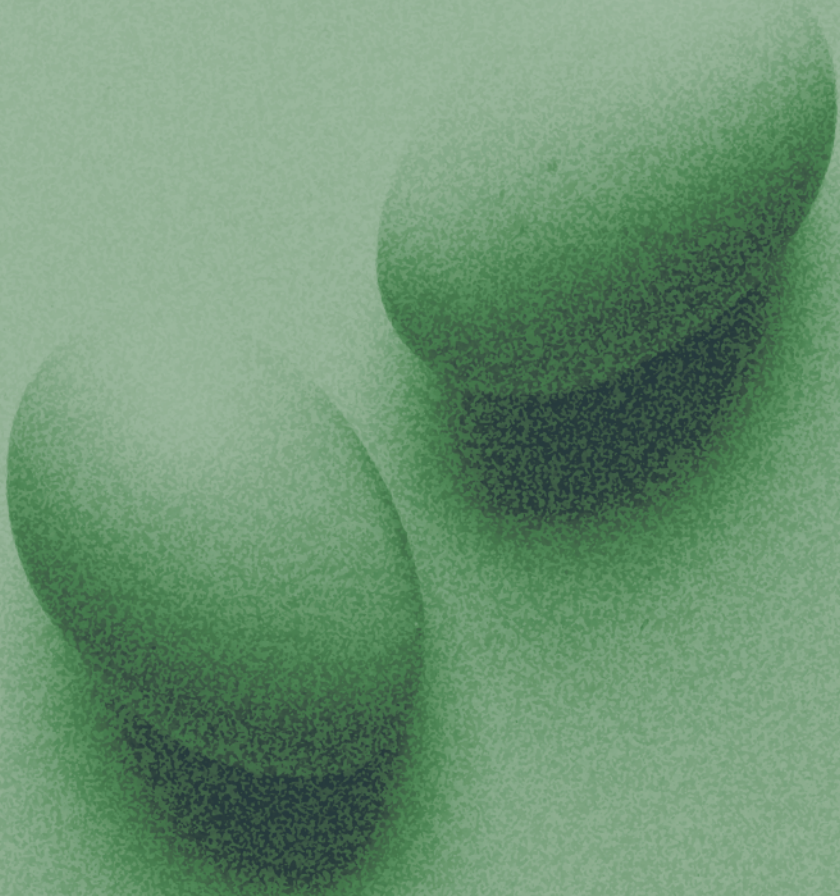




National College
of Art & Design

Student Support Services



Student Support Services

This leaflet gives an outline of the range of supports that are available to students at this College and describes how to access them. You are encouraged to seek assistance early in the academic year in order to maximise your learning experience here at the National College of Art and Design.

For further information please contact Finola McTernan at 01 636 4217 or mcternanf@ncad.ie

Disability Support

The National College of Art and Design is committed to helping you achieve your academic goals. If you are a student with a physical, sensory or learning difficulty, or have a medical or mental health condition that interferes with your learning, we can support you.

Fund for Students with Disabilities

Much of the study related support for students with disabilities is financed through the European Social Fund for Students with Disabilities. The National Office for Equity of Access to Higher Education administers this fund. The funding is not means-tested and is available to undergraduate and postgraduate students studying on full-time programmes in higher education.

What supporting documentation is required to apply to the Fund for Students with Disabilities?

Students with a Specific Learning Difficulty (eg. Dyslexia) should bring a copy of their Educational Psychology Report (assessment within the last 3 years) clearly stating that the student has a specific learning disability.

All other students must have their disability verified by a Medical Consultant/Specialist and you should bring a recent report from your Medical Consultant/Specialist with you when you meet the Student Support Officer.

Please note that General Practitioner (GP) letters are not accepted as suitable medical evidence. The purpose of the report is to assess the likely support,

which the student might require in the context of the impact that the student's disability may have on his/her academic studies.

The report should outline the following:

- ▶ The history and detail of the student's disability
- ▶ The impact of the disability on the student as regards the demands of the academic programme
- ▶ Any suggestions of reasonable accommodation or supports, which might be appropriate for the student in the context of higher education.

What educational supports are available at NCAD?

Writing and Research Skills Service (WRSS) – The Writing and Research Skills Service forms a major part of the College's support provision for all students who may have difficulties in the core area of writing and research skills. It is a comprehensive service that provides not only a support service for undergraduates and postgraduates in general writing and research skills, but, in addition, incorporates a specialist support service for students with Specific Learning Difficulties.

This is delivered through the provision of

- ▶ Seminars on topics of concern to all students
- ▶ One-to-one tutorials for students with specific learning difficulties
- ▶ Provision of a support facility for students with specific learning difficulty/Dyslexia.

Specialist Support for Students with Specific Learning Difficulty/Dyslexia

- ▶ Provision of individually tailored programmes
- ▶ Provision of regular appropriate compensatory tuition by fully qualified experienced professionals
- ▶ Provision of initial screening for Specific Learning Difficulty

The WRSS is located at: Room G16, Ground Floor of the School of Design.

Service Co-ordinator

Madeleine O' Rourke

T 01 636 4314 E orourke@ncad.ie

Assistive Technology

The Assistive Technology Technical Assistant provides introductory training in the use of assistive technology software and hardware for students registered with the Student Support Service. Some examples of software include:

Dragon Naturally Speaking – This application allows you to talk to the PC instead of typing. It is very useful for students with restricted movement, dyslexia and visual impairments.

Read & Write Gold – This package allows you to have the PC read text to you. It can be used to magnify text, make notes, check spellings and even save documents as mp3 files to listen to later.

Inspiration – This package helps you to plan and organise your written work using images, spider grams and a variety of other techniques.

The Assistive Technology office is located at: Room G16, Ground Floor of the School of Design.

The ESF Student Assistance Fund

The Student Assistance Fund is available to students experiencing particular or unexpected hardship during their course of study. This may be as a result of family breakdown, bereavement, accidents,

health problems or other crises that result in unexpected financial difficulty. The Government and the European Social Fund administer this under the National Development Plan 2007-2013. Students should contact the Student Support Officer for further information and application forms for this fund.

What areas are covered in the Student Assistance Fund?

- ▶ Books/Class Materials
- ▶ Travel costs associated with your course of study at NCAD
- ▶ Rent
- ▶ Other living expenses such as heat, light, food.
- ▶ Medical expenses
- ▶ Assistance towards costs incurred in compulsory study abroad, where the student is not in a position to cover the cost with parental or other assistance.

Funding is not available under the Student Assistance Fund for the following

- ▶ Tuition Fees
- ▶ Bursaries
- ▶ Loans
- ▶ Registration Fees

Childcare Support Fund

The purpose of the Childcare Support Fund is to provide assistance towards the cost of childcare (nursery, crèche etc) for children of full-time students of NCAD, whose ability to participate in education may be adversely affected by childcare responsibilities.

Contact the Student Support Officer at the beginning of Term 1 to get Application Forms and details of the fund. Payment to successful applicants will be made in two installments, the first in November and the second in February.

The College does not have a crèche so it is necessary for students with children to make their own arrangements.

Student Services

The following services are available free of charge to students of NCAD.

Doctor – Dr Marina Kent attends the College during term time on Monday, Wednesday and Friday mornings. Please consult Reception, 01 636 4200 for appointments.

Please note that the “Pharmacy” across the road from the main entrance, offers a 10% discount on prescriptions to all students of the College.

The Student Counselling Service – The NCAD Student Counselling Service is a confidential and free service for students of the College. The service is staffed by a professionally qualified psychologist and counsellor.

The service offers support, counselling and psychotherapy for students who may be experiencing personal difficulties. Our aim is to promote the overall personal well-being of students attending NCAD in the hope of optimising opportunities for personal development and academic growth during the valuable years that students spend here. You can make an appointment through reception on 01 636 4200 or by emailing: counsellor@ncad.ie.

You can also make an appointment by sending a text to: 087 9519819 or by contacting any of the tutors or the student support officer who will make a referral for you.

The service is open between the hours of 10.30am and 2pm Monday, Tuesday and Thursday and 10.30 and 4pm on Wednesdays. Late afternoon appointments are also available during term time Tuesdays 4.30–7.00pm

Careers Advisory Service – This service provides information and advice for students on matters relating to career choice, postgraduate studies and employment. The Careers Advisory Service also provides the following:

- ▶ Information on postgraduate courses
- ▶ C.V. compilation
- ▶ Cover letter preparation
- ▶ Interview techniques
- ▶ Presentation skills
- ▶ Job vacancy information
- ▶ Summer vacation work

Jacyntha McManus Cleary is the Careers Advisor and attends College from Monday to Friday, 10.00am–2.00pm during term time only. Please consult Reception for appointments.

Language Centre at the Library – Students may study a wide variety of languages to various levels through self-tuition. Audio and video courses are available. It also offers the following services:

- ▶ English conversation for foreign students
- ▶ Essay writing help for foreign students
- ▶ Bibliographic databases.

Contact: Gemma Bradley, T 01 636 4356
Colm Brady, T 01 636 4380

Mentoring Programme – The College has established a College Community Welfare Group to develop community welfare policies within the College and to identify problem areas, which require particular attention by staff or students. As part of its work the group has introduced a mentoring system. Under this system third year students are allocated a maximum of four students in Year 1 with whom they establish a contact relationship and give them advice and encouragement during the course of the year. A training course is provided in September of each year for volunteers. Broadly the mentor's responsibilities include the following:

- ▶ Listening to the needs of the students and assisting them in finding a social outlet that is appropriate to their needs.
- ▶ Identifying students at risk and referring them to the appropriate help.

If you require any information in relation to the mentoring scheme contact Ken Langan, T 01–636 4210

Niteline – Freephone 1800 793 793

Service runs

*Thurs–Sun, 9pm–2.30am
(during term-time only)*

Niteline is a confidential student helpline that is run by and for students in Trinity, UCD, The Royal College of Surgeons and NCAD.

AWARE – Helping To Defeat Depression

Lo Call 1890 303 302

BodyWhys.ie – Eating Disorders

Association of Ireland

Lo Call 1890 200 44

Funding and Grants

Maintenance Grants – All students who are eligible for Maintenance Grants should check the notice board in Reception for details of when their cheques have arrived. A tick will be placed beside the Grant Authorities whose cheques have arrived at NCAD.

Cheques may be collected from Reception at the following times only:

11.00–11.15am

3.00–3.15pm

All queries regarding Maintenance Grants should be directed to:

Pauline Delaney, **T** 01 636 421

The Millennium Partnership Fund for Disadvantage

The Millennium Partnership Fund is available to students from Area Development Funded Partnership and Community Group areas, to support their retention and participation in higher education. Contact the Student Support Officer for further information or see www.pobail.ie

Bank of Ireland Millennium Scholars Trust

The Trust is open to applicants from students with talent and ability who, because of economic circumstances or other barriers such as disability, are prevented from reaching their full potential. Contact the Student Support Officer for further information.

Students' Union

The representative student body, the NCAD Students' Union, holds elections annually. Students have representation at Board level and on Academic Council and faculty boards. During the year the Union organizes events including concerts, films, balls and other social and sporting activities. For further information you can access www.ncadsu.com

Student Services Office

The Student Support Officer is located in the Administration Office and can be contacted through Reception.

Student Support Officer

Finola McTernan

T 01 636 4217

E mcternanf@ncad.ie



Coláiste Náisiúnta Ealaíne is Deartha
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