

A GUIDE TO ACCESSING MTU DISABILITY SUPPORT SERVICE (DSS) SUPPORTS

**CORK
CAMPUS
2025-2026**

Welcome to the DSS

This guide provides information on the Disability Support Service (DSS). The DSS supports over 1000 full-time and part-time students across all of MTU Cork campuses including those studying online.

If you are a new student or you are already studying in MTU you can contact the DSS if you need supports/reasonable accommodations due to your learning difference, disability or health condition. Students can apply to the DSS at any point during their studies. The DSS is a confidential service and we only share information on a need -to- basis and with your consent.

Who does the DSS support?

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

Contact Us



021 433 5107 / 5109



dssCork@mtu.ie



www.mtu.ie/access

How do I apply for DSS supports?

- 1 Fill out the Online Application Form**
The online DSS application form is available from September on our website - under Disability Support
- 2 Provide evidence of disability**
This can include documents that give evidence of your learning difference, disability, or health condition such as a diagnosis or receiving supports in education.
Please email dssCork@mtu.ie a copy if you have not sent these already through the CAO/DARE.
- 3 Needs Assessment**
You will then have a meeting with the DSS and receive a needs assessment document which confirms your reasonable accommodations and supports. This is sent to your MTU student email.



DARE Students

If you applied to DARE through the CAO, the DSS will receive your information and documents but you still need to apply and fill out an application to the DSS for supports

Incoming Erasmus/International Students to MTU

Complete steps above and ask your home college to fill out an MTU DSS Statement of Support form to confirm the supports you receive in your home college. Note the supports you receive in MTU may differ from your home college

Craft Apprentices

To apply for DSS supports you need to fill the application form, provide evidence of disability and attend for needs assessment

If you accessed MTU Cork campus DSS supports before, such as in Phase 4, or are repeating exams, please email dssCork@mtu.ie to access supports by the relevant dates below

CRAFT APPRENTICE DEADLINES FOR EXAM SUPPORTS

Sep - Dec Block	Friday 24 Oct 2025
Jan - Mar Block	Friday 13 Feb 2026
Apr - Jun Block	Friday 1 May 2026

Student Supports



ASSISTIVE TECHNOLOGY

Mark Burleigh Assistive Technology Officer

E-mail: servicedesk@mtu.ie

Subject line: AT Ticket



LEARNING SUPPORT

Fiona Downey Bishopstown Campus

E-mail: fiona.downey@mtu.ie



Jessica Amberson CSM and CCAD

E-mail: jessica.amberson@mtu.ie



Barbara Hempel NMCI Campus

Email: barbara.hempel@mtu.ie



TRANSITIONS PROGRAMME FOR AUTISTIC STUDENTS

Julie O'Donovan Transitions Programme Coordinator

E-mail: JulieA.ODonovan@mtu.ie



READY STEADY WORK

Working with DSS students to develop employability skills

Contact: rsw@mtu.ie

Academic Learning Centre



DSS Assistive Technology guides
and videos



Counselling Service



Sensus Access - alternative media
converter



Medical Centre



NCBI BookShare: Digital library for
students with print disabilities



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Exam Supports

You may be entitled to access exam supports, such as extra time, to type an exam, reading software/pen, or a smaller shared exam room. Your recommended supports are confirmed in your DSS Needs Assessment document.

End-of-semester exams DSS application deadlines

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

BISHOPSTOWN CAMPUS

END-OF-SEMESTER EXAMS DSS APPLICATION DEADLINES

Semester 1 exams Friday 7 November 2025

Semester 2 exams Friday 6 March 2026

August (repeat) exams Friday 3 July 2026



Aisling O'Donovan

Examination Supports
Administrator, Examinations
Office.

E-mail: examsdsscork@mtu.ie

CORK SCHOOL OF MUSIC (CSM) EXAMS

If you need exam supports for your end-of-semester exams you must e-mail the CSM email below to request these with as much notice as possible for each set of exams. The Full-time Student Administrator is responsible for organising exam supports for CSM DSS students.

E-mail: CSM.FullTimeCoursesCork@mtu.ie

NATIONAL MARITIME COLLEGE OF IRELAND (NMCI) EXAMS

If you are a DSS Student and require examination supports, you should contact Muraod Kennedy, NMCI Examinations Secretary

Email: muraod.kennedy@mtu.ie

CRAWFORD COLLEGE OF ART & DESIGN (CCAD) EXAMS

Crawford College of Art & Design students do not usually have official exams, however you may have an Art History test in first year. Please speak to your lecturer well in advance if you think you may need any exam supports for this test.

Kerry Campus
To apply for DSS supports on the Kerry campus go to
www.mtu.ie/access

