

**DSS video guide to supports**

CIT



<https://vimeo.com/289044687>

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**CORK INSTITUTE OF TECHNOLOGY**  
INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

**DISABILITY SUPPORT SERVICE**

<http://www.cit.ie>

**Parents/Guardians Information Evening**  
Supporting students  
making the transition into college

**Laura Coleman &  
Ruth Murphy**  
CIT Disability  
Support Service (DSS)  
26 August 2019



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**Welcome**




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**Cork Institute of Technology**



**Bishopstown Campus**



**Crawford College of Art & Design**




**Cork Centre for Architectural Education**

**National Maritime College**



**Clonakilty Agricultural College**





**Cork School of Music**



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Academic year – 2 semesters	
 	
CIT CALENDAR	2019/20 DATES
Course registration/induction	30 August – 10 September 2019
<b>Semester 1 Classes start</b>	Wednesday 11 September 2019
Reading week (no classes)	29 October - 1 November 2019
Christmas Exams	13 - 23 December 2019
Break	2 -24 January (but some students may have placement)
<b>Semester 2 Classes start</b>	27 January 2020
Easter break	6 - 17 April 2020
Semester 2 Exams	9 - 21 May 2020
August/ Repeat exams	17 - 29 August 2020

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Parent/ Guardian – your changing role	
	
<ul style="list-style-type: none"> <li>✓ <b>Responsibility</b> <ul style="list-style-type: none"> <li>- Changing role of parent/guardian AND student</li> </ul> </li> <li>✓ <b>Confidentiality / Communication</b> <ul style="list-style-type: none"> <li>- Students - over 18</li> <li>- GDPR – data protection</li> <li>- Consent from student to share information</li> </ul> </li> <li>✓ <b>Support</b> <ul style="list-style-type: none"> <li>- Supporting your CIT student as an adult</li> </ul> </li> </ul>	

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## DSS Confidentiality Statement



- CIT DSS operates a strict confidentiality policy and we cannot disclose any information about the student registration, academic progress, to parents, lecturers, etc., unless we have the student's consent.
- If a student discloses information to the DSS that may be considered to put us on notice of a serious health and safety/child protection risk to the student and/or other students/ staff, the Institute has a legal duty of care to ensure that the student and/or other students/ staff are safe.

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## How you can support your student...



Encourage and support them to engage with relevant supports and develop/maintain good habits, such as...

- **Checking myCIT email** every day (on phone)
- **Downloading** online notes from Canvas.
- **Communicating directly** with lecturers, support services, etc, to check/clarify assignments, procedures etc – face to face, by email.
- Being aware of the **use of social media** in college – What's App /Facebook student groups for academic work and social activities.



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## How you can support your student...



- **Planning their day** – transport, lunch, money management.
- **Managing their time** - using calendars on phone - reminders about deadlines, etc.
- **Being aware of attendance** - This may be monitored and some classes/ labs are mandatory – and contribute to final marks.
- **Making friends** – join clubs and societies
- **Asking for help** from course coordinator, lecturers, support services, etc.



**Don't forget to allow for mistakes! Balancing academic, social and work life takes time 😊**

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## Support Services at CIT



- ✓ **Good Start for new students**
- ✓ **Academic Success Coaching**
- ✓ **Student's Union**
- ✓ **Access Service – financial help /HEAR**
- ✓ **Careers Service**
- ✓ **Counselling Service**
- ✓ **Medical Centre & ERT**
- ✓ **Clubs and Societies**
- ✓ **Sports facilities – CIT**
- ✓ **Mature Student Officer**




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## Academic Learning Centre – subject help



<http://alc.cit.ie> Academic Learning Centre


- ✓ Free drop-in classes taught by lecturers
- ✓ For all CIT students
- ✓ Focuses on subjects in small groups:


• Maths	• Economics	• Electronics
• Physics	• Management Accounting	• Thermo Fluids
• Chemistry	• Financial Accounting	• Programming
• Thermo Mechanics	• Academic writing	• Networking Fundamentals

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## Financial supports





- **1916 Bursary** [www.cit.ie/1916bursary](http://www.cit.ie/1916bursary)  
Up to 7 bursaries of €5,000 available for each year of an undergraduate programme. Students who come from socio-economically disadvantaged backgrounds and who are in a range of categories including disability can apply online by 30th August 2019.
- **CIT Student Assistance Fund** [www.mycit.ie/saf](http://www.mycit.ie/saf)  
Registered CIT students can apply for the costs of going to college – based on income, etc. Paper application forms are available from the Access Service office on 11 September.
- **Fund for Students with Disabilities** [www.studentfinance.ie](http://www.studentfinance.ie)  
The DSS applies to the Fund on behalf of an eligible student by following an assessment of need to pay for the costs of DSS supports.  
The ESF Fund for Students with Disabilities (FSD) run by the Higher Education Authority (HEA). It is an objective of the Third Level Access measure which is co-funded by the ESF Programme for Employability, Inclusion and Learning (PEIL) 2014-2020.

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## Disability Support Service (DSS)



**CIT**  
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**DISABILITY SUPPORT SERVICE**

Our role is to guide and support students to access their courses, achieve their academic goals, and become an independent learner




“Possibly one of the best things about CIT is the fact that every student is seen as a person first and foremost”


**Elena Canty -**


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## Where to find DSS information



- CIT DSS website: [www.mycit.ie/dss](http://www.mycit.ie/dss)
- DSS Guide to accessing supports
- DSS Mailing list – external events only
- DSS Facebook / Twitter – updates 
- DSS students e-mailing list – internal to CIT



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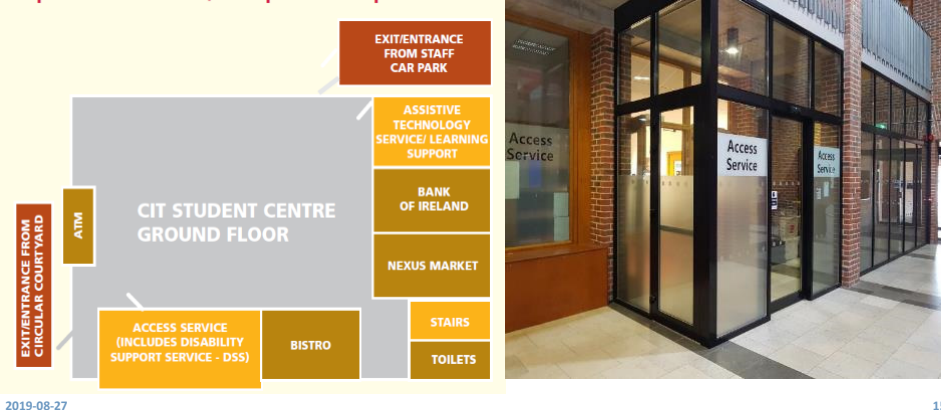


## What is the Disability Support Service (DSS)?



- Part of Access Service and Student Services
- Person centred approach

Map of Student Centre, Bishopstown Campus



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## Who does the DSS support?



We support over **850 students** with:

- Specific learning differences, including dyslexia
- Dyspraxia (DCD) and dysgraphia
- Physical disabilities
- Significant ongoing illnesses
- Mental health
- ADD/ADHD
- Autism Spectrum
- Blind/ Vision Loss
- Deaf/ Hearing Loss
- Speech and language



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## Student choice



### Student Autonomy and Disclosure

**All students need to apply for DSS supports.  
They also need to choose to engage with supports.**

- Students on reduced points DARE places must apply to the DSS as part of their offer.
- DARE students who have a CIT place on their own merit (enough points) can still get supports from the DSS.
- If students weren't eligible for DARE, they can get still get supports if they complete the application process.

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## How to apply for supports?



- **STEP 1: Fill out Online Application Form:**  
[www.mycit.ie/dss](http://www.mycit.ie/dss)
- **STEP 2: Submit documents by email**  
(DSS already has copies of documents from CAO/DARE).  
• Student attends classes.
- **STEP 3: Receive a needs assessment which confirms DSS supports / reasonable accommodations.**  
• This is sent to the student's myCIT email. Students may be waiting a few weeks to receive it. They may also be asked to attend a meeting with DSS staff.  
• Student referred to Learning Support; AT training/assessment; Transitions Support, if appropriate

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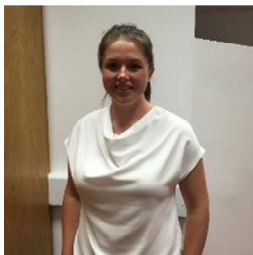
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## Student Speaker



### Roisin Ormond



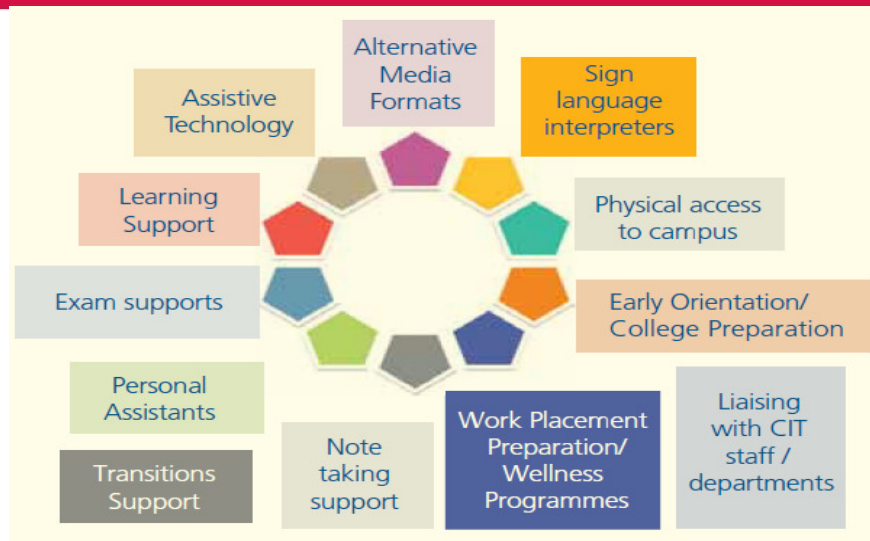
- Graduated level 7 BEng Biomedical Engineering in 2017
  - Access Service Intern 2017 -2019
    - Plays Rugby for Munster
- Back to being a 4th year student in September 2019  
.....and much more!

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## DSS Supports



**All DSS supports are confirmed in a student's needs assessment**

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## DSS Learning Support Service



### For DSS students only

- Fiona Downey – full time Learning Support Coordinator based within the Assistive Technology Service.
- Part-time tutors available in Crawford College of Art, School of Music and CCAE – Jessica Amberson, and NMCI – Barbara Hempel.

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

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## DSS Assistive Technology (AT) Service



### For DSS students ONLY

- ✓ Workstations with AT software
- ✓ Bookable room for speech to text use
- ✓ Workshops and training
- ✓ Software installed to help students with their studies – also available around campuses
- ✓ YouTube channel with online guides:  
<https://www.youtube.com/user/AccessATS>

**Full time DSS AT Officer based in the Student Centre - Mark Burleigh**



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## Do students need a laptop for college?



- All college work that is submitted needs to be typed.
- Most lecture notes are available online through Canvas.
- CIT Open Access computer labs available with Microsoft packages. Some departments have specialised software available in specific labs.
- **CIT has deals for buying laptops with DELL and Apple – and students can get a free version of Microsoft Office.** [www.mycit.ie/index.cfm/page/hardware-deals](http://www.mycit.ie/index.cfm/page/hardware-deals)
- Cost and specifications of a laptop depend on what the student will be using it for and the demands of their course. Consider where are they using it – at home or bringing it into college? How heavy it is, what battery life? <https://www.lenovo.com/ie/en/faqs/laptop-faqs/student-laptop-college/>
- It is possible to claim back VAT back on a purchase on equipment for education for students with learning differences, health conditions or disabilities using **form VAT 61A on the Revenue website.**

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## Exam Supports



- Students must apply for DSS supports by:
 

Exam Session	DSS application deadline
<b>Semester 1 (Christmas):</b>	Friday 1st November 2019
<b>Semester 2 (summer):</b>	Friday 20 <sup>th</sup> March 2020
<b>Repeat/August exams:</b>	Friday 10 <sup>th</sup> July 2020
- Students need to request exam supports from the Exams staff in their campus by certain dates for each set of exams.
- **Exam Supports** – main differences in college:
  - Using **reading software** instead of readers
  - Students using scribes should use **computers - typing training is available.**
  - **No spelling and grammar waiver** – marking guidelines available to lecturers

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## Transitions Supports

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A new pilot programme of support available to new students with mental health difficulties and new students on the autism spectrum who are coming into college.

- Person-centred – determined by student
- Aim of supporting integration into college life – building skills, self-awareness, etc.
- DSS Students will be referred to this support after their needs assessment if appropriate.



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

HEA

HIGHER EDUCATION AUTHORITY  
AN GLOPARAS UM AFOICIDEACHASAn Boinn Oideachais  
agairt Seirbhíse  
Department of  
Education and Skills

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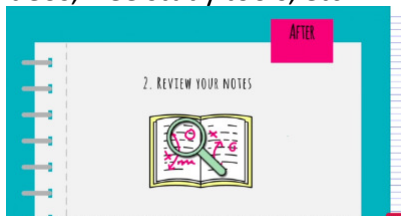
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## DSS Student Supports

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- **Calendar of DSS events** – information sessions, workshops, training emailed to students' myCIT email.
- **BalanCIT Wellness programme**
- **Workplace Preparation programme** with Careers Service
- **New Online Canvas module** with resources – Learning Support videos, free study tools, etc.



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After your lecture, review your notes – rewrite or type if necessary (by doing this you are reviewing, thinking, learning and creating better notes).

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## Having Difficulties?



If you are worried that your student is having a problem at CIT, please encourage them to speak to their academic department or to contact us.



For the quickest response to students/your query  
- email [dss@cit.ie](mailto:dss@cit.ie)



Please be aware of the confidentiality factor!

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<http://www.cit.ie>

## Thank you!

## QUESTIONS?

DSS website: [www.mycit.ie/dss](http://www.mycit.ie/dss)



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