

Frequently Asked Questions

APPLICATIONS TO FULL-TIME PROGRAMMES

How do I apply for a full-time course in CIT?

1st year undergraduate full-time programmes

Applications to Year 1 full-time programmes must be made through the Central Applications Office (CAO) in Galway. W: www.cao.ie. T: 091 509800. The closing date is 1st February, or for late applications, 1st May. A change of mind can be made by 1st July.

If you are already attending a 3rd level institution, and wish to apply for Year 1 of another course, you must apply via the CAO. Download the form from the CAO website www.cao.ie, have the form stamped by your current institution, and send back to the CAO before 22nd July.

Post Year 1 courses

Applications to all subsequent stages of a course must be made directly to the Institute. Download an Application Form from the Admissions page of our website www.cit.ie and submit the completed form to the Admissions Office at CIT by 1st May. Alternatively contact the Admissions Office for a form: E: admissions@cit.ie or T: 021 4326142/769.

How do I get information on Post-graduate programmes in CIT?

Information is available in the [CIT prospectus](#). Further enquiries concerning applications to Postgraduate programmes should be made to the relevant Head of Department. Please download an [Application Form](#) or contact the Admissions Office by E: admissions@cit.ie or T: 021 4326142/769.

I am a student of another Institute of Technology or University, how do I apply to transfer to a Post Year 1 course in CIT?

If you wish to apply for the second or subsequent year of a course in CIT you must complete an [Application Form](#) (download the form, or available from the CIT Admissions Office). This completed form must be returned to the CIT Admissions Office on or before the 1st May. Attach your results, or forward them as soon as they become available.

I am a mature applicant, how do I apply for a full-time course in CIT?

A mature applicant is one who is over 23 years of age on or before 1st January of the year of application.

There is an additional assessment procedure to determine the eligibility of mature applicants for courses in CIT, however, in the first instance all mature applicants must apply by 1st February via the CAO for entry to 1st year full-time courses. Please click [here](#) for more detailed information.

Please note: Late applications are not accepted from Mature Students.

The exception is the Higher Certificate in Business for Mature Students, where applications are made directly to CIT. For full details on that course please E: louise.byrne@cit.ie , or T: 021 4335150.

I am a foreign applicant, how do I apply for a full-time course in CIT?

Foreign Applicants from both within and from outside the EU are very welcome in CIT.

EU and non-EU Applicants

Year 1 Full-time courses:

Applicants must apply via the CAO system www.cao.ie by 1st February, or for late applications, 1st May. A change of mind can be made by 1st July.

Post-Year 1 Full-time courses:

EU applicants: Apply by 1st May for Post-Year 1 programmes by downloading the [CIT Full-time Application Form](#).

Non-EU applicants: Apply by 1st May for Post-Year 1 programmes by downloading the [Non-Eu Application Form](#). Please note that there are both academic and residency conditions governing the offer of places to non-Eu applicants. Non-EU students are required to produce a Study Visa from the Department of Justice, Equality and Law Reform for the course for which they have applied. For conditions attached to acquiring this please refer to the following website: <http://www.inis.gov.ie>

Fees

For costs/payment queries please contact
Finance Office
Cork Institute of Technology
T: 00353 21 4326337
E: dolores.fitzgerald@cit.ie

Accommodation

For Accommodation queries please contact accommodation@cit.ie.

Enquiries

Admissions Office
Cork Institute of Technology
E: admissions@cit.ie
T: 00353 21 4335039/5042

I have a FETAC qualification, can I apply for a CIT full-time Year 1 course?

FETAC applicants with Level 5 or Level 6 qualifications are very welcome to apply for courses in CIT.

Application must be made via the CAO in the normal way. There is a separate points system in place for FETAC applicants which is different from the CAO Leaving Certificate points scheme. Information on the FETAC points system is available on the [CAO website](#).

What is the closing date for applications to full-time Year 1 programmes?

The closing date for applications to Year 1 via the CAO is 1st February.

The late closing date for applications to most courses via the CAO is 1st May. The following courses have earlier closing dates:

[CR210 Applied Art \(Ceramics\)](#) (portfolio required)
[CR220 Art & Design](#) (portfolio required)
[CR600 Visual Communications](#) (portfolio required)
[CR121 Music](#) (Music entrance test, 9th April 2011))

Vacant Places

Sometimes there are places available on particular courses. Check the [CAO website](#) from mid-August and apply directly through the CAO.

Where do I find full details and entry requirements for CIT courses?

Full details and entry requirements for all CIT courses can be found either in (a) the CIT Full-time Prospectus, (b) the CIT Part-time Prospectus or (c) on the [CIT website](#)

To request a full time prospectus, please email prospectus.request@cit.ie .

THE POINTS SYSTEM

(This relates to Year 1 full-time courses only)

What is the Points system and how does it work?

The Points system is a method of calculating a value for grades obtained in the Irish Leaving Certificate or FETAC qualification for each subject taken. The Central Applications Office (CAO) in Galway operates this system on behalf of all third level colleges in Ireland. For full details on the Points system please refer to either the CAO Handbook or the relevant section in the CIT full-time Prospectus.

What are cut-off points?

Cut-off points are calculated by applying a scoring system to the grades obtained in the Irish Leaving Certificate or FETAC qualification. There are different scoring systems for the Irish Leaving Certificate and for FETAC qualifications.

The purpose of cut-off points is to establish a ranking order for applicants for courses within the CAO system. Cut-off points are only relevant where the numbers of qualified applicants for a course exceed the available places.

Where can I get further information on cut-off points?

CIT Round 1 cut-off points are available inside the back cover of the CIT full-time Handbook. Final cut-off points for CIT courses and all other third level colleges in Ireland are available on the [CAO website](http://www.cao.ie).

Where can I find the CAO Points Scoring System?

The CAO Points Scoring System is available in the CAO Handbook, the CIT full-time Prospectus or on both the CAO www.cao.ie and the CIT www.cit.ie websites.

FULL-TIME REGISTRATIONS AND CLASS START-UP

When is Registration scheduled for 1st Year classes?

Registrations for 1st year full-time programmes is scheduled to be held from 5th to 9th September 2011 (to be confirmed). All eligible applicants will be contacted directly to advise of the date and time.

I have applied for an add-on programme - when and how do I register?

Registration information will be issued by post to all applicants offered a place on add-on programmes.

When do 1st Year full-time courses commence?

Full-time 1st year undergraduate programmes are due to commence on Monday 12th September 2011 (to be confirmed), unless otherwise advised by their Departments.

When will post-1st Year undergraduate courses commence?

The scheduled start-up date for these programmes is Monday 12th September 2011 (to be confirmed), unless otherwise advised by their Departments.

I am a full-time undergraduate student in CIT, how do I re-register for the following year of my course?

Following publication of the Summer examination results, qualified students will be automatically pre-registered for the subsequent academic year. Qualified students with stream choices, or at Award level, will be issued with a Registration Form which should be completed and returned to the Admissions Office by the deadline date. These forms will be sent out during July.

I am a full-time undergraduate student in CIT, doing some Repeat exams in August 2011 - how do I re-register for the following year of my course?

Following publication of the Autumn Repeats examination results, qualified students will be automatically pre-registered for the subsequent academic year. Qualified students with stream choices, or at Award level, will be issued with a Registration Form which should be completed and returned to the Admissions Office by the deadline date. These forms are sent out in early September after the Exam Board Meetings.

DEFERRING A PLACE ON A COURSE

I have been offered a place via the CAO - how do I defer my course for a year?

1st year undergraduate applicants who have been offered a place via the CAO must follow the deferral procedures outlined in the CAO Handbook.

I am already attending classes in CIT, how do I apply for a deferral of my classes for a year?

You are advised to contact the Careers and Counselling Office, T: 021 433 5775, E: dan.collins@cit.ie, and follow the advice given there.

From 12th September 2011, if you are a first year student, to apply for a deferral a [First Year Deferral Form](#) must be completed and returned to the Admissions office at CIT. If you are a post first year student a [Post First Year Deferral Form](#) must be completed and returned to the Admissions Office at CIT.

WITHDRAWING FROM A COURSE

I would like to withdraw from my course. How do I apply to withdraw?

Students who wish to withdraw need to complete a [Course Withdrawal Form](#). The date upon which you withdraw affects whether or not you are entitled to a refund of fees (an important deadline is 31st October). There are also implications for the charges if you choose to return to the same level in the future.

Please contact the Accounts department with any queries:
T: 021 4326337/4326822

Deferring or withdrawing from a course, you are advised to contact the [Careers and Counselling Office](#):
T: 021 433 5775 E: dan.collins@cit.ie

FEES, GRANTS AND COURSE INVOICES

Where can I get information concerning tuition and registration fees?

Detailed information concerning tuition and registration fees is available from the Accounts Office, T: 021 4326337, or 021 4326822.

Where can I get information on Grants and Scholarships?

If you wish to apply for a student grant please contact your local VEC. Please note that students who are awaiting a decision by the Grant authority on their Grant application MUST pay the CIT Registration fee. If the Grant is approved then the Registration fee may be claimed from the Grant Awarding body.

Within CIT, queries on grant payments, etc. should be made to T: 021 4326182.
Queries on scholarship payments, etc. should be made to T: 021 4326822 .

Where can I get information on Course fees and invoices?

Enquiries concerning course invoices should be made to T: 021 4326182.

ACCOMMODATION

Where and how can I arrange accommodation at CIT?

The CIT [Accommodation Office](#) is situated in the new Student Centre. It has a wide range

of excellent accommodation available off campus but within a short walking distance from the Institute.

Please contact the Accommodation Office by T: 021 433 5750, or E: accommodation@cit.ie

CAREERS AND COUNSELLING

Where can I get advice on my career or course choices?

CIT has a dedicated [careers and counselling service](#) available for the benefit of all students. Students can get advice on course selection, transferring from one course to another, withdrawing from a course and much more.

All information is treated in a completely confidential manner.

Dan Collins and his team are available by T: 021 433 5775, or E: dan.collins@cit.ie

PERSONAL INFORMATION

I have changed my address (or other personal information), how do I get it fixed?

Students records in CIT are maintained in a confidential system to protect the privacy of our students. This information will not be divulged to a third party without the express permission of the student.

To change any personal information on your student record, please complete a [Change of Contact Details Form](#) and post it to the CIT Admissions Office.

ID CARDS

How and when do I get my ID Card?

ID cards are issued by the ID Cards Office beside the Reprographics Office in the Student Centre. ID cards are issued to all Registered Full-time and Part-time students. 1st year full-time students are photographed during Registration Week and ID cards are issued straight away. Late arrivals should enquire at the ID Cards Office once they have registered.

Students attending part-time and evening classes must ensure that a passport-sized photograph is attached to your Registration Form, or sent to the ID Cards Office, with your name, date of birth, and course code on the back of the photo. Alternatively this photograph may be emailed, in jpeg format, to idcards@cit.ie . Please ensure that your full details are submitted.

Queries concerning ID cards should be made by T: 021 4326082 or E: idcards@cit.ie

Please note that when you pay your fees to a Bank it can take up to two weeks for this information to reach your record on the CIT Student Record database at which stage your student status will be upgraded to Registered.

APPRENTICES

How do I apply to become an Apprentice?

Contact FÁS: FÁS Cork office: T: 021 4856200 ; or FÁS Head Office, 27-33 Upper Baggot Street, Dublin 4, T: 01 6070500

Where can I get my exam results?

Exam results are posted out by FÁS to all apprentices who have paid their Exam fees. The exam results are posted to the apprentice's home address normally one week after the end of Term. Exam results will not be issued to FÁS or to the apprentice unless the full exam fee is paid.

I paid my exam fee recently, why have I not received my exam results?

Please note that it can take up to two weeks for your fee to be processed through the various systems.

I need to repeat some exams, what should I do?

You should complete a repeat exam entry form and return it to the Apprentice Section, Admissions Office, Cork Institute of Technology, Bishopstown, Cork. For a form please E: apprentices@cit.ie

I have a query on my apprentice exams and may want a re-check, what should I do?

In the first instance contact the Class Lecturer. If he/she is not available contact the Apprentice Section, Admissions Office, Cork Institute of Technology, Bishopstown, Cork. T: 021 4326516, or E: apprentices@cit.ie.

PART-TIME & EVENING COURSES

How do I apply for an evening programme in CIT?

For non-Business courses: [Application Form Part time & Evening Courses.pdf](#)

For Business courses, contact:

Department of Adult and Continuing Education at CIT,

T: 021 4326577

E: adult.ed@cit.ie

Where do I get specific information concerning an evening course?

Please click [here](#).

Please refer to the relevant section in the Continuing Education Prospectus. Academic staff are happy to advise on request.

For a Continuing Education Prospectus contact the Department of Continuing Education at CIT,

T: 021 4326577

E: adult.ed@cit.ie.

What is the closing date for application to evening programmes?

There is no specific closing date for entry for Evening programmes. The closing dates depend on a number of factors such as class start-up dates, numbers of applicants, etc.

Information/Registration for Adult Evening Courses takes place at the CIT's Bishopstown Campus in early September (date to be confirmed).

Contact Information for Academic Departments

Continuing Education (Business) T: 021 4326577 / 536

E: adulted@cit.ie

Accounting & Information Systems T: 021 4326328
Management & Marketing

Applied Physics & Instrumentation T: 021 4326214

Architecture T: 021 4326203

Biological Sciences T: 021 4335885

Chemical & Process Engineering T: 021 4335885

Chemistry T: 021 4335870

Civil, Structural & Environmental Engineering T: 021 4326203
Computing & Mathematics T: 021 4335160
Construction T: 021 4326203
Distance Ed. & Instructional Support (DEIS) T: 021 4326700
Educational Opportunities Dept. (E.O.D.) T: 021 4335150
Electrical Engineering T: 021 4326206
Electronic Engineering T: 021 4326206
Mechanical Engineering T: 021 4326505
Manufacturing Biomedical & Facilities Eng. T: 021 4326505
Media Communications T: 021 4335812
Social & General Studies T: 021 4335310
Tourism & Hospitality Studies T: 021 4326677
Transport & Automobile Engineering T: 021 4326273
National Maritime College of Ireland T: 021 4970600
Cork School of Music T: 021 4807300
Crawford College of Art & Design T: 021 4335200
Rubicon Centre T: 021 4928900

Other Useful Contacts

Admissions Office
General queries T: 021 432 6142 / 6769
E: admissions@cit.ie

Apprentices
Exams T: 021 432 6516
Admissions T: 021 432 6142
E: apprentices@cit.ie

Transcripts (To download a Request for Transcripts of Results, please click [here](#))
T: 021 432 6632
E: transcripts@cit.ie

Prospectus T: 021 432 6376
E: prospectus.request@cit.ie

Disability Office T: 021 433 5107
E: disability@cit.ie

Careers & Counselling T: 021 433 5775
E: dan.collins@cit.ie

Finance Office
General queries T: 021 432 6337
Grants queries T: 021 432 6182

ID cards E: idcards@cit.ie
Student CIT email queries E: servicedesk@cit.ie
Student PIN number queries E: results.queries@cit.ie