

# JUST THE FACTS GUIDE



## 2020/2021

# CONTENTS

President's Address	03
Dates for your Diary	04
Sports	05
Societies	06
Arts Office	07
Students' Union	08
International Office	09
IT Services	10
Reprographics & Card Services	11
Canvas Learning Management System	12
Covid-19	13
CIT Map	14
Bus Routes	16
Counselling Service	18
Medical Centre	19
Access Service	20
Disability Support Service	20
Student Assistance Fund	21
1916 Bursaries	21
Mature Students	21
Careers	22
Fees & Grants	23
Library	24
Accommodation	25
Admissions	26
Chaplaincy	27
Exams & Awards Office	28
Careers	29
Student Discipline	29
Student Ombudsman	29
Student Campus Liaison	30

## Dear Students,

*Fáilte romhaibh go léir go pobal CIT!*

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



*Beir bua.*

**Dr Barry O'Connor**

*President*

*Uachtarán*

# DATES FOR YOUR DIARY

## Semester 1

- Start date for continuing and part-time students is 21st September 2020.
- Start date for first-time students is Monday 5th October 2020.

## Semester 2

- All years will share a common academic calendar in Semester 2.
- The projected start date is Monday 25th January 2021.

## Exams

Students in CIT Bishopstown, CIT CCAD, and NMCI will have completed all Semester 1 learning and assessment activity by 23rd December, i.e. before the Christmas Break. CIT CSM students may have some assessments in January, as in previous years.

**Continuous assessment/coursework-** based approaches will be used for all Semester 1 modules in 2020-2021. Many assessments will be online/remote in nature. Some end-of-semester assessments may take place on campus, but this will depend on factors such as professional accreditation requirements and prevailing public health guidelines.

# SPORTS



Wide range of Sports Clubs including outdoor sports, indoor sports, watersports, martial arts etc. Membership is free. Like "CIT Sports Department" Facebook page for updates.

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

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

## Sports Office

The Sports Office is where you can come with any sports related query and it facilitates all CIT students and clubs. The Sports Office plays a key role in the life of the Institute assisting students in the organisation and running of the clubs.



021 4335767



[fintan.oleary@cit.ie](mailto:fintan.oleary@cit.ie)



[www.mycit.ie/sport](http://www.mycit.ie/sport)



1st Floor, Student Centre,  
Bishopstown Campus

## Sports Facilities

The sports facilities are ideally located at Bishopstown campus and are amongst the finest in Ireland.

- **Gym:** Open Mon-Fri 7am-9pm, Sat 11am-4pm. Free to registered full-time students
- **Astro Turf:** Behind F Block, 5 a-side pitch €10/hr. Book in Sports Office
- **Athletics Track:** Adjacent to Staff Car Park, Free to use
- **Tennis Court:** Behind F Block €4/hr. Book in Sports Office
- **One mile jog/walk:** Around playing pitches. Dependant on pitch activity

## Sports Scholarships

CIT annually awards Sports Scholarships to a wide range of sports for Seniors and Freshers. It is expected that those awarded a scholarship will have a high level of achievement in their chosen sport and a full involvement and participation in this sport in the Institute.

Application forms are available from [www.mycit.ie/sport](http://www.mycit.ie/sport). The closing date for receipt of application is 5pm Friday 2nd October 2020.

## Sports Office Opening Hours

Monday to Friday 10am - 4pm

# SOCIETIES



Grab the opportunity to experience something new or pursue an interest you have always wanted to explore. CIT has some of the most active societies in Ireland. Being selected as a Committee Officer and getting involved in running a Society is a huge bonus for your CV and provides an opportunity to develop your interpersonal skills.

Education means more than just academic learning. The diversity of CIT Societies means that practically every taste is catered for. Grab the opportunity to experience something new or pursue an interest you have always wanted to explore. Societies in CIT are some of the best Societies in Ireland frequently winning at the BICS (Board of Irish College Societies) National Awards.

## How to contact a Society

Every CIT Society has a direct email address so you can put your queries directly to the society committee. To find the email for a society check out the list of societies online <https://societies.cit.ie/societies>. Most societies also have a social media presence. You can message them directly.

## What is a society committee?

To be elected as a Society committee officer is a huge bonus for your CV and provides an opportunity to develop communication and team work skills.

All societies are run by a student committee. A Chairperson, Secretary, Treasurer, Public Relations Officer and many more roles exist depending on the society requirements. The committee team plan, organise and execute activities. Together they are responsible for driving and running a society with the support of the Societies Office.

**Societies Officer:** Aoife Kelliher [aoife.kelliher@cit.ie](mailto:aoife.kelliher@cit.ie)

**Societies Intern:** Adrian Coleman  
[adrian.coleman@cit.ie](mailto:adrian.coleman@cit.ie)

**Sports & Societies Administrator:**  
Fintan O'Leary [fintan.oleary@cit.ie](mailto:fintan.oleary@cit.ie)

## Opening hours:

Monday to Friday 10am - 4pm


## Sign up to Societies

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

- **ACADEMIC:** Automotive, Civil & Structural Engineering, Physical Sciences, Marketing
- **ACTIVITIES:** Alexander Technique
- **COMMUNITY:** Arabesque, Christian Union, Enactus, Energy & Environmental, Feminist, International Students, Korean, LGBT\*, Mature Students, Pool & Board Games, WiSTEM
- **INTEREST:** Airsoft, Anime & Manga, Crawford Film, Photographic, Programming, Sci-Fi
- **MUSIC, PERFORMANCE & ARTS:** Art, Comedy, DJ, Music, Musical

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

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


 Tel: 021 4335759 / 087 2073492

 [info@cit Societies.ie](mailto:info@cit Societies.ie)

 <http://societies.cit.ie>

 1st floor Student Centre,  
Bishopstown Campus

 Facebook/CITSocieties

 Instagram/CITSocieties

# ARTS OFFICE

CIT Arts Office – Oifig na nEalaíon

**Engage with the Arts at CIT!**

**#ArtsRichInstitute**

There is always something on in one of the venues and art spaces in CIT. Call in to the exhibition space between classes, go to a concert at lunchtimes, or see a film or theatre production in the evening. Or join an arts-related societies to develop skills and experience, and get support for your own project ideas.

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

CIT Arts Office works with students, societies, staff, departments, graduates, and the wider community to develop, support, and promote arts-related events, projects, and resources in all campuses of CIT. The CIT Arts Office also maintains the CIT Art Collections, and runs the Rory Gallagher Theatre and James Barry Exhibition Centre on the Bishopstown Campus.

CIT is an arts rich Institute, and has a vibrant creative and cultural community offering many ways for you to engage with the Arts both academically and as an extra-curricular or social activity.


Check out all arts & culture events at [arts.cit.ie](https://arts.cit.ie). CIT includes CIT Crawford College of Art & Design, CIT Cork School of Music and National Maritime College of Ireland. CIT Arts Office is part of the Registrar's Office and AnSEO - The Student Engagement Office.

There are lots of opportunities for students to engage with the arts, inside and outside class structures.

CIT Art Collections – There are over 600 artworks in total in the CIT Collection. Artworks are displayed on the walls in the corridors, meeting rooms, and canteen, in all CIT campuses, with a lot of the collection viewable online at [arts.cit.ie](https://arts.cit.ie).

 [artsoffice@cit.ie](mailto:artsoffice@cit.ie)

 <https://arts.cit.ie>

 Ground Floor, Administration  
Building, Bishopstown Campus

 [citartsoffice](https://www.facebook.com/citartsoffice)

 [ArtsOfficeCIT](https://www.instagram.com/ArtsOfficeCIT)

 [ArtsOfficeCIT](https://twitter.com/ArtsOfficeCIT)

# ENGAGE WITH THE ARTS AT CIT!

# STUDENTS' UNION

The Students' Union (SU) is the voice of the students. It represents and defends students on matters including academic and welfare issues.

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

The SU organises a programme of welfare and entertainment events.

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

## Representational

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

## Welfare Campaigns

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

## Communication

- expliCIT
- Freshers Handbook
- [www.citsu.ie](http://www.citsu.ie)
- CITSU
- CITSU
- cit\_su
- cit\_su

## Entertainment

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

## Services

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

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

## Opening Hours

Monday to Friday  
10am - 4pm

- 021 4335270
- [fiona.leddy@cit.ie](mailto:fiona.leddy@cit.ie)
- [www.citsu.ie](http://www.citsu.ie)
- 1st Floor, Student Centre, Bishopstown Campus

# INTERNATIONAL OFFICE

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

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

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

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

- <https://international.cit.ie>
- 021 4335300
- General Queries: [international@cit.ie](mailto:international@cit.ie)
- Non-EU Full Degree Students: [international@cit.ie](mailto:international@cit.ie)
- Erasmus Students (incoming and outgoing): [erasmus@cit.ie](mailto:erasmus@cit.ie)
- Study Abroad (incoming and outgoing): [study.abroad@cit.ie](mailto:study.abroad@cit.ie)
- Ground Floor, Administration Building, Bishopstown Campus

## Student Drop-In Hours

Monday to Friday  
10am - 1pm & 2pm - 4pm

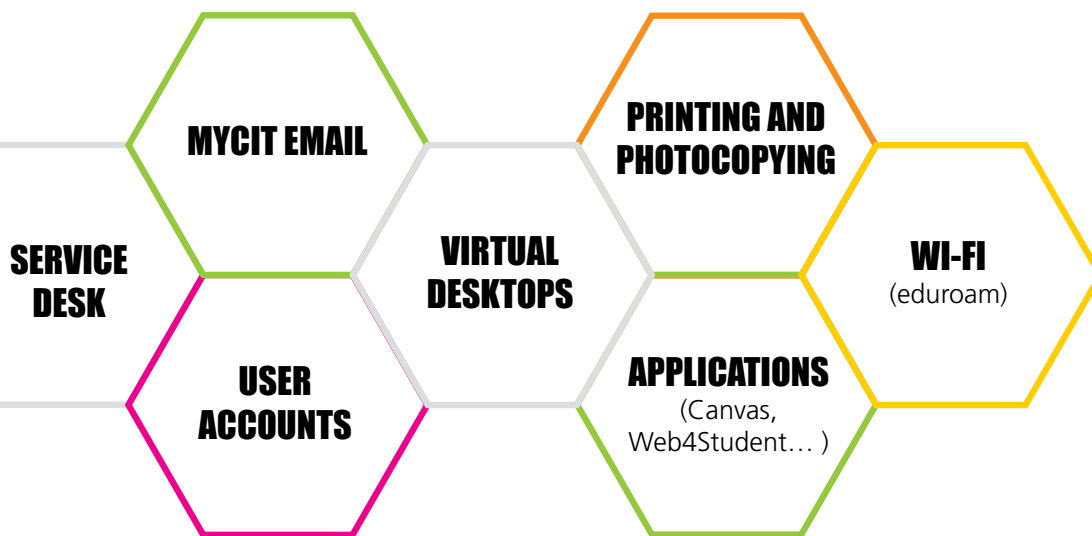
\*These drop-in hours will operate both online and where possible in person during the Covid-19 restrictions.

## Contact Us

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

# IT SERVICES

IT Services work to deliver many services and technologies to enhance your experience while in CIT. Below, you will find a summary of the IT services offered by CIT. We encourage students to regularly visit our IT Services support website [www.mycit.ie/itsupport](http://www.mycit.ie/itsupport) to keep up to date with our latest developments. IT Services provide:



servicedesk@cit.ie (for answers to commonly asked IT questions or to log a support ticket)

[www.mycit.ie/itsupport](http://www.mycit.ie/itsupport)

## Open Access - Opening Hours

Term Time

Monday - Friday 8.30am – 9.45pm

Saturday 9.00am – 4.45pm

Non-Term Time

Monday - Thursday 9.30am – 4.30pm

Friday 9.30am – 1.00pm

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



# REPROGRAPHICS & CARD SERVICES

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

This is a **cash free facility - payment is accepted by Student/ID Card only**. The Student/ID Card acts as an electronic purse to which you can transfer funds by any of the following:

- Via Laser or Credit Card at [www.mycit.ie/topup](http://www.mycit.ie/topup)
- By clicking Card Topup on the mycit.ie student portal or at any of the shops and restaurants within the Institute

## Services include

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

## Opening Hours

Monday to Thursday

8.30am – 1.00pm & 1.30pm – 4.30pm

Friday 8.30am – 1.00pm & 2.00pm – 4.30pm



## REPROGRAPHICS

021 4335752 & 021 4335746

copy\_centre@cit.ie

Ground Floor, Student Centre, Bishopstown Campus

## CARD SERVICES

021 4335752 & 021 4335746

cardoffice@cit.ie

Ground Floor, Student Centre, Bishopstown Campus



# THE CANVAS LEARNING MANAGEMENT SYSTEM

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

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

The system supports a number of important online teaching and learning functions:

- Assessment
- Content/notes sharing
- Communication and collaboration
- Student management.

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

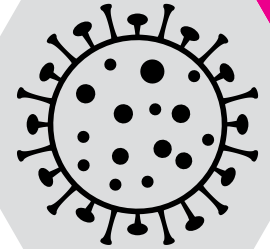
The system is also integrated with the Institute's Student Record System meaning that every module has its own area inside Canvas with all staff and students enrolled against it or given access to it based on the most up-to-date information.

Canvas is managed by the Department of Technology Enhanced Learning – please visit their website for more information (<https://tel.cit.ie>). Canvas is available 24/7 for all CIT students via the help menu inside the Canvas system.

# COVID-19

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

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



**Face masks are now mandatory in all campus buildings**



**Avoid touching your face**



**Please do not come to campus if you are unwell**



**Keep surfaces clean**



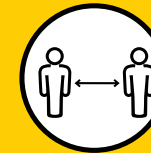
**Wash your hands**



**Don't shake hands or hug**



**Cover mouth if coughing or sneezing**



**Keep a safe distance**

# BISHOPSTOWN CAMPUS MAP

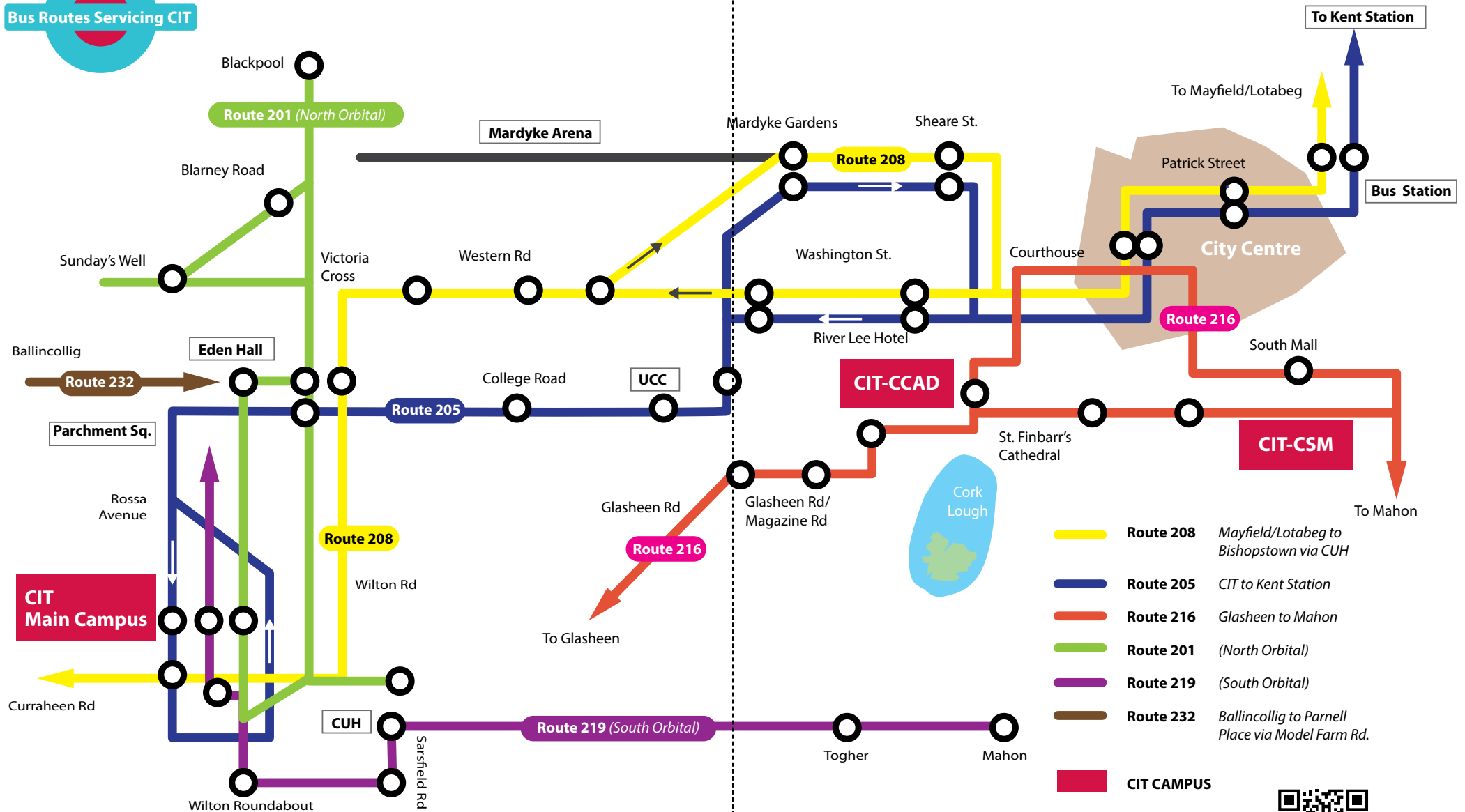


## LEGEND

- |  |  |  |   |  |   |  |
|--|--|--|---|--|---|--|
| <p><b>1 A-Block</b><br/>Classrooms, Labs, Staff Offices &amp; Workshops</p> <p><b>2 B-Block</b><br/>Classrooms, Labs, Staff Offices</p> <p><b>3 C-Block</b><br/>Atria (East and West)<br/>Chaplaincy Info Desk<br/>Classrooms and Laboratories<br/>Food Court<br/>Shop (An Sliopa)</p> | <p><b>4 D-Block</b><br/>Caretakers<br/>Chapel<br/>Chaplaincy Office<br/>James Barry Exhibition Centre<br/>Reception<br/>Rory Gallagher Theatre</p> <p><b>5 CREATE Building</b></p> <p><b>6 E-Block</b></p> <p><b>7 F-Block</b></p> | <p><b>8 Sports Hall</b></p> <p><b>9 Berkeley Centre</b><br/>Library<br/>IT Centre<br/>IT Lecture Theatres 1-5<br/>IT Labs<br/>IT Open Access Centre<br/>IT ServiceDesk</p> | <p><b>10 Student Centre</b><br/><i>Ground Floor</i><br/>Access Service<br/>Bank of Ireland &amp; ATMs<br/>Bistro<br/>Card Office<br/>Copy Centre<br/>Extended Campus<br/>Alumni Association<br/>Nexus Hall<br/>Nexus Market</p> <p><i>First Floor</i><br/>Accommodation Office<br/>Chaplaincy Office<br/>Common Room<br/>Curve Gallery<br/>Medical Centre<br/>Societies Office<br/>Sports Office<br/>Students' Union</p> <p><i>Second Floor</i><br/>Careers &amp; Counselling</p> | <p><b>11 Administration Centre</b><br/><i>Ground Floor</i><br/>Enquiries Desk 1<br/>Admissions, Registrations<br/>Enquiries Desk 2<br/>Fees, Grants &amp; Accounts Payable<br/>International Office<br/>Industry Liaison Office</p> <p><i>First Floor</i><br/>Office of VP Finance &amp; Admin<br/>Buildings &amp; Estates<br/>Registrar &amp; VP Academic Affairs<br/>Graduate Studies Office</p> <p><i>Second Floor</i><br/>Office of the President<br/>Council Room<br/>Finance &amp; Payroll<br/>Human Resources</p> | <p><b>12 Tourism Building</b></p> <p><b>13 G-Block</b></p> <p><b>14 Melbourn Building</b><br/>Examinations Centre<br/>Architecture Factory<br/>Human Resources Recruitment<br/>IT Services, Research Office, Technology Enhanced Learning</p> <p><b>15 Nimbus Centre</b></p> <p><b>16 Rubicon Centre</b></p> <p><b>17 Sports Stadium &amp; Pitches</b></p> <p><b>18 Athletics Stand &amp; Track</b></p> | <p><b>P Reserved Parking</b></p> <p><b>P Student / Visitors Parking</b></p> <p><b>Disability Parking</b></p> <p><b>Bike Parking</b></p> <p><b>Parking Barriers</b></p> <p><b>Bus Stops</b></p> <p><b>Restaurants</b></p> |
|--|--|--|---|--|---|--|



# 



Bus Eireann timetables  
[www.buseireann.ie/inner.php?id=248#Cork](http://www.buseireann.ie/inner.php?id=248#Cork)

# COUNSELLING

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

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

The Counselling Service is a professional and confidential service which is available to all registered full time CIT students free of charge.

The service aims to provide opportunities to explore personal and social issues that hinder academic performance, to promote wellness and to enhance personal growth. Our team provides a supportive and non-judgemental environment.

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

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

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

## Opening hours (during Semester)

### Bishopstown Campus:

8.00am - 4.30pm weekdays Monday - Thursday, 8.00am - 4.00pm Friday, evening sessions 5.00pm - 8.00pm Tuesday, Wednesday, and Thursday.





### CCAD Campus & CSM Campus:

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

### NMCI Campus:

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

## How to make an appointment if you are a CSM, CCAD or a Bishopstown based student:

-  021 4335772
-  [counselling.admin@cit.ie](mailto:counselling.admin@cit.ie)
-  [www.mycit.ie/counselling](http://www.mycit.ie/counselling)
-  2nd Floor, Student Centre, Bishopstown Campus



# MEDICAL CENTRE

The Medical Centre is situated on the Bishopstown Campus. It is available to all registered full-time CIT students including those in the CIT Cork School of Music, the CIT Crawford College of Art & Design and the National Maritime College of Ireland. We are open to students during term time and provide a comprehensive range of services suitable for students' needs.



## What the Medical Centre provides:

- Medical attention to all registered full-time students.
- Appointments with Doctors and Nurses can be arranged by phone only. Please do not present to the Medical Centre without an appointment.
- Specialist clinics including Asthma, Sexual Health, Sports Injury and Vaccination.
- A fee of €10.00 applies for all Doctor consultations including Telephone consultations. Payment can be made by debit/visa card over the phone.
- Students in **CIT Cork School of Music and CIT Crawford College of Art & Design** have the opportunity to avail of the Grand Parade Medical Practice in the City Centre. Fee of €10 for doctor consultation. Tel: 021 2355784 for appointment. Student ID card must be presented at attendance.
- After hours, SouthDoc provides a Family Doctor Service. Tel: 1850 335 999. This service operates at night and weekends. Students who do not have a medical card have to pay the appropriate fee for this service.
- CIT is now offering students in the NMCI the opportunity to avail of the Bridge Medical Practice, Carrigaline Primary Care Centre, Carrigaline, Co. Cork on 021 4372663 for the same fee structure as the CIT Medical Centre. **Note:** Students must ring and make an appointment in advance. Students must indicate, when they ring that they are an NMCI student. Students must produce their official CIT Student Card on arrival.

## Opening Hours for Bridge Medical Practice


Monday - Friday 9.00am - 1.00pm  
Monday - Friday 2.30pm - 5.00pm

**Closed for lunch** 1.00pm - 1.30pm

## MTU Medical Centre phone lines:

Monday to Thursday 9.00am - 4.00pm  
Friday 9.00am - 12.30 pm  
Closed for lunch 1.00pm - 1.30pm

Follow CIT Covid-19 guidelines, available on [www.cit.ie](http://www.cit.ie) and [www.mycit.ie/medical](http://www.mycit.ie/medical)

-  021- 4335780
-  [www.mycit.ie/medical](http://www.mycit.ie/medical)

# ACCESS SERVICE

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

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

## Disability Support Service

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

You should apply to us if you need to access supports and reasonable accommodations in your studies and exams. CIT DSS offers a person-centred approach to providing support to students, recognising that each student has

different and individual needs. We can guide and support you to access your courses, and become a more independent learner. We work hard to ensure that the DSS is a place that you can go to in confidence to look for support and help.

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

## Contacting the Disability Support Service

Email us at [dss@cit.ie](mailto:dss@cit.ie)

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

Check out our website: [www.mycit.ie/dss](http://www.mycit.ie/dss)

## HEAR Eligible Students

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

## Student Assistance Fund

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

### What can I use it for?

The SAF is available to assist students with costs such as:

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

### What costs are not covered?

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

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

## Government Laptop Loan Scheme

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



## 1916 Student Bursaries

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

Please go to [www.cit.ie/access](http://www.cit.ie/access) for information on the application process.

For more information on financial support please email [student.assistance@cit.ie](mailto:student.assistance@cit.ie)

## Mature Students

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

For more information please go to [www.cit.ie/maturestudent](http://www.cit.ie/maturestudent)



# CAREERS

## Open all year - On Campus & Online.

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

## How can we help you?

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

We look forward to meeting you!

*Going for a job interview?*

Book a practice interview session.

*How effective is your CV?*

Have it reviewed for feedback.

*Unsure about your future or your course choice?*

Book a 1-1 appointment with a Careers Advisor

## Careers & Employability Fair

The Careers Fair will be held online on 15th October 2020



021 4326232



[careers@cit.ie](mailto:careers@cit.ie)



[www.mycit.ie/careers](http://www.mycit.ie/careers)



2nd Floor, Student Centre,  
Bishopstown Campus

# FEES & GRANTS

## Student Contribution Charge: €3,000

This is an annual charge set by the Government for all full-time third level students. Students can apply to Student Universal Support Ireland (SUSI) for a grant. For information on Grants go to [www.susi.ie](http://www.susi.ie).

## Union of Students of Ireland (USI) Levy: €7

This Levy is not covered by a SUSI grant and must be paid before the start of Semester 1.

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

## Payment of Fees:

- Students are notified of their fees by e-mail to their CIT student e-mail account, therefore it is important that students check their e-mail accounts regularly
- To make payments, students should log on to the online payments facility [www.cit.ie/pay](http://www.cit.ie/pay). You will need your student ID number (R000XXXXX), Date of birth and your Debit/Credit card details
- A receipt will be sent to your CIT email address

## Payment Options:

Payment can be made in full €3,007 before the start of Semester 1

or

Payment can be made in 2 instalments €1,507 before the start of Semester 1 and €1,500 before the start of Semester 2

## Late Payment Penalties and Charges:

- Any outstanding Semester 1 fees will incur a 10% late payment fee
- Any outstanding Semester 2 fees will incur a 10% late payment fee
- Non Payment of fees will result in loss of access to IT Services



021 4335440



[fees@cit.ie](mailto:fees@cit.ie)



[www.cit.ie/fees](http://www.cit.ie/fees)

# LIBRARY

The Library is the first port of call to access academic literature during your studies in CIT. Good use of library material ensures better grades in exams, assignments and project work throughout the year.

1. You **MUST HAVE** your Student ID card to access the Library. You can also use CSM, CCAD and NMCI libraries with your Student ID card.
2. Opening times vary so follow us on Facebook <https://www.facebook.com/CITlibraries/> and Twitter <https://twitter.com/CITLibrary> to keep up-to-date with opening and closing times.
3. Inside you will find not only books, but also study spaces, WIFI, student computers and photocopiers.
4. Keep an eye out for tours and classes on offer throughout the year, which will show you how to find lots more material online and tips to help you get better grades in your assignments.
5. The staff are there to help you find what you are looking for so please ask!

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

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






## Useful Information:

- Other CIT libraries are available at CIT Cork School of Music, CIT Crawford College of Art & Design, and National Maritime College of Ireland. Students of CIT have access to ALL of these libraries.
- Online Databases & E-books – Remember these are available 24/7 off campus also!
- Use Click and Collect to request books in advance of coming to campus.
- Other useful resources available from the library: Exam Papers, Careers Section, Subject Guides, Wi-Fi, Printers, Copiers, and of course, the library staff who are happy to support and advise students.
- E-mail us at [library.info@cit.ie](mailto:library.info@cit.ie) with any queries you may have.
- We are more than happy to show you how to find what you need - our staff are there to help you, just ask.

## Opening hours outside of term

Monday - Friday 9.15am - 5.30pm

-  [library.info@cit.ie](mailto:library.info@cit.ie)
-  <https://library.cit.ie/>
-  Berkeley Centre, Bishopstown Campus

# ACCOMMODATION

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

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

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

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

## Important Information

- Read any leases/agreements carefully
- Check the property/apartment before signing
- Ask for a copy of the lease/agreement
- Request a receipt as proof of payment





A tenant is obliged not to engage in or to allow any behaviour that may be deemed as "anti-social" behaviour.

A guide to renting for students is available on [www.threshold.ie](http://www.threshold.ie), who also offer free advice and in more serious cases a third party may need to intervene to take a case to the Private Residential Tenancies Board (PRTB) [www.prtb.ie](http://www.prtb.ie)

We are happy to discuss any problems or issues students may have throughout the year and try to resolve them in a reasonable manner. Please refer to [www.mycit.ie/accommodation](http://www.mycit.ie/accommodation) for listings and further information.

## Opening Hours

Monday to Friday 10am - 12.30 pm  
and 1.30pm - 4pm

-  021 4335750
-  [accommodation@cit.ie](mailto:accommodation@cit.ie)
-  [www.mycit.ie/accommodation](http://www.mycit.ie/accommodation)
-  1st Floor, Student Centre, Bishopstown Campus





# ADMISSIONS

## What Do Admissions Do?

- Registrations | Applications | Deferrals | Transfers | Withdrawals
- Change Contact | Change Address Details
- Stamping HSE & Social Protection Forms
- General Admissions Queries

## Do You Need Letters Of Attendance?

Your own Departmental Secretary will provide you with these.

## What Can You Do If You Are Not Sure About Your Course Choice?

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

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

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



021 4335040



[admissions@cit.ie](mailto:admissions@cit.ie)



[www.mycit.ie/admissions](http://www.mycit.ie/admissions)



Ground Floor, Administration Building,  
Bishopstown Campus

## Opening Hours

First two weeks of Semester 1:

Monday – Thursday 9.30am – 7pm,

Friday 9.30am -12.30pm & 2pm – 4pm

During Term:

Monday – Thursday 9.30am – 4pm,

Friday 9.30am -12.30pm & 2pm – 4pm

Outside Term:

Monday – Friday 9.30am – 12.30pm

& 2pm – 4pm

# CHAPLAINCY

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

The Chaplaincy is a dynamic presence in CIT and cares for the Pastoral, Social and Spiritual needs of both Students and Staff in a variety of ways including

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



chaplaincy

## Full-time Chaplain - Fr Dave McAuliffe



021 4335754



[dave.mcauliffe@cit.ie](mailto:dave.mcauliffe@cit.ie)



D Corridor, D153, Bishopstown Campus

## Coordinator Pastoral Care - Edel Kelly



021 4335756



[edel.kelly@cit.ie](mailto:edel.kelly@cit.ie)



1st Floor, Student Centre, Bishopstown Campus



# EXAMS & AWARDS OFFICE

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

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



## Opening Hours & Contact Information:

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

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

## Opening Hours

Monday to Friday 8.30am – 12.30pm & 2pm – 4.30pm

-  [www.mycit.ie/examinations](http://www.mycit.ie/examinations)
-  Melbourn Building Exam Centre, Bishopstown Campus

# STUDENT DISCIPLINE



## Institute Commitment

Cork Institute of Technology is an academic institution catering at any time for large numbers who occupy the building and grounds. The Institute authorities are committed to providing a safe, pleasant and friendly environment for all who occupy the building or use its external environs for whatever reason. The Institute is committed to fulfilling its mission as an academic institution and complying with all its lawful obligations.

**Student Responsibility:** Students are expected to conduct themselves in a manner consistent with responsible behaviour towards other persons and property within and outside the Institute campuses at all times.

Students are required to adopt a responsible attitude to their studies in respect of lecturers, practical classes or such other academic activities for which are timetabled. Students must not engage in any behaviour which may constitute inconvenience or nuisance to any persons(s) within or outside the Institute. Students are advised that as well as observing these general Institute-wide regulations they are also bound to observe specific regulations attached to particular areas, activities and departments.

It is advised that every student familiarise themselves with the CIT Student Regulations. Please visit [www.mycit.ie/studentdiscipline](http://www.mycit.ie/studentdiscipline) to download a copy.




# STUDENT OMBUDSMAN

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

Further information is available in the Student Grievance Procedure section [www.mycit.ie/studentombudsman](http://www.mycit.ie/studentombudsman)

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

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

-  021 4335880/087 3840691
-  [student.ombudsman@cit.ie](mailto:student.ombudsman@cit.ie)
-  [www.mycit.ie/studentombudsman](http://www.mycit.ie/studentombudsman)

# STUDENT CAMPUS LIAISON

As a member of the Student Services Team, the Campus Liaison Officer works in a flexible, proactive manner, to ensure the effective delivery of student advice services.

## The purpose of the Post

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



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

You can also contact Yvonne



021 4326149



yvonne.mackey@cit.ie



S212, Gallery Area, Student Centre,  
Bishopstown Campus



**MTU** MUNSTER  
TECHNOLOGICAL  
UNIVERSITY

**CIT** CORK  
INSTITUTE OF  
TECHNOLOGY  
INSTITIÚD TEICNEOLAÍOCHTA CHORCAI



INSTITUTE OF TECHNOLOGY  
**TRALEE**  
INSTITIÚD TEICNEOLAÍOCHTA TRÁLE

OILSCHOIL  
TEICNEOLAÍOCHTA  
NA MUMHAN

Cork Institute of Technology incorporating CIT Cork School of Music /  
CIT Crawford College of Art & Design / National Maritime College of Ireland  
Bishopstown, Cork, Ireland Tel: 021 4326100



We are Cork.

