



MTU CORK  
STUDENTS' UNION

# FRESHERS HANDBOOK & DIARY 2023-24



WELCOME TO MTU

[WWW.MTUCORKSU.IE](http://WWW.MTUCORKSU.IE)



**MTU**

Ollscoil Teicneolaíochta na Mumhan  
Munster Technological University



**Ballincollig**  
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# VISIT US



NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

PHONE: \_\_\_\_\_



**MTU**  
Michigan Technological University  
1884



MTU CORK  
**STUDENTS' UNION**

**FULL-TIME OFFICERS**  
2023 - 2024



Eva Corcoran  
**VP WELFARE**

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**PART-TIME OFFICERS**



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**ENTERTAINMENTS OFFICER**

021 433 5275



Alma Krause  
**COMMUNICATIONS OFFICER**

021 433 5274



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 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 3 out of my 4 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 our campuses along the way!

My role as 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.

**Na Mic Léinn Abú!**





Hello Students,  
My name is Eva Marie Corcoran, and I'm  
delighted to be your new Vice President  
Welfare for this coming year!



I want to say a warm welcome to all new students coming into first year and to those who are returning. College can seem daunting at first, but you will meet some people along the way who will help you find your way, be it lecturers, MTU staff or peers. College is what you make of it so if you make the most of the next four years it can be the best experience of your life. Whether you are a new or returning student I would like to say that I am here to represent and advocate for all your Welfare needs.

A little bit about me is that I am from Blackrock here in Cork, the village with the best Sunday market and home of the Rockies!

I attended MTU Cork for the last 4 years completing a level 7 and 8 in Early Childhood Education and Care. My fourth-year dissertation was based on Wellbeing, so the role of Welfare really appealed to me as people's wellbeing is very important to me! I heard about the role through the lovely President Isobel when she came into my class telling us about this great opportunity which sounded like an experience I could not pass up. Also, with the encouragement from one of my Lecturers Judith Butler who always pushes her students to reach their full potential and take opportunities, I ran in the election. I think that this is a testament to the lovely staff here in MTU Cork. You will meet some wonderful people along the way who will support and encourage you like my fabulous lecturer did for me. I want to make the most of my year here in the Union as VP Welfare and help to make a difference for students. Most of my learning was online due to covid so I can relate to those who struggled through online learning with no fun college activities or events. Therefore, I will be advocating for a lot of fun activities around campus to claim back all the experiences we

missed out on during college. I take my role seriously and I want to do everything in my power to make these years in college an enjoyable experience for all students. I know exactly what it is like being a student and the pressures of assignments, exams and all that goes along with it. That is why my door is always open for all students to come and talk, even if you just need to meet a friendly face for a cuppa I am here. I am not a trained counsellor, but I can help you find the supports you need for any issues you may be experiencing.

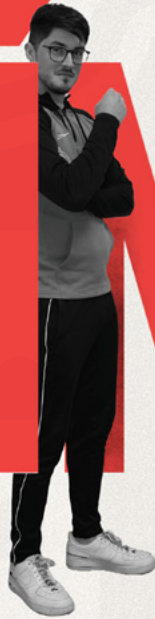
I will represent the students of MTU Cork on both local and national level as we are a part of the Union of Students in Ireland (USI); of which I sit on welfare working groups which will help me to represent the needs of our students. This year I have some exciting ideas and plans I want to carry out throughout the year such as working with all staff to promote a Trauma sensitive campus to create a seamless journey for all students. I hope to promote Irish to represent and respect our national language. I will also be running welfare campaigns like SHAG week, Safety week and Positive Mind and Body week, to name a few.

Some advice I would like to give to incoming students is, get yourself involved, join a sport, club, or society (we have many here to join on campus), joining groups like these can help you to step out of your comfort zone, make friends and have fun during your time in college. When I was in first year, I threw myself into being a class representative which pushed me to approach people and helped me to make friends and liaise with lecturers. The experience stood to me when it came to approaching people for job applications, making friends, and working with adults in a professional context. Take the bull by the horns and dive headfirst into every opportunity that is presented to you. You won't regret the opportunities that you do take, but you will regret the ones you don't! I am excited to meet you and hopefully see you at a lot of the events we will be running here on campus and have the craic!

## Na Mic Léinn Abú!

*Eva Corcoran*

# oisín



I am delighted to have been re-elected to this role for a second year, previously serving as the part-time role, Communications Officer, while studying in my final year in 2022.

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:

- **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 has worked incredibly hard to be a part of the Munster Technological University community and it is the Students' Union 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 plays 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**
- **Communication and negotiation skills**
- **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.

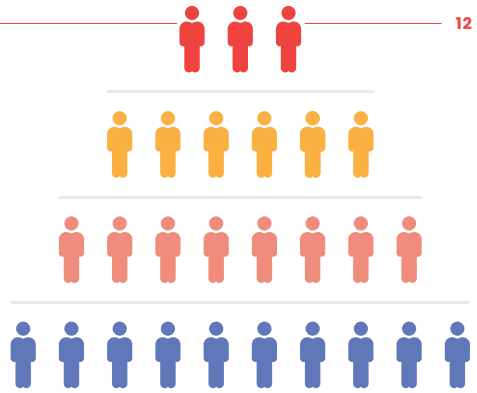
With smaller size classes and labs, students and staff are able to develop positive working relationships, which generate a unique academic experience.

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](mailto: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!

## **Na Mic Léinn Abú!**

*Dáirín Gahan*

# UNION STRUCTURE



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 Cork SU). Copies of the constitution are available online at [www.mtucorksu.ie](http://www.mtucorksu.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 Meetings 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

 **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 STUDENT BODY  
AND MEET MONTHLY.

 **REFERENDUM**  
TAKEN WHEN REQUIRED  
BY STUDENT BODY AND  
THE SUPREME DECISION  
MAKING BODY.

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 recognises outstanding Class Reps for their contribution to their class, and the Union as a whole, while awarding Certificates of Merit to each Class Rep.

## 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.



## 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.

# UNION EXECUTIVE

## 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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MTU CORK  
STUDENTS' UNION

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www.mtucorksu.ie  
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# SU SERVICES

## 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
- Stationary (Limited Supplies)

## YOUNG ADULT LEAP CARD

If you are aged 19 to 23 years of age you are eligible for a Young Adult Leap 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](http://www.leapcard.ie).

Any new card applications for any person aged 19 to 23 will be taken online at [www.leapcard.ie](http://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](http://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](http://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](http://www.mtucorksu.ie) also, don't forget to check out the Academic Learning Centre for free tuition in various subjects <http://studentengagement.cit.ie/alc>

## 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. This device stays in the office during the duration of the charging process. A similar service is available in the Caretakers' Office.

### GET HOME SAFELY

The Students' Union is concerned with your safety and strongly advise against anyone walking home at night.

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.

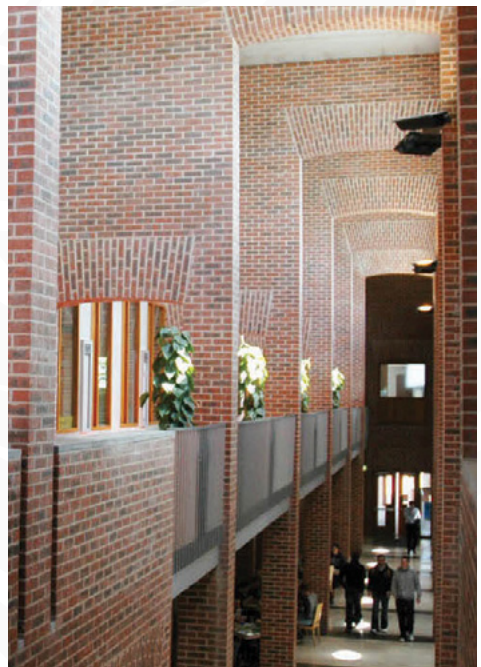
### CODE RED – PERIOD PRODUCTS

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 a 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 STUDENTS' UNION 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 Aaron O'Driscoll or call into the Students' Union Office.

Please email your content to:  
**corksublications@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**

**WWW.MTUCORKSU.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, 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.



**FOLLOW US ON...**

TWITTER AND INSTA  
**@MTU\_CORKSU**

LINKEDIN AND FACEBOOK  
**@MTU CORK SU**





# MTU CORK SU ENTERTAINMENTS

The SU runs 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 to know 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. To get pool cues from the Students' Union Office - you will need to hand in your Student ID for the hour long duration. When your time is up, please return to the Student's Union office with the cues to reclaim your ID.

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 CORK STUDENTS'  
UNION MAIN EVENTS  
2023/24**

**FRESHERS' WEEK**  
25TH - 28TH SEPT

**RAG WEEK**  
22ND - 25TH JAN

**STUDENT RACE DAY 2024**  
DATE TBC

**ECCLECTIC PICNIC**  
11TH APRIL

**SEE POSTERS & SOCIAL MEDIA FOR DETAILS**

## 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 arannpháirtíocht 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.**

**1 NATIONAL  
UNION  
374,000  
STUDENTS**



### 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 gcúir chun cinn agus cosaint cearta daonna agus daonlathachta 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 # and 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...**  
*...Jeachtas 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.*



**Chris Clifford**  
USI PRESIDENT



**Kelda McManus**  
VP for the Southern  
Region of USI



**Isobel Kavanagh**  
PRESIDENT, MTU Cork SU  
member of USI Comhairle  
Náisiúnta



# 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



# YOUR WELFARE GUIDE



YOUR VP WELFARE

**EVA CORCORAN**



## 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/microwaveable 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 and Tik-Tok 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!

## 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 and 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.

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

**S.H.A.G.\*  
CAMPAIGN**  
9-12 OCT  
2023



Sexuality is a huge part of a human being and it is very apparent throughout 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.

If you are making the decision to have sex, make sure you think about it as it is a big deal. Do not be pressured into doing anything you are not comfortable with and remember it is something you should really think about before doing it. If you are having sex, make sure to practice safe sex, but remember that not even safe sex can stop the transmission of STI's or stop pregnancy. It is a big decision so take your time and do not feel rushed into something you might regret just because 'everyone is doing it'. Enjoy being young, have fun and be safe.

## USEFUL WEBSITES:

[www.thinkcontraception.ie](http://www.thinkcontraception.ie)  
[www.sexualwellbeing.ie/sexual-health/](http://www.sexualwellbeing.ie/sexual-health/)

## 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](http://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.

**sexualhealth**  
CENTRE  **.com**

16 PETERS STREET, CORK.



**Mon-Fri:** 9am to 7pm    [info@sexualhealthcentre.com](mailto:info@sexualhealthcentre.com)

**Helpline:** 021 427 6676    [facebook.com/BeSexyStayHealthy](https://www.facebook.com/BeSexyStayHealthy)



# RENTING & ACCOMMODATION

## USEFUL WEBSITES:

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

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

- 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](http://www.prtb.ie)

## 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. When you're renting it is very important to be aware of your tenancy rights as well as obligations.

## TENANCY TIPS

- 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 in the house/apartment breaks and is not your fault, the landlord is obliged to repair/replace the item and pay 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.

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.

## 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.

## MTU ACCOMMODATION OFFICE CORK

Deidre Falvey, Balcony Floor Students' centre  
[accommodationcork@mtu.ie](mailto:accommodationcork@mtu.ie)

# ALCOHOL & DRUGS

## 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 affects your own body and how to drink safely.

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? 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.

**[www.drugs.ie](http://www.drugs.ie)**  
**[www.alcoholicsanonymous.ie](http://www.alcoholicsanonymous.ie)**  
**[www.corkdrugandalcohol.ie](http://www.corkdrugandalcohol.ie)**

## 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!



# WELLBEING

## SLEEP TIME

Students are notorious for not getting enough sleep, due to having busy schedules, late night cramming, as well as 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 MTU Arena 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.

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

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

[www.samaritans.org](http://www.samaritans.org)

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

# MONEY



## 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, what to spend on, and how to divide 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 by guiding you on whether you need spend less or 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

*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.*

## USEFUL WEBSITES:

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

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

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

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 midweek 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.
- Sign up for student leap card
- Look for phone deals with Three or GoMo with unlimited internet that you can use as Wi-Fi hotspot if there is no Wi-Fi provided in the accommodation.

# SuperValu Insurance



- Up to 10% off NOW online
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- Added discounts for being claims free
- Enjoy shopping vouchers with every policy\*
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[www.supervalu.ie/insurance](http://www.supervalu.ie/insurance)

T & c's apply. \*Vouchers include 2 €10 off a 40 spend in SuperValu. SuperValu Car Insurance is underwritten by AXA. AXA Insurance DAC & SuperValu Financial Services DAC t/a SuperValu Insurance are regulated by the Central Bank of Ireland.

**SuperValu Insurance**



# SAFETY & GENERAL CONDUCT

**SAFETY WEEK**  
6-8 FEB 2024

## **GAMBLING**

Gambling is quite common in today's world, especially with advancements of online gambling. It is important to know that gambling can be very easy to get addicted to. 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 WEBSITE**

[www.gamblersanonymous.ie](http://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 WEBSITE**

[www.spunout.ie/life/category/bullying](http://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 safely, 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 become 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](http://www.welfare.ie)**

# YOUR EDUCATION GUIDE

## **PARTICIPATION**

### **Work Hard, Play Hard!**

It is advisable to attend all classes or lectures. 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 your 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 & 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.





YOUR VP EDUCATION

**OÍSÍN GAHAN**

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).

# MODULES

## 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.

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 11th 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 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.

### SEMESTER 1

If you withdraw before 31st October, you will be entitled to a refund of 90% of fees paid (as there is a 10% admin fee applied).

### SEMESTER 2

If you withdraw before 28th February, you will be entitled to a refund of 90% of fees paid.

***Note that if you repeat a year, tuition fees as well as registration fees will apply.***

## ADMISSIONS OFFICE OPENING HOURS:

**9.30 AM – 12.30 PM**  
**2.00 PM – 4.00 PM**

(021) 4335037 / 4335043  
admissionscork@mtu.ie

# ADMISSIONS

# EXAMINATIONS



## STUDENT SERVICES, REGISTRATION & 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 Cork Examinations Office website at <http://www.mycit.ie/examinations>, if you have a query on exam timetables, email [examsmgtcork@mtu.ie](mailto:examsmgtcork@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 any of these rules you could be faced with an infringement hearing.
- 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 two weeks before end of Semester exams. (available at <https://myapps.microsoft.com>).
- 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/ replacement student card to the Examinations at your earliest convenience.
- The Examinations Office provide examinations/ assessment support to students registered with the Access Office and wish to avail of them.
- 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 Cork Examinations Office 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. 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>



## ABOUT SUSI

SUSI (Student Universal Support Ireland) is Ireland’s single national awarding authority for all higher and further education funding. SUSI offers support to all types of students, from school leavers to mature students returning to education.

## WHAT FUNDING IS AVAILABLE

	MAINTENANCE GRANT	STUDENT CONTRIBUTION AND/OR FEES
PLC COURSE	✓	
UNDERGRAD COURSE	✓	✓
UNDERGRAD COURSE IN THE UK/EU	✓	
POSTGRAD COURSE	✓	✓

Special Rate Only

Visit SUSI’s website, [www.susi.ie](http://www.susi.ie), and check out the **Eligibility Indicator** to see if you might be eligible for funding.

## AM I ELIGIBLE FOR FUNDING?

To be eligible for a grant, you must meet all of the following criteria:

### Nationality and Residency:

- You must be an Irish, EU, EEA, UK or Swiss national or have specific leave to remain in the State as granted by the Department of Justice (DOJ).
- You must also be ordinarily resident in Ireland, the EU, EEA, UK or Switzerland for 3 of the last 5 years.

### Course:

- You must be progressing in your education and increasing your National Framework of Qualifications (NFQ) level.
- You must be attending an approved course in an approved institution.

### Income:

- Your reckonable income, as calculated for grant purposes, must fall under specific thresholds.
- This income will be a factor in determining what type of funding you may receive.
- Applications are assessed with regard to gross household income from the previous year.

## WHAT SHOULD I KNOW BEFORE I APPLY?

APPLICANT CLASS	DESCRIPTION	INCOME FOR ASSESSMENT
<b>Dependent</b>	<b>Under 23</b> on 1st January of the year of your first point of entry into further or higher education.	- Your own (if applicable) - Your parent(s)/guardian(s)
<b>Mature Dependent</b>	<b>Over 23</b> on 1st January of the year of your first point of entry/re-entry into further or higher education & residing with your parents/guardians.	- Your own (if applicable) - Your parent(s)/guardian(s)
<b>Independent</b>	<b>Over 23</b> on 1st January of the year of your first point of entry into further or higher education & <b>residing independently from October</b> of the year prior to your first point of entry/re-entry.	- Your own - Your spouse/civil partner/co-habitant (if applicable)

Before you apply, you must know your ‘Applicant Class,’ as this determines whose income is included for assessment.

## INCOME THRESHOLD PLC (MAINTENANCE GRANT ONLY) & UNDERGRADUATE STUDENTS

RATE OF FUNDING	MAINTENANCE GRANT RATE		INCOME THRESHOLD BY NO. OF DEPENDENT CHILDREN			THRESHOLD INCREASE PER ADDITIONAL PERSON IN 3RD LEVEL
	ADJACENT (UNDER 30KM)	NON-ADJACENT (OVER 30KM)	LESS THAN 4 CHILDREN	4-7 CHILDREN	8+ CHILDREN	
100% Student Contribution + Special Rate Maintenance Grant*	€2,936	€6,971	€25,000	€27,400	€29,702	+ €4,950
100% Student Contribution + Band 1 Full Maintenance	€1,613	€3,677	€40,875	€44,810	€48,575	+ €4,950
100% Student Contribution + Band 2 Part Maintenance	€1,221	€2,717	€41,970	€46,025	€49,890	+ €4,785
100% Student Contribution + Band 3 Part Maintenance	€886	€1,887	€44,380	€48,670	€52,760	+ €4,785
100% Student Contribution + Band 4 Part Maintenance	€556	€1,051	€46,790	€51,325	€55,630	+ €4,785
50% Tuition Fees OR 100% Student Contribution	€0	€0	€50,840	€55,765	€60,455	+ €4,950
50% Student Contribution	€0	€0	€62,000	€68,014	€73,727	+ €4,950
€500 Student Contribution	€0	€0	€100,000	€109,600	€118,806	+ €4,950

## INCOME THRESHOLD POSTGRADUATE STUDENTS

	ADJACENT (UNDER 30KM)	NON-ADJACENT (OVER 30KM)	LESS THAN 4 CHILDREN	4-7 CHILDREN	8+ CHILDREN	
Postgraduate Fee Contribution of up to max €6,270 + Special Rate Maintenance Grant*	€2,936	€6,971	€25,000	€27,400	€29,702	+ €4,950
Postgraduate Fee Contribution of €4,000	€0	€0	€55,240	€60,595	€65,700	+ €4,950

## GLOSSARY

<b>*Special Rate:</b>	Rate of grant available if total reckonable income is below a specified threshold and includes a qualifying long term Department of Social Protection payment at 31st December of the previous year.
<b>Maintenance Grant:</b>	Funding towards a student's day-to-day costs, which is paid in 9 instalments.
<b>Student Contribution:</b>	This is the portion of fees all students covered by the Free Fees Initiative pay when going to college.
<b>Fees:</b>	Funding towards fees not met by the Free Fees Initiative or a contribution towards fees for a postgraduate course.
<b>Adjacent/ Non-adjacent Rate:</b>	The adjacent rate of maintenance grant is paid to students whose normal residence is less than 30 km from their college. The non-adjacent rate is paid to students whose normal residence is over 30km from their college.

## HOW DO I APPLY?

Applications can be made online at [www.susi.ie](http://www.susi.ie).

### STEP 1

- Register your SUSI account online at [www.susi.ie](http://www.susi.ie)
- Complete and submit your application.
- You must apply each year to renew your application.

### STEP 2

Based on the information provided in your application, you will receive either a decision letter or a letter requesting documentation so that SUSI can complete its assessment of your application.

### STEP 3

Once your supporting documents have been reviewed, you will be advised of the decision on your grant application by post. This will be either:

**A) Awarded** or **B) Refused**

### STEP 4

To receive payment, awarded students will need to have:

- Registered with their college for the new academic year;
- Been confirmed by their college as registered/attending;
- Submitted their bank details through their online SUSI account.

## CONTACT US



/suisupport



support@susi.ie



@susihelpdesk



0818 888 777



# MTU ARENA & SPORTING FACILITIES



## MTU ARENA & MTU ARENA GYM

The much-anticipated €13m state-of-the-art Multi-purpose MTU Arena opened on 27th February 2023 on MTU's Bishopstown Campus.

The MTU Arena includes a 1,340m<sup>2</sup> hall, two studios, a café and a 600 m<sup>2</sup> gym. The MTU Arena is open 7 days per week and membership of the gym is open to students, staff and members of the public. For membership info check out [www.mtuarena.ie](http://www.mtuarena.ie)

### OPENING HOURS:

#### MTU ARENA

**Monday – Friday** 7am – 10pm

**Saturday** 9am – 5pm

**Sunday** 9am – 5pm

#### MTU ARENA GYM

**Monday – Friday** 7am – 9:30pm

**Saturday** 9am – 4:30pm

**Sunday** 9am – 4:30pm

### CONTACT DETAILS:

**Website:** [www.mtuarena.ie](http://www.mtuarena.ie)

**Email:** [arena@mtu.ie](mailto:arena@mtu.ie)

**Tel:** 021-4335000

### FITNESS & WELL-BEING CLASSES

The MTU Arena run a number of classes throughout the academic year for students such as Yoga, Pilates, Spinning, Circuits & Bootcamp. Check out [www.mtuarena.ie](http://www.mtuarena.ie) for days/times and cost or download our MTU Arena app on the Apple / Google app stores.

## THE ELITE GYM

Our state-of-the-art Elite Gym is exclusively for our scholarship and sports students to provide our athletes with every opportunity to reach their full potential. The gym is located on the Bishopstown Campus in our Sports Stadium. Our current opening hours are Monday to Thursday 12 to 3pm and 5pm to 9pm. To book in email [elitegymcork@mtu.ie](mailto:elitegymcork@mtu.ie)

## ASTRO TURF PITCHES

Located beside MTU Arena, 5-a-side pitch €10 hr for full-time MTU students during term time (all students playing must be MTU students). To book email [arena@mtu.ie](mailto:arena@mtu.ie) or call into the reception in the MTU Arena.

## MTU ATHLETICS TRACK

Located beside MTU Arena, the newly resurfaced MTU Athletics Stadium has a seating capacity for over 1,080 spectators. This impressive Stadium complements the eight lane, international standard running track and infield area. The facility can cater for all disciplines such as pole vault, high jump, long jump, javelin, shot-put, discus and hammer. This facility is free to full-time students.

## MTU SPORTS STADIUM & PITCHES

MTU caters for all major sporting codes, with eight grass playing pitches, 7 of which are floodlit (3 soccer, 2 rugby, 2 GAA and 1 multi-purpose) ideally located on the river bank. All pitches are contained within one area and are fully maintained by ground staff with easy access to dressing room facilities.

# MTU ARENA

Download MTU Arena app from  
Apple and Google Playstores





# ARTS OFFICE

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](http://arts.mtu.ie)



MTU has an impressive Art Collection, managed by MTU Arts Office, with over 600 artworks - check it out on [arts.mtu.ie](http://arts.mtu.ie)

**Email:** [artsofficecork@mtu.ie](mailto:artsofficecork@mtu.ie)

**Web:** [www.arts.mtu.ie](http://www.arts.mtu.ie)

**Social:** MTUartsoffice



# ACCOMODATION

The Accommodation Office assists students in finding a suitable place to live. The service provides information and guidance 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/](http://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](mailto: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](http://www.gov.ie))

# WELCOME TO MTU CORK LIBRARIES

The main MTU Cork library is centrally located in the heart of 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 info.

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 always have ID cards with them to enter our libraries & use library facilities.

## BOOKS

MTU Cork Libraries stock over 137,000 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 our 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 materials that can be borrowed can be viewed at <https://library.cit.ie/undergraduate-students>
- A suspension 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.



## VIEWING YOUR LIBRARY ACCOUNT

All MTU students & staff have a Personal Library Account which shows the books that you have on loan and the dates they are due back.

View details on this useful feature at <https://library.cit.ie/renewing-books>

## E-BOOKS

MTU Students can also access an extensive collection of over 100,000 E-Books, covering all subject areas from the library 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 & 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 only.

## E-JOURNALS

MTU Libraries have an impressive collection of E-Journals covering all subject areas, these offer 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 heading.

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 guidelines on Study Hub usage, please visit the Using the Library section of our homepage <https://library.cit.ie>

## 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.

## ASSIGNMENT TOOLKIT

The MTU Library Assignment Toolkit includes a suite of online modules that guide students through every step of the assignment preparation process and provides a grounding in academic integrity by using best practice guidance at every stage. This tool 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>

## STUDENT COMPUTERS

Computers are available for student use in the Open-Access area of the IT/Library 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>



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.
- 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, LGBTQI, Students' Union, Music Society, Christian Union, Muslim Society, Anime Society and Vincent de Paul Society.



## THE CHAPLAINCY IS A PLACE OF WELCOME FOR ALL

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

[edel.kelly@mtu.ie](mailto:edel.kelly@mtu.ie)  
[dave.mcauliffe@mtu.ie](mailto:dave.mcauliffe@mtu.ie)  
[chaplaincy@mtu.ie](mailto:chaplaincy@mtu.ie)

1<sup>ST</sup> FLOOR STUDENT CENTRE,  
BISHOPSTOWN



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.

# IT SERVICES

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](http://www.mycit.ie/itsupport) to find detail guides and how-to-videos of the IT services in MTU. All new students will receive their new account details as part of the registration process. MTU SmartCards (Student ID) will be collected during orientation.

## MYCIT STUDENT PORTAL

[www.mycit.ie](http://www.mycit.ie) is your one-stop portal for accessing all MTU student services such as Student Email, CANVAS, Timetables, Exam Papers, Library Search, MyBan (module registration/results), Password Reset, and Eduroam (WiFi) Registration.

## MYCIT STUDENT ACCOUNT (GOOGLE WORKSPACE)

Each student for the duration of their course at MTU receives an email account. Access to your student email account can be found at [mail.mycit.ie](mailto: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, notices, and all other essential information you will need. MTU will use this myCIT email address for all correspondence with students. Your student account will expire 12 months after the end of your last registered academic year. All expired accounts are deleted at the end of this 12-month period. You will get a reminder email when your account is due for expiration which will include instructions on how to download and transfer your data to an alternative location. Each student has access to a limited amount of online/cloud storage within the Google Workspace, along with the student account.

## 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. Your MTU SmartCard will grant you to access to certain labs and rooms relevant to your course/department.

## MTU EDUROAM WIFI

MTU offers a wireless service (eduroam) that can be accessed across all campuses in MTU, and all eduroam partner/colleges around the world.

Installation instructions on <https://www.mycit.ie/itsupport/cit-student-wireless> student for your laptop or mobile devices. All students will receive an email with their eduroam ([@mtuwifi.ie](mailto:@mtuwifi.ie)) account credentials before semester commences.

## MYBAN SELF SERVICE

MyBan Self Service is the student self-service portal for MTU

### MyBan is used for the following:

- 1 - Online Registration
- 2 - Add Electives
- 3 - Account Summary & Fee Payment
- 4 - View Registered Modules
- 5 - Fee Payment Receipts
- 6 - View Grades

It is essential that you enroll for your electives online so that your name is included in class lists, you can access CANVAS, your exam timetables are accurate, and your results can be processed. If you do not enroll for your electives, you will not be included in any of these functions.

## JOIN US NOW

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



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



[https://twitter.com/MTU\\_ie](https://twitter.com/MTU_ie)

## IMPORTANT NOTE

You will not have your student email for life so you need to ensure that you do not link it to important documents/ mailing lists etc.

	<b>IT SERVICE DESK</b>
<b>Location</b>	Open Access, Berkeley Building
<b>Phone</b>	021 433 5050
<b>Email</b>	servicedesk@mtu.ie
<b>Web</b>	<a href="http://servicedesk.cit.ie">http://servicedesk.cit.ie</a>
<b>Opening Hours</b>	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)
<b>Services Provided</b>	<ul style="list-style-type: none"> <li>• Student Email</li> <li>• Computer Account</li> <li>• myCIT Portal &amp; MTU Websites</li> <li>• MTU Wireless (eduroam)</li> <li>• CANVAS</li> <li>• MyBan Self Service (Results/Module Registration)</li> <li>• Printer Maintenance</li> </ul>



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.

### HOW CAN WE HELP YOU?

Whether you know exactly what you want to do or you haven't a notion what you want to do, we are here to help you. We can help you create or polish your C.V., LinkedIn, Explore further study options, research the jobs market and develop your career development plan and connect you to employers and jobs.

### HOW CAN I BOOK A 1:1 APPOINTMENT WITH A CAREER ADVISOR?

You can book to see us for a face to face or online chat by registering with CAREERSconnect. Click on the QR Code and log in via [careers.cit.ie](https://careers.cit.ie)



We also hold weekly Drop in Clinics (no appointment necessary) during busy periods, Mon- Thurs, 3-4pm, at the Career Service.

### WHERE ARE JOB VACANCIES ADVERTISED?

Log into CAREERSconnect (see above) and browse all the latest graduate jobs, programmes, internships, part time and summer jobs.

### MYCAREER: ONLINE A.I. CAREER TOOL

Checkout our comprehensive, artificial intelligence career tools and e-library of articles, videos and tips on your phone or laptop 24/7, 365 days a year. Build or scan your C.V., polish your interview technique, research the jobs market, get advice from graduate recruiters or career coaches.

### CAREER FAIR

Come and visit hundreds of leading employers who want to meet you at the MTU Arena on Thurs Oct 5th, 2023. Research your top 5 employers and prepare a short introduction about yourself and be ready to ask them about graduate opportunities on offer.

### MEET EMPLOYERS – BE CAREER CURIOUS

Make sure you say hello and quiz our visiting 'Employers on the Corridor', most Tuesdays and Thursdays from 12pm-2pm. They are looking forward to meeting MTU Students. Some employers are interested in employing discipline specific graduates or students, while many are open to employing graduates or students from any discipline, provided they have the right attitude.

### SPECIALISED CAREER DEV PROGRAMMES

- **Joint Mentorship Programme:** Apply to be paired with a Mentor working in a job that interests you. All year groups can apply!
- **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](mailto: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 email: [buildingforward@mtu.ie](mailto:buildingforward@mtu.ie)
- **Design your Future, Career Development Programme:** This programme designed for post-graduate researchers runs in Sem 1 and is a 10-credit elective module. For more information email: [graduatestudiescork@mtu.ie](mailto:graduatestudiescork@mtu.ie)

**OPEN ALL YEAR:** Mon to Fri 8.30am-4.30pm

**TEL:** 021 4326232

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

**LOCATION:** Student Centre, Bishopstown Campus



SCAN ME



## HOW TO MAKE A COUNSELLING APPOINTMENT

If you are interested in one-to-one counselling, email us at: [counselling.admincork@mtu.ie](mailto:counselling.admincork@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](http://www.mycit.ie/counselling)

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.



## 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



**SCAN ME**

# SOCIETIES

Education is about much more than just academic learning. Joining Societies allows you the opportunity to experience something new or to 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 building 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 be notified directly of when activities and meetings for that particular society are taking place. Many societies will have a strong online presence that you can engage with and be part of also. There is no fee or charge to become a society member.

### 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 most importantly 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, Chemical Engineering, Civil & Structural, Construction, Design & Media, Management & Enterprise, Marketing, Mechanical & Biomedical Engineering, Post Graduate, Programming, Sustainable Energy & Environmental.

### COMMUNITY:

African & Caribbean, Arabesque, Best Buddies, Christian Union, Cumann Gaelach, Enactus, Indian, International Students, Islamic, LGBT\*, Mature Students, Start-Up, Wistem.

### INTEREST:

Anime & Manga, Astronomy, Aviation, Bikers, Book Club, Crawford Movie Club, Cyber-Security, Debate, Fibre Arts, Guild Gaming, Lego, Minecraft, Photography, Sci-Fi.

### MUSIC & ARTS:

Connolly Youth, Dance, DJ, Glór, Musical, Open Mic, Trad. 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 Tik-Tok.



SIGN UP ONLINE:  
<http://societies.mtu.ie>



Zoe Lam  
**BEST FRESHER**

SOCIETIES  
AWARDS  
2023





### SOCIETIES OFFICE

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

### SOCIETIES MTU CORK CAMPUSES ARE SUPPORTED BY

#### SOCIETIES OFFICER:

Shane Falvey || [shane.falvey@mtu.ie](mailto:shane.falvey@mtu.ie) || 087 2073492

#### SOCIETIES INTERN:

Kelley Piersie || [kelley.piersie@mtu.ie](mailto:kelley.piersie@mtu.ie)

#### ADMIN SPORTS & SOCIETIES:

Denise Minihane || [denise.minihane@mtu.ie](mailto:denise.minihane@mtu.ie)

#### FINANCE SPORTS & SOCIETIES:

Cathal Fitzgerald || [cathal.fitzgerald@mtu.ie](mailto: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 have a social media presence. You can also 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's 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 teamwork skills.

### HOW CAN YOU BE A SOCIETY COMMITTEE OFFICER?

Every society must hold a general meeting which all members can 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 committee officer, put yourself forward for nomination at this meeting. These general meetings may take place in person or online, so be sure to sign up as a society member to receive communication about when and how these meetings will take place.

Sports is integral to the MTU student experience. The Sports Office plays a key role in the life of the Institute assisting students in the organisation and running of the clubs.

**SIGN UP FOR CLUBS:** <https://myportal.mtu.ie/>  
**WEB:** [www.mycit.ie/sport](http://www.mycit.ie/sport)  
**LOCATION:** 1st Floor, Student Centre, Bishopstown  
**FOLLOW US:** MTU Sports Department



### GENERAL SPORTS QUERIES

Please contact  
[sportcork@mtu.ie](mailto:sportcork@mtu.ie)  
 021 433576

We offer a wide range of Sports Clubs including outdoor sports, indoor sports, water sports, martial arts etc. Membership is **free**.

### FULL LIST OF CLUBS

AFL	POWERLIFTING
BADMINTON	RACQUETBALL
CANOE	SAILING-MTU
KAYAKING	SAILING-NMCI
DARTS	TAE KWON-DO
EQUESTRIAN	TENNIS
KARATE	VOLLEYBALL
KICKBOXING	

For information on any of the above Clubs please contact  
[miriam.deasy@mtu.ie](mailto:miriam.deasy@mtu.ie)



### FULL LIST OF CLUBS (CONT.)

BASKETBALL	SURFING
BOXING	RACQUETBALL
GOLF	SWIMMING
HOCKEY	TABLE TENNIS
KARTING	ULTIMATE
MMA	FRISBEE
ROCK-CLIMBING	
ROWING	

For information on any of the above Clubs please contact  
[norma.buckley@mtu.ie](mailto:norma.buckley@mtu.ie)

### **GAA-HURLING, FOOTBALL, CAMOGIE, LADIES FOOTBALL & HANDBALL**

For information on any of the above Clubs please contact [kevin.ocalaghan@mtu.ie](mailto:kevin.ocalaghan@mtu.ie)

### **ATHLETICS**

For information please contact [craig.harrington@services.mtu.ie](mailto:craig.harrington@services.mtu.ie)

### **RUGBY-LADIES & MENS**

For information please contact [Sanathan.govender@services.mtu.ie](mailto:Sanathan.govender@services.mtu.ie)

### **SOCCER-LADIES & MENS**

For information please contact [eric.marah@mtu.ie](mailto:eric.marah@mtu.ie)



### **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 in the Institute. In 2023/24 eighty-eight scholarships were awarded across nineteen different sports.

Application forms are available from mid-August from the Sports Office or <https://www.mtu.ie/scholarships/sports-scholarships/cork-campus-sports-scholarships/>. Closing date for receipt of scholarship applications is **Wednesday 27th Sept 2023**.

Sports Office Opening Hours Monday to Friday 8.30am – 4.30pm.

# REPROGRAPHICS & CARD SERVICES

## REPROGRAPHICS

The Reprographics Office provide the following services: heat and ring binding, 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.

## CARD SERVICES

The Card Office provides the following services:

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

<b>REPROGRAPHICS TEL:</b>	021 4335746
<b>REPO EMAIL:</b>	copy.centrecork@mtu.ie
<b>CARD SERVICE TEL:</b>	021 4335752 / 021 433 5290
<b>CARD SERVICE EMAIL:</b>	cardservicescork@mtu.ie
<b>OPENING HOURS:</b>	Mon - Fri // 8:30am - 4:30pm Closed // 1 - 2pm
<b>LOCATION:</b>	Room S102 - on the ground floor of the Nexus Student Centre

## 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](http://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
- €10 fee for replacement Student Card

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

**VISIT:**  
[www.mycit.ie/itsupport](http://www.mycit.ie/itsupport)  
to find out more about topping up your Smart Card.





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

# ACCESS SERVICES

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](http://www.cit.ie/access)**

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



We look forward to meeting you,  
**Laura Coleman,**  
**Access Officer.**

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: **0818 355 999**. 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.

Admin: for appointments and other queries:

#### OPENING HOURS:

##### Mon to Thurs:

8.30am - 4.30pm and

Fri: 8.30am - 2.30pm.

##### Closed for lunch:

12.30pm - 1.30pm

#### TEL:

Tel: 021 433 5780

##### Mon to Thurs:

8.30am - 4.30pm

Fri: 8.30am - 2.30pm

##### Closed for lunch:

12.30pm - 1.30pm

#### FEES:

- **Consult with Doctor:** €10

- **Consult with Nurse:**

No charges

- STI testing is available to all students free of charge.

- Contraception is available to 17-26-year-olds inclusive free of charge

#### LOCATION:

Student Centre,  
Bishopstown Campus

#### 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 phonedlines are open Monday to Thursday 8.30am to 4.30pm and Friday 8.30am to 2.30pm. Phonedlines are closed daily 12:30-1.30pm 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 €10.00 applies for all Doctor consults including Telephone consultations. Payment can be made by your student card. The Student Health Centre is not a medical card practice. Local students with medical cards are advised to visit their own GP to ensure continuity of care. Non-Local students with medical cards may avail of the service but are also advised to register with a local GMS GP. Nurse consultations are free.



# CATERING & RETAIL

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 handmade 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.

# INTERNATIONAL OFFICE & ERASMUS

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 IG 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, Non-EU or looking to apply for a PhD 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](http://International.cit.ie)) or see Non-EU contact information on page 59. Interested in experiencing another culture and boosting your confidence? Taking part in Erasmus 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 European 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); contact [erasmuscork@mtu.ie](mailto:erasmuscork@mtu.ie) for full funding details.

## 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

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.

## 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.



## FOLLOW US

[International.cit.ie](http://International.cit.ie)

@mtuinternational

## EMAIL

### NON-EU FULL DEGREE STUDENTS:

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

### ERASMUS STUDENTS (INCOMING AND OUTGOING):

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

### STUDY ABROAD (INCOMING AND OUTGOING):

[study.abroadcork@mtu.ie](mailto:study.abroadcork@mtu.ie)

## CANVAS MODULE

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

# STUDENT CAMPUS LIAISON

- To liaise 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

## OBJECTIVE

As a member of Student Services, the Campus Liaison Co-Ordinator and Student Leaders work 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.

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, Medical Centre, Student Assistance Fund), please contact Yvonne to discuss.

## CONTACT YVONNE:

T: 021-4326149

E: [yvonne.mackey@mtu.ie](mailto: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.

Students' Union Office,  
1st Floor, Student Centre,  
Bishopstown Campus.

**Tel:** 021 4335880

**Mob:** 087 3840691

**Email:** [student.ombudsman@mtu.ie](mailto:student.ombudsman@mtu.ie)

**Post:** Student Ombudsman, MTU, Bishopstown, Cork.

# 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 Student 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. You can use final year projects or other course work to apply for the programme or any other business idea you might have 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 in the Rubicon Centre 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 supporting other students with their business ideas and a funded masters of your choosing.

- MTU Start-Up Society: This Society provides an inspiring and creative environment to allow students to develop business ideas they may have. The Society is run by MTU students.

## COMPETITIONS

- Prize for Innovation: The MTU Prize for Innovation runs annually from September to March. This competition is open to all students and course work/ project work can be used. Entries are accepted from individuals and teams. In 2023 cash prizes of €14,000 was awarded across various categories.
- Innovation Challenge: Companies come to MTU with a variety of opportunities and issues that they would like students to tackle. In 2023 90 students across MTU took part in solving challenges faced by Stryker, Kearys, Velocity EHS and the Crann Centre and Pepsi. Students worked in multi-disciplinary teams to develop and pitch their ideas and solutions to the challenge owners.
- Next Big Change (NBC): This competition is run by the School of Business (Cork) and Cantillon (Kerry). The purpose of the NBC competition is to inspire students to think about the next big idea which will improve individuals, communities, the environment, the region and/or the world!
- Business Model Canvas (BMC): Many first year students 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. Cash prizes are awarded to the teams with the best pitches.
- Innovation and Enterprise Month (March): The month comprises of talks, workshops, events, and competitions all based around the theme of innovation and entrepreneurship. Why Bother with these activities & competitions? Many employers point to the skills gained from these activities as been as important as core technical skills learned as part of a formal qualification.

## CONTACTS

**Carole O'Leary:** Regional Programme Manager for 3rd Level Student Entrepreneurship,

**carole.oleary@mtu.ie**

**Mary-Jo Williams:** Student Enterprise Intern,  
**MWilliams.EnterpriseIntern@services.mtu.ie**

You can find out more at

**[www.enterprise.cit.ie](http://www.enterprise.cit.ie) // [www.mtustartupsociety.com](http://www.mtustartupsociety.com)**

# IMPORTANT INFORMATION

## HOW CAN WE HELP YOU?

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.

# MTU 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?
- BREATHING NORMALLY?
- IF OVER 35, CHEST PAIN?
- IF TRAUMA, SEVERE BLEEDING?

**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.

# 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!

Good start is an induction programme for first years on the MTU Cork campuses. It focuses on cultivating success, belonging, motivation, and independence to help new students find their way and settle into life at MTU during the first weeks of Semester 1 and Semester 2 of First Year.

Good Start is co-created with a team of current MTU students, known as Student Engagement Associates (SEAs) who are recognisable to all MTU students and staff by their red hoodies and **Just Ask!** T-shirts.

Keep your eyes and ears peeled... and help us to get #MTUGoodStart trending.

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:** Student-Staff Partnership, **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/>

## Marese Bermingham

[marese.bermingham@mtu.ie](mailto:marese.bermingham@mtu.ie)

Head of Student Engagement



## Róisín O'Grady

[roisin.ogrady@mtu.ie](mailto:roisin.ogrady@mtu.ie)

Student Engagement Officer



## Deirdre Casey

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Academic Learning Centre  
Coordinator



## Angela McGlynn

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EDGE Project Officer



## Sandra Power

[sandra.power@mtu.ie](mailto:sandra.power@mtu.ie)

Projects Officer



## Dave Franzoni

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AnSEO Graduate Intern



## Louise Murphy

[louise.murphy@mtu.ie](mailto:louise.murphy@mtu.ie)

Academic Success Coaches



## Joe Murphy

[joe.murphy@mtu.ie](mailto:joe.murphy@mtu.ie)

Academic Success Coach







Discover and experience everything that life at MTU has to offer and gain an award that will complement your degree. The EDGE framework is designed for all MTU students and sits on a specially developed web platform offering awards in Bronze, Silver, and Gold categories. Register on the EDGE platform today [edge.mtu.ie](http://edge.mtu.ie)

**Engage.**  
**Design.**  
**Generate.**  
**Explore.**

Keep track of your own progress as you discover activities you can complete to achieve your award. Download your digital certificates and post them on your CV or LinkedIn to give you the EDGE when applying for placements or graduate opportunities.

#### WHY SHOULD YOU GET STARTED WITH YOUR EDGE AWARD AT MTU?

- Become an active member of MTU and meet new people.
- Enhance your communication and networking skills.
- Get recognition for, and evidence of, your initiative.
- Make use of all MTU facilities and resources to benefit your studies.
- Develop the skills that employers are looking for.

It's a really good opportunity to try something that you never did before!

- STUDENT FEEDBACK

...I believe it helps build student confidence and offers visibility to the array of activities and supports available at MTU, along with building their connection to industry.

- STAFF FEEDBACK

Involvement with the MTU EDGE programme will provide students with the development of good personal and soft skills and a willingness to contribute to company culture.

- EMPLOYER FEEDBACK

**Contact  
The Edge Team**

**Email us at** [edge@mtu.ie](mailto:edge@mtu.ie)

**Follow us on Instagram** @mtuedge

**Book an online tutorial on** the EDGE Resource Hub

## ACADEMIC LEARNING CENTRE



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

Welcome to the Academic Learning Centre (ALC).

At the ALC you can:

- get support with a range of subjects;
- improve your academic skills; and
- get coaching to help manage your studies and achieve your goals.

I have used Academic Learning Centre regularly since first year and now I have a level 8 degree!

- STUDENT FEEDBACK

When you visit the ALC you decide what is covered and how as part of a welcoming community. Free of charge and open to all students, the ALC gives you the opportunity to work 1 to 1 with a lecturer, an advisor or a coach. We will work with you towards achieving what you want to achieve academically. We also offer workshops and resources to help you conquer challenges, master study skills and unlock your potential.

Sessions available in:

Maths and Statistics, Mechanics, Computing, Accounting, Economics, Physics, Chemistry, Writing skills, Presentation Skills, Academic Coaching... **AND MORE!**

SCAN HERE TO BOOK



Come along to D259 or visit our website and thrive with the ALC!

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



## 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 opportunities for students and staff to collaborate together to enhance the university experience for both students and staff.

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 (Students are at the forefront of leading and developing projects)

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. **We want to hear from you!**



Keep an eye out for exciting opportunities for you to collaborate on projects with students and staff that will elevate the teaching, learning, assessment and engagement of students!!

For more information, visit:

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

# GETTING TO MTU (BISHOPSTOWN)

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, Gurrnanbraher 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](http://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](http://www.leapcard.ie)

### YOUNG ADULT LEAP CARD - AGED 19-23

Any new card applications for any person aged 19 to 23 will be taken online wholly at [www.leapcard.ie](http://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](http://www.leapcard.ie) choose "Buy", and then under card type, choose Young Adult 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. Your new Young Adult Leap 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](http://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](http://www.leapcard.ie)

It is important to register your Young Adult Leap Card or 24+ Student Leap Card after twenty-four hours through the [www.leapcard.ie](http://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.**



**BUS ROUTES TO MTU...**

- No. 201, 205, & 219 Buses
- No. 208 Bus (Curraheen Rd)

**FOR MORE BUS EIREANN INFO, LOG ON TO [WWW.BUSEIREANN.IE](http://WWW.BUSEIREANN.IE)**

Handy Bus Maps on pg 114 & 115!





# MTU

Ollscoil Teicneolaíochta na Mumhan  
Munster Technological University



## LEGEND

**1 A-Block**

Classrooms, Labs, Staff Offices & Workshops

**2 B-Block**

Classrooms, Labs, Staff Offices

**3 C-Block**

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

**4 D-Block**

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

**5 CREATE Building**

**6 E-Block**

**7 F-Block**

**8 MTU Arena**

Main Hall (Court 1 & 2)  
Gym  
Studio 1 & 2  
Café

**9 Berkeley Centre**

Library <sup>9.1</sup>  
IT Centre <sup>9.2</sup>  
IT Lecture Theatres 1-5  
IT Labs  
IT Open Access Centre  
IT ServiceDesk

**10 Student Centre**

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

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

**Second Floor**  
Careers & Counselling

# Bishopstown Campus Map



Designated Meeting Points

**11 Administration Centre**

*Ground Floor*

- Enquiries Desk 1  
Admissions, Registrations
- Enquiries Desk 2  
Fees, Grants & Accounts Payable
- International Office
- Industry Liaison Office

*First Floor*

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

*Second Floor*

- Office of the President
- Council Room
- Finance & Payroll
- Human Resources

**12 Tourism Building (T-Block)**

**13 G-Block**

**14 Melbourn Building (J-Block)**

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

**15 Nimbus Centre**

**16 Rubicon Centre**

**17 Sports Stadium & Pitches**

**18 Athletics Stand & Track**

Reserved Parking

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@osscock.ie **W:** www.osscock.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 EMERGENCY  
RESPONSE TEAM  
EXT 6112**



**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: Eva Corcoran**

suwelfarecork@mtu.ie

**Entertainments Officer: Eireann Griffin****Communications Officer: Alma Krause****Projects Officer: Connor Cody****MTU CORK STUDENTS' UNION STAFF****Students' Union Main Office:** 021 4335270**Admin Assistant: Joshua Volfango**

021 4335278 | joshua.volfango@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 | corksuevents@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

<https://www.mtu.ie/admissions/>**Academic Learning Centre:** (021) 4335098

academic.learningcork@mtu.ie

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

registrarcork@mtu.ie

**Library:** (021) 432 5106/5287library.infocork@mtu.ie | <http://library.cit.ie>**Careers Service:** (021) 432 6232careerscork@mtu.ie | <http://www.mycit.ie/careers>**Counselling Service:** (021) 433 5772

counselling.admincork@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 5270supresidentcork@su.mtu.ie | [www.citsu.ie](http://www.citsu.ie)**Sports Office:** (021) 433 5767 | sportcork@mtu.ie**Societies Office:** (021) 433 5767<https://societies.mtu.ie/societies/cork/>**Sports and Societies Administrator****for general enquiries:**

(021) 433 5767 | shane.falvey@mtu.ie

**Arts Office:** (021) 433 5860 | artsofficecork@mtu.ie<http://arts.cit.ie>**Graduates and Alumni Office:** (021) 432 6589alumni@mtu.ie | <https://www.mtu.ie/alumni/>**IT Support Service Desk:** (021) 433 5050servicedesk@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 | jenny.carroll@mtu.ie

**Construction:** (021) 433 5950 | jenny.carroll@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 | myrna.velazquez@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 5600nmcadmissions@mtu.ie | [www.nmci.ie](http://www.nmci.ie)



MTU CORK  
STUDENTS' UNION

# 2023 - 2024 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		

**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	29		

**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

11<sup>TH</sup>

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Explicit (Your Students' Union Magazine) Issue 1 Release // First Year Registration

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TUESDAY

12<sup>TH</sup>

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WEDNESDAY

13<sup>TH</sup>

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THURSDAY

14<sup>TH</sup>

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FRIDAY

15<sup>TH</sup>

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SATURDAY / SUNDAY

16 / 17<sup>TH</sup>

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MONDAY

18<sup>TH</sup>

Be Safe Day

TUESDAY

19<sup>TH</sup>

WEDNESDAY

20<sup>TH</sup>

THURSDAY

21<sup>ST</sup>

FRIDAY

22<sup>ND</sup>

SATURDAY / SUNDAY

23<sup>RD</sup> / 24<sup>TH</sup>

MONDAY

25<sup>TH</sup>

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Freshers' Week

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TUESDAY

26<sup>TH</sup>

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Freshers' Week

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WEDNESDAY

27<sup>TH</sup>

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Freshers' Week

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THURSDAY

28<sup>TH</sup>

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Freshers' Week

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FRIDAY

29<sup>TH</sup>

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Freshers' Week

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SATURDAY / SUNDAY

30<sup>TH</sup> SEP / 1<sup>ST</sup> OCT

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MONDAY

2<sup>ND</sup>

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Explicit (Your Students' Union Magazine) Issue 2 Release

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TUESDAY

3<sup>RD</sup>

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WEDNESDAY

4<sup>TH</sup>

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THURSDAY

5<sup>TH</sup>

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FRIDAY

6<sup>TH</sup>

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SATURDAY / SUNDAY

7<sup>TH</sup> / 8<sup>TH</sup>

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MONDAY

9<sup>TH</sup>

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S.H.A.G – Sexual Health and Guidance Week

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TUESDAY

10<sup>TH</sup>

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S.H.A.G – Sexual Health and Guidance Week

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WEDNESDAY

11<sup>TH</sup>

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S.H.A.G – Sexual Health and Guidance Week

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THURSDAY

12<sup>TH</sup>

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S.H.A.G – Sexual Health and Guidance Week

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FRIDAY

13<sup>TH</sup>

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SATURDAY / SUNDAY

14<sup>TH</sup> / 15<sup>TH</sup>

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MONDAY

16<sup>TH</sup>

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TUESDAY

17<sup>TH</sup>

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WEDNESDAY

18<sup>TH</sup>

N.S.T.E.P.

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THURSDAY

19<sup>TH</sup>

N.S.T.E.P.

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FRIDAY

20<sup>TH</sup>

N.S.T.E.P.

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SATURDAY / SUNDAY

21<sup>ST</sup> / 22<sup>ND</sup>

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MONDAY

23<sup>RD</sup>

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TUESDAY

24<sup>TH</sup>

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WEDNESDAY

25<sup>TH</sup>

Union Council Meeting

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THURSDAY

26<sup>TH</sup>

CSM Conferings

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FRIDAY

27<sup>TH</sup>

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SATURDAY / SUNDAY

28<sup>TH</sup> / 29<sup>TH</sup>

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---

MONDAY

30<sup>TH</sup>

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Reading Week

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TUESDAY

31<sup>ST</sup>

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Reading Week / Conferrings (MTU Kerry)

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WEDNESDAY

1<sup>ST</sup> NOV

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Reading Week / Conferrings (MTU Bishopstown Campus)

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THURSDAY

2<sup>ND</sup>

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Reading Week / Conferrings (MTU Bishopstown Campus)

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FRIDAY

3<sup>RD</sup>

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Reading Week / Conferrings (MTU Bishopstown Campus)

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SATURDAY / SUNDAY

4<sup>TH</sup> / 5<sup>TH</sup>

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MONDAY

6<sup>TH</sup>

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Explicit (Your Students' Union Magazine) Issue 3 Release

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TUESDAY

7<sup>TH</sup>

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WEDNESDAY

8<sup>TH</sup>

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THURSDAY

9<sup>TH</sup>

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Class Rep Training

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FRIDAY

10<sup>TH</sup>

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SATURDAY / SUNDAY

11<sup>TH</sup> / 12<sup>TH</sup>

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MONDAY

13<sup>TH</sup>

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Positive Body and Mind Week

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TUESDAY

14<sup>TH</sup>

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Positive Body and Mind Week

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WEDNESDAY

15<sup>TH</sup>

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Positive Body and Mind Week

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THURSDAY

16<sup>TH</sup>

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Positive Body and Mind Week

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FRIDAY

17<sup>TH</sup>

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SATURDAY / SUNDAY

18<sup>TH</sup> / 19<sup>TH</sup>

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MONDAY

20<sup>TH</sup>

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TUESDAY

21<sup>ST</sup>

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WEDNESDAY

22<sup>ND</sup>

General Meeting

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THURSDAY

23<sup>RD</sup>

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FRIDAY

24<sup>TH</sup>

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SATURDAY / SUNDAY

25<sup>TH</sup> / 26<sup>TH</sup>

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MONDAY

27<sup>TH</sup>

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Explicit (Your Students' Union Magazine) Issue 4 Release

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TUESDAY

28<sup>TH</sup>

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WEDNESDAY

29<sup>TH</sup>

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Santa's Road Show (CCAD)

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THURSDAY

30<sup>TH</sup>

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Santa's Road Show (NMCI)

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FRIDAY

1<sup>ST</sup> DEC

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SATURDAY / SUNDAY

2<sup>ND</sup> / 3<sup>RD</sup>

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MONDAY

4<sup>TH</sup>

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Santa's Road Show (CSM)

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TUESDAY

5<sup>TH</sup>

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Santa's Road Show - Santa's Grotto

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WEDNESDAY

6<sup>TH</sup>

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Student Union Council

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THURSDAY

7<sup>TH</sup>

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Review

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FRIDAY

8<sup>TH</sup>

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Review

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SATURDAY / SUNDAY

9<sup>TH</sup> / 10<sup>TH</sup>

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MONDAY

11<sup>TH</sup>

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Exam DeStress

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TUESDAY

12<sup>TH</sup>

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Exam DeStress

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WEDNESDAY

13<sup>TH</sup>

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Exams

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THURSDAY

14<sup>TH</sup>

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Exams

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FRIDAY

15<sup>TH</sup>

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Exams

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SATURDAY / SUNDAY

16<sup>TH</sup> / 17<sup>TH</sup>

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Exams (Sat)

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MONDAY

18<sup>TH</sup>

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Exams

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TUESDAY

19<sup>TH</sup>

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Exams

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WEDNESDAY

20<sup>TH</sup>

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Exams

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THURSDAY

21<sup>ST</sup>

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Exams

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FRIDAY

22<sup>ND</sup>

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SATURDAY / SUNDAY

23<sup>RD</sup> / 24<sup>TH</sup>

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MONDAY

25<sup>TH</sup>

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TUESDAY

26<sup>TH</sup>

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WEDNESDAY

27<sup>TH</sup>

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THURSDAY

28<sup>TH</sup>

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FRIDAY

29<sup>TH</sup>

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SATURDAY / SUNDAY

30<sup>TH</sup> / 31<sup>ST</sup>

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MONDAY

1<sup>ST</sup> JAN

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TUESDAY

2<sup>ND</sup>

Craft Apps.

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WEDNESDAY

3<sup>RD</sup>

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THURSDAY

4<sup>TH</sup>

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FRIDAY

5<sup>TH</sup>

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SATURDAY / SUNDAY

6<sup>TH</sup> / 7<sup>TH</sup>

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MONDAY

8<sup>TH</sup>

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CSM Commence

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TUESDAY

9<sup>TH</sup>

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WEDNESDAY

10<sup>TH</sup>

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THURSDAY

11<sup>TH</sup>

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FRIDAY

12<sup>TH</sup>

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SATURDAY / SUNDAY

13<sup>TH</sup> / 14<sup>TH</sup>

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MONDAY

15<sup>TH</sup>

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Explicit (Your Students' Union Magazine) Issue 5 Release

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TUESDAY

16<sup>TH</sup>

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WEDNESDAY

17<sup>TH</sup>

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THURSDAY

18<sup>TH</sup>

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FRIDAY

19<sup>TH</sup>

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SATURDAY / SUNDAY

20<sup>TH</sup> / 21<sup>ST</sup>

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MONDAY

22<sup>ND</sup>

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RAG Week

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TUESDAY

23<sup>RD</sup>

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RAG Week

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WEDNESDAY

24<sup>TH</sup>

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RAG Week

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THURSDAY

25<sup>TH</sup>

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RAG Week

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FRIDAY

26<sup>TH</sup>

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SATURDAY / SUNDAY

27<sup>TH</sup> / 28<sup>TH</sup>

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MONDAY

29<sup>TH</sup>

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TUESDAY

30<sup>TH</sup>

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WEDNESDAY

31<sup>ST</sup>

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THURSDAY

1<sup>ST</sup> FEB

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FRIDAY

2<sup>ND</sup>

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SATURDAY / SUNDAY

3<sup>RD</sup> / 4<sup>TH</sup>

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MONDAY

5<sup>TH</sup>

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Bank Holiday

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TUESDAY

6<sup>TH</sup>

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Safety Week

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WEDNESDAY

7<sup>TH</sup>

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Safety Week

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THURSDAY

8<sup>TH</sup>

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Safety Week

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---

FRIDAY

9<sup>TH</sup>

SATURDAY / SUNDAY

10<sup>TH</sup> / 11<sup>TH</sup>

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MONDAY

12<sup>TH</sup>

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Mid-Term

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TUESDAY

13<sup>TH</sup>

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Mid-Term

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WEDNESDAY

14<sup>TH</sup>

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Mid-Term

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THURSDAY

15<sup>TH</sup>

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Mid-Term

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FRIDAY

16<sup>TH</sup>

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Mid-Term

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SATURDAY / SUNDAY

17<sup>TH</sup> / 18<sup>TH</sup>

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MONDAY

19<sup>TH</sup>

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Explicit (Your Students' Union Magazine) Issue 6 Release - Election Special

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TUESDAY

20<sup>TH</sup>

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WEDNESDAY

21<sup>ST</sup>

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Union Council

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THURSDAY

22<sup>ND</sup>

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FRIDAY

23<sup>RD</sup>

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SATURDAY / SUNDAY

24<sup>TH</sup> / 25<sup>TH</sup>

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MARCH 2024

MONDAY

26<sup>TH</sup>

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TUESDAY

27<sup>TH</sup>

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WEDNESDAY

28<sup>TH</sup>

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THURSDAY

29<sup>TH</sup>

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FRIDAY

1<sup>ST</sup> MAR

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SATURDAY / SUNDAY

2<sup>ND</sup> / 3<sup>RD</sup>

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MONDAY

4<sup>TH</sup>

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TUESDAY

5<sup>TH</sup>

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WEDNESDAY

6<sup>TH</sup>

General Meeting

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THURSDAY

7<sup>TH</sup>

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FRIDAY

8<sup>TH</sup>

Close of Nominations for Student Union Elections

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SATURDAY / SUNDAY

9<sup>TH</sup> / 10<sup>TH</sup>

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MONDAY

11<sup>TH</sup>

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Explicit (Your Students' Union Magazine) Issue 7 Release

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TUESDAY

12<sup>TH</sup>

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WEDNESDAY

13<sup>TH</sup>

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THURSDAY

14<sup>TH</sup>

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Students' Union Election

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FRIDAY

15<sup>TH</sup>

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SATURDAY / SUNDAY

16<sup>TH</sup> / 17<sup>TH</sup>

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MONDAY

18<sup>TH</sup>

Bank Holiday

TUESDAY

19<sup>TH</sup>

WEDNESDAY

20<sup>TH</sup>

THURSDAY

21<sup>ST</sup>

Student Race Day

FRIDAY

22<sup>ND</sup>

SATURDAY / SUNDAY

23<sup>RD</sup> / 24<sup>TH</sup>

MONDAY

25<sup>TH</sup>

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Easter Break

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TUESDAY

26<sup>TH</sup>

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Easter Break

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WEDNESDAY

27<sup>TH</sup>

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Easter Break

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THURSDAY

28<sup>TH</sup>

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Easter Break

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FRIDAY

29<sup>TH</sup>

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Easter Break

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---

SATURDAY / SUNDAY

30<sup>TH</sup> / 31<sup>ST</sup>

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Easter Break

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MONDAY

1<sup>ST</sup> APRIL

Easter Break

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TUESDAY

2<sup>ND</sup>

Easter Break / Craft Apps

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WEDNESDAY

3<sup>RD</sup>

Easter Break

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THURSDAY

4<sup>TH</sup>

Easter Break

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FRIDAY

5<sup>TH</sup>

Easter Break

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SATURDAY / SUNDAY

6<sup>TH</sup> / 7<sup>TH</sup>

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MONDAY

8<sup>TH</sup>

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Explicit (Your Students' Union Magazine) Issue 8 Release

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TUESDAY

9<sup>TH</sup>

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WEDNESDAY

10<sup>TH</sup>

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Union Council

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THURSDAY

11<sup>TH</sup>

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Eclectic Picnic

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FRIDAY

12<sup>TH</sup>

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SATURDAY / SUNDAY

13<sup>TH</sup> / 14<sup>TH</sup>

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MONDAY

15<sup>TH</sup>

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TUESDAY

16<sup>TH</sup>

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WEDNESDAY

17<sup>TH</sup>

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THURSDAY

18<sup>TH</sup>

Union Council Awards

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FRIDAY

19<sup>TH</sup>

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SATURDAY / SUNDAY

20<sup>TH</sup> / 21<sup>ST</sup>

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MONDAY

22<sup>ND</sup>

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TUESDAY

23<sup>RD</sup>

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WEDNESDAY

24<sup>TH</sup>

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THURSDAY

25<sup>TH</sup>

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FRIDAY

26<sup>TH</sup>

Final days of classes

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SATURDAY / SUNDAY

27<sup>TH</sup> / 28<sup>TH</sup>

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MONDAY

29<sup>TH</sup>

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Exam DeStress

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TUESDAY

30<sup>TH</sup>

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Exam DeStress

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WEDNESDAY

1<sup>ST</sup> MAY

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Exam DeStress

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THURSDAY

2<sup>ND</sup>

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Exam DeStress

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FRIDAY

3<sup>RD</sup>

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SATURDAY / SUNDAY

4<sup>TH</sup> / 5<sup>TH</sup>

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MONDAY

6<sup>TH</sup>

Bank Holiday

TUESDAY

7<sup>TH</sup>

WEDNESDAY

8<sup>TH</sup>

THURSDAY

9<sup>TH</sup>

FRIDAY

10<sup>TH</sup>

SATURDAY / SUNDAY

11<sup>TH</sup> / 12<sup>TH</sup>

MONDAY

13<sup>TH</sup>

Exams

TUESDAY

14<sup>TH</sup>

WEDNESDAY

15<sup>TH</sup>

THURSDAY

16<sup>TH</sup>

FRIDAY

17<sup>TH</sup>

SATURDAY / SUNDAY

18<sup>TH</sup> / 19<sup>TH</sup>

MONDAY

20<sup>TH</sup>

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TUESDAY

21<sup>ST</sup>

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WEDNESDAY

22<sup>ND</sup>

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THURSDAY

23<sup>RD</sup>

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FRIDAY

24<sup>TH</sup>

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SATURDAY / SUNDAY

25<sup>TH</sup> / 26<sup>TH</sup>

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**JUNE 2024**

**MONDAY**

**27<sup>TH</sup>**

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**TUESDAY**

**28<sup>TH</sup>**

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**WEDNESDAY**

**29<sup>TH</sup>**

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**THURSDAY**

**30<sup>TH</sup>**

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**FRIDAY**

**31<sup>ST</sup>**

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**SATURDAY / SUNDAY**

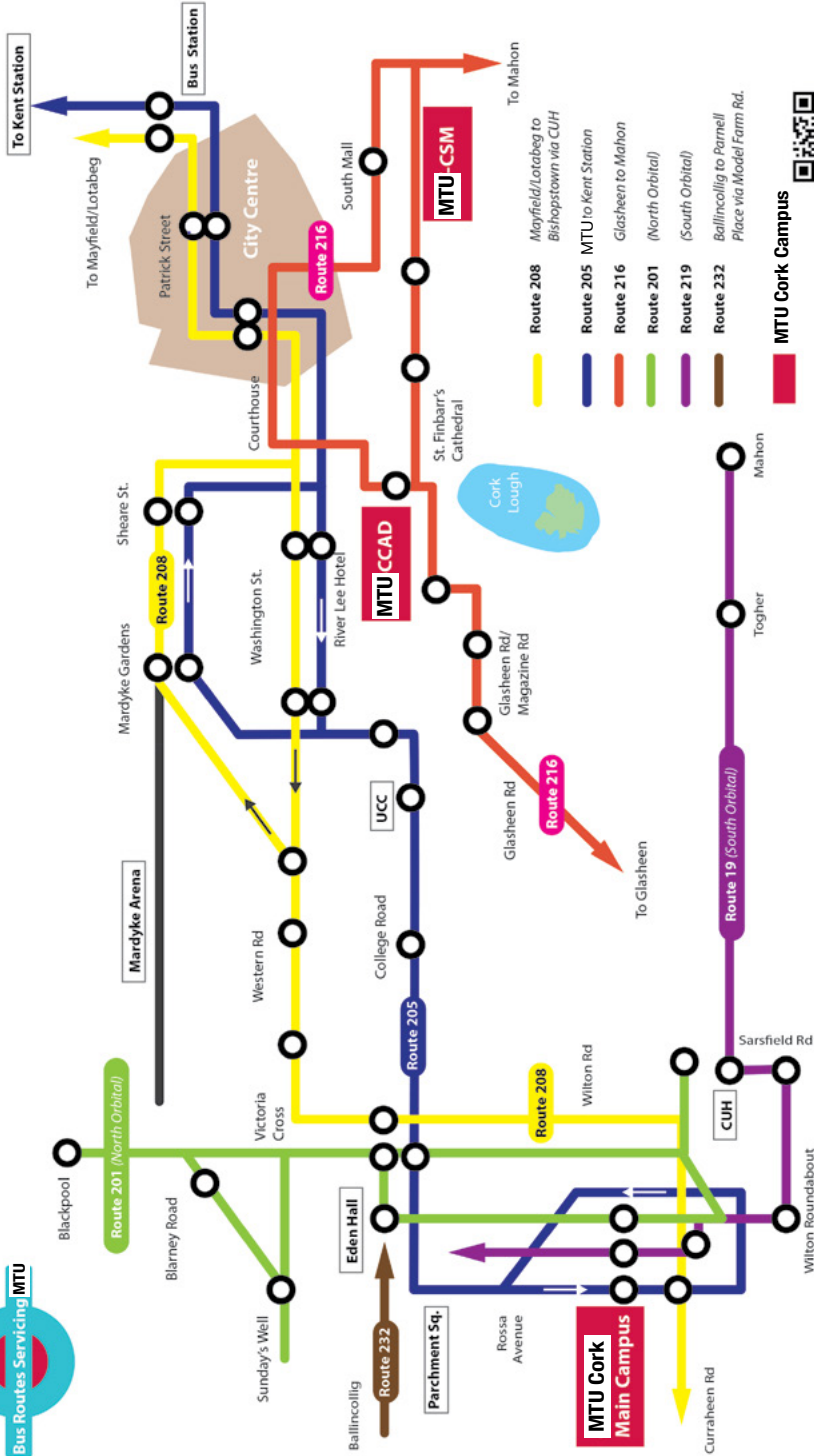
**1<sup>ST</sup> JUNE / 2<sup>ND</sup>**

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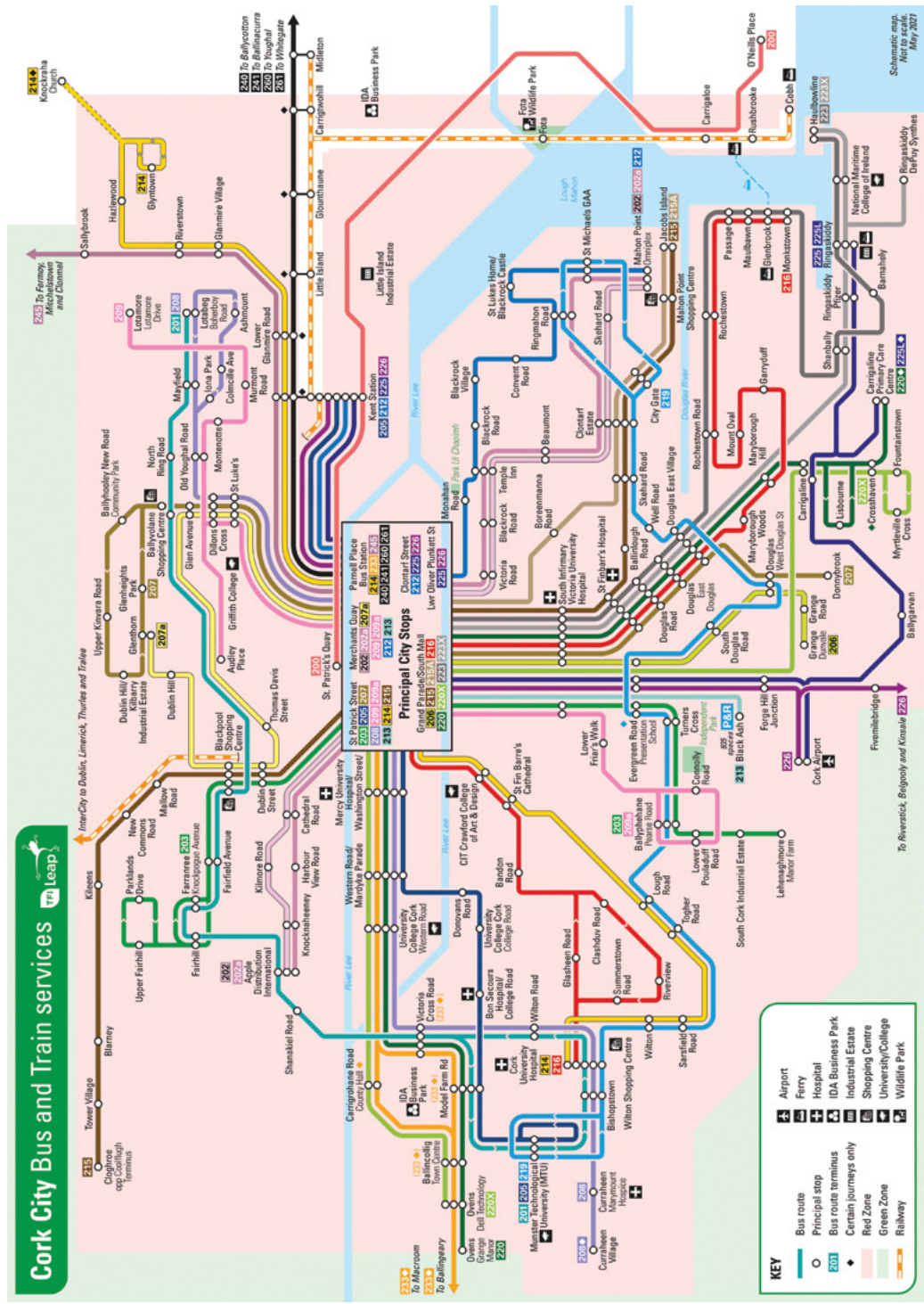
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# Cork City Bus and Train services



**KEY**

- Bus route
- Principal stop
- Bus route terminus
- Certain journeys only
- Red Zone
- Green Zone
- Railway
- Airport
- Ferry
- Hospital
- IDA Business Park
- Industrial Estate
- Shopping Centre
- University/College
- Wildlife Park

Schematic map.  
Not to scale.  
May 2021



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