UCD DUBLIN
University College Dublin
Ireland's Global University

Short Guide for Students Coming to Campus (Update)
Summer Trimester 2020/21

Contents

Welcome & Introduction

As we continue to overcome the challenges presented by the COVID-19 pandemic, UCD has endeavoured to provide a safe and enjoyable working and learning environment for all it's community, both online and on-campus.

This short guide should help you navigate through your studies over the Summer Trimester - whether you are learning at distance or will be physically present on campus - providing information about the virtual learning experience, as well as what supports are available to students. 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. Due to the uncertainty caused by COVID-19, it is likely that the social restrictions referenced within these guidelines are subject to change, and as such we ask you to keep up to date with the public health guidelines and advice issued by **UCD** and by the **Irish Government**.

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

As was the case earlier in the year, you may have the opportunity for some small group face-to-face classes, alongside 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.

In accordance with current public health restrictions and guidelines, we anticipate the Summer Trimester experience to be in line with the Spring Trimester experience, with similar practices and expectations in place, including:

» We will be supporting your safe engagement in on-campus based activities - in learning and social and sporting opportunities - where it is possible for them to take place.

» Learning in small groups may take place on campus, depending on your programme.

» Learning in large groups may well continue to be through online live lectures, recorded lectures or blended delivery.

» Laboratory, clinical and professional activities may take place 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 online, and in person by appointment where possible.

Additional facilities are available for you to study independently, or in small groups, which will allow you to engage in your online learning and any 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.

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Students coming to campus
What are my responsibilities?

The changes necessitated by COVID-19 mean that we must all become used to a new, different 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 are, again, requiring every student to take personal responsibility for their actions, at all times, and adhere to the best practice advice being issued by the **HSE,** and **UCD,** in respect of COVID-19 risk reduction.

Students must not attend campus for any reason if they are suffering from symptoms of COVID-19 or have been identified as a close contact. When on campus, both hand and respiratory hygiene, the use of face coverings and physical distancing must be in accordance with HSE, sectoral and the University's guidelines. If you are living in Campus Residences and receive a COVID-19 positive diagnosis you must report it to the Front of House team by dialing 01-716-7999. A member of Campus Services staff will advise on the next steps.

The University put in place rules relating to COVID-19 risk reduction to be adhered to by students, and others, on campus and off campus whilst engaged in planned University activity. Where possible, buildings will have designated access and exit points and managed circulation protocols. Hand sanitisation units have been installed at main entrances and across buildings.

UCD Student Code of Conduct

During 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 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

At registration, you are asked to agree to terms and conditions which have been extended to cover COVID-19 related information. In particular, you are asked 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 fall into a group of persons advised to restrict movements, such as following international travel. See Appendix 1 below for further information on the Student Health Declaration. *You need only agree to the UCD Student Code of Conduct and Student Health Declaration once per academic year.*

Responding to Announcements as Public Health Advice Changes

University communications about changes to safety protocols will be sent to your registered UCD email address. There may be changes to aspects of this guide during the summer trimester to keep our teaching, learning, research and support functions in line with national and international guidelines. 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. So we ask that you act responsibly in the first instance, thereby setting the tone and showing you stand for inclusion.

The current guidance is that you should maintain a distance of 2m from the nearest person. **Sectoral guidelines** do permit less than 2m physical distancing in some teaching settings, in conjunction with the use of a face covering, and public health restrictions. There will be 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.

Face coverings:

In accordance with public health guidelines, we all are obliged to wear face coverings - in the form of masks - when entering, circulating within and using campus buildings. Face coverings are available, free of charge, please contact Estate Services on 01 716 7000 or estates@ucd.ie to arrange collection. Face coverings are also available from the Students Union. 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.

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 Procare Pharmacy, the Centra convenience store and Student Union shops.

Prepare for contact tracing:

To facilitate and speed up contact tracing, in the event of a COVID-19 case within the University population, we ask that you keep a record of:

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

You can also download the HSE **Contact Tracing App**, and 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.

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Student Support Academic Experience

Scheduling:

Scheduled learning activities will be pre-populated into your individual timetables and 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, during registration. Some of these activities will be delivered on campus and there will be other learning elements that you can take either at your own convenience or at scheduled times, depending on the module. 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.

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 has a bank 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 ask that you 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 are 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. Study and library study spaces can be booked **here**

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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 registered students, and you should contact 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.

» **UCD Library** provides support for all students via on campus and online services. For Summer Trimester 2021 the James Joyce Library is open 09.00 - 17.00 (Mon-Fri) and the Blackrock Library is open 09.30 - 17.00 (Tues-Thurs). Print material held in the Health Sciences, Veterinary and Richview libraries can be requested for collection in the James Joyce Library **https://ucd-ie.libwizard.com/f/retrievalform_sites**.

You can walk in to borrow books, consult print material and to use the PCs and printers. Laptop loans are available in the James Joyce Library. **Occupancy caps** are in place. There are generous loan periods for print books, which are automatically renewed, unless requested by another reader. To study in a library you will need to **book a seat** in advance. It's important to check in on arrival at your desk for COVID contact tracing. Postgraduates can also **book single study rooms** or space in the Postgraduate Research Centre. Please remember wearing face coverings is mandatory in the libraries. There is a wide range of e-books, e-journals and databases available online. Help on searching and studying from home can be found **here**. Check your **subject guide** for helpful information and librarian support in your discipline. Information services are available in person (at information desks), by telephone and online via **chat** and **email**.

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 students; for specific programme queries, your programme manager and programme team are the first point of contact.

- The Student Desk is a one-stop-shop for all student-related queries from form stamping to queries relating to fees, registration or official documents. Contact the Student Desk via Connector at **www.ucd.ie/askus**. This is also where you will find the most up-to-date information on other ways to contact the Student Desk, e.g., telephone (and face-to-face appointments when they reopen). And coming in 2021 - Charley Chatbot!

- 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** will be working online over the summer trimester. 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 will re-open the Daedalus IT Centre in August as per University protocols. At present, pre-booking is essential if you require face to face support. UCD IT Services is 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

The 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.

The staff at Careers Network continue to be 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. 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.

The Student Health Service is open and available to offer medical care for acute and chronic illness or conditions, including advice on testing, assessment and vaccination for COVID-19.

SHS offers a broad range of additional services including women's and men's health, contraception, STI clinics and sports injury clinics. All our clinicians are experienced in the management of mental health conditions and can diagnose, advise and prescribe treatment and, if appropriate, refer you onwards to the appropriate service. Further information is available on the Student Health **website**.

All UCD students have access to **SilverCloud**, a flexible, effective and easy to use online mental health support system. SilverCloud gives students experiencing stress, anxiety and/or depression secure, immediate and confidential access to online Cognitive Behavioral Therapy (CBT). Guidelines, for students, 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**.

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Student Life
Campus Experience

Considerations for Students living on Campus (Specific updates for Summer trimester)

Students coming to UCD Residences should check the **Residence's website** regularly. This advice is subject to change at short notice and we update it with new information as soon as it is available. The Summer Trimester will be from 18/05/2021 – 06/08/2021.

In recognition of the challenges some residents are facing due to the COVID-19 pandemic, the following flexibility is being applied to the 2021 summer trimester:

» Students who need an extension to their license to reside due to either extended assessment periods or difficulties in booking international travel can extend their stay in UCD Residences for 2 week slots. Depending on where they are currently living and the duration of the extension they may be required to relocate. The extension will be charged at a summer rate.

» For residents who have booked for the whole of the summer trimester, the flexible cancellation policy that has applied during the academic year 2020/2021 will be extended in recognition of the continued limits to face to face teaching. Residents who have paid for the summer trimester in full and subsequently cancel will receive a pro-rata refund from the date of cancellation and check out of any unused accommodation period. This is subject to following the official cancellation and check out procedures and usual terms and conditions on inventory and damage requirements.

If you are attending UCD after travelling to Ireland from abroad please ensure that you are familiar with the **Irish Government's current travel advice** and restricted movement requirements and that you adhere to these at all times. 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

A number of outlets remain open on campus, but the range of accessibility varies in accordance with national guidelines. More information is available at **Accessing Campus Supports and Amenities.**

Sports Facilities

Sports facilities are operating in accordance with national guidelines. Please check accessibility and availability ahead of time. **www.ucd.ie/sportandfitness**

Student Clubs and Societies

A number of UCD Societies will continue to run events in the third trimester. Through Societies, UCD students can access social events, academic development, volunteering opportunities or explore political activism, religious affairs, food, culture, language and travel opportunities. To join or find out what events and activities will be taking place over the summer trimester check the **UCD Societies webpage** or the Society's own social media.

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. Club activities will be operating 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 throughout the 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).

In keeping with current public health guidelines bi-weekly Student Council meetings will take place in a hybrid format - online and in person. 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 on **Ireland's high risk category 2 countries / designated states list** in the preceding 14 days before arriving into Ireland*
- 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 or Contact Tracing to self-isolate or restrict my movements
- If I am awaiting COVID-19 test results

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. 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.

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)
- » **Mandatory Hotel Quarantine Requirements****

*   Upon arrival from a high-risk category 2 country, you must complete a minimum period of 10 days of mandatory quarantine in a hotel. However, if you receive a negative or 'not detected' result from a COVID-19 RT-PCR test taken on day 10, your period of quarantine may be completed at home. For more check https://www.gov.ie/en/publication/b4020-travelling-to-ireland-during-the-covid-19-pandemic/

** Exemption for those who have been fully vaccinated

Arrivals seeking to avail of this exemption must have documentary evidence of having received a full course of an EU approved vaccine and have completed the final dose of that vaccine a sufficient period prior to travel to Ireland to be regarded as fully vaccinated.

Even if you are fully vaccinated, you are still legally required to have a negative pre-departure RT-PCR test and complete a period of self-quarantine at home or at the address specified on the Passenger Locator Form.