NCAD

**Student Guide:
Returning
to Campus**

→

2020/21

NCAD

Welcome back to all our continuing students and welcome to all students joining us for the first time in 2020.

WELCOME

We are extremely proud of the creativity and resilience demonstrated by our students during the lockdown and campus closure and we are very much looking forward to welcoming you back for the start of the Academic Year from October 5. It is important however to acknowledge that COVID-19 still presents a significant risk and challenge to our society so things will need to be a little different in the coming year.

These guidelines are intended to help you prepare for your return to campus in October, letting you know what you can expect of NCAD, 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 NCAD community.

Protection against COVID-19 is a mutual responsibility shared by all students and staff to work collectively to ensure a safe working environment for us all.

This short guide has been prepared to assist with your preparation for the 2020/21 Academic Year. We are mindful that government guidelines will change over the duration of the year so it is very important that you keep up to date with the guidelines and advice issued by NCAD and the Government over the course of the year.

Updates will be given here:
www.ncad.ie/about/covid-19-coronavirus-resources/

CONTENTS:

At NCAD
we ask that you:

**PLEASE
WEAR A FACE
COVERING**

**PLEASE KEEP
YOUR SOCIAL
DISTANCE**

**REMEMBER TO
SANITISE YOUR
HANDS REGULARLY**

**REMEMBER
TO RESPECT
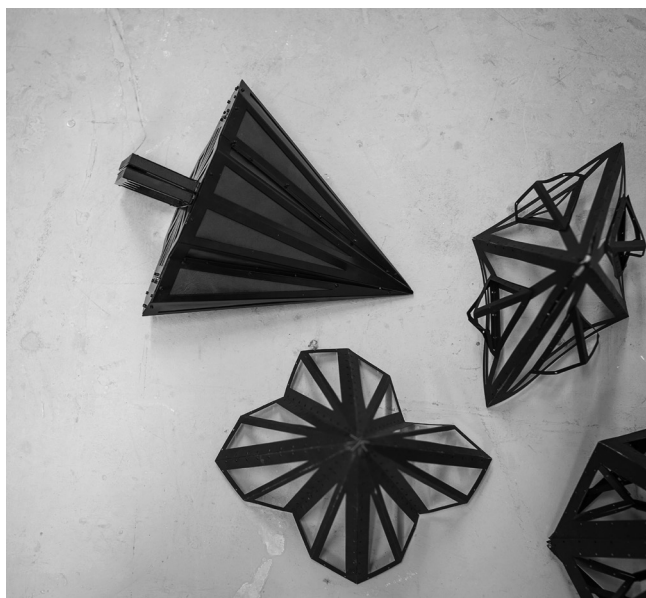EACH OTHER**

WHAT CAN I EXPECT THIS YEAR?

In order to adhere to the appropriate social distancing and public health guidelines, where the National Framework for Restrictive Measures allows, we will be able to accommodate approximately half of our students on campus at one time.

Our teaching and learning environment is therefore being re-designed to encompass on-campus and off-campus teaching and learning in equal measure, and this delivery model is referred to as 'blended learning'.

Under the blended learning model being developed at NCAD, when Dublin is on Level 2 or below on the National Framework for Restrictive Measures, students can expect to be on campus for at least two days every week, with additional time on a third day in some weeks.

It is very important to note that all time on campus will be scheduled time and you should not attend campus on the days that you are not timetabled to be here. This is to ensure that we maintain appropriate occupancy levels on campus, minimise the risk of spread of infection and also have a clear record of attendance for contact tracing incase of a suspected case of COVID-19 on Campus.

Practice is at the heart of learning at NCAD. Teaching and learning happens in studios and workshops, and collaboration is central to learning. NCAD's reopening plans are centred on creating the best conditions for learning in a safe environment for staff and students. Our staff have been working hard to develop new models of blended learning for the coming year and we are excited about the ways this is going to happen and the new journeys this will take us all on - creativity thrives with change and so this is something we embrace and we know you will too.
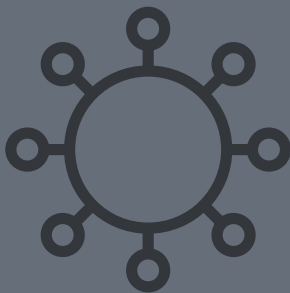
For both new and returning students the changes necessitated by COVID-19 mean that we must all become used to a new way of campus life.

KEEPING US ALL SAFE

Your actions directly affect others around you - their health and that of their families and friends - just as theirs do yours. We must all take personal responsibility for our actions, at all times, and adhere to the best practice advice being issued by the HSE in respect of COVID-19 risk reduction.

**IN ORDER TO PROTECT OUR COMMUNITY
NCAD ASKS THAT YOU;**

— Complete the Return to Campus Student Declaration Form before 12pm on Thursday 1st October.
— Complete the COVID Induction Training listed on the Return to Campus Student Declaration Form.
— Engage with the COVID-19 Student Support Officer (studentcovidmanager@staff.ncad.ie) if you have indicated High Risk or Very High Risk during registration. If you indicated High Risk or Very High Risk you will be contacted by the COVID-19 Student Support Officer, who will advise you on the procedures you will need to follow.
— Wear a face covering whilst inside NCAD buildings.
— Be aware of, and adhere to good hygiene and respiratory etiquette practices and ensure that physical distancing is maintained.
— Make yourself aware of the symptoms of COVID-19 and monitor your own wellbeing.
— Self-isolate at home and contact your GP promptly for further advice if you display any symptoms of COVID-19, and keep the COVID-19 Student Support Officer updated on your status (studentcovidmanager@staff.ncad.ie).
— Do not return to or attend campus if you have symptoms of COVID-19 under any circumstances.
— Contact the COVID Student Support Officer if you develop any symptoms of COVID-19 whilst on the NCAD campus (studentcovidmanager@staff.ncad.ie).
— Keep yourself informed of the updated advice of the public health authorities.
— 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 NCAD Community.
— Ensure you are familiar with the NCAD COVID Handbook which will be available to all students on My NCAD and Google Classroom.

PREPARING FOR LEARNING ON CAMPUS AND REMOTELY

Campus

All time on campus will be scheduled time and you should not attend campus on days that you are not timetabled to be here. Programme delivery is being organised to make the best possible use of your time on campus. If you are following a studio-based programme, we want to support you in getting the most from your time in the studio and to ensure that you get access to workshops in support of your learning. For all students, peer to peer learning is a key feature of an NCAD education and will be supported where possible in your time both on and off campus.

For the safety of all members of the NCAD community, it is important that you adhere to good hygiene and respiratory etiquette practices and ensure that physical distancing is maintained at all times. This is particularly important in workshops, where specific guidance will be given to you. Unfortunately, the measures required to keep staff and students safe in workshops mean that numbers in these spaces will be very limited and all workshop access will be timetabled. You will only have access to a workshop if you have been given a timeslot and only at that scheduled time.

Different activities on the campus will be governed by specific guidelines and protocols, and you will be informed of these at your Departmental briefings once you are on campus. These protocols are informed by a detailed risk assessment undertaken during the summer of the NCAD campus and the different activities that take place here - so we ask that you make sure you are aware of protocols for your area and adhere to them at all times.
You will receive information and training specific to your Department, programme and workshops when you return to campus.

Remote Learning

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.

You will find resources on *How To Study at Home* under the Organisational and Planning Support section of our website: www.ncad.ie/students/support-services/student-learning-support-service

Computer Equipment

You should speak to your Head of Department regarding hardware and software requirements for your programme of study, they will be able to provide advice on minimum specifications and suggested software licences.

NCAD Laptop Loan Scheme

The NCAD Laptop Loan scheme is available to you if you need a laptop for your studies and may not be able to finance it. Please note that there are a limited number of laptops available through this scheme and laptops are not guaranteed.

This scheme is open to new and continuing students. To be eligible to make an application for a laptop you must be registered as a full or credit-bearing part-time student in 2020-21 and be from a low income household (annual income below €49,840). Non-EU fee-paying students, Erasmus and Study Abroad students are not eligible to apply.

Supporting documentation must be provided to be considered for this scheme. Your application will be assessed on your eligibility, and on the information you provide. This laptop loan scheme will only be available this trimester and there will not be another opportunity to apply.

APPLY HERE:
www.ncad.ie/students/support-services/ncad-laptop-loan-scheme/

Digitally Enhanced Learning
The College uses Google Classroom as a virtual learning environment to support your on campus learning, enabling you to study in a blended learning model. All modules will be supported by a dedicated Google Classroom.

Google Classroom is an easy to use online platform designed to help students and staff communicate, collaborate, manage assignments, share materials, submit work digitally and stay connected and organised.

Staff will use Google Classroom to announce project and module related information, and you should ensure that you regularly check your college email and the classrooms you are registered with to ensure you keep up to date with your studies.

In addition to Google Classroom you will communicate with staff and colleagues digitally through Zoom and Google Meet. Staff will arrange and schedule online lectures, seminars, tutorials and other classes with you via your college email and Google Classrooms.

All students at NCAD have access to the Linkedin Learning online resource, which contains invaluable online tutorials and materials which you can view and study.

Each programme within NCAD uses a range of creative software packages appropriate to their respective discipline, and your course tutors will provide programme and module specific advice, guidelines and training (online and/ or in class).

Guidelines on how to use these online platforms and specific software and resources related to your programme of study will be shared with you at the start of each module or project.

The Edward Murphy Library

Through the Edward Murphy Library, you will continue to access information to support your study and studio practice online, including enhanced access to full text articles through Jstor and other library databases. Help on searching from home will be provided through a suite of video tutorials available from the library web pages during October. An electronic Hold & Collect system has been introduced to allow students to borrow books, journals and DVDs through their library account from any desktop, laptop or mobile device.

Any loans you may have from the previous term have been renewed until 2nd November. Loans can be returned to the Atrium in the Granary during regularly scheduled intervals. Clear guidance on how to use the services and spaces will be provided when the autumn trimester commences. Library staff will be available through email and Zoom to help with any questions you may have.

For information please go to:
www.ncad.ie/library
Email: libraryloans@staff.ncad.ie

Throughout the Autumn Trimester, a limited number of places will be available to researchers onsite at the National Irish Visual Arts Library (NIVAL), Ireland's foremost collection of documentary information on Irish art and design. A Zoom consultation service will be available to Final Year and Postgraduate students from the start of term.

For information please go to:
www.nival.ie
Email: nivalinfo@staff.ncad.ie

STUDENT SUPPORTS & SERVICES

You will be able to continue to use and access the same services, facilities and supports that NCAD offers, albeit with some restrictions associated with COVID-19;

NCAD Student Information Desk

The NCAD Student Information Desk is the first point of contact for general student related questions on admission, registration, and fees and grants. It is also the point of contact should you require a letter issued or form stamped confirming your registration. During this period we will not be able to run a drop in service, we will be asking you to email in advance with any queries and we will then advise you on how to proceed. Please be aware that due to current circumstances it may take up to three days to process some documents. Email: information@staff.ncad.ie

NCAD Student Support Services

A range of supports are available to you during your time at NCAD. Please go to the Student Support Services section on the NCAD website for information on the particular service that you require. There you will find information on how to book an appointment and access information on what financial support may be available to you.
www.ncad.ie/students/support-services/

NCAD Student Counselling Service

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. To make an appointment you can text: 087-951 9819 or email counsellor@staff.ncad.ie

NCAD's Careers Advisory Service

NCAD's Careers Advisory Service provides careers advice to students throughout their course, and in particular to students in their final year or pursuing postgraduate studies. The objective of the service is to provide up-to-date information and advice for students on matters relating to career choice, postgraduate studies and employment. Email: information@staff.ncad.ie

MEDICAL SERVICES ARE PROVIDED FOR NCAD STUDENTS AT THE FOLLOWING TIMES:

—	Tuesdays	2pm to 4.30pm	Doctor (Female)
—	Wednesdays	9am to 11.30pm	Advanced Nurse
—	Fridays	9.30 to 12pm	Doctor (Male)

For information about booking appointments for the Careers Advisor and Medical Support Service please visit:
www.ncad.ie/students/support-services/
Email: information@staff.ncad.ie

NCAD's Access Service

NCAD's Access Service provides guidance and support to mature students, students with disabilities or students from a socio-economically disadvantaged background. For information contact access@staff.ncad.ie

Financial Assistance

NCAD offers financial support through the Student Assistance and Childcare Support Fund. Guidelines and online application form can be found here:
www.ncad.ie/students/support-services/student-assistance-fund-1/
For queries relating to the the Student Assistance Fund email:
studentassistance@staff.ncad.ie

Student Learning Support Service

Students with disabilities and specific learning difficulties are encouraged to register with the Learning Support Service. Specifically tailored individual and group sessions are available to students, as needed, in academic, organisational, social and wellbeing support. The service also provides skills based seminars and lectures to the student body on essay writing and research and study support.

For information please go to: www.ncad.ie/students/support-services/student-learning-support-service
Email: learningsupport@staff.ncad.ie

Assistive Technology

Assistive Technology (AT) is a range of tools that make learning more accessible. This includes, for example, software that helps with spelling and grammar, digital pens for recordings lectures, adapted tools for those with visual or hearing impairments, and alternative inputs for students with mobility issues. NCAD's Assistive Technology Specialist can provide technology and training to students who avail of disability and learning support. For information please go to: www.ncad.ie/students/support-services/student-learning-support-service
Email: assistivetechnology@staff.ncad.ie

IT Services

IT Support will continue to provide support to Students during Trimester 1 from 1.30pm to 4pm weekdays. It is important to note however that you will now be required to log a ticket and this is no longer a 'drop-in service'. Please do not call into the IT office or work areas of IT staff without prior scheduled approval.

If an IT technician requires you to be present with your device you will be allocated an appointment time and location other than the IT Office. Please ensure the device is sanitized prior to appointment time.Instructions for sanitizing an electronic device can be found on the following links HP, Dell, Apple, or Android. If an IT technician is required to set up or configure technology within your workspace please ensure the workspace has been cleaned and if possible, the space is unoccupied (unless the IT technician requests you to be present).

Up to date IT Support information can be found at:
www.ncad.ie/students/it-support2/

Luncheonette
We are here to provide nourishment and hospitality to students and staff and have been thinking very carefully about the safest way to do this. We have created a new dining room layout so that our visitors have plenty of space. We will also have a new mobile offering in Grey Square for coffees and pre-ordered lunches. We are really looking forward to seeing you all. Check www.luncheonettedublin.com/ for updates.

LIFE ON CAMPUS

From the NCAD Student Union
We are Caelainn Kerrigan (she/her) and Caoimhe Cronin (she/her), your Student Union President and Vice President for 2020/2021, elected by you.

Every student at NCAD is a member of the Students' Union. We are here to help you make the most of your time at NCAD. The SU's main functions are to provide academic support for students, to provide support to students in need, to lobby the college and the government on issues affecting students, and to provide entertainment on campus.

If you need someone to talk to about student life, the College, or any issue affecting you as an NCAD student, get in touch. We would love to hear from you if you have any ideas or suggestions as to how to make NCAD student life better.

Phone: + 353 1 636 4269
Email: ncadsu@gmail.com
Instagram: @NCADSU
Twitter: @ncadsu
Add us as a friend on Facebook

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