

6<sup>th</sup> November 2020

Dear Research Students and Supervisors

I hope you all remain safe and well. Shortly we hope to issue a call for costed extensions for research projects and students seriously disrupted / most impacted by COVID-19. Today, I am happy to announce that protocols have been approved for limited scheduled access to research facilities, subject to local authorisation.

In the attached **Limited Scheduled Access** procedures are described:

- Section 2: Once-off Access e.g. to retrieve materials, books, data etc.
- Section 3: Limited Scheduled Access to School- or Department-based facilities subject to the authorisation of the School / Department where the research facilities or desks are based. It is the responsibility of the Head of School /Head of Department and the Supervisor to approve the return of the Research Students.
- Section 4: Limited Scheduled Access to Research Institute-based facilities subject to the authorisation of the Head of the Research Institute where the research facilities.
- Section 5: Field work and access to facilities outside TU Dublin will require individual risk assessment on a case-by-case basis.

Please note, the attached procedures are for **Limited Scheduled Access ONLY**, for work that cannot be done at home. Level 5 restrictions and public health guidelines advise that “All Research Staff who can work from home will (continue to) work from home. Research Staff will not be required to attend the workplace unless it is deemed essential. In other words, to carry out essential work that cannot be done from home.” In addition there are to be no face-to-face meetings, without exception.

I want to take this opportunity to remind you of other arrangements that are in place to help you continue your research, even in the current circumstances.

### Research Activities

All research students are to continue to work from home. Student supervision meetings for one to one or small group teaching must take place online.

### Modules and Taught Elements

The majority of classes have commenced on online.

#### Seoladh Cláraithe / Registered Address

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### **Annual Evaluations**

The majority of annual evaluations are complete but any outstanding evaluations will use the online process as previously communicated.

### **Confirmation and Transfer**

Each College Head of Research will continue to arrange Confirmation and Transfer Examinations, in a process similar to that developed for final examinations.

### **Final Thesis Submission**

If you wish to submit your thesis, please do so electronically to [Raffaella.Salvante@tudublin.ie](mailto:Raffaella.Salvante@tudublin.ie) and she will note the date of submission and arrange the viva voce examination as soon as possible.

### **Final Examinations**

Viva Voce Examinations for students who submit their final thesis are conducted using the University's Virtual Learning Environment, Brightspace.

In closing, please keep yourselves, family and friends safe and well.

Please please remember:

- Keep working within both the letter and spirit of the Government Covid-19 guidelines
- Stay at home and exercise within 5 kilometres of home.
- Continue to work from home.
- And there are to be no face-to-face meetings, without exception.

Regards



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Prof Mary McNamara  
Head of the Graduate Research School

#### **Seoladh Cláraithe / Registered Address**

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