



# MTU

Ollscoil Teicneolaíochta na Mumhan  
Munster Technological University

## A guide to accessing MTU Disability Support Service supports - Cork campus

2021/2022

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



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## Welcome

If you are a new student or are already studying in MTU you may need to contact the Disability Support Service (DSS) if you feel like you may need some extra support due to your learning difference, disability or health condition. This guide will give you valuable information on the DSS and how to apply for supports/reasonable accommodations and access these in college.

The DSS supports full-time and part-time students across all of MTU Cork campuses, and our supports are available both remotely and on campus.

If you have any queries at any time, please e-mail [\*\*dssCork@mtu.ie\*\*](mailto:dssCork@mtu.ie)

### **Laura Coleman**

Disability Support Officer

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### **Marian O'Mahony - Community Development graduate**

“Since I started in MTU, I would be lost without the support and encouragement of the college... I know that my own determination and the support I receive in MTU will lead me to a greater potential in the future.”

## Who works in the Disability Support Service?



### **Laura Coleman**

Disability Support Officer  
Access Service

**Tel.** 021 433 5107/5137

**Text:** 087 177 6755

**E-mail:** dssCork@mtu.ie



### **Ruth Murphy**

Disability Projects Coordinator  
Access Service

**Tel.** 021 433 5137/5107

**Text:** 087 138 9772

**E-mail:** dssCork@mtu.ie



### **Mark Burleigh**

Assistive Technology Officer  
Assistive Technology Service

**Tel.** 021 433 5125

**E-mail:** mark.burleigh@mtu.ie



### **Fiona Downey**

Learning Support Coordinator  
Assistive Technology Service

**Tel.** 021 432 6744

**E-mail:** fiona.downey@mtu.ie



### **Julie O'Donovan**

Disability Transitions Programme  
Coordinator

Assistive Technology Service

**E-mail:** JulieA.ODonovan@mtu.ie

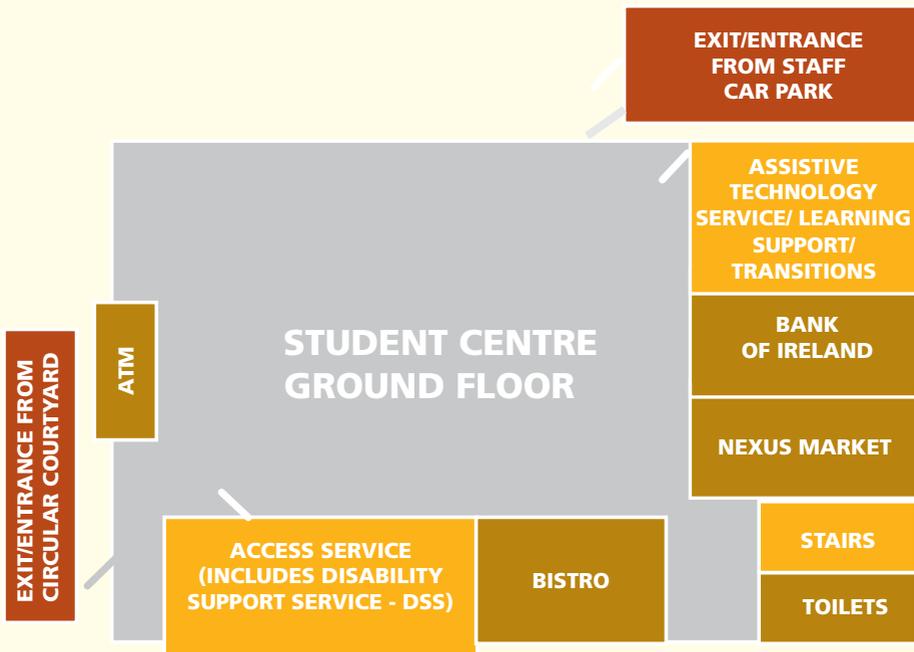
## Where is the DSS?

The DSS provides support to students across all MTU Cork campuses both remotely and in person.

The DSS office is in the Access Service which is located in the heart of the Student Centre, Bishopstown Campus. The DSS includes the Assistive Technology Service, Learning Support and the Transitions Support Programme, also based in the Student Centre.

DSS Learning Support tutors are based in Cork School of Music, Crawford College of Art & Design, and the National Maritime College of Ireland.

## Map of Student Centre, Bishopstown Campus



## **Who does the DSS support?**

The DSS currently supports nearly 1000 full-time and part-time students with learning differences, health conditions, and disabilities such as:

- ✓ Autism Spectrum /Asperger's
- ✓ 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

## Meet some DSS students



### **Emma Barrow**

#### **Social Care Work student**

“Having the support releases a lot of pressure from me... I wouldn't be where I am today without these supports. I have a hidden disability but I am very proud being a deaf person. I have the best of both worlds!”



### **Seán O'Shaughnessy**

#### **Hospitality Studies graduate**

“Early DSS orientation was beneficial to me, I had an opportunity to explore the campus before the rest of the students returned. The lecturers in MTU are always on hand to help or to answer any questions. There is always help!”



### **Nisha O'Mahony**

#### **Nutrition and Health Science graduate**

“I got into MTU thanks to the DARE scheme. I use the Assistive Technology lab. I find using a laptop a lot easier than writing in exams and having the extra time also helps a lot.”



### **Richard Cross**

#### **Creative Digital Media graduate**

“The DSS team have been fantastic, they helped me prepare for my Erasmus year in Austria and helped me whenever I reached out to them.”

## Disclosure

### Does MTU need to know that I have a learning difference/health condition/disability?

If you need any supports for your studies, you should apply for DSS supports/reasonable accommodations when you start studying in MTU. Students can also apply to the DSS at any point during their studies.

If you applied to DARE through the CAO, the DSS will receive your information

and documents but you still need to apply to the DSS

for supports. Students who received DARE reduced points places must apply to the DSS. Please note some MTU courses have a medical test as an entry requirement, e.g. some NMCI degrees and 'Global Business and Pilot Studies'.



**IMPORTANT:** If you need an academic personal assistant, sign language interpreters, access to campus/buildings, or mobility training please e-mail us for an early needs assessment in July/August or well in advance before starting college.

### Parents/Guardians/Support workers' queries

We welcome general queries from parents, guardians and support workers and we appreciate their role in supporting the student.

As MTU students are over the age of 18, we cannot disclose any information about a student without their permission.

Students must give advance consent to the DSS to discuss any aspect of their DSS application, academic progress, etc. with a third party on each occasion in writing from their MTU student email. Parents / guardians / support workers can support the student by encouraging them to contact the DSS, lecturer or other support services when needed.

## Confidentiality

The DSS is a confidential service and we do not share any of your information with anyone outside the DSS without your consent - this includes lecturers, college staff, parents/guardians, support workers, etc.

If you wish to use DSS supports such as exam supports, access notes, etc., you will be asked to agree to share this information with the relevant MTU staff/ departments.

Your documents are stored securely in the university's DSS/ secure document storage in compliance with Data Protection legislation with access only to authorised DSS staff.

The DSS cannot discuss information about your application, or any other aspect of your academic progress or supports without your permission.

If you disclose information to the DSS which may be considered to put us on notice of a serious health and safety risk to you and/or other students/staff, the college has a legal duty of care to ensure that you and/or other students/ staff are safe. In this case we may need to share this information but we would ideally speak to you first.



## How do I apply for supports?

If you wish to apply for supports/reasonable accommodations for lectures, exams, etc. from the DSS, you need to take three steps:

1

### **STEP 1 Fill out the Online Application Form**

The online DSS application form is available from September at [www.mycit.ie/dss](http://www.mycit.ie/dss) - under Applying for DSS supports

You can e-mail us to request it in an alternative format, or if you are having any difficulties filling out the form.

2

### **STEP 2 Provide supporting documents**

Email a copy of your documents that gives evidence of your learning difference, disability, or health condition to [dssCork@mtu.ie](mailto:dssCork@mtu.ie) if you have not sent these already to the CAO/DARE.

3

### **STEP 3 Needs Assessment**

You will receive a needs assessment document to your MTU student email which confirms your reasonable accommodations/supports. You will have the option of meeting a DSS staff member to discuss this in more detail.

**IMPORTANT:** You must fully complete your DSS application for supports before certain dates in order to request exam supports for end-of-semester exams or Craft apprentice exams.

## Documents needed for my application

You must give us evidence of your learning difference, disability or health condition in order for the DSS to confirm your supports/ reasonable accommodations. We have access to your documents if you sent them to the CAO/ DARE. You may need to give us more documents if you have new/ updated reports, or if we need more information.

Specific learning difference  
(e.g. dyslexia or dyscalculia)

Full educational psychologist report OR evidence of a history of a specific learning difference and receiving support from your school/college

Dyspraxia (DCD)

Full occupational therapist/  
OR evidence of a history of DCD and receiving support from your school/ college

Health conditions  
or disabilities

Report or letter from the appropriate consultant or specialist detailing the diagnosis, type, and extent of the health condition /disability and supports/ treatment. A GP/other health professional letter with the same level of detail may also be accepted.

For more details, please check [www.mycit.ie/documents-needed](http://www.mycit.ie/documents-needed)

## Requesting Supports

Once you have received your needs assessment you can use it to inform your lecturers of your reasonable accommodations and/or request supports. You should also follow the instructions from the Examinations staff on your campus about requesting exams supports by any deadlines they have set (see page 24).

Your needs assessment may advise you to engage with specific support, such as Learning Support or Assistive Technology, and **it is YOUR responsibility to engage with these services and with the DSS.**

You can review your reasonable accommodations/supports at any time during your studies. It is also important for you to notify DSS at the start of every semester/year if your existing supports need to be reviewed, and ensure the information given to the DSS is up to date.



### **MTU student e-mail**

You need to check your MTU student e-mail regularly as this is the main way the college and the DSS will contact you about important college and DSS information, and deadlines. The DSS can only email you via your MTU student email due to the university data protection guidelines.

## Craft Apprentices

Craft apprentices are welcome to apply for DSS supports/reasonable accommodations.

- You will need to fill out the online DSS application form on the DSS website: [www.mycit.ie/dss-apprentices](http://www.mycit.ie/dss-apprentices)
- You need to e-mail us a copy of your documents by the dates below in order to access exam supports and other DSS supports.
- If you accessed DSS supports before September 2018 please fill out the online DSS application form by the dates below. We do not need a copy of your documents. If you accessed DSS supports after September 2018 please email the DSS by the dates below.

### **SOLAS Phase 4/6 blocks**

September – December block  
January – March block  
April – June block

### **DSS application deadlines for exam supports**

Friday 22 October 2021  
Friday 28 January 2022  
Friday 29 April 2022

Once you have your needs assessment – we will inform Shane Falvey, Disability Examination Supports Administrator, in the Examinations Office who will organise your exam supports.

### **Examinations Office, Melbourn Building, MTU Cork**

**Tel:** 021 433 5090

**E-mail:** [examsdsscork@mtu.ie](mailto:examsdsscork@mtu.ie)



## **Incoming Erasmus/ International Students to MTU**

If you are coming to MTU on Erasmus study exchange/internship or as an International student and need DSS supports you should contact us well in advance before you arrive in Ireland for your study. **Please note that MTU DSS supports may differ from those you receive in your home institution.**

You should ask your home institution to fill out a **MTU DSS Statement of Support form** to confirm what supports you receive there – please e-mail us for this form. You will also be asked to provide us with copies of your documents in English (certified translation) as evidence of your learning difference, disability or health condition.

### **Erasmus students**

If you have a disability, you may be able to apply for Erasmus+ funding through your own university's Erasmus Office / Disability Service for additional costs of personal and academic supports while in Cork, such as a personal assistant, aids and equipment, adapted accommodation, travel assistance, and medical attendance. Outgoing MTU Erasmus students can access this funding through MTU - see page 31.

- **Erasmus funding information:** <https://tinyurl.com/ya8tvn7n>
- **MTU Erasmus Office:** <http://international.cit.ie/erasmus/incoming>

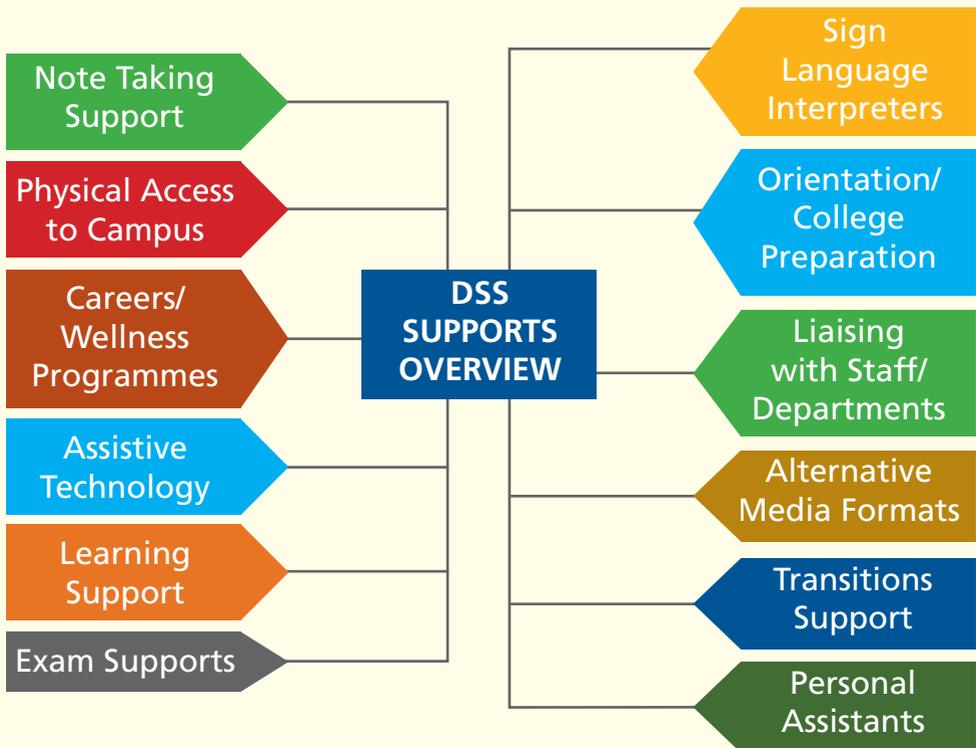
### **International students**

You may need to make a financial plan which includes additional disability related costs and investigate any funding that may be available to cover these extra costs.

- **MTU International Office:** <http://international.cit.ie>
- **Graduate Studies Office:** [Graduate.StudiesCork@mtu.ie](mailto:Graduate.StudiesCork@mtu.ie)

## DSS Supports overview

The DSS has a range of supports which are designed to be enabling and to equip you with the necessary skills and knowledge to become independent learners. They can help you reach your full academic potential, and are transferable to the workplace.



We will confirm your supports/reasonable accommodations in your Needs Assessment document which can be reviewed at any time.

## DSS Remote Supports

Students who are studying online or who have blended learning (study online and on campus) can access DSS supports – these are available both remotely and on campus, although remote supports may differ at times to those delivered in person.

- **DSS staff:** Please email the DSS staff member to arrange an online appointment.
- **DSS website:** Tips and tools for studying online, and remote exam supports under Online Learning at [www.mycit.ie/dss](http://www.mycit.ie/dss)
- **DSS Canvas module:** Information and links to resources on supports for DSS/DARE students such as skills for college, learning support and assistive technology videos. Use your student details to enrol on this module to access resources and updates: <https://tinyurl.com/DSSCanvas>



## Assistive Technology

Assistive Technology (AT) is software or equipment that can help you with your learning and access your lectures and notes such as:

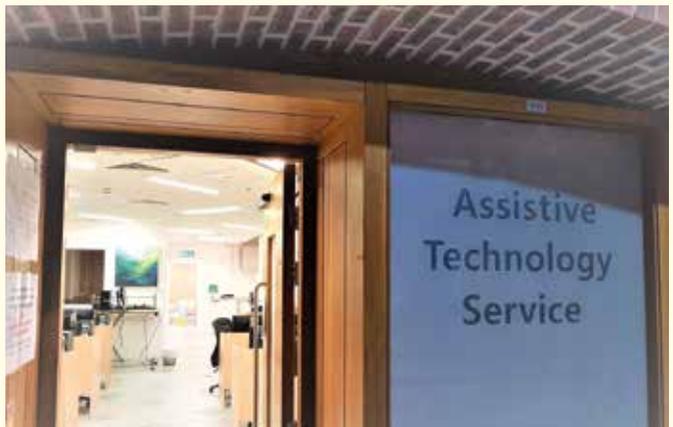
- Proofreading / Mind-mapping / Reading software
- Apps for phones and tablets
- Typing training
- Recording devices / apps / software (use with lecturer permission)
- Digital magnifier technologies
- Hearing support technologies
- Speech to text software

### **What is the DSS Assistive Technology Service (AT Service)?**

The AT Service includes a dedicated computer lab in the Student Centre on the Bishopstown campus (see page 5).

The computer lab is only available to DSS students and you access it with your student ID card. The lab has computers, study space, a printer, and a scanner for scanning notes and handouts, plus a bookable room for voice-to-text software use.

There is also reading/proofreading and mind-mapping software available on open access/library computers in the different campuses. You can also download some of these remotely.



## **Assistive Technology support and training**

Mark Burleigh is the full-time DSS Assistive Technology Officer. He is available for an Assistive Technology assessment/training if this is recommended in your DSS Needs Assessment. He runs training workshops during the year and manages any equipment that you might be loaned by the DSS.



Mark meets students by appointment  
Monday to Friday 9.00am – 5.00pm.

**E-mail:** [mark.burleigh@mtu.ie](mailto:mark.burleigh@mtu.ie)

**Tel:** 021 433 5125

Assistive Technology Service, Student Centre,  
Bishopstown.



### **DSS Assistive Technology online guides**

[www.youtube.com/user/AccessATS](http://www.youtube.com/user/AccessATS)

The AT Service YouTube channel provides online guides and training that students can access at any time around their Assistive Technology software or equipment.



### **AT Service Twitter:**

[https://twitter.com/ATS\\_MTU](https://twitter.com/ATS_MTU)

## Learning Support

The DSS Learning Support Service supports DSS students to develop their academic and study skills for their assignments, reports and research. This is done in small groups, workshops, and one-to-one appointments where appropriate.

Learning Support works closely with Assistive Technology to enable you to use the tools to study independently, and to develop your skills in:

|   |                                |  |
|---|--------------------------------|--|
| <b>Planning and structuring assignments</b> | <b>Academic writing skills</b> | <b>Quoting, referencing and plagiarism</b> |
| <b>Taking good notes</b>                    | <b>Managing deadlines</b>      | <b>Exam and revision techniques</b>        |
| <b>Presentation skills</b>                  | <b>Reading and research</b>    | <b>Essay writing</b>                       |

### DSS Learning Support videos

Learning Support tutorial videos are available for students to access at any time on the DSS Canvas module and at:  
[www.mycit.ie/learning-support-resources](http://www.mycit.ie/learning-support-resources)

Students are also advised to check their individual modules for their course to see the kinds of assessments, exams, and coursework that are involved in each module at <http://courses.cit.ie>

## Who do I contact for Learning Support?



### **Bishopstown Campus**

**Fiona Downey, DSS Learning Support Coordinator**

Meets students by appointment Monday to Friday  
8.30am - 4.30pm.

**E-mail:** [fiona.downey@mtu.ie](mailto:fiona.downey@mtu.ie) **Tel:** 021 432 6744  
Assistive Technology Service, Student Centre, Bishopstown.



**Crawford College of Art & Design  
Cork School of Music  
Cork Centre for Architectural Education**

**Jessica Amberson, DSS Learning Support tutor**

Meets students by appointment on Mondays and  
Tuesdays.

**E-mail:** [jessica.amberson@mtu.ie](mailto:jessica.amberson@mtu.ie)



**National Maritime College of Ireland  
(NMCI)**

**Barbara Hempel, DSS Learning Support tutor**

Meets NMCI students by appointment.

**E-mail:** [barbara.hempel@mtu.ie](mailto:barbara.hempel@mtu.ie)

## Careers Support

The MTU Careers Service offers individual careers supports to students:  
[www.mycit.ie/careers](http://www.mycit.ie/careers)

### ReadySteadyWork (in partnership with DELL Technologies)

The MTU DSS and Careers Service have worked with DELL Technologies to create a career development programme for DSS students. It includes:

READY  
STEADY  
WORK

DELL Technologies

- Improving your CV and communication skills
- Giving you experience in interviews
- Practical workplace conversations
- Earning a unique Digital Badge for your CV
- Advice and support on Disclosure at work

[www.mycit.ie/ready-steady-work](http://www.mycit.ie/ready-steady-work)

## Specialisterne support

Autistic DSS students going on work placement can access support in Semester 1 from [www.specialisterne.ie](http://www.specialisterne.ie)  
Email the DSS to sign up: [dssCork@mtu.ie](mailto:dssCork@mtu.ie)

## DSS Student Wellness Programme

This Semester 2 programme offers support and guidance around balancing student life including:

- Balancing study, work and friendships
- Managing your stress and day to day life
- Improving nutrition and exercise
- Mindfulness sessions

Students will be e-mailed on how to book their place.

## Transitions Support Programme

The Transitions Support Programme is available to autistic DSS students during their first year in university.



The Transitions Programme Coordinator, Julie O'Donovan, will provide guidance, support and collaboration on the expectations of this new learning environment. Students are offered the opportunity to regularly engage with Julie to work together on accessing your educational goals.

This could include:

- Getting to know your campus.
- Engaging with your lecturers.
- How to effectively use your needs assessment.
- Understanding how college works.
- Building communications skills.

Resources and orientation activities will also be available.



**Julie O'Donovan**  
Transitions Programme Coordinator  
Assistive Technology Service  
Student Centre, Bishopstown.  
**E-mail:** JulieA.ODonovan@mtu.ie

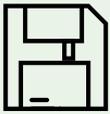
The Transitions Programme is part of the SOAR Project ([www.soarforaccess.ie](http://www.soarforaccess.ie)) which is an inter-institutional collaboration on access. It is supported by the PATH (Programme for Access to Higher Education) Strand 3 fund from the HEA and Department of Further and Higher Education, Research, Innovation and Science.

## Other DSS Supports available



If you need any of the following supports – please contact the DSS well in advance before college starts, as arranging these supports can take some time.

### Alternative media formats –



Students may need their course material, books, etc. in alternative media formats such as large print, alternative electronic format, Braille, and audio versions.

### Parking and Transport –

Students with physical disabilities or mobility difficulties may require access to parking on campus with their EU parking permit, or support with transport to access their campus.



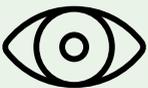
### Academic Personal Assistant –

Students with physical disabilities or mobility difficulties may require an assistant for tasks such as carrying bags, accessing buildings, or some personal care.



### Mobility training –

Students with visual loss may require mobility training around their campus.



Students with mobility difficulties may have specific requirements in order to access rooms with stairs, access lifts and/or buildings.

**Note:** Class timetables with room details are only available just before the start of each semester.



### ISL Interpreter/Speed text –

For students with hearing loss to access their classes/lectures and exams.



## Examination Supports

You may be entitled to access exam supports, such as extra time, entitlement to type an exam, use of reading software, or a smaller shared exam room, which are confirmed in your Needs Assessment. With your permission, the DSS will inform the Examinations staff in your campus of these supports.

### End-of-semester exams DSS application deadlines

You must have your needs assessment 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.

|                       |                         |
|-----------------------|-------------------------|
| Semester 1 exams      | Friday 12 November 2021 |
| Semester 2 exams      | Friday 18 March 2022    |
| August (repeat) exams | Friday 8 July 2022      |

**If you have a needs assessment after these dates - you may be able to access extra time but other supports will be accommodated in the next examination session.**

Students with temporary disabilities such as broken hands should contact the Examinations staff in their campus directly to see what supports are possible.

The Examinations website has information about the exam dates, online exam timetables, appeals, past exam papers at [www.mycit.ie/exams](http://www.mycit.ie/exams)

## Online/Remote exam supports

Exam supports online can differ from on campus exam supports where students can access these online via their lecturer or independently rather than requesting through the Examinations staff on their campus.

There may be different procedures for requesting exams supports either directly from your lecturer or from Exams staff - please check your MTU student e-mail for the most up-to-date information. Information will also be here: [www.mycit.ie/exam-supports-online](http://www.mycit.ie/exam-supports-online) If you have any queries, please check with the Examinations staff in your campus (see next pages).

These are some general guidelines for accessing supports:

**Extra time** – It is important to inform your lecturer in advance using your Needs Assessment to request extra time or rest breaks (at least 1 week’s notice) or apply by the deadlines outlined in any emails.

**Assistive technology** – If you are entitled to use assistive technology such as reading software – you should download and practice using this in advance of any test or exam. Please use the Accessibility Tools document prepared by the Assistive Technology Officer. Software installation and training guides are available on the DSS website: [www.mycit.ie/exam-supports-online](http://www.mycit.ie/exam-supports-online) If you have any questions about the links or software please email [mark.burleigh@mtu.ie](mailto:mark.burleigh@mtu.ie)

**Remote learning/Canvas information:**  
<https://tel.cit.ie/remote-learning>





## **Bishopstown campus exams**

**Shane Falvey, Disability Examination Supports Administrator**, in the Examinations Office, organises DSS exam supports for final exams in Bishopstown campus.

**E-mail:** [examsdsscork@mtu.ie](mailto:examsdsscork@mtu.ie) **Tel.** 021 433 5090

### **Remote/online exams**

Please check your MTU student e-mail for updates on requesting exam supports for online exams throughout the year.

### **Requesting supports for end-of-semester exams on campus**

End-of-semester exams on campus are final exams are timetabled by the Examinations Office. To request exam supports, such as reading software, entitlement to type an exam, or a smaller/separate room, you must e-mail [examsdsscork@mtu.ie](mailto:examsdsscork@mtu.ie) by the deadlines sent to your MTU student email. Students with extra time only can use this support in the main exam venue.

### **Requesting supports for in-class written assessments on campus**

In-class tests/assessments are run by your lecturer/department. Most DSS students sit these without supports or just extra time after requesting this from their lecturer. You must give at least 1 week's notice.

If you wish to use reading software, entitlement to type an exam, or a smaller/separate room for in-class written assessments on campus, you need to fill out the Exams online request form with 1 week's notice: [www.mycit.ie/examinations/support](http://www.mycit.ie/examinations/support)

If possible, the Examinations Office will assist depending on room availability and other resources.



## **Cork School of Music (CSM) exams**

Rocky Falzon, CSM administrator, is responsible for organising exam supports for Cork School of Music DSS students.

**E-mail:** rocky.falzon@mtu.ie **Tel.** 021 480 7309

If you need exam supports for your end-of-semester exams you must e-mail Rocky Falzon to request these with as much notice as possible for each set of exams. You must include the details of the time and date of exam(s) and the support(s) being requested. If you don't request these by the deadline outlined in the exams e-mail, your request may not be able to be facilitated.

If you have in-class written tests and you need exam supports, you should speak to your lecturer first well in advance to see what is possible, as sometimes students find extra time is enough.

## **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.



## National Maritime College of Ireland (NMCI) exams



An Roinn Iompair  
Department of Transport

For students studying the Bachelor Degrees in Nautical Science, Marine Engineering, and Marine Electrotechnology, the Department of Transport (DOT) is the regulatory body that accredits the associated professional qualifications. Different regulations apply regarding exam supports for students taking NMCI written examinations, for the purpose of attaining these associated professional qualifications (i.e. Certificate of Competency).

The DOT Marine Notice No 65 of 2013 outlines the exam accommodations allowed for students with dyslexia:

<https://assets.gov.ie/21975/00ade1567c314a8fbf1274e0455b0255.pdf>

This includes:

- **10 minutes per hour extra time allowance and use of acetates or tinted film if required. The extra time may be allowed in the main venue or a separate centre – this will be decided by the NMCI.**
- **Allowances for spelling errors and composition of passages are also allowed if the meaning of the answer is clear to the examiner.**
- **The use of a reader, scribe or laptop is not allowed.**

If you apply to the DSS for exam supports, the information is confidential and is sent only to Capt. Sinéad Reen, and the NMCI Examinations Secretary with your permission.

### **Theresa Brien, NMCI Examinations Secretary**

**E-mail:** [theresa.brien@mtu.ie](mailto:theresa.brien@mtu.ie)

**Tel.** 021 433 5645

If you have any questions please contact, in confidence, the DSS or **Capt. Sinéad Reen, Head of the Department of Maritime Studies**

**E-mail:** [sinead.reen@mtu.ie](mailto:sinead.reen@mtu.ie)

**Tel.** 021 433 5612

### **Academic Learning Centre**

Free drop-in subject classes in maths, business, science, engineering, computing and IT/academic skills.

<https://studentengagement.cit.ie/alc>

### **Counselling Service**

One to one sessions available. 24/7 Crisis text line- free text CIT to 50808 for support.

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

### **Careers Service (2nd floor Student Centre)**

Guidance on improving your CV, interview skills, employment searches.

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

### **Academic Success Coaching**

Academic Success Coaching work with students to develop motivation and study skills.

<https://studentengagement.cit.ie/asc>

### **Teaching Enhanced Learning**

Guides for remote learning and Canvas.

<https://tel.cit.ie/remote-learning>

### **Medical Centre (Mezzanine floor, Student Centre)**

Access to doctors and nurses - Also available in Cork city.

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

### **Emergency Response Team (ERT) (Bishopstown Campus)**

If you have a medical condition such as epilepsy where you MAY need immediate emergency care on campus, you should call the ERT if you feel unwell.

Tel: 021 4326112

## Financial Supports

### Fund for Students with Disabilities

The Fund for Students with Disabilities is run by the Higher Education Authority and provides funding to eligible students for specific academic supports, personal assistance/sign language interpreters, and transport costs (outside of typical costs of going to college). The DSS applies for funding on your behalf to provide supports.



The Fund is funded by the Government of Ireland  
[www.studentfinance.ie](http://www.studentfinance.ie)



Rialtas na hÉireann  
Government of Ireland



EUROPEAN UNION  
Investing in your future  
European Social Fund

### Student Assistance Fund

If you need additional financial help for the costs of going to college you can apply to the Student Assistance Fund. It is managed by the Access Service. The online application form will be available in September: [www.mycit.ie/saf](http://www.mycit.ie/saf)

### 1916 Student Bursary Fund

The 1916 Bursary Fund has bursaries of €5,000 per annum available for the normal duration of a full-time or part-time undergraduate programme.

The Fund aims to encourage participation and success by students who are most socio-economically disadvantaged and who are from groups most under-represented in higher education, including disability.

Applications open in August:  
<https://www.soarforaccess.ie/1916-bursary-fund/>

## **MTU DSS students needing supports while studying abroad**

If you are going abroad to study for a semester/year, you may need to consider whether you need DSS supports in your host college.

Make sure you research the disability and student supports available in your host college and any funding available. Remember there may be some big differences in supports between countries and colleges.

- **DSS study abroad checklist:** [www.mycit.ie/dss](http://www.mycit.ie/dss) - under Erasmus/International page
- **AHEAD guide for studying abroad:** <https://ahead.ie/studyabroad>
- **Inclusive Mobility:** [www.InclusiveMobility.eu](http://www.InclusiveMobility.eu)

### **Erasmus+ funding**

Erasmus+ has additional funding available for eligible DSS students for the additional costs of

personal and academic support, such as a personal assistant, aids and equipment, adapted accommodation, travel assistance, medical attendance, learning support, exploring location of the host college and travel networks, and residential accommodation from the host college.



Please contact the DSS or the MTU Erasmus Office:  
[ErasmusCork@mtu.ie](mailto:ErasmusCork@mtu.ie) for a copy of the funding application form.

The DSS can support you to complete the form and provide necessary information about your supports such as your needs assessment and copies of your documents to your host institution with your permission/for your funding application. You will need to get the breakdown of costs of the supports from your host institution and/or external provider.

- **EURIreland:** <http://EURIreland.ie>

If you would like this guide in an alternative format please e-mail **dssCork@mtu.ie** or telephone **021 433 5138**

## MTU Disability Support Service (DSS)

### Address:

Access Service,  
Ground Floor, Student Centre,  
Munster Technological University,  
Bishopstown, Cork,  
Ireland, T12 P928



Tel: 021 433 5107 / 5137 DSS



Tel: 021 433 5138 Access Service



Text: 087 177 6755 / 087 138 9772



E-mail: [dssCork@mtu.ie](mailto:dssCork@mtu.ie)



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



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### Opening Hours:

Monday to Friday 8.30am to 4.30pm