

MTU Cork Students' Union Freshers Handbook & Diary 2022-23



Proud supporters of MTU Cork
Wishing all the students the very best for the year ahead!



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MTU Cork Students' Union

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021 433 5270



Eireann Griffin
Entertainments Officer
021 433 5275



Ellen Bamber
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021 433 5274

STUDY. PARTY. PIZZA.

#StudentSurvivalTips



9 Bishopstown Road, Wilton
021 4414455
(Beside CUH)

Douglas Village, Cork
021 48 90 900

Redforge Road, Blackpool, Cork
021 421 55 55
(Opposite Blackpool Shopping Centre)

26 Washington St West, Cork,
021 422 22 88

OPEN TO MIDNIGHT,
7 DAYS A WEEK

NEW STORE IN WILTON COMING SOON

€20 OFF

WHEN YOU SPEND €40 OR MORE

USE CODE: **MTUHB122**

Valid on APP only, not valid with any other deal, not valid on drinks, ice creams or 14 piece chicken sides. Expires 30/06/23

ANY PIZZA ANY SIZE

€11.99

USE CODE: **MTUHB222**

Valid on APP only, not valid with any other deal. Expires 30/06/23

ANY PIZZA ANY SIZE

€9.99

COLLECTION ONLY

USE CODE: **MTUHB322**

Valid on APP only, not valid with any other deal. Expires 30/06/23



ALL OFFERS AVAILABLE ON APP ONLY

Hello everyone, welcome back to Munster Technological University! It is safe to say that the last few years haven't been the easiest, but I want to welcome all of our incoming students to the next chapter of your lives. As your Students' Union, we hope to make these next few years as fun and as engaging as possible, by providing you with endless laughs and entertainment! If you want to keep up to date with events and other SU topics, head to our LinkTree in our Instagram bio!

My name is Isobel Kavanagh and I am your Students' Union President. I come from the home of KC's chipper, Douglas in Cork! I studied International Business with French here in MTU and I was lucky enough to be able to go on my Erasmus to Lyon, France, despite the uncertainty of the pandemic.

In my role as SU President, I represent the students of MTU Cork on many boards and committees throughout the college to **ensure that the student voice is heard at all times, on every matter**. I have always had a love for the student movement and I spent three out of my four years in college as class representative. By the way, I would highly recommend that you become the Rep for your class as it can be a great laugh, a fab learning experience and it also looks really good on the CV! Through this role as Class Rep, I kept a close working relationship with all of our lecturers and if there was ever a problem within the course, I was always at hand to try my best to fix it! In my 4th year, I was

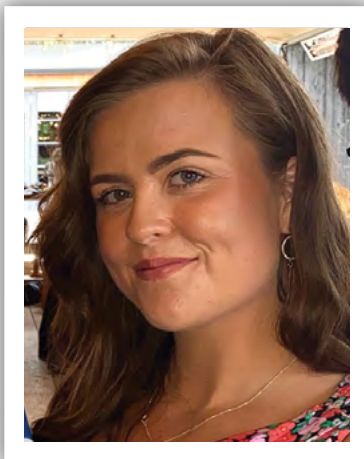
elected by the students to my part time role as Projects' Officer in the SU. My aim this year is to provide students with the best years of your lives by standing in your corner, no matter what! I want to represent you on topics that matter most to you, while also creating some laughs on campus along the way!

My role as SU President is a strategic one whereby, I oversee the overall management of the Students' Union to make sure that we are all working towards improving

your quality of life here as an MTU student. One of my main roles is to represent you, both locally in the University and nationally alongside the Union of Students in Ireland (USI). I am honoured to be your chief representative with USI this year. Together with USI, we aim to lobby government ministers and politicians to pass bills that would enhance the student experience across Ireland. This year, we hope to increase student engagement massively so

be prepared for many events across all of our campuses!

Every decision that is made within the college, from hiring a new member of staff, to acquiring land, to building and improving resources, to changing exam regulations, is all done by committees which ultimately report into the Governing Body of the University. The Students' Union is in the unique position that it contributes to the strategic decision-making process within the college by sitting on a number of committees. As the President of the Students' Union, I hold a seat on all of these committees. Some of these include; The MTU



Governing Body, Academic Council, Student Services Company, Student Finance Committee and all MTU decision making committees. On each and every one of these boards I ensure that the rights of the students are represented and that any decisions made ultimately benefit the student population. One of my main areas of responsibility in the Students' Union is ensuring that you receive the best standard of education possible. You worked hard to get here, and it's my job to ensure that you get bang for your buck! You tell me what you need, I'll do my utmost to make it happen. I hope MTU is as good to you as it has been to me. My door is always open, so anything that I can do to make your life better, don't hesitate to get in touch.

Up the Students!!!!

Na Mic Léinn Abú!!!!

Email: sueducationcork@mtu.ie

Phone: 087 062 4830 / 021-4335276





Le Chéile - Using Your Student Voice

Le Chéile activities allow you the opportunity to have conversations and give your opinion on aspects of your experience of teaching, learning, assessment and student engagement at MTU. Le Chéile offers resources and processes that encourage staff and students to engage with each other and work together.

Really helpful to give feedback & constructive criticism without being judged or afraid to speak your mind.

- Student feedback

It certainly provides a different perspective in relation to student-staff cooperation and proves how powerful staff-student partnerships are when both parties agree to work together.

- Staff feedback

There are 4 key pillars to Le Chéile activities;

1. Surveys (online)
2. Consultations (in-person facilitated focus groups)
3. Student/Staff Partnership Projects (where students and staff work together as partners on a team)
4. Student-led Projects (to be launched 2023)

Class Reps can play a key role in participating in Le Chéile activities and bringing the needs and experiences of their classmates to the attention of teaching staff, working in partnership to make change happen.

Look out for opportunities to engage in Le Chéile activities throughout the year!



For more information, visit:

<http://studentengagement.cit.ie/studentpartnership>

Hey Everyone! My name is Oisín Gahan and I'm your Vice President Education. I am delighted to take up this role after previously serving as the part-time role, Communications Officer, while studying in my final year. I am a graduate from the Sport, Leisure and Childhood Department where I completed a Level 7 in Recreation and Leisure Management and a Level 8 in Sport and Exercise. I really enjoyed my time as a student and got involved with student life early on, as a Good Start Ambassador and Student Leader in my second year and the Chair of the Student Union Council in my third year. First of all, welcome to all our new incoming 1st Years to Munster Technological University and also to all of the returning students. I hope everyone had a safe and enjoyable summer and recharged the batteries ahead of this academic year!

The key areas I can assist and offer advice are:

- Academic Issues and Queries
- Grant and Financial Issues
- Exams and Assessments
- Education Campaigns
- Class Representatives and Student Union Matters

One of my main priorities is to ensure all students receive the highest standard of education, support, and have a positive college experience. Each one of you have worked incredibly hard to be a part of the Munster Technological University community and it is my responsibility to ensure you are provided with every opportunity and the right tools to achieve your full potential. Along with this, that your MTU Experience is a happy, healthy and safe one!

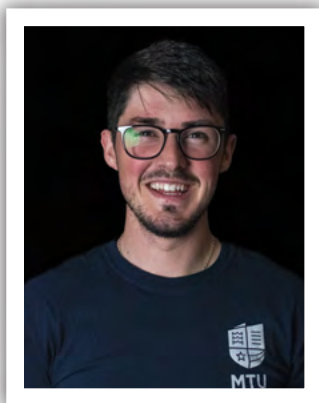
Becoming a Class Rep

Class Reps play a vital role within our University and the wider community. As Class Reps

you play a crucial role in the decision-making process, enhancing your fellow students' experience socially and academically and you have the opportunity to influence the wider community.

Some skills you will obtain during your time as a Class Rep are:

- Organisational skills
- Problem solving
- Leadership
- Communication and negotiation skills
- Time management
- Public speaking and so much more!



Furthermore, as a Class Rep you could enhance your personal CV and stand out during your job interviews. MTU Cork Students' Union provides training and support to all Class Reps. MTU is without a doubt well known for an incredibly strong sense of community and student engagement is one of our top

priorities. With smaller size classes and labs, students and staff are able to develop positive working relationships, which generate a unique academic experience.

So, as you begin, continue or near the end of your academic journey in MTU, get involved (it's never too late!), enjoy yourself, and be proud leaving MTU in knowing you will leave with a valuable qualification which you worked hard for. Feel free to contact me **sueducationcork@mtu.ie** about any questions or issues you have. I want to wish you the very best of luck in your year ahead here in MTU and I look forward to meeting you all!

Email: sueducationcork@mtu.ie

Phone: 087 062 4830 / 021-4335276

Fáilte chuig d'Aontas. Welcome to your Union.

A bhuíoch le d'Aontas, tá tú mar bhall d'Aontas na Mac Léinn in Éirinn.
Le 63 bliain anuas, táimid aitheanta mar ghuth na mac léinn in Éirinn agus
táimid láidir mar gheall arrannpháirtíocht na mball, cosúil leatsa.

Thanks to your SU, you're a member of the Union of Students in Ireland.
For 63 years we've been the recognised voice of Ireland's students and
we're strong because of members like you getting involved.

Is tusa AMLÉ. Tá lúchair orainn tú a bheith linn.
You are USI. We're glad you could join us.

Ceard a chreideann AMLÉ | USI's beliefs



Access to education

is a fundamental right of all people in Ireland

Rochtain ar oideachas...

...mar bhuncheart ag muintir na hÉireann uilig



Tá cearta ag mac léinn...

maith le tacaíocht airgeadais, tithíocht chuí agus poist shábháilte.

Students have rights

*to a decent standard of living including financial support, decent housing
and decent safe jobs in Ireland, among others*



Rannpháirtíocht na mac léinn...

...i gcur chun cinn agus cosaint cearta daonna agus daonlathacha uilig

Students should be active

in the promotion and defence of all human and democratic rights

Oibríonn AMLÉ ar do shon | What we do for you



Guth láidir amháin ar do shon...

*...stocaireacht, feachtasaíocht agus idirbheartaíocht le polaiteoirí Rialtais
agus eagraíochtaí oideachais.*

A strong unified voice for you

*lobbying, campaigning and negotiating with government, politicians &
education bodies*



Ag tacú le d'Aontas Mac Léinn

*Ag oiliúint d'oifigigh Aontas Mac Léinn agus ag cabhrú leo ionadaíocht
a dhéanamh ort ar bhonn áitiúil, náisiúnta agus idirnáisiúnta.*

Supporting your Students' Union

*Training and assisting your Students' Union officers to represent you
locally, nationally and internationally*



Freastal ar riachtanas na mac léinn...

*...feachtais mheabhairshláinte, eolas ar shláinte ghnéis agus
obair ar an inbhuanaitheacht, tithíocht agus tacaíocht airgeadais.*

Meeting students' needs

*Mental health campaigns, sexual health info and work on
sustainability, housing and the environment.*



Union of Students in Ireland
Aontas na Mac Léinn in Éirinn

**1 NATIONAL
UNION
374,000
STUDENTS**



**32 STUDYING IN
COUNTIES
WITH
1 STRONG
VOICE**



Caoimhe Walsh
Vice President for the
Southern Region of USI



Beth O'Reilly
USI President



Isobel Kavanagh
President, MTU Cork SU
member of USI Comhairle Náisiúnta

Students of MTU Cork, my name is Kelda Mac, and I am delighted to have been elected as your Vice President Welfare for the upcoming academic year!

To any incoming students, welcome to our Technological University. The next four years welcome new experiences and opportunities for you so I'd advise you make the most of it because this time will fly by! You'll have the opportunity to make new connections and so many new friends, it's a new experience for everyone.

To tell you a little bit about myself, I'm a Business Studies graduate from MTU. A great portion of my time in college was spent online so I understand the struggles a lot of you may have in adjusting to life back on campus – I know I found it tough. In addition to this the transition from second to third level can be daunting however I'm here to try make the progression a lot easier for you and to ensure you all get the best college experience. We have numerous societies available, and I would highly recommend getting stuck in and involved in these different aspects of college life. It will open so many new doors for you and can be a great experience!

My role as Welfare Officer within your Students' Union is to represent you and your voice on both a local and national level. I will use my position to ensure your concerns are heard and listened to. I'm also here to offer help with any issues relating to the welfare of my students. These matters may relate to your mental health, sexual health, wellbeing, accommodation, financial hardship, safety, student support, and much more. While my official role covers these issues, I also want you to know that if it's needed, I'll be here for a simple chat and a cup of tea. My office is filled with information leaflets and booklets pertaining to everything surrounding college life and the struggles that some students may face. Should you need them I also have contacts for an array of supports around the country. My office door is always open, and I want my students to know. In saying this, it is also very important to note that I am not a trained counsellor and can only offer so much help myself. I can listen and offer as much support as possible in addition to referring you to other services if extra assistance is needed.

In the interest of sexual health, I want all students

to know that I have a complimentary supply of condoms in my office to promote positive sexual health for all MTU students! As your VP Welfare I will be running welfare campaigns throughout the year including SHAG Week, Safety Week, and Positive Mind and Body Week to name a few. I will also be running Day Campaigns so keep an

eye out for any posters around campus or emails you may get relating to these. After the rough few years we've had online, the transition back to normal life may be a lot for some students so I hope to run campaigns that focus heavily on both the mental and physical health of students at MTU. Other areas I am aiming to improve are social inclusion, and equality across our campuses. I would be more than happy to take on board any ideas or suggestions for campaigns that you would like to see at MTU this year.



As you embark on this new journey, I would like to offer some advice. Grab every opportunity that presents itself to you during your years here, keep an open mind about everything. Join as many clubs and societies as you have interest in – you never know where it will lead you. Take advantage of the services offered to you as a student here and be open to getting to know new people. Often the friends and connections you make in college will stick with you for life. The coming years are honestly going to pass you by so quickly and it is true what they say, while there will be struggles along the way, for most people these will be the best years of your life. Bhíonn thuas seal, bhíonn thíos seal, ach ní bhíonn in aon rud ach seal.

The Students' Union is here to work for you. We voice your concerns and strive to represent you all as best we can so do not hesitate to contact us at any stage throughout the year. We are here and happy to help! I wish the very best of luck in your coming years at MTU and I look forward to meeting you all.

**Na Mic Léinn Abú!
UP THE STUDENTS!**

Email: suwelfarecork@mtu.ie
Phone: 086 384 2977 / 021-433 5273

The Students' Union is a democratic organisation governed by the constitution which was passed on 7th May 2020. The new constitution includes the provision to change the name of the Union from Cork Institute of Technology Students' Union (CIT SU) to Munster Technological University Cork Students Union (MTU CSU). Copies of the constitution are available online at www.mtucorksui.ie. The management of the Unions affairs is conducted on four levels; Referendum, General Meeting, Union Council and Union Executive.

Referendum

This is the supreme decision making instrument of the Union - motions are put to a vote and all members are entitled to vote.

General Meeting

Union General Meetings are the supreme governing body of the Union subject to the decision of a Referendum. These take place twice per semester and give students an opportunity to air their views and concerns. Attendance of these meetings is vital to the representational functionality of your Union.

Union Council

Union Council is made up of all the Class Reps and the members of the Union Executive. Union Council determines the policy of the Union and mandate the Union Executive subject to the decision of Union General Meeting and Referenda. They meet three times per semester.

Class Reps

It is essential that each class elects a Class Rep. This person acts as a representative for their class and is their class's chief spokesperson. It is important that the person who is elected is committed to the position, not only will they represent their class but they may also organise social events. Training is provided and looks excellent on a CV. The Vice President Education co-ordinates the Class Rep elections early in the academic year.

Union Council Awards

At the end of the year each student will have the opportunity to nominate their Class Rep for a Union Council Award. The Union Council Awards recognise outstanding Class Reps for their contribution to their class and the Union as a whole. The Institute/University President also awards a Presidential Citation to one Class Rep. Each Class Rep will also receive a Certificate of Merit at the ceremony.

Union Executive

The Union Executive is responsible for the initiation of policy of the Union subject to approval of Union Council, General Meeting and Referendum. They meet on a monthly basis. There are three full-time (sabbatical) officers and three part-time (non-sabbatical) officers in the Students' Union.



Union Executive

Reports to Class Reps and layers below



Union Council

Class Reps report to student body at UGM and layers below



General Meeting

UGMs consist of the general study body and meet monthly



Referendum

Taken when required by student body and is the supreme decision making body



Role of the Union Executive

There are three full-time and three part-time officers in MTU Cork Students' Union.

The Sabbatical Positions are:

- President
- Vice President Education
- Vice President Welfare

The Non-Sabbatical Positions are:

- Entertainments Officer
- Communications Officer
- Projects Officer

President

The role of the President is to liaise with college management on student issues and represent students' views. The President will inform students of any changes within the college and work for students' rights on a local, regional and national level. The President sits on a number of high level committees within the Institute including the

Governing Body. The President also communicates with local and national media on issues affecting students and the college. On a less formal note, the President deals with student issues, queries and problems, as well as encourages student participation and involvement in any and all areas of activity surrounding MTU.

Vice President Education

The role of the Vice President Education is to ensure that students get a good standard and quality of education, that their modules are being delivered properly, exams run fairly and to help students in their academic affairs wherever possible. The VP Education deals with all course and educational matters, as well as running a grinds database, and is involved with the running of the Students' Union as a whole. The VP Education sits on many college boards including Academic Council and Faculty Review boards. The VP Education also manages the Class Rep System.

Vice President Welfare

The Vice President Welfare delivers an educational and awareness programme throughout the year to help students to manage personal issues including sexual health, mental health, accommodation, finance, safety, bullying and addictions. The programme features campaigns such as **S.H.A.G.** (Sexual Health Awareness & Guidance) Week, **Exam DeStress** and **Safety Week**. These campaigns address different issues which may affect students in an attention-grabbing, fun and effective way. Along with this, the Vice President Welfare is involved with the running of the Students' Union as a whole and sits on a number of college committees.

Entertainments Officer

The Entertainments Officer plans and promotes entertainments, social events and cultural activity in conjunction with the Sabbatical Officers and Union Staff. The most notable of these are **Freshers Week** and **Rag Week**. The Entertainments Officer often recruits an entertainments crew who will help them to promote and run the events. Like all part-time officers, the Entertainments Officer is a full time student who understands the wants and needs of students.

Communications Officer

The Communications Officer is charged with ensuring that any information the Union wants to disseminate to students is made public, visible and heard. The Communications Officer also contributes to Union magazine and often recruits a team to write for the magazine. Communication is vital and the Union cannot effectively operate without an effective communication system between students and the SU Officers.

Projects Officer

The Projects Officer provides support for the Sabbatical Officers in the areas of campaigning, union development, and projects. The Projects Officer is often the Officer "on call" should the other officers need help.

Constituent College Council and Representatives

Constituent College Representatives are students of the constituency college they represent. Constituent colleges currently include Crawford College of Art and Design, Cork School of Music and the National Maritime College. The Constituent College Representative facilitates good communication between Class Reps in their constituency and the Union Executive.

Constituent College Council meets at least twice per semester and provide a forum for discussion on all issues of particular relevance to the Constituent College.

The Union of Students in Ireland (USI)

The Union of Students in Ireland (USI) is the sole national representative body for third level students in Ireland. The goal of USI is to work for rights of students and for a fair and equal third level education system in Ireland. USI's sovereign body is its Annual Congress, and its executive authority is its National Council, comprising representatives from each member organisation. Members of the Officer Board of USI serve a one year term beginning in July. In May 2013, following a referendum the students of CIT voted to affiliate to (become members of) USI at a fee of €7 per student. This fee will be charged to all students in September (please note this fee is separate to the Student Contribution fee and is not covered by a grant).

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www.mtucorksu.ie

Email: MTUCorkSU@mtu.ie

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Administrative Assistant**

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021 433 5271



College Supplies

College supplies are provided at the lowest prices possible. The ethos of the SU is to provide quality services on a non-profit basis to support students throughout their college life. The Office Shop is usually open daily from 8.30am to 5pm. Some of the main products we provide include:

- Lab coats
- Safety goggles
- Calculators
- Locker padlocks
- Stationery (limited supplies)

Young Adult Card

If you are aged 19 to 23 years of age you are eligible for a Young Adult Card (personalised) which offers Young Adult/Student fares on public transport. Please ensure you are applying for the right card to meet your needs before making your application at www.leapcard.ie.

Any new card applications for any person aged 19 to 23 will be taken online wholly at www.leapcard.ie and the card posted to them – there will be no need for this age cohort to verify a student status and have card printed at an agent.

How To Get Your Aged 24+ Student Leap Card

To apply for your 24+ Student Leap Card you will need to go to www.leapcard.ie (choose “Buy”, and then under card type, choose “Student aged 24+”).

Follow the instructions (you will pay for your card during this process – €10 which includes €5 travel credit).

Once you have this done, you will be asked to proceed to an agent (that's us!) within 14 days with your order confirmation number



and your MTU student ID (we use that to verify your student status). Once verified, we will print your card there and then. Note: you must present yourself in person in order for us to process your card.

If you are applying for your Student Leap Card outside the academic year please contact us for our opening hours 021 4335270.

If you are having trouble with your application or need more information about your Student Leap Card, you can check the Leap Card website www.leapcard.ie.

Grinds Database

The Students' Union maintains a grinds database to assist students who need a little extra help with their modules. The database is available at www.mtucorksu.ie. Also, don't forget to check out the Academic Learning Centre for free tuition in various subjects

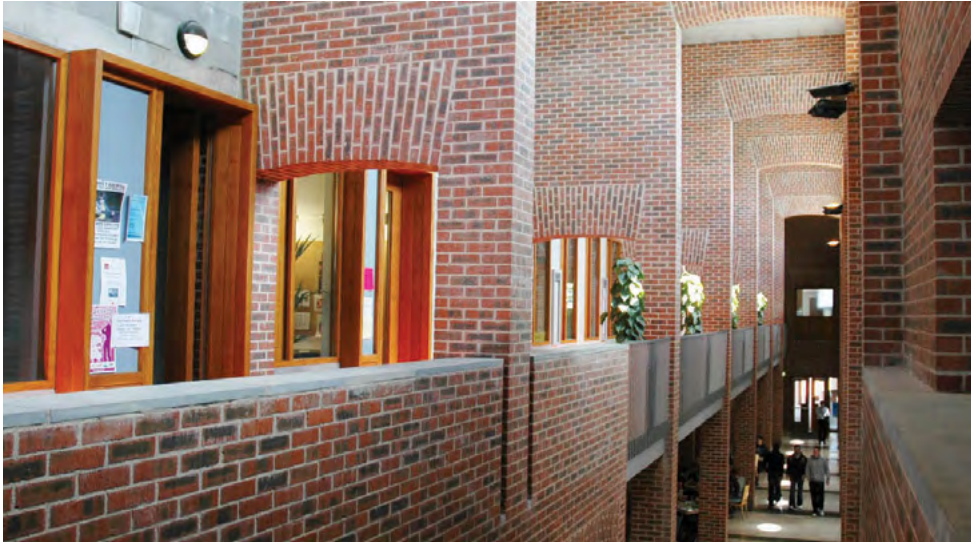
<http://alc.cit.ie/>

Second Hand Book Service

The purchase and sale of second hand books is facilitated through our website and the service is provided by a third party, unibooks.ie. There is a small charge to advertise books for sale. If arranging to meet a seller or buyer in person, please meet in a public location. If trying to sell your books, be realistic about the sale price taking into consideration the original price and the age of the book and the edition.

Mobile Phone & Mobile Device Charger

A device to charge your mobile phone or mobile device is available from the Students' Union Office. This service is free of charge but please note devices are left at owners' risk and are not supervised. A similar device is available in the Caretakers' Office.



Get Home Safely

The Students' Union is concerned with your safety and strongly advice against anyone walking home at night. If you run out of money, call Satellite Cabs on 021 4347777, and they will bring you home safely. Present the driver with your MTU ID card in lieu of payment. The driver in turn will drop the card back into the SU and the fare will be paid and a receipt given. You can then collect your ID from the SU Office and pay your fare

BE SMART, BE SAFE, DON'T WALK HOME AT NIGHT.

MTU Cork SU Lidl Shopping Shuttle

A free shopping shuttle runs each Monday, a convenient and fun way to stock up those shelves. The service operates on a booking basis. **E: fiona.leddy@mtu.ie** to secure your place each week. For more details follow our social media to find out about operational dates.

Code Red - Period Products

Code Red, an MTU Period Dignity project tackles period poverty and taboo and is another

step towards equality across MTU. The project provides free sanitary products in 60 locations across the University and is collaborative project involving staff, students and local businesses. The Code Red bathroom dispensers, stocked with sustainable single-use sanitary products, have been developed by West Cork start-up Riley, who provide an eco-friendly period product subscription service. Lidl has also come on board to sponsor additional packs of sanitary products available from the SU Office. The SU also has a number of sustainable reusable products such as period underwear and moon cups. Students are welcome to drop in to collect what they need free of charge.



MTU Cork SU Student Magazine

We want to hear your stories about MTU and all the things that interest you. If you have a story or article that you'd like to share and have published, we'd love to hear from you. **explicit** magazine is YOUR college magazine and reaches all MTU Cork students. The purpose is to cover all aspects of college life including both academic and extracurricular events. In order to enhance the quality of explicit magazine, we need your help. If you would like to get involved with our student magazine, please contact Keith Brown or call into the Students' Union Office. Please email your content to: corksublications@su.mtu.ie.

If you are submitting photographs please include and clearly identify all the vital information who/what/where/when with each photo you submit. www.mtucorksui.ie/explicit contains the latest digital issue in a dynamic, embedded flippable format and back issues are available to view as pdf.

You will also find details and specs including print deadlines and release dates at www.mtucorksui.ie

explicit NEEDS YOU!

If you would like to make submissions to student magazine, explicit, please email: CorkSUpublications@SU.MTU.ie

www.mtucorksui.ie

MTU Cork Students' Union official website contains all the information you need while at college. Our website is an extended version of our handbook, with more useful information on issues that effect students' lives.

www.mtucorksui.ie will continue to host the latest MTU Cork news, events calendar, welfare and academic information, entertainments news and contacts and services.

Students can visit our website to avail of services such as the grinds list, secondhand book service and register as a Class Rep. We would be delighted to hear any suggestions you have for other services on the site.

MTU SU Social Media

Like us on facebook: **MTUCorkSU** for the most up to date news and information from the Union.

Follow our twitter page **MTU_CorkSU**
Snapchat & Instagram: **MTUCorkSU**



FREE SHOPPING SHUTTLE

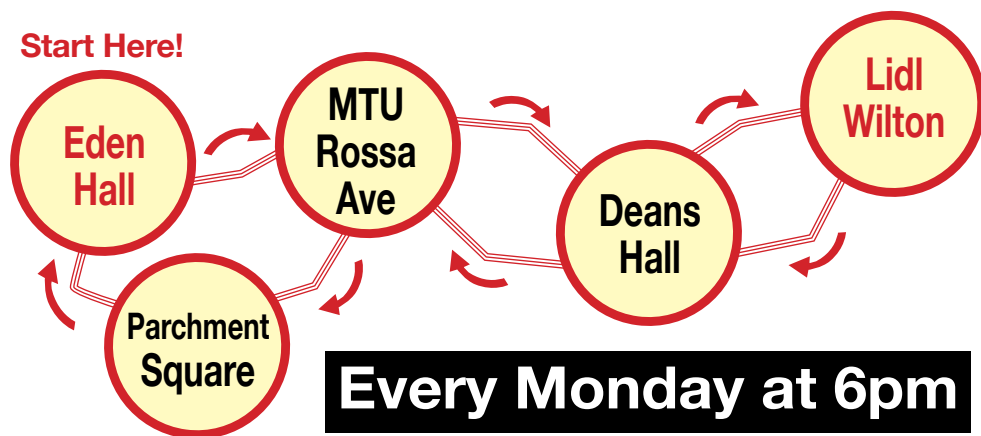


**ONLY
50
SPACES!**

PICKUP: 6pm outside Eden Hall (by bus stop), MTU (Rossa Avenue Bus Stop), Deans Hall (Curraheen Road, by bus stop). **TERMINATE:** Lidl, Wilton

RETURN: Leaving Lidl Wilton at approx 7pm. Returning via Deans Hall, MTU, Parchment Square and Eden Hall

Start Here!



Every Monday at 6pm

You must book your seat in advance before 4pm on Monday
Email: fiona.ledly@MTU.ie

**MTU Cork
Students' Union**



MTU
Ollscoil Teicneolaíochta na Mumhan
Munster Technological University



The SU run a full programme of events throughout the year including Freshers Week, live gigs, Christmas events, Rag Week, Race Day and Eclectic Picnic. follow us on social media to be the first in the know.

Class Events

Class parties/outings are a great way to get know to your class mates. The Students Union have a comprehensive list of events to suit all tastes. Please drop into the office and say hi.

Common Room - Student Centre

Pool tables are available for use in the common room based in the student centre. There is also a games console station in the common room, controls and various games are also available from the Students' Union Office. A refundable security deposit of €5 is taken as well as your student ID card each time you take out the console. There is a time limit of thirty minutes for console usage as demand is very high. Remember

if you don't bring the console back in time you will lose your deposit. **CCTV** is installed in the Common Room to help ensure respect and safety in the common room which is for the use of all students.

Rag Week

Rag (Raise And Give) Week is a week dedicated to collecting as much money as possible for **charity through entertainment events both on and off college campus**. Rag Week is the highlight of the college calendar and over the last number of years considerable funds have been raised for worthy charities.

All day-time entertainment is free of charge although buckets are passed around to raise a 'few euro' during Raise and Give Week. Night-time events are a social calendar must with the added benefit of contributing towards a number of worthy causes while enjoying yourself.

MTU Students Union Cork 2022/2023 (MAIN EVENTS)

**Back in Business again (welcome back event) -
Thursday 15th of September 2022**

Freshers Week – 3th to 6th of October 2022

Rag Week – 30th of January to Thursday 2nd of February 2023

Student Race Day 2023 – date tbc

Eclectic Picnic - 30th of March 2023



See posters & social media for details

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CORK CITY COUNCIL

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about
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€3000!

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your local Authority along with costs.

Remember - €3000 plus costs!

Litter freephone number: 1800 22 22 26



www.corkcity.ie



Have you ever been stuck for a pad or a tampon?

We have.

To solve this problem, free eco-friendly and sustainable sanitary products
are now available across MTU campuses

We believe that accessing period products should be a basic right,
not a privilege!

Look out for the Code Red stickers and dispensers for single use products or
contact us directly for re-usable products

Check our socials for information on products,
locations, events and competitions!

!#&\$%



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University



@edimtu



codedred@mtu.ie

Your Welfare Guide

Your Health

When starting College and entering a new phase of your life, you can sometimes feel happy, scared, excited, lonely or even all of these at the same time. The most important thing to remember is to **LOOK AFTER YOURSELF**. Your mental health should be a priority for you during this transition.

For some of you, it might be your first time living away from home and even cooking for yourself. It is important not to depend solely on fast/ microwavable food as they have little nutritional value, as well as being quite costly. Having said that, there is nothing wrong with treating yourself to a take away every now and again, but as the saying goes - all things in moderation.

You should make a conscious effort to eat balanced and healthy meals that have a decent amount of nutritional value. A tip: If you go home at the weekend, you could cook dinners that can be frozen. This will be handy when you come home from a long day in college. You could also suggest taking turns with your housemates and cook healthy dinners for each other. YouTube videos can also be helpful in showing you how to cook. Websites like **myfridgefood.com** is also a great tool to help you come up with ideas on what to cook when you think you have nothing!

www.foodwise.com.au/recipe-room/our-recipe-finder/

Other things to consider:

- You should always try to eat a breakfast. This will help you concentrate in those early morning lectures.
- Bringing a packed lunch to college will help you save money and avoid the temptation of unhealthy foods. (PS. The canteen provides a microwave)

- When doing your weekly shop, you should bulk buy. This is cheaper in the long run and some foods can be frozen.
- Limit alcohol consumption.

As well as healthy eating, it is important that you keep active. By keeping fit and healthy you will feel more relaxed, it helps to clear your mind de-stress you. It can be as simple as going for a walk or having a kick around with friends.

I would also recommend that you join a Sports Club or Society as they are a great way of getting to know new people outside of your course. Also, as an MTU Student you have **FREE Membership of the MTU Gym**.

It can be very tempting to go out every night over Freshers Week and of course the decision is entirely up to you, but you should **KNOW YOUR LIMIT, PACE YOURSELF and BE RESPONSIBLE!** You should not feel pressurized to go out every night.

Freshers Week also does not mean no classes. Those 9 am lectures will still go ahead with or without you and you don't want to miss out of any important information relating to your modules and your class.





Sexual Health

Sexuality is a huge part of a human being and it is very apparent through your college years. No matter whether you identify as straight, lesbian, gay, bisexual, other, the three things you need to remember are **RESPECT, SAFETY** and the most important one – **THEIR CONSENT**. Whoever you like, love safe sex. Also remember not everyone is sexually active in college so remember never to pressurise anyone into having sex and you yourself should never feel under pressure to have sex.

Contraception: Most contraceptive methods are very effective when used correctly and consistently. A Dual Protection approach to contraception gives the best protection against pregnancy and sexually transmitted infections (STIs). However, simply put the only way not to get pregnant, or contract a STD or STI is abstinence - i.e. not having sex. If you do make the choice to have sex, be responsible and practice Safe Sex. What is Safe Sex? Safe Sex means enjoying sex to the fullest without transmitting, or acquiring, sexually related infections. Please visit the resource section and select welfare on www.mtucorksu.ie for more details. **Note also that condoms are available from the SU office free of charge, so don't hesitate to drop in and collect some.** We also have a range of information leaflets in our office on Sexual Health matter in the SU office. The Medical Centre and the Counselling services here in MTU will also provide expert support to students.

Useful Websites:

www.thinkcontraception.ie

www.sexualwellbeing.ie/sexual-health/

sexualhealthCENTRE.com

16 Peters Street, Cork

Mon-Fri: 9am to 7pm

Helpline: 021 427 6676

Email: info@sexualhealthcentre.com

Facebook.com/BeSexyStayHealthy

Accommodation

For a lot of you coming to MTU this year it will be your first time living away from home. Now you have to live in the real world of paying rent, bills, food, no more of mammy's dinners. Take a look at these tips to make sure your move goes as smoothly as it can. When you're renting it is very important to be aware of your tenancy rights as well as obligations.

- **Be Careful.** It is important to have a written contract with your landlord as this will clarify the agreement for both you the tenant and the landlord. Remember that if you sign a contract or lease for a certain amount of time, then you are legally committing yourself to paying rent for that time. So, unless you're completely comfortable and happy with the conditions, don't sign anything.
- Legally your landlord must give you a **rent-book or written legal agreement or lease**. The rent book keeps track of all the payments you make throughout the year, i.e. rent/bills and can be extremely useful if problems arise between you and your landlord. If your landlord doesn't offer you one, ask them for one.
- **Take photos** of the house when you move in. So, if something is broken, marked or stained before you move in you cannot be blamed for it. Also take photos when you're moving out, this can really help when it comes to looking for your full deposit back.
- Before you hand over any deposit/rent, make sure you check that the house is secure and that **locks/windows/smoke alarms etc. are all in working order**. Also check if important appliances such as the cooker, washing machine, television etc. are in good working condition. If not tell your landlord and if you are paying rent they should fix it.

Rights of Tenants

- You have the right to **privacy**. Once you are living in your new home, the landlord is only allowed to enter with your permission. This means that if the landlord wants to do repairs or check the accommodation, they should arrange a suitable time with you.
- **Accommodation must be fit to live in.** The house should be safe and secure, and rodents of any kind, mice/rats or even ants are not acceptable so get on to your landlord as soon as possible if these appear.
- **Rent can only be increased every two years** as per the Residential Tenancies Amendment Act 2015.
- If something in the house/apartment breaks and is **not your fault**, the landlord is obliged to repair/replace the item and pay for it.
- **Prompt return of full deposit** should be made to the tenant unless rent is owed or there has been damage to the property.
- All landlords are required by law to **register with the Private Tenancies Board (PRTB)** - in order to do this, he/she needs the following information from you: your PPS Number and your signature on the registration form. If you are not asked for this information, it's likely that your tenancy hasn't been registered. To check if your landlord is registered visit www.prtb.ie

As with all relationships, it works both ways. The tenant also has obligations to the landlord:

- **Respect the landlord and their property.** Remember you are only renting the house/apartment, you do not own it.
- **Pay the rent at the agreed time and in full.**
- **Pay charges** e.g. bin/television license payable by the tenant under the terms of the lease.

• **Respect your neighbours.** It's a lot easier and will be more enjoyable in the long term. A party at 3am may seem like a good idea at the time, but remember your actions do have consequences. Scaring or upsetting elderly neighbours and children is not exactly cool. Aim to be a law abiding neighbour.

• Allow the landlord to access the property for **occasional inspections** or if repairs are needed.

• Ask your landlord for **permission** before making any alterations to the property. Doing simple things like using white tack instead of blue tack, sticky tape or even nails can save a lot of hassle when it comes to moving out and looking for your full deposit back.

Keep the house clean and tidy and take the rubbish out weekly. Leaving dishes until the morning may seem easier at the time, but the leftover food will attract unwanted guests. Trust me on this, plus friends are more likely to visit if you have a pleasant smelling house/apartment.

Useful Websites:
www.threshold.ie
www.prtb.ie



Alcohol & Drugs

While in college there can be a lot of pressure to drink alcohol and to drink it in very large amounts. Remember you do not have to drink alcohol to have a good night! It is important to know about the effects of alcohol and drugs to keep yourself safe and well. We all know that Ireland has a drinking culture and most of us know that we probably drink more than we should. However, when everyone else is doing the same, it is easy to forget how bad alcohol can be for our health. You should know how it effects your own body and how to drink safely.

**Positive Mind
& Body campaign
14-16 Nov 2022**

Who you can be friends with? No!
So why let a substance like drugs dictate your life?

So if you have any worries, queries or you/a friend/a family member are dealing with a drug abuse problem, there is a lot of support available. Information on many of these services is available from the Students' Union.

Useful Websites:

www.drugs.ie

www.alcoholicsanonymous.ie

www.corkdrugandalcohol.ie

Sometime in our lives, we will all be exposed to drugs and/or to those who abuse them. It is important to be aware of the adverse effects that drugs have on our health. There are so many cocktails and mixtures of new drugs out there every day and you never know what it is you are actually taking. The temptation and curiosity to try something new is always there, but there are far better alternatives for the "first time thrill" you may be seeking. You could go sky-diving, bungee jumping or extreme kayaking. **Drugs are not a thrill that you control. THEY CONTROL YOU.** Would you let someone tell you how to live your life? Tell you what to wear? What to eat?

MENTAL HEALTH

Stressed out

At any given point in time, most college students are stressed about something, but sometimes stress is not a bad thing. Stress can be used to motivate you to finish those assignments on time or to knuckle down and study for an upcoming exam. Stress can however be dangerous and harmful to your body and mind if you don't control it. While having stress in your life is normal and often unavoidable, being stressed is something you can control. The following are tips on how to manage stress and to get the most out of your college experience:

Healthy Eating

Yes fast food and junk food are convenient, and plentiful, but they don't set you up to do your best. Fuelling yourself with nutritious foods can boost your immune system, help you maintain a healthy weight and help you feel better about yourself. Eating well will increase your physical, mental, and emotional stamina. Be sure to keep your fridge stocked with fresh fruits and veggies, and high-protein snacks, and be sure that your main meals are healthy and balanced. Keep hydrated also drink plenty of water!





Sleep time

Students are notorious for not getting enough sleep, due to having busy schedules, late night cramming, as well nights out. Sleep problems can affect every aspect of our lives – our relationships, our mood, our ability to concentrate and complete day to day tasks. All of these factors have a major impact on our health and wellbeing. To stay on top of this, try and get eight hours sleep a night. Staying up and studying all night before an exam is a poor choice - your brain will struggle to work at its best and you will be left feeling very tired and unable to concentrate. Power naps are great, they can really help rejuvenate your body before heading out or before a study session.

Exercise

One of the best ways of relieving stress is exercise- even something as simple as going for a walk. Not only does it improve your physical health, it also helps you to de-stress, relax tense muscles and helps you to sleep. Exercise also causes the release of endorphins into your blood stream. These endorphins make you feel happy and positively affect your overall sense of well-being. There are plenty of sports to join with MTU, as well as the gym facility that you get free access to.

Breathe (Don't forget to Breathe!)

When you are feeling stressed you don't think as clearly as you normally would. A quick way to calm down is to practice some breathing exercises. These can be done virtually anywhere and at any time. Fresh air or a cup of tea can also do the trick!

Set yourself a goal

Goals can be very helpful as they give you something to aim for and work towards. You can set many small goals or milestones that will help you achieve a large goal. This can be particularly helpful when you have assignments and projects due. Instead of trying to tackle the whole thing at once, breaking it down into small tasks and ticking them off is a great way to approach this situation.

If you are ever feeling stressed or have any worries, there is a wide community of support available to you. You can find information on a lot of these in the Students' Union Office.

Useful Websites:

www.grow.ie
www.aware.ie
www.samaritans.org
www.yourmentalhealth.ie



Financial tips

Money can be big concern for most students, so developing budgeting skills is a very well worthwhile task. A budget is an easy way to see how much you have available to spend and on what and how to divide up your spending. Budgeting is simply a matter of discovering where your money is going each month and how much you should have left over at the end. All you have to do is add up all your income and subtract your bills and other outgoings. If you have more money going out than coming in, then you will find yourself in debt and that's never good.

Your budget will help to guide you as to whether you need to spend less, or if you need to spend differently, here are a few money saving tips:

- Keep a diary of what you spend and you'll quickly see what is essential and what you can do without.
- Use online banking to keep an eye on your finances.
- Shop around for bargains; you never know where you'll find a better price.
- Use your student card for discounts in the cinema, shops, restaurants, and for bus and train fares.

- Do a weekly shop and buy supermarket own brands. They are often the same quality at much cheaper price.
- Check to make sure you are receiving all of the financial help you are due i.e. maintenance grant.
- Some banks offer interest free overdrafts but you will need a parent to sign as guarantor.
- Look out for special offers - e.g. 2 for 1 mid-week cinema deals.
- Don't use credit cards when you are low on money. Only use credit cards for real necessities and perhaps when travelling abroad. Remember that credit cards aren't free money.
- If you decide to sign up for broadband, UPC or SKY for a year contract, keep in mind you will only be renting for nine months and will still have to pay during the summer even if you're not availing of the service anymore. Be really careful what you sign up for, as it's extremely hard to get out of a contract once you put your name to it.
- Cycling or walking to college is not only cost free but better for the environment. Students always find it hard to find parking, therefore to avoid the hassle of queuing every morning, leave the car at home or arrange car-pooling with your friends/classmates who are travelling from the same area. **IF YOU PARK SOMEWHERE WHERE YOU ARE NOT SUPPOSED TO YOU WILL BE CLAMPED AND LEFT WITH A BIG FINE.** Save yourself the money and headaches by finding alternative transportation. If you are worried about finances there are services available to support you in MTU.

Useful Websites:

www.mabs.ie
www.itsyourmoney.ie
www.studentfinance.ie

There are supports available through MTU if you are struggling financially. This includes the Student Assistance Fund (SAF) and the SUSI grant- both of which you need to fill out an application form to apply for. More information on this can be found on the MTU website, or contact the Students' Union for assistance.



Ballincollig
CREDIT UNION LIMITED
Pure financial freedom

STUDENT LOAN



bcu.ie



**021 -
4872305**



loans@bcu.ie

Loans are subject to approval. Terms & Conditions apply.
Ballincollig Credit Union is regulated by the Central Bank of Ireland

Gambling

Gambling is quite common in today's world, especially with advancements of on-line gambling. It is important to know that gambling can be very easy to get addicted too. Being a gambling addict can mean the end of college for you. It can mean spending all your grant money on bets or even not being able to afford your fees. If you feel like you may be getting addicted to gambling then talk to someone. There are many supports out there including friends and family. Don't let gambling take over your life. Stay in control.

Useful Websites:

www.gamblersanonymous.ie

Bullying

The Students' Union have a strong stance of zero tolerance towards bullying. Some of you might read this and think bullying only happens in primary school but in fact it can happen throughout your life and even in the workplace. There are very serious procedures in place in MTU such as the Student Disciplinary Committee and also the Student Ombudsman to deal with such cases.

Bullying can have serious effects on a person. It can lead to dropping out of college, stress, anxiety, depression, attempted suicide, lack of appetite, alcohol and substance abuse. If you are the victim of bullying please do not hesitate to tell someone. You can approach your Class Rep, lecturer, course co-ordinator and your VP Welfare.

Useful Websites:

www.spunout.ie/life/category/bullying

Safety First

Your safety is very important to us here in the Students' Union. As soon as you start your classes, please make yourself aware of the evacuation procedures for the classrooms, blocks and buildings that you will be using in case there is an incident/fire. This information can be found in the corridors and on doors.

It is important to look after your own personal safety, make sure your accommodation is safe and secure, use the roads safe, and also take care around fire. After a night out, **NEVER Walk home alone.**

General Conduct & Behaviour

Yes, college life is supposed to be about having fun but remember to act responsibly. As an MTU student you represent MTU and yourself. You should respect that. MTU Student Regulations exist to ensure that MTU remains a safe, pleasant and friendly environment for all who occupy it. Students are expected to conduct themselves in a manner consistent with responsible behaviour towards other persons and property within and outside the Institute campuses at all times. Respect and regard must be shown towards your studies, lecturers and any academic activities.

You must not engage in any behaviour which may constitute any inconvenience or nuisance to any person(s) within or outside the University. Failure to comply with any of the regulations will result in a student disciplinary action.

Many of you will be living in the Bishopstown and surrounding areas during the college term. It is essential to remember that you are coming into a community where people have set up homes and have lived here for many, many years. You must respect them and the community as a whole at all times. Here are some tips on staying on the right side of your new neighbours:

- Get to know your neighbours. In your first couple of weeks, call around to the people

living at either side of you and introduce yourself. Both parties will feel much better when you know who you're living next to, and it may come in handy if you ever run out of milk or sugar.

- Avoid too much noise/late night parties. These will greatly upset and inconvenience your neighbours and any relationship you have built up with them will fall apart. You need to be considerate and understand that these people may have children, may be elderly and can be scared by all the noise, or may have work the next morning. If you are having some friends around, let your neighbours know beforehand out of courtesy, and in order to stay out of trouble, avoid bringing a crowd back to the house after a night out.

Your college life will be a lot easier if you stay out of trouble. You would be surprised how easy it is to be picked up for a public disorder offence for things like being drunk in the street, so please be conscious of your behaviour. If you do get yourself arrested you will find that boundaries in your life have suddenly appeared. It will come almost impossible to get a visa to go to places like America or Australia. Your offence will also be permanently

on your record, which means if you have to be Garda Vetted for a job, you more than likely will not get the job. Don't forget you need to be Garda Vetted for courses such as Social Care and Early Years Education. You will find yourself with less options in life if you find yourself in trouble, so think twice before you do something that could get you in trouble.

Social Welfare Entitlements

If you are returning to education or have been receiving social welfare payments including One-Parent Family Payment, Disability Allowance, Invalidity Pension or Illness Benefit, you may be entitled to various Back to Education Schemes or support with finance for third level education.

For information and assistance regarding what supports you may be entitled to when accessing third level education, contact your local social welfare office or citizens information. These services can help you to assess whether it is more beneficial for you to transfer to the BTEA when you go back to education or to remain on your current payment and apply for a student grant and various other options.

For further information go to:
www.welfare.ie



Your Education Guide

Participation

Work Hard, Play Hard!

It is advisable to attend all classes or lecturers. Don't allow the opportunity of a good quality education pass you by! Make the most of your time here in MTU, enjoy the social aspect but keep your eye on the end goal. It's all about the balance! Getting the best possible education and increasing your employability opportunities when you finish should be made a top priority. Believe me, the time flies. Remember always, that in the real-world success only comes after work.

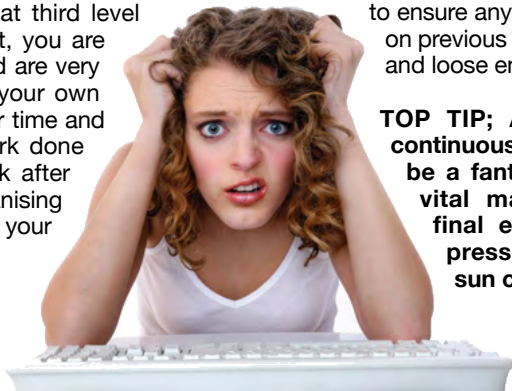
Top Tip; the more you show you're face in class and the more you interact and get involved in tutorials, the chances of you getting a better result at the end of the year are probably a lot higher!

Getting the Balance Right

It's all about the balance baby!

Juggling your academic life, social life, sleep, part-time jobs, exercise and other responsibilities is an absolute skill in itself! Kudos to you if you master it. It will get stressful but there are huge supports here in MTU to give you a hand! Contact the Students' Union office if you need advice on juggling all aspects of college life and we will do our best to help, we've all been there and ensuring that your education is at the very top of your priority list.

Attending a course at third level is a big commitment, you are in charge entirely and are very much the maker of your own destiny. Manage your time and get your college work done first so you can look after everything else. Organising a schedule can make your life much easier.



TOP TIP; prioritise and plan. If you have an important 9am lecture and 4 assignments due it's probably not the wisest decision to head to the local the night before with the lads. Be savvy and plan your nights!

Taking Notes and Assignment Pointers

Tricks of the Trade

Taking notes in class is key and makes studying them afterwards a hell of a lot easier. There is no one given rule for taking notes, everyone has their own unique way of taking in information. Some good tried and tested methods are getting into the habit of using shorthand notes during class and writing them out in full after so that you can remember them, and they'll be fresh in your mind for the next class. It's good practice to review the previous lectures notes to help prepare you for the forthcoming class too. When you get an assignment, try to start it sooner rather than later, getting an introduction down is half the battle! If you are in a group project – agree on a timeline to complete your separate sections (while helping each other along the way and conferring with each other regularly) so you can come together to craft the final submission. It's probably a good idea to ensure you attend the last few classes of each semester

to ensure any questions you have on previous topics are answered and loose ends are tied up.

TOP TIP; Assignments and continuous assessments can be a fantastic way to gain vital marks before your final exams, taking the pressure off when the sun comes out in May!



Presentations

Practise makes perfect

You often hear things such as ‘they’re born presenters’, there’s no such thing. Confident and coherent public speaking comes with one thing, and one thing only, practice. When making presentations in front of your lecturer, class, or others, the most important thing to remember is to breathe. Don’t race through it like you can’t wait to get it over and done with, be sure to stay engaged with your audience from start to finish.

Have some water before you begin and have some on hand during the presentation. Remember sometimes it’s not what you say but how you say it. Practise how you’re going to structure your sentences. The use of body language and eye contact can help keep the audience engaged (too much eye contact is creepy so make sure to engage the class as a whole) You should also dress appropriately for the occasion; first impressions influence the audience’s attitudes to you.

TOP TIP; Try not to read from slides, use them as a reference. If appropriate throw in a few personal anecdotes, everyone loves a good story, if it’s relevant to the subject matter of course.

What if my lecturer is late?

Often you will be notified in advance if a lecture is to be cancelled. However, as a rule of thumb if a lecturer is more than 15 minutes late without you being informed as to why, it is safe to presume that the lecture is cancelled, due to unforeseen circumstances (check this with your department).

What is my course structure?

Each stage of a full-time programme is divided into two semesters. A year of full-time study is worth 60 credits. Each year is referred to as a stage. There are 12 modules per stage, and these are separated into two semesters of 6 modules each. Each semester is 15 weeks long (Typically 12 weeks of lectures, one study week, and two weeks of end of semester exams).

What is a Module?

A module is a unit of learning and assessment (in other words a class/subject). A successfully completed module is typically worth 5 credits. For most modules' marks are divided between different elements such as the coursework and a final examination.

What is an Assessment?

Assessments may consist of examinations, projects, essays, performance, exhibitions, presentations etc. Continual Assessments may be abbreviated as CA.

What are Free Choice Modules?

The free choice module allows you to study a different module outside of your selected course. It will give you the opportunity to experience other courses and areas of study you would not normally have had access to before.

Most of the semesters will have elective modules for you to choose from and they may include a free choice module. You can only do one free choice module per semester. If a class is popular and fills up, a new class may be created to accommodate the overflow. However, if there are a small number of people opting for a module in the class, that module may not run that semester, due to low up-take.

What happens if I fail a module?

Progression at the end of Semester 1 in January to Semester 2 is automatic. Where a student is unsuccessful in obtaining the credits needed to progress to the next stage of the programme, repeat exams will be held in August.

How do I Progress from Year to Year?

A full-time student who has no credits outstanding from any previous stage may progress from the current stage to the following stage provided that either they:

- 1) have passed the current stage or,
- 2) have presented a pass or exemption in modules taken at the current stage to the value of at least 55 credits i.e. carry fail facility (important to note that this is not available in all courses or from every year to the next, this needs to be clarified by your Head of Department).

Module Registration

All students must ensure that they are officially registered for all modules, including electives. Instructions will be sent to your **MyCIT** email account in September/October (for Semester 1) and January (for Semester 2) regarding registering online for your electives. If you are not on the system for a module, your lecturer will be unable to enter your grade, and the module will not appear on your exam timetable. Check Blackboard **www.mycit.ie** to view the modules which you are enrolled for. Late registration for any module will incur a fine, and for each semester there will be a cut-off date after which no further registration will be accepted.



How do I Register?

Year/Stage 1 Full-time students register at scheduled times during the week commencing 13th September. Late comers must register without delay with the Admissions Office, before going to class. All eligible full-time continuing students (i.e. progressing from stage 1 to stage 2, etc.) are automatically entered for the next academic year.

Students choosing a new Programme Option or progressing from one award level to another (e.g. Level 7 to Level 8) must register by completing a Registration Form which is posted to eligible students by the Admissions Office. Postgraduate students must submit a Registration Form every year to the Admissions Office.

Students applying for an RPL (Recognition of Prior Learning), doing Exams Only, repeating a module(s) or Programme, or doing Project only, must also register through the admissions office. Students are not completely registered until all fees are paid in full.

Social Welfare, Medical Card & Grant Application Forms etc.

All forms should be fully completed before being presented to the Admissions Office for stamping. Present your ID card at the office which is situated on the ground floor of the Administration Building.

Letters/Certification of Attendance

Contact your own Department for any letters you require in relation to this.

Change of Contact Details

If you change your address or telephone number, complete a Change of Contact Details Form and submit it to the Admissions Office (located on the ground floor of the Administration building)

Deferring a module or programme

If you wish to defer a Programme or Module, complete the Programme / Module Deferral Request Form and submit to your Head of

ADMISSIONS OFFICE

Opening Hours:
9.30am – 12.30pm
2.00pm – 4.00pm

Tel: (021) 4335037 / 4335043
Email: admissionscork@mtu.ie

Department for consideration. You will receive a letter from the Admissions Office advising you of the decision. Year 1 students must also follow the procedures as outlined by the CAO. However, I would advise you to please come speak to someone about this first. I'm available to talk to you.

I want to withdraw from my course

If you wish to leave your course, complete a Course Withdrawal Form and submit to the Admissions Office. If you withdraw before 31st October, you will be entitled to a refund of 85% of fees paid. Note that if you repeat a year, tuition fees as well as registration fees will apply.



Student Services, Registration & Examination Fees

An annual Student Contribution Fee, set by the government for student services, registration and examinations is payable to the Institute. For students who are eligible for a grant, the fee is paid on their behalf by the grant authority. All other full-time students must pay the fee by a specified date, of which they will be notified.

The contribution fee for full time European Students 2022/2023 is €3,000 (subject to change annually).

Exams

It is important that you are aware of all the examination procedures and regulations for your course and to fully understand the overall examination process. For examination information, check in regularly to the MTU exams website at <http://www.mycit.ie/examinations>, if you have a query on exam timetables, email examscork@mtu.ie

Important to be aware of the following:

- You must ensure that you are registered for the correct core modules and electives.
- You must read the MTU Examination Code of Conduct before you sit your examinations (available at <http://www.mycit.ie/examinations>). If you are in breach of one of these rules you could be faced with an infringement hearing where you may receive a punishment of repeating your exam or worse. These rules should not be taken lightly.
- You should check your **MyCit** email account regularly as all information regarding examinations including deadlines will be emailed to you.
- Examination timetables are normally available approximately three weeks before end of Semester exams (available at <http://examtimetables.cit.ie>).

- You must present a current student ID card at all examinations. Should you forget/misplace your student card, you should declare this to an invigilator before the exam commences and present an alternative form of ID e.g. driving licence, passport etc. if possible. The invigilator will then get you to sign a form. You will then have to present your student card/replace-ment student card to the exam's office ASAP (usually within 3 days).
- You may be entitled to examination supports such as a scribe, reader, interpreter, laptop or a separate exam centre, if you have any questions about such supports, please email: examscork@mtu.ie
- If you are a student whose first language is not English, you may be entitled to the use of a dictionary in your examinations. See the MTU examination website at <http://www.mycit.ie/examinations> for further information on this.
- Examination results: Instructions on accessing your results online will be emailed to your **MyCit** email account before examination results are issued. All fees must be paid, or you will not be able to view your results, as there will be a hold on your account.

Further information including Result codes is available at:
<http://www.mycit.ie/examinations>





Exams Q&A

Q Can I pass by Compensation?

A Only where your mark is within 5% of the pass rate and surplus marks are available from another module. You must contact your head of department for clarification on this as **NOT** all modules / courses are eligible for compensation. The rules governing Pass by Compensation are detailed in Section 5.11.2 of the Regulations for Modules & Programmes, go to www.mycit.ie/examinations.

Examination Appeals

Q What should I do before I make the decision to appeal?

A Prior to appealing a result, you should speak to your lecturer or Head of Department; most problems with results can be cleared up without having to go through the whole appeals process. You should also apply to view your script as this will clarify what went well in the exam and what didn't go so well.

Q How do I view a script?

A You must contact the exams office within five working days of your results being released. A simple online form needs to be completed to apply to view scripts. **More information is available at** <http://www.mycit.ie/examinations>

Q What can I appeal?

A Results may be appealed on the following grounds; Extenuating circumstances which were not known at the time of the assessment, or which were submitted privately or confidentially to the Head of Department. Extenuating circumstances can vary from illness to a family bereavement etc.

- Procedural or administrative errors on the part of MTU in the conduct of assessment or in the application of regulations governing assessment.
- Error in the evaluation of assessment material/performance. If results were miscalculated for example.



Q When can I appeal?

A You can appeal within five working days of the day on which the results are issued.

Q What can the result of an appeal be?

A An appeal may result in an increase or a decrease in marks or no change at all. In the case of medical or personal problems a student may be allowed to sit the exam again on a first-time basis i.e. it will not be capped at 40%. Also, if an appeal is successful or the result changes in any way i.e. goes up or down, the cost is refunded to the student.

Q How do I appeal?

A You must present the appeals form to the Registrars' office within five days of your results being posted along with the relevant fee. This form can be found at <http://www.mycit.ie/appeals>. Appeals on the appropriate form must be signed by the student making the appeal and will be accepted directly from the student, by post, or by fax (to 021 4335016). A scanned electronic file of the signed form may be submitted as an email attachment to: registrarcork@mtu.ie. The student has a responsibility to verify the receipt of fax or email submissions by contacting the

Registrar's Office (phone 021- 4335389) and then paying for it over the phone. Appeals made by a third party cannot be accepted under any circumstances.

Q How much does it cost?

A Completed Examinations Appeals forms should be accompanied by the appropriate fee as follows:

- For appeals on the grounds of Extenuating Circumstances or Procedural or Administrative Error the fee is €80.
- For appeals on the grounds of error in evaluation assessment material/performance the fee is €40 per module.

Q What is the appeals process?

A Each appeal is reviewed by the Chair of the appeals board, he/she can reject appeals if they are technically incorrect (e.g. no evidence supplied, after deadline, etc.) or if they are deemed to be groundless. The chair can also grant appeals where the result of the process clearly supports the granting of the appeal (e.g. appeals where re-evaluation of assessment material is involved and where first and second examiners agree). This is known as First Instance Arbitration. All appeals which are not adjudicated upon by First Instance Arbitration will be referred to the full Examination Appeals Board.

More questions?

Contact:
VP Education
E: sueducationcork@mtu.ie
Tel: 021 433 5276

The levels of maintenance grant applicable for 2022-23 are as follows:

Levels of Grant	Non-adjacent Rate	Adjacent Rate	Student Contribution Paid?
Special rate of maintenance grant	€6,115	€2,575	✓
Standard rate - 100% maintenance	€3,225	€1,415	✓
Standard rate - 75% maintenance	€2,470	€1,110	✓
Standard rate - 50% maintenance	€1,715	€605	✓
Standard rate - 25% maintenance	€955	€505	✓

Student Grants

The student grant is the main source of financial help available from the Irish State for eligible students in full-time higher education undergraduate courses. For eligible students, the grant is there to help with the various costs of participating in further or higher education. The Student Finance Website (www.studentfinance.ie) can help you to assess whether you are eligible and guide you in beginning the process.

Who do I apply to?

Student Universal Support Ireland (SUSI) is the single awarding authority for all student grant applications. If you are a new student or changing course, you should apply to SUSI through their website. The student grant application system is an “Online Application System” and can be accessed at www.grantsonline.ie. The SUSI website offers students a survey for them to determine their eligibility before applying for a grant.



Where can I contact SUSI?

Via the SUSI Support Desk which is open 9.00am – 5.30pm, Mon to Fri.

- **E:** support@susi.ie
- **Tel:** 0761 08 7874
- Facebook.com/susisupport

Grant Levels

There are three classes of grant under the 2016-17 Student Grant Scheme:

1. A maintenance grant
2. A fee grant
3. A postgraduate fee contribution

1. Maintenance grant

A maintenance grant is a contribution towards the living costs of a student and is payable at:

a)

The standard rate, at either a full (100%) or part (75%, 50% or 25%), depending on the level of income

Or

b)

The special rate which is payable depending on the level of reckonable income

The maintenance grant is paid at either the adjacent or non-adjacent rate, depending on the distance between your normal residence and the Institution where your course takes place. The adjacent rate is payable if your normal residence is determined by the awarding authority to be **45km** or less from the approved institution they are attending. The non-adjacent rate is payable in all other cases.

2. Fee grant

A student or tuition student can be considered for a fee grant which is made up of three elements (tuition fee element, student contribution element and a field trip element).

3. Postgraduate Fee Contribution

Applicants pursuing an approved postgraduate course may be eligible for the award of a postgraduate fee contribution of €2,000 where the reckonable income is below the limit specified for a Postgraduate Fee Contribution in Schedule 1 of the Student Grant Scheme 2018.

Continuing Students

Students who are awarded a grant under a student grant scheme are subject to review each year. If you held a student grant in 2019-20, or in a previous academic year, and are continuing your studies on this course in the 2020-21 academic year, you must apply to renew your grant.

Back to Education Allowance

The Back to Education Allowance (BTEA) allows people in receipt of certain social welfare payments to retain those payments whilst participating in approved full-time courses in further and higher education. All information in respect of the BTEA is available from your local Social Welfare Office.



Frequently Asked Questions

Q Can I apply for a student grant online?

A Yes, the student grant application system is an “Online application system” and can be accessed at www.grantsonline.ie

Q Can I apply for a student grant after the advertised closing date?

A No, you cannot normally unless you have a permanent change in circumstances. It is highly recommended that you complete an online application as soon as you can after either completing your Leaving Certificate exams or if you are thinking about pursuing an approved course in 2022/23, but not later than the published closing date. You will need to contact SUSI in relation to any application after that date.

Q I have been approved for a grant, how will it be paid?

A A Students applying to SUSI will be paid on a monthly basis (nine instalments) by electronic funds transfer (EFT) into their own bank account. Continued payment will be dependent on verification of your attendance on the course by your college at regular intervals throughout the academic year. The student contribution element of the fee grant will be paid directly to the college on your behalf.

Q If my application for a student grant is refused, or I do not receive the level of grant I expected, can I appeal the decision?

A Yes, if you feel your application for a student grant has been incorrectly assessed you may appeal the decision of the awarding authority to its appeals officer – you must do this within thirty days of the awarding authority’s decision.

Q I have applied to my college for a scholarship/prize/bursary. If I am successful in this regard, will this affect my eligibility for a student grant?

A No, if the scholarship, prize or bursary is being made by the institution being attended it will not exclude you from being eligible to hold a student grant.

Q If I’m approved for the grant, but do not receive payment by the time I start or return to college, what assistance is available?

A There is no scheme as such which specifically supports students approved for the grant but not as yet paid. However the Student Assistance Fund may offer support or an agreement can be made with MTU on stage payments. (Please call into the Access Office or the Students’ Union office for more information on supports available).



Welcome to MTU Cork Libraries

The main MTU Cork library is located in the **Berkeley Centre on the Bishopstown campus**. Other MTU Cork libraries are located at the **Crawford College of Art and Design, Cork School of Music and National Maritime College**. Please visit the MTU Cork Library homepage at <https://library.cit.ie> for opening times & other library related information. Visit the MTU Kerry Library website for details related to library services on the Kerry campus <https://library.ittralee.ie>

Joining & Entering the Library

All registered first year students automatically become members of MTU Libraries. Students must have ID cards with them at all times to enter our libraries & use library facilities.

Books

MTU Cork Libraries stock over 132,000 items in printed format with over 65,000 books available in the Bishopstown campus library alone. You can identify & locate books or other library material on any of our dedicated Library catalogues or you can search for resources online by visiting the library website <https://library.cit.ie>

Borrowing Books

To borrow books simply bring them with your ID card to the self-service kiosk. Please ask library staff for a demonstration of this user-friendly facility.

- Undergraduate Students can borrow a combined total of 7 items for a period of two weeks.
- Full details on the various types of material that can be borrowed can be viewed at <https://library.cit.ie/undergraduate-students>
- A penalty point system is in place for late returns – more information can be found at <https://library.cit.ie/faq>

Returning Books

To return your borrowed library books, simply use the convenient drop-off points located outside each of our libraries. Alternatively return your borrowed books to the library staff at the issue desk.

Renewing Borrowed Library Books

In some cases, you may want to renew a borrowed library book that you may not have finished reading. You can renew borrowed books online via the MTU Cork

Library homepage. To use this feature, follow the simple instructions at

<https://library.cit.ie/renewing-books>

E-Books

MTU Students can also access an extensive collection of over 100,000 E-Books from the Library's homepage at <https://library.cit.ie> using their personal MTU Student account details. Library E-Books can be read online or downloaded to a PC or mobile device. Full instructions are available on the MTU Cork library homepage

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

Journals

As well as lending and reference books, the library subscribes to a selection of prestigious academic journals. Physical journals cannot be borrowed from the library since this type of material is primarily for reference purposes.

E-Journals

MTU Libraries have an impressive collection of E-Journals covering all subject areas and offering students a quick and effective means of finding scholarly content. All E-Journals are available via the MTU Cork Libraries homepage **<https://library.cit.ie>** under the

E-Resources tab.

You can access our E-Journals collections off-campus via the library homepage by entering your unique MTU Student account details. These collections can also be accessed from your Smart phone, iPhone, iPad or other mobile device.

Group Study Hubs

The MTU Library (Bishopstown Campus) offers students five Group Study Hubs which can be reserved for collaborative study purposes with other students. Groups of between 3 and 8 students can be accommodated in each hub at any one time. For full details on



how to book one of these hubs and see to see guidelines on Study Hub usage, please visit the Using the

Library section of our homepage

<https://library.cit.ie>

Exam Papers

Exam Papers are available online via the MTU website at **<http://www.cit.ie/exams/>**, alternatively they can be accessed via the library **website** under the **Supports for You** section.

Careers Section

MTU Cork Libraries also have a dedicated careers section which provides students with useful reading material on job-hunting, career choices, IQ tests, as well as the preparation of CV's & cover letters.

Student Computers

Computers are available for student use in the Open-Access area of the Berkeley Building. A limited number of computers are also available in MTU Cork Libraries and students must use their unique MTU Student number and password to access these. Further details can be found on the MTU IT Services Support Portal

<http://www.mycit.ie/itsupport>

Photocopying/ Printing

Photocopiers/printers are available for student use within MTU Cork libraries. Students should abide by copyright laws when using library photocopiers. These regulations are clearly defined near each photocopier/ printer within our libraries.

Library Tours & Information Sessions

All first-year students will receive a general tour of university facilities including the library at the start of the academic year. Other induction sessions on the use of various online library resources will also be held throughout the year. Please check the library website as well as notices in the library for updates.

MTU Cork Library's YouTube Channel

MTU Cork Libraries also has a dedicated YouTube Channel which contains useful videos and guides which will explain how to use many online library resources. Access this from the library homepage or from YouTube at

<https://library.cit.ie/supports/cit-library-youtube-channel>

MTU Library Subject guides

MTU Cork Library Subject Guides are also another great starting point for students when working on assignments or project work. Our Subject Guides will help you find the resources and services that are most relevant to your studies. They have been created by library staff in collaboration with academic staff to ensure you have access to quality content. Use these guides as an invaluable starting off point when researching your assignments. Subject Guides can be accessed on the library homepage <https://library.cit.ie> under the **Subject Guides** tab.

MTU Library's Assignment Toolkit

Our Assignment Toolkit includes a suite of online modules that guide students through every single step of the assignment completion process



and provides a grounding in academic integrity by using best practices. This resource will be of significant help to new students, but also a great refresher for those with some academic experience behind them. Access the Assignment Toolkit at <https://library.cit.ie/supports/assignment-toolkit>

Library Usage Policy

For rules & regulations regarding the use of MTU Libraries, please view the following document:

https://library.cit.ie/contentfiles/PDFs/Usagepolicy_2021_approved.pdf

Engage with your Library

Keep up with all of the very latest MTU Cork Library related news by following us on Twitter **@MTULibraryinfo**, Instagram **mtu_library** or Facebook **@CITLibraries**

If you have any questions regarding the library or any of our resources, please contact a member of the library staff. Contact details are available at

<https://library.cit.ie/contact-us>

The library issue desk and information desk are open daily during the academic term. Staff will be only too pleased to assist you. You can also email us at library.infocork@mtu.ie

You can also interact with the MTU Cork Library virtual chatbot, **Berkeley**. Berkeley is online 24/7 to answer library related questions and to direct you to the best library resources for your assignments and projects. Start your conversation with Berkeley by visiting the MTU Cork Library homepage <https://library.cit.ie>

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

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

- Proactive presence at times of crisis, illness and bereavement
- The provision of a pastoral counselling bridge in support of professional counselling
- The promotion of cultural events for the development of greater cultural awareness among the national and international students on campus – sharing of food, song and dialogue
- Weekly 'Food Themed' sessions where students can engage in lively discussion, share ideas, or simply catch up on the day's news in a relaxed and 'chilled-out' space
- Inter-faith dialogue and lively discussion on core beliefs and values among students of all faiths and none

- A shared sacred space on Campus – the Campus chapel for daily Liturgical celebrations and prayer for Christian and Muslim Students and Staff – the 'Glenstal Experience' for Staff – Annual 'Mass of Remembrance' for deceased Students, Staff, and deceased Parents and siblings of Staff and Students
- The provision and active support of a range of community-building projects with various student societies across the MTU campus including the International Students Society, 'Da Sillyheads', LGBTQI, Students' Union, Music Society, Christian Union, Muslim Society, Animae Society and Vincent de Paul Society
- A comprehensive 'Info Desk' service in the hub of the campus – staffed by the Chaplaincy students support team on a daily basis to assist both students and staff on a broad spectrum of enquiry.

Chaplaincy in MTU is supported by:

Full-Time Chaplain – Fr. Dave McAuliffe – D. 153 in D Block – Bishopstown Campus
 Pastoral Care Co-ordinator – Edel Kelly – 1st Floor Student Centre, Bishopstown
 Associate team members (current full-time students).



The MTU Chaplain, Fr Dave McAuliffe, and Pastoral Care Co Ordinator, Edel Kelly, share the same principal consideration and that is to treat students with care, respect and dignity. We encourage you to take good care of yourselves throughout the academic year and look out for each other. Wishing you well in your time and academic studies during the coming year.

Chaplaincy... A Place of Welcome for All

The IT Services Department work to deliver many services and technologies to enhance your experience while in MTU. In this section, you will find a summary of the IT services offered by MTU. We encourage students to visit our IT Services support website **www.mycit.ie/itsupport** to find detail guides and how-to-videos of the IT services in MTU. All new students will receive their Student Account details on registration, along with their student card.

myCIT Student Portal

www.mycit.ie is your one-stop portal for accessing all MTU student services such as Student Email, CANVAS, Timetables, Exam Papers, Library Search, ID Card Top-up, Web4Student (module registration/results), Password Reset, WiFi Registration, and Access to your Student Drive.

myCIT Email

Each student for the duration of their course at MTU receives an email account. Access to your student email account can be found at **<http://mail.mycit.ie>** or via Student Email link on the **myCIT** student portal. Students are required to use this as their primary email account when dealing with the college, as very important information will be sent via this service and all correspondences are through the **myCIT** email.



This includes links to exam results, PIN numbers, notices, and all other essential information you will need. Only MTU will have your **myCIT** email address so you can be guaranteed that only official emails will be sent to it unless you pass it on yourself.

CANVAS

The CANVAS system provides a repository for formal course documents and a storage area for work programmes, lecturer-uploaded notes, presentations, and assessments. Canvas is accessible from the **myCIT web portal** under student applications. It can also be accessed using your mobile device by downloading the Canvas Student app from the Google Play Store or the App Store.

Student ID / SmartCard

The MTU **SmartCard** is your student identification; all students are required and expected to have this card at all times. The MTU SmartCard acts as an electronic purse, which you can top up via Debit Card or Credit Card at **cardtopup.cit.ie** or clicking Card Top-up on the **myCIT** student portal, this allows you to pay for goods in the shops and canteen, use the on-campus copy and print stations, and avail of car park facilities. Your MTU SmartCard will grant you access to certain labs and rooms relevant to your course/department.

MTU Wireless - Eduroam

MTU offers a wireless service that can be accessed on each campus, and all **Eduroam** partner colleges around the world. Wireless High Density areas within Bishopstown Campus are in the canteen, Berkeley building, and Nexus buildings. You will need to follow the installation instructions on **www.cit.ie/eduroam/student** for your laptop or mobile devices. Each student will receive **5GB of network storage called the H-Drive on the MTU Network**. Please note this storage location is not backed up, therefore, we recommend that any critical data is backed up by the student.

Web4Student – www.mycit.ie/web4

Your **Web4Student** account is used for two main reasons:

1. To enrol for elective modules on-line. This should be done as soon as you have chosen your electives.
2. To obtain your examination results on-line; your results will be available at the end of each semester.

It is essential that you enroll for your electives on-line so that your name is included in class lists, you can access CANVAS, your exam timetables are accurate, and your re-

sults can be processed. If you do not enroll for your electives, you will not be included in any of these functions.

Join Us Online

To receive the latest updates about what is happening on campus, we encourage all students to join our official MTU social media websites:

Facebook: <https://www.facebook.com/myMTU/>

Twitter: https://twitter.com/MTU_ie

	IT SERVICE DESK	CARD OFFICE
Location	Open Access, Berkeley Building	Room S101, Ground Fl. Student Centre
Phone	021 433 5050	021 433 5290
Email	servicedesk@mtu.ie	cardservicescork@mtu.ie
Web	http://servicedesk.cit.ie	
Opening Hours	8.30am – 9.45pm (Mon - Fri during Term) 9:00am - 4:45pm (Sat) 9:30am - 4:30pm (non term) (Fri 9.30 - 1.00pm, closed Sat non term)	9:00am – 4:00pm 2:00pm – 4:30pm
Services Provided	<ul style="list-style-type: none"> • Student Email • Computer Account • Mycit.ie • myCIT Portal and MTU Websites • Student Wireless (eduroam) • CANVAS • Web4 Student (Results/Module Registration) • MTU Print Station Maintenance 	<ul style="list-style-type: none"> • Issuing New ID cards • Replacement ID cards (€10 fee)



The Careers Service is open all year-round and we offer free advice and guidance for your personal and professional development. We work with full time students and recent graduates for up to 1-year post graduation.

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
- Create a job search strategy
- Connecting you to Employers & Jobs



How can we help you?

One-to-One Appointment with a Careers Advisor – log into **CAREERSconnect** on **careers.cit.ie** using your MTU details to book an appointment, See the latest jobs for students,

both part-time & graduate jobs, set up job alerts and access careers resources

Social Media

We are on it, follow us on at least one platform: Instagram, Facebook, LinkedIn, Twitter, to keep up to date on all things Careers. And... a chance to win prizes in our regular competitions!

Our Webpage

- Here you'll find the link to: **CAREERSconnect**, advice on preparing for interview, What's Next guides for your degree and links to useful info to help you towards your future, see: **www.mycit.ie/careers**



E-Learning

- Complete our Online CV Course, Interview and LinkedIn courses available to every MTU student, on Canvas, see:

<https://www.mycit.ie/canvas-courses1>

Careers Fair

- This year we will hold our annual Careers Fair on Thurs Oct 13 2022. It will be held on campus and we are expecting over 100 leading employers to attend.

Meet Employers

- The Careers Service runs employer events on campus during the year – a great chance to make contacts for internships and graduate jobs

Specialised Careers Development Programmes:

- **Joint Mentorship Programme** – Apply to be paired with a Mentor working in a job that interests you. All year groups can apply! Application form on **www.mycit.ie/careers**.
- **Ready Steady Work** – The aim of this multi-award-winning program, is to support students with access to DSS, and gain the necessary tools and confidence to successfully transition into the working world. For further information mail: **rsw@mtu.ie**
- **Building Forward Career Development Programme for Mature students** – A targeted initiative developed in collaboration with the Mature Student Office. For further information mail: **buildingforward@mtu.ie**
- **Design your Future, Career Development Programme** – This programme designed for post-graduate researchers runs in Sem1 and is a 10-credit elective module. For more information mail: **graduatestudiescork@mtu.ie**

Open All Year:

Monday to Friday, 8.30am-4.30pm

Tel: 021 4326232 **E:** careerscork@mtu.ie

Web: www.mycit.ie/careers

Student Centre, Bishopstown Campus



Student Counselling Service

The Student Counselling Service is a professional and confidential service available to all full-time MTU Cork students at no cost. During your time at MTU Cork, you may experience personal and emotional issues such as anxiety, depression, homesickness, relationship difficulties, family issues, bereavement etc. that can impact on your academic work and your overall student 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.

What do we provide?

The Student Counselling Service at MTU Cork offers a range of supports, including:

- **Silvercloud** digital self help programmes, e.g. stress, sleep, body image
- **Koru** 4 week Mindfulness courses
- **One-to-one counselling**

Links to all of these can be found via the QR code.



How to make a Counselling Appointment

If you are interested in one-to-one counselling, email us at:

counselling.admin@cork.mtu.ie or call us on **021 - 4335772** and our administrator, will get back to you. You can also find us on our webpage:

www.mycit.ie/counselling

FREE & Confidential

When you contact the service, you will be sent a registration form and 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, the service provides up to six sessions initially. Some students come for one or two sessions, some for longer, it depends on your needs. You and your counsellor will discuss together if you need further support after and, if needed, we will point you in the direction of more appropriate services long-term.

Opening Hours

Monday - Thursday | 8am - 4.30pm

Friday | 8am - 4pm

Please contact us if you would like to avail of any of our supports. We would be delighted to hear from you or drop in to our reception desk during term time. You will find us on the **Second Floor of the Student Centre at the Bishopstown Campus.**





Education means more than just academic learning. Grab the opportunity to experience something new or pursue an interest you have always wanted to explore. The diversity of MTU Societies means that practically every taste is catered for. Be different, be unique, be yourself. Broaden your horizons, engage in your passions and make new friends – all while spicing up your CV and getting the chance to develop your skills.

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.mtu.ie>



What does it mean to be a member?

Members stay in the loop about all that is happening in the society. You can run for committee roles, vote and are part of a community. It's up to you how much time you want to give or how much you engage - there's no pressure!

Academic: Architecture, Civil & Structural Engineering, Design & Media, Marketing, Mechanical & Biomedical, Sustainable Energy & Environmental, Electrical & Electronic, Chemical Engineering, Programming

Interest: Anime & Manga, Art, Boardgames & Pool, Book Club, Cyber Security, Esport, Minecraft, Motorsports & Cars, Photography, Sci-Fi

Community: African & Caribbean, Arabesque, Christian Union, Enactus, Indian, International Students, Islamic, LGBT*, Mature Students, WiSTEM

Music & Arts: Dance, Glór Choir, Musical, Open Mic

New societies are being set up all the time. You can see the most up to date list of Societies on the MTU Societies Website <http://societies.mtu.ie> scan the QR code to find out more! We give away prizes and free stuff through our socials. Find us at MTUSocietiesCork on Facebook, Instagram and Tic-Tok.



Societies Office

The Societies Office plays a key role in the life of the Institute, assisting students in the organisation and running of the Societies. If you have a query please drop us an email or direct message MTUSocietiesCork .



Societies in MTU is supported by:

Societies Officer: Aoife Kelliher
aoife.kelliher@mtu.ie | 087 2073492

Societies Intern:
Sarah Kelly | sarah.kelly@mtu.ie

Sports & Societies Administrator:
Denise Miniham | denise.minihane@mtu.ie

Sports & Societies Finance:
Cathal Fitzgerald | cathal.fitzgerald@mtu.ie

How to contact a Society

Every MTU Society has a direct email address so you can put your queries directly to the society committee. To find the email address for a society check out the list on the website. Most societies also have a social media presence. You can DM them directly.

What is a society committee?

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. To be elected as a society committee officer is a fantastic opportunity for you to learn and demonstrate your skills. It is a huge bonus for your CV and an enjoyable way to develop your communication and team work.

How can you be a society committee officer?

Every society must hold a general meeting for all members to attend. At this meeting, called an AGM (Annual General Meeting) or EGM (Extraordinary General Meeting), a committee is elected through voting. Each member has 1 vote. Each committee role is open to nomination from members. If you are interested in becoming a member, put yourself forward for nomination at this meeting.

These general meetings may take place online, so be sure to sign up as a society member to receive communication about when and how these meetings will take place.



Sports Office

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

General sports queries

For information please contact
sportcork@mtu.ie | 021 4335767

For a Wide range of Sports Clubs including outdoor sports, indoor sports, water sports, martial arts etc. Membership is free. Full list of Clubs and the relevant contact person on these pages. Please email the relevant staff member to join a Club.

www.mycit.ie/sport

1st Floor, Student Centre,
Bishopstown Campus

Like 'MTU Sports Department' Facebook
and Instagram pages for updates.

- AFL
- Badminton
- Canoe
- Darts
- Equestrian
- Karate
- Kickboxing
- Powerlifting
- Racquetball
- Sailing in MTU campus
- Sailing in National Maritime College campus
- Tae Kwon Do
- Tennis
- Volleyball

For information on any of these Clubs
please contact miriam.deasy@mtu.ie

- Rockclimbing
- Surfing
- MMA
- Rowing
- Table Tennis
- Basketball - Men
- Basketball - Ladies
- Swimming
- Orienteering
- Boxing
- Hockey
- Golf
- Cricket
- Karting

For information on any of these Clubs
please contact norma.buckley@mtu.ie





GAA-Hurling, Football, Handball, Camogie & Ladies Football

For information on any of the above Clubs please contact: sportcork@mtu.ie

Athletics

For information please contact: craig.harrington@services.mtu.ie

Soccer - Ladies & Mens

For information please contact: eric.marah@mtu.ie

Rugby

For information please contact: brian.scott@services.mtu.ie

Sports facilities

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

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

Fancy a game of Astro-turf soccer with your classmates? Just €10 for the hour, Behind F Block, 9am-10pm, 5 a-side pitch €10/hour. Email denise.minihane@mtu.ie to book.

Gym:

Opening hours: Monday – Friday: 7am – 9pm. Saturday 9am – 4pm
Free to registered full-time students.
Contact gymcork@mtu.ie to book your gym appointment

Athletics Track:

Adjacent to Staff Car Park, Mon to Friday 8.30am – 9pm.
Free to use

One mile jog/walk:

Around playing pitches. Dependant on pitch activity

Sports Scholarships

MTU 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 at the University.

Application Forms are available at www.mycit.ie/sport or email: sportcork@mtu.ie

REPROGRAPHICS & CARD SERVICES

Reprographics

The Reprographics Office provide the following services: heat and ring binding, copying acetates, laminating and the production and sale of lecture manuals. Reprographics Services is located on the ground floor of the Student Centre. There are a number of photocopiers located throughout the Institute which are specifically for student use. These facilities are located in the Library, Open Access and various departments. Any issues with photocopying should be directed to the Open Access desk in the Berkley building.

Reprographics & Card Office

Opening Hours:

**Monday – Friday | 08:30-13:00,
14:00-16:30.**

Contact Details:

**Tel: 021 4335752 & 021 4335746 for
Reprographics.**

Email: copy.centrecork@mtu.ie

For Card Services

Email: cardservicescork@mtu.ie

Location:

**Room S102 - on the ground floor of the
Student Centre**

Card Services

The Card Office provides the following services:

- Issuing New ID Cards (Smart Card)
- Replacement ID Cards (Smart Card)

The Smart Card (ID Card) is the primary form of campus identification and all students and staff members are required and expected to have a card at all times. You can obtain your card from the Card Office. The Smart Card acts as an electronic purse which you can top up online using your Laser or credit card at www.mycit.ie/topup

Your card will provide you with access to the following:

- Campus copiers
- Campus print services
- Entry to the library and book checkout
- Entry to laboratories
- Food service and shop purchases
- All reprographics transactions
- Replacement Smart Cards (ID Cards) €10 fee, payable at the Student Centre Nexus Market and An Siopa in the main building.

Students must obtain a receipt from the shop for the transaction and they must bring that receipt to the card office in order to get their replacement ID card.

Visit:
www.mycit.ie/itsupport
to find out more about
topping up your
Smart Card.

Reprographics is
a cash free facility,
payment by
student card only





Back row (L-R): Mark Burleigh, Ruth Murphy, Laura Coleman, Leanne McDonagh, Barbara Hempel, Fiona Downey, Christine Nolan, Roisin Ormond, David Hodge
Front row (L-R): Emily Clifford, Elaine Dennehy, Bernie Lehane, Dr Sharon Lawton, Deirdre Creedon

On behalf of all the staff in the MTU Cork Campus Access Service I would like to welcome you to MTU! We hope that your time in MTU will be an enjoyable, exciting and rewarding experience.

The Access Service is committed to widening participation, increasing access and supporting positive educational outcomes for under-represented groups.

The MTU Cork Campus Access Service works with:

- Mature Students
- Students with Disabilities
- Ethnic Minorities
- Students who experience socio-economic disadvantage

Supports on offer through our service include:

- Financial supports,
- Supports for students with learning differences, health conditions and/or disabilities,
- Supports for Mature Students,
- Supports for DARE and HEAR students,
- Supports for Traveller students.

To contact the MTU Cork Campus Access Service team

Please email:
accesscork@mtu.ie or
call **021-4335138** with any queries.

Visit our website for additional information:
www.cit.ie/access

Don't forget to follow us on social media for updates on workshops, deadlines and supports, just search '**MTUCork_Access**'.



We look forward to meeting you,
Deirdre Creedon, Access Officer

MTU Cork Campus Access Service,
Ground Floor,
Student Centre (beside the Bistro),
Bishopstown Campus.

The Medical Centre is situated on the Bishopstown Campus. We are available to all full-time students including those in MTU Cork School of Music, MTU Crawford College of Art and Design and the National Maritime College of Ireland.

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. Same fee structure applies. Tel: 021 2355784 for appointment. Student ID card must be presented at attendance.

Students in the National Maritime College of Ireland, NMCI have 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, Student ID card must be presented at attendance. Telephone in advance and indicate you are an NMCI student.

The Medical Centre in Bishopstown Campus is open to students during term time and provide a comprehensive range of services suitable for student's needs.

The doctors do not provide house calls. If you are sick after hours a Family Doctor Service is provided by *SouthDoc*, 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 at the time.

What the Medical Centre provides:

- Medical attention for all full-time MTU students.
- Consultations with the Doctors and Nurses are by appointment only by phoning the medical centre on 021 4335780.
- Please note phonelines are open Monday to Thursday 8.30am to 4.30pm and Friday

8.30am to 2.30pm. Phonelines are closed daily 1-1.30pm for lunch.

- Please contact the Medical Centre 24 hours in advance to cancel appointment if unable to attend.
- Urgent cases will be seen as soon as possible on the day.
- Specialist clinics including Asthma, Sexual Health, Sports Injury and Vaccination.
- Health Promotion/Education/Smoking cessation

Points of note:

A fee of €10 applies for all Doctor consultations including Telephone consultations. Payment can be made by debit/visa and student card.

No fee if you have a current medical card. No fee for nursing consultations.

Medical notes are confidential, are held in the Medical Centre and do not form part of the academic file.

Location

The Student Centre, Bishopstown Campus.

Opening Hours

8.30am - 5.00pm Monday to Thursday

8.30am - 2.30pm on Friday

Closed for lunch 1.00pm - 1.30pm

Fees

Consultation with Doctor: €10

Consultation with Nurse: No charge

Contact

Administrator: for appointments and other queries: Tel: 021 433 5780

Monday to Thursday 8.30am to 4.30pm and Friday 8.30am to 2.30pm.

Please note phonelines are closed daily for lunch from 1-1.30pm

Follow MTU Covid 19 guidelines available on the Medical Centre homepage - <http://www.mycit.ie/medical>

MTU Events and Hospitality Company

Runs all catering and retail services on the Cork Bishopstown MTU campus providing services to all students and staff. With various restaurants, delis and shops located in numerous areas around MTU Bishopstown campus, our aim is to provide the best service possible to all at MTU, giving value for money and a friendly welcome. With a focus on quality food and providing an efficient service, our goal is to have a team effort with our customers in ensuring a clean, inviting, litter free area. Together we can achieve environmentally friendly habits, easily practised by all, thus doing our part for the greater good to help curb the abuse of our environment.

Location of Facilities

There are catering/retail facilities in two main areas - in the Student Centre and the Main Building around the East & West Atrium.

Catering Facilities

The Food Court is located by the East Atrium between B and C Block in the main Building. The Food Court has three main areas in it - the Food Court itself, the Snack Bar and Costa Coffee. The Food Court offers a variety of breakfasts, takeaway sandwiches, soups, pasta dishes, vegetarian options and a huge range of hot meals/dinners. It is open early morning till late in the evening. The **Snack Bar** is next door, offering hot and cold deli offerings, specialising in Paninis and also serving made to order sandwiches/rolls. It has a hot counter serving tasty breakfast rolls, jambons

sausage rolls etc. **Costa Coffee** is located in the corner of the East Atrium, serving hand-made coffees and tasty snacks.

Look out also for our new mobile coffee offering – **The Daily Grind** – it will be located all around the campus.

The Student Centre houses the **Bistro** which offers an alternative option, delicious, freshly made lunches and handmade coffees and snacks.

Quick Pick Nexus is located next to the Bistro and has a large takeaway deli with a wide variety of hot/cold options. seating is provided for our customers only, both inside and outside the shop.

Retail Facilities

Quick Pick is centrally located in the main corridor next to the West Atrium. It is an ideal convenience store stocking drinks, sweets, snacks with a large range of stationery.

Quick Pick Nexus is located in the Student Centre. It's the place to go for all your retail needs. It has everything from sweets, drinks and snacks to deli hot/cold food items to some groceries and stationery. This area also has the new range of MTU merchandise.

Further Details

You can find more details on all retail and catering areas on the MTU website - you will find details of area opening hours, regular promotions, daily specials, info on how to order merchandise, all contact details.

Retail and catering facilities will generally be open from early morning until late evening. This year, with a different college year approaching, MTU Events and Hospitality will advertise opening hours on websites and social media.

MTU International Office

MTU's excellence in higher education is recognised worldwide, with international students enrolled from over 125 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. These connections also provide excellent opportunities for MTU students to study abroad.

Internationalisation is central to MTU's Ambition. 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 Team provides end-to-end support to incoming and outgoing students embarking on an international experience. The team are available 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.

Non-EU Student Support*

Full-Time Non-EU students can contact the office for assistance with:

- opening a bank account,
- immigration and visa letters/ forms
- applying for a PPS number.
- Graduate 1G visa information and letters

** The International Office is responsible for Full-Time Taught Non-EU, Study Abroad and Erasmus students. If you are Research EU or Non-EU you can contact the Graduate Office for support. If you are Full-Time EU you can contact the Admissions Office for support.*

Want to know more? Our website is always a good place to start for the information you need (International.cit.ie) or see Non-EU contact information on page 59.

Erasmus: a world of opportunity and life-enhancing experience

Interested in experiencing another culture and boosting your confidence? Taking part in Eras-



mus can be one of the most fulfilling experiences in a student's academic career. An Erasmus experience will also prove to be a valuable asset later on when you are seeking employment, as it will have helped you develop a range of soft skills and strengths such as intercultural awareness, problem-solving, flexibility, adaptability and confidence.

Study in Europe and beyond

MTU holds an Erasmus Charter. This means registered students at all levels of study* can apply for a short-term or long-term study period abroad. This can last a minimum of 2 months (or 1 academic term) and a maximum of 12 months with our partner universities throughout Europe. In addition, study exchanges to partner universities in countries outside of the EU are possible but this may be subject to grants available. Students can also complete their internships abroad through the Erasmus programme. *(Bachelor/Master/PhD)

Receive credits for Erasmus study/training abroad

Erasmus students receive credit for study/training completed abroad provided that it meets all the necessary requirements for their MTU course.

Erasmus is not just for language students

Many of MTU's partner institutions offer a good choice of modules taught through English, so it is not necessary to be fluent in the host country language to participate in Erasmus. Some universities offer language tuition, and the Erasmus programme has an online language support programme (OLS) which is free to all participants.

Erasmus Financial Support

As registered students of MTU, Erasmus participants do not pay fees at their host university. Erasmus financial support towards travel and living costs abroad is provided by the Euro-

pean Commission. This funding is based on the destination country and duration of the mobility period. If you are currently in receipt of a SUSI maintenance grant, you should be able to continue availing of this while abroad. Some students who are deemed to be financially disadvantaged may qualify for supplementary funding under the Social Inclusion Supplementary Support Initiative (SISSI); the 2022/2023 rate is €250 per month for study and €150 per month for placement.

Study Abroad

Would you like to expand your worldview and enhance your career? Why not study in the US or Canada.

Registered undergraduate students can apply for a short-term or semester/full year study exchange period with our partner institutes in Canada, USA as well as Vietnam, China, Thailand, Malaysia and many more.

When you embark on a Study Abroad adventure with MTU you will be taking the first step in a journey that will last your lifetime. Going abroad to study is one of the most enriching and rewarding things you can do. The experiences you will encounter will be discoveries that will remain with you. Meeting new people and living in different cultures will encourage you to become independent and self-reliant and this maturity and personal growth will be the key to unlocking many doors for you in your future.

“

Studying in the US has been a fantastic experience, giving me the chance to connect with people with diverse backgrounds, studying in different disciplines and developing the skills I need to become a better Artist in the rapidly changing arts industry. I got the chance to enhance my perspective of working with new people as well as my understanding of American Culture. My favourite places to visit would have to be New York City and Lake Winnepesaukee in New Hampshire.



Christina O'Hara, spent a semester abroad at Endicott, USA in 2022

Find Us

International Office Location: Ground Floor, Administration Building

Student Drop-in hours: 10am - 1pm & 2pm - 4pm, Monday to Friday

Contact

Students can go directly to International Office website by scanning the QR code



Email

Non-EU Full Degree Students:
internationalcork@mtu.ie

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

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

Canvas Module

Make sure you are registered with your relevant International Canvas Module as this is our primary means of communicating with you.



International.cit.ie



@mtuinternational

“

If Erasmus has taught me one thing, it is that life is what you make it!



Isobel Kavanagh (SU President) spent an Erasmus exchange at the University of Lyon, during the pandemic.

Objective

As a member of Student Services, the Campus Liaison Co-Ordinator works in a flexible, proactive manner, to ensure the effective delivery of student services. The primary objective is to create simple but effective communication strategies that engage more effectively with the student population, and mobilise students to engage with their employability agenda and increase their self-efficacy.

Purpose

- Recruitment and support Student Leaders
- To liaise effectively with constituent campuses to promote the college and effect successful transitions for students
- To provide information and guidance to groups regarding the college 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

Please note that **Yvonne Mackey** is **The Campus Liaison Coordinator** for **Student Services**.

If you have any queries regarding Student Services and supports (Counselling, Sports, Societies, Accommodation, Careers, Students' Union, Access Office, Chaplaincy, Student Assistance Fund), please contact Yvonne to discuss.

Contact Yvonne:

T: 021-4326149 **E:** yvonne.mackey@mtu.ie
S212, Gallery Area, Student Centre,
Bishopstown Campus.



THE STUDENT OMBUDSMAN

The purpose of the post of the Student Ombudsman is to advise and assist students with the resolution, in an informal manner, of difficulties, complaints or grievances involving staff, fellow students and others within the MTU community as well as services of the Institute. Further information is available in the Student Grievance Procedure or at <http://www.mycit.ie/studentombudsman>

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

To contact the Student Ombudsman visit: Students' Union Office,
1st Floor, Student Centre, Bishopstown Campus.

Tel: 021 4335880 **Mob:** 087 3840691 **Email:** student.ombudsman@cit.ie

Post: Student Ombudsman, MTU, Bishopstown, Cork

MTU Student Entrepreneurship Supports

Do you want to be your own boss? Are you unsure of the next steps to take for your business idea? MTU has many supports and activities to turn your business idea into a reality. These supports are available through the Innovation & Enterprise Office and are available to all MTU students, regardless of campus location, course, or year of study.

Supports

- **Student Inc.** is Ireland's longest running student accelerator programme which gives potential student entrepreneurs' access to office space, training, expert mentoring as well as €4,000 in seed funding. Student Inc. has been running in MTU since 2011 and runs annually from early June to late August. ATU, UL, TUS and UCC students can also join this programme!
- **The Rubicon Centre** in MTU Cork and Tom Crean Centre in Kerry are 2 leading incubation centres home to over 70 start-ups. The Centres provide support to students by offering guidance and advice through student referrals. The student makerspace which gives students access to collaboration space to work with other students on business ideas and prototypes. The space has a 3D printer, 3D scanner and access to Photoshop, illustrator, and other specialised software packages.
- **Student Enterprise Interns:** There are 2 Enterprise Interns who actively support, promote & develop a spirit of entrepreneurship amongst students attending MTU. The Interns run competitions and initiatives throughout the year to get students involved in entrepreneurship and encourage students to voice their business ideas to move the idea along the development path. You can apply to be an enterprise intern in your final year, this position includes part time work and a funded masters of your choosing.
- **Enterprise Society:** This Society provides an inspiring and creative environment to allow students to develop any business ideas they may have. The Society is run by MTU students and is supported by the Student Enterprise Interns.

Competitions

- **Prize for Innovation:** The MTU Prize for Innovation runs annually from September- March. This competition is open to all students and course work/ project work can be used. Entries are accepted from individuals and teams. In 2022 there was €13,000 awarded to various categories.
- **Innovation Challenge:** Companies come to MTU with a variety of opportunities and issues that they would like students to tackle. In 2022 60 students across MTU took part in solving challenges faced by The Irish Navy, Cully & Sully, Clearstream, The Crann Centre and Pepsi.
- **APPrentice:** The APPrentice competition, which is run by the Faculty of Business and Humanities, awards prizes for those with ideas for APPs.
- **Business Model Canvas (BMC):** Many First Year's will meet one of the Enterprise Interns through the Creativity, Innovation & Teamwork module. As part of a team, you will come up with a business idea, use the BMC framework to see if the idea is viable and pitch your idea to the team in the Rubicon Centre.
- **Innovation and Enterprise Month (March):** The month comprises of talks, workshops, events, and competitions all based around the theme of innovation and entrepreneurship. At the end of Innovation Week many of the prizes for the various competitions run throughout the year are awarded.
- **Keyloop competition:** The Keyloop Competition represents an opportunity for university students to develop innovative tech-focused product ideas that can make an impact in the automotive industry. You don't have to know much about fixing, buying or owning a car just a good idea to help the automotive industry. Experts, learning materials and mentors are provided to help you turn your great idea into a winning product.

Contacts

Carole O'Leary: Regional Programme Manager for 3rd Level Student Entrepreneurship, carole.oleary@mtu.ie

Mary-Jo Williams: Student Enterprise Intern mary.williams@mycit.ie

You can find out more at www.enterprise.cit.ie

Lost Property

During term, lost property services are managed by the Caretaker's Office. Any items found should be handed in to the office and lost items maybe sought there also. It is also advisable to check with the **'Info Desk'** in the main corridor regarding any lost property.

Lockers

Lockers are made available to students for one academic year. To obtain a locker, get a suitable padlock (available from the SU shop) and lock it onto a vacant locker of your choice. It is very important to take a note of the locker number and bring it the **Caretaker's Office – Main Corridor** (near main entrance to MTU) where it will be registered in your name. This will ensure a quick service if you lose your keys or have any queries during the year. The Institute has a limited number of lockers.

Caretakers

Caretaker's Office
Room D136 on the main Corridor.

Tel: 021 4326219

Email: caretakerscork@mtu.ie

Emergency Evacuation Procedure

Students are requested to familiarise themselves with the fire exits and the emergency evacuation procedures for the Institute. Your closest assembly point will be displayed in each building. Fire drills may occur from time to time throughout the year.

The Student "Info Desk"

Tel: 021 4335060

Location: Top of the Canteen

The "Info Desk" opens each morning at 8.30am. Here you will meet one of the Chaplaincy Team who will respond to whatever needs/questions that you might have.

CIT SPECIALIST EMERGENCY RESPONSE TEAM IS ON CAMPUS

If an incident or accident occurs on MTU campus, please dial 021 432 6112 and tell them:

- Phone number you are calling from
- Location of incident
- Chief complaint
- Number of patients
- Age (approximate)
- Gender
- Conscious? Yes/No
- Breathing normally? Yes/No
- If over 35, chest pain? Yes/No
- If trauma, severe bleeding? Yes/No

Please save the MTU ERT Call-Out number in your mobile phone now: 021 432 6112

If you have been involved in an incident / accident or have witnessed one, please contact a lecturer/staff member/ Head of Department as soon as possible in order for them to fill out an accident report form. It is essential for these to be filled out to help prevent similar incidents/accidents happening in the future. If an incident is deemed as breaking the law/suspicious by the staff member, the Gardaí will have to become involved.

Your safety and the safety of your fellow students and staff here at MTU is of the utmost importance to us. However, it is important that you are also aware that you are all responsible for your own health, safety and wellbeing. We want your college experience to provide you with life skills, academic achievements and of course, the best and fondest of memories. Unfortunately, in most cases this will not become apparent until you leave us behind and embrace your bright future. Therefore, we ask you to help us keep you safe.

Your co-operation in all matters associated with Health and Safety is very much appreciated. The areas where your co-operation and assistance are needed are as follows:

Procedures to Prevent the Spread of Covid-19

In these difficult times where Covid-19 has caused such trauma and upheaval, it is more important than ever that the incredible efforts made to re-open our third level colleges will not be undone. Therefore, you are asked not put yourselves or others in any situation where harm might be caused, to respect social distancing guidelines and comply with all control measures deemed necessary to prevent the spread of Covid-19 in this place of work and learning.

Evacuation Procedures

There will be **planned and unplanned Evacuations of all Campus areas**. These will ensure we know how long it takes to leave and assemble at designated points adjacent to the buildings in an emergency situation and help to familiarise you with the process of evacuation should a serious event occur.

Details of assembly point locations, emergency numbers and location of **AED/defibrillators** – are displayed throughout each campus.

Driving on Campus

The speed limit here at Munster Technological University is set at 15km/hour. This limit was introduced to ensure safe access and egress for students and staff and visitors to our Campuses.



Parking on Campus

Parking on campus roadways is forbidden, parking is only permitted in marked parking bays within designated car parks. Vehicles parked outside designated parking areas may be **clamped in situ**, or removed to a pound where they may be rendered immobile, until the appropriate fees paid for their release. Vehicles are parked at the sole risk of the driver/owner. The Institute accepts no liability for loss or damage to vehicles or their contents while parked or detained within any MTU campus.

Accident Reporting & Investigation

Part of the Institute Safety Management System is the reporting of all accidents or incidents. If you are involved in an accident, even if you consider it a minor one, please report it to your **Lecturer, Medical Centre or Safety Officer**. If an accident/incident is not reported the incident could repeat itself with maybe worse consequences for the next person. By reporting we can remove the cause and prevent re-occurrences.

Smoking Areas

If you are a smoker you must use the **designated smoking shelters**. The legislations is that ten metres outside every building is to be a non-smoking area, this is for the protection of people working within the building. Again your co-operation is greatly appreciated.

Safe Conduct and Behaviour

Please **CONSIDER** what might go wrong and how your actions will affect yourself and others whilst on campus.

Good Start

   @MTUGoodStart

Good Start is a programme of AnSEO - the Student Engagement Office

Tús Maith Leath na hOibre! A Good Start is Half the Work!

Many people say that MTU is known for its sense of community, MTU's Good Start induction programme nurtures this culture by ensuring students feel supported, informed and that they belong in MTU from the very beginning.

Good Start helps new students settle in and get to grips with life at MTU. It covers the whole student experience from being successful and independent, to getting connected and motivating yourself and others.

Good Start returns each year at the beginning of Semester 2 to help students settle back into college after the winter break.

Good Start is co-created with a team of current MTU students known as Good Start Ambassadors, who want to make the transition to MTU a positive experience for new students.

To find out more, visit our website and follow us on social media!



AnSEO - The Student Engagement Office



Attached to the Office of the Registrar and Vice President for Academic Affairs, the focus of AnSEO - The Student Engagement Office is to work with students and staff to develop and facilitate proactive and collaborative activities with a view to significantly improving student success. MTU has gained recognition, both nationally and internationally, for its leading work in student engagement, progression and success.

Seven complimentary programme strands form the backbone of AnSEO's activity: **Good Start:** Student Induction Programme, **Academic Learning Centre (ALC)**, **Academic Success Coaching (ASC)**, **Le Chéile:** Staff-Student Partnerships, **Navigate Learning Development**, **EDGE:** Graduate Development and **Transitions at MTU** projects (department led activities supported by AnSEO).

Active engagement, partnership and communications with students, staff and MTU Cork SU is a hallmark of how we work to co-create and establish student engagement programmes. Getting involved in our activities and programmes is a great step towards supporting your own success.

<http://studentengagement.cit.ie/>

Joe Murphy, Louise Murphy, Marian Hurley

joe.murphy@mtu.ie louise.murphy@mtu.ie marian.hurley@mtu.ie

Academic Success Coaches

Marese Bermingham

marese.bermingham@mtu.ie

Head of Student Engagement



Róisín O'Grady

roisin.ogrady@mtu.ie

Student Engagement Officer



Cliona Hatano

cliona.hatano@mtu.ie

Le Chéile Project Officer



Deirdre Casey

maried.casey@mtu.ie

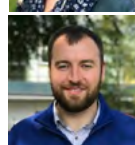
Academic Learning Centre Coordinator



Alan O'Brien

alan.obrien@mtu.ie

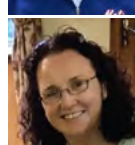
Communications and Events Officer



Angela McGlynn

angela.mcglynn@mtu.ie

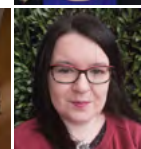
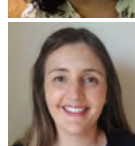
EDGE Project Officer



Sandra Power

sandra.power@mtu.ie

Projects Officer





HELPING YOU TOWARDS ACADEMIC SUCCESS, WHEREVER YOU ARE IN YOUR LEARNING

Drop into the ALC to:

- Talk to an experienced lecturer about any academic questions you have.
- Get a better understanding of a topic.
- Ask questions that you have been wondering about.
- Check if you are on the right track with your study.
- Improve grades.
- Meet and talk with supporting staff in a friendly and relaxed atmosphere.
- Access online learning resources.

Sessions available in:

**MATHS AND STATS
MECHANICS
COMPUTING
ACCOUNTING
ECONOMICS**

**PHYSICS
CHEMISTRY
MICROSOFT EXCEL
WRITING SKILLS
... AND MORE!**

“ I HAVE USED ACADEMIC LEARNING CENTRE
REGULARLY SINCE FIRST YEAR AND NOW I
HAVE A LEVEL 8 DEGREE! ”

- Student feedback

Your university. Your life. Your coaching.

Academic Success Coaching provides a space for you to have a conversation about any aspect of your life that impacts your university experience.

Conversations with coaches can be useful in:

- identifying your goals;
- planning towards achieving them
- identifying and planning to address any obstacles to achieving your goals;
- uncovering your strengths, motivations and confidence;
- identifying actions to take and options for checking and discussing your progress;
- honing your approach to study;
- developing effective habits and strategies.

Coaching looks at where you are now and where you'd like to get to. It recognises that you know best what works for you and highlights your strengths so you can make the most of them. This means you can uncover the best actions and steps for you to take to achieve your goals.

To make contact with an
Academic Success Coach in MTU you can:

Email: academicsuccesscoach@mtu.ie

Call: 021-4326153

SCAN HERE
TO BOOK



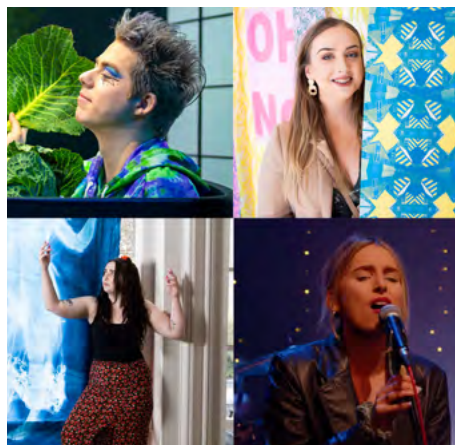
SCAN HERE
TO BOOK

Students can book:
One-to-one coaching
Virtual coaching sessions
Group coaching

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. 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 extracurricular or social activity.

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

MTU arts venues include the Rory Gallagher Theatre, and James Barry Exhibition Centre on MTU Cork Bishopstown Campus; MTU Gallery at 46 Grand Parade, part of MTU Crawford College of Art & Design; and the Curtis Auditorium, Stack Theatre, and Pause Exhibition Space at MTU Cork School of Music – all events are listed on arts.mtu.ie



Images are a selection of recent Arts Activities at MTU.

MTU has an impressive Art Collection, managed by MTU Arts Office, with over 600 artworks - check it out on arts.mtu.ie

Email: artsofficecork@mtu.ie

Web: www.arts.mtu.ie

Social: MTUartsoffice



Student Services **ACCOMMODATION**



The Accommodation Office assists students in finding a suitable place to live. The service provides information and guid-

ance to students on the accommodation most appropriate to their needs. If you would like any information on the student apartments, you can also contact them directly, see www.cit.ie/studentlife/ for details. The shared housing / lodgings list (digs) is available to all students from early May throughout the academic year and it is updated regularly.

Contact: Deirdre Falvey,
Accommodation Office,
1st floor, Student Centre.

Tel: 021 433 5750

Email: accommodationcork@mtu.ie

MTU Cork SU, alongside the USI, lobbied politicians to pass a bill so that students can now pay their rent monthly to help reduce the financial hardship for you all.

"Under the Residential Tenancies (No. 2) Bill 2021 any upfront payment upon the commencement of a tenancy will be restricted to a total value that does not exceed two months' rent i.e. a deposit and one month rent in advance. This restriction will apply to all tenancies including for students residing in student specific accommodation. A student can make a larger upfront payment if they so wish, by way of an opt-out option, but they cannot be forced to do so. The Bill also provides that the notice period to be given by students in respect of student specific accommodation will be limited to a maximum 28 days' notice."
(Source: Dept of Housing, Local Government and Heritage; Dept of Further and Higher Education, Research, Innovation and Science. Published 9/6/21, www.gov.ie)

Getting to MTU

A regular bus service to the Bishopstown Campus operates from the city centre and other locations. The **No 205** - Kent Station - St Patrick Street - MTU Bishopstown. The bus stops within the campus by the side of the Library (Open Access side). The **No 208** Lotabeg – City Centre – Bishopstown/Curraheen Road. This is a five/ten minute walk to MTU. The **No 219** Mahon Point/ City Gate – RingMahon - Douglas - Ballyphehane -Togher - CUH - MTU Bishopstown. The bus stops at the campus gates on Rossa avenue. The **No 201** North Side orbital service, runs from Mayfield via Ballyvolane, Blackpool, Farranree, Gurrananbraher and Knocknaheey to the campus gates on Rossa Avenue.

220X Crosshaven to Ovens bus service runs during college term only. The 220X is timetabled to arrive at 8.22am to the campus gates on Rossa Avenue daily and returning from Ovens serving MTU at 15.45pm. Please see www.buseireann.ie for further information on the 220X

Live Bus timetables are in the main corridor and on the television screens in the canteen.

Applying for your Student Leap Card

There are two types of travel cards available to purchase for young adults and students through the Leap Card website.

www.leapcard.ie

YOUNG ADULT CARD - AGED 19-23

Any new card applications for any person aged 19 to 23 will be taken online wholly at www.leapcard.ie and the card posted out to you – there will be no need for this age cohort to verify a student status and have their card printed at an agent. The application is made through www.leapcard.ie choose “Buy”, and then under card type, choose Young Adult Card.

During the application process you will be required to provide a photo either through a selfie or by up-loading a photo from your gallery. You will also be requested to pay for your card at the cost of €10.00. For this, you will receive €5.00 deposit and (a minimum of) €5.00 travel credit, which will be loaded onto your card.

Your new Young Adult Card will expire on your twenty-fourth birthday.

24 + STUDENT LEAP CARD

To apply for your 24+ Student Leap Card the application is made through www.leapcard.ie choose “Buy”, and then under card type,

choose 24+ Leap Card. During the application process you will be required to provide a photo either through a selfie or by up-loading a photo from your gallery. You will also be requested to pay for your card at the cost of €10.00. For this, you will receive €5.00 deposit and (a minimum of) €5.00 travel credit, which will be loaded onto your card.

Once you have this done, you will be asked to proceed to an agent (that's us!) within 14 days with your order confirmation number and your MTU student ID (we use that to verify your student status). Once verified, we will print your card there and then. Note: you must present yourself in person in order for us to process your card.

The expire date for the 24+ Student Leap Card will be on the top right corner of your card.

If you are having trouble with your application or need more information about your Student Leap Card, you can check the Leap Card website www.leapcard.ie

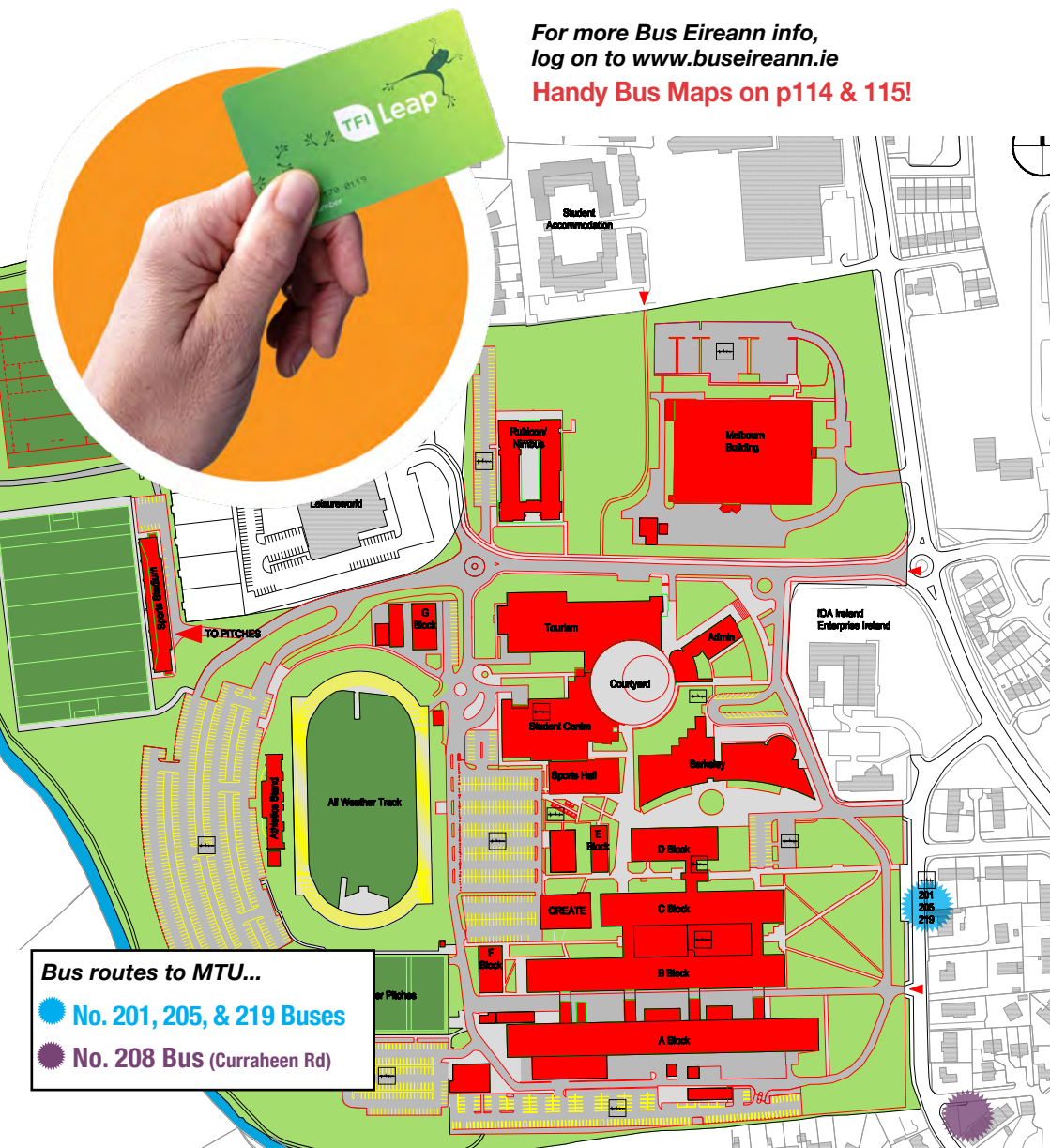
It is important to register your Young Adult Card or 24+ Student Leap Card after twenty-four hours through the www.leapcard.ie. If you were to lose your Leap Card, you will get a refund on any monies up-loaded onto your card.

Parking - There are a number of free parking spaces available in MTU but these fill up very quickly each morning. There is paid parking available on campus at a cost of **€1 per entry**. Your student ID card is required and needs to be in credit to access these parking areas. Remember, no credit means no entry! The knock on effect will be embarrassing for you as you will now be a cause of traffic jams and delays during rush hour on campus, by having to reverse back from the barrier. Students are encouraged to walk or take a bus where possible.

IF YOU PARK ILLEGALLY YOU WILL BE CLAMPED AT YOUR OWN EXPENSE.

*For more Bus Eireann info,
log on to www.buseireann.ie*

Handy Bus Maps on p114 & 115!



Bus routes to MTU...

 No. 201, 205, & 219 Buses

 No. 208 Bus (Curraheen Rd)



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)
Quik Pick Shop
ATM

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
Bistro
Card Office
Copy Centre
Extended Campus
Alumni Association
Nexus Hall
Nexus Market
Quik Pick Shop

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 Faculty,
Human Resources Recruitment, Minda 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

CARING FOR YOUR WELFARE ...

STUDENT CAREERS / COUNSELLING SERVICES (021) 433 5772

ACCOMMODATION

Threshold – National Housing Organisation
22 South Mall, Cork T: 021 427 8848
E: advice@threshold.ie W: www.threshold.ie

ADDICTIONS

Alcoholics Anonymous,
Tel: 450 0481 (8-10pm). Rutland Street 6pm Monday,
Wednesday and Friday
South Parish Community Centre Rutland Street, Cork
City, T12 CX32.
W: www.alcoholicsanonymous.ie

HSE Drug and Alcohol Helpline

T: 1800 459 459 W: helpline@hse.ie

CLDATF Cork local Drugs and Alcohol Task Force

W: www.corkdrugandalcohol.ie T: 021 493010

Gamblers Anonymous

Community Centre, Grattan Street, Cork
Wednesday: 8.00pm; Thursday: 8.00pm; Friday:
1.00pm and 8.00pm; Sunday: 8.00pm
T: 0872859552 E: infor@gamblersanonymous.ie
W: www.gamblersanonymous.ie

EATING DISORDERS

Over eaters anonymous

77 Curraheen, Drive, Cork
T: (021) 486 7907 E: corkoa@yahoo.ie
W: www.overeatersanonymous.ie

MENTAL/EMOTIONAL HEALTH

AWARE (Support Group for those affected by Depression). Helpline 1800 80 48 48 (7 days 10am-10pm).
Thurs to Sun, the helpline also operates after 10pm).
E: supportmail@aware.ie

Samaritans Confidential emotional support for those who are despairing or suicidal, 24 hours a day by telephone, email, letter or face to face.
7 Coach St. Cork
T: 1850 609 090 W: www.corksamaritans.ie

Pleasetalk.ie – “Talking is a sign of strength, not of weakness” www.pleasetalk.ie

Pieta House Cork – Sunday's Well, Cork T23 P865
P: (021) 4395333. Call Us Now. Mon: 8am to 6pm Tues:
8am to 6pm Weds: 8am to 8pm W: www.pieta.ie

24/7 Suicide Helpline 1800 247 247
Monday – Thursday 9am to 8pm
Friday: 9am to 6pm Saturday: 10am to 2pm

FINANCE

FLAC – Free Legal Advice Centre, Cork Citizen's Information Centre, 13-15 Cornmarket Street, Cork.
T: 0818 07 6950 W: www.flac.ie

Cork MABS – Money Advice & Budgeting Service. Ground Floor, 101 North Main Street, Cork
T: 0818 07 2090 E: cork@mabs.ie W: www.mabs.ie

SAFETY

Anglesea Street Garda Station -

T: 021 452 2000

Bishopstown Garda Station -

T: 021 454 1012

OSS – One-Stop-Shop

(Domestic Violence Info & Resource Centre)
94 South Main St., Cork
T: 1800 497 497 (Freephone)
E: advice@oss cork.ie W: www.oss cork.ie

One in Four

Supports men and women who have experienced sexual abuse and/or sexual violence
T: 01 662 4070 W: www.oneinfour.ie

Sexual Violence Centre Cork

5 Camden Place, Cork
T: 021 450 5577 Text: 087 1533393
Freefone: 1800 496 496 W: www.sexualviolence.ie
Counselling service for survivors of rape, sexual abuse & child abuse.

Sexual Health and Pregnancy

The Sexual Health Centre
16 Peter Street, Cork
T: 021 427 6676 E: info@sexualhealthcentre.com
W: www.sexualhealthcentre.com

Positive Options – Crisis Pregnancy Advice
Free text LIST to 50444 W: www.positiveoptions.ie

GENERAL WELFARE

Citizens Information Cork

80 South Mall, Cork City.
T: 0761 07400 E: cork@citinfo.ie
W: www.citizensinformation.ie

HSE – Health Service Executive
T: 1850 24 1850 W: www.hse.ie

MTU CORK ADDRESSES AND TELEPHONE NUMBERS ...

MTU CORK STUDENTS' UNION

SU President: Isobel Kavanagh

supresidentcork@mtu.ie

VP Education: Oisín Gahan

sueducationcork@mtu.ie

VP Welfare: Kelda McManus

suwelfarecork@mtu.ie

Entertainments Officer: Eireann Griffin

Communications Officer: Ellen Bamber

Projects Officer: Oisín Mahony

MTU CORK STUDENTS' UNION STAFF

Students' Union Main Office: 021 4335270

Admin Assistant: Fiona Leddy

021 4335278 | fiona.leddy@mtu.ie

Admin Assistant: Mella Leonard

021 4335271 | mella.leonard@mtu.ie

Publications: Aaron O'Driscoll

021 4335274 | aaron.odriscoll@mtu.ie

Events/class parties: Mick O Mahony -

021 4335275 | Corkevents@mtu.ie

General Manger: Vicky O'Sullivan

021 4335272 | vicky.osullivan@mtu.ie

MTU CORK USEFUL NUMBERS & EMAILS

Main Switchboard: (021) 432 6100

Admissions/Registrations: (021) 433 5040

admissionscork@mtu.ie | www.cit.ie/admissions

Academic Learning Centre: (021) 4335098

academic.learningcork@mtu.ie | http://alc.cit.ie

Accommodation Office: (021) 433 5750

accommodationcork@mtu.ie

Examinations: (021) 433 5381/5385

www.mycit.ie/examinations | examscork@mtu.ie

Examinations; (organisation and timetables):

(021) 433 5047/5046 | examsmgtcork@mtu.ie

International Office (Non EU Students):

+353 (0)21 433 5300 | internationalcork@mtu.ie

http://international.cit.ie/

Student Fees & Grants:

(021) 433 5440 | feescork@mtu.ie

Transcripts: (021) 433 5045 | transcriptscork@mtu.ie

http://www.mycit.ie/transcriptofresults

Apprentices; Exams and Results:

(021) 433 5048 | apprenticescork@mtu.ie

Registrar's Office: (021) 433 5393/5387

registrar@mtu.ie

Library: (021) 432 5106/5287

library.infocork@mtu.ie | http://library.cit.ie

Careers Service: (021) 432 6232

careerscork@mtu.ie | http://www.mycit.ie/careers

Counselling Service: (021) 433 5772

counselling.admin@mtu.ie

http://www.mycit.ie/counselling

Medical Services: (021) 433 5780

http://www.mycit.ie/medical

Marketing Unit / Schools Liaison Office:

(021) 433 5547 | marketingcork@mtu.ie

http://marketing.cit.ie

Student Services: (021) 433 5388

Student Union: (021) 433 5270

supresidentcork@su.mtu.ie | www.citsu.ie

Sports Office: (021) 433 5767 | sportcork@mtu.ie

Societies Office: (021) 433 5767 | http://societies.cit.ie

Sports and Societies Administrator

for general enquiries:

(021) 433 5767 | aoife.kelliher@mtu.ie

Arts Office: (021) 433 5860 | artsofficecork@mtu.ie

http://arts.cit.ie

Graduates and Alumni Office: (021) 432 6589

alumni@mtu.ie | www.cit.ie/alumni

IT Support Service Desk: (021) 433 5050

servicedesk@mtu.ie | http://servicedesk.cit.ie

DEPARTMENTAL CONTACT DETAILS

Physical Sciences: (021) 433 5870 | nicola.byron@mtu.ie

Biological Sciences:

(021) 433 5885 | frances.lynch@mtu.ie

Civil, Structural & Environmental Eng.:

(021) 433 5950 | carmel.collins@mtu.ie

Construction: (021) 433 5950 | carmel.collins@mtu.ie

Architecture: (021) 432 6187 | jenny.carroll@mtu.ie

Organisation & Professional Development:

(021) 433 5902 | opd@mtu.ie

Accounting & Information Systems:

(021) 433 5920 | christine.boyle@mtu.ie

Management & Enterprise:

(021) 433 5806 | emma.clifford@mtu.ie

Marketing & International Business:

(021) 433 5939 | shirley.odriscoll@mtu.ie

Sport, Leisure & Childhood Studies:

(021) 433 5930 | anne.deasy@mtu.ie

Electrical & Electronic Engineering:

(021) 433 5470 | julie.oshea@mtu.ie

Graduate Studies (School):

(021) 433 5099 | graduate.studiescork@mtu.ie

Computer Science:

(021) 433 5160 | computersciencecork@mtu.ie

Mathematics: (021) 432 6187 | mathematicscork@mtu.ie

Mechanical, Biomedical & Manufacturing Eng.:

(021) 432 6505 | deirdre.burke@mtu.ie

Media Communications:

(021) 433 5810 | veronique.osullivan@mtu.ie

Applied Social Studies:

(021) 433 5310 | helen.dillon@mtu.ie

Tourism & Hospitality:

(021) 433 5820 | hospitalitycork@mtu.ie

Process, Energy & Transport Engineering:

(021) 433 5150 | pet.deptcork@mtu.ie

Centre of Craft Studies:

(021) 433 5910 | geraldine.mahon@mtu.ie

MTU Cork School of Music: (021) 480 7300/7310

http://csm.cit.ie | csm.infocork@mtu.ie

MTU Crawford College of Art & Design:

(021) 433 5222 | https://crawford.cit.ie/

ccad.enquiries@mtu.ie

National Maritime College of Ireland: (021) 433 5600

nmcladmissions@mtu.ie | www.nmci.ie

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- + ANOTHER 10% off if a parent has a SuperValu Car or Home policy
- Added discounts for being claims free
- Enjoy shopping vouchers with every policy

T & C's apply. €20* in vouchers includes 2 €10 off €40 spend vouchers in SuperValu on car policies bought or renewed. SuperValu Car insurance is exclusively underwritten by AXA. AXA Insurance DAC is regulated by the Central Bank of Ireland. SuperValu Financial Services DAC t/a SuperValu Insurance, is regulated by the Central Bank of Ireland.

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Call **0818 01 01 01** or visit
www.supervalu.ie/insurance

**SuperValu
Insurance**



2022-23 CALENDAR

PLAN YOUR ACADEMIC YEAR

September

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

SU	MO	TU	WE	TH	FR	SA
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

SU	MO	TU	WE	TH	FR	SA
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MONDAY

September 2022

12

expliCIT, your digital student magazine is out today!

TUESDAY

13

WEDNESDAY

14

THURSDAY

15

"Back To Business" Night

FRIDAY

16

SATURDAY / SUNDAY

17

18

MONDAY

September 2022

19

1st Years Orientation/Registration Week

TUESDAY

20

1st Years Orientation/Registration Week

WEDNESDAY

21

1st Years Orientation/Registration Week

THURSDAY

22

1st Years Orientation/Registration Week Night Out!

FRIDAY

23

1st Years Orientation/Registration Week

SATURDAY / SUNDAY

24

25

MONDAY

September 2022

26

TUESDAY

27

WEDNESDAY

28

General Meeting

THURSDAY

29

Be Safe Day / Freshers' Night

FRIDAY

30

SATURDAY / SUNDAY

01

02

MONDAY

October 2022

03

Freshers' Week

TUESDAY

04

Freshers' Week

WEDNESDAY

05

Freshers' Week

THURSDAY

06

Freshers' Week

FRIDAY

07

Freshers' Week

SATURDAY / SUNDAY

08

09

MONDAY

October 2022

10

TUESDAY

11

WEDNESDAY

12

THURSDAY

13

expliCIT, your digital student magazine is out today!

FRIDAY

14

MTU-UCC joint Conferings at UCC

SATURDAY / SUNDAY

15

16

MONDAY

October 2022

17

Sexual Health Guidance

TUESDAY

18

Sexual Health Guidance

WEDNESDAY

19

Sexual Health Guidance

THURSDAY

20

Class Rep Training

FRIDAY

21

SATURDAY / SUNDAY

22

23

MONDAY

October 2022

24

"De-stress" - Project Break

TUESDAY

25

"De-stress" - Project Break

WEDNESDAY

26

"De-stress" - Project Break / General Meeting

THURSDAY

27

CSM Conferings

FRIDAY

28

SATURDAY / SUNDAY

29

30

MONDAY

November 2022

31

Halloween / Bank Holiday / CSM Mid Term

TUESDAY

01

Reading Week

WEDNESDAY

02

Reading Week / B/town Confer

THURSDAY

03

Reading Week / B/town Confer

FRIDAY

04

Reading Week / B/town Confer

SATURDAY / SUNDAY

05

06

MONDAY

November 2022

07

TUESDAY

08

expliCIT, your digital student magazine is out today!

WEDNESDAY

09

THURSDAY

10

FRIDAY

11

SATURDAY / SUNDAY

12

13

MONDAY

November 2022

14

Positive Mind & Body: Keep an eye out for further information at: www.mtucorksu.ie and SU social media

TUESDAY

15

Positive Mind & Body: Keep an eye out for further information at: www.mtucorksu.ie and SU social media

WEDNESDAY

16

Positive Mind & Body: Keep an eye out for further information at: www.mtucorksu.ie and SU social media

THURSDAY

17

FRIDAY

18

SATURDAY / SUNDAY

19

20

MONDAY

November 2022

21

TUESDAY

22

WEDNESDAY

23

THURSDAY

24

FRIDAY

25

SATURDAY / SUNDAY

26

27

MONDAY

December 2022

28

Union Council Meeting

TUESDAY

29

WEDNESDAY

30

THURSDAY

01

expliCIT, your digital student magazine is out today!

FRIDAY

02

SATURDAY / SUNDAY

03

04

MONDAY

December 2022

05

TUESDAY

06

WEDNESDAY

07

THURSDAY

08

Santa's Grotto

FRIDAY

09

SATURDAY / SUNDAY

10

11

MONDAY

December 2022

12

SU Study Breaks / Exams (Begin)

TUESDAY

13

SU Study Breaks: Keep an eye out for further information at: www.mtucorksu.ie and SU social media

WEDNESDAY

14

SU Study Breaks: Keep an eye out for further information at: www.mtucorksu.ie and SU social media

THURSDAY

15

FRIDAY

16

SATURDAY / SUNDAY

17

18

MONDAY

December 2022

19

TUESDAY

20

WEDNESDAY

21

THURSDAY

22

Exams (End)

FRIDAY

23

SATURDAY / SUNDAY

24

Closed Christmas Eve

25

Christmas Day

MONDAY

January 2023

26

St. Stephen's Day

TUESDAY

27

WEDNESDAY

28

THURSDAY

29

FRIDAY

30

SATURDAY / SUNDAY

31

New Year's Eve

01

New Year's Day

MONDAY

January 2023

02

TUESDAY

03

Craft Studies

WEDNESDAY

04

THURSDAY

05

FRIDAY

06

SATURDAY / SUNDAY

07

08

MONDAY

January 2023

09

TUESDAY

10

WEDNESDAY

11

THURSDAY

12

FRIDAY

13

SATURDAY / SUNDAY

14

15

MONDAY

January 2023

16

Inter-semester Break - B/town, CCAD, NMCI, Return CSM

TUESDAY

17

Inter-semester Break

WEDNESDAY

18

Inter-semester Break

THURSDAY

19

Inter-semester Break

FRIDAY

20

Inter-semester Break

SATURDAY / SUNDAY

21

22

MONDAY

January 2023

23

expliCIT, your digital student magazine is out today!

TUESDAY

24

WEDNESDAY

25

MTU SU General Meeting - All Students welcome - watch out for notices

THURSDAY

26

FRIDAY

27

SATURDAY / SUNDAY

28

29

MONDAY

February 2023

30

Rag Week: Keep an eye out for further information at: www.mtucorksui.ie and SU social media

TUESDAY

31

Rag Week: Keep an eye out for further information at: www.mtucorksui.ie and SU social media

WEDNESDAY

01

Rag Week: Keep an eye out for further information at: www.mtucorksui.ie and SU social media

THURSDAY

02

Rag Week: Keep an eye out for further information at: www.mtucorksui.ie and SU social media

FRIDAY

03

Rag Week: Keep an eye out for further information at: www.mtucorksui.ie and SU social media

SATURDAY / SUNDAY

04

05

MONDAY

February 2023

06

Bank Holiday

TUESDAY

07

WEDNESDAY

08

Union Council Meeting - Watch out for notices

THURSDAY

09

expliCIT, your digital student magazine is out today!

FRIDAY

10

SATURDAY / SUNDAY

11

12

MONDAY

February 2023

13

SU Safety Week: Keep an eye out for further information at: www.mtucorksu.ie and SU

TUESDAY

14

Valentines Day

SU Safety Week: Keep an eye out for further information at: www.mtucorksu.ie and SU social media

WEDNESDAY

15

SU Safety Week: Keep an eye out for further information at: www.mtucorksu.ie and SU social media

THURSDAY

16

SU Safety Week: Keep an eye out for further information at: www.mtucorksu.ie and SU social media

FRIDAY

17

SATURDAY / SUNDAY

18

19

MONDAY

February 2023

20

TUESDAY

21

WEDNESDAY

22

THURSDAY

23

FRIDAY

24

SATURDAY / SUNDAY

25

26

MONDAY

March 2023

27

Kerry Campus Midterm

TUESDAY

28

WEDNESDAY

01

MTU SU General Meeting - All Students welcome - watch out for notices

THURSDAY

02

FRIDAY

03

SATURDAY / SUNDAY

04

05

MONDAY

March 2023

06

TUESDAY

07

WEDNESDAY

08

THURSDAY

09

FRIDAY

10

SATURDAY / SUNDAY

11

12

MONDAY

March 2023

13

explCIT, your digital student magazine is out today!

TUESDAY

14

WEDNESDAY

15

THURSDAY

16

FRIDAY

17

St. Patrick's Day

SATURDAY / SUNDAY

18

19

MONDAY

March 2023

20

EDI (Equality, Diversity, Inclusion - Keep an eye out for further information at: www.mtucorksu.ie and SU social media

TUESDAY

21

EDI (Equality, Diversity, Inclusion - Keep an eye out for further information at: www.mtucorksu.ie and SU social media

WEDNESDAY

22

EDI (Equality, Diversity, Inclusion - Keep an eye out for further information at: www.mtucorksu.ie and SU social media

THURSDAY

23

EDI (Equality, Diversity, Inclusion - Keep an eye out for further information at: www.mtucorksu.ie and SU social media

FRIDAY

24

SATURDAY / SUNDAY

25

26

MONDAY

March 2023

27

TUESDAY

28

WEDNESDAY

29

Union Council Meeting

THURSDAY

30

Eclectic Picnic - Keep an eye out for further information at: www.mtucorksu.ie and SU social media

FRIDAY

31

SATURDAY / SUNDAY

01

02

MONDAY

April 2023

03

Easter Monday / Craft Studies

TUESDAY

04

Easter Break

WEDNESDAY

05

Easter Break

THURSDAY

06

Easter Break

FRIDAY

07

Good Friday

SATURDAY / SUNDAY

08

09

MONDAY

April 2023

10

Easter Monday

TUESDAY

11

Easter Break

WEDNESDAY

12

Easter Break

THURSDAY

13

Easter Break

FRIDAY

14

Easter Break Ends

SATURDAY / SUNDAY

15

16

MONDAY

April 2023

17

TUESDAY

18

WEDNESDAY

19

THURSDAY

20

Union Council Awards

FRIDAY

21

SATURDAY / SUNDAY

22

23

MONDAY

April 2023

24

explCIT, your digital student magazine is out today!

TUESDAY

25

WEDNESDAY

26

THURSDAY

27

FRIDAY

28

SATURDAY / SUNDAY

29

30

MONDAY

May 2023

01

May Bank holiday

SU Study Breaks - Keep an eye out for further information at: www.mtucorksu.ie and SU social media

TUESDAY

02

SU Study Breaks - Keep an eye out for further information at: www.mtucorksu.ie and SU social media

WEDNESDAY

03

SU Study Breaks - Keep an eye out for further information at: www.mtucorksu.ie and SU social media

THURSDAY

04

SU Study Breaks - Keep an eye out for further information at: www.mtucorksu.ie and SU social media

FRIDAY

05

SATURDAY / SUNDAY

06

07

MONDAY

May 2023

08 Exams (TBC)

TUESDAY

09

WEDNESDAY

10

THURSDAY

11

FRIDAY

12

SATURDAY / SUNDAY

13

14

MONDAY

May 2023

15

TUESDAY

16

WEDNESDAY

17

THURSDAY

18

FRIDAY

19

SATURDAY / SUNDAY

20

21

MONDAY

May 2023

22

TUESDAY

23

WEDNESDAY

24

THURSDAY

25

FRIDAY

26

SATURDAY / SUNDAY

27

28

MONDAY

June 2023

29

TUESDAY

30

WEDNESDAY

31

THURSDAY

01

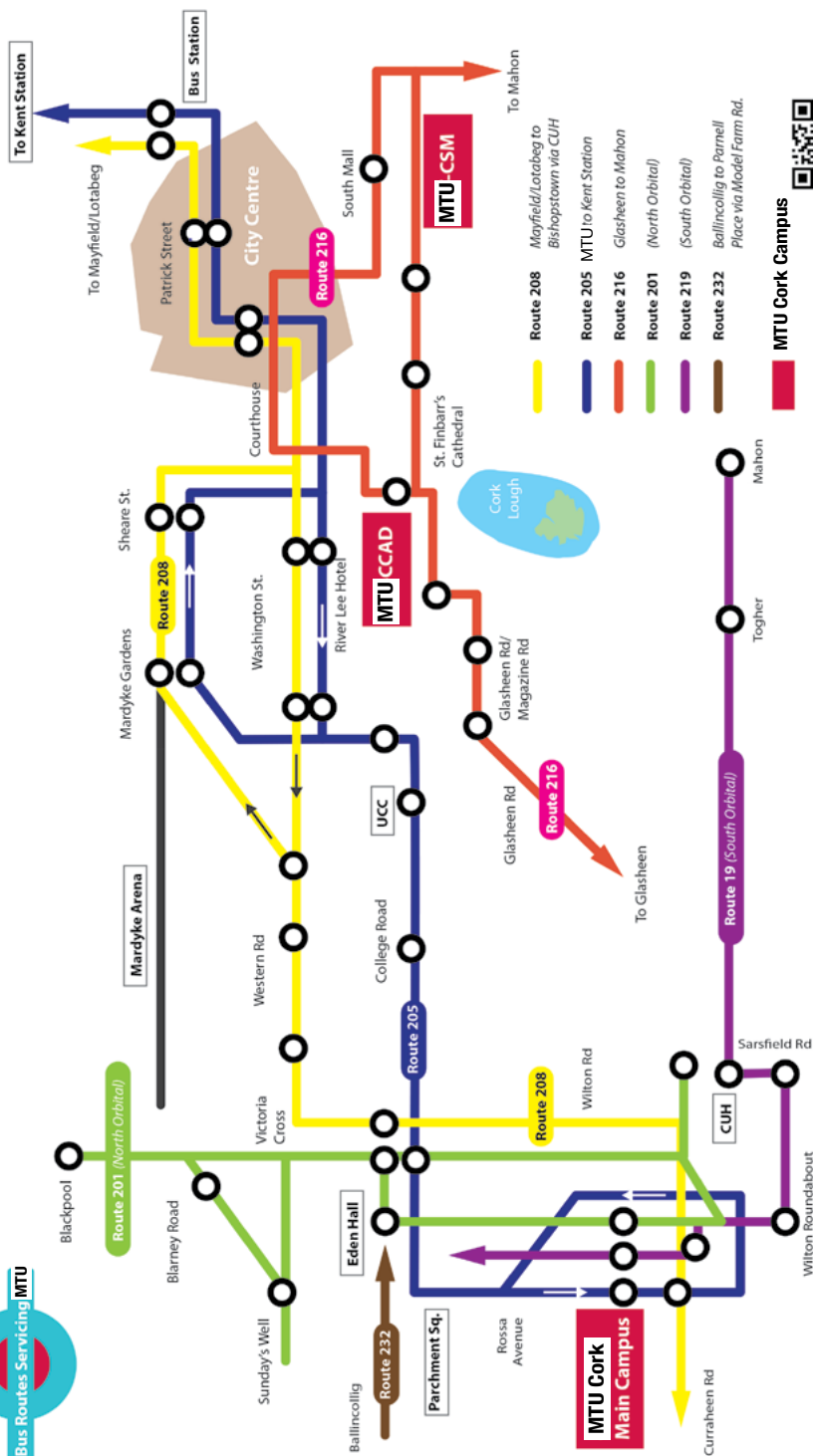
FRIDAY

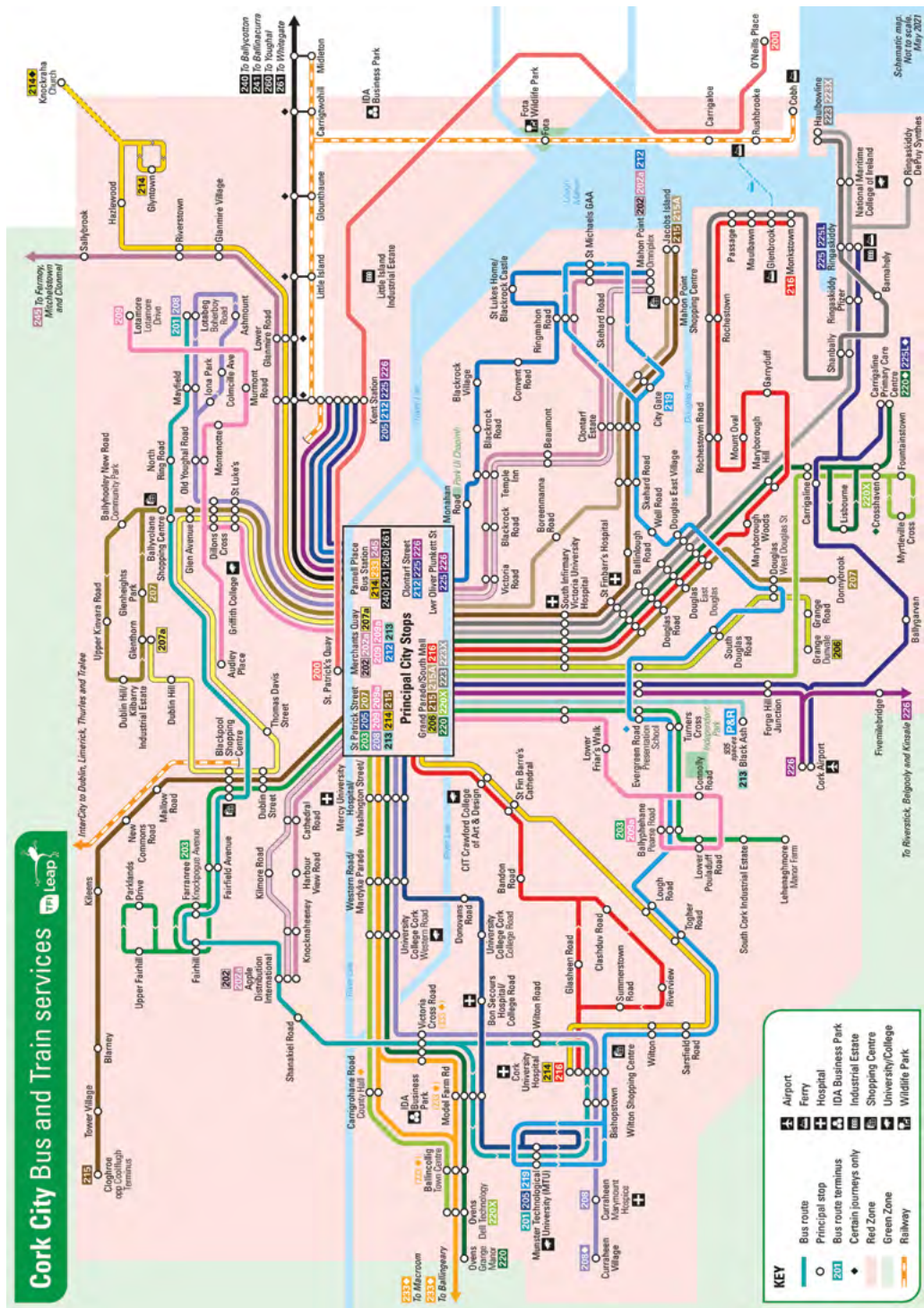
02

SATURDAY / SUNDAY

03

04







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