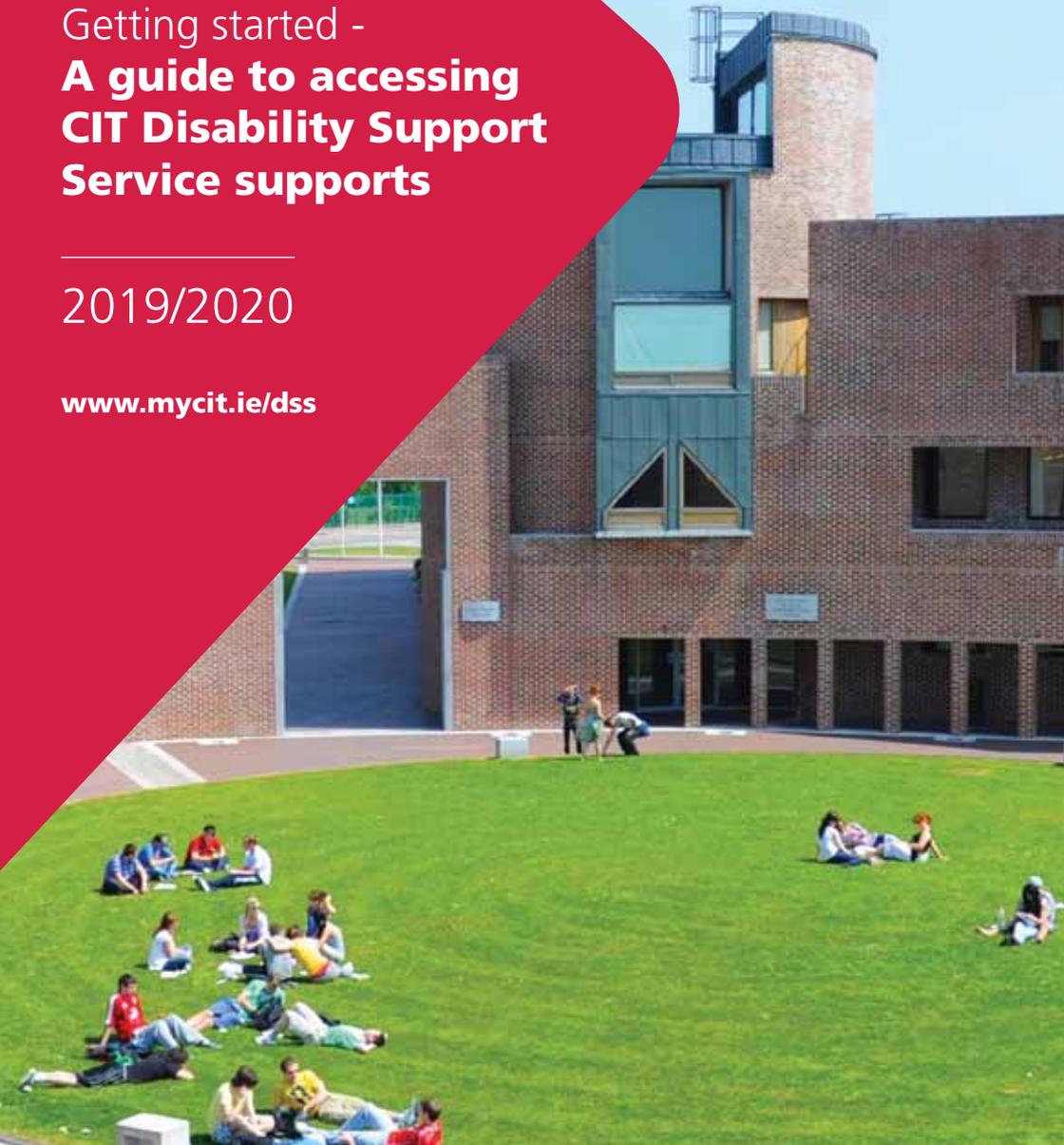


DISABILITY SUPPORT SERVICE

Getting started - **A guide to accessing CIT Disability Support Service supports**

2019/2020

www.mycit.ie/dss



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Welcome

If you are a new student or are already studying in CIT you may need to contact the Disability Support Service (DSS) if you feel like you may need some extra support due to your learning difference, disability or health condition.

We can guide and support you to access your course, achieve your academic goals and become a more independent learner.

This guide will give you valuable information on the DSS and how to apply for supports/reasonable accommodations.

If you have any queries at any time, please e-mail **dss@cit.ie**

Laura Coleman

CIT Disability Support Officer



Marian O'Mahony - Community Development student

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

Who works in the Disability Support Service?



Laura Coleman

Disability Support Officer
Access Service

Tel. 021 433 5107

Text: 087 177 6755

E-mail: dss@cit.ie



Ruth Murphy

Disability Projects Coordinator
Access Service

Tel. 021 433 5137

Text: 087 138 9772

E-mail: dss@cit.ie



Mark Burleigh

Assistive Technology Officer
Assistive Technology Service

Tel. 021 433 5125

E-mail: mark.burleigh@cit.ie



Fiona Downey

Learning Support Coordinator
Assistive Technology Service

Tel. 021 432 6744

E-mail: fiona.downey@cit.ie



Julie O'Donovan

Disability Transitions Programme
Coordinator

Assistive Technology Service

E-mail: JulieA.ODonovan@cit.ie

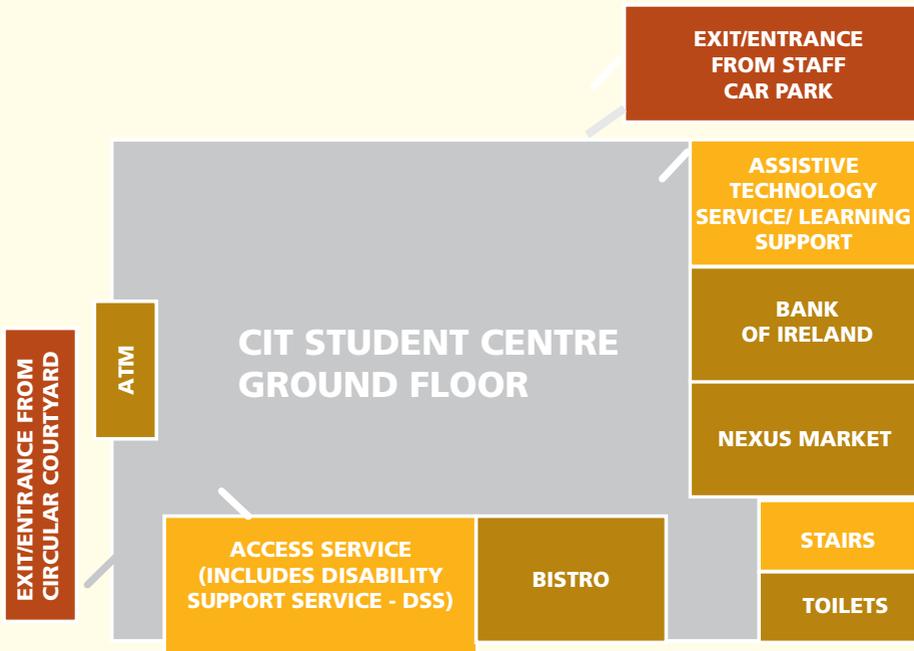
Where is the DSS?

The DSS provides support to students across all CIT campuses.

You can find the DSS office in the CIT Access Service which is located in the heart of the Student Centre, Bishopstown Campus. The DSS includes the Assistive Technology/Learning Support Services and the Transitions Programme, also based in the Student Centre.

There are DSS Learning Support tutors based in CIT Cork School of Music, CIT Crawford College of Art and Design, and the National Maritime College of Ireland.

Map of Student Centre, Bishopstown Campus



Who does the DSS support?

The DSS currently supports over 850 full-time and part-time students with learning differences, health conditions, and disabilities such as:

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

Meet some DSS students



Emma Barrow
Social Care Work student

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



Seán O'Shaughnessy
Hospitality Studies student

“Early DSS orientation was beneficial to me, I had an opportunity to explore the campus before the rest of the students returned. The lecturers in CIT are always on hand to help or to answer any questions. There is always help!”



Nisha O'Mahony
Nutrition and Health Science student

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



Richard Cross
Creative Digital Media graduate

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

Disclosure

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

If you think you will need any supports for your studies, we strongly advise that you apply for DSS supports/reasonable accommodations as early as possible. It is a confidential service and you can apply to the DSS at any point during your studies but it is best if you do this when you start studying in CIT.

If you have applied to DARE through the CAO, the DSS will receive your information and documents but you will still need to apply for DSS supports/reasonable accommodations in order to access supports in college. Students who received reduced points DARE places must apply to the DSS.



Note to parents/guardians about queries

We welcome general queries from parents and guardians and we appreciate and understand their role in supporting the student. As CIT students are adults and over the age of 18, we cannot disclose any information about a student without their permission to any third party.

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

Confidentiality

The DSS is a confidential service and we do not share any of your information with anyone outside the DSS without your consent - this includes lecturers, college staff, parents/guardians, support workers, etc.

If you wish to use DSS supports such as exam supports, access notes, etc., you will be asked to agree to share this information with the relevant CIT staff/ departments.

Your documents are stored securely in the Institute's DSS/ secure document storage in compliance with Data Protection legislation with access only to authorised DSS staff.

The DSS cannot discuss information about your registration, or any other aspect of your academic progress or supports without your permission.

If you disclose information to the DSS which may be considered to put us on notice of a serious health and safety risk to you and/or other students/staff, the college has a legal duty of care to ensure that you and/or other students/ staff are safe. In this case we may need to share this information but we would ideally speak to you first.



How do I apply for supports?

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

1

STEP 1 Fill out the Online Application Form

You can enter your details in the online DSS application form - available on the DSS website in mid August: www.mycit.ie/dss

You can e-mail us to request it in an alternative format, or if you are having any difficulties filling out the form.

2

STEP 2 Provide supporting documents

We need to have evidence of your learning difference, disability, or health condition (see next page for details). You can upload to your application form, e-mail a copy of your documents to dss@cit.ie, hand them into the Access Service office, or post them to us (if you have not sent these already to the CAO/DARE).

3

STEP 3 Needs Assessment

You will receive a needs assessment document which confirms your reasonable accommodations/supports. You will have the option of meeting a DSS staff member to discuss this in more detail/the DSS may request a meeting with you.

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

Documents needed for my application

You must give us evidence of your learning difference, disability or health condition in order for the DSS to confirm your supports/ reasonable accommodations. We have access to your documents if you sent them to the CAO/ DARE. You may need to give us more documents if you have new/ updated reports, or if we need more information.

Specific learning difference
(e.g. dyslexia or dyscalculia)

Full educational psychologist report OR evidence of a history of a specific learning difference and receiving support from your school/college

Dyspraxia (DCD)

Full occupational therapist/ OR evidence of a history of DCD and receiving support from your school/college

Health conditions or disabilities

Report or letter from the appropriate consultant or specialist detailing the diagnosis, type, and extent of the health condition /disability and supports/treatment. A GP/ other health professional letter with the same level of detail may also be accepted.

For more details on specific documents needed please check www.mycit.ie/dss

Needs Assessment

Once you have completed your online application form and we have your documents, you will receive a needs assessment document which confirms your reasonable accommodations/supports. You will have the option of meeting a DSS staff member to discuss this in more detail/the DSS may request a meeting with you. Make sure to check your myCIT email.

You can use your needs assessment document to inform your academic lecturers of your reasonable accommodations and/or request supports.

You can review your reasonable accommodations/supports at any time during your studies.

You must fully complete your DSS application for supports before certain dates in order to request exam supports for end-of-semester exams (see page 23) or SOLAS apprentice exams (see next page).



September and October is a very busy time for us with a high number of students applying for DSS supports.



If you have an urgent query, e-mail is the best way to contact us during this time

Apprentices

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

- You will need to fill out the online DSS application form on the DSS website: www.mycit.ie/dss-apprentices
- You need to give us a copy of your documents by the dates below in order to access exam supports and other DSS supports.
- If you accessed DSS supports before September 2018 and need exam supports etc. for your repeat/Phase 6 exams please fill out the online DSS application form by the dates below. We do not need a copy of your documents.

SOLAS Phase 4/6 blocks

DSS application deadlines for exam supports

September – December block

Friday 18th October 2019

January – March block

Friday 31st January 2020

April – June block

Friday 1st May 2020

Once you have your needs assessment – we will inform **Mary O’Sullivan, the Disability Administrator in the CIT Exams Office**, Melbourn Building. Mary will organise your exam supports.

Tel: 021 433 5090

E-mail: examsdss@cit.ie

Incoming Erasmus/International Students to CIT

If you are coming to CIT on Erasmus study exchange/internship or as an International student and need DSS supports you should contact us well in advance before you arrive to CIT for your study.

Please note that the DSS supports available in CIT may be different from those you receive in your home institution.

You should ask your home institution to fill out a **CIT DSS Statement of Support form** to confirm what supports you receive there – please e-mail us for this form. You will also be asked to provide us with copies of your documents in English as evidence of your learning difference, disability or health condition.



Erasmus students

You may be able to apply for Erasmus+ funding for additional costs of personal and academic supports while in Cork, such as a personal assistant, aids and equipment, adapted accommodation, travel assistance, and medical attendance.

- **Erasmus funding information:** <https://tinyurl.com/ya8tvn7n>
- **CIT Erasmus Office:** <http://international.cit.ie/erasmus/incoming>

International students

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

- **CIT International Office:** <http://international.cit.ie/>

DSS Supports overview

The DSS has a range of supports to ensure that students with learning differences, health conditions, and disabilities have the same opportunities for participation and progression as their peers.

Our supports are designed to be enabling and to equip you with the necessary skills and knowledge to become independent learners, which can help you reach your full academic potential, and transferrable to the workplace.



We will confirm your supports/reasonable accommodations in your Needs Assessment document which can be reviewed at any time. You can use your needs assessment document to request supports from your lecturers such as copies of notes, exam supports, and considerations around academic work.

Assistive Technology

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

- Proofreading /Mind-mapping/ Reading software
- Apps for phones and tablets
- Typing training (Touch Type Read and Spell)
- Recording devices (Live scribe pens/Digital recorders - use with lecturer permission)
- Digital magnifier technologies (Optiverso)
- Hearing support technologies (Soundfield/Phonak Roger)
- Speech to text software (Dragon Naturally Speaking)

What is the DSS Assistive Technology Service (AT Service)?

The AT Service includes a dedicated computer lab in the Student Centre on the Bishopstown campus (see page 5).

The computer lab is only available to DSS students and you access it with your student ID card. The lab has 14 computers, study space, a printer, and a scanner for scanning notes and handouts, plus a bookable room for voice-to-text software use.

There is also Texthelp Read Write Gold reading/proofreading and Inspiration mind-mapping software available on open access/library computers in the different campuses.



Assistive Technology support and training

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

Mark meets students by appointment in all CIT campuses Monday to Friday 9.00am – 5.00pm. Online booking for appointments is available.

E-mail: mark.burleigh@cit.ie

Tel: 021 433 5125

Assistive Technology Service, Student Centre,

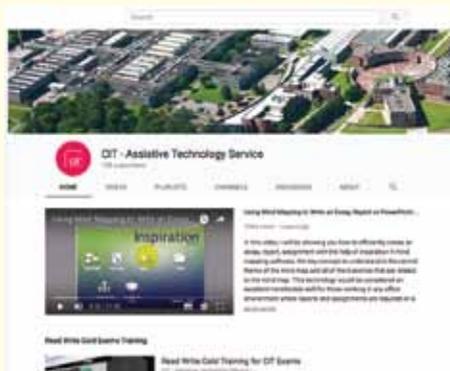


DSS Assistive Technology online guides

www.youtube.com/user/AccessATS



The AT Service YouTube channel provides online guides that students can access at any time around their Assistive Technology software or equipment.



Learning Support

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

Learning Support works closely with Assistive Technology to enable you to use the tools to study independently, and to develop your skills in:

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

Online DSS Learning Support videos

DSS Learning Support tutorial videos are available for students to access at any time at: www.mycit.ie/learning-support-resources

Students are also advised to check their individual modules for their course to see the kinds of assessments, exams, and coursework that are involved in each module at <http://courses.cit.ie>

Who do I contact for Learning Support?

Bishopstown Campus



Fiona Downey, DSS Learning Support Coordinator

Meets students by appointment Monday to Friday 8.30am - 4.30pm.

Online booking for appointments is available.

E-mail: fiona.downey@cit.ie Tel: 021 432 6744
Assistive Technology Service, Student Centre, Bishopstown.



CIT Crawford College of Art and Design/CIT Cork School of Music/ Cork Centre for Architectural Education

Jessica Amberson, DSS Learning Support tutor

Meets students by appointment.

She is available on Mondays (all day) and Tuesday mornings.

Online booking for appointments is available.

E-mail: jessica.amberson@cit.ie



National Maritime College of Ireland (NMCI)

Barbara Hempel, DSS Learning Support tutor

Meets NMCI students by appointment.

Online booking for appointments is available.

E-mail: barbara.hempel@cit.ie

Work Placement Preparation Programme

It includes

- Improving your CV and communication skills
- Giving you experience in practical workplace conversations
- Earning a unique Digital Badge for your CV
- Advice and support on Reasonable Accommodations/Disclosure at work



Students will be e-mailed on how to book their place in September.

BalanCIT – DSS Student Wellness Programme



Do you need support with balancing student life? This programme offers support and guidance around relationships, study, nutrition and much more! The DSS wants to support you to have a positive student experience in CIT.

It includes

- Guidance to support you to balance study, work and friendships
- Support with managing your stress and day to day life as a student
- Information on how to improve nutrition & exercise
- Mindfulness sessions for students

BalanCIT will be running in Semester 2. Students will be e-mailed on how to book their place.

TRANSITIONS SUPPORT PROGRAMME (NEW!)

The Transitions Support Programme is a support for new DSS students as they begin the process of integration and transition to college, specifically for students on the autism spectrum or with mental health difficulties.



The Transitions Programme Coordinator, Julie O'Donovan, will provide guidance as a student **adapts and adjusts** to the demands of a **new environment**. This support can help you **translate the skills you have acquired** and found helpful in the past, and **collaborate with you to identify new skills** relevant to your current educational needs.

You may find your new environment challenging and you will be offered the opportunity to engage with Julie to work together on **connecting successfully** to your educational goals and to CIT.

Students will be contacted about the Transitions Support Programme activities running throughout the year.

Email: JulieA.ODonovan@cit.ie

The Transitions Programme Coordinator is supported by the PATH (Programme for Access to Higher Education) fund from the HEA and Department of Education and Skills.

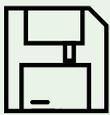


Other DSS Supports available



If you need any of the following supports – please contact the DSS well in advance before college starts, as arranging these supports can take some time.

Alternative media formats –



Students may need their course material, books, etc. in alternative media formats such as large print, alternative electronic format, Braille, and audio versions.

Parking and Transport –

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



Academic Personal Assistant –

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



Mobility training –

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



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

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



ISL Interpreter/Speed text –

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



Examination Supports

You may be entitled to access exam supports, such as extra time, use of a computer to type, use of reading software, or a smaller shared exam room, which are confirmed in your Needs Assessment.

With your permission, the DSS will also inform the Examinations staff in your campus of these supports.

End-of-semester exams DSS registration deadlines

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

Semester 1 exams	Friday 1st November 2019
Semester 2 exams	Friday 20th March 2020
August (repeat) exams	Friday 10th July 2020

If you have a needs assessment after these dates - you will be accommodated in the next exam session.

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

Bishopstown campus exams

Mary O’Sullivan, Disability Administrator in the Examinations Office, is responsible for organising exam supports for Bishopstown campus DSS students for final exams.

E-mail: examsdss@cit.ie Tel. 021 433 5090

There are two kinds of exams in CIT: End-of-semester exams are final exams which are timetabled by the Exams Office, and In-class assessments run by your lecturer/department.

Requesting exam supports for end-of-semester exams

If you wish to request exam supports for these exams, such as reading software, use of computer to type, or a smaller/separate room, you must e-mail Mary O’Sullivan at examsdss@cit.ie to request these for each set of exams by the dates below.

Students with extra time only can use this support in the main exam venue.

Bishopstown Campus Exam Dates*	DSS Exam Support Request Deadline
Semester 1 exams 13th - 21st December 2019	Friday 8th November 2019
Semester 2 exams 9th - 21st May 2020	Friday 27th March 2020
August (repeat) exams 17 - 28th August 2020	Friday 17th July 2020

*Please note that some students may have other exam dates based on their course/work placement – always check this with your department.

Requesting supports for in-class written assessments

Most DSS students sit their in-class written tests/assessments without supports or just extra time in consultation with your lecturer where this is possible. You must give your lecturer at least 1 week's notice.

If you are a Bishopstown campus student who wishes to use reading software, use of computer to type, or a smaller/separate room for in-class written assessments timetabled by your lecturer/department, you need to fill out the online request form with 1 week's notice:

www.mycit.ie/examinations/support

If possible, the Exams Office will assist depending on room availability and other resources.

The CIT Exams website has information about the exam dates, online exam timetables, appeals, past exam papers. at www.mycit.ie/exams





CIT Cork School of Music (CSM) exams

Rocky Falzon, CSM administrator, is responsible for organising exam supports for Cork School of Music DSS students.

E-mail: rocky.falzon@cit.ie **Tel.** 021 480 7309

If you need exam supports for your end-of-semester exams you must e-mail Rocky Falzon to request these with as much notice as possible for each set of exams. Your email must include the details of the time and date of exam(s) and the entitled support(s) being requested.

If you have in-class written tests and you need extra time, a separate room, reader/laptop for these tests, you should speak to your lecturer first well in advance to see what is possible, as sometimes students find extra time is enough.

CIT Crawford College of Art and Design exams

CIT Crawford College of Art and Design students do not usually have official exams, however, you may have an Art History test in first year.

Please speak to your lecturer well in advance if you think you may need any exam supports.



National Maritime College of Ireland (NMCI) exams

For students studying the Bachelor Degrees in Nautical Science, Marine Engineering, and Marine Electrotechnology, the Department of Transport is the body that accredits your professional licence. They have different regulations regarding which exam supports are allowed in your NMCI exams if you wish to gain your professional licence.



The Department of Transport Marine Notice No 65 of 2013 outlines the exam accommodations allowed for students with dyslexia: www.dttas.ie/sites/default/files/65%20of%202013_0.pdf

This includes:

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

If you apply to the DSS for exam supports, the information is confidential and is sent only to Capt. Sinéad Reen, the NMCI Head of Academic Studies, and the NMCI Examinations Secretary with your permission.

Theresa Brien, NMCI Examinations Secretary

E-mail: theresa.brien@cit.ie

Tel. 021 433 5645

If you have any questions please contact, in confidence, the DSS or Capt. Sinéad Reen

E-mail: sinead.reen@cit.ie

Tel. 021 433 5612

Here are some CIT supports that our students have found useful:

Academic Learning Centre

Free drop-in subject classes in maths, business, science, engineering, computing and IT/academic skills.

<https://studentengagement.cit.ie/alc>

Counselling Service

One to one counselling sessions available in all campuses.

www.mycit.ie/counselling

Careers Service (2nd floor Student Centre)

Guidance on improving your CV, interview skills, employment searches.

www.mycit.ie/careers

Academic Success Coaching

Academic Success Coaching work with students to develop motivation and study skills.

<https://studentengagement.cit.ie/asc>

Barrier Free CIT

Student Society who promotes diversity and accessibility in CIT.

barrierfree@citsocieties.ie

Medical Centre (Mezzanine floor, Student Centre)

Access to doctors and nurses

www.mycit.ie/medical

Emergency Response Team (ERT) (Bishopstown Campus)

If you have a medical condition such as epilepsy where you MAY need immediate emergency care on campus, you should call the ERT if you feel unwell.

Tel: 021 4326112

Financial Supports

Fund for Students with Disabilities

The ESF Fund for Students with Disabilities is run by the Higher Education Authority and provides funding to eligible students for specific academic supports, personal assistance/sign language interpreters, and transport costs (outside of typical costs of going to college). The DSS applies for funding on your behalf to provide supports.



The Fund is co-funded by the Department of Education and Skills and the European Social Fund as part of the ESF Programme for Employability, Inclusion and Learning (PEIL) 2014 – 2020.
www.studentfinance.ie



Student Assistance Fund

If you need additional financial help for the costs of going to college you can apply to the Student Assistance Fund. It is managed by the Access Service and paper application forms are available from the office at the start of September. Check the website to see if you are eligible to apply: www.mycit.ie/saf

1916 Student Bursary Fund

There are up to 7 bursaries of €5,000 available for each year of an undergraduate programme. Students who wish to come to CIT in 2019/20 and who come from socio-economically disadvantaged backgrounds in a range of categories, including disability, must apply by 30th August 2019.

Visit the website for more information and online application form:
www.cit.ie/studentlife/access_disability/1916-bursary

CIT DSS students needing supports while studying abroad

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

Make sure you research the disability and student supports available in your host college and any funding available. Remember there may be some big differences in supports between countries and colleges.

- **DSS study abroad checklist:** www.mycit.ie/dss - under Erasmus/International page
- **AHEAD guide for studying abroad:** <https://ahead.ie/studyabroad>

Erasmus+ funding

Erasmus+ has additional funding available for eligible DSS students for the additional costs of

personal and academic support, such as a personal assistant, aids and equipment, adapted accommodation, travel assistance, medical attendance, and learning support.



Please contact the DSS or the CIT Erasmus Office: erasmus@cit.ie for a copy of the funding application form.

The DSS can support you to complete the form and provide necessary information about your supports such as your needs assessment and copies of your documents to your host institution with your permission/for your funding application. You will need to get the exact costs of the supports from your host institution and/or external provider.

- **EURIreland:** <http://EURIreland.ie>

Things to Note

MyCIT e-mail



myCIT

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

Take Responsibility

As a student, it is your responsibility to apply for DSS supports/ reasonable accommodations. Your needs assessment may advise you to engage with specific support, such as Learning Support or Assistive Technology, and **it is YOUR responsibility to engage with these services and with the DSS.**

The DSS will inform you how to make initial contact with the various supports/services. It is also important for you to notify DSS at the start of every semester/year if your existing supports need to be reviewed, and ensure the information given to the DSS is up to date.

Responsibility

DISABILITY SUPPORT SERVICE

Mailing list:

www.cit.ie/dssmailinglist

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

CIT Disability Support Service (DSS)

Address:

Access Service,
Ground Floor, Student Centre,
Cork Institute of Technology,
Bishopstown, Cork



Tel: 021 433 5107 / 5137



Tel: 021 433 5138 Access Service



Text: 087 177 6755 / 087 138 9772



E-mail: dss@cit.ie



Web: www.mycit.ie/dss



<https://www.facebook.com/citdss>



<https://www.twitter.com/CITDSS>

Opening Hours:

Monday to Friday 8.30am to 4.30pm
(Access Service desk is closed for lunch
1.30pm – 2.00pm with a post-box
available for documents/messages)