, Recreation & Leisure, Sustainable Energy,

College Wide

Animé, Chess, Christian Union, Circus, Crawford Society, Crawford African Drumming, Crawford Open Mic, Crawford Singing & Voice Crawford Urban Art, Crawford Yoga, CSM Alexander Technique, CSM Musical, CSM Vocal Chamber, Dance, DJ Soc, Drama, Family Guy, Fianna Fail Ogra Cumann, Film, Gaisce, Graphic Novels, Guild Gaming, Headway, International Students, LGBT, Macra, Mature Students, Media Communications, Music, NMCI RC Boat Club, Paintball & Airsoft, Photographic, Poker, Post Grad, Radio Station, Socialist Students, The Idea Hub, Yoga, Young Fine Gael and more.....



EXPLORE

accommodation service



The Accommodation Office provides a register of lodgings (digs), shared housing and student apartments for the academic year. This register is updated throughout the year and students should contact the office regularly. There are three main types of accommodation to choose from.

1. Lodgings/Self Catering Lodgings (Living in a family home)

During official holiday time students do not have to pay rent. 2 weeks rent is taken as a deposit and if a student leaves before the end of the Academic year he/she will usually lose the deposit.

Lodgings:

Includes breakfast, evening meal and light supper. Prices for this year are approximately:

- Single 5 day: €120
- Twin 5 day: €90
- Single 7 day: €140
- Twin 7 day: €110

Self Catering Lodgings:

Where a student lives with a family but has use of the kitchen to cook meals. It is advisable to come to a clear agreement as to times you can use the kitchen, use of telephone, bills etc. Prices per week for this year are approximately:
Single room: €80
Twin room: €70

Advantages:

- > It can be a home away from home.
- > All bills are included in the price.
- > You will have two good meals a day.

Disadvantages:

- > Privacy can be a problem.
- > Friends are usually not allowed to stay or call.

2. Shared Houses/Flats

As there is a high demand for this type of accommodation, it is advisable to contact the Accommodation Office regularly for an updated list either by phone, email or call into the office. One month's rent is usually taken as a deposit.

Prices for this year are approximately:
Single room: €80
Twin room: €70

Advantages:

- > You can eat when/what you like.
- > More freedom.
- > Friends can stay over.

Disadvantages:

- > Bills for ESB, telephone, heating, refuse etc.
- > Sharing with strangers.
- > Cleaning and cooking for yourself.

3. Student Apartments/Hostels

Student Apartments

There are a large number of student apartments available to students within walking distance. It is advisable to look into this option early in the intended Academic Year. Bookings are made directly to the apartments and payment is made in two instalments. The approximate price range per academic year is from €2,700 – €4,500.

The cost depends on what type of room you choose (Standard Single, Single Ensuite, Double Ensuite, Twin Standard, Twin Ensuite etc). The average number of rooms per apartment is 3, 5 or 7. Students are advised to look at apartments before booking and to read leases carefully before signing.

Advantages:

- > Normally near college and bus routes.
- > Comfortable.
- > Designed to accommodate study.
- > Good way of making friends.

Disadvantages:

- > Can be expensive for the average student (payment upfront)
- > Noise can also be a problem in apartment complexes.
- > Fixed 9-month lease and rent is non-refundable.



Student Apartment Listing

Bishopstown Campus Area

Parchment Square

Model Farm Road
T: 021 4545 200
W: www.parchmentsquarecork.com

Edenhall (The Village)

Model Farm Road
T: 021 4342 727
W: www.edenhall.ie

Abbeyville Apartments

Model Farm Road
T: 021 4346 346
W: www.abbeyville.org

Deanshall

Bishopstown.
T: 021 4819 500
W: www.deanshall.com
W: www.studentaccommodationincork.com

Student Village Apartments

Victoria Cross.
T: 021 4345 344
W: www.studentvillage.ie

Victoria Mills

Victoria Cross.
T: 021 4867 615
W: www.victoriamills.ie

Brookfield Apartments,

College Road.
T: 021 4344 032
W: www.brookfieldcork.ie

Farranlea Hall,

Dennehy's Cross, Cork.
T: 021 4817900
E: farranlea@collegeaccommodationcork.ie
W: www.collegeaccommodationcork.ie



City Centre/ Ringaskiddy Area Suit CCAD | CSM | NMCI)

DeansHall Apartment,
City Centre,
Crosses Green.
T: 021 4312 623
W: www.deanshall.com

Blackmore Court,
Sullivan's Quay.
T: 087 2532122 021-4321430
E: info@studentaccommodationcork.com

Fullers Lodge Apartments,
12 College Road.
T: 021-4525997

North Quay Place,
Popes Quay Apartments.
T: 087 8168064
W: www.crossgunproperties.com

South Mall Court,
Beasley/Copley Street.
T: 021 4825432
E: info@southmallcourt.com
W: www.southmallcourt.com

Arcadia Hall,
Lower Glanmire Road.
(Opposite the train station)
T: 021-4279729
E: arcadiahall.admin@gmail.com

Seven North Mall,
7 North Mall.
T: 086 4076890
E: info@sevennorthmall.com

The Spires
51 Bandon Road, Cork City
T: 021 4525952
E: spires@collegeaccommodationcork.ie
W: www.collegeaccommodationcork.ie/the-spires

Davcon Court
Barrack Street, Cork
T: 021 4345497
E: davcon@collegeaccommodationcork.ie/davcon-court

Monastery Hill Apartments,
Monastery Hill.
T: 087 8168064
W: www.crossgunproperties.com

Lancaster Hall,
Little Hanover Street.
T: 021 4275 500 / 087 9515566

Suitable for NMCI Students

Ferryview Apartments
Ringaskiddy.
T: 021 4370799 / 086 8230655
E: info@ferryviewpark.com

Student Hostels

There are some student hostels in the city centre. Many students use them as a stop gap until they find permanent accommodation.

Kinlay House Hostel
Shandon Street.
T: 021 4508 966

Sheila's Hostel
4 Belgrave Place,
Wellington Road.
T: 021 4505 562

Bru Bar & Hostel
57 Mac Curtain Street
T: 021 4559667
W: www.bruh hostel.com
E: info@bruh hostel.com

Checklist when renting private property:

- > If you are signing a lease please ask someone reliable to check it out first and always ask for a copy. Never sign a twelve month lease if you are only staying for the academic year (9 months) as you are liable for the remaining rent. Always ask for a receipt or get the landlord to sign a rent book when paying your deposit and rent. Never sign a lease for other students. Always make an inventory of the contents and their condition before taking the house. Take photos if necessary to show wear & tear.

Students may forfeit some or all of their deposit:

- > If they do not give proper notice or leave before the end of the tenancy agreement.
- > For damage to the landlords property over and above normal wear and tear.
- > For unpaid bills or rent owed.
- > For antisocial behaviour

antisocial behaviour

A tenant is obliged not to engage in, or to allow, any behaviour that may be deemed as 'anti-social' behaviour in the property. The tenancy may be lawfully terminated by the landlord by giving a valid Notice of Termination to an offending tenant.

Under the Residential Tenancies Act 2004 'anti-social' means to engage in behaviour:

- (a) which is reasonably likely to affect directly the well being or welfare of others.
- (b) which causes or could cause fear, danger injury, damage or loss to any person living, working or otherwise lawfully in the dwelling concerned or its obstruction of, or threats to any such person. (under the above sections, a valid seven day Notice of Termination may be issued) engage, persistently, in behavior that prevents or interferes with the peaceful occupation.
- (c) by any other person residing in the dwelling concerned, of that dwelling.
- (d) by any person residing in any other dwelling contained in the property.
- (e) by any person residing in a dwelling in the ('neighbourhood dwelling') vicinity ... (under above sections, a valid twenty eight day Notice of Termination may be issued).

If co-tenants or neighbours are being affected in any way it will only be a matter of time before the landlord is contacted or Gardai are asked to intervene. Under the Residential tenancies Act 2004 a third party can also take a case to the Private Residential Tenancies Board (PRTB) against the offending party. The PRTB provides a dispute resolution where a tenant, landlord or third party is unable to resolve the matter themselves. The service provided includes Mediation, Adjudication and/or a Tribunal.



EXPLORE

housing regulations 2008

From 1st February 2009 all new properties for rent where a tenancy exists or will exist must meet the new minimum standards as outlined in the Housing (Standards for Rented Houses) Regulations 2008. Properties rented previous to 1st February 2009 will have until 1st February 2013 to meet the new standards. Some of the new standards address:

- > Structural condition
- > Heating Facilities
- > Fire safety
- > Sanitary facilities
- > Ventilation
- > Refuse facilities

ber cert

A Building Energy Rating Certificate (BER) is compulsory for all rented properties. This outlines the energy rating of the property (with A-G-A rated homes being the most energy efficient and G being the least efficient). You are entitled to request a BER on renting a property.

threshold

Threshold gives free information and advice on housing issues can help solve your housing problems and, if necessary they can act on your behalf with the PRTB. You can telephone, email or drop in to the centre nearest you and one of their advice workers will help you.

Threshold Advice Offices
T: 021 4278848
E: advicecork@threshold.ie

Information Leaflets on Tenants Rights, Student Possession Insurance & Fire Safety in Rented Accommodation are available from the Accommodation Office or from your local Threshold Office.

While every effort is made to facilitate students seeking accommodation, the Institute is not involved in any agreement/contracts entered into between students, student apartment and landlords. We are happy to discuss any problems students may have in their accommodation and try to help resolve them in a reasonable manner.

Contact

Deirdre Falvey,
Accommodation Officer,
Student Centre, 1st Floor.
T: 021 4335750
F: 021 4335751
E: accommodation@cit.ie

Opening Hours

Monday to Friday:
9.00am – 1.00pm
2.00pm – 4.30pm



cit access service

CIT Access Service is committed to widening participation, increasing access and supporting positive educational outcomes for under-represented groups.

CIT's Access Service provides supports for students who are under-represented in higher education:

- > Students who are socio-economically disadvantaged
- > Students with disabilities
- > Mature students
- > Members of the traveller community and ethnic minority students

(a) Financial Assistance

Financial assistance is available for registered students who are in financial hardship through the

- > Student Assistance Fund
- > Fund for Students with Disabilities

The Student Assistance Fund

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

Who can apply?

Applicants must be registered students in financial difficulty, participating on a third level course of not less than one-year duration leading to an undergraduate or post-graduate qualification.

Students in hardship can apply for assistance towards childcare, rent, transport, subsistence, etc.

Application forms and information packs are available from the Student Services / Accommodation Office in the Student Centre.

For further information please contact;
Deirdre Creedon
Access Officer
T: 021- 4335140
E: student.assistance@cit.ie

For information on financial supports available please refer to www.studentfinance.ie



EXPLORE

(b) Disability Support Service

The aim of the Disability Support Service in CIT is to encourage the participation and access of students with disabilities into third level education. Every student with a disability has the right to reasonable and appropriate accommodations determined on an individual basis according to the student's certified disability.

Students registered with the service include students with dyspraxia, ongoing illnesses, mental health issues, physical disabilities, Asperger's, dyslexia, hearing and visual impairments. Students need to register with the service and they can get access to information and supports such as assistive technology, learning support tutors, exam accommodations, plus workshops and training in TextHelp and other software, study and presentation skills, exam techniques, etc.

Contact the Disability Support Officer, Laura O'Rourke at 021 433 5107 or email disability@cit.ie or laura.orourke@cit.ie

The Disability Support Service is located in the Access Service, ground floor of the Student Centre.

Fund for Students with Disabilities

There is a fund available to students with disabilities called the Fund for Students with Disabilities which can provide supports for studying such as equipment and tutorials. To apply for funding the student must provide relevant documentation as evidence of

a disability e.g. educational psychologist report, audiologist report etc. NB Please note that letters from a GP are not accepted as evidence of a disability.

The Disability Support Officer makes applications to the Fund on behalf of an eligible student after an assessment of need with the student. Students cannot apply directly to the Fund. The Disability Support Officer is also responsible for the management of the funding approved for eligible students. The National Access Office assesses all applications and deems who is eligible for the funding. The Fund for Students with Disabilities and the Student Assistance Fund is funded by the Irish Government and part-funded by the European Social Fund under the Human Capital Investment Operational Programme 2007-2013.

Contact the Disability Support Officer, Laura O'Rourke at 021 433 5107 or email disability@cit.ie

(c) Mature Students

Mature Student Supports

CIT has a full time Mature Student Officer who provides support to prospective and registered mature students.

Pre-entry support for prospective mature students includes:

- > Mature Student Information Sessions
- > CAO Information Evening
- > CIT Maths for Matures Programme
- > Taster workshops
- > Further Education and Community Presentations
- > One to one information sessions

Entry Support

- > Orientation Programme
- > Orientation Programme for Advanced Entrants (post year 1)
- > Preparatory Maths Programme

Post Entry Support

The Mature Student Support Network provides a range of supports to registered students in CIT, including:

- > Workshops and online resources in study skills, exam techniques, academic writing skills, subject specific workshops.
- > Mathematics support sessions (delivered by the Learning Support Centre)
- > Information on financial supports and student supports
- > One-to-one support
- > Mature Student Society

Mature Student Learning Support Service – provides one-to-one or group support to mature students who need assistance with any aspect their academic course work.

For further information contact:

Sinéad O' Neill
Mature Student Officer
Access Office, Student Centre
Tel: 021-4335109
Email: maturestudent@cit.ie



Ireland's EU Structural Funds
Programmes 2007 - 2013
Co-funded by the Irish Government
and the European Union



EUROPEAN SOCIAL FUND



HEA

Higher Education Authority
An tÚdarás um Ard-Oideachas



careers

Careers

Students can meet with a Careers Advisor to discuss some of the following:

- > Applying for jobs, including CV review & interview technique.
- > Information on further studies after your degree.
- > Changing course/college.
- > Subject choice.

The Careers Service also provides:

- > Workshops for students including CV Preparation, Interview Technique and Exam/Study Organisation Skills.
- > Annual Careers & Employability Fair where students can meet potential employers.
- > On-campus employer presentations.
- > Career information resources to help you with Career Planning and Career Management.
- > Job vacancies and career events on our website... www.mycit.ie/careers

Careers & Employability Fair

Tuesday October 2nd, 2012
11am to 2.30pm – Student Centre
Improve your career prospects and meet employers at CIT's Annual Careers & Employability Fair...

The Fair will be held in the Nexus Hall in the Student Centre where there will be a combination of employer, postgraduate study, travel and volunteer organisation stands present.

These include leading national and international companies as well as local businesses. The Careers & Employability Fair 2012 will represent a diverse range of companies, providing excellent employment opportunities for CIT students who attend the event. It provides information to students, graduating from different academic backgrounds, about jobs after college. It will also be a great opportunity for other students to find out about summer jobs in Ireland and abroad. This will help you to build a portfolio of work for your CV as you move along in your degree!

How to contact Careers:

We're on the 2nd floor of the Student Centre. Appointments can be made with the Administrator by calling into the front desk, by telephone (021) 4335772 careersadmin@cit.ie

Opening Hours:

8.30am – 4.30pm all year round.

Check out our website; www.mycit.ie/careers for more information.

counselling

College life can be very demanding and stressful for many students for a variety of different reasons such as being away from home, finding new friends, coping with new ways of studying and learning, or struggling with emotional issues. You do not need to struggle alone. Counselling helps you to explore and better manage any difficulties that are currently causing you concern so you can enjoy and fully participate in your time here in CIT.

While respecting your values, choices and lifestyle, our team of Counsellors will support you as you make changes that are right for you. Some things may be difficult to share with family and friends. You may need space to talk in a safe, neutral environment. We will not judge, criticise or make assumptions.

Students often seek help with problems related to stress, bereavement, depression, lack of motivation, addiction, eating problems, relationship or family, sexuality, academic or study.

The Counselling Service offers:

- > A free and confidential service.
- > One-to-One counselling provided by one of our team of qualified and experienced Counsellors.
- > An initial assessment to identify your counselling needs followed by a fixed number of sessions (usually six). Each session lasts for 45 minutes.
- > Support while you explore personal, social and academic issues.

How to contact Counselling:

We're on the 2nd floor of the Student Centre. Appointments can be made with the Administrator by calling into the front desk, by telephone (021) 4335772 or by email; counsellingadmin@cit.ie

Opening Hours:

8.30am – 4.30pm during term only.

Check out our website; www.mycit.ie/counselling for more information.



EXPLORE

medical centre

The Medical Centre is situated on the mezzanine floor of the Student Centre, over the Reprographics Office and below the Careers & Counselling Office. It is open from 8.30am to 5.00pm Monday - Friday and also through lunch. During term time it is staffed by a number of doctors, on a sessional basis, two nurses and a secretary and it provides a comprehensive range of services suitable for the students' needs. The nursing service is available free of charge to all students. Services of the doctor are provided free of charge to students who have a medical card and at a nominal cost to other students.

Students need to bring with them their student ID and medical card when making an appointment.

After hours Family Doctor Service is provided by SouthDoc.
Tel: 1850 335 999.

Students without a medical card have to pay the appropriate fee for this service at the time.

Staff

Secretary:

Marian Walsh, Tel: 433 5780 for appointments and other queries.

Nurses:

Eileen Clarke, full time. Tel: 433 5782
Joan Brosnan, full time. Tel: 433 5782

Doctors:

A number of doctors work in the Student Health Centre on a sessional basis with expertise in Dermatology, Men's Health, Sports Medicine, Sexual Health, Women's Health and Mental Health. An appointment is needed to see the doctor.

If an appointment is urgently required on the same day please phone before 10.00 a.m. To avoid delays please check first with the nurse as an appointment with doctor may not always be necessary. It is requested that 24hrs notice be given for Repeat Prescriptions.

The health service is widely availed of by students. In addition to the normal consultation with the doctor and nurse for illness or injuries, the medical unit provides many other services. These include:

- > health education and advice on nutrition and lifestyle,
- > advice on contraception and smears,
- > sexual health screening
- > cryosurgery for warts and verrucas,
- > Flu Vaccines, Travel Vaccines, Meningitis C Vaccine, MMR Vaccine
- > referrals for physiotherapy and counselling.

The casualty service at the Cork University Hospital is within walking distance of CIT. This is for accidents and emergencies only and is not to be used in place of the GP. It is a 24hour, 7day a week service, Tel No: 021-454 6400. There is no charge for someone with a Medical Card or a referral letter. There is also a casualty service in the Mercy Hospital, Tel No: 021-427 1971 and the South Infirmary Tel No: 021-492 6100.

Medical Cards

Students are no longer automatically entitled to a General Medical Services Card. Medical Cards are awarded very much on an individual basis. Application forms are available from the Medical Centre, or from The Southern Health Board, Abbeycourt House, George's Quay, Cork. Tel: 021- 496 5511.

NOTE: It is advisable to check with your own GP regarding a booster of the MMR vaccine prior to starting college as there have been cases of mumps here in the college in recent years. This vaccine is free of charge and is also available in the Medical Centre.



EXPLORE

chaplancy student support team

A Word of Welcome.....

Hello and welcome to C.I.T. We hope your time at the Institute will be a positive and rewarding experience. Coming to college is an exciting and important step. For many it means leaving home for the first time and despite outward appearances, some find college life lonely and quite daunting initially. Chaplaincy is here to care for and support you on your journey through C.I.T.

So meet the Team....



Full-time Chaplain:

Fr Dave McAuliffe
T: 021-4335754 {ext.: 5754}
E: dave.mcauliffe@cit.ie
Location: Ground floor, D Corridor, Room D153.

Students of all faiths and none are welcome. We offer spiritual support and guidance for those who wish to avail of it. We run an open door policy. Confidentiality is assured at all times. See you around campus,

Dave

student support team 2012-2013

Meet the 4 Full Time Team Members...



Emma O'Regan

This is my second year on the Student Support Team. I studied Recreation and Leisure for three years and completed my degree in 4th year business. I then went on to do a taught Masters in Marketing here in CIT. I enjoy sports, both watching and playing. I have a keen interest in GAA and I play and coach with Blarney Camogie Club. I really enjoyed my time in CIT as a student and I loved working with the Student Support Team last year. I'm looking forward to the coming year and to meeting you all. See you around campus! Emma :)



Dave Clarke

Hi, I'm Dave from Waterford. This year I finished my Degree in Nutrition and Health Science in CIT and as you can see I'm still not ready to leave! I have a keen interest in music and singing and was actively involved in the Singer Songwriter Society here in CIT. I also love to travel and did my work placement in Spain in third year which I would highly recommend if given the opportunity. I would like to wish all of you a happy and productive year and look forward to speaking with you soon.



Vickie Swanton

Hey! I'm from Douglas, Co. Cork. This is my 2nd year on the Student Support Team. I was a student at CIT for 5 years where I spent 4 years studying Accounting and my final year doing a Taught Masters in Business in Information Systems. My main interest is scouting. I am a Rover Scout and a Scouter for Cub Scouts. I had a great time in CIT as a student and loved being a member of the Student Support Team last year. I am looking forward to this year's challenges, working with the other members of the Chaplaincy Team and helping out students in any way I can.



Kenneth Speight

Hi! My name is Kenneth Speight and I'm from Onslow Gardens, Commons Road, Cork City. I have been a student at C.I.T for the past 4 years studying Accounting and just completed my final year. For the last two years I was an active member of the Societies office as P.R.O of the Dance Society. I have a keen interest in music and spend most of my free time singing at a professional level around Cork city and county. I had a fantastic time at C.I.T as a student and I am now looking forward to the challenges ahead this year, working with the other members of the Chaplaincy Team and helping out students in whatever way I can.



EXPLORE

Meet the 4 Associate Team Members...



Sarah Radwan

Hey, I'm Sarah. I'm a Biomedical Engineering student. Nearly finished now and I have had a brilliant time in CIT so far and hope to help you do just that too. I like to get involved in many different societies most notably the Photography Society. Looking forward to meeting you, helping in any way possible and sure stop by if you have any questions!!!



Brendan Crowley

I'm from Douglas, where I have lived all my life. Went to school in Douglas Community School and finished up with 300 points and was very happy with it. I'm studying Electronic Engineering and currently in my last year of study. My interests include cycling, soccer, rock and roll, travelling, making people laugh and socialising. Another one of my interests is meditating which I'd like to introduce to students as it very beneficial for the learning mind and it increases concentration big time. I'm glad to be part of the Chaplaincy "Associate" Team and will do my best to help others that need it.



Michelle Mullins

Hi Everybody!!! My name is Michelle and I am from Mitchelstown, Co. Cork. I am currently studying Business Admin. I am delighted to be an Associate Team member of CIT Chaplaincy team. This is my second year in the position. For the past two years I have been the treasurer of the Photographic Society. I love to get involved with all aspects of college life. I am really look forward to the year ahead and meeting all the new students. Feel free to call to the "Info Desk" for a chat anytime.



Carole Hennessy

My name is Carole Hennessy; I'm a mature student who has just completed a 4 year Business degree. I loved my time here in CIT which was incredibly interesting and went by way too fast. I've made many friends and will enjoy keeping in touch and following their progress over the coming years. I'm at my happiest when walking my dogs and I'm very involved with dog rescue.

Contact Student Support Team:

E: chaplaincy@cit.ie

T: 021- 4335755

Location: 1st Floor Student Centre, Balcony Corridor.

chaplaincy mission statement

The Chaplaincy at Cork Institute of Technology is a dynamic presence which seeks to

- > Accompany students and staff on their life journey;
- > Offer a listening ear in a safe and welcoming environment;
- > Enable opportunities for Spiritual development, meaningful worship and celebration;
- > Provide an empathic service to each other and to the wider community.



- > Bus Timetables
- > Lost & Found Service
- > Use of Stapler/Puncher
- > Make an appointment (to see Nurse/ Doctor/Lecturer/Chaplains and other Student Services)

Whatever the query none is too small so approach us and see how we can help you while here at C.I.T.

Sacred Space on Campus

The College Chapel (Room D155)

is open all day. Mass is celebrated here Monday, Wednesday and Friday mornings @ 8.40 am during the academic year. During the Seasons of Advent and Lent, Mass with Morning Prayer is celebrated each morning at 8.30am. You are most welcome to join with us. The College Chapel also provides a place for reflection or if you just want to get away and give yourself space in a peaceful environment.

'What's On' Newsletter:

Your free weekly guide to what's happening on campus

This is a Chaplaincy Publication. Available each Monday morning at the Chaplaincy 'Info Desk'. Check it out for what is going on in: Sports / Societies / Student's Union / Chaplaincy / Info on Careers / Competitions and much much more.

The Student 'Info Desk'

021 – 4335060

Location: Top of the Canteen
Opens each morning at 8.30am. Here you will meet one of the Chaplaincy Student Support Team who will respond to whatever needs / questions you might have. Other resources at the desk are:



EXPLORE

Chaplaincy Projects

You are welcome to get involved with us throughout the academic year in variety of projects, such as;

- > EuroStar Song Contest
- > Gaisce President's Award
- > National/International relations; themed nights at the Chaplaincy House 'Cornerstone', 3 Elton Lawn
- > 'Mindfulness' –for a greater self-understanding and peacefulness
- > Charity Events
- > Volunteering Locally & Internationally
- > Awareness Days
- > Hospitality

Have a look at our Logo – what do you see???

what do you think it tells you about the Chaplaincy Team



Yes, you're right; a fingerprint forms the core image of the logo. The fingerprint is representative of each individual student. Their uniqueness as people, and of their problems. The fingerprint is constructed with independent lines, that when viewed collectively actually make up the fingerprint. These are the various departments, organisations, groups that together form the community, which directly & indirectly influence & change individual students. At the centre of the fingerprint motif is a fish. This was the initial symbol of Christianity.

Notice how the motif is linked to the text through the letter 'l'. The way in which the letter 'l' extends to meet the fingerprint, creates a new image – a tree-representing nurturing and growth. These 3 symbols illustrate the multifaceted tasks of the Chaplaincy Team on a daily basis..

We look forward to meeting, if not all of you then at least some of you, throughout the year. We wish you the very best during your time here at C.I.T.

students' union



The Students' Union (SU) represents and defends its members on matters affecting their rights and interests as students of the Institute and as citizens and acts as a channel of communication between its members and the Institute and other bodies. The SU is one of the principal conduits for expression of students' opinions, and is recognised as such by the management of the Institute. The SU is located on the 1st floor of the Student Centre.

There are three full-time elected officers and three part-time elected officers of the SU, all of whom are available to assist you in any way they can. Call into the SU Office at any time if you need advice relating to your educational or personal needs and we will do our best to assist you. Each class also elects a Class Rep at the beginning of year who acts as a liaison between the SU and the students of CIT.

Students' Union Non-Profit Services
The ethos of the SU is to provide quality services on a non-profit basis to support students throughout their college life.

College Supplies

College supplies are provided at the lowest prices possible. The Office/Shop is open daily from 9.00am to 5.15pm. The range of goods and services available include:

Computer Consumables

USB keys, CDs, DVDs, calculators, acetates (overhead sheets), printing paper etc are all available at cost price.

Lab Coats and Goggles

These are available to students at cost price from October to December.

College Stationery Supplies

College stationery such as writing pads, hard cover copies, pens and folders are all available at competitive rates.

Photocopying Service

Digital photocopying service providing quality reproductions at 20 sheets for €1.

Travel Services

Bus Tickets

Commuter tickets (weekly and monthly) are on sale for local/urban buses including the Cobh Rail service. Prior to purchase of a commuter ticket, it is necessary to obtain a Bus Eireann Commuter ID card from the Bus Station at Parnell Place at a cost of €2. Also available are student monthly return and single provincial bus tickets (which can be purchased Wednesday through to Friday). Return tickets purchased for Friday travel, allow you to get the no.5 to the Bus Station free of charge. Bus and train timetables are also available.



EXPLORE

Car Pooling

A car pooling sign up service is available free of charge from our website (www.cit.ie). Your college ID is adequate to purchase these tickets. This is an economical way to get to college, as well as being environmentally friendly.

Nite Bus

CIT Students' Union in partnership with UCC offer students an alternative, economic, and most importantly safe mode of transport home from the City Centre Clubs during term time. The service runs on Tuesdays and Thursdays for the first semester terms and on Thursdays only for the second semester. Generally the service commences at 1.00am onwards and leaves from Washington Street.

Entertainment

The SU organise a wide range of entertainment events including; live shows, regular club nights, Freshers Week, Class Parties, Student Race Day and Rag Week. Rag (raise and give) Week is a week dedicated to collecting as much money as possible for charity through the medium of entertainment events both on and off campus. For further details contact Mick O'Mahony at event@cit.ie.

Common Room - Student Centre

Pool cues and an XBOX 360 including various games are available from Students' Union office for use in the

common room. You can also watch your favourite TV programmes on the HD Screens.

Soccer Tournament

Regular soccer tournaments are organised in conjunction with the Soccer Facilitator throughout the year.

Publications/ Communications:

CITSU Handbook & Diary

The CITSU Freshers Handbook and Diary contains lots of helpful and vital information to aid students. It doubles as a personal and academic diary, so you can have all your own reminders, notes and all important college dates in the same place!



explicit

explicit is a free monthly publication covering all facets of student life including news, special features and profiles relating specifically to CIT, entertainments, problem pages, Sport, Club & Society events, photos of CIT events, competitions and much more. If you would like to see your articles or photos in print or have any queries, please drop into the Students' Union office, tel: 021 4335274, or email supublications@cit.ie

CITSU Online

The SU official website, www.citsu.ie, contains all the information you need whilst at college. Our website is an extended version of our handbook, with more useful information on issues that affect students' lives. citsu.ie will continue to host the latest CIT news, with event calendar, welfare advice, academic information and all the contacts you need. You can login to our website using your MyCIT account passwords to avail of services such as the grinds list, car pooling, Class Rep sign up and class party bookings.

Don't forget the SU facebook page - www.facebook.com/citsu - where you can catch the very latest SU offerings. You can also view our Twitter feed from citsu.ie

www.explicit.ie contains back issues of the magazine in PDF format and within a Flash magazine viewer. The website also contains extra articles and photos of events.

Welfare Campaigns

The Vice President Welfare offers support to students who are dealing with issues, including sexual health, mental health, accommodation, financial issues, safety, bullying and addictions, by listening to problems and when necessary referring students on to experts. Throughout the year the Vice President Welfare organises and runs many Welfare Campaigns including S.H.A.G. (Sexual Health Awareness & Guidance) Week, Positive Mind & Body Week and Safety Week. The aim of all these campaigns is to educate students on the different issues which may affect them in a fun and effective way. For more details contact Niamh Hayes in the SU Office or suwelfare@cit.ie

Contacting Us

Tel: 021- 4335270 or email fiona.leddy@cit.ie



EXPLORE

TOOLS



arts

The arts scene throughout the Institute is supported by fulltime Arts Officer Sarah Morey. The role of the Arts Office is to work with students, staff and the wider community to develop and support arts related projects and to promote arts activities in all campuses of CIT.

CIT offers students a wonderful opportunity to engage with and develop their talents and interests, meet new friends and get involved in the arts. Arts activities are a valuable way to apply your learning in a creative way.

CIT supports and recognises the important role the arts can play in developing all aspects of the students learning experience. At a time when creative thinking, a positive attitude to life long learning and enterpreneurship are skills that employers value highly it is important that students have an opportunity to develop these skills through a number of different mediums. The creative arts offers students such an opportunity. This can be achieved by joining arts related societies such as dance, drama, circus performance or the dj society to name a few or they can get involved in the various arts activities organised by the Arts Office throughout the year. This is an exciting way to learn new skills or to build on previous experiences in your chosen art form. It's also a great way to meet like minded people. The Institute has an extensive



programme of exhibitions, music concerts and arts activities throughout the year. The work on display ranges from the talented up and coming young artists from the CIT Crawford College of Art & Design to more established artists working in their chosen discipline. CIT also acquired an exhibition space at Wandesford Quay in June 2010, and this venue has already established itself as an important intersection point between the college and wider community. The CIT Cork School of Music located in Cork city centre has an extensive programme of arts events and showcases the work of students, graduates and staff as well as high profile artists throughout the year.

Your time at college is a unique opportunity to develop your interests and explore new ways of learning. I encourage students to get involved in all aspects of college life and make the most of your time here at CIT.

theatre & exhibition centre

The performance theatre is located across from the caretakers office and is home of the CIT theatre group. This space can be used for concerts, readings and visiting theatre groups. Exhibitions are held in the James Barry Exhibition Centre which is located behind the theatre. CIT also acquired its own exhibition space at Wandesford Quay in June 2010, and this venue has already established itself as an intersection point between the college and the wider artistic community.

canteen/shop

The Student Services Company provides catering to both the students and staff of CIT. We are located on the Main Campus in the East Atrium and our services include the Canteen, Snack Bar, College Shop, the Nexus Market and the Bistro in the Student Centre. We offer a wide variety of teas/coffees, hot & cold meals, refreshments, freshly made sandwiches and panini's. Please use the recycle points at CIT for your waste. There is a three bin system in operation which is colour coded. The blue bin is for paper (newspapers, office paper, magazines etc.). The red bin is for dry recyclables (bottles, cans, tetra pak) and the green bin is for general waste (non-recyclables, food wrappings, tayto packets etc.). You will also see separate food waste bins located around the campus. Your co-operation is greatly appreciated. For more information contact mary.purcell@cit.ie

The mission of the Student Service Company is to provide the best service possible to all at CIT, giving value for money and a friendly welcome. Our focus is on quality of food, providing a consistent and efficient service with a work ethic of respect. Our aim is to have a team effort with our customers to ensure a clean, inviting and litter free environment.

Opening Times

Main Campus

Canteen

Monday to Thursday
8.15am to 9.00pm
Friday
8.15am to 4.00pm

College Shop

Monday to Thursday
8.15am to 7.00pm
Friday
8.15am to 2.00pm

Snack Bar

Monday to Friday
8.15am to 3.00pm

Student Centre

The Bistro

Monday to Friday
8.00am to 3.00pm

Nexus Mini Market

Monday to Friday
8.00am to 4.30pm



Pay-parking

Pay-parking is in operation adjacent to A-Block and at the Melbourn Building. This is a cashless system. You must have credit on your card to gain entry to these car parks. The fee is deducted on exit. The fee is currently 1 euro per visit up to a maximum stay of 24hrs. For more than 24hrs, the fee is 1 euro per day. This fee is subject to change.

To use, drive up to the barrier terminal, hold your card up to the proximity reader to scan it. The system will check your account for credit and allow or refuse entry on that basis. More than one scan may be necessary.

Note: A single card cannot be used to enter two vehicles in succession. A single card cannot be used to exit two vehicles in succession. Ensure you use your own card to leave after earlier entry. This will ensure that you are not charged for longer than your stay.

The barrier software system detects misuse and will automatically 'Blacklist' cards, refusing further entry. If you have problems exiting, an intercom installed at each barrier connects you with the caretakers. For any issues with your card or pay-parking, contact the Card Office located in the Student Centre building or email idcards@cit.ie. Please quote your ID number, credit balance, date and time of the issue and any message displayed on the barrier terminal.

lost property

During term, lost property services are managed by the Caretaker's Office. Any items found should be handed in to the Office and lost items may be sought there also. It is also advisable to check with the Info Desk in the canteen regarding lost property.

lockers

Lockers are made available to students for one academic year. To obtain a locker, get a suitable padlock and lock it on a vacant locker of your choice. It is very important to take a note of the locker number and bring it to the Caretaker's Office - Main Corridor (near main entrance to CIT) where it will be registered in your name. This will ensure a quick service if you lose your keys or have any queries during the year. The numbers of lockers in the Institute are limited.

caretakers

Caretakers' Office,
Room D136 on the main corridor.
T: 021- 4326219
E: caretakers@cit.ie

emergency evacuation procedure

Students are requested to familiarise themselves with fire exits and the emergency evacuation procedures for the Institute. Evacuation routes and assembly areas are posted in each classroom. Fire drills may occur from time to time throughout the year.

the learning support centre

The Academic Learning Centre, formerly the Learning Support Centre, provides students with extra subject support in... **Maths, Programming, Physics and Electronics.**

The well-appointed suite of rooms with internet access, printing and copying facilities provides a student-centred environment, where students can meet with subject lecturers in a relaxed setting outside of the classroom to discuss any queries they might have on a subject.

Subject support sessions are run at lunchtimes on a weekly basis during each semester of the academic year, and in addition, a highly successful summer programme is run for students taking autumn repeat exams. The support sessions are attended by students from a broad spectrum of disciplines: Science, Engineering, Computing and Building and Architecture and many of the regular attendees have built up good communication with the lecturers resulting in increased confidence facing assessments and exams. Students are encouraged to drop into the office to have a chat about their individual needs where they can pick up a current timetable of subject support sessions. Subject support sessions are **free and open to all students** and new students are always welcome!

In addition to the subject support sessions, the learning support centre, in conjunction with the Mathematics Department, provides online maths support. Maths Online is a free service for students and is available anytime through CIT's Learning Management

System, Blackboard. It contains a range of materials ranging from notes to exercises and quizzes to help students with any maths difficulties they may have. Access to Maths Online can be provided at the Academic Learning Centre office or by emailing: mathsonline@cit.ie.

Keep up to date with the subject support hours through the new website: www.cit.ie/academiclearningcentre. Details of subject support timetables will be sent to students' @mycit.ie email accounts regularly and printed on student publications.

So if you have a query or a question on a topic relating to any of the four subjects Maths, Programming, Physics or Electronics... **just drop in!**

Academic Learning Centre,
Office: D259,
Cork Institute of Technology,
Bishopstown Campus,
Bishopstown,
Cork.

Tel: 021-4335098
Email: academiclearning@cit.ie
Email: mathsonline@cit.ie
Contact: Joy Collins Grant
Email: Joy.collins@cit.ie





HELP!

semesterisation & modularisation

What is Programme Structure?

Each stage of a full-time programme is divided into two semesters. A year of full-time study is worth 60 credits.

What is a Semester?

A semester is worth 30 credits and typically consists of six modules.

What are Credits?

Credits are awarded to students who successfully complete a module.

What is a Module?

A module is a unit of learning and assessment. A successfully completed module is normally worth five credits.

What is an Assessment?

Assessment may consist of examinations, projects, essays, performance, exhibitions etc.

What happens if I fail Semester 1?

Advancement at the end of Semester 1 in January to Semester 2 is automatic. Where a student is unsuccessful in obtaining the credits needed to progress to the next stage of the programme, repeat exams will be held in August.

(see also the Examination Regulations of this booklet)

Courses in CIT have the following overall structures and these conform to the structures for similar courses Nationally and Internationally.

The major third-level award types are:

Level 6	Higher Certificate	120 credits
Level 7	Bachelor Degree	180 credits
Level 8	Honours Bachelor Degree (Higher Diploma)	180 – 240 credits
Level 9	Taught min. of 300 credits Masters Degree (Postgraduate Diploma)	
Level 10	Doctoral Degree	N/A

benefits

1. Examinations and assessment workload will be spread evenly across the academic year. There should be less cramming for end of year exams!
2. Students will be given clear, consistent and transparent guidelines on assessment related issues
3. Modularisation & Semesterisation is designed to be compatible with the European Credit Transfer System (ECTS) which will provide a better opportunity for students to study abroad for short periods and for student exchange programmes.
4. Within programmes generally, there are some elements of choice which enable students to select modules from a wider range of study.



welcome to the cit library

The main library is located in the Berkeley building on the Bishopstown campus. Other CIT libraries are located in the Crawford College of Art & Design, Cork School of Music and National Maritime College. Please visit the Library homepage at <http://library.cit.ie> for opening times during the various academic terms as well as other library related information.

Joining and Entering the Library

All registered first year students automatically become members of the library. Students must however have their ID cards with them to enter the library and borrow material. Access to the library is controlled by an automated security gate and smart card system; as a result admittance to the library is not possible without a valid ID card.

Books

CIT Libraries stock over 92,000 items in printed format with over 60,000 books available in the Bishopstown campus library alone. This stock is divided between two main sections, lending and reference. You can identify and locate books on any of the dedicated library catalogues in the Reference area of the library or you can search for material online by visiting our website at <http://library.cit.ie>

E-Books

CIT Students can also access the Library's extensive collection of over 70,000 E-Books from the Library homepage. These E-Books cover all

subject areas and can be read online or temporarily downloaded to a mobile device of your choice. Please visit the Library website for more information on this impressive collection of electronic book titles.

Borrowing Books

To borrow books simply bring them with your ID card to the issue desk and they will be issued out to your library account. Students can also borrow & return books on the Library's automated circulation kiosk. Please ask library staff for a demonstration of this very useful facility.

- First year to third year students can borrow four general lending books for a period of two weeks. (* N.B. General Lending Books which are not returned on time incur a 20 Cent fine per day).

- Short Loan books (*this type of material is clearly marked as 'short loan' on the cover) can be borrowed for one day only (*N.B. Short Loan Books which are not returned the day after they were borrowed incur a €1.00 fine per day).

Journals

As well as lending and reference books, the library subscribes to a selection of academic journals. Unlike the majority of our books, students cannot borrow journals from the library since this material is primarily for reference only. A massive collection of journals can also be accessed online via the database section of the library homepage.



Online databases

The CIT Library has a large and constantly expanding portfolio of online databases. These databases are a quick and effective means of finding published material on any given topic. These databases are easy to use and often contain full text documentation which students can download and save. All of the CIT libraries databases are subscription based thus guaranteeing superior searching capability as well as quality academic content. Examples from our database portfolio include Science Direct, EbscoHost, IHS, Web of Knowledge, IEEE Xplore and many others.

All of these databases along with a variety of other learning resources are available via the CIT library homepage at <http://library.cit.ie> and are accessible via any computer throughout the College. Databases can also be accessed off-campus via the library homepage by entering your unique CIT student number which can be found on your ID card. The majority of our databases can now also be accessed from your Smart phone, I-phone or other mobile device. For more information about accessing databases off-campus and from your personal mobile device please ask a library staff member, alternatively you can e-mail library.info@cit.ie. Instructions are also available on the library website.



Exam Papers

Exam Papers are available online via the college website at <http://www.cit.ie/exams/> alternatively they can be accessed via the library web site at <http://library.cit.ie>

Online exam papers can either be printed or saved to disk. As a result of copyright implications, exam papers are currently only accessible on computers within the college.

Official Publications & E.U Material

The Library also has a collection of official publications, consisting of Government, Semi-State Body and European Publications. Material from this collection cannot be borrowed but can be consulted within the library. The Library also has a dedicated Official Publications and European Union Portal on its homepage.

Careers Section

The CIT Library also has a book section which provides students with useful information on job hunting, various careers, IQ tests, as well as the preparation of CV's and cover letters.

Computers

There are a large number of computers available for student use in the Open-Access area of the Berkeley Building; however the library too has its own suite of student computers. To access computers in the library, students must use their unique CIT Student number along with a specially assigned password. This unique password can be obtained from staff in the Open-Access area.

Wi-Fi Access

Students can avail of Wi-Fi connectivity on their own laptops or any other wireless devices in the CIT Library. To start using this facility, students have to register via the Information Technology Portal (<http://its.cit.ie>). Students must also have a unique student windows login and password. Full configuration instructions etc. for Wi-Fi usage can be found on the www.mycit.ie webpage.

Photocopying/ Printing

In addition to the Print Centre in the IT Building, there are two photocopiers/printers available for student use within the library. These are located on the ground floor reference area. Both of these are pay-as-you-use services. Once you have credit on your card, you can use it to purchase printing and photocopying products from the printers and multi-function print copy devices in the library and indeed around the campus. To find out how to top-up your ID card with credit and how to use the photocopiers/printers, students should access the www.mycit.ie webpage.

We would like to remind students when photocopying to abide by the various copyright laws. These regulations are clearly defined near each photocopier/printer within the library.

Library Guidance

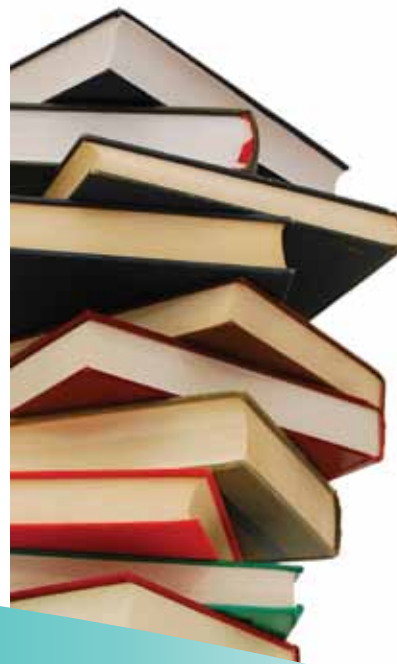
All first year students will receive a general tour of College facilities including the library at the start of the academic year. Other induction sessions on the utilisation of the online library catalogue, databases and other library resources will also be held throughout the year. Please check the library website as well as notices in the library for further details.

The Library website also contains a number of interactive online tutorials which introduce students to the Library and indeed its many resources.

If you have any questions regarding the library or any of our resources, please talk to a member of the library staff. The library information desk is open Monday to Thursday during the academic term, between 12.00a.m and 2.00pm. Staff will be only too pleased to assist you. You can also e-mail us at library.info@cit.ie or visit our Twitter or Facebook pages.

Rules for Library Users

- > Please respect your fellow students and refrain from making noise or talking in the library. Fines are in place for breach of this rule.
- > The use of mobile phones is not permitted within the building.
- > Eating or drinking (with the exception of bottled water) within the library is not allowed. A €6.00 automatic fine is in place for breach of this rule.
- > Anyone found deliberately vandalising library property; books, computers, furniture etc. will be severely dealt with and may face expulsion from the Institute.
- > You are solely responsible for making sure that you have no unissued library material with you when you leave the library. Fines are in place for breach of this rule and a permanent record will be placed on your library account.
- > You must show your ID-Card to any member of the Library Staff when requested to do so at any time when you are in the library. Failure to comply may result in suspension from the library or disciplinary procedures.



examinations regulations

It is important that each student would be aware of all the examination procedures and regulations for courses and to fully understand the overall examination process.

Two documents are of particular importance in this regard and it is advisable that you get to know these and, if necessary, have them clarified or explained to you by your lecturers.

General examinations regulations are contained in a document entitled 'Regulations for Modules and Programmes (Marks and Standards)'. For each course, there are further documents entitled Semester Schedules. These provide specific information in regard to the examinations for a particular course, together with any special regulations which apply to that course.

A copy of Regulations for Modules and Programmes (Marks and Standards) is available for consultation in the library and your department can supply you with a copy of the semester schedules.

Courses are modularised and semesterised and this has a bearing on the examination processes. The examination system in the Institute is distinctly different from the systems that operate at other levels of education. For many modules, a significant proportion of the marks are allocated to work or assessments that are carried out during the semester. As a result, the final examination does not carry the weight that it would in, for instance, the Leaving Certificate.

For certain modules, there are no terminal examinations and all the marks are allocated for work done during the semester. Some key points in relation to the examination process are given below. However, they are not intended to be comprehensive and for further information you should consult Regulations for Modules and Programmes (Marks & Standards), Semester Schedules, individual course handbooks and lecturers.

Dates for Examinations

Terminal examinations for first semester modules are scheduled to take place immediately before and immediately after the Christmas break. Terminal examinations for the second semester modules are scheduled to take place in May/June. In certain cases students may be required to attend for examinations up to 20th June.

Timetables for the main semester examinations, together with other examination information is usually issued by the Examination Section during the semester. Dates for other examinations such as assessments and orals are provided by the relevant departments.

Examination Regulations

Examination Regulations are contained in the Student Regulations and in Regulations for Modules and Programmes (Marks & Standards). Student Regulations are available on the CIT Website on www.cit.ie

Infringement of Examination Regulations

Infringement of examination regulations is viewed very seriously by the Institute. Penalties may include disqualification, with loss not only of the examination at which the infringement occurred, but also all other examinations sat in the same session.

In addition re-entry to examinations may be barred for a period of one year. Further penalties may include prevention from sitting repeat examinations, restriction of the final classification of an award or termination of studies.

Results of Examinations

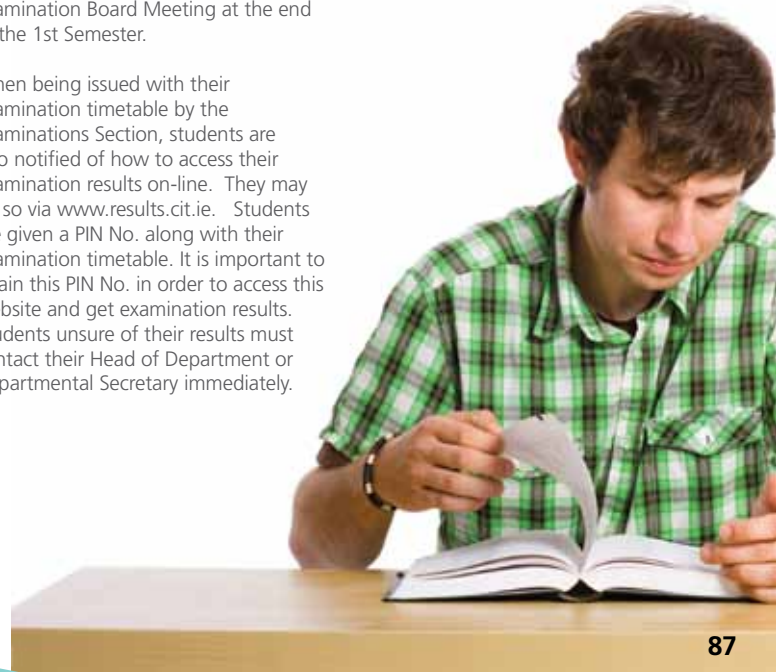
Results of 1st Semester Examinations will be available following the Module Examination Board Meeting at the end of the 1st Semester.

When being issued with their examination timetable by the Examinations Section, students are also notified of how to access their examination results on-line. They may do so via www.results.cit.ie. Students are given a PIN No. along with their examination timetable. It is important to retain this PIN No. in order to access this website and get examination results. Students unsure of their results must contact their Head of Department or Departmental Secretary immediately.

Information on the dates of availability of results and latest dates for receipt of examination appeals are normally issued with examination timetables.

Examination Appeals

An appeal system operates for students who wish to have results of their examinations rechecked or reviewed. Students are strongly advised to discuss their results with their department prior to lodging their appeals. Contact the Registrar's Office for further details. Information on the examination appeals procedure can be obtained in the Student Regulations booklet which is available on the CIT website at www.cit.ie.



summary of key examination info

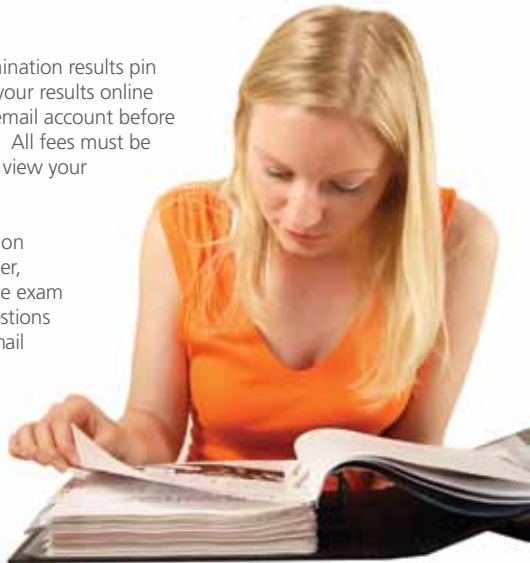
For examination information, check in regularly to the CIT exams website at www.cit.ie/examinations

If you have a query on exam timetables, please email examsmgt@cit.ie

Please note also the following: important points of information.

You must ensure that you are registered for the correct core modules and electives.

- > You should check your mycit email account regularly as all information regarding examinations including deadlines will be emailed to you.
- > If you have misplaced the password to your mycit email account, email servicedesk@cit.ie for a replacement.
- > Examination timetables are normally available three weeks before Semester exams on the CIT examinations website.
- > You must present a current student ID card at all examinations.
- > Examination results: An examination results pin and instructions on accessing your results online will be emailed to your mycit email account before examination results are issued. All fees must be paid or you will not be able to view your results.
- > If you are entitled to examination supports such as a scribe, reader, interpreter, laptop or a separate exam centre, or if you have any questions about such facilities, please email examsmgt@cit.ie



code of conduct for examination candidates

The following rules and regulations govern all Cork Institute of Technology examinations and have been approved by the Academic Council:

1. Examination candidates should attend for each examination at least fifteen minutes before the designated starting time.
 2. Instructions from the Examination Invigilator must be carried out promptly.
 3. No book, bag/handbag, notes, or other unauthorised material may be brought into the Examination Hall without the prior approval of the Invigilator.
 4. Candidates must ensure that there is no writing on any rulers, set-squares, calculators and other such requirements brought into the Examination Hall.
 5. Communication with another candidate is not permitted. If an examination candidate requires assistance, he/she should attract the attention of the Invigilator, taking care not to disturb the other candidates.
 6. Any behaviour or activity, which causes inconvenience or disruption to other examination candidates, is not permitted. Please avail of the toilets before entering the Examination Hall.
 7. **MOBILE PHONES, ELECTRONIC DEVICES (with the exception of pocket calculators falling within the definition of 12 below) OR MOBILE COMMUNICATION DEVICES ARE NOT PERMITTED IN THE EXAMINATION HALLS.**
 8. Candidates (i) will not be permitted to enter the Examination Hall after thirty minutes of examination time has elapsed (ii) will not be permitted to leave the Examination Hall during the last 15 minutes of the Examination and (iii) at the conclusion of their examination must remain seated until their examination material has been collected by the Invigilator.
 9. A candidate must under no circumstances leave his/her seat unless permitted to do so by the Invigilator. A candidate wishing to leave his/her seat should raise his/her hand to attract the Invigilator's attention.
 10. All examination material must be handed up to an Invigilator after the candidate has finished his/her examination.
 11. No candidate shall take out of the Examination Hall any answer book(s) or part of an answer book, whether used or unused, or other supplied material.
 12. Where a pocket calculator is used it must be silent, self-powered and non-programmable. It may not be passed from one candidate to another. Instructions for its use may not be brought into the Examination Hall.
- The term 'programmable' includes any calculator that is capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned



off or powers itself off. Note that the capacity to recall, edit and replay previously executed calculations does not render a calculator programmable, provided that this replay memory is automatically cleared when the calculator is powered off. Also, the facility to store numbers in one or more memory locations does not render a calculator programmable.

Calculators with any of the following mathematical features are prohibited:

- > Graph plotting
- > Equation solving
- > Symbolic algebraic manipulation
- > Numerical integration
- > Numerical differentiation
- > Matrix calculations

Calculators with any of the following features are prohibited

- > Data Banks
- > Dictionaries
- > Language translators
- > Text retrieval
- > Capability of remote communication

13. For the purposes of identification and registration at examinations, all candidates are required to present a current C.I.T. student identity card.

14. Where an open book examination is scheduled all parties must be informed, prior to the examination, of the material permissible in the Examination Hall. Any such material may be examined by the Invigilator or any such other person(s) authorised by the Examination Secretary/Office

15. Students whose first language is not English who require the use of a bilingual dictionary during examinations must present the relevant form signed by the Head of Department, at each examination. (This form may be downloaded from the CIT Examination website).

16. Any complaint concerning the examinations should be brought to the attention of the Invigilator immediately. The Invigilator will inform the Examination Secretary/ Office of the complaint.

All candidates are deemed to have read and to have agreed to abide by these and other examination regulations as determined by the Institute authorities from time to time.

Any infringement of these regulations may have serious consequences and may be referred to the Examinations Infringement Board. See Student Regulations listed on the CIT website under the myCIT student portal.

It is in the interests of all examination candidates to co-operate to ensure that the examinations are conducted in a proper and orderly manner.

Candidates must make themselves available for meetings with the External Examiner(s) if so required.

study tips

As a first year student, you will see that life at third level is filled with new choices, insights, possibilities and yes... distractions!

Study is a key part of your academic journey. As you enter first and second semester it may help to take note of the following tips to assist you in your studies. It is also advisable that you attend all of your lectures and keep up-to-date with assignments and practicals.

Taking notes from lectures...

- > Try to have a separate area within your study folders for each subject.
- > If you are missing for a lecture/day try to get notes from a friend.
- > Develop your own methods to speed up note taking.
- > Try to review your notes at the end of each day/week to keep them fresh in your mind.

When you study your textbooks, notes and handouts...

- > Write questions, comments and definitions in the page margins.
- > Review all material for a subject from lecture notes and handouts, your own notes and textbooks. Use a broad range of information resources when studying.
- > It is important to question, critique and interact with your subject! This will help you to master it and remember it more easily.

Do you learn well when...

- > You discuss things in a small/large group?
- > You draw diagrams, bubbles and arrows?
- > You talk to yourself out loud?
- > Jot things down in a notebook?
- > Use a method with headings, underlines and summaries?

Develop a method that works for you and learning will be more enjoyable.

Learning is easier when...

- > You are in a positive physical state to learn (i.e. eating a healthy diet, drinking water, exercising and managing your stress levels).
- > Information is organised.
- > You enjoy what you learn.
- > You work with others (study group/s).
- > You establish a regular routine for your study.

What does 3rd level expect from you as a learner?

- > Independence – Know where to get help when needed.
- > Self-motivation – Ability to work on your own.
- > Openness to working with others.



Organising your time...

A timetable is a useful way of organising your time – pick up a timetable layout from the Careers & Counselling Service (2nd Floor, Student Centre).

- > Be aware of how much time it takes you to complete each type of study task.
- > Be aware that many aspects of study can take longer than expected.
- > Schedule time for relaxation and leisure.
- > Ensure there is flexibility in your timetable for unforeseen events.
- > Be very specific in your time planning.

Designing a study timetable...

- > Decide how many hours you can study for each week – space the hours over the week.
- > Decide the time of day that you study best.
- > Decide how you will divide your time over the various subjects.
- > Tackle more difficult subjects first.
- > Decide on the length of each study session.
- > Begin each study session with a 5-minute review of the previous nights work.
- > Finish with a 5-minute review of the work you have done in the session.

The less you have to remember...

- > The less you will forget – make it easy for yourself and put in the effort sooner rather than later.
- > Studying is all about editing – cut to the chase!

Place of Study...

Find an appropriate place to study with;

- > Good lighting & heating.
- > Good ventilation.
- > Proper furniture i.e. a desk and chair.
- > No distractions!

Other Notes...

- > Remember it is only by trial and error that you will find the best way of studying, which will suit your learning and your lifestyle.
- > Turn in all of your assignments on time – if you are experiencing a personal and/or professional difficulty speak to your Course Co-ordinator and/or Lecturer.
- > Feel free to visit your Lecturer during office hours to ask questions or just to discuss the class material. The Lecturer will recognise you're interested in the subject and be willing to assist.
- > There are several very helpful books in the Careers section, on the first floor of the library.

If you need support around study, contact the Careers & Counselling Service on (021) 4335772.

student discipline

Institute Commitment

Cork Institute of Technology is an academic institution catering at any time for large numbers who occupy the buildings 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 lectures, practical classes or such other academic activities for which they 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 Institutewide regulations they are also bound to observe specific regulations attached to particular areas, activities and departments.

Basis of Jurisdiction

All students are subject to the jurisdiction of the Institute in respect of both their studies and conduct. The Institute has power to discipline any student deemed to have been guilty of misconduct, and has power to expel a student deemed to have been guilty of

grave misconduct. Under the Regional Technical College's Act the Institute may make disciplinary regulations from time to time, and members of the academic and support staff, and other persons authorised for the purpose have authority to check disorderly or improper conduct or any breach of regulations.

Conduct

The Institute requires students to conduct themselves with propriety both in and around Institute buildings and also in public places. Examples of conduct which will render a student liable to disciplinary action are:

- 4.1 any conduct which disrupts or is likely to disrupt teaching or research or the administration of the Institute;
- 4.2 intolerant or discriminatory behaviour which reflects any prejudice;
- 4.3 use or attempted use of unauthorised or unfair means in connection with examinations or other assessed work;
- 4.4 violent, reckless or negligent conduct causing, or intending to cause, damage to persons or property, or disorderly conduct;
- 4.5 falsification, misappropriation or misuse of Institute documents or records or other such materials;
- 4.6 theft, misappropriation or misapplication of, or negligence in dealing with the funds or property of others;
- 4.7 gross or repeated offensive behaviour towards any member of the Institute staff;



- 4.8 failure to comply with a request to produce student identification card or any reasonable request made by any member of the Institute staff who is authorised to make such a request;
- 4.9 refusal to leave any Institute building or the grounds when requested to do so by a member of the Institute staff;
- 4.10 failure to comply with any of the Institute Regulations, including those concerning no-smoking rules, parking of vehicles and use of Institute thoroughfares, freedom of speech, discrimination and harassment, examinations, the use of the library, computing facilities, and such other regulations which may be issued from time to time.

Consumption of Alcohol

- 5. There are designated areas in the Institute where the consumption of alcohol is permitted. These are the Hotel and Catering Training areas and other such areas of the Institute as may be designated from time to time. The consumption of alcohol in any other area of the Institute or its grounds is not permitted and may lead to disciplinary action.

If a club or society wishes to hold an event in the Institute where alcohol will be served, permission to do so must be obtained from the President, or nominee, seven days before the event is due to take place. Any student found to be under the influence of alcohol will not be permitted to participate in any class, workshop, laboratory or any other form of teaching activity.

Consumption of Controlled Substances

- 6. The possession, consumption or distribution of narcotics or other illicit or banned substances is illegal. Any person(s) found in possession, consuming, receiving or distributing such products or found under the influence of narcotics or other such substance within any of the buildings or any of the grounds under the jurisdiction of Cork Institute of Technology will be immediately reported to the appropriate Authorities.

Any infringement of these regulations will be considered to be a serious breach of the discipline code and will likely result in the expulsion from the Institute of the person(s) concerned.

Copyright

- 7. Students are advised that any unauthorised use of copyright material is prohibited. The Institute will actively discourage all breaches of copyright in respect of literary, dramatic, musical, artistic, computer software and any other works which constitute intellectual property. Infringement of copyright may lead to criminal prosecution or civil action by the copyright owner. Any student who faces legal action for infringement of copyright may also be disciplined by the Institute.

Safety

- 8. The Institute is committed to ensuring that all those who come onto Institute property can do so without any fear as to their personal safety. In particular the Institute is bound by the terms of the Safety, Health and Welfare at Work Act, 1989 and the Fire Services Act, 1981. Students shall not engage in any act of vandalism or other such act which would leave the Institute open to prosecution under these acts.

Attendance

- 9. To be allowed to sit for an examination subject, a student is required to have satisfactory attendance in the subject. Attendance requirements will be communicated to each student by the Head of Department or a member of the academic staff acting on his/her behalf. Notwithstanding the foregoing those students in receipt of European Social Fund (ESF) grants must comply with all the requirements attached to these grants. These requirements may be obtained from the Accounts Office.

Use of Mobile Phones

- 10. The use of mobile phones is not permitted while a class, laboratory, workshop or other teaching activity is taking place. Mobile phone use is not permitted in any area of the Institute where a sign prohibiting use is displayed.

Personal Property

- 11. The Institute does not accept responsibility for the personal belongings, books and equipment of students whilst on Institute premises.

Observance of the Law

- 12. Students are expected at all times to obey and uphold the law while within the perimeters of Cork Institute of Technology. Breaches of the law especially those leading to criminal prosecution and conviction may lead to disciplinary proceedings being initiated against the offending student.

Summary Procedures

- 13. The Disciplinary Committee is responsible to the President for the establishment of operating procedures related to disciplinary matters, for adjudication on referred breaches of regulations by students, for the establishment of appropriate penalties and their imposition where appropriate. The Disciplinary Procedure can be found in Appendix 1 of the Student Regulations Booklet*
- 14. The Disciplinary Committee will establish, with the approval of the President, a manual of prescribed offences together with appropriate penalties. These penalties may be directly applied to the offender by any Head of Department, a member of the academic staff or support staff subject to the approval of his/her Head of Department, or the Librarian, the Caretaker and the Canteen Manager with the approval of the Registrar.

15. Unlisted offences which are likely to be of a serious nature will be referred to the Disciplinary Committee who will undertake a full enquiry following the established student discipline procedure and may impose a penalty on the offender.
16. Apart from the rights any individual may have in relation to appealing to the statutory courts a student may exercise the option of appealing the decision of the Disciplinary Committee to the Disciplinary Appeals Committee which responds directly to the Governing Body.
17. Students should note that the non-payment of penalty fines, where imposed, constitutes a debt owing to the Institute and may render them liable to further sanctions and/or withdrawal of services.

* The Student Regulations Booklet may be found on the CIT website at:
www.cit.ie



student ombudsman cit

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

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

The current Student Ombudsman is Kevin Kelly who welcomes enquiries from students. You may arrange an appointment by:

Tel: 021 - 4335880
Email: student.ombudsman@cit.ie

Post: Kevin Kelly
 Student Ombudsman
 Cork Institute of Technology
 Bishopstown
 Cork

Visit: Reception desk at the Students' Union Office in the Student Centre on the Bishopstown Campus.

The services provided for by this post are complementary to a range of existing student services and the Student Ombudsman may refer relevant student issues for resolution by those services as appropriate.



HELP!

lecture timetable - semester 1

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00 - 10.00					
10.00 - 11.00					
11.00 - 12.00					
12.00 - 1.00					
1.00 - 2.00					
2.00 - 3.00					
3.00 - 4.00					
4.00 - 5.00					
5.00 - 6.00					

lecture timetable - semester 2

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00 - 10.00					
10.00 - 11.00					
11.00 - 12.00					
12.00 - 1.00					
1.00 - 2.00					
2.00 - 3.00					
3.00 - 4.00					
4.00 - 5.00					
5.00 - 6.00					



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