

Full Time
Undergraduate Courses
2020

 **CORK
INSTITUTE OF
TECHNOLOGY**
INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

MATURE STUDENT GUIDE



CIT COURSES CAO LEVEL 7

CODE	TITLE
CR 001	Applied Physics & Instrumentation
CR 006	Applied Biosciences
CR 007	Analytical & Pharmaceutical Chemistry
CR 010	Agriculture
CR 016	Software Development
CR 021	Business (Common Entry)
CR 022	Business Administration
CR 031	Social Care Work
CR 032	Recreation & Leisure Management
CR 035	Community Development
CR 041	Tourism Management
CR 042	Hospitality Management
CR 046	Automotive Technology & Management
CR 051	Civil Engineering
CR 052	Construction (Common Entry)
CR 053	Interior Architecture
CR 055	Environmental Engineering
CR 061	Electronic Engineering
CR 062	Electrical Engineering
CR 071	Mechanical Engineering
CR 075	Biomedical Engineering
CR 090	Architectural Technology
CR 094	Nautical Science (at NMCI)
CR 095	Marine Engineering (at NMCI)
CR 300	Physical Sciences (Common Entry)
CR 620	Early Childhood Education and Care
CR 640	Culinary Arts
CR 650	Beverage Industry Management
CR 805	Marine Electrotechnology (at NMCI)
CR 888	Information Technology

CIT COURSES CAO LEVEL 6

CR 655	Culinary Studies
CR 657	Hospitality Studies



CIT COURSES CAO LEVEL 8

CODE	TITLE
CR 105	Chemical and Biopharmaceutical Engineering
CR 106	Software Development
CR 108	Mechanical Engineering
CR 109	Structural Engineering
CR 110	Automotive Business Management and Technology
CR 112	Creative Digital Media
CR 116	Computer Systems
CR 121	Music (at CIT Cork School of Music)*
CR 125	Popular Music: Electric Bass Guitar (at CIT Cork School of Music)*
CR 126	Popular Music: Drums (at CIT Cork School of Music)*
CR 127	Popular Music: Electric Guitar (at CIT Cork School of Music)*
CR 128	Popular Music: Keyboards (at CIT Cork School of Music)*
CR 129	Popular Music: Voice (at CIT Cork School of Music)*
CR 130	Musical Theatre (at CIT Cork School of Music)*
CR 150	Business Information Systems
CR 210	Contemporary Applied Art (Ceramics, Glass, Textiles) (at CIT Crawford College of Art & Design)*
CR 220	Fine Art (at CIT Crawford College of Art & Design)*
CR 225	Photography with New Media (at CIT Crawford College of Art & Design & Bishopstown Campus)*
CR 305	Physical Sciences (Common Entry)
CR 310	IT Management
CR 320	Biomedical Science (Joint CIT/UCC)
CR 325	Pharmaceutical Biotechnology
CR 333	Nutrition & Health Science
CR 335	Biological Sciences (Common Entry)
CR 340	Analytical Chemistry with Quality Assurance
CR 360	Instrument Engineering
CR 365	Environmental Science & Sustainable Technology
CR 370	Agri-Biosciences
CR 400	Accounting
CR 420	Marketing
CR 425	International Business with Language
CR 500	Engineering (Common Entry)
CR 510	Sustainable Energy Engineering
CR 520	Biomedical Engineering
CR 560	Architectural Technology
CR 565	Interior Architecture
CR 570	Quantity Surveying
CR 572	Construction Management
CR 580	Electrical Engineering
CR 590	Electronic Engineering
CR 600	Visual Communications*
CR 660	Tourism Management
CR 700	Theatre & Drama Studies (at CIT Cork School of Music)*
CK 409	Industrial Physics (Joint CIT/UCC)
CK 606	Architecture (Joint CIT/UCC)

* Early Assessment Procedures apply

Detailed course information is available at www.cit.ie or in the CIT Full-time Handbook.




Contents

(1)	Are you a Mature Student	5
(2)	How to apply for courses in CIT as a full-time Mature Student	5
(3)	Mature Student Information Evening	6
(4)	Fees and Financial Supports	7
(5)	Students with learning differences/health conditions/disabilities	12
(6)	Recognition of Prior Learning	13
(7)	Cork Colleges Progression Scheme	14
(8)	Tips for prospective Mature Students	14
(9)	Mature Student Support	15
(10)	Evening and Weekend Courses	19
(11)	The National Framework of Qualifications	19
(12)	Frequently Asked Questions- FAQ's	21
(13)	Mature Student Experiences	22
(14)	Useful Contacts and Websites	27



Dates for your Diary


Please visit www.cit.ie and www.cao.ie for specific dates

JAN 

20


Closing Dates
Online Applications
5.15pm at discounted application fee

Online Change
5.15pm Course Choices (free)

FEB 

01

CAO Closing Date
5.15pm

MAR 


01

Closing Date for Change of Mind for Non Standard (Mature) Applicants

EARLY 

JUL

Round A offers from CAO – 1st round of offers for Mature Students

EARLY 


AUG

Round 0 offers from CAO – 2nd round of offers for Mature Students

END 


AUG

Round 1 offers from CAO – Leaving Certificate & QQI points

LATE 

AUG

Mature Student Orientation Programme

EARLY 

SEP

Preparatory Maths Programme

EARLY 

SEP

Course Registration

WELCOME TO CIT

As you embark on your journey towards higher education you may have many concerns about taking up full time study as a mature student. You may lack confidence in your academic ability, you may be worried that it is too late in life for you to return to full time education and much more. Concerns such as these are very common among mature applicants and it is absolutely natural to have them. However, more and more adults are availing of the range of opportunities that are open to them to enter higher education on a full time basis. Thousands of mature students who have shared these concerns have completed full-time courses in CIT and have subsequently pursued very successful progression routes be it in further study or employment. Read about the experience of two of these students at the end of the guide. The mature student brings with him/her life experience along with determination and focus, all of which are conducive to successful learning. There are a whole range of supports available to you as a mature student in CIT to assist you through your course of study. The Mature Student Support Programme aims to support you in your journey through your studies and strives to ensure that it will be a positive experience for you.

As the Mature Student Officer in CIT, I work at a pre-entry, entry and post entry level providing support to full-time undergraduate mature students. Further details of this support are provided throughout the guide.

Sinéad O'Neill

T: 021 433 5109

E: maturestudent@cit.ie

Access Service,
Ground Floor,
Student Centre,
Bishopstown Campus.



**MATURE STUDENT
SUPPORT**

1

ARE YOU A MATURE STUDENT?

To be eligible under this category, applicants must be 23 years or older by the 1st of January of the proposed year of entry into a full time undergraduate course.

2

HOW TO APPLY FOR COURSES IN CIT AS A FULL-TIME MATURE STUDENT

First step; prospective students should become familiar with available CIT courses and the application process;

- Course information www.cit.ie/courses
 - Application process information www.cit.ie/maturestudent
- Applications to CIT are to be submitted via the CAO; online at www.cao.ie
 - Applicants should follow the procedures as laid down in the CAO Handbook paying particular attention to the guidelines for non-standard/special category applicants. CAO handbooks are available at www.cao.ie or from: The Central Applications Office, Tower House, Eglinton Street, Galway. T: 091 509 800
 - The CAO deadline for non-standard/special category applicants is February 1st each year. The application period is open from early November to the 1st of February, with a closing date of May 1st for late applications. It is strongly advised that mature applicants apply by the 1st of February deadline.
 - CAO non-standard/special applications will be assessed under the following three categories:
 1. Non- standard/special category application (Mature Student status); offers to such applicants are made in the first two rounds of CAO offers- Round A (early July) and Round O (early August).

If a candidate is not successful in receiving an offer on the basis of mature status then they **may** still receive an offer based on points if they have submitted the following;
 2. Leaving Certificate results,
 3. QQI (formerly FETAC) results or equivalent.

If a candidate has submitted both Leaving Certificate and QQI results, the CAO will select the stronger of the two results to assess the application.

- Mature applicants may be interviewed for a place on a course.
If you have enquiries about CIT's admissions procedures, please contact:

Admissions Office,
Cork Institute of Technology,
Bishopstown, Cork.
T: 021 433 5037 **E:** admissions@cit.ie

Applications for Advanced Entry
(post Year 1 of a course) are made
through the CAO- www.cao.ie

3

MATURE STUDENT INFORMATION EVENING

The Mature Student Information Evening is relevant to prospective full time undergraduate mature applicants for entry into a programme of study in CIT.

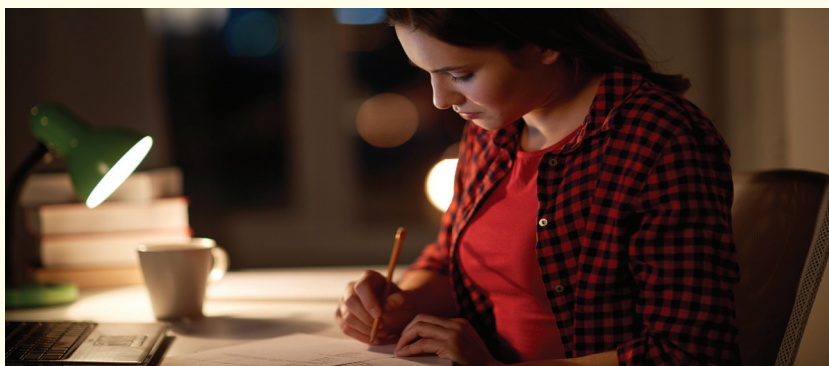
Information on the following will be provided on the evening;

- Course content
- Introduction to CIT
- Taking steps to third level education
- Fees & Financial Supports
- The Mature Student Experience
- Brief information on the Application Process
- CIT Maths for Matures Programme
- Student Services & Supports available

For further information please contact

Emily Clifford **T:** 021 433 5138 **E:** emily.clifford@cit.ie or

Sinead O'Neill **T:** 021 433 5109 **E:** maturestudent@cit.ie



FEES & FINANCIAL SUPPORTS

It is important to consider the financial implications of becoming a full time student. Early preparation is key to minimising financial issues that may arise during the academic year. This involves researching the cost of fees and other expenses associated with college life and familiarising yourself with any financial supports that you may be entitled to. It is important however that you engage in further research on this in relation to your own individual circumstances.

Student Fees include the following;

- Higher Education Student Contribution
- Union of Students in Ireland (USI) Levy
- Tuition Fees

Higher Education Student Contribution

The Student Contribution Charge for the academic year 2019/2020 is €3,000 this is an annual charge which is set by the Government for all full-time third level students.

Students can apply to Student Universal Support Ireland (SUSI) for a grant which, if approved, may cover 100% of the Student Contribution Charge. For information on grants please visit www.susi.ie.

Union of Students in Ireland (USI) Levy

The USI membership levy of €7.00 has been introduced as a result of a referendum where students opted to affiliate to the national Students' Union. This Levy is not covered by a SUSI grant and must be paid in September before the start of Semester 1.

EU Tuition Fees

Many undergraduate students attending publicly funded higher education courses do not have to pay tuition fees. Under the terms of the Free Fees Initiative, the Government will pay these fees to the colleges instead.

Students undertaking a second undergraduate course, non-EU students, students studying by ACCS (Accumulation of Credits and Certification of Subjects) mode and students taking a year of a course for a second time (i.e. repeating a year/level) may be liable for tuition fees.

Non-EU Fees

Many undergraduate students attending publicly funded third-level courses do not have to pay tuition fees. Under the terms of the Free Fees Initiative, the Government will pay these fees to the colleges instead. Any student who does not meet the conditions of Free Fees or EU Fees will be liable for Non-EU Fees, regardless of nationality or citizenship. Students classified for fee purposes as Non-EU will not be permitted to change their fee status following admission.

Students who have previously attended another third level course must complete a previous college form (available from the fees office) and submit it to the fees office so we can determine your tuition fee liability.

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. Students who are awaiting grant approval can apply to pay their fees in monthly instalments pending the outcome of their SUSI application. Simply go to www.mycit.ie/susi and complete the instalment application form.

Students can make fees payments online via www.cit.ie/pay.

For further information on tuition fees please visit www.cit.ie/fees



REGISTRATION REQUIREMENT

All students who are successful in obtaining a place are required to complete the official CIT Registration Form before commencing or continuing their studies.

SUSI (STUDENT UNIVERSAL SUPPORT IRELAND)

The SUSI grant is the main source of financial help available from the Irish State for students in full-time higher education courses. The grant may cover 100% of the Student Capitation Charge (€3,000 in 2019/2020) as well as providing a monthly Maintenance grant which is paid directly into the student's bank account. Please note that the grant does not cover the €7 USI Levy.

For eligible students, the grant is there to help with the various costs of participating in higher education. Students on part-time courses, access or foundation courses (in higher education institutions) and short courses are not eligible to apply for a student grant.

If you think you are eligible for the student grant, you should apply for it as soon as possible. You do not need to wait until you receive an offer of a place or enrol in college. Only when your application has been completed in full and submitted to the grant-awarding authority can your eligibility be determined.

All new grant applications should be made online to Student Universal Support Ireland (SUSI). Students can access the online system through www.susi.ie or www.studentfinance.ie.

SUSI Support Desk

Available 9.00am - 8.00pm Monday to Friday

Available 10.00am - 1.00pm Saturdays

The SUSI Support desk is the single contact point for all e-mail and telephone queries. For opening times visit www.susi.ie.

CONTINUING STUDENTS - Grant Renewals Process

Students currently in receipt of a SUSI grant must renew their application for each year of their course. Students progressing to the next year of their course will have their grant record reapplied to their account. Failure to renew your grant on time may result in cancellation of your funding or delays in your maintenance payments.

Therefore, you will only be liable to pay the €7 USI Levy in September if SUSI are funding 100% of your fees. SUSI will notify the college directly if your grant has been renewed.

If your grant is not renewed by 31st October you will then become liable for the Semester 1 Fees of €1,500.

The Student Fees Office is located on the ground floor of the Administration Building adjacent to the Admissions Office, Bishopstown Campus.

T: 021 433 5440

E: fees@cit.ie

BACK TO EDUCATION ALLOWANCE

The Back to Education Allowance (BTEA) allows people in receipt of certain social welfare payments to retain those payments whilst participating in approved full-time courses.

- Approved programmes range from foundation courses to postgraduate courses. You can work part-time without affecting your BTEA payment.
- Students entering a new course who are in receipt of the Back to Education Allowance can apply for the fees element of the SUSI grant but will not be eligible for the maintenance element of the grant. Such students can apply under the Student Grant Scheme to have the Student Contribution Charge and any tuition fees payable for the course paid on their behalf. Visit www.susi.ie.
- Although you are not entitled to the maintenance component of the student grant, you must still submit a student grant application form to be assessed for a fee grant to pay your Student Contribution Charge, field trip costs and tuition fees (if payable).
- If you are receiving a One Parent Family Payment or a Disability Payment (Disability Allowance, Invalidity Pension or Illness Benefit) you can choose to stay on your current social welfare payment and apply for a student grant or you can choose to transfer to the BTEA, depending on which option benefits you most. In general, people who are studying full-time are not entitled to Rent Supplement unless they are getting BTEA.

For further information visit www.welfare.ie or contact your local Intreo Office.

For information on other financial support schemes visit: www.studentfinance.ie

STUDENT ASSISTANCE FUND (SAF)

As part of an initiative to tackle educational disadvantage, the European Social Fund aided Student Assistance Fund has been made available to CIT by the Department of Education and Skills. The objective of the fund is to provide financial assistance to students in need of such support. The fund is intended to support students whose participation in higher education would otherwise be at risk as a direct result of financial difficulties.

Who can apply?

Applicants must be students registered with CIT participating on a higher education course of not less than one-year duration. Applicants on the Back to Education Allowance will also be considered. Applications can not be assessed until all the relevant documentation has been received. Documentation to support the claim must be included with the application.

New applicants will be called to attend an interview with representatives from the Student Assistance Fund Committee to discuss the details of your application. Date/Time will be sent via text message to the number provided on the SAF application form.

Application Forms

Application forms are available from the following offices:

1 - Accommodation Office, 1st Floor, Student Centre

2 - Access Service, Ground Floor, Student Centre

They are also available from the administration offices in the Cork School of Music, Crawford College of Art and the NMCI.

Should you have any specific questions regarding a section of the form prior to submitting an application please email student.assistance@cit.ie For further information see: www.mycit.ie/saf **T:** deirdre falvey 021-4335750 or **E:** student.assistance@cit.ie.

1916 BURSARY

The purpose of this funding is to encourage participation and success by students from sections of society that are significantly under-represented in higher education due to socio-economic disadvantage.

The South Cluster of Higher Education Institutions (HEI's) has been awarded 35 bursaries in total. Up to seven bursaries will be made available for CIT students. The bursaries are to the amount of €5,000 for each year of an undergraduate programme. The South Cluster Partnership of HEI's consist of Cork Institute of Technology, University College Cork, Institute of Technology Tralee and Waterford Institute of Technology. For eligibility criteria and application information, log onto www.cit.ie/1916bursary

5

STUDENTS WITH LEARNING DIFFERENCES/HEALTH CONDITIONS/DISABILITIES

If you are a new student or are already studying in CIT and feel like you may need some extra support due to your learning difference, disability, or health condition, you may need to contact us and register with us for supports. As part of the Access Service, the CIT Disability Support Service (DSS) is fully committed to students' equal access to an inclusive education. We can guide and support you to access your courses and achieve your academic goals. We work hard to ensure that the DSS is a place that students can go to in confidence to look for support and help.

Please see the Student Guide to the DSS which is available on our website - www.mycit.ie/dssstudentguide

If you have any queries please contact dss@cit.ie. For details on how to make an appointment, please see the DSS Student Guide or email dss@cit.ie for information. Please note that September/October are particularly busy months and email is the best way to contact us during those times.

Laura Coleman

Disability Support Officer

T: 021 433 5107

Text: 087 177 6755

Ruth Murphy

Disability Projects Officer

T: 021 433 5137

Text: 087 138 9772



HEA HIGHER EDUCATION AUTHORITY
AN tArdánas Uiréarachais



EUROPEAN UNION

Investing in your future
European Social Fund



RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) is where formal recognition is given for what you already know prior to starting on any CIT accredited programme or module. Programmes which are accredited by professional or any external awarding bodies may have their own procedures for RPL which you should refer to.

The RPL system allows for learning to be measured and recognised regardless of where it was gained. This means that credits and/or exemptions from modules on CIT courses can be granted where you can show that you have achieved sufficient prior learning.

There are two main categories within RPL

1. The recognition of learning which has already had formal certification within the higher education system in Ireland or abroad, often referred to as formal learning;
2. The recognition of learning which has been gained through experiences in the workplace, in voluntary work or elsewhere, usually referred to as experiential learning.

In CIT RPL can be used to gain:

- An exemption or mark for a module or for a number of modules;
- Entry to a course in first year where an applicant may not meet the standard entry requirements;
- Advanced entry to a course at a stage other than first year;

Support for the application process is provided through the RPL Coordinator in CIT.

Enquiries can be made to

T: 021 433 5132

E: RPL@cit.ie

RPL Coordinator,
CIT Extended Campus,
Cork Institute of Technology,
Bishopstown.

www.cit.ie/rpl

CORK COLLEGES PROGRESSION SCHEME

CIT has a specific scheme for the admission of students who successfully complete courses in Further Education (FE) Colleges in Cork. Under this scheme a number of courses in CIT are linked to certain courses in the FE colleges. CIT reserves a number of places on its linked courses for applicants achieving the specified levels & other requirements in their awards. CIT now makes offers to students with QQI qualifications (including CCPS) via the CAO system primarily in Round 0 (at the start of August). A number of places may then be offered to eligible QQI/CCPS applicants during consecutive rounds if places are still available.

Visit www.cit.ie/ccps for further information.

CCPS Linked Colleges

- Cork College of Commerce
- Coláiste Stiofáin Naofa
- CityNorth College of Further Education
- St John's Central College
- Kinsale College of Further Education
- Mallow College of Further Education

TIPS FOR PROSPECTIVE MATURE STUDENTS

- Complete your CAO application in plenty of time.
DO NOT LEAVE IT UNTIL THE LAST MINUTE!
- Don't put all your eggs in one basket! Keep your options open when applying for courses. Applying for one course does not necessarily mean that you will be successful in securing a place on that course.
- Establish your interest in a course.
- Research the course(s) that you are applying for, so that you know exactly what you are undertaking. Talk to current students or graduates about subjects and courses which you have an interest in and consider where your strengths lie.
- Become familiar with the application process. Visit the CAO website and read the information carefully relating to mature student applications.
- If submitting a Statement of Interest as part of a CAO application, ensure that it provides a comprehensive account of your skills and qualifications and their relevance to the course(s) being applied for. If you are applying to more than one college or for more than one course then you will need to provide a more general Statement of Interest.
- Contact the Course Coordinator or Head of Department about your course of interest and discuss with them what information they seek in an application from a mature applicant.

- Check the following:
 - ✓ Is there a requirement to have a background in specific subjects for entry to the course?
 - ✓ How many hours a week will the timetable require?
 - ✓ See <http://courses.cit.ie>
 - ✓ Attend relevant information events organised by the college e.g. CIT Open Day, Mature Student CAO Information Session.
- Be aware of the implications that returning to full time education will have on your life, particularly in the following areas:

✓ Financial	✓ Work
✓ Family	✓ Social outlets

This will allow you to organise and prioritise commitments prior to beginning your course. Where applicable, it is strongly advisable to apply for financial assistance in advance of taking up a programme of study.

9

MATURE STUDENT SUPPORT

The Mature Student Officer is located in the CIT Access Service, Ground Floor, Student Centre, CIT which is open Monday - Friday from 8.30am-4.30pm. Prospective students and current students are welcome to make an appointment to speak with the Mature Student Officer during these times.

Pre-Entry Support For Prospective Mature Students

CIT Open Day - At the CIT Open Day there will be an Information Stand and relevant talks that mature students can attend.

CAO Information Session - The Mature Student CAO Information Session is held each January to provide a step by step guide to the Mature Student CAO application process.

Information Sessions - The Mature Student Officer visits Further Education Colleges, Community & Training Organisations, and participates in adult education events to provide information on educational opportunities for mature students in CIT.

To request a visit, please email maturestudent@cit.ie

Maths for Matures Programme

CIT delivers a Maths for Matures Programme to provide prospective mature students with the opportunity to demonstrate their ability in mathematics when applying for science/engineering courses in CIT. The programme consists of an elementary mathematics course followed by a brief exam on the work covered and a feedback session. Students who undertake the programme can include the results of the exam with their CAO application for CIT courses.

The purpose of the programme is to:

- (1) acquaint prospective mature students who are applying for entry into Year 1 of a full-time undergraduate programme of study in CIT, with some of the elementary mathematics that they will encounter in the first year of an engineering/science programme;
- (2) provide an opportunity to prospective mature students to demonstrate their ability and aptitude in mathematics;
- (3) provide the Head of Department with a test result which would demonstrate if the prospective student has a suitable aptitude for mathematics in relation to the course(s) being applied for.

For further information please visit:

www.cit.ie/mathsformatures or contact

Sinead O'Neill

Mature Student Officer

T: 021 433 5109

E: maturestudent@cit.ie

Dr David Goulding

Department of Mathematics, CIT

E: David.Goulding@cit.ie

Entry Support For Mature Students

Preparatory Maths Programme

This programme is open to mature students who have accepted a place on a course in CIT. It is an interactive taught programme run over several days prior to the commencement of the academic year. The aim of this programme is to offer an introduction in the following topics to mature students embarking on a course in CIT:

- Algebra
- Statistics and Probability
- Functions
- Trigonometry
- Calculus

These topics form a good base for students starting mathematics in first year. The programme is intended to familiarise students with the basic mathematics required for their programme of study and to increase confidence in engaging with maths in a classroom environment.

Mature Student Orientation Programme

An Orientation Programme is delivered to incoming mature students, which provides the opportunity to:

- Meet fellow mature students
- Hear the experiences of current and past mature students in CIT
- Become familiar with the CIT Campus
- Be introduced to the CIT email and IT system
- Receive information and advice on student supports and meet student support staff.

A general Induction Programme is provided to all incoming students in CIT at the beginning of the academic year.



Good Start Student Induction Programme

A Good Start is half the work... Tús maith leath na hoibre

Good Start is an informal, friendly and enjoyable way to help you settle into CIT. It runs for the first 4 weeks but you should feel the benefit for your whole time at college. It is designed to help you settle in, meet new people and get ready for study. Good Start is co-created with a team of current CIT students known as the Good Start Ambassadors.

- Week 1 - Finding Your Feet
- Week 2 - Belonging
- Week 3 - Getting Down To Work
- Week 4 - Striking A Balance

Good Start returns each year at the beginning of Semester 2.

Good Start is a programme of AnSEO – The Student Engagement Office which offers a range of student centric programmes such as Academic Success Coaching which helps students achieve their academic potential & the Academic Learning Centre which provides free subject support. Our work in AnSEO - The Student Engagement Office is built on the principle that student engagement is everyone's business - learning together we can achieve so much. At CIT our students matter, every student counts.

- *Be yourself! You will find people with similar interests and quirks so don't be afraid to introduce yourself to people.* - Darian, Popular Music
- *Get involved with societies and clubs. I've found it to be the best way to make new friends outside of my course.* - Danielle, Business
- *Attend all of your classes, ask lecturers and friends for help if you need it. Start your assignments early, it will save you a lot of stress. Talk to people!* - Kate, Culinary Arts
- *There is always help for you in CIT, from students in your class and in the years above you to lecturers and services, you are not alone and before you know it you will settle in here.* - Dean, Social Care

To find out more visit: <https://studentengagement.cit.ie/success>

Post Entry Support

Mature Student Support Network

This is a support programme for mature students. A specific programme of events is organised annually to provide relevant supports to mature students in CIT.

Examples of support workshops include:

- Academic Writing Skills
- Use of the Scientific Calculator
- Financial supports

Mature Learning Support Service

The Mature Learning Support Service provides support to full time, undergraduate mature students regarding research, reports and assignments for their course of study in CIT.

The service provides a tutor to work with students in groups., assisting students to develop research, planning and writing skills, proofread, edit and organise course work, and manage deadlines and priorities required for their course of study.

For further information please visit:

www.mycit.ie/maturestudents

Student Services

CIT Student Services aim to support the student community and provide opportunities for students to grow and develop in non-academic areas.

Student Services also assist students during periods of personal difficulty that may occur during their time in CIT.

Student Services include;

- Access & Disability Support Service
- Academic Learning Centre
- Medical Centre
- Counselling Service
- Careers Service
- Library
- Students Union

For all available student services, log onto **www.mycit.ie**

10

EVENING AND WEEKEND COURSES

If full time study is not an option for you, there is a wide range of evening and weekend courses available in CIT. Applications for these courses are made directly to CIT, not via the CAO.

Log onto **www.cit.ie/parttime** for further information.

Kathryn Carey

Secretary

T: 021 433 5902 E: opd@cit.ie

Eileen O'Mahony

Secretary

T: 021 433 5903 E: opd@cit.ie

11

THE NATIONAL FRAMEWORK OF QUALIFICATIONS

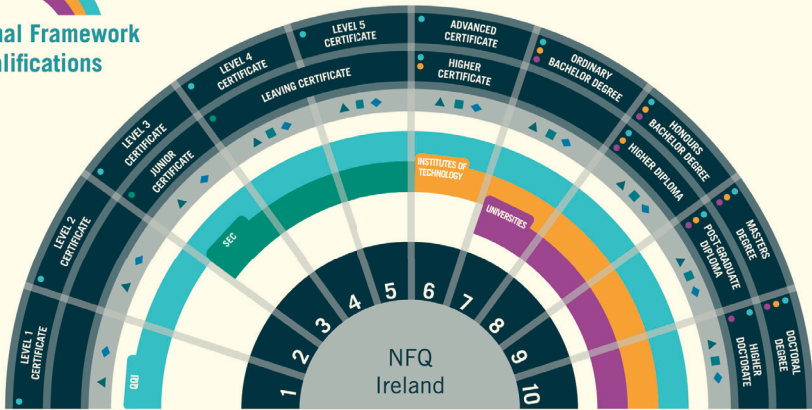
The Irish National Framework of Qualifications (NFQ), established in 2003, is a framework through which all learning achievements may be measured and related to each other in a coherent way. The many different types and sizes of qualifications included in the NFQ, are organised based on their level of knowledge, skill and competence. Because all NFQ qualifications are quality assured, learners can be confident that they will be recognised at home and abroad.

Quality and Qualifications Ireland (QQI) is responsible for the external quality assurance of further and higher education and training. QQI is also responsible for the maintenance, development and review of the National Framework of Qualifications (NFQ).

At third level, the Framework describes and links all the qualifications awarded by Institutes of Technology and Universities.

The third level major award types (Level 6 to Level 10) are as follows:

Level 6	>	Higher Certificate
Level 7	>	Bachelor Degree
Level 8	>	Honours Bachelor Degree Higher Diploma
Level 9	>	Master's Degree Postgraduate Diploma
Level 10	>	Doctoral Degree (PhD)



Modularisation & Semesterisation

CIT operates a Credit Based Modular System. This is compliant with the European Credit Transfer System (ECTS). The academic year is divided into two equal halves, and each semester will normally consist of six modules each worth five credits.

What is a Semester?

A semester is half of an academic year. Each semester is of 12 weeks duration for which learners can earn 30 credits. Typically Semester 1 begins in September and ends in January while Semester 2 starts in February and ends in May.

What is a Module?

A module is a standalone unit of learning and assessment and is completed within one semester. A full-time student will normally study six modules in each semester; part-time and ACCS (Accumulation of Credits and Certification of Subjects) students will have flexibility as to the number of modules taken.

What are Credits?

Credits are a measure of the amount of learning within a module. They are awarded to learners who successfully complete the assessments in a module. A full-time year of study is worth 60 credits; this is the European norm under the ECTS system.

FREQUENTLY ASKED QUESTIONS - FAQ'S

1. How will I manage college work and family life?

There is no doubt that beginning a full time course in higher education is a big commitment. Time management is key. Use your time wisely and ensure to reserve time to relax and spend time with family. There are a range of supports available that will help you to manage your workload and optimise your time. It is highly recommended that you avail of these supports particularly in the early stages of your course to enable you to gain the skills necessary to undertake academic work as efficiently as possible and to maximise these skills in helping you to get course work submitted.

2. What will my timetable be like?

Timetables vary between courses but entering Year 1 of a full time undergraduate course of study in CIT will require commitment for class contact time from Monday to Friday and generally from 9.00am-5.00pm. You will also need to set aside study time for coursework outside of these hours.

3. What about childcare while I am studying?

CIT does not have a childcare facility on campus. However, there are some childcare providers in the area. The Student Assistance Fund may provide some financial support towards the cost of childcare. Funding is awarded on a case by case basis.

4. I am worried about my ability in maths and some other subjects, will there be assistance available to me while studying in CIT?

Yes. The Academic Learning Centre provides free academic support sessions across a broad spectrum of disciplines including Science, Engineering, Computing, Business, and Building & Architecture. Students can drop-in to the Academic Learning Centre at allocated times where a lecturer will be available to discuss any queries they might have on a subject.

Visit:

www.studentengagement.cit.ie/alc for further information.

5. Is there any assistance with using computer packages?

There are short courses in IT skills offered specifically for mature students through the Mature Student Officer. These offer assistance with packages such as Microsoft Word, Excel and Powerpoint. It is advisable however that you develop your IT Skills as much as possible before embarking on a full time course in CIT be it through a short course or seeking help from a friend, relative or other resource.

MATURE STUDENT EXPERIENCES



Tim Long, Bachelor of Science (BSc Honours) in Construction (Level 8) talks about his experience of being a mature student in CIT.

Introducing Myself

My name is Tim Long, I will graduate from CIT in October 2020, with a Bachelor of Science (Honors) in Construction Management, as a mature student.

My story

I started my educational path in the 80's. In these times dyslexia and dysgraphia were completely unheard of. In my experience, the most popular way of dealing with kids with disabilities back then was a chair and a table at the back of the room. Due to my early experience of education, my beliefs of inability at an academic level became a prominent part of my life.

My time in school led me to believe that I was a slow learner, stupid or just not capable of achieving the same results as everyone else. This was a reflection of the times that we were living in and fortunately, kids of today get the help they need. After primary school, I found secondary school even more difficult! I lacked the basic foundations for learning and because of this, in my 3rd year I left school.

“The voice telling me I couldn't do it, or I was stupid was becoming very faint in my mind, after everything I accomplished in the 8 years in education.”

I moved on to FÁS, and managed to complete 3 subjects in the Junior Cert which are Woodwork, Maths and English. Back then requirements were lower and my 3 subjects allowed me to pursue a trade. At this point I was still barely able to read or spell. I continued my journey of life, bouncing from job to job never lasting too long at one place. Through my many mistakes I was able to learn a few lessons about life.

Then in my early thirties, I realised that education was a way forward and a steppingstone to improving my life, not just for myself but also for my young family. I started out small with a goal to be able to read and write to some sort of good standard! I achieved this standard with a FETAC Level 3, the equivalent of the Junior Cert. From there I went on to complete Levels 4, 5, 6 and a Higher Level 6 in Carpentry and Joinery. I did the FETAC Level 5 and 6 in St. John's College. This is where I got the confidence to move forward to third level education.

I applied to the CAO for a course called Craft (Wood) Technology with Business in CIT and I was delighted when I got it. I completed two years of this course and later moved over into 3rd year Construction Management. I discovered in second year with the help of an educational psychologist that I was dyslexic, something that I felt I knew already but I didn't know what I could do about it. I received extra time in exams which became a great help for me. The voice telling me that I couldn't do it or that I was stupid was becoming very faint in my mind, after everything I had accomplished in the 8 years in education. My results every year have been just as good as those who have been in education all of their lives.

College has something for everyone, there are so many societies! I am part of a society called the Construction Management Society for which I am the Treasurer. I was never very involved in anything after class times as I have a young family who also need my time. The experience that I have had has been very tough at times, but I have a very supportive wife who encouraged me during the hard days and pushed me forward in the beginning when I thought I was not smart or good enough.

To finish...

I think that everyone can eventually believe in themselves and their abilities! However, they must endure the difficult days as well as the good ones in order to move on and believe in themselves. This college has everything in place for anybody starting off in education; extra support, financial assistance and the Mature Student Society. This society is a great way for people to find out information and associate with others who are finding certain areas difficult too. The first year or two will show you that you are capable of doing this course. After that, the achievement of having completed the first two years will help you to believe in your ability to keep going!



Ioana Cretu, Visual Communications BA Honours (Level 8), talks about her experience of returning to full time education.

Introducing myself

My name is Ioana and I am a mature student in 2nd year in Visual Communications which is related to graphic design, web design/illustration. Also, I am a Good Start Ambassador which is part of the Student Engagement Office and my role is to help students to find their way in CIT by focusing on success, belonging, motivation and independence.

I have been in your shoes, and I totally understand what it's like to be returning to college. First of all, I want to tell you that I also felt worried, anxious and excited, or terrified; that you might not fit in among the young students because you might have been out of school for over 10-15 years. CIT is aware of how mature students feel when they return to college, so they have facilities, services and supports to help make it easier for us.

"It will be worth it! I did it, you can do it too."

My story

I am originally from Romania and I graduated back home as an English and Romanian teacher. I settled in Ireland just before the recession hit. I could not find any teaching positions at that time so I worked in different retail shops. In 2016, I realised I was getting very unhappy with my job, so after 7 ½ years I decided to resign. I was not sure if I was making the right decision, as I was giving up my full time job. All I knew was that I could do better, I was aiming high. Six months after I left my job, I enrolled in Coláiste Stiofáin Naofa and I studied Art, Craft and Design. It wasn't easy at the start, but I am very grateful to them for helping me with setting up a portfolio and supporting me to progress to third level education again. Roughly about 6-7 years ago, I discovered a paper craft called Quilling and this has become my hobby since. I started making greeting cards and framed pictures, set up a small business and I got involved with Cork Craft Design. My hobby played its part in my future course choice, as I wanted to learn and develop more about my interest in design. I chose Visual Communications because I think I have more career opportunities on completion of this course and I am passionate about design.

In my first few days in college, I was very anxious and nervous. I thought I was not good enough, or that I might not fit in with the younger students in class who were just out of school. I had good days and bad days, I faced new challenges, but I got through the first year with results much higher than I expected and I am very proud of myself.

Last year, I was like yourselves, probably worried, about how my life was going to be, and I never thought that I would be asked to write this testimonial for the CIT Mature Student Guide!

Support and services in CIT

I would like to mention some of the services here in CIT and I will start with the Access Service who provide a range of support services. For example, the Student Assistance Fund. If you are struggling financially, this could help you with your traveling expenses, baby-sitting payments, rent etc.

Another service is the Mature Learning Support Service which the aim of is to provide support for undergraduate, full-time mature students regarding research, reports and assignments for their course of study in CIT. The service provides a tutor to work with students in groups.

In the Academic Learning Centre expect to find a casual, friendly and relaxed atmosphere where students are quietly working on their own course work with a lecturer interacting to help students out on an individual basis and they will help you with subjects like Maths, Financial Accounting, Physics, Mechanics, Economics, Programming, Chemistry.

Academic Success Coaching will help you in providing different techniques in how to manage your time between your personal life, study time and work,

- help build on your experiences of learning to reach your potential
- develop strategies and skills to help you improve your academic performance.
- identify your academic goals and challenges.

Top Tips

I would like to share with you some of the top tips that might help you in college.

- **Make a fresh start.** No matter what your background and circumstances are, just be ambitious, aim high and try to get your work done as early as possible. Don't leave it till the last minute, as work could build up and you could feel overwhelmed with the amount of work you need to catch up on.

- **You are in charge of yourself.** It's your responsibility to get to class, listen to your lectures, get your work done and succeed. Of course, there is a lot of help, but nobody will hold your hand. Just do your best!
- **Attending all the classes** will be the first step to success. Being motivated, proactive and focus on your studies will help you to stay on top of your work. It is very important not to miss classes, as you could miss information/ teamwork sessions done on that day or feedback from your lectures based on assignments, which could have an impact on your final result.
- **Third Level education involves continuous assessment.** Be ready to listen out for handouts, deadlines and exam dates. You might have to change your learning techniques and note-taking techniques that suit you.
- **You have to work outside class/ actively manage your time.** You will be asked to do extra reading, homework, preparing for assignments and exams which could take some time, so make sure you allocate enough time to all your work throughout the week.
- **Get to know your lecturers.** The lecturers in CIT are very open and easy to approach. Do not hesitate to ask questions/ advice if need extra explanations, or if you would like to have a private chat with your lecturers and I am sure they'll be more than happy to help you out. They are here to help you to succeed, and sometimes they go an extra mile to make things achievable for their students. Try to learn their names and be proactive/ get involved in conversations in class in relation to your module. This way, you can build a communication bridge with them.
- **Use your computer and check your CIT emails regularly.** Your lecturers sometimes send you information in relation to your module or sometimes the classes are rescheduled to a different time/ or different classroom, or they might add new content about their teaching modules. Get used to Canvas (online learning environment for course content), learn how to use it and make the most of it.

To finish...

So I hope all these pieces of advice might help you out in the future. Always remember, if you have any questions or you need a piece of advice, or directions or anything, we are here to help you.

As a mature student I understand how you feel, and as a Good Start Ambassador I know how to help you. It may be overwhelming at the beginning, you might find it hard to get around, but give yourselves a bit of time, be patient, ask for help if you need it and everything will fall into place. Make sure you look after yourselves, make a healthy balance between college, personal life and work.

USEFUL CONTACTS AND WEBSITES

CIT Mature Student Officer, Sinéad O’Neill

T: 021 433 5109 **E:** maturestudent@cit.ie

www.cao.ie

www.cit.ie

CIT Access Officer, Deirdre Creedon

T: 021 433 5140 **E:** deirdre.creedon@cit.ie

www.cit.ie/access

www.cit.ie/maturestudent

CIT Disability Officer, Laura Coleman

T: 021 433 5107 **E:** dss@cit.ie

www.mycit.ie/maturestudents

CIT Admissions Office

T: 021 433 5041 / 5042 **E:** admissions@cit.ie

www.education.ie

www.mycit.ie/careers

CIT Fees Office

T: 021 433 5440 **E:** fees@cit.ie

www.mycit.ie/counselling

www.qqi.ie

Recognition of Prior Learning

T: 021 433 5132 **E:** rpl@cit.ie

www.qualifax.ie

www.studentfinance.ie

www.welfare.ie

Words of advice for *mature applicants* from *CIT graduates*

I must go back to join the workforce however, CIT has given me the tools, the confidence and ability to do so. For me it has been the perfect fit, it has been one of the best adventures of my life. Remember it is never too late to go back to education!

Carol, BBS. Business Administration and Masters in Public Relations with New Media.

If I were to give any advice it would be; never be afraid to take a first step and never be afraid to ask for help

Valentina, BSc. in Herbal Science

College is just like everything else in life, what one puts into it, one gets out of it

John, BA in Social Care

NOTES



Mature Student CAO Information Session

2020



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