

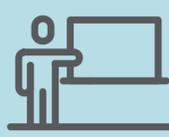
# Welcome

Welcome to Munster Technological University. The information in this guide will support you as you transition into the higher education learning environment. This information is just to get you started. The Disability Support Service and Transition support are available with any additional information that you need.



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# The New Learning Environment What to Expect

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Learning at college is very different to previous education. You are expected to do more for yourself and there is less structure and teaching staff will expect you to take responsibility for your own learning. As a higher education student, you will be expected to become more independent in managing and organising your studies.

## Here are some of the main differences

### You will be expected to

- Prepare for classes by reading class notes, textbooks & recommended materials.
- Attend lectures and classes.
- Take relevant notes or record information from lectures.
- Find your own resources from the library or internet to complete your assignments.
- Make sure you complete and submit assignments by the due date.
- Discuss your needs assessment / supports with each of your lecturers.
- Ask for help when you need it.
- Use email to communicate with lecturers and support services.



Prepare Tip

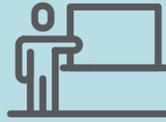
Highlight the points that you think you will find the easiest to manage. In a different colour, highlight the ones that you think that you will find most challenging.



**Help is available if you need it.**

Email the Disability Support Service [dssCork@mtu.ie](mailto:dssCork@mtu.ie) to enquire about support options.





# Food Options on the Bishopstown Campus What to Expect

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The Food Court and the Snack Bar are all based in the main block. The Bistro is situated in the student centre. These all serve a variety of hot and cold food options. MTU food areas sign posts their menus on the walls inside or on a notice outside the door so you can see which dining hall will be serving what food every day and for how long. An Siopa Shop is based on the main block and The Quick Pick shop is in the student centre. Some of these outlets will be open at for reduced times due to the COVID.

## To get prepared

As part of getting organised for your new daily routine you could plan what to eat and where you will eat and drink during your breaks. Below are some planning questions.

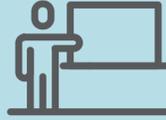
- Will I bring my own food or buy food on campus?
- If I bring my own food where will I eat?
- If I find it too noisy or overwhelming where will I go on my break?
- Check opening times of food outlet if I plan to have breakfast on campus?



## Seating options

You do not have to buy food at the food court to use the seating area in the Food Court. The Daily Grind, the Bistro and the Quick Pick have seating areas available for customers that buy food at that outlet.

**COVID UPDATE :** If you bring your own food you are expected to sit in the West Atrium. This is opposite the Food Courtb  
- See <https://covid19.cit.ie/>



# Communication at College What to Expect

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Higher education uses online systems for sharing information and learning. Much of the communication with your lectures and staff will be by email or your online learning environment/app, Canvas. It is important to check your email and Canvas regularly. For example, changes to assignments or times of classes in person or online will be communicated by these systems. This will be even more relevant this year.

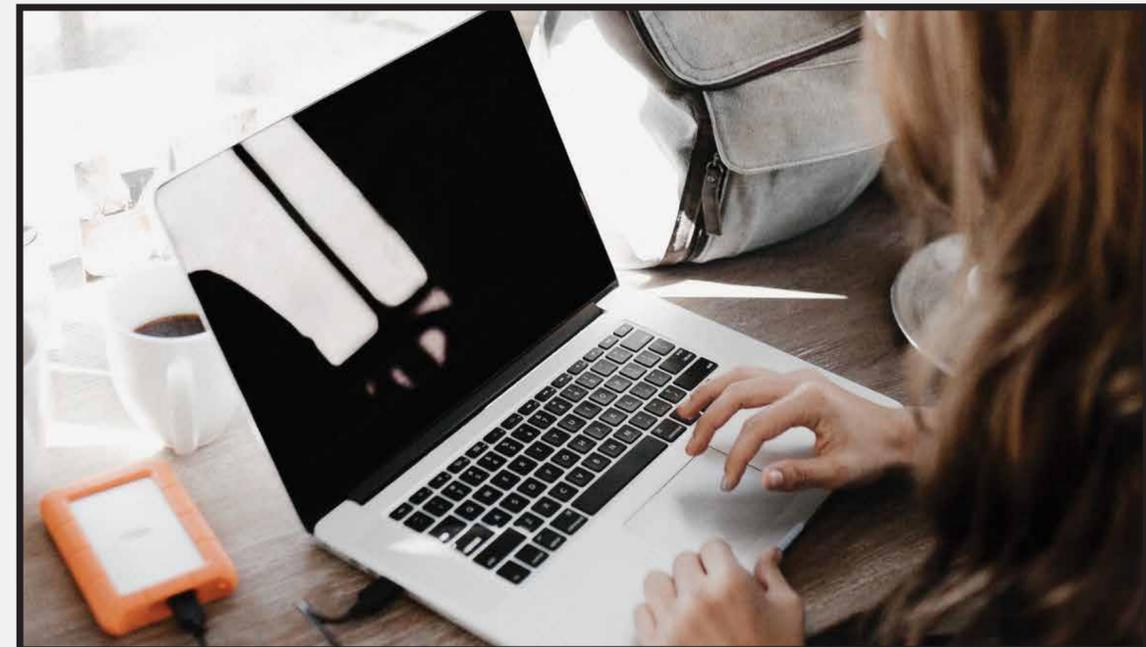
## Here are examples of online learning activities

- Lecture or class notes and handouts.
- Recordings of lectures.
- Details of assessment tasks.
- Assignment deadlines.
- Class discussion boards and blogs.
- Email communication with lecturers and student services.
- Links to readings held in the library.
- Links to related websites and online articles.



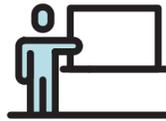
Prepare Tip

Highlight the points that you think you will find the easiest to manage. In a different colour, highlight the ones that you think that you will find most challenging.



**Help is available if you need it.**

Canvas: <https://edtechstudents.eu.helpdocs.com/> Email: [www.mycit.ie/email.support](mailto:www.mycit.ie/email.support)



# Communication with Lecturers What to Expect

## University courses usually involve attending lectures.

They are often held in a variety of settings; classrooms, large rooms, or lecture halls. They are usually attended by many students. Often a presentation is given by academic staff. It is a good idea to wait to ask questions until the lecturer asks "any questions". You can make a note of the questions you want to ask during the presentation.

## Lecturers at university often have other work to do along with lecturing.

This includes conducting research, supervising higher degree students, maintaining equipment, doing fieldwork, and presenting at conferences. This additional work can mean that they are quite busy on some days.

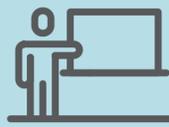
## Lecturers may have different ways they offer one to one support for questions.

Some may schedule student consultation times available every week to ask questions about lecture material or assessments. Or they may ask you to email them any questions you have, and they will reply when they have time. If you feel comfortable, you can go to their office to speak to them during the allocated times. If you are not comfortable doing this or the times do not suit you, you can send an email asking your question or to ask for a meeting.



**Help is available if you need it.**

Email the Disability Support Service [dssCork@mtu.ie](mailto:dssCork@mtu.ie) to enquire about support options.



# Communication by Email What to Expect

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## Communicating with university staff

Much of the communication with your lecturers and university staff will be by email. For example, changes to assignments or times of classes in person or online are often communicated by email. It is okay to email or contact a lecturer directly with a question. It is important to check your email regularly.



## Here is an example of an email to a lecturer

**Email Address:** You can find lecturer's email addresses through your department. You may be given a list. If not, your year co-ordinator will have the contact details of staff for your modules.

**Subject Title:** Question on Assignment for Maths for Biological Sciences, Module Code MATH6056

**Dear Ms XXXX**

I am a first-year student on the BSc in Biological Science course. I have a question about the Maths assignment for the module code MATH6056. I am finding it difficult to understand the assignment question. I think more detail on the assignment question would support me to begin my assignment.

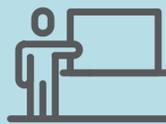
Regards,

Max O' Student

Student number: R00123456

**Help is available if you need it.**

Email the Disability Support Service [dssCork@mtu.ie](mailto:dssCork@mtu.ie) to enquire about support options.



# Student View

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## My first-year experience at MTU

As an autistic student attending Munster Technological University, I highly recommend that you join the transition programme. I was a student from a secondary school, where the school did an amazing job looking after students on the spectrum, such as explaining stuff slowly in class, organising our accommodation in terms of exams and orals, and they also had a brilliant autistic unit.

When first entering MTU, my course was my top priority, but nonetheless the disability services and programmes were also really important to me. After you sort out your need's assessment, you will meet Julie (Transition Support) in the Assistive Technology Service in the Student Centre, and you can meet her once a week, once every two weeks or once a month. It is up to you.

With regards to myself, I met Juile every week for the first semester, and then once every two weeks in the second semester. In the transition services, Julie and I had many great conversations, such as goals for the year, our worries about starting college, and tips to make college a good and stress-free experience. In the office, there were items like squishy balls and foam clay balls available if you forgot your de sensory items to destress and put your mind at ease. You can stim during the session, for example, I bounced up and down on the chair and did hand movements.

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Now why do I recommend the transition services to autistic students coming to MTU? Well, it is a meeting where you can be yourself and a place to re energise yourself. Also, it helps to learn information about exams, communication skills, living independently and, also how to engage with the college. Participating and using the transition services and the DSS is not embarrassing, and it is nothing to be ashamed about.

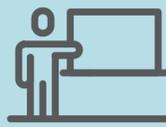
Your autism is a superpower, and be proud of it, because there are positive things about being autistic, like being yourself, noticing minor details about stuff, and also you are truly happy because you have your own interests and you don't follow stigmas. don't get me wrong, I struggle with stuff, like unexpected noises, communication skills, tone of voice, and interpreting things, but it is good to join the DSS, and engage with the transition services, because they will give tips and tricks to minimize these struggles, when you go out working.

I would without doubt recommend the transition services for first year, because you won't regret it, and you will benefit from it.

*Bridie, 3rd year, BSc Agri-Bioscience*



To book a one to one support meeting. Email [JulieA.odonovan@MTU.ie](mailto:JulieA.odonovan@MTU.ie)



# DSS Needs Assessment Explained

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- A Needs Assessment confirms the supports or reasonable accommodations you may need to study your course. These supports or accommodations are specifically around your learning difference, health condition or disability and your MTU course.
- To organise this support, you will need to complete an application with the Disability Support Service (DSS).
- Once you have completed your application, and provided documents, the DSS will complete a needs assessment for you. You may be offered an online needs assessment appointment as part of this.
- After this you will receive a needs assessment document will be sent to your MTU student email.
- The needs assessment document helps you to request supports and apply your accommodations in teaching, learning and exam situations. In higher education you are expected to arrange your supports with this needs assessment document. You will be given instructions on how to do this.
- Lecturing staff understand that your information is confidential. If they wish to speak with you about your needs assessment, they will do so privately.

## Prepare Tips

- **Make a list of the supports and accommodations that you think would be helpful for you in the higher education environment.**
- **Please bring this list to your needs assessment appointment if you have written one!**

**Disability Support Service**  
CIT Access Service is committed to widening participation, increasing access and supporting positive educational outcomes for underrepresented groups.

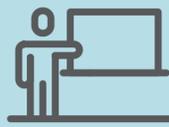
**In This Section:**

- Disability Support Service
- DSS Contact details
- Who does the DSS support?
- **Applying for DSS supports**

**Disability Support Service for students with disabilities/learning differences/health conditions**  
The DSS staff and our supports are available remotely as well as on the physical campus (when this is open to students).  
Staff are working remotely and we expect an update in mid September.  
We welcome queries from students and parents/guardians by email - [dssCork@mtu.ie](mailto:dssCork@mtu.ie) (But please note that due to GDPR we cannot discuss a student's details without written consent from their student email address.) Our emails are checked regularly - Monday to Friday (8.30am to 4.30pm).

Access the application at [www.mycit.ie/dss](http://www.mycit.ie/dss) - **under Applying for supports**

Note: if you are offered an appointment -we will provide detail on What to Expect at your Needs Assessment appointment prior to this meeting.



# One to One Support Explained

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## What is One to One Support?

Julie O'Donovan works in the MTU Cork Disability Support Service for the Transitions Support programme.

Julie provides one to one support for autistic students in their first year of university.

Conversations with Julie will be about supporting you as you settle into the higher education learning environment.

Higher education is an adult learning environment and Julie deals with you (the student) directly. Julie cannot speak to your parents or MTU staff about the details of your one to one support without your agreement.

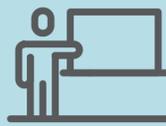


## Here are examples of areas Julie can support you with:

- **Getting to know your campus.**
- **Finding the right people to support you.**
- **Understanding how things work at university.**
- **Communicating with staff.**
- **Using your needs assessment document.**
- **Managing when you're feeling worried.**



To book a one to one support meeting. Email [JulieA.odonovan@MTU.ie](mailto:JulieA.odonovan@MTU.ie)



# Planning for Each Week What you can do

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## Planning Tips

- Make up a weekly study plan.
- Follow your weekly plan.
- Make sure you understand assignments and if not check with staff.
- If feeling unsure of expectations for assignments, ask for help.
- Practise stress reduction techniques weekly or daily.
- Take time for relaxation and recreation that you enjoy.
- Identify one to two members of staff you feel comfortable talking to when you need advice or are feeling worried about something.

## Student Example

Cate noticed that they were not feeling prepared for some assignment deadlines and began to feel overwhelmed. Cate decided to meet with Transition Support and discuss how they were feeling. As a result of this meeting Cate decided to write up a weekly activity plan. This included study, assignment work and relaxing activities like exercise, video games and attending their college society. This plan was reviewed weekly to make sure they were staying on track with college work and including fun as well as work in their weekly plans.

The Transitions Programme is supported by the PATH (Programme for Access to Higher Education) fund from the HEA and Department of Education and Skills. It is part of the SOAR Project which is an inter-institutional collaboration on Access [www.soarforaccess.ie](http://www.soarforaccess.ie)

