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CORK
INSTITUTE OF
TECHNOLOGY

INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

Student Services Guide 2014

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Dates for your Diary

Registration & Orientation 8 - 12 September	CSM & CCAE Conferring: 23 October	Easter Holidays 30 March - 10 April
Semester 1 Begins 15 September	Public Holiday 27 October	Bank Holiday 4 May
Sports Day 16 September	CIT OPEN DAYS CIT: 21 November CCAD: 21 & 22 November CSM: 22 November	Semester 2 Exams 16 - 30 May
Societies Day 17 September	Semester 1 Exams 13 - 22 December 5 - 7 January	Bank Holiday 1 June
Freshers Week 22 September – 26 September	Christmas Holidays 22 December	Year Ends 19 June
Careers & Employability Fair 1 October	Semester 2 Begins 2 February	August Exams 10 - 21 August
CIT CONFERRINGS Business & Humanities: 17 October	Students' Union Rag Week 9 - 12 February	
Engineering, Science & CCAD: 20 October		



SPORTS OFFICE

sport n. / an athletic activity requiring skill or physical prowess and often of a competitive nature

The Sports Office facilitates students and their club, and is responsible for the management of sports facilities in the Institute. A section in the office is dedicated solely for club members to work on club business, design posters, make phone calls, and access the internet. The Sports Office plays a key role in the life of CIT, assisting students in the running of clubs and interacting with people of similar interests.

Sport in CIT is supported by:

- Sports Officer
- GAA Development Officer
- Soccer Facilitator
- Rugby Facilitator
- Gym Supervisors
- Sports and Societies Administrator

New students should look out for "**Sports Day**" which will be held on Tuesday 16th September 2014 when each club provides information on its activities and recruits new members.

The Gym may be used by all full-time students and is open Monday - Friday 7.30am - 9.00pm and Saturday 11.00am - 4.00pm. T: 021 433 5778.

SPORTS SCHOLARSHIPS

CIT annually awards Sports Scholarships to a wide range of sports for Seniors and Freshers. The Sport Scholarships range in value from €500 to €1000. It is expected that those awarded the Scholarship will have high levels of achievement in their chosen sport and a full involvement and participation in this sport in the Institute.

Applicants must have enrolled on a full-time academic course at CIT before applying for a Sports Scholarship. Application forms are available after the 11th August, by contacting the Sports Office T: 021 433 5767 or E: miriam.deasy@cit.ie or norma.buckley@cit.ie.

Closing date for applications 5pm, 1st October 2014.

	021 433 5767
	www.mycit.ie/sport
	1st Floor, Student Centre, Bishopstown Campus



SOCIETIES

society n. / an organized group of persons associated together for religious, benevolent, cultural, scientific, political, patriotic, or other purposes.



The diversity of CIT Societies means that practically every taste is catered for. Grab the opportunity to experience something new or pursue an interest you have always wanted to explore. Societies in CIT are some of the best Societies in Ireland frequently winning at the BICS (Board of Irish College Societies) National Awards.

Students who are at the heart of running CIT Societies have achieved the honour of winning both National 'Society of the Year' and 'Most Improved Society'. To be elected as a Society committee officer is a huge bonus for your CV and provides an opportunity to develop communication and team work skills.

Look out for "**Societies Day**" which will be held on Wednesday 17th September 2014 when you can sign up to the Society of your choice.

Opening Hours

Monday to Thursday 9am – 5pm

Friday 9am - 4pm

021 4335759 / 0872073492

aoife.kelliher@cit.ie

<http://societies.cit.ie>

1st Floor Student Centre,
Bishopstown Campus

Facebook/CITsocieties

Twitter/CITsocieties

ACADEMIC

Architectural, Automobile Eng, Business & Accounting, Chemical Eng, Crawford, Electrical Eng, Mechanical Eng, Media Communications

ACTIVITIES

Alexander Technique, Circus, Origami, PC Gaming, Yoga

COMMUNITY

Cancer, Christian Union, Gaisce, Idea Hub, International Students, LGBT, Post Grad, Slow Food

INTEREST

Anime & Manga, Breaking Bad, Film, Film Crawford, Graphic Novel, Guild Gaming, Photography, Poker, Urban Art, Urban Art Crawford, Video Production, Political

MUSIC

Choir, DJ, Music, Open Mic

PERFORMANCE & ARTS

Dance, Drama, Fashion & Beauty, Musical

ARTS OFFICE

art n. / the class of objects subject to aesthetic criteria; works of art collectively, as paintings, sculptures, or drawings:

The role of the Arts Office is to work with students, staff, and the wider community to develop and support arts-related projects and to promote arts activities in all campuses of CIT.



The arts plays an important role in enhancing the student experience. At a time when creative thinking, a positive attitude to lifelong learning, and entrepreneurship are attributes that employers value highly, it is vital that students have opportunities to develop these skills through a number of different mediums.

CIT presents an extensive programme of exhibitions, concerts, and arts activities throughout the year.

CIT Cork School of Music provides world-class performance spaces and a concourse exhibition space that showcase the work of students, graduates, local groups and high-profile artists throughout the year.

On the Bishopstown Campus, the James Barry Exhibition Centre showcases an eclectic programme of visual arts activities. The Rory Gallagher Theatre presents live music, film screenings, drama and theatre, and special events.

CIT Wandesford Quay Gallery is an important intersection point between the Institute and the wider community, and has been vital in developing and hosting international artistic collaborations.

Your time at CIT is a unique opportunity to develop your interests and explore new ways of learning. Keep up to date with all Arts & Culture activities by visiting our website.

	arts.office@cit.ie
	http://arts.cit.ie/
	Ground Floor, Administration Building, Bishopstown Campus



CHAPLAINCY



Chaplaincy extends a warm welcome to you. We hope your time at CIT will be a positive and rewarding experience. The Chaplaincy is open to students of all faiths, and cultures, and none. We run an open door policy. Confidentiality is assured at all times.

Chaplaincy Student Team

Meet them at the Info Desk or the Chaplaincy Office, 1st Floor, Student Centre, Bishopstown Campus.

'CornerStone'- Chaplaincy House 3, Elton Lawn

A 'Chill-Out' space! Enjoy free tea/coffee, listen to music, chat with friends. Connect with students from other countries and cultures...Free Wi-Fi

The College Chapel (D Corridor-D155)

open all day providing a place for reflection or if you just want to get away and give yourself space in a peaceful environment.

During academic year Mass is celebrated: Monday, Wednesday & Friday mornings at 8.40 am.

The 'Info Desk'... Top of Canteen!

Opens at 8.30am. Here you will meet one of the Chaplaincy Student Support Team who will respond to whatever needs/question you might have. Whatever the query, none is too small, so approach us and see how we can help you while here at CIT.

Resources include:
bus timetables,
lost & found
service, etc.



Full-Time Chaplain: Fr Dave McAuliffe

📞 021-4335754

✉️ dave.mcauliffe@cit.ie

📍 D Corridor - Room D153,
Bishopstown Campus

Coordinator Pastoral Care: Edel Kelly

📞 021-4335756

✉️ edel.kelly@cit.ie

📍 1st Floor, Student Centre,
Bishopstown Campus

'What's On' Newsletter

Free weekly guide to what's happening on campus. Published by Chaplaincy Team, the guide is available each Monday morning at the 'Info Desk'.

INTERNATIONAL OFFICE

With over 1,100 international students enrolled from over 125 countries, CIT's excellence in higher education is recognised worldwide. CIT's International Office celebrates the great diversity of our student body, and provides end-to-end support to both incoming and outgoing students embarking on an international experience.



Student Drop-In Hours: Monday - Friday 9.00am – 12.00pm / 2.00pm – 4.00pm

Office Location

Non-EU Students

**Ground Floor, Student Centre.
Bishopstown Campus**

Erasmus Students

**Ground Floor,
Administration Building**

Contact

Non-EU Students

Niamh Lynes

021 433 5453

niamh.lynes@cit.ie

Erasmus Students

Margaret Mulderrig

021 4326689

margaret.mulderrig@cit.ie

www.cit.ie/international



IT SERVICES

information technology n. / the development, implementation, and maintenance of computer hardware and software systems to organize and communicate information electronically.



The IT Services Department work to deliver many services and technologies to enhance your experience while in CIT. We encourage students to regularly visit our IT Services support website www.mycit.ie/itservices to keep up to date with our latest developments.

Services Provided

- Student Email
- Computer Accounts and Virtual Desktops
- Student Portal – www.mycit.ie
- CIT Print Station Maintenance
- Student Wireless (Wi-Fi)
- Web for Student
- Blackboard

Opening Hours

8.30am - 9.45pm

(Monday to Friday during term time)

9.00am - 5.00pm

(Saturday and non term days)

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

servicedesk@cit.ie

www.mycit.ie/itservices

Open Access – IT Building,
Bishopstown Campus



REPROGRAPHICS & CARD SERVICES

The Reprographics and Card Services Office is located in Room S102 on the ground floor of the Student Centre, Bishopstown Campus.



Services Include:

- New and replacement Smart Cards (ID Cards)
- Binding documents
- Laminating
- Printing acetates
- Sale of manuals
- Sale of paper and binding supplies

Opening Hours

9.00am – 1.00pm / 2.00pm – 4.30pm

REPROGRAPHICS	
	021 4335752
	reprographics@cit.ie
	Ground Floor, Student Centre, Bishopstown Campus

CARD SERVICES	
	021 4335290
	citcard@cit.ie
	Ground Floor, Student Centre, Bishopstown Campus

This is a cash free facility - payment is accepted by Smart Card only. The Smart Card acts as an electronic purse which you can top up by any of the following:

Via Laser or Credit Card at
www.mycit.ie/topup

By clicking Card Topup on the
mycit.ie student portal

At any of the shops and restaurants
within the Institute

Any credit issues must be reported to IT Services by email to servicedesk@cit.ie

Please note there is a €10 replacement fee for lost or damaged Smart Cards. These can be issued on production of a receipt for payment from any of the shops and restaurants within the Institute. Requests for replacement cards by e-mail must be sent from your "@mycit.ie" account.



STUDENTS' UNION

union n. / the state of being united.



The Students' Union (SU) represents and defends its student members on matters affecting their rights and interests (including welfare and academic issues) and acts as a channel of communication between its members and the Institute and other bodies.

The SU is one of the principal platforms for expression of students' opinions, and is recognised as such by the management of the Institute.

There are three full-time elected officers and three part-time elected officers of the SU, all of whom are available to assist students in any way they can.

Services include

- Class Rep Management
- Welfare Educational Programme
- Entertainments Programme/Activities
- Common Room – pool tables, Xbox and TVs
- Sale of college supplies
- Sale of Bus Tickets
- ExpliCIT (monthly magazine)
- Freshers Handbook and Diary
- Grinds database

Opening Hours

Office hours are 8.30am to 5.15pm.

www.citsu.ie hosts the latest news, events calendar, academic information and all the contacts you need. It also provides services such as a grinds list and Class Rep registrations.

	021 4335270
	fiona.leddy@cit.ie
	www.citsu.ie
	1st Floor, Student Centre, Bishopstown Campus

www.facebook.com/citsu

www.twitter.com/citsu



GOOD START

To get you off to the best start your first five weeks of college are going to be jam-packed with Good Start activities. Good Start aims to help you to find your way by focusing on success, belonging, motivation, and independence; the whole student experience.

The Good Start programme of social, sporting, study and support sessions, and events will help you become familiar with the campus, settle in, meet people, get prepared for study, and find out who's here to help, all while having fun.



Just
ASK!

The Good Start
team is here to help!

WHAT'S HAPPENING?

WEEK 1

Get Involved

15th – 19th Sept

Meet and greet with people who will have an impact on your time at CIT.

Why not join a Sports Club or Society or nominate yourself to be a class rep?

WEEK 2

Transitions

22nd – 26th Sept

Finding the transition into third-level a little tricky? Fear not, help is on hand this week!

WEEK 3

Independence

29th Sept – 3rd Oct

It's time to stand on your own two feet, stand out from the crowd and learn to take responsibility for your own journey.

WEEK 4

Personal Health & Wellbeing

6th – 10th Oct

College is all about a work/life balance. Look after yourself and everything else will follow.

WEEK 5

Time Management & Assessment

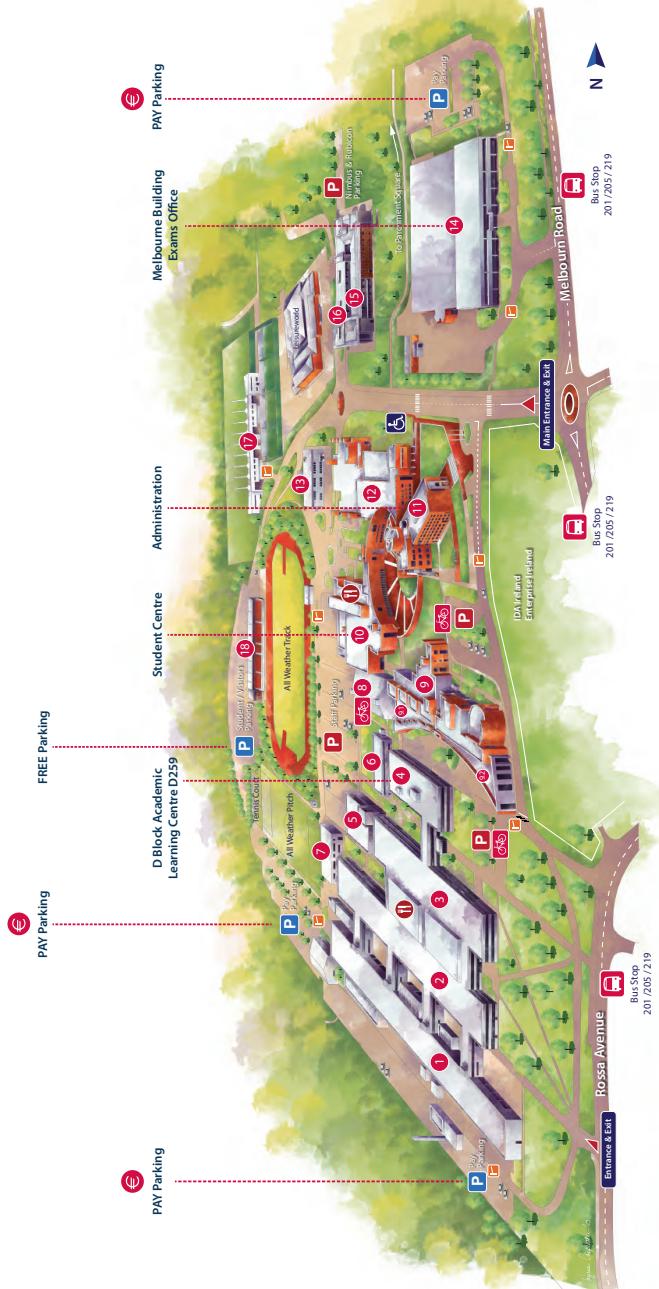
13th – 17th Oct

Exams? Mid-Term Assessments? Deadlines? Get the low down on all things academic here!



www.mycit.ie/goodstart

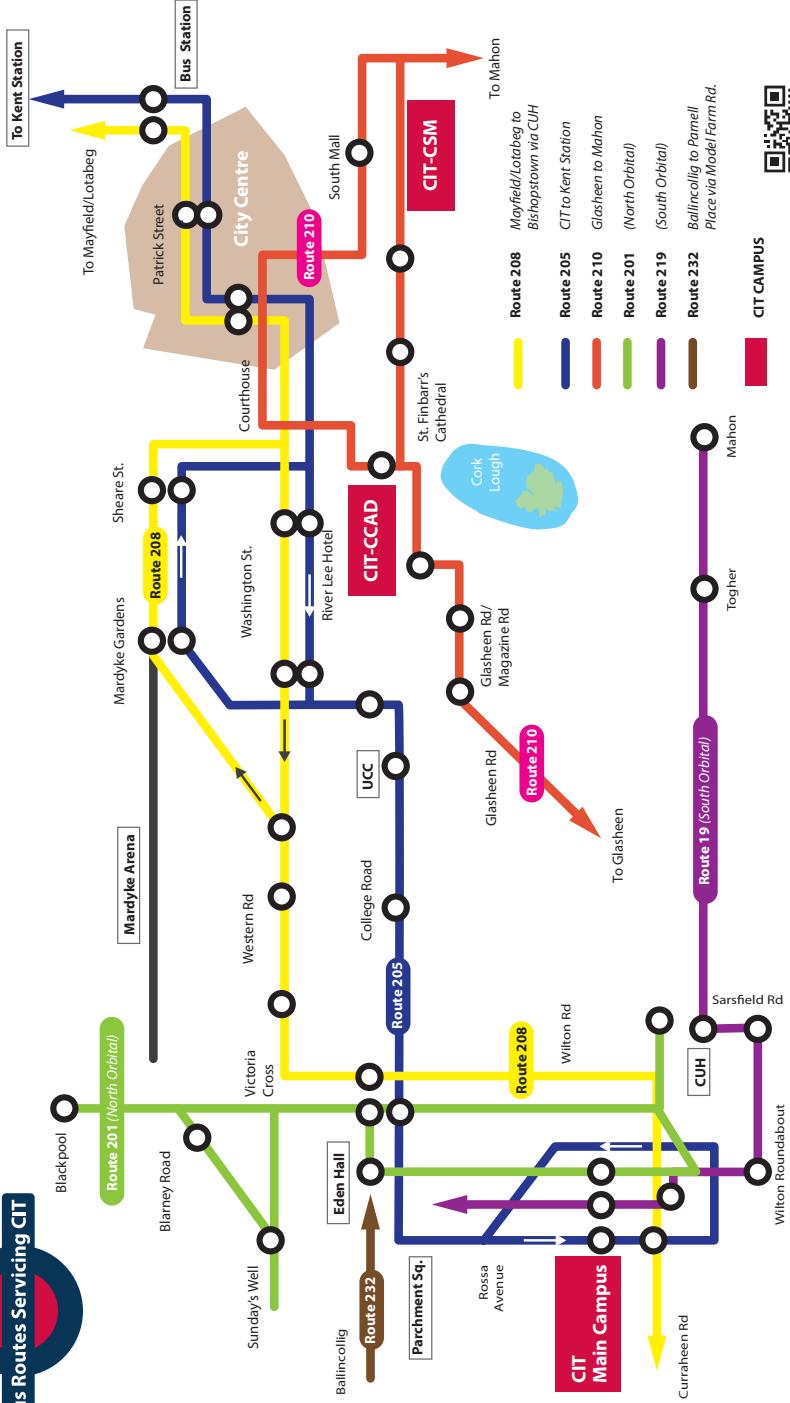
- | | |
|--|--|
|  A-Block | The Arts, Labs, Staff Offices & Workshops. |
|  B-Block | Classrooms, Labs, Staff Offices |
|  C-Block | Atmos (East and West) Classrooms and laboratories Food Court Swimming Pool (All-Sports) |
|  D-Block | Car Parkers Capital Office Building Computer Education Centre Reception Room RoboGallagher Performance Theatre |
|  E-Block | CREATE Building IT Laboratories 1-5 IT Laboratories 6-10 Sports Hall |
|  F-Block | In Class Areas, Centre IT Services/Block B |
|  G-Block | Mulbourn Building Exam Office, Exam Centre & Architecture Factory |
|  H-Block | Nimbus Centre |
|  I-Block | Sports Stadium & Pitched Field |
|  J-Block | Athletes Stand & Track |
|  K-Block | Reserve Parking |
|  L-Block | Student / Visitors Parking |
|  M-Block | Disabled Parking |
|  N-Block | Bike Parking |
|  O-Block | Padding Barriers |



CIT Bishopstow
Campus Map

	First Floor	
Accommodation Office	Enquiries Desk 1	Office of VP Finance & Admin
Chaplaincy Office	Admissions, Registrations	Office of Estates
Common Room	Enquiries Desk 2	Registrar & VP Academic Affairs
Curve Gallery	Fees, Grants & Accounts Payable	Graduate Studies Office
Medical Centre		
Societies Office		
Sports Office		
Students' Union		
University Office		
News Hall		
Nexus Market		
	Second Floor	
		Office of the President
		College Room
		Human Resources
		Finance & Payroll
		Alumni Association
		Events Office

Bus Routes Servicing CIT
B



Bus Eireann timetables
www.buseireann.ie/inner.php?id=248#Corke

Bus tickets and travel timetables are available from the Students' Union and the Info Desk.

COUNSELLING

counsel n. / Guidance offered to help a person resolve social or personal problems



The Counselling Service is a professional and confidential service available to all registered full time CIT students free of charge. The service aims to provide opportunities to explore personal and social issues that hinder academic performance, to promote wellness and to enhance personal growth. Our team provides a supportive and non-judgemental environment.

How does it work?

Counselling is undertaken on a one to one basis, with sessions lasting 45 minutes. You are given an appointment with a counsellor for up to six sessions initially. Towards the end of your time together, both you and your counsellor will review your situation, and if necessary, discuss other possible options.

How to make an appointment:

Call us on 021 4335772 or call to 2nd Floor, Student Centre, Bishopstown Campus.

Opening Hours: (during term time)

Monday - Friday 8.30am - 4.30pm

Please be aware that although we aim to offer you an appointment within a few days, this may not always be possible due to demand on the service. In this case a waiting list will be in operation.

	021 4335772
	counselling.admin@cit.ie
	www.mycit.ie/counselling
	2nd Floor, Student Centre, Bishopstown Campus

ACCESS



The Access Service is committed to widening participation, increasing access and supporting positive educational outcomes for under-represented groups. The Access Service provides a range of supports for student groups who are under-represented at third level.

We support

- students with disabilities
- mature students
- students who experience socio-economic disadvantage
- members of minority ethnic groups

At post entry level the Access Service provides a wide range of supports that enhance the academic experience and learning outcomes of the students who

engage with the Service. Supports include: personal; academic; and financial supports.

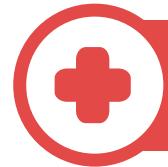
Opening Hours Monday - Thursday 8.30am - 5pm & Friday 8.30am - 4pm

	021-4335138
	access@cit.ie
	www.cit.ie/access
	Ground Floor, Student Centre, Bishopstown Campus

MEDICAL CENTRE

medical ad. / of or pertaining to the science or practice of medicine:

The Medical Centre is situated on the Bishopstown Campus. We are available to all of our students including those in the CIT Cork School of Music, the CIT Crawford College of Art and Design and the National Maritime College of Ireland. We are open to students during term time and provide a comprehensive range of services suitable for students' needs.



Consultations with the doctor are by appointment only. An appointment can be made with the nurses for general ailments and clinics. Urgent cases will be seen on a walk in basis.

Our doctors do not do house calls. If you are sick after hours a Family Doctor Service is provided by SouthDoc, Tel: 1850 335 999. This service operates at night and weekends. Students who do not have a medical card have to pay the appropriate fee for this service at the time.

Opening Hours

Monday - Thursday 8.30am - 5.00pm
Friday 8.30am – 2.30pm

Fees

Consultation with Doctor	€10
Consultation with Nurse	No charge

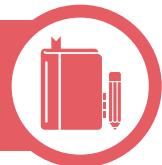
Receptionist: Marian Walsh

	021 433 5780
	www.mycit.ie/medical
	1st Floor, Student Centre, Bishopstown Campus



THE ACADEMIC LEARNING CENTRE

learning n. /
knowledge acquired
by systematic study in
any field of scholarly
application



Helping students achieve their course goals and
overcome challenging subjects.

Have you ever sat down to study only to realise that something is missing? An important step, or a logical link? Well don't dwell too long on a difficult problem on your own, drop into the ALC where you will get good guidance to solve the problem with an expert lecturer in the field.

"Drop-in" learning support sessions are available to all CIT students free of charge throughout Semester 1 & 2. A variety of academic subjects are delivered including Maths & Statistics, Physics, Programming, Electronics, Chemistry, Thermodynamics, Basic IT Skills, Financial Accounting, Management Accounting, Economics, Mechanics.

New subjects may be added from time to time where feasible pending student demand. Experienced lecturers of the respective CIT departments are available during the drop-in times to answer questions, and to provide valuable guidance to students who have difficulty with a particular subject area. In turn students gain more confidence to face assessments and exams.

"84% of students who have sought academic support early and regularly throughout the academic year will pass the module first time"

Joy Collins Grant

Timetables

Semester and Summer Timetables can be viewed online at the following link:
<http://alc.cit.ie>

Keep in touch for the latest timetables and news.

021 433 5098

academiclearning@cit.ie

<http://alc.cit.ie>

Room D259, D-Block,
Bishopstown Campus



LIBRARY

library n. / a place set apart to contain books, periodicals, and other material for reading, viewing, listening, study, or reference, as a room, set of rooms, or building where books may be read or borrowed.

The Library is the first port of call to access academic literature during your studies in CIT. Good use of library material ensures better grades in exams, assignments and project work throughout the year.



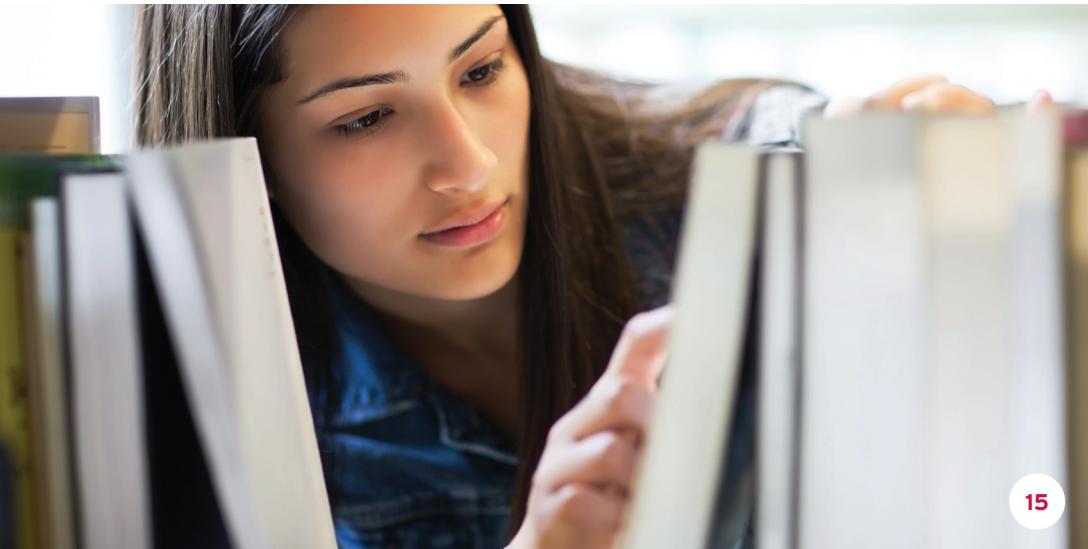
Useful Information

- Access to over 180,000 books and documents in print or e-book format, as well as more than 20 million journal articles.
- Our resources are easily accessible through our MultiSearch facility, which makes it straightforward to locate or download all these materials – via computer, laptop or personal mobile device.
- The main library is located in the Berkeley Building on the Bishopstown campus.
- Other CIT libraries are available in the CIT Cork School of Music, CIT Crawford College of Art & Design, and National Maritime College of Ireland. Check your library for opening hours.

- The main library has over 500 study spaces and opening hours during the academic year are 9.15am - 9.45pm Monday – Thursday, and 9.15am - 5.30pm Friday & Saturday.
- Visit our homepage at <http://library.cit.ie>. Our website also provides quick and easy access to all our online resources.
- Also access our services via the MyCIT website at: <http://www.mycit.ie/library>. E-mail us at library.info@cit.ie with any queries you may have.

We're more than happy to show you how to find what you need - our staff is there to help you, just ask.

	library.info@cit.ie
	http://library.cit.ie



ACCOMMODATION

accommodation n. / the act of accommodating; state or process of being accommodated



The Accommodation Office provides a register of lodgings (digs), shared housing and student apartments in the CIT, City Centre and Ringaskiddy area. These registers are updated regularly so students should contact the office by email, phone or drop in.

Important Information

- Read any leases/agreements carefully
- Check the property/apartment before signing
- Ask for a copy of the lease/agreement
- Request a receipt as proof of payment

A tenant is obliged not to engage in or to allow any behaviour that may be deemed as "anti-social" behaviour.

A guide to renting for students is available on www.threshold.ie, who also offer free advice and in more serious cases a third party may need to intervene to take case to the Private Residential Tenancies Board (PRTB) www.prtb.ie

We are happy to discuss any problems or issues students may have throughout the year and try to resolve them in a reasonable manner. Please refer to www.cit.ie/studentlife/accommodation for listings and further information.

Opening Hours

Monday - Friday 8.30am – 1.00pm
& 2.00pm – 4.30pm

Deirdre Falvey Accommodation Officer

	021-4335750
	accommodation@cit.ie
	Student Centre, 1st Floor, Bishopstown Campus



FEES & GRANTS

fee n. / a charge or payment for professional services

Student Contribution Charge: €2,750. This is an annual charge set by the Government for all full-time third level students.
Students can apply to Student Universal Support Ireland (SUSI) for a grant. For information on Grants go to www.susi.ie



USI Levy (Union of Students in Ireland) €7. The USI membership levy has been introduced as a result of a referendum where students opted to affiliate to the Union of Students of Ireland. This Levy must be paid by 30th September 2014.

EU Tuition Fees

Many undergraduate students do not have to pay tuition fees. Students undertaking a second undergraduate course, non-EU students, students studying by ACCS mode and students repeating a year/level may be liable for tuition fees.

Payment of Fees

Students are notified of their fees by e-mail to their CIT student e-mail account, therefore it is important that students check their e-mail accounts regularly. To make payments, students should log-on to the online payments facility www.cit.ie/pay. A receipt will be sent to your CIT e-mail account once payment is made. Please refer to the CIT Website or contact the Fees Office for Payment Options. Any outstanding fees from either Semester 1 or Semester 2 will incur a 10% late payment fee.

Students who officially withdraw from their course before 31st October will be refunded their fees less a 15% administrative charge.

NB: Students must complete an official Withdrawal Form and return to the Admissions office by October 31st (Semester 1) or February 28th (Semester 2) in order to be eligible for a refund.

Grant Applicants

Students who have applied for a grant should bring their grant application reference number to the Accounts Office in September and complete an instalment application form. You will be required to pay your fees in monthly instalments which are refundable should your grant application be successful.

Opening Hours

Monday - Friday 9.30am - 12.30pm & 2.00pm - 4.00pm

	021 4335440/5442
	fees@cit.ie
	www.mycit.ie/fees_grants_scholarships
	Ground Floor, Administration Building, Bishopstown Campus

ADMISSIONS

admission n. / the act of allowing to enter; entrance granted by permission, by provision or existence of pecuniary means, or by the removal of obstacles.



Registering

Year 1 Full-time students register at scheduled times during the week of the 8th September. Latecomers must register without delay with the Admissions Office, before going to class.

Module Registration

All students must ensure that they are officially enrolled for all modules, including electives. Instructions will be sent to your CIT email account regarding enrolling online for your electives. If you are not on the system for a module, your lecturer will not be able to enter a grade, and you will not have the module on your exam timetable. Late registration for any module will incur a fine.

Social Welfare, Medical Card Application Form, Grant Forms etc.

These forms should be fully completed before being presented for stamping. Present your Student ID card when coming to the Admissions Office.

	021 433 5043 / 5037
	admissions@cit.ie
	www.mycit.ie/admissions
	Ground Floor, Administration Building, Bishopstown Campus

Opening Hours

During Semester:

9.30am – 4.00pm (Mon – Thurs)

9.30am – 12.30pm & 2.00pm – 4.00pm (Fri)

Outside Semester:

9.30am – 12.30pm & 2.00pm – 4.00pm
(Mon – Fri)

Letters/Certificate of Attendance

Please contact your own Department for any letters you require.

Change of Contact Details

If you change your address or telephone number, complete a Change of Contact Details Form and submit to the Admissions Office.

Withdrawing

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

EXAMS

exam n. / An exam or examination is an official test that shows your knowledge or ability in a particular subject.

The Examinations Office website www.mycit.ie/examinations provides useful information on the following queries:

- Final Semester Examination Timetables
- Provision of Examination Supports once agreed with the Disability Office
- Past Examination Papers
- Viewing of Examination Scripts
- Examination Result queries
- Autumn Examination Enrolment
- Conferring Ceremonies & Award Parchments
- Examination Procedures & Regulations

If you need additional information, you are welcome to email, phone, or call to the Examinations Office as detailed below:

Email exams@cit.ie for queries regarding Results and Regulations, Past Examination Papers, Autumn Examination Enrolments, Conferrings, and Award Parchments. Phone numbers for these queries are: 021-433 5381 / 5383 / 5384 / 5385

Email examsmgt@cit.ie for queries regarding Final End of Semester Examination Timetables and Examination Supports. Phone numbers for Examination Timetabling queries are 021-433 5046 / 5047, and for Examination Supports is 021-433 5049.

Opening Hours

Monday - Friday 9.30am - 12.30pm & 2.00pm - 4.30pm



see above

exams@cit.ie / examsmgt@cit.ie

www.mycit.ie/examinations

Melbourne Building Exam Centre,
Bishopstown Campus

CAREERS

career n. / an occupation or profession, especially one requiring special training, followed as one's lifework



The Careers Service, which is free and confidential, assists with career guidance, and personal and professional development.

Some Careers Service resources available to you include:

- One-to-one career appointments
- Information Room (Pick up free career resources)
- Noticeboards: One in the Information Room & one across from the shop, near the canteen.
- Website – www.mycit.ie/careers
- Group Workshops (CV Preparation, Interview Technique & Exam/Studу Organisation Skills)
- Careers & Employability Fair:
Wednesday, 1st October 2014 from 11am - 2.30pm in the Student Centre.
- On-campus Employer Presentations

You can meet with a Careers Advisor to discuss...

- You, your skills & employability
- CV Preparation
- Interview Technique
- Further studies after your degree
- Changing course/college
- Subject choice

Opening Hours

8.30am – 4.30pm (All year round)

021 4335772

careersadmin@cit.ie

www.mycit.ie/careers

2nd Floor, Student Centre,
Bishopstown Campus

*If you're unsure about your course...
come up and talk to us*

*It's never too early to think about
your SKILLS, EMPLOYABILITY, and
your CAREER*

*Don't forget
to get your CV
checked with us*

STUDENT DISCIPLINE

discipline n. / behavior in accord with rules of conduct; behavior and order maintained by training and control

INSTITUTE COMMITMENT

Cork Institute of Technology is an academic institution catering at any time for large numbers who occupy the building and grounds. The Institute authorities are committed to providing a safe, pleasant and friendly environment for all who occupy the building or use its external environs for whatever reason. The Institute is committed to fulfilling its mission as an academic institution and complying with all its lawful obligations.

STUDENT RESPONSIBILITY

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.

Students are required to adopt a responsible attitude to their studies in respect of lecturers, practical classes or such other academic activities for which are timetabled. Students must not engage in any behaviour which may constitute inconvenience or nuisance to any person(s) within or outside the Institute. Students are advised that as well as observing these general Institute wide regulations they are also bound to observe specific regulations attached to particular areas, activities and departments.

It is advised that every student familiarise themselves with the CIT Student Regulations. Please refer to the www.mycit.ie to download a copy.



STUDENT OMBUDSMAN

The purpose of the post of the Student Ombudsman is to advise and assist students with the resolution of difficulties, complaints or grievances involving staff or services of the Institute in an informal manner.



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

The current Student Ombudsman is John P. Murphy who welcomes enquiries from students.

Post to: John P. Murphy, Student Ombudsman, Cork Institute of Technology, Bishopstown, Cork

For Appointments: Visit the reception desk at the Students' Union Office, 1st Floor, Student Centre, Bishopstown Campus

	021 4335880 / 087 2296699
	student.ombudsman@cit.ie



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