



ACCESS LEADER

H4ND BOOK

ABOUT US



- 4 HEAR & DARE SCHEMES
- 4 OPEN LEARNING
- 4 QQI-FET ROUTE
- 4 MATURE YEARS
- 4 UNIVERSITY ACCESS
- 4 LIFELONG LEARNING
- 4 CAO



STRATEGY DEVELOPED, LAUNCHED & IMPLEMENTATION ONGOING



33% of UCD students are drawn from underrepresented groups



THE **UCD** COTHROM NA FÉINNE SCHOLARSHIP PROGRAMME IS THE **LARGEST IN IRELAND**



leInél

- 4 ANNUAL ACCESS SYMPOSIA PROCEEDINGS
- 4 TOOLKIT FOR INCLUSIVE EDUCATION INSTITUTIONS
- 4 UNIVERSAL DESIGN FOR CURRICULUM
- 4 WIDENING PARTICIPATION ANNUAL REPORTS

STUDENT DISABILITY **<1907** SUPPORTED

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WELCOME



Welcome to the UCD Student Access Leader Programme

Congratulations on becoming an Access Leader. We are delighted to have you as part of a group of exceptional students who have been selected to represent UCD Access and Lifelong Learning and assist us in our work. **Access and Lifelong Learning has responsibility for widening access to the University and ensuring participation by diverse student cohorts.** Currently 29.1% of undergraduate students are drawn from groups traditionally underrepresented in higher education. These students have entered the University through the alternative pathway routes of HEAR, DARE, Mature Years, University Access Courses, QQI-FET and Open Learning. Your understanding of these pathways and of the journey students have taken to be here, ensures that you are uniquely placed to help incoming students adjust to their new environment. Your pioneering endeavours have paved the way for the students coming up behind you. Your presence, your voice, your first-hand experience help reassure students that their goals are achievable.

We are very proud of your contribution to our work and know that without it, our job would be much more difficult. You often talk about wanting to make an impact and “pay it forward” - by agreeing to become an Access Leader you are doing exactly that.

We very much look forward to working with you over the coming year, ensuring that every Access student has the most positive student experience.

Dr. Bairbre Fleming
Deputy Director, UCD
Access and Lifelong
Learning



Thanks to **Annemarie Harvey, Director of Student Recruitment** and our colleagues in UCD Recruitment for their generous assistance in compiling this handbook.

WHAT WORK WILL YOU DO AS AN AN ACCESS LEADER?

You will be involved in a variety of activities both online and on the campus. These range from assisting at events such as the annual Access and Lifelong Learning Symposium and University for All initiative to outreach activities where you meet potential students who would like to know more about UCD. **Access Leaders have even represented UCD at committee level and national conferences.** Some of the more typical activities are listed below:

UCD Campus Tours

Part of your work will involve giving comprehensive tours of the Belfield campus to prospective students, their teachers, parents and families both on an individual and school-group basis.

Access and Lifelong Learning Welcome events

We will call on you to assist us at Welcome Days, Open Days, Academic skills Workshops and with Peer Mentoring opportunities.

University Events

You will be involved at annual events such as The Access and Lifelong Learning Symposium, Summer Schools & other events as required. Duties at these events include manning the registration desk, meeting and greeting visitors and directing people around buildings.



Outreach Events

Another aspect of your role may be to assist Access and Lifelong Learning staff at various outreach events which take place during the year. You may even be asked to visit your old school to talk about Access and Lifelong Learning.



WHAT ACCESS LEADERS SAY...

I saw the Access Leaders that assisted me as role models and wanted to follow in their footsteps, allowing me to help other students in the same manner I was helped.

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Working with the Access Centre helped me to develop an array of skills that will be useful throughout life such as leadership and teamwork skills, publicspeaking and organizational skills. I have made plenty of friends through my involvement with the Access Centre also. Working with them has allowed me to help young people in my community discover their full potential which provides me with a sense of achievement.

Working as an Access Leader helped me develop skills in communication and personal skills! Made me more confident to talk in front of others and has helped me greatly in learning how to interact with groups and making everyone feel at ease



ACCESS LEADER



YOUR ACCESS LEADER TRAINING

Don't worry about learning the ropes. Before you begin work, we will provide full training which includes developing personal skills such as good communication and also some of the more practical elements of being an Access Leader. Once you have completed the training you are a fully qualified Access Leader. The training includes:

Campus Tour Training: As part of your Access Leader training, you will receive full Campus Tour training. This training is designed to ensure that you have the knowledge to carry out a campus tour by yourself.

Employee Self Service Training: You will be shown how to access and claim your hours online via the ESS system. This is also done during your training session. If anyone needs extra help with submitting claims, they can speak to the Access team. More information on this is on page 11.

Event Training: You will work at a number of different events during the course of the academic year. Training for these is covered in your training session and also prior to each event with the event co-ordinator.

Manual Handling Awareness: While your role does not require a large amount of manual handling you should be aware of proper handling techniques and only carry items which are suitable for you to lift. Always use a trolley when available.

Some extra pointers

As an Access Leader, we want you to enjoy your time working with Access and Lifelong Learning. The value of the contribution you make to our work is recognised and appreciated by everyone. UCD Staff and students benefit greatly from the friendly, knowledgeable and professional approach taken by you in representing ALL. In helping to maintain this, we have found that a couple of key pointers as listed below are useful.

Clothing You get to wear a glorious yellow t-shirt and hoodie when working. These are yours to keep but be careful with them as they are in hot demand! Comfortable shoes are always a good idea when attending the events as very often there is a bit of standing or walking to be done.



EMPLOYMENT

Timekeeping

We will always be on time to meet you at the appointed hour, so don't worry! We know Access Leaders are never late.

UCD Knowledge

You may be asked questions about UCD by prospective students. To help your general UCD knowledge, we have included some useful UCD facts in this handbook and will also make sure that you have a copy of the UCD prospectus for some light bedtime reading! Please don't think that you are expected to learn the details of every individual programme, but it should be a help in directing students to contact details, where they can get more information.



The power of you

As an Access Leader, you may have an impact on prospective students' overall impressions of UCD and their decision to apply here. Your enthusiasm and positive attitude towards UCD and Access and Lifelong Learning may just convince them that UCD is where they would like to be. Try to be the type of Access Leader you would like to have met on your first day.

Support from ALL

We will ask for your feedback at the end of the academic year, when you can let us know your thoughts on how each event or activity went. In the meantime, if any issues should arise during the course of your work that you find challenging or make you uncomfortable, please let us know immediately. We are here to help.

Access Leader work includes both paid and voluntary work. You will be advised before each event whether it is paid or voluntary. All new Access Leaders must be fully set up on the ESS payment system before they start working with Access and Lifelong Learning. The contracts are for one year but can be renewed each year if you would like to continue working as an Access Leader.

Garda Vetting: All Access Leaders are required to be fully Garda Vetted to carry out their role. Your Garda Vetting will be carried out as part of your set-up process.

Rates of Pay: Access Leaders are paid at Point 1 on the casual rate scale (currently €9.80 an hour). For up to date rates of pay please visit: www.ucd.ie/hr/pay/hourlypaidemployees/rates

Getting paid: You will be paid through electronic transfer directly into a bank account (specified on the set-up form). New Access Leaders will be paid monthly on the last working day of the month. Payments at the end of the month will be made for claims submitted and approved by the second Friday of that month. For more information visit www.ucd.ie/hr/pay/hourlypaidemployees

How to claim for your hours worked

You can claim for your hours online through the Employee Self Service system. You will be shown how to access and use the ESS system. You can find more information on how to use this system at this address: www.ucd.ie/hr/ess

Claiming your hours

You submit your own claims for work completed. It is recommended that all claims be submitted as quickly as possible once the work has finished. You can access your Employee Self Service (ESS) using your UCD Connect Username and Password through the UCD Connect Homepage or by visiting www.ucd.ie/hr/ess. Claims submitted and approved by the second Friday of a month will be paid at the end of that month. Please Note: Claims that have the wrong hours or do not include a description of the work will be rejected.

Tax: All employees of UCD are responsible for organising their own tax. Some employees will be put on emergency tax status with revenue when they first start working until they have contacted their local tax office to declare their employment status. You can fill out form 12A once employed with UCD and send to your local tax office to obtain a certificate. For more information about tax when starting work for the first time please see www.ucd.ie/hr/a-z/ppstaxinformation

Expenses: Some activities may require you to spend a period of time away from the University. In the event that you have to travel

SIGNING UP TO WORK AND STAYING IN TOUCH WITH ACCESS AND LIFELONG LEARNING

and/or stay in overnight accommodation, you will be paid a standard rate of subsistence allowance, mileage allowance (or reimbursed public transport costs), along with your hourly rate of pay for hours worked. If your work as an Access Leader requires you to incur expenses, please discuss this with the Access Leader Team before carrying out the work.

Finding your payslips & P60s

Your payslips and P60's can all be found and downloaded from your ESS profile. On the ESS Main Page click on 'My Payroll Self Service' and you will find links to view your payslips and P60s on the left-hand side of the screen.

Hourly Timesheet Input

Personal Details

Employee Name: David Concannon
 Job No: Personnel No/Staff No
 Department/Division: Registry

Bank Details

Bank Address: 40 Bank The Harbour, Kildare, Co. Kildare.

Hours Completed

Position	Mobile Code	Date	Time From	Time To	Hours
Casual Rate_2011		18/07/2018	12:00	12:00	00:00
					00:00
					00:00
					00:00
					00:00
					00:00
Total Hours					00:00

Approver 1: Allen Tennant
 Approver 2: Allen Tennant

Employee Comments - please use icon on right to expand

Please enter your comments on this timesheet in the box below
 Complete Tour for @ Margo on Tuesday

Declaration: I confirm that all the above information is accurate and correct as of Wed Jul 11 2018 @ 12:07

Submit Timesheet



How to submit a claim

1. Log in to ESS
2. Click on 'My Hourly Timesheet Self Service'
3. Under Hourly Timesheets click 'Create New Timesheet'
4. In Hours Completed fill in your Position (Casual Rate_2011), the date and times you worked
5. For Approver 1 and Approver 2, please refer to the email you received inviting you to work at the event.
6. Click on the dropdown comment box and put in a brief description of the work you are claiming for
7. Tick the declaration box at the end of the page
8. Click submit timesheet 1

Signing up to work: We use email to let you know about work opportunities. Due to the high demand for work, it's allocated on a first come, first serve basis. So, keep an eye on your email and answer quickly if you are free to work at that time.

Your Information: When working on events your connect email address and mobile number may be shared with the event co-ordinator if requested. All other personal information will be stored securely by the Access Leader Team.

Photography: We like to capture the events that take place here and many of our events are photographed and/or videoed.



DID YOU KNOW?

PERSONAL DEVELOPMENT

As an Access Leader you have the opportunity to get involved with different types of work. Giving tours and working as part of the Access and Lifelong Learning team allows you develop your: » Communications Skills » Organisational and Administrative Skills » Public Speaking & Presentation Skills » Working as Part of a Team.

Diploma Supplement Access Leader Programme will be recorded on students' diploma supplements if you have worked with us on a number of events and have made a significant contribution to the ALL programme.



You can also complete **The UCD Advantage Award** which gives you the chance to stand out by demonstrating the skills you have developed through your co-curricular activities. All activities are welcome - whether you are part of a society or sports team, volunteer your time as an access leader or peer mentor or completed an internship, The UCD Careers Network wants to reward you for your development.

Completing the award is great preparation for your CV, job applications and interviews as you take the time to gather and articulate the transferable skills you developed during your chosen activities.

For more information on UCD Advantage visit the UCD Careers Network website: www.ucd.ie/careers/awards

CAMPUS TOUR INFORMATION

TYPES OF TOURS

We offer prospective students two types of tours:

INDIVIDUAL/ SMALL-GROUP TOURS

- These tours involve guiding prospective students and often their parents, extended family and friends around the campus.
- The tours usually last 60 minutes and may involve stopping at a designated place along the way or meeting with a member of UCD staff.
- The tours usually start from Access and Lifelong Learning or another specific building on campus.

SCHOOL-GROUP / LARGE GROUP TOURS

- The aim of these visits is to give prospective students from visiting schools and FET colleges a chance to sample the atmosphere at UCD and see the University's facilities.
- School-group tours usually run on weekdays, October to May.
- On arrival to UCD students receive a copy of the UCD prospectus and partake in a planned activity.
- After the activity finishes the school groups are broken up into smaller groups and brought on their tour, which normally lasts 60 minutes.
- When the tour is finished the group must be dropped to a designated collection point, usually the Access and Lifelong Learning Centre. This will be clarified for each campus tour.





SOME PRACTICAL TIPS FOR CAMPUS TOURS

- ✓ You meet your group at the **starting point** for the tour at the arranged time
- ✓ All group **belongings** can be kept in the Access and Lifelong Learning Centre during campus tours
- © As a way of **introducing yourself**, tell your group your name and a little bit about your studies
- © Encourage your group to **ask questions** and find out what areas they are interested in visiting while on the tour
- © When going in and out of buildings always **lead the way** as it saves time and prevents the group wondering off in the wrong direction
- © If stopping to talk to your group always **step to the side** and out of the way of other people trying to get by
- © Never go into **isolated spaces** or rooms with your group and never bring them into the UCD Club House
- © Always refer to buildings on campus by their **official name**
- © **Stay positive** as you are walking around and avoid talking negatively about UCD or its facilities
- ✓ Remember you are not a babysitter and should not put up with **bad behaviour** from students. If issues arise please bring it to the attention of the Access and Lifelong Learning team while the group is still on campus



USEFUL INFORMATION FOR THE CAMPUS TOUR



1

UCD Engineering and Material Sciences Centre

Reasons to Study Engineering in UCD:

- UCD is the 1st preference for Irish students looking to study Engineering.
- The first year in Engineering is a common year allowing students to gain an understanding of the many engineering disciplines.
- UCD Engineering offers the widest range of engineering disciplines in Ireland from the traditional disciplines to emerging areas such as Biomedical, Energy Systems Engineering and Optical Engineering.
- 6-8-month internships are included on all the ME Programmes (2 years masters).
- Degrees are variously accredited by Engineers Ireland, IOM3 (Institution of Materials, Minerals and Mining) & IChemE (Institution of Chemical Engineers).
- UCD Engineering has had €84.3 Million Research Funding awarded in the last 5 Years.

Information about the building:

- The Engineering building opened in 1989.
- The building is home to Mechanical & Materials Engineering, Chemical & Bioprocess Engineering and Electrical & Electronic Engineering. Civil Engineering is based in Newstead and Biosystems Engineering is located in the Agriculture & Food Science Centre.
- In the foyer you will find the Steam Beam Engine: this was originally installed in the Jameson Distillery on Bow St in Dublin. It was built in the late 1800s and removed from service in the 1930s. It was gifted to the College of Engineering and is turned on occasionally.
- Other items of interest, on display in the building, are a cutaway four-cylinder automobile engine, an analogue computer, another steam engine (much smaller, of course) and a display case full of early electrical instruments found throughout the building.
- Large laboratories and workshops including a foundry, pattern shop and machine shop are on the lower levels with lecture theatres upstairs.

2

UCD Sutherland School of Law

Reasons to Study Law in UCD:

- UCD Sutherland School of Law is ranked in the top 100 Law schools in the world.
- UCD is the largest Law School in the country and our new, state-of-the-art, bespoke building means that our facilities are unique in Ireland and on a par with the best law schools in the world.
- UCD offers the widest range of law degrees in Ireland with 11 different degrees on offer.
- Students are taught by some of the most highly regarded law professors in their field and the School is committed to updating the curriculum to reflect new approaches in legal training.
- The Law School offers an extensive careers programme to all students with a dedicated academic careers advisor in the school.

Information about the building:

- The Sutherland School of Law opened in 2013 moving students from Roebuck into a bespoke modern law school.
- The building is named after its main donor Dr Peter Sutherland, former Attorney General, Chairman of Goldman Sachs who as EU Commissioner was responsible for the introduction of the Erasmus Programme.
- The Gardiner Atrium connects the east side of the building (staff offices, meeting rooms and study spaces) with the west side (which houses teaching spaces).
- In the Gardiner Atrium you will find the Donor Wall which lists the top law firms, top legal professionals and alumni who donated to the construction of the building.
- The three theatres in the building are named after the firm that sponsored them: A&L Goodbody, Mason Hayes Curran and William Fry.
- The A&L Goodbody Lecture Theatre is the largest (with 320 seats) and can double as a Moot Court or debating space.
- The Arthur Cox Clinical Legal Education Centre (located on the left hand side of the building) includes a 'Moot' (mock) courtroom complete with judge's chambers, witness room and preparation rooms for student 'mooting' teams to work in advance of their mock trials.

3

UCD Lochlann Quinn School of Business



Reasons to Study Business in UCD:

- UCD is leading university in both Ireland and globally for business with triple accreditation.
- The school boasts strong industry links with an active alumni network returning to the school annually for events and guest lectures.
- State of the art facilities offer students unrivalled experiences.
- The Quinn Internship programme offers students first-class experience working with Irish and International companies.

Information about the building:

- The building opened in 2002 and was sponsored by commerce graduates Lochlann and Brenda Quinn.
- The Lochlann Quinn School of Business is home to UCD's undergraduate business programmes while graduate programmes are based out in the Michael Smurfit Business School in Blackrock.
- The contemplation space just inside the main door is used as a chill out space and for functions.
- The lecture theatres on the ground floor are smaller than most on the campus, set up to help students improve their presentation skills, ensure better engagement with the lecturer and classmates.
- Upstairs in the Innovation Corridor you will find 4 collaboration suites that can be booked by students for group meetings and also to record yourself practising a presentation and then watch it back.
- The EY Innovation and Entrepreneurship hub (located up the stairs and to the right) was added to the building in 2017 to create a space for students interested in entrepreneurship. The collaborative space makes for a more interactive learning space.
- Upstairs you can also find the Deloitte Data Analytics lab which houses Bloomberg Terminals used by students to analyse stock market data.



4

Upper Lake



- The Upper Lake is newest lake on campus and was constructed in 2013 at the same time as the Sutherland School of Law.
- The lake is built on the space of the old bus depot which was relocated just around the corner.
- The Upper Lake was built as a wildlife corridor connecting the woodland walks behind it and the woodland behind Newman.
- The Upper Lake also acts as a natural surface water drainage area for the surrounding buildings.



UCD Confucius Institute for Ireland

- The Confucius Institute (which opened in September 2018) is a joint venture between the Chinese Government and UCD.
- The mission of the UCD Confucius Institute for Ireland is to work with the Irish government, businesses and academia to develop stronger educational, cultural and commercial links between Ireland and China.
- The Institute hosts language classes for UCD students as well as cultural and educational events.



Gerard Manly Hopkins Centre

- The upper floor is home to UCD's largest restaurant where you can find a cafeteria, Starbucks coffee, Subway & Chopped.
- The building is also home to the UCD College Collections (gift shop) and UCD's Post Office.
- The ground floor is home to the UCD International Office and Global Lounge. The Global Lounge is a key area for international students while they are on campus.

5

UCD Newman Building

Reasons to Study Arts, Humanities and Social Sciences in UCD:

- UCD is ranked number 1 in Ireland for Arts & Humanities degrees.
- UCD offers the widest range of Arts & Humanities Subjects in Ireland.
- UCD's Arts & Humanities degree is taught by world leading academics.
- UCD's new Arts & Humanities Degree offers students 3 different entry routes through the CAO.
- UCD's new Humanities Degrees offer built in internships to students.
- Reasons to study Social Sciences in UCD:
- UCD offers the most diverse Social Sciences degrees in Ireland.
- UCD's Social Sciences degree is internationally recognised and is taught by world leading academics.
- UCD Social Sciences offers students global opportunities to study abroad.
- UCD's Social Sciences programmes offer built in research modules to equip students with the skills they need.

Information about the building:

- The Newman Building is named after UCD's founder Cardinal John Henry Newman.
- The building opened in the early 1970's when the area of arts moved to the Belfield campus from the city centre.
- The Newman Building was constructed at the same time as the Tierney Building and James Joyce Library and thus are all connected by tunnels.
- The Newman Building is one of the largest buildings on campus split over 5 floors. It is broken up into wings, each of which has a letter and colour associated with it. The ground floor is made up of 7 large lecture theatres. The largest of them is Theatre L, which seats up to 550 students.
- The upper floors are made up of smaller tutorial rooms and lecturers offices.
- The building is also home to the world-renowned Classics Museum.



6

UCD Libraries

UCD is home to 5 libraries:

- James Joyce Library, Health Sciences Library, Veterinary Medicine Library, Richview Library & Blackrock Campus Library.
- The James Joyce Library is the biggest on campus and is named after our most famous alumnus James Joyce who studied English in UCD and graduated in 1902.
- Students can use any library on campus no matter what they are studying however the James Joyce Library will be the main one most students study in with over 1,200 study spaces in it.
- The James Joyce Library has approximately 2 million visitors each year with exam periods being the busiest times.
- Students use their UCard to gain access to the libraries and to rent books. The James Joyce Library is home to a number of special features including the UCD Archives (papers and archives about the foundation and development of modern Ireland and UCD), UCD Special Collections (unique book, archival and manuscript collections), National Folklore Collection (a collection dealing with Irish life, folk history and culture) and UCD Digital Library (cultural heritage online).
- In 2017 The UCD National Folklore Collection was awarded UNESCO Memory of the World status. The James Joyce Library is also home to the Maths Support Centre and the Writing Centre which offer academic support to students while they are studying in UCD.



UCD Access and Lifelong Learning Centre

As you walk down the stairs and out of the James Joyce Library point out the Access and Lifelong Learning Centre on the first floor. The new centre was opened in 2016 and is a central hub for UCD's work to increase the number of students from underrepresented groups who attend third-level education. Together with HEAR and DARE, UCD has five other alternative entry routes which can be found in the prospectus.

7

O'Reilly Hall & Centre of Campus

O'Reilly Hall was opened in 1994 and is the heart of UCD

- The building (which can seat up to 1,000 people) is home to all official events and ceremonies in UCD such as the President's Welcome (your first day) and UCD Graduations (your last day).
- The space is also used for the UCD Open Day, UCD Festival and major University events such as President's Awards and guest lectures.
- To the side of O'Reilly Hall is the new University Club. The space is used for Alumni and external events and is made up of social and dining spaces, board rooms and offices.

Main Lake

- The Main Lake on campus is one of the most iconic images of UCD and on sunny days is where you will find the majority of students.
- It was built in early 1970's for a number of reasons:
 - » As a central feature for campus
 - » In order to prevent large groups gathering in the space and rioting
 - » To reduce insurance for UCD in the event of a fire
- A family of swans and a large number of ducks permanently live on the lake and its artificial island.
- Students get fined €63 if they jump into the lake and must get a tetanus shot.

Career Development Centre

- The Career Development Centre is located at the corner of the James Joyce Library. Its main mission is to support and equip current students and recent graduates with the skills needed to transition from education into the working world. They run drop-in clinics for students to get advice on job applications, CVs and interviews. They also run a large number of workshops and employment fairs around the University.



8

UCD O'Brien Centre for Science

Reasons to study Science in UCD:

- UCD offers the broadest and most diverse science programme in Ireland with 26 different subjects on offer.
- Lecturers in the College of Science are at the forefront of teaching and research not only in Ireland but globally.
- The UCD science course offers a common entry pathway as well as direct specialisation for students who know what they are interested in studying.
- UCD's Actuarial & Financial Studies course offers the maximum number of exemptions from the Core Technical and Core Application exams.
- Students across the College of Science have opportunities to take part in study abroad, internships and research projects while they are studying with us.

Information about the building:

- The building opened in 2013 and was the largest capital investment in science in the history of Ireland- at around €300M. The building is home to over 2,000 undergraduate students, with more than 500 graduate students and researchers across a range of scientific disciplines.
- The building is divided into North (Physics and Maths), South (Chemistry), East (Teaching and Outreach) and West (Biology and Geology) with a central Hub where lecture theatres and classrooms are located.
- In the building you can point out the spiral staircase which was designed to represent a strand of DNA, the large atrium in the centre of the building is the second largest in Ireland and the numerous art installations in the building which aim to link artistic creativity with science.
- The building is used by undergraduate and graduates, as well as other disciplines such as engineering, medicine, and agricultural sciences.
- The labs, classrooms and Active Learning Environments (ALEs) encourage small group learning. UCD Science focuses on open learning and the use of glass throughout the building means external visitors and outreach groups can see inside our facilities.

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UCD Veterinary Science Building & Hospital

Reasons to study Veterinary Science in UCD:

- UCD is the only centre on the island of Ireland to offer Veterinary Medicine.
- UCD is one of the leading veterinary schools in Europe.
- The Veterinary School is fully accredited in Ireland, Europe and North America (one of only a handful of schools to hold this).
- UCD has its own Emergency Veterinary Hospital located right on campus.
- Entry requirements for Veterinary Medicine are strict. Students must have chemistry and 60 hours experience working with animals.

Information about the building:

- The Veterinary School moved to the Belfield campus in 2002.
- The complex is made up of the Veterinary school (with lecture rooms, tutorial rooms, a library, labs, practical rooms and a café) and the Veterinary Hospital is located behind the academic building.
- The Veterinary School is square with a section cut out of the middle so when giving a tour walk in the main door and do a loop of the building.
- There are two labs on the main floor of vet - a wet and a dry lab (the wet lab has the taps). The wet lab is used for practicals in microbiology and parasitology. The dry lab is used for computer-based histology or pathology practicals. Students will be in both labs from early on in the degree.
- The library is located on the right side of the building and has windows into it that students can look in (do not disturb students studying!).
- Practical labs & dissection labs are found on the bottom floor.
- A new clinical skills lab was opened on the ground floor of the building for students to practice surgical procedures in. Students do their clinical rotations in the Veterinary Hospital in final year.

10

UCD Health Sciences Centre

Reasons to study Health Sciences in UCD:

- UCD offers degrees in Medicine, Graduate Medicine, Nursing, Midwifery, Radiography, Physiotherapy, Sports Sciences and also Biomedical, Health & Life science.
- The UCD Health Sciences Centre offers students world class facilities to study and practice medicine in mock wards, operating theatres and clinical skills labs.
- UCD's Radiography course is one of Europe's leading centres for radiography and diagnostic imaging.
- UCD's Physiotherapy course is fully accredited by the Irish Society of Chartered Physiotherapists.
- Our students gain hands on experience in St Vincent's Hospital and the Mater Hospital (as well as regional hospitals).

Information about the building:

- The Health Science Centre opened in 2007 and is home to all Medicine, Graduate Medicine, Nursing, Midwifery, Radiography, Physiotherapy, Sports Sciences and also Biomedical, Health & Life Science students.
- The building is made up of lecture theatres and classrooms on the ground floor with more seminar rooms and practical spaces upstairs.
- On the upper floors you will find dissection rooms, mock wards, mock operating rooms, an anatomy library (bone museum) and clinical skills labs.
- Point out the Health Science Library which is surrounded by a wind-tunnel (totally soundproof) and is split over three floors (academic papers on the ground floor, text books on the second floor and an open study space on the top floor).
- The large open space in front of the Health Science Library is used for students to relax in and study in.
- The building has its own café called the Pulse Café located on the right side of the building.

Conway and Charles Institutes

Before entering the Health Science building through the main entrance point out the Conway Institute and Charles Institute located to the right. These are home to UCD's advanced medical and scientific research carried out by lecturers and postgraduate students.

UCD Student and Sports Centre

Astra Hall:

- Astra Hall is used for everything from presentations and receptions to conferences and exhibitions. It is also used as a space for rehearsals, fashion shows, plays and musicals.

Students Union Offices:

- UCD Students' Union works to represent all students attending UCD. The Union also runs student shops around campus, affordable entertainment & campaigns promoting different issues. The Students Union is made up of the President & Sabbatical Officers, 8 College Officers and 200 Class Reps. The Union's priority is to ensure students have the best possible experience of college life in UCD.

Medical Centre:

- The Student Health & Counselling Service provides on-campus medical, psychological and psychiatric care to registered students of the university. The service is located above the Student Union Office and includes services such as; routine appointments, urgent GP appointments, general counselling, alcohol and addiction counselling, nurse and doctor led sexual health clinics, screening and vaccination for incoming health care students, psychiatric care, contraceptive clinics, travel clinics and sports clinic.

UCD Clubhouse Bar:

- The Clubhouse is UCD's only student bar on campus. There is a bar/restaurant on the ground floor and the function rooms on the top floor that can be booked by clubs and societies. A number of social events and events take place in the Clubhouse each week.

The Fitzgerald Chamber

- The Fitzgerald Chamber (named after UCD Alumnus and former Taoiseach Garret FitzGerald) is home to UCD's debating societies and is often used for debates, lectures and events. The Chamber is modelled on the House of Commons in London and normally holds a number of debates each week.

Radio Pod & Student Media:

- UCD boasts its own student radio, Belfield FM, which is run by students during term from the yellow radio pod in the student centre. Belfield FM offers a range of shows from music, social issues, chat shows and comedy. It can be listened to online belfieldfm.com. Upstairs you can find your UCDTV (our student led tv society) and one of our two student newspapers the University Observer. The College Tribune can be found in the basement of the Newman building.

Societies' Offices:

- The Societies' offices are on the first floor of the student centre. This area is the engine room for development and administration of all student society activities. UCD has over 80 recognised student societies with something for everyone.

UCD Cinema

- The 90-seat cinema aims to provide a cultural film programme for students. Tickets are discounted for students and can be bought through the UCD Mobile App. The space can also be used for presentations, panel discussions and lectures.

The Drama Theatre

- The theatre is home to UCD Dramsoc which stages 25- 30 shows per year in the space. The theatre contains state of the art technical/production facilities and a backstage area made up of dressing rooms, green room and offices. The space also has built in sound and projection facilities meaning it can be used for film screenings and presentations.

The Student Quad:

- This area is home to all outdoor student led activities including Fresher's Week, outdoors cinema screenings, pop up markets and other events.

Gym & Pool:

- The UCD Pool has been named 'Dublin's best 50 metre pool' since it opened in 2012. The pool floor is motorised allowing it to be raised and lowered to cater for all levels of swimmers and allows the pool to be used for different activities. The tepidarium area is home to a sauna, Jacuzzi, steam room, rainforest showers and heated loungers.

- UCD has two gyms on campus one of which can be seen above the swimming pool. Gym membership entitles students access to the main gym and performance gym, free access to 80 student fitness classes and changing facilities. Access to the gyms is free for students, €4 pay-as-you-go for the swimming pool or €99 for unlimited access to the pool and gym for the academic year.

Sports Halls

- UCD Sports Centre is home to two multipurpose indoor halls that can be used for basketball, indoor soccer, volleyball, badminton, aerobics, handball, archery and other sports. The Sports Halls are also used by our 60 Sport Teams for training and practice during the year. The Sports Expo also takes place down here during the first few weeks of term where students can join sports clubs. The UCD Climbing wall is also based down here and is home to our Climbing Club.
- Pitches & Stadia. There are 10 natural grass playing pitches at Belfield. The premier grounds include the UCD Bowl, Billings Park and a National Hockey Stadium. 11 When bringing tours around the Student Centre and Sports Centre please ensure your group does not block walkways or staircases. Always move your group to the side or into designated spaces when talking to them.

UCD Agriculture & Food Science Centre

12



Reasons to study Agricultural Science in UCD:

- UCD is the only university in Ireland with a dedicated School of Agriculture and Food Science.
- UCD is the first destination of choice for students in Ireland interested in developing their careers in the agri-food sector.
- Agriculture and Forestry is also one of 12 subject areas in UCD ranked in the top 100 Universities in the world based on the QS World Rankings by subject 2018.

Information about the building:

- The Agriculture Science Building first opened in 1980.
- In 1999 the Food Science building was opened and is joined to the Agricultural Science building with a glass walkway. The entire building is collectively known as the Agriculture and Food Science Centre.
- The building consists mainly of classrooms, laboratories, lecture halls and offices and supports for students studying Agricultural Science, Food Science and Human Nutrition programmes.
- Downstairs in this building is a Student Common Room - this is the only building on campus to have a dedicated common room for its students.
- AgSoc, the Agricultural Science student society also have a tea shop that sells tea (the cheapest on campus!), coffee and sweets with proceeds going to their charity of choice. This year they donated €60,000 to charity.
- Also, on campus we have Rosemount Environmental Research Station and the Evolution of Land Plants garden that supports the teaching of students in our environmental programmes (Forestry, AgriEnvironmental Science and Horticulture).
- Off campus you can find UCD Lyons Research Farm is located on the Dublin/Kildare border where students complete their practical classes in animal and crop science disciplines.

Q CAMPUS TOUR PROTOCOLS



Time Management: Please return your tour group to the designated drop off point within the time outlined at the beginning of the tour. Often schools will need to get back on buses to leave campus at specific times. Delays on tours can cause major issues.



Child Protection: You are required to be Garda Vetted and complete the Tusla online Child Protection Certificate for your role as an Access Leader. Some important guidelines should never make physical contact with visitors on campus. Access Leaders are prohibited from entering isolated spaces or rooms or the UCD Club House with visitors. Access Leaders must remain on the main campus tour route with all tour groups.



Social Media & Photography: Access Leaders should only pose for photos with tour groups under the instruction of the group's teacher or guidance counsellor and if the Access Leader is comfortable to have their photo taken. Access Leaders should never add prospective students on social media. It is advised not to give out your full name on campus tours and to decline friend/ follow requests received after tours.



Incident Reports: If an incident occurs involving prospective students or visitors on a campus tour or at an event this must be reported to the Access Leader team. The incident should be reported and recorded on the day it happened.



Fire Alarms: In the event of a fire alarm you are requested to vacate the building you are in immediately by the nearest exit. Do not use the lifts and remain outside until informed by a member of staff that you may re-enter.



EMERGENCY CONTACT INFO

In an emergency please call

01 7167123

TOUR MAP

Please use the map below to help plan your campus tour.

Start your tour at the meeting point location and aim to finish in the allocated time. If time is short, you could show the main buildings of the campus or ask the tour participants what they are most interested in.



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- 4 STUDENTS WITH DISABILITIES
- 4 LOW-INCOME HOUSEHOLDS
- 4 MATURE STUDENTS
- 4 IRISH TRAVELLERS
- 4 PART-TIME STUDENTS
- 4 LONE PARENTS
- 4 REFUGEES & ASYLUM SEEKERS
- 4 ETHNIC MINORITIES



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O of UCD
STUDENTS
ARE FROM **n m m m mm**
UNDERREPRESENTED
GROUPS

OUTREACH PARTNERSHIPS



- 33 DEIS SECONDARY SCHOOLS
- 5 PRIMARY SCHOOLS
- 15 FURTHER EDUCATION COLLEGES
- 13 COMMUNITY ORGANISATIONS
- 5 ADULT GUIDANCE GROUPS
- 5 DISABILITY ORGANISATIONS
- 5 CULTURAL PARTNERS
- 2 LEGAL COUNCILS/ DIR ANDSCD



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