

# JUST THE FACTS GUIDE



2021/2022



**MTU**

Ollscoil Teicneolaíochta na Mumhan  
Munster Technological University



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## Dear Students,

*You are all most welcome into our growing MTU learning community.*

*As you commence your studies with us here in MTU, 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. Whether you are joining us straight from Leaving Cert*



*or you're returning after a period of very little time on campus, we recognise the extremely difficult and uncertain times you have had. These have been very different times for all of us. MTU staff including student support services have adapted quickly to the challenges of programme delivery in a global pandemic. Together with the Students' Union, we offer many opportunities and supports right across the spectrum of the MTU Student Experience.*

*We realise that in this era of remote/distance learning it is more important than ever that we build a community of MTU students. The year ahead will be challenging but we have every confidence that our MTU 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 I encourage you to get involved from the start.*

*2021/22 should be an exciting year for you and all of us here in MTU. If you need help along the way....as the signs say Just Ask!*

*Best wishes*

**Professor Maggie Cusack**

*President*

*Uachtarán*



# DATES FOR YOUR DIARY

## Semester 1

- Start date for continuing and part-time students is Monday, September 20th, 2021.
- Start date for first-time students is Monday, September 27th, 2021.

## Semester 2

- All years will share a common academic calendar in Semester 2.
- The projected start date is Monday 24th January 2022.

## Exams

It is anticipated that all students will attend on campus in September; this is being planned and will be in accordance with the government framework which is being developed. However, it is likely that capacity restrictions will continue for some time due to social distancing requirements.

There will be a common academic calendar across all campuses of the University up to Friday 17th December 2021. This includes a Reading/Independent Learning Week, week commencing Monday 25th October 2021.



# SPORTS

Wide range of Sports Clubs including outdoor sports, indoor sports, watersports and martial arts.

Membership is free. Make sure to sign-up for a club on [www.mtu.ie/sports](http://www.mtu.ie/sports), as your student experience will be greatly enhanced. You will have great fun, meet new people, enjoy new experiences. Like "MTU Cork Sports Department" Facebook page & "@mtucork\_sport" Instagram for updates of club events, step challenges, fun run & walk, weekly fitness classes etc.

## Sports Office

The Sports Office is where you can come with any sports related query and it aims to facilitate all MTU-Cork campus students and clubs. The Sports Office plays a key role in the life of the college assisting students in the organisation and running of the clubs.

## Sports Facilities

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

**Gym:** It is open Mon-Fri 7am-9pm, Sat 11am-4pm. Free to full time students. Must pre-book the gym as follows <https://outlook.office365.com/owa/calendar/CITGym@citcampus.onmicrosoft.com/bookings/>



021 4335767



[sportcork@mtu.ie](mailto:sportcork@mtu.ie)



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



1st Floor, Student Centre,  
Bishopstown Campus, Cork



## Sports Facilities

- **Astro Turf:** Behind F block, 5 a-side pitch €10/hr for students. To book email [sportcork@mtu.ie](mailto:sportcork@mtu.ie)
- **Athletics Track:** Adjacent to Staff Car Park, Free to full-time students. To book email [sportcork@mtu.ie](mailto:sportcork@mtu.ie)
- **One mile jog/walk:** Around playing pitches. Dependant on pitch activity.
- **Astro Turf:** Behind F block, 5 a-side pitch €10/hr for students. To book email [sportcork@mtu.ie](mailto:sportcork@mtu.ie)
- **Athletics Track:** Adjacent to Staff Car Park, Free to full-time students. To book email [sportcork@mtu.ie](mailto:sportcork@mtu.ie)

## Sports Scholarships

MTU Cork Campus 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 university. Open to all sports. In 2020/21 we awarded 92 scholarships, across 19 sports.

Application forms are available from [www.mtu.ie/sport](http://www.mtu.ie/sport). The closing date for receipt of application is 5pm Thursday 7th October 2021.

## 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. MTU 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 MTU 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 MTU 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

Societies committees are responsible for the operation of societies. They plan events, create budgets, encourage people to join the society and work with the Societies Office to grow their society. 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. As a societies committee officer you'll get to create and collaborate, learn about teamwork, leadership and innovation and get access to exclusive committee training.

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

**Societies Intern:** Sarah Kelly - [sarah.kelly@mtu.ie](mailto:sarah.kelly@mtu.ie)

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

**Sports & Societies Finance:** Amy Dineen - [Amy.Dineen@mtu.ie](mailto:Amy.Dineen@mtu.ie)

## 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>

Scan with your Camera



Join a Society

**ACADEMIC:** Civil & Structural, Marketing, Mechanical & Biomedical

**ACTIVITIES:** Yoga

**COMMUNITY:** Christian Union, Enactus, Indian, International Students, LGBT\*, Mature Students, WiSTEM, Mental and Emotional Awareness Society, Korean

**INTEREST:** Anime & Manga, Art, Esport, Fashion & Style, Photography, CSM Pool & Board Games, Programming, Sci-Fi

**MUSIC & ARTS:** 3D design, Comedy, Dance, Glór, Musical, Trad

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

Societies Office Contact details:

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



Tel: 087 2073492



[info@citsocieties.ie](mailto:info@citsocieties.ie)



<http://societies.cit.ie>



1st floor Student Centre,  
Bishopstown Campus, Cork



MTUCorksocieties



MTUCorksocieties



MTUCorksocieties



# ARTS OFFICE

## **MTU Arts Office – Oifig na nEalaíon**

Engage with the Arts at MTU!

**#ArtsRichUniversity**

MTU 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 MTU.

The MTU Arts Office maintains the MTU Art Collections, and runs the Rory Gallagher Theatre and James Barry Exhibition Centre on the Bishopstown Campus.

MTU Art Collections – There are over 600 artworks in total in the MTU Collection. Artworks are displayed in the corridors, meeting rooms, and public areas of MTU campuses, and is viewable online at [arts.mtu.ie](https://arts.mtu.ie).

MTU is an arts rich University, 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.

With hundreds of events across the year, there is always something on in one of the venues and art spaces in MTU. Call into the exhibition space between classes, go to a concert at lunchtimes, or see a film or theatre production in the evening.

You can check out details for all in person & online events at [arts.mtu.ie](https://arts.mtu.ie)

(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).



[arts.mtu.ie](https://arts.mtu.ie)



<https://arts.cit.ie>



Ground Floor, Administration Building, Bishopstown Campus, Cork



MTUartsOffice



MTUartsOffice



MTUartsOffice

# ENGAGE WITH THE ARTS AT MTU!



# MTU CORK 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.

Organises a programme of welfare and entertainment events.

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 MTU committees including Governing Body
- Class Rep System Management, Training and Awards
- Union Council Meetings (Class Reps)
- General Meetings
- NStEP (National Student Engagement Programme)

## Welfare Campaigns

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

## Communication

 explicit

 Freshers Handbook and Diary

 [www.mtucorksui.ie](http://www.mtucorksui.ie)

 MTUCorkSU

 MTU\_CorkSU

 MTU\_CorkSU

## Entertainment

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

## Services


- Low cost college supplies
- Student Leap Cards
- Grinds database
- Photocopying/printing

## Opening Hours

Monday to Friday  
9am-5pm

 021 4335270

 [fiona.leddy@su.mtu.ie](mailto:fiona.leddy@su.mtu.ie)

 1st Floor,  
Student Centre,  
Bishopstown Campus,  
Cork

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.



# INTERNATIONAL OFFICE

MTU'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 MTU'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".

MTU'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: [internationalcork@mtu.ie](mailto:internationalcork@mtu.ie)



Non-EU Full Degree Students: [international@cit.ie](mailto:international@cit.ie)



Erasmus Students (incoming and outgoing):  
[erasmuscork@mtu.ie](mailto:erasmuscork@mtu.ie)



Study Abroad (incoming and outgoing):  
[study.abroadcork@mtu.ie](mailto:study.abroadcork@mtu.ie)



Ground Floor, Administration Building,  
Bishopstown Campus, Cork

## 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 Covid-19 restrictions.

## Contact Us

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 MTU 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 MTU Cork. Below, you will find a summary of the IT services offered by MTU. 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:

**MYCIT EMAIL**

**PRINTING AND  
PHOTOCOPYING**

**SERVICE  
DESK**

**VIRTUAL  
DESKTOPS**

**WI-FI**  
(eduroam)

**USER  
ACCOUNTS**

**APPLICATIONS**  
(Canvas,  
Web4Student...)



[servicedesk@mtu.ie](mailto:servicedesk@mtu.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, Cork





# 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](http://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.centrecork@mtu.ie](mailto:copy.centrecork@mtu.ie)

 Room S102, Ground Floor, Student Centre, Bishopstown Campus, Cork

## CARD SERVICES

 021 4335752 & 021 4335746

 [cardservicescork@mtu.ie](mailto:cardservicescork@mtu.ie)

 Room S102, Ground Floor, Student Centre, Bishopstown Campus, Cork



# EDTECH @ MTU CORK

The Department of Technology Enhanced Learning (TEL) in MTU Cork has a mission to create new learning opportunities and to enrich the learning experience of all students by providing a world-class online learning ecosystem. At the heart of this ecosystem is a modern Learning Management System (LMS) or Virtual Learning Environment (VLE) called “Canvas” and an integrated video conferencing platform called “Zoom”. The TEL Department also manages and provides a number of other online learning components, including a plagiarism detection system called “Ouriginal”, which you may come across as part of your studies.

## Canvas

Canvas is a modern user-friendly Learning Management System which is integrated with the university's student record system, meaning that every module is automatically given its own space on the platform, with student access being provided to these spaces based on the most up-to-date enrollment data.

Canvas allows you as a student to access course materials, complete assignments and other assessments, access grades and feedback and communicate with your lecturers and fellow students. Canvas can be used on your desktop or laptop or by using the Canvas App on your smartphone or tablet. The Canvas App lets you keep track of course work and get up-to-date information on your modules and activities through push notifications.

## Zoom

Zoom, where used, will allow you to participate in live online classes and other live learning events. The Zoom system is fully integrated into the Canvas Learning Management System, meaning you can access Zoom from inside Canvas itself. If Zoom recordings are made, these will also be accessible from inside Canvas. Zoom provides a wide range of features to support your learning including video conferencing, breakout sessions, desktop sharing, chat, and polling. There is also a Zoom app available for Android and iOS.

## Ouriginal

Ouriginal is a plagiarism detection system which uses text-matching and writing style analysis to assess the originality of submitted texts. Like Zoom, the system is integrated into Canvas and, if used by your lecturer, will appear as an added feature to any Canvas assignment submissions they ask you to make. In some cases, lecturers may also provide you with Ouriginal analysis reports to help you to learn more about how academic writing and referencing works.

## Further Support for Students

The TEL Department provides a range of additional supports and resources for students through their website: <https://tel.cit.ie/>

## Some useful quick links:

- Email helpdesk for Canvas, Zoom and Ouriginal: [edtech@mtu.ie](mailto:edtech@mtu.ie)
- Tips for Remote Learning: <https://tel.cit.ie/tips-for-remote-learning>
- Curated Student Resources: <https://tel.cit.ie/supportforstudents>

## Additional information and support:

All MTU Cork students have been enrolled on a special “Canvas student” course (<https://cit.instructure.com/courses/18>) and a “student assessment guide” (<https://cit.instructure.com/courses/52596>) which provide lots of additional information about the platform via Canvas itself.

Instructure, the company behind Canvas, provides 24/7 support for all students via text, webchat and email. This is available through the help menu in Canvas: <https://cit.instructure.com/>

The TEL Department provides a knowledge base with regularly-updated help articles on Canvas, Zoom, Ouriginal and other systems: <https://edtechstudents.eu.helpdocs.com/>



# 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 2021/2022.

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

<http://covid19.cit.ie>

<http://www.ittralee.ie/en/coronavirus>



**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**



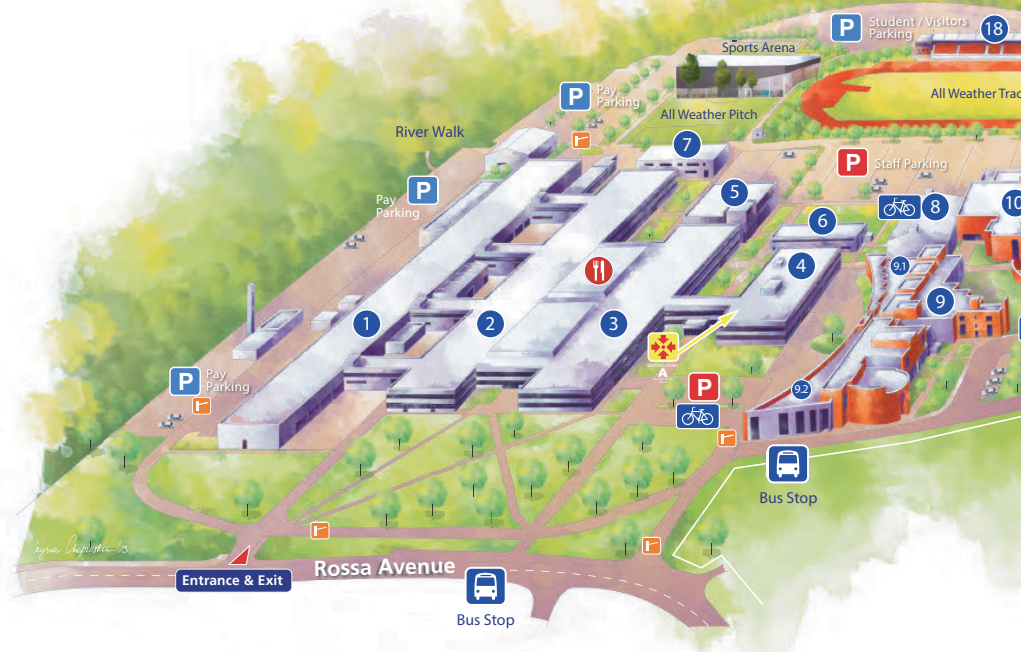
**Keep a safe distance**





# MTU

Ollscoil Teicneolaíochta na Mumhan  
Munster Technological University



## LEGEND

### 1 A-Block

Classrooms, Labs, Staff Offices & Workshops

### 2 B-Block

Classrooms, Labs, Staff Offices

### 3 C-Block

Atria (East and West)  
Chaplaincy Info Desk  
Classrooms and Laboratories  
Food Court  
Shop (An Siopa)

### 4 D-Block

Caretakers  
Chapel  
Chaplaincy Office  
James Barry Exhibition Centre  
Reception  
Rory Gallagher Theatre

### 5 CREATE Building

### 6 E-Block

### 7 F-Block

### 8 Sports Hall

### 9 Berkeley Centre

#### Library

#### IT Centre

IT Lecture Theatres 1-5

IT Labs

IT Open Access Centre

IT ServiceDesk

### 10 Student Centre

#### Ground Floor

Access Service  
Bank of Ireland & ATMs  
Bistro  
Card Office  
Copy Centre  
Extended Campus  
Alumni Association  
Nexus Hall  
Nexus Market

#### First Floor

Accommodation Office  
Chaplaincy Office  
Common Room  
Curve Gallery  
Medical Centre  
Societies Office  
Sports Office  
Students' Union

#### Second Floor

Careers & Counselling



# Bishopstown Campus Map



Designated Meeting Points

## 11 Administration Centre

### Ground Floor

Enquiries Desk 1  
Admissions, Registrations  
Enquiries Desk 2  
Fees, Grants & Accounts Payable

International Office  
Industry Liaison Office

### First Floor

Office of VP Finance & Admin  
Buildings & Estates  
Registrar & VP Academic Affairs  
Graduate Studies Office

### Second Floor

Office of the President  
Council Room  
Finance & Payroll  
Human Resources

## 12 Tourism Building

## 13 G-Block

## 14 Melbourn Building

Examinations Centre,  
Architecture Factory,  
Human Resources Recruitment, Hinks Centre,  
IT Services, Research Office, Technology Enhanced Learning

## 15 Nimbus Centre

## 16 Rubicon Centre

## 17 Sports Stadium & Pitches

## 18 Athletics Stand & Track

**P** Reserved Parking

**P** Student / Visitors Parking

Disability Parking

Bike Parking

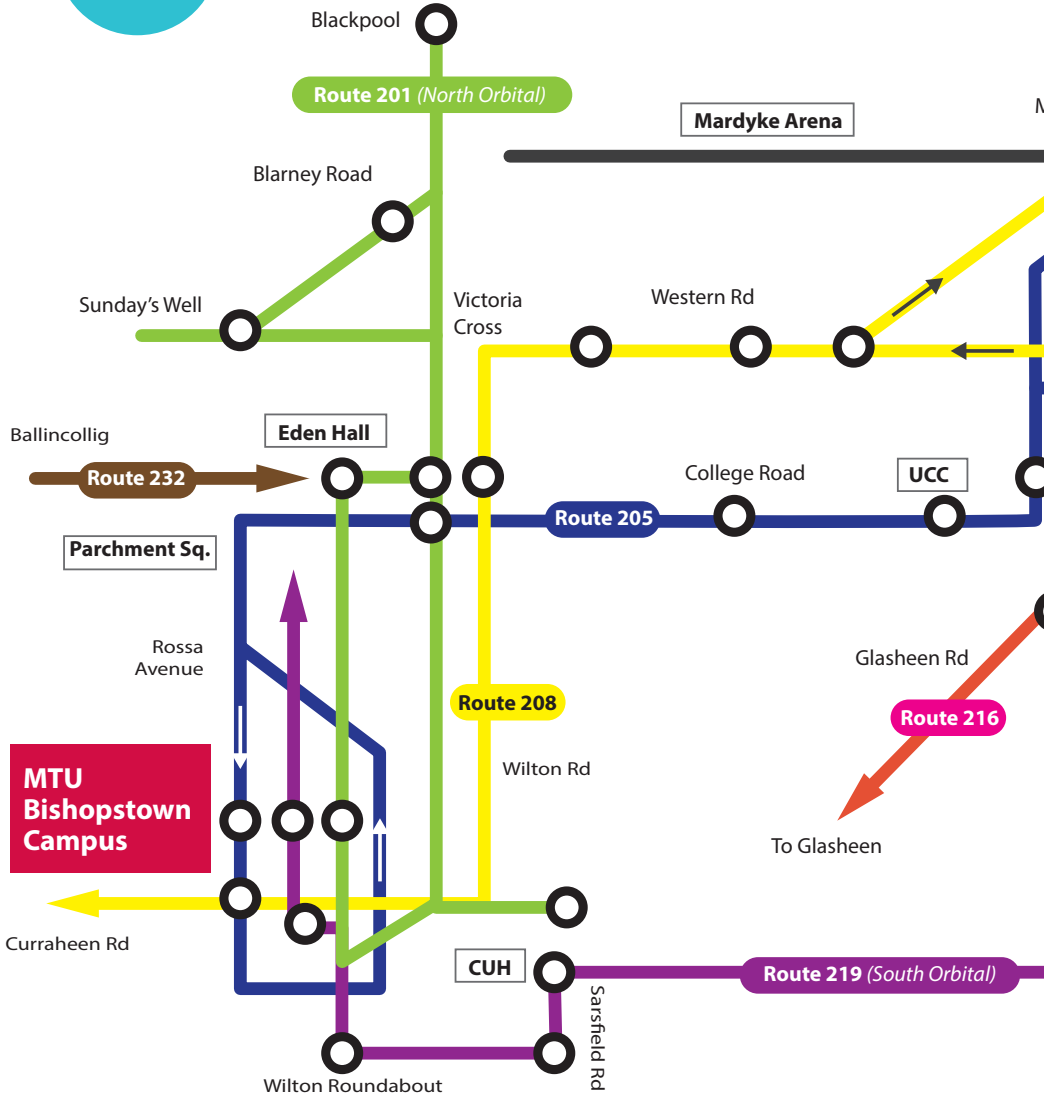
Parking Barriers

Bus Stops

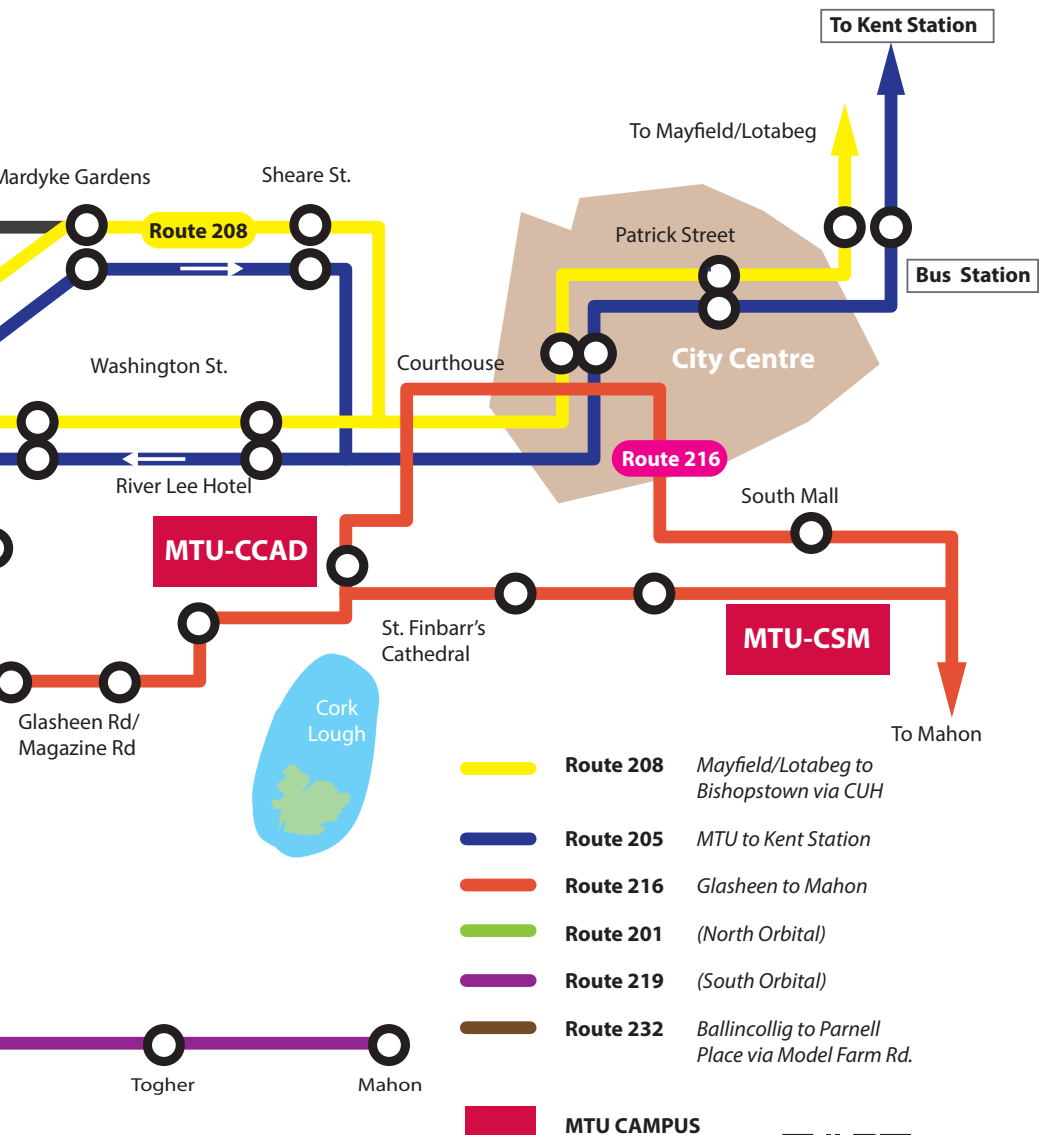
Restaurants



# Bus Routes Servicing MTU







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 MTU Cork, you may experience personal and emotional issues that impact on your college experience. The student counselling service is here to support you to manage and overcome these issues and make the most of your time at MTU Cork.

The Student Counselling Service is a confidential service available to all full-time MTU Cork students at no cost. It is staffed by professional counsellors who are experienced in working with students in a safe, non-judgmental and supportive way.

Counselling is offered on a one-to-one basis. When you contact the service, an initial session will be arranged for you to meet a counsellor and decide the best way forward for you. If counselling is deemed suitable, then the service provides an initial six sessions. Towards the end of these six sessions, you and your counsellor will review and, if necessary, discuss further possible options. There are also group supports that your counsellor may suggest and online supports can be found on our webpage for all students, be they in counselling or not - <http://www.mycit.ie/counselling/online-support>

Some of the common issues students bring to us include:

- anxiety
- depression
- homesickness
- loneliness
- relationship issues
- family issues
- bereavement
- academic difficulties

## Opening hours (during Semester)

### Bishopstown Campus:

8.30am - 4.30pm Monday & Tuesday  
8.00am - 4.30pm Wednesday & Thursday  
8.00am - 4.00pm Friday

### CCAD Campus & CSM Campus:

Mondays and Tuesdays from 8.30am - 4.30pm 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:



021 4335772 /  
087 7688657 during office hours



[counsellingadmincork@mtu.ie](mailto:counsellingadmincork@mtu.ie)



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



2nd Floor, Student Centre,  
Bishopstown Campus, Cork





# MEDICAL CENTRE

The Medical Centre is situated on the Bishopstown Campus. It is available to all registered full-time MTU students including those in the MTU Cork School of Music, the MTU 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 student's 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. There is no charge if you have a Medical Card.
- Students in **MTU Cork School of Music and MTU 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.
- MTU is 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 MTU 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 MTU 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  
Closed for lunch 1.00pm - 1.30pm  
Friday 9.00am - 12.30pm

Follow MTU 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 MTU Disability Support Service (DSS) - Cork Campus 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 for your studies and exams. MTU DSS offers a person-centred approach to providing support to full-time and part-time students across all Cork Campuses. We recognise that each student has different and individual needs. We can guide and support you to access your courses. Queries are treated confidentially.

The DSS is supported by the Fund for Students with Disabilities which is managed by the Higher Education Authority on behalf of the Department of Further and Higher Education, Research, Innovation and Science.

## Contacting the Disability Support Service

Email us at [dsscork@mtu.ie](mailto:dsscork@mtu.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, MTU 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 Higher Education Access Route (HEAR) eligible student, you will receive a variety of academic, personal and social supports while at MTU Cork Campus.

Supports may include:

- An Orientation Programme to introduce you to university.
- Extra tuition if required, study skills and exam preparation.
- One-to-one meetings with student advisers.
- Social gatherings/mentoring.
- Extra financial assistance when available/ advice regarding grants and scholarships.

Please contact: [hearcork@mtu.ie](mailto:hearcork@mtu.ie) to find out more.

## Students who are from the Traveller Community

If you are a member of the Traveller Community, you may be offered a range of academic, personal and financial support. The Traveller Education Coordinator provides one to one support to Traveller students while helping to explore various educational options available to them. The Traveller Education Coordinator also works with students to support Work Placements and Traveller Graduate Network. For more information, please contact [Leanne.mcdonagh@mtu.ie](mailto:Leanne.mcdonagh@mtu.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

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### What costs are not covered?

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

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

### Government Laptop Loan Scheme

Funding has been allocated to MTU under this scheme. Applications can be made through the University'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 [studentassistancecork@mtu.ie](mailto:studentassistancecork@mtu.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 MTU 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 [studentassistancecork@mtu.ie](mailto:studentassistancecork@mtu.ie)

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## Mature Students

The MTU 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 MTU 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

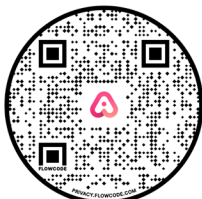
**Hi! A warm welcome from the Careers Team, Cork Campus.**

You are starting to explore your future. Throughout your time in MTU, we will support you. We will help you to achieve your dreams and fulfil your potential.

At times you might find college challenging, we get that. Each year students come to us to explore their options and get support for making decisions, which helps them to get back on track.

The Careers Service is current and practical. We understand and believe in you.

## Follow Us



Open All Year: Monday - Friday  
8.30 - 4.30pm



021 4326232



CareersCork@mtu.ie



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



2nd Floor, Student Centre,  
Bishopstown Campus, Cork

## THE SERVICES WE PROVIDE...

**1 – 1  
Meetings  
with a  
Careers  
Advisor**

**Career  
Planning &  
Management**

**Create a  
Standout CV**

**Job  
Interview  
Training**

**Develop a  
LinkedIn  
Profile &  
Network**

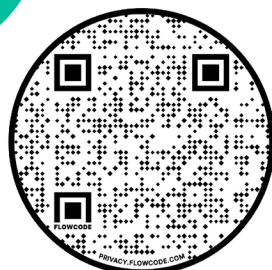
**Explore  
Your Further  
Study  
Options**

**How to  
Plan Your  
Job-Search**

**Connecting  
you to  
Employers  
& Jobs**



# YOUR ONE STOP SHOP TO...



**Book a 1 – 1 meeting with a Careers Advisor**

**See the latest jobs for students, both part-time & graduate jobs – set up job alerts**

**Learn more about top employers in this region**

**Access useful resources anytime on key topics including prepare for interview, create a LinkedIn profile, what to do with your degree & more.**

**Register for events with visiting employers & the Careers team**

## COMPETITION

Log into [careerscork@mtu.ie](mailto:careerscork@mtu.ie) using your MTU email & password & update your profile.

You will be automatically entered in a draw for 'Just Eat Vouchers' at the end of September.



# 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 on the grant awarded.

## Payment of Fees:

- Students are notified of their fees by e-mail to their MTU 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 MTU 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



[feesCork@mtu.ie](mailto:feesCork@mtu.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 MTU. 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.
2. Opening times vary, so follow us on Facebook <https://www.facebook.com/CITlibraries/> Twitter <https://twitter.com/MTULibraryinfo> and Instagram [https://www.instagram.com/mtu\\_library](https://www.instagram.com/mtu_library) 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.

Covid 19 Measures in MTU Libraries.

- Study spaces can be booked at <https://libcal.cit.ie>
- Use Click and Collect to request books in advance of coming to campus.
- Visit <https://library.cit.ie/cit-library-covid-19-portal> for updates on Covid-19 measures in MTU Libraries



## Useful Information:

- You can also use your Student ID card to access MTU libraries at Cork School of Music, Crawford College of Art & Design, National Maritime College of Ireland and our Kerry Campus libraries.
- MTU Library E-Book and E-Journal collections are available 24/7 on and off-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.infoCork@mtu.ie](mailto:library.infoCork@mtu.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.infocork@mtu.ie](mailto:library.infocork@mtu.ie)



<https://library.cit.ie/>



Berkeley Centre,  
Bishopstown Campus, Cork



# 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 MTU 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 8.30-1pm & 2-4.30pm



021 4335750



[AccommodationCork@mtu.ie](mailto:AccommodationCork@mtu.ie)



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



1st Floor, Student Centre,  
Bishopstown Campus, Cork





# 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.

The MTU Cork Admissions Team can assist you with your concerns in a number of ways:

- Referral for student support and guidance through Careers Service or Counselling
- Assistance with Course Withdrawal/ Deferral
- Assistance with Course Transfer



021 4335040



[admissionscork@mtu.ie](mailto:admissionscork@mtu.ie)



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



Ground Floor, Administration Building,  
Bishopstown Campus, Cork

## 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 & PASTORAL CARE

At MTU we care 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.
- 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 a place for prayer for Christian and Muslim Students and 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 campus including the International Students Society, 'Da Sillyheads', LGBTQI, Students' Union, Music Society, Christian Union, Muslim Society, Anime Society, and Vincent de Paul Society.



## **Full-time Chaplain - Fr Dave McAuliffe**



021 4335754



dave.mcauliffe@mtu.ie



D Corridor, D153, Bishopstown Campus

## **Coordinator Pastoral Care - Edel Kelly**



021 4335756



edel.kelly@mtu.ie



1st Floor, Student Centre,  
Bishopstown Campus, Cork





# 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 or phone the Examinations & Awards Office as detailed below:

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

## Opening Hours

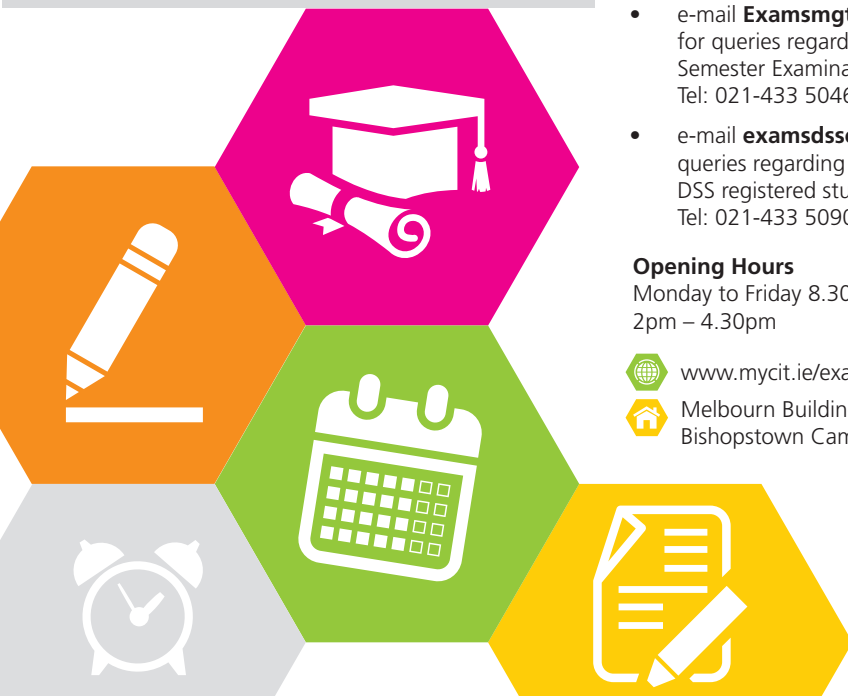
Monday to Friday 8.30am – 12.30pm & 2pm – 4.30pm



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



Melbourn Building Exam Centre,  
Bishopstown Campus, Cork





# 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 Campus Liaison Officer

- 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 email Yvonne to discuss.

You can also contact Yvonne



021 4326149



yvonne.mackey@mtu.ie



S212, Gallery Area, Student Centre,  
Bishopstown Campus, Cork







