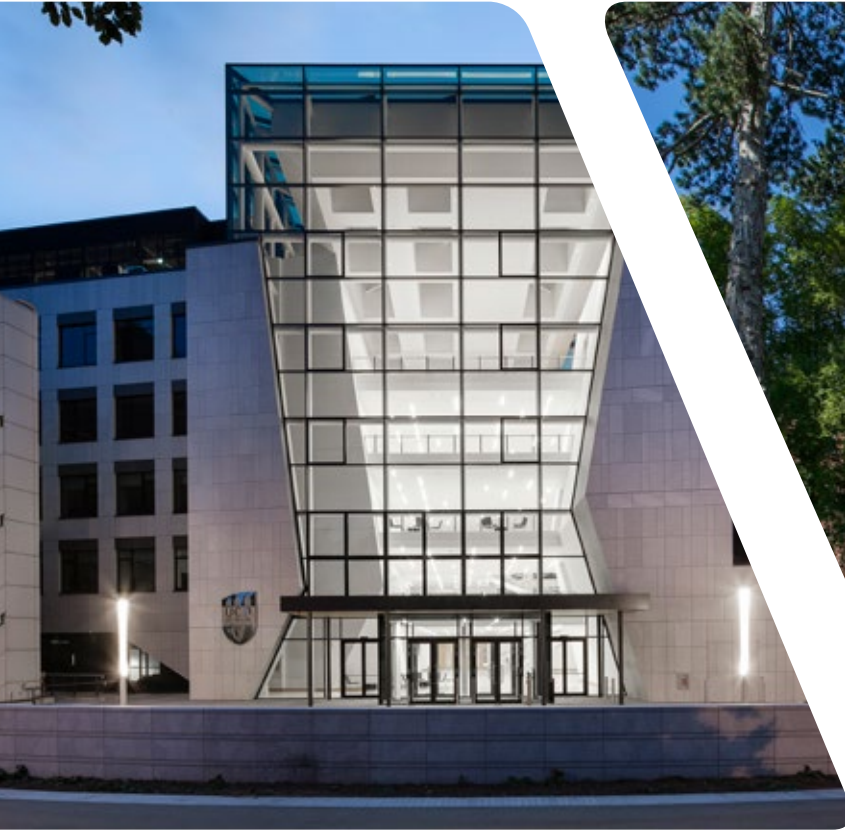




University College Dublin
Ireland's Global University



Short Guide for Students Returning to Campus

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1

Welcome & Introduction

Welcome back to UCD! Although all societies continue to face the challenges of the COVID-19 pandemic, UCD is committed to providing a safe and enjoyable working and learning environment for all members of our community.

These guidelines are intended to help you prepare for your return to campus in September, letting you know what you can expect of the University and, also, what we will expect of you. The overriding principle is that we will continue to be led by Public Health recommendations to minimise the opportunity for COVID-19 to spread, therefore maximising your safety and the safety of the whole University community. Protection against COVID-19 is a mutual responsibility shared by all students, faculty, staff and users of the campus to work collectively to enjoy a safe studying and working environment. We note that the social restrictions referenced within these guidelines are likely to evolve over time; as such we ask all UCD students to keep up to date with the guidelines and advice issued by [UCD](#) and by the [Irish Government](#).

Overview of the Belfield and Blackrock Campus Environment in the Autumn Trimester

Most students will experience a blend of face-to-face and at-distance or virtual learning. The number of face-to-face teaching hours you will have on campus will depend on a number of factors, such as your programme of study, the numbers of students taking your modules and the nature of the module learning outcomes. Please contact your [College or School Office team](#) for more details about your specific programme.

We understand that for some students the sudden transition to at-distance learning last trimester was challenging. UCD students worked hard to maintain

their studies and to continue achieving, while staying connected and supporting each other. We are incredibly proud of the whole community for what was achieved through these challenges. For the new academic year, the overall experience will be different to your experience at the end of the last trimester:

- » We will be encouraging your safe engagement in on-campus based activities, both in learning and in the more social and sporting types of opportunities.
- » Learning in small groups is more likely to take place on campus.
- » Learning in large groups may well continue to be through online live lectures, recorded lectures or blended delivery.
- » Laboratory, clinical and professional activities will recommence face-to-face, with physical distancing and the use of PPE as necessary.
- » Group work could be through either digital or face-to-face methods depending on the module and the individuals within the group.
- » Student supports will be available to you both online and in-person by appointment.

Between face-to-face classes, we are putting in place additional facilities for you to study independently or in groups. This will allow you to engage in your online learning and your face-to-face learning from the campus. The amount of time you spend on campus will depend on your own extra-curricular activities and on your programme of study.



2 Students returning to Campus What are my responsibilities?

For both new and returning students the changes necessitated by COVID-19 mean that we must all become used to a new way of campus life. Your actions directly affect others around you - their health and that of their families and friends - just as theirs do yours. We ask that students take personal responsibility for their actions, at all times, and adhere to the best practice advice being issued by the **HSE** in respect of COVID-19 risk reduction.

Students must not attend campus for any reason if they are suffering from symptoms of COVID-19. When on campus, both hand and respiratory hygiene, the use of face coverings and physical distancing must be in accordance with HSE and sectoral guidelines. Campus residents must adhere to any direction or advice from from local management and the HSE to self-isolate and will be supported in doing so by the University.

In addition to the guidelines laid down by the HSE and the sectoral guidance issued by the Irish Government, the University will also be putting in place its own guidance relating to COVID-19 risk reduction that should also be adhered to by students, and others, both on campus and off campus whilst engaged in planned University activity. These will extend to cover issues such as the use of face coverings and other PPE, maximum room occupancies and the keeping of contact / class attendance diaries, etc. Where possible, buildings will have designated access and exit points and managed circulation protocols.

UCD Student Code of Conduct

Each year, through the registration process, students sign up to the **UCD Student Code of Conduct**, which sets out the standards of behaviour expected of all students. It is your responsibility to ensure that you follow the University's guidance, and in doing so respect your fellow students and university staff. In the unlikely event that there is an alleged failure to adhere to public health guidelines, the matter may be considered through the disciplinary procedure of the UCD Student Code of Conduct on the basis that such behaviour will be considered a safety risk to members of the University community.

Student Health Declaration

During the registration process, we will be asking you to agree to terms and conditions which will be extended to cover COVID-19 related information. In particular, we will be asking you to not attend University related activities if you are experiencing symptoms that could be associated with COVID-19 infection, if you have been in close contact with an individual known to be infected with COVID-19 or if you have travelled internationally within the previous 14 days. See Appendix 1 below for further information on the Student Health Declaration.

Responding to Announcements as Public Health Advice Changes

We will communicate with you via your registered UCD email address whenever there are changes to safety protocols. In many aspects of this guide, you can expect further details to emerge in advance of the 21st September. This remains the case because we recognise that our teaching, learning, research and support functions may need to adjust in line with national and international guidance. We ask for your assistance in ensuring that you adhere to any changes for your sake and for the sake of other members of the UCD Community.

Maintaining physical distancing:



Your actions and choices affect the whole community, not only yourself. While you might feel at ease or perceive low risk, keep in mind that everyone's personal health and home situation differs. By acting first, you set the tone, stand for inclusion, and save others from having to ask you to and explain why.

The current guidance is that you should maintain a distance of 2m from the nearest person. **Sectoral guidelines** do permit 1m physical distancing in some teaching settings, in conjunction with the use of a face covering. There will be multiple signs around the campus, internally and externally, reminding you of this physical distance. We will ask you to make your own judgement in using spaces/seats in common areas. In formal teaching and learning spaces, we will have room-specific guidelines which you will be required to adhere to.

Hand sanitisation/hygiene:



Public health advice is that regular **hand washing** throughout the day is an important mechanism to limit the spread of the COVID-19. This is because the virus can live on surfaces that you may touch such as door handles, desks and your own face coverings. The University will provide hand sanitising stations throughout the campus and will also be cleaning facilities more frequently. However, we ask that you carry your own **hand sanitiser** and sanitising wipes and get into the habit of using them when you change location on campus. Face coverings, hand sanitiser, sanitising wipes and other hygiene products are available to purchase from Procure Pharmacy, the Centra convenience store and Student Union shops.

Face coverings:



Students and other members of the University community will be expected to wear face coverings in the form of masks when entering, circulating within and using campus buildings. Face coverings should be worn in class where 2m separation cannot be guaranteed. Face coverings are not required where 2m or more separation can be guaranteed, unless legally mandated e.g. libraries and shops. If the wearing of a mask is not possible due to an underlying condition, or due to the circumstances of the activity being undertaken, then a face visor may be worn. However, if students have underlying conditions that preclude them from wearing face coverings of any type but also have a condition that makes them more susceptible to COVID-19 then they should seek further medical advice on the appropriateness of engaging in those activities without a mask. Where possible, we will put in place live streaming or online availability of learning materials for vulnerable students or for those who cannot wear face-coverings in situations where they are required and elect not to attend. Please follow this [link](#) for HSE advice to people in high risk or very high risk categories.

Prepare for contact tracing:



We ask that you download and use the free HSE **Contact Tracing App** (compatible with Android and Apple phones), which will facilitate and speed up contact tracing in the event of a COVID -19 case within the University population. You should also keep a record of:

- » Classes you have attended
- » The number of the classroom seat you sat in (if relevant)
- » Offices you have visited
- » Facilities you have utilised / visited
- » Club/Society activities you were involved in

In so far as is possible, try and keep a diary of your social contacts. When recording an event note what PPE you were wearing (if any) and, if possible, what PPE others around you were wearing, and note the activity you were undertaking. If contact tracing is undertaken it will be through the national public health system, and they will find it helpful if you have kept a diary.



3

Student Support Academic Experience

Scheduling:

As always, scheduled learning activities will be pre-populated into your individual timetables. However, there will be other learning elements that you can take at your own convenience online. We recommend that you set aside time each day to deal with each learning element as it becomes available, rather than waiting for tasks to build up. This is especially the case in preparation of assignments for submission or study for assessments. Don't forget to leave time for exercise or other activities that can keep you mind and body healthy. We expect module registration to be available to you as a continuing student from early September after which you should have access to most timetable information. As in previous years, you will receive an email in early September to provide you with a specific start time to commence registration. During registration, you will be able to view the delivery mode for each module and associated learning elements (labs, tutorials etc), be that face-to-face, online or blended. Key dates on the Academic Year can be found [here](#).

Preparation of personal learning space:

While studying remotely, you may find it useful to set aside a portion of your personal space at home or in your accommodation dedicated to study, if you can. We recognise that this is not always possible, but an office chair, a desk and external display at the correct eyeline would be ideal. If this is not all possible, we suggest using a laptop/tablet stand with an external keyboard, so the screen and keyboard can both be at a comfortable height. We recommend you take regular movement and eye breaks while you study. Our occupational therapist has prepared some tips on how to set up your home study space.

<https://www.youtube.com/watch?reload=9&v=UWHZ-4ckPYc&t=64s>

Preparing for a combination of face-face and digital learning



Computer equipment:

We know from engaging with you directly, and through your responses to a number of surveys, that most students work from a combination of a laptop and a mobile phone. If you had no issues in the last trimester using your personal devices for learning, then you should have no issues this trimester.

There are also two further options available to you;

The James Joyce Library and the Health Sciences Library both have banks of **laptops** that can be borrowed for use within the library space.

In addition, there are a number of computer laboratories available for student study. We will be asking you to wipe down any computers, equipment, before and after use.



Commonly used digital technologies:

Brightspace is the University's Virtual Learning Environment, where you can expect to find module learning materials, submit assessments and collaborate with classmates. Information on using Brightspace is available [here](#), if you need assistance with any aspect of using Brightspace you can also email ithelpdesk@ucd.ie.

The recommended browser for the best experience of using Brightspace is the latest version of Chrome. The Brightspace **Pulse App** is also a useful way to receive alerts and notifications on your mobile device. Our institutional app, **UCD Mobile**, provides easy access to a range of information and services such as gym bookings. You will also find links to COVID-19 guidelines within Brightspace.



Study Spaces:

Additional spaces will be available for you to study between face-to-face teaching periods and, where possible, you will be encouraged to use the building in which you have most of your teaching. With lots of online classes and meetings going on, headphones will be an essential part of your kit.



4

Student Services Facilities, Supports & Services

You will be able to continue to use and access the same services, facilities and supports that UCD offers, albeit with some restrictions associated with COVID-19. Before travelling to the campus to use a service, please go directly to the website associated with that service to familiarise yourself with access options. You may be required to schedule an appointment for a face-to-face meeting or avail of the service online or by phone.

Learning supports:

A range of learning supports are available to you through the Access and Lifelong Learning Centre, the UCD Writing Centre and the UCD Maths Support Centre. You should contact the relevant support unit depending on what you require.

- » **UCD Access & Lifelong Learning** provides guidance to mature students, students with disabilities, or students from a socio-economically disadvantaged background. This service is available before entry, during the application stage, and once at UCD. UCD Access and Lifelong Learning also offers Academic Skills Workshops for all UCD students, covering a range of topics from Note-taking to Exam Preparation. All students can enrol in the Brightspace Module **"ALL Student Supports-University for All"** to find these resources.
- » **The UCD Writing Centre** offers one-to-one writing consultations in person (pre-booked) and workshops/seminars on particular topics.
- » **The UCD Maths Support Centre** is available to students during term to assist students registered to level 0, 1 or 2 modules. Support will be offered in one-to-one sessions, drop-in support or bookable appointments using the MSC Virtual Classroom.
- » Through the **UCD Library**, you will continue to be able to access information to support your study online, including many additional e-books. Help on searching from home can be found [here](#). All five libraries will be open to allow you access to borrow print books, consult print journals and to use the laptops, PCs, printers and copiers. Group study spaces will be available, but spaced to ensure the physical distancing guidelines are adhered to for your safety. The wearing of face coverings is now mandatory in libraries. Clear guidance will be provided on how to safely use the spaces and services when the Autumn Trimester commences. Any books you may have from last trimester have been renewed until the end of September. You can return them to any of the five libraries and no fines will be charged. Loan periods will also be altered to reflect the changing nature of your time on campus. Library staff will be available in person and online to help you with any questions you may have.



Advisory supports

In this new blended learning environment, you may have queries or concerns you would like to speak to a member of UCD staff about. UCD offers a number of different student advisory supports which will still be available to you during the new academic year.

- **College and School Offices** are available for continuing students; for specific programme queries, your programme manager and programme team are the first point of contact.
- For more general queries, the **UCD Student Desk** is the one-stop-shop for all student-related queries from digital form-stamping to queries relating to fees or registration from 10am - 4pm, Monday to Friday. Students will be able to avail of all services virtually via www.ucd.ie/askus or calling 01 716 1555 or by instant messaging at **Hangouts chat**. From 26th August, it will be possible to book an appointment to arrange face-to-face support with one of the Student Desk staff, for more complicated and/or sensitive queries.
- For incoming First Years, we will be offering scheduled drop-in Zoom clinics to provide advice and assistance during the first few weeks of the Autumn Trimester. For more complicated or sensitive queries, it will be possible to arrange face-to-face support with a staff member in your College/School Office or the Student Desk (by appointment only).
- Student Advisers are available to offer support, information and advice to all students. Every programme has a designated student adviser and details of your adviser can be found on their [web page](#). Appointments can be made for zoom meetings and telephone calls, and face to face meetings can be facilitated as necessary. You can also **Live chat** with our Student Advisers during office hours.
- UCD Access and Lifelong Learning expect to work both online and in person. If you have any queries relating to disability support, financial supports, mature entry student advisory supports, or Open Learning please email all@ucd.ie or disability@ucd.ie.

IT Services – Walk-in Centre

UCD IT Services plan to re-open the Daedalus IT Centre from the end of August, as per University protocols. Pre-booking will be required and further updates on this will be published on our [web page](#). UCD IT Services are continuing to provide IT support through our IT Helpdesk 9am - 5.30pm Monday to Friday.

t: +353 1 716 2700

e: ithelpdesk@ucd.ie

w: www.ucd.ie/it



UCD Careers Network at Belfield and Blackrock

UCD Careers Network joins the dots between your time at University and your future career. Whether you have no career plan, a vague plan or a clear plan, staff at the Careers Network can help you move forward with your career, applications for graduate study and graduate employment.

During the Summer of 2020, staff at Careers Network have been busy connecting with 100's of employers to make sure UCD students have the best possible internship and graduate jobs in this changing environment, and making the most of all new and emerging opportunities.

UCD Careers Network offers career coaching, personal and professional development opportunities and access to job vacancies and other opportunities. Visit our [website](#) for more information.

Health Services

The coronavirus pandemic has dramatically changed students' day-to-day lives. While your physical health and safety is critical at this time, looking after your mental health and wellbeing will be crucial in helping you to succeed and enjoy college. Guidelines, for students returning to campus, on coping during the coronavirus pandemic can be found on the student counselling [website](#). Information about campus medical facilities can be found [here](#). If at any point you are worried you may have COVID-19, please follow the simple steps listed [here](#).

5

Student Life Campus Experience

Considerations for Students living on Campus

To reflect the new dates for orientation, the commencement date for the License to Reside has been changed from the 28th August to the 17th September for continuing students and the 24th for CAO/Entry level. This results in a shorter License to Reside term for students taking two trimesters of accommodation (Autumn & Spring). The Summer Trimester will continue as before. UCD will also be providing access to accommodation for those wishing to avail of just a 14-day isolation period before moving onto accommodation elsewhere.

International students who have booked accommodation will be able to check in from the 20th August to allow them sufficient time to arrive and self-isolate for 14-days prior to the start of orientation. This additional time is offered at no extra cost to resident international students staying for the year.

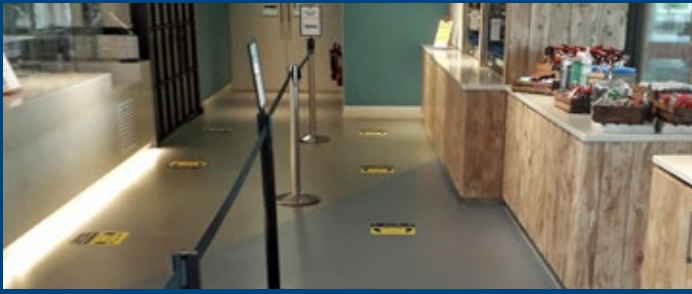
International students living in UCD Residences will be assigned rooms as they arrive and check-in on campus which can be used for self-isolation as necessary and will also remain their allocated room for the period of their stay in UCD, unless there is a requirement to move under health and safety. Students will be able to cook for themselves in their apartment and will be able to access food delivery services from the local supermarkets. The on-campus Centra provides online ordering and delivery service of groceries to students whilst they are self-isolating. Where catering is provided as part of the accommodation package in Roebuck Castle, the catering will be free of charge during any period of self-isolation.

Estate Services will follow the latest HSE advice at the time should a resident with symptoms present or should a resident test positive. **Protocols** are in place if members of the UCD community become sick with COVID-19.

Consideration for International Students

International students coming to UCD should check the **UCD Global website** regularly. This advice is subject to change at short notice and we update it with new information as soon as it is available.





Campus Amenities

At present Bluebird Café (Newman building), Poolside café (Student Centre), Pi (O'Brien Centre for Science) and Pulse café (Health Sciences Building) are open. Other units will open on a phased basis. Retail units currently open on campus include the UCD Bookshop, the Bicycle shop, Belfield Barber Shop and the Procure Pharmacy and the College Collection is available for click and collect. More information is available at [Accessing Campus Supports and Amenities](#).



Sports Facilities

Sports facilities have reopened on campus but are operating with restrictions. Please check availability ahead of time. www.ucd.ie/sportandfitness



Student Clubs and Societies

Clubs and societies are a great way to integrate into University life, and clubs and societies are planning both face to face and virtual activities for their members.

UCD Societies will be running events from the start of the first trimester; there are around 80 groups to choose from. Through societies, UCD students can access social events, academic development, volunteering opportunities or explore political activism, religious affairs, food, culture, language and travel opportunities. You can join any society throughout the year by attending events or getting in touch societies.ucd.ie/societies

There are 54 sports clubs to choose from that are for the most part student-run and student-led. Clubs provide a huge range of opportunities to train, play and compete in sport, no matter what your passion, ability or level. All club operations in UCD will be amended to reflect the COVID-19 procedures of the national governing body of each sport. Procedures will also reflect best practice as dictated by Sport Ireland, the HSE and the University. UCD sports clubs will continue to be at the centre of student activity in UCD. So, whether you want to keep fit, learn new skills or meet people with similar interests, there is a club for you in UCD.

www.ucd.ie/sport/clubs



UCD Students' Union

Your Students' Union will be available to you as a resource for the upcoming year. UCDSU offices are located in the old Student Centre on Belfield campus, and will be open during working hours for you to drop in. Students are encouraged to make contact if you have any concerns or need representation. You can make an appointment through email, or by speaking with the reception team (drop-ins will be available within physical distancing regulations).

Bi-weekly Student Council meetings will remain online due to physical distancing guidelines. UCDSU events and further information, along with contact information for all of your officers, can be found through www.ucdsu.ie or via our social channels @ucdsu.



Transport

As a guiding principle we ask that you walk or cycle to campus where possible or use public transport whilst adhering to public health advice. Driving to and parking on campus should be considered only when other options are unavailable or impractical due to distance or lack of public transport. You can find out further information about getting to and parking on campus [here](#).

Appendix 1

Student Health Declaration

I declare that, for the academic year 2020-21, I will follow government and UCD guidelines related to reducing the spread of COVID-19. I understand that this is likely to change regularly, so I will take personal responsibility for ensuring I am up to date with the latest information.

I declare that I will not attend University physical facilities or University organised events if:

- I experience any or all of the common symptoms associated with COVID-19 (Coronavirus) namely:
 - » Cough – this can be any kind of cough, not just dry
 - » Fever – temperature 38 degrees Celsius (100 degrees Fahrenheit) or above
 - » Shortness of breath or breathing difficulties
 - » Loss or change to sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- If I have travelled outside of Ireland within a country that is not on the Government of Ireland's [Green List](#) in the preceding 14 days
- If I have been in contact with, or in the immediate vicinity of any person subsequently displaying COVID-19 symptoms, confirmed or not
- If I have been advised by a doctor to self-isolate or cocoon
- If I am awaiting COVID-19 test results.

If I am a UCD resident, I will not leave my accommodation to attend class or use any University facilities until such time as I have been advised by a doctor that it is safe for me to do so.

If diagnosed with COVID-19, I undertake to not enter UCD campus facilities, or attend UCD organised events, until my doctor has advised that it is safe to do so.

I declare I have watched and/or read the following COVID-19 and public health resources and am familiar with them:

- » [HSE General Guidelines COVID-19](#) (video resource)
- » [WHO Hand Wash Guide](#) (video resource)
- » [HSE Guide on Face Coverings and Gloves](#) (webpage resource)
- » [HSE Guide for People at Higher Risk from Corona Virus](#) (webpage resource)
- » [HSE Covid-tracker-app](#) (webpage resource linking to app)



www.ucd.ie/covid-19

September 3, 2020