

# 2023 - 2024



School of  
**Microbiology**  
Scoil na  
**Micribhitheolaíochta**



# WELCOME to the School of Microbiology

# STAFF HANDBOOK



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## Welcome to the School Microbiology, UCC

*Welcome to our school and congratulations on your new role.*

### Our Mission Statement

Our mission is:

*To perform leading-edge research in the discipline of Microbiology and to train graduates for productive and rewarding scientific careers.*

This Staff Handbook is designed to provide you with some useful information about UCC and our School.

We are looking forward to working with you and wish you the very best of luck in your new role.

## 1. ESSENTIAL INFORMATION

### GETTING STARTED CHECKLIST

The New Staff Induction Checklist can be accessed via the School of Microbiology Athena Swan Resources page: [Athena SWAN | University College Cork \(ucc.ie\)](#)

### SCHOOL CONTACT DETAILS

**Address:**

School Office (Administrative offices, Room FSB\* 451/452)  
Opening Times Monday to Friday [9.15 am – 1.00 pm; 2.15 pm – 5.00 pm]  
School of Microbiology  
4<sup>th</sup> floor, Food Science and Technology Building  
University College Cork  
College Road  
Cork  
T12 K8AF

**E:** [microbiology@ucc.ie](mailto:microbiology@ucc.ie)

**T:** +353 (0)21 490 2392

**\*Campus maps:** The Food Science and Technology Building is Number 42 on the 'UCC Full Campus map' at [Maps of the UCC Campus](#) website.

**School website:** <https://www.ucc.ie/en/microbiology/>

**Twitter:** @uccmicrobiology

**Linkdin** [linkedin.com/in/school-of-microbiology-ucc-75871959](https://www.linkedin.com/in/school-of-microbiology-ucc-75871959)

### USEFUL PHONE NUMBERS & EMAILS (Phone Ext, If calling from a mobile: + 021 490+Ext)

- **Head Of School, Dr David Clarke** [david.clarke@ucc.ie](mailto:david.clarke@ucc.ie); Ext 3624
- **School Manager** [microbiologymanager@ucc.ie](mailto:microbiologymanager@ucc.ie); Ext 1429
- **School Safety Officer** [C.Gahan@ucc.ie](mailto:C.Gahan@ucc.ie); Ext 1363
- **Chief Technical Officer** [j.ocallaghan@ucc.ie](mailto:j.ocallaghan@ucc.ie); Ext 3510
- **Purchasing Consumables & equipment** [j.ocallaghan@ucc.ie](mailto:j.ocallaghan@ucc.ie); Ext 3510
- **Ordering/Agresso Office supplies** [eimear.moloney@ucc.ie](mailto:eimear.moloney@ucc.ie); Ext 2896
- **Accommodation/Hospitality & Couriers** [microbiology@ucc.ie](mailto:microbiology@ucc.ie); Ext 2392
- **Helpdesk (Computer Centre)** [helpdesk@ucc.ie](mailto:helpdesk@ucc.ie); Ext 2120
- **Buildings and Estates, and Maintenance Helpdesk** [bereception@ucc.ie](mailto:bereception@ucc.ie)  
Ext 2480
- **Club Travel bookings** [sales@clubtravel.ie](mailto:sales@clubtravel.ie) T: + 353 01 6080000
- **Disability Support Service:** [disabilitysupport@ucc.ie](mailto:disabilitysupport@ucc.ie); Ext 4848
- **Human Resources** [hrqueries@ucc.ie](mailto:hrqueries@ucc.ie); Ext 3603
- **Payroll** [payrollqueries@ucc.ie](mailto:payrollqueries@ucc.ie)
- **Employee Self-Service (ESS)** <https://servicedesk.ucc.ie>
- **Switchboard** 9
- **Outside line (local call)** 0
- **Taxi** (021) 4961961 or (021) 4272222

## STAFF DIRECTORY

Surname	First Name	Title	Ph Ext**	Office	e-mail address
<b>ACADEMIC STAFF</b>					
<b>Clarke</b>	David	<b>Head of School, Dr</b>	3624	445 FSB	<a href="mailto:david.clarke@ucc.ie">david.clarke@ucc.ie</a> ;
<b>Atkins</b>	John	Professor	1313	BSI 4.07	<a href="mailto:J.Atkins@ucc.ie">J.Atkins@ucc.ie</a> ;
<b>O'Gara</b>	Fergal	Professor Emeritus			<a href="mailto:f.ogara@ucc.ie">f.ogara@ucc.ie</a> ;
<b>Claesson</b>	Marcus	Professor	1390	428 FSB	<a href="mailto:M.Claesson@ucc.ie">M.Claesson@ucc.ie</a> ;
<b>Dobson</b>	Alan	Professor	2743	449 FSB	<a href="mailto:A.Dobson@ucc.ie">A.Dobson@ucc.ie</a> ;
<b>Fitzgerald</b>	Gerald	Professor Emeritus	3082		<a href="mailto:g.fitzgerald@ucc.ie">g.fitzgerald@ucc.ie</a> ;
<b>Gahan</b>	Cormac	Professor	1363	431 FSB	<a href="mailto:C.Gahan@ucc.ie">C.Gahan@ucc.ie</a> ;
<b>Hill</b>	Colin	Professor	1373	BSI 4.04	<a href="mailto:c.hill@ucc.ie">c.hill@ucc.ie</a> ;
<b>MacSharry</b>	John	Dr	2642	422 FSB	<a href="mailto:J.MacSharry@ucc.ie">J.MacSharry@ucc.ie</a> ;
<b>Mahony</b>	Jennifer	Professor	2730	446 FSB	<a href="mailto:J.Mahony@ucc.ie">J.Mahony@ucc.ie</a> ;
<b>Massey</b>	Ruth	Professor	2646	BSI 3.05	<a href="mailto:R.Massey@ucc.ie">R.Massey@ucc.ie</a> ;
<b>Morrissey</b>	John	Professor	2396	426 FSB	<a href="mailto:J.Morrissey@ucc.ie">J.Morrissey@ucc.ie</a> ;
<b>O'Boyle</b>	Nicky	Dr	3296	419 FSB	<a href="mailto:NOboyle@ucc.ie">NOboyle@ucc.ie</a> ;
<b>O'Leary</b>	Niall	Dr	3927	421 FSB	<a href="mailto:N.OLeary@ucc.ie">N.OLeary@ucc.ie</a> ;
<b>O'Mahony</b>	Liam	Professor	1372	450 FSB	<a href="mailto:liam.omahony@ucc.ie">liam.omahony@ucc.ie</a> ;
<b>O'Sullivan</b>	Eilís	Dr	3280		<a href="mailto:eilis.osullivan@ucc.ie">eilis.osullivan@ucc.ie</a> ;
<b>O'Toole</b>	Paul	Professor	3997	447 FSB	<a href="mailto:pwotoole@ucc.ie">pwotoole@ucc.ie</a> ;
<b>Prentice</b>	Mike	Professor	1420	432 FSB	<a href="mailto:m.prentice@ucc.ie">m.prentice@ucc.ie</a> ;
<b>Rajauria</b>	Gaurav	Dr	3167	341B FSB	<a href="mailto:GRajauria@ucc.ie">GRajauria@ucc.ie</a> ;
<b>Reen</b>	Jerry	Dr	1330	BSI 3.04	<a href="mailto:J.Reen@ucc.ie">J.Reen@ucc.ie</a> ;
<b>Ross</b>	Paul	Professor	1322	BSI 5.12	<a href="mailto:p.ross@ucc.ie">p.ross@ucc.ie</a> ;
<b>Santos da Silva</b>	Francisco Vitor	Dr	2127	329 FSB	<a href="mailto:fsilva@ucc.ie">fsilva@ucc.ie</a> ;
<b>Scallan</b>	Martina	Dr	3231	427 FSB	<a href="mailto:M.Scallan@ucc.ie">M.Scallan@ucc.ie</a> ;
<b>Scanlan</b>	Pauline	Dr	1335	BSI 5.10	<a href="mailto:p.scanlan@ucc.ie">p.scanlan@ucc.ie</a> ;
<b>Shkoporov</b>	Andrey	Professor	1315	BSI 3.12	<a href="mailto:andrey.shkoporov@ucc.ie">andrey.shkoporov@ucc.ie</a> ;
<b>Shortiss</b>	Carmel	Ms	3145	416 FSB	<a href="mailto:C.Shortiss@ucc.ie">C.Shortiss@ucc.ie</a> ;
<b>Van Sinderen</b>	Douwe	Professor	1365	435 FSB	<a href="mailto:d.vansinderen@ucc.ie">d.vansinderen@ucc.ie</a> ;
<b>Walter</b>	Jens	Professor	1773	BSI 4.05	<a href="mailto:jenswalter@ucc.ie">jenswalter@ucc.ie</a> ;

\*\*Phone Ext, if calling from a mobile: + 021 490+Ext

Surname	First Name	Title	Position	Ph Ext	FSB Office	e-mail address
<b>ADMINISTRATIVE SUPPORT STAFF</b>			<b>School Manager</b>	1429	451	<a href="mailto:microbiologymanager@ucc.ie">microbiologymanager@ucc.ie</a>
<b>Brown</b>	Louise	Ms	Executive Assistant	3101	451	<a href="mailto:LBrown@ucc.ie">LBrown@ucc.ie</a>
<b>Cotter</b>	Mary	Ms	Senior Executive Assistant	2861	451	<a href="mailto:mary.cotter@ucc.ie">mary.cotter@ucc.ie</a>
<b>Egan (on leave)</b>	Eithne	Ms	Senior Executive Assistant			<a href="mailto:e.egan@ucc.ie">e.egan@ucc.ie</a>
<b>Ní Mhaoldomnaigh</b>	Eimear	Ms	School Operative	2896	418	<a href="mailto:eimear.moloney@ucc.ie">eimear.moloney@ucc.ie</a>
<b>O'Leary</b>	Michelle	Ms	Senior Executive Assistant	2392	452	<a href="mailto:microbiology@ucc.ie">microbiology@ucc.ie</a>
<b>Woods (on leave)</b>	James	Mr	School Operative			<a href="mailto:james.woods@ucc.ie">james.woods@ucc.ie</a>

Surname	First Name	Title	Position	Ph Ext	FSB Office	e-mail address
<b>TECHNICAL SUPPORT STAFF</b>						
<b>Lynch</b>	Mary Jane	Ms	Technical Officer	2873	444	<a href="mailto:MLynch@ucc.ie">MLynch@ucc.ie</a>
<b>Margassery</b>	Lekha Menon	Dr	Technical Officer	2855	412a	<a href="mailto:L.Margassery@ucc.ie">L.Margassery@ucc.ie</a>
<b>O'Callaghan</b>	John	Dr	<b>Chief Technical Officer</b>	3510	414a	<a href="mailto:j.ocallaghan@ucc.ie">j.ocallaghan@ucc.ie</a>
<b>O'Callaghan (on leave)</b>	Julianna	Ms	Technical Officer			<a href="mailto:julianna.ocallaghan@ucc.ie">julianna.ocallaghan@ucc.ie</a>
<b>Walsh</b>	Dan	Mr	Senior Technical Officer	3134	434	<a href="mailto:dwalsh@ucc.ie">dwalsh@ucc.ie</a>
<b>Woods</b>	David	Mr	Technical Officer	2005	418	<a href="mailto:david.woods@ucc.ie">david.woods@ucc.ie</a>

**PREP LABS, TRAINING LABS, CELL CULTURE FACILITIES, MICROSCOPY, AUTOCLAVE & WASTE:** Guidance and information is available from any member of the technical support staff



## SCHOOL STRUCTURE, COMMITTEES AND YEAR CO-ORDINATORS

## COMMITTEES

Committee	Chair
School Executive Management Committee	Head of School: David Clarke Deputy Head of School: Jennifer Mahony
Health and Safety Committee	Cormac Gahan
EDI Committee	Ruth Massey <a href="mailto:EDImicrobiology@ucc.ie">EDImicrobiology@ucc.ie</a>
SEFS Academic Programmes and Curriculum Development (APCD) Committee	Niall O'Leary
Graduate Studies Committee (GSC) Chair of School Postgraduate committee	Pauline Scanlan
Research Committee	Douwe van Sinderen
SEFS Undergraduate Affairs Committee	Jens Walter
School Student Recruitment and Outreach Committee (SEFS Rep)	Carmel Shortiss
Infrastructure Committee	Niall O'Leary
SEFS International Committee	Marcus Claesson
Library working group	Nicky O'Boyle (school office for ILL tokens)
School Seminar series	microSCRUM <a href="mailto:microSCRUM@ucc.ie">microSCRUM@ucc.ie</a>
Disability Support Liaison	Carmel Shortiss
EDI ambassadors	<a href="mailto:EDImicrobiology@ucc.ie">EDImicrobiology@ucc.ie</a>

## YEAR AND PROGRAMME CO-ORDINATORS

Year	Co-ordinator/Director
<b>4<sup>th</sup> Science staff contact &amp; 4<sup>th</sup> Year Project Allocation</b>	Niall O'Leary
<b>3<sup>rd</sup> Science staff contact &amp; Lit Review allocation</b>	Carmel Shortiss
<b>2<sup>nd</sup> Science staff contact</b>	Douwe van Sinderen
<b>1<sup>st</sup> Science staff contact and Programme Board for CK402</b>	Jerry Reen
<b>Food Science staff contact</b>	Colin Hill
<b>BSc Biomedical Science Director &amp; staff contacts</b>	Martina Scallan/Nicky O'Boyle
<b>Biotechnology and Biomedical Science admin support</b>	Mary Cotter
<b>Genetics staff contact &amp; 3<sup>rd</sup>/4<sup>th</sup> Year Project Allocation</b>	Marcus Claesson (Tom Moore GN Projects)
<b>Pharmacy staff contact</b>	Cormac Gahan
<b>BSc Biotechnology Programme Director</b>	Dave Clarke
<b>BSc Medical and Health Sciences Board of Studies / Staff contact</b>	Liam O'Mahony
<b>MSc Biotech staff contact</b>	Dave Clarke

<b>MSc Bioinformatics with Systems Biology staff contact &amp; Project Allocation</b>	Marcus Claesson
<b>MSc Food Microbiology staff contact &amp; Project Allocation</b>	Jennifer Mahony
<b>MSc Molecular Cell Biology with Bioinnovation</b>	John MacSharry
<b>Nursing &amp; Epidemiology &amp; Public Health staff contact</b>	Martina Scallan
<b>PhD (Microbial Biotechnology) Programme Director</b>	John Morrissey
<b>Laboratory Practical Training Coordinator</b>	Carmel Shortiss
<b>Meeting room Bookings</b>	School Office / <a href="mailto:microbiology@ucc.ie">microbiology@ucc.ie</a>
<b>TIMETABLES (School of Microbiology)</b>	Mary Cotter
<b>Online Laboratory TIMETABLES</b>	Mary Cotter
<b>School Bioinformatics Lab bookings</b>	School Office
<b>School Website</b>	School Manager
<b>Social networks (Twitter and LinkedIn)</b>	Michelle O'Leary <a href="mailto:microbiology@ucc.ie">microbiology@ucc.ie</a>
<b>School Newsletter</b>	microSCRUM <a href="mailto:microSCRUM@ucc.ie">microSCRUM@ucc.ie</a>

Further information about the School of Microbiology is available on our website [here](#):

Further information about the [College of SEFS](#), where we are aligned, includes [governance](#), committees, policy and structure.

A specific interactive module was launched in 2021 to inform on [academic freedom and culture](#) within UCC.

## ORIENTATION

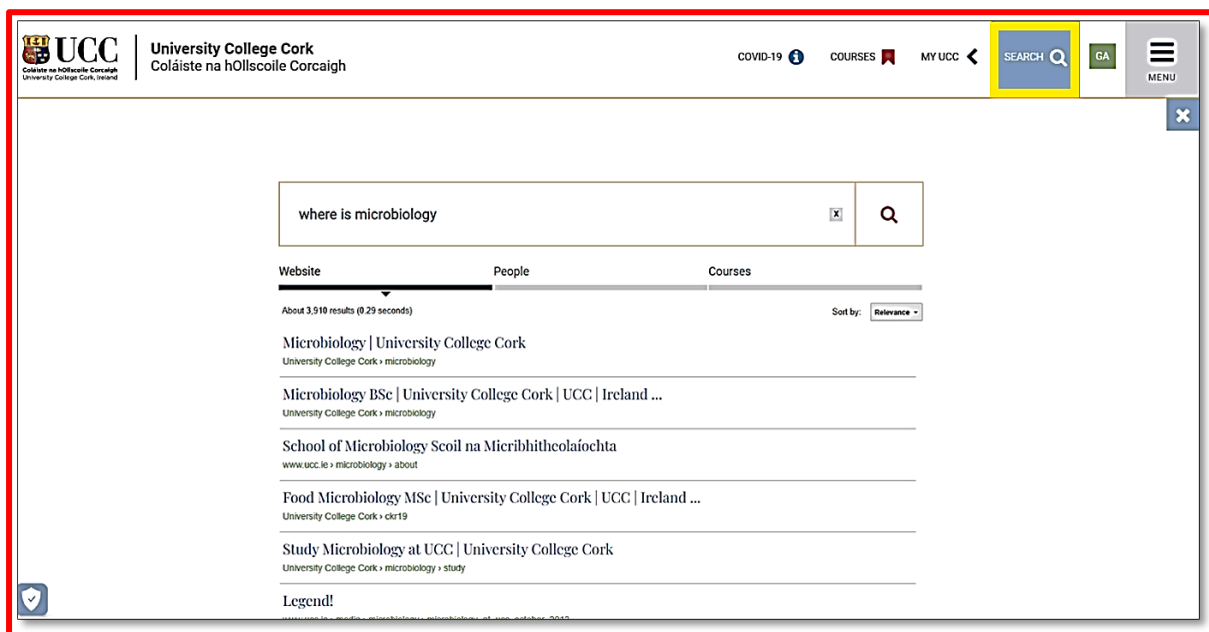
UCC Orientation can be booked via the 'My Training' tab on ESS, the programme introduces new staff to the University, its structures, procedures, resources, & community. Hearing from colleagues across the organisation on areas relevant to you as a new staff member, this is also a great opportunity to meet new colleagues & learn about the University.

The UCC Orientation for all staff is available via [Staff Orientation | University College Cork \(ucc.ie\)](https://ucc.ie)

UCC Orientation for Research staff is available at: [On-Line Sessions for Research Staff | University College Cork \(ucc.ie\)](https://ucc.ie)

<b>UCC Staff Handbook</b>	<a href="#">UCC Staff Handbook</a>
<b>IT Supports</b>	<a href="#">IT Services   University College Cork (ucc.ie)</a>
<b>Buildings and Estates</b>	<a href="#">Buildings and Estates   University College Cork (ucc.ie)</a>
<b>HR Website</b>	<a href="#">Human Resources   University College Cork (ucc.ie)</a>
<b>HR Policies &amp; Procedures</b>	<a href="#">Full list of HR policies and procedures</a>
<b>Staff Training &amp; Development</b>	<a href="#">Training and Development Programmes</a>
<b>Equality, Diversity and Inclusion</b>	<a href="#">EDI Unit &amp; Staff Networks</a>
<b>Academic Policy and Document Portal</b>	<a href="#">HERE</a>

The **UCC website**, <https://ucc.ie/>, uses a built-in search function to allow you to search for content on the UCC website, much like you would using Google or Yahoo. In fact, the UCC search function is based on Google's search engine. Use the **SEARCH** icon to look for specific information, people or courses on the UCC website (as seen in the screen grab below):



Students can also use the **ASK UCC** service [ask.ucc.ie](http://ask.ucc.ie), this is a centralised online help tool for all student queries about registration, exams, IT services and more.

## ABOUT CORK

Recently identified as one of the top ten city destinations by the Lonely Planet guide, Cork is a place not just to visit, but to live; offering a quality of life and an academic and cultural experience which reflects positive Irish values. Cork city has a population of some 150,000, with a further 100,000 in its hinterland. Further details can be found at <http://www.corkcity.ie/>

- [Citizen Information](#) website is a useful source for general and particular information about services and facilities in Ireland
- [Pure Cork](#) and [Cork City](#) are good sites for facilities and items of general interest in Cork
- [Public Transport Map](#) can be found in some tourist information spots and in the main Bus Station at Parnell Place, other information about the transport in Cork, and to-from Cork
- TFI [Bike Share Service](#) and registration
- [Trains Services](#)
- [Cork Airport](#)

## ACCOMMODATION

Securing permanent accommodation is a very important step in the first weeks of your induction. A permanent address is required to obtain other documents and services such as opening a bank account. If not from Cork, you are advised to start searching weeks before the commencement of your contract. Usually, a combination of online and offline methods works best for both staff and for students i.e.:

- **Offline:** checking advertisements in local papers, local housing agencies, word of mouth etc.
- **Local Auctioneers and Estate Agents** can be found using online search tools Google etc.
- Alternatively visit and register with [DAFT](#) and [MyHome](#)
- **UCC Accommodation services** Ph: 00 353 21 4903849 or E: [resservices@ucc.ie](mailto:resservices@ucc.ie) or visit [Online](#) UCC website developed mostly for staff and students but a useful resource for all seeking accommodation
- **UCC Campus accommodation** and Summer accommodation is also available [here](#)
- **UCC Faculty Accommodation** (St Kildas) may also be available [here](#)
- Relocation Services Companies may also be able to assist with relocation packages, e.g. Celtic Relocations
- As a last resort use Circulation List UCC E: [circulationlist@ucc.ie](mailto:circulationlist@ucc.ie) this email is delivered to all members of the UCC staff

## PAYROLL

**Pay & Tax**      [Payroll Office](#) information and link to [Payroll forms for Staff](#)

**UCC Employers REGISTRATION Number:**                      **0006286E**

**UCC VAT Number for EC Imports:**                              **IE0006286E**

All staff and students must be paid directly into their back account via the College Payroll System. The [Paypath Form \(P6 Form\)](#), outlining bank account details, must be completed and returned to the Payroll Office, UCC by the 15<sup>th</sup> of the month.

**Note:** For new academic staff the following also apply:

- a) College lecturers (above/below the bar) can claim time spent marking exams or correcting lab/literature/research reports as an expense using the [Examiner Payment Claim Form](#)
- b) Rates can be found under Exam Payment Rates in the [UCC Salary Scales](#)
- c) Third level academic staff can claim a tax credit, a [flat rate expense](#) through revenue

#### OBTAINING YOUR PPS NUMBER

Please call in person to: Department of Social Protection, Hanover Street, Cork, T12 PX62 Map: [View location on map](#)

Opening Hours and contact details: [gov.ie - Personal Public Service \(PPS\) Number Allocation Centres by County \(www.gov.ie\)](#)

**What to bring:** you will need to fill out an application form and provide proof of your identity see full instructions at: [gov.ie - How to get a Personal Public Service \(PPS\) Number \(www.gov.ie\)](#).

#### CLARIFICATION OF TAX STATUS

##### **Register for Income Tax**

When you start working for the first time (even if it is a part-time or temporary job), you must register yourself as soon as possible to avoid paying emergency tax. You will need the **UCC registration Number: 0006286E**

To do this, you should:

- Apply for your Personal Public Service Number (PPSN) if you do not already have one.
- You can register for [myAccount](#) or you can access it using your [MyGovID](#) verified account where you can also book an appointment for Personal Public Service (PPS) Number allocation.

##### **Register your new job**

When you receive your myAccount password, you can register your new job by clicking on the 'Job or Pension details' link on PAYE Services in myAccount.

##### **Your Tax Credit Certificate**

You will be able to view your Tax Credit Certificate in two working days by clicking on the 'Manage your tax' link on PAYE Services in myAccount. An employer copy showing your total tax credits and rate bands will be sent to your new employer, who can then make the correct tax deductions from your pay.

#### SECURITY

The security of the University is provided by the Services and Security Operatives, General Services under the daily supervision of the General Services Supervisors from 08.00 - 23.30 hrs. The aim of the service is to ensure a safe friendly environment for all persons using the UCC campus and in conjunction with Department Heads, the protection of university Property.

For general access telephone: 021-490 4567 and 021 490 2266

##### **Emergency Number: 021-490 3111**

If you feel uneasy or threatened by an occurrence on campus, or if you witness any incident, please do not hesitate to contact the Emergency Number listed above.

## CAR PARKING

Staff I.D. cards are used to operate the barriers and are issued to permanent staff in line with the University's policy. Access to car parking facilities is by Staff I.D. card only. Car park access is only issued to fixed-term staff members following completion of 3 years' service. Contact the General Service's office at Ext. 2265 or e-mail [generalservicesadmin@ucc.ie](mailto:generalservicesadmin@ucc.ie).

Visitors to the School can avail of reserved parking or once-off full-day parking tickets for the paid carparks at Perrot's Inch and College Road, please contact the School Office to arrange at least two working days in advance.

The link to UCC Commuting, Access and Parking is [here](#)

## LEAVE & HR POLICIES

- Annual Leave is booked on-line through [UCC Employee Self Service \(ESS\)](#)
- **A guide and tutorial on ESS**, and its uses, for training, team management and for information on your personal data is available at this site.
- All leave in the University should be taken in accordance with University policy and procedures for leave: [Code of Conduct](#) [Equal Employment Opportunities](#) [Employment Records](#)

For full details on University benefits, procedures and useful information to help you settle in to your new role please review our online Orientation **UCC Staff Handbook** [UCC Staff Handbook](#)

## WORK PERMITS AND HOSTING AGREEMENTS

UCC is an accredited research organisation and as such can form hosting agreements with third country nationals (non-EEA nationals) for the purpose of conducting research in the University. See UCC HR website Policy page for [Work Permits | University College Cork \(ucc.ie\)](#) and [Hosting Agreements | University College Cork \(ucc.ie\)](#)

## GARDA VETTING

The Department of Human Resources conduct Garda Vetting for all new and existing staff, where relevant (see definitions at <https://www.ucc.ie/en/hr/gardavetting/>). The vetting requirement extends to all categories of staff, engaged in relevant work, including: Academic, Professional, Administrative, Technical, Research and Hourly Occasional. It also applies to volunteers and contract staff, where a person will have access to children or vulnerable adults on more than one occasion and in an intensive one-to one setting on a regular basis. A child is defined as 'a person under the age of 18 years.' [This does not apply to UCC registered students under the age of 18 unless they are considered a vulnerable adult]

Garda vetting also applies to staff members involved in cyclical events or sporadic activities such as:

- Children's Camps/Summer Schools
- Working with / Responsible for TY students on placement (when TY students come into UCC the hosting staff member should carry out a risk assessment, be Garda vetted / have any staff who will be working closely with the TY students be Garda vetted in advance).
- School Visits (Where a staff member is invited to give a once-off group talk at a school they should not need vetting)
- Research activity involving children or vulnerable adults
- Roles with components of counselling/mentoring responsibilities

- Outreach activities to secondary or primary school children (On or off site)
- Where students are vetted as a requirement for their course, staff who have similar access as the students may also require vetting, where relevant.

If you need further clarification on whether this obligation applies to you or have any queries please also email [staffgardavetting@ucc.ie](mailto:staffgardavetting@ucc.ie) or contact Ext 3910.

## DATA PROTECTION, RECORDS MANAGEMENT AND CYBER SECURITY

Staff and the University must comply with the EU General Data Protection Regulation (GDPR) legislation. Further information on GDPR, UCC policy, guides and emergency procedures can be found at: [GDPR | University College Cork \(ucc.ie\)](#). Records Retention Schedules can be found via the webpage: [University Archives and Records Management | University College Cork \(ucc.ie\)](#).

The School Manager is the nominated Data Protection Champion for the School of Microbiology, contact: [microbiologymanager@ucc.ie](mailto:microbiologymanager@ucc.ie). Further advice can be sought from the UCC Data protection officer Ms Catriona O'Sullivan (Information Compliance Manager) Telephone: +353 (0)21 4903949 E: [gdpr@ucc.ie](mailto:gdpr@ucc.ie)

### Mandatory GDPR training

UCC staff can access the online GDPR training package via the following link: [Training and Resources | University College Cork \(ucc.ie\)](#)

Despite the evolving nature of the digital environment and a dramatic increase in cybercrime, the weakest link in cyber defence remains unchanged... people. The [IT Security - Home \(sharepoint.com\)](#) will provide you with information to keep your data and the University's data safe.

### Mandatory Cybersecurity Awareness Training

UCC IT Services and HEAnet - Ireland's National Education and Research Network will be running IT Security awareness training sessions throughout the year via Microsoft Teams. This awareness training is an essential component in protecting your data and the University's data.

## ALLOCATION OF INFRASTRUCTURE AND DESK SPACE:

Academic, technical, and administrative staff will be contacted and allocated office/space, laboratory and any other resources. For Postdoctoral and post graduate student resources, the associated PI supervisor will request and arrange office space. The request must be made as soon as possible and well in advance of the start date as soon as the post has been accepted.

### General Services Forms

- furniture requisition and office key requisition - Please contact School Operative to order
- [used furniture request form](#)

## OFFICE TELEPHONES

The Buildings Office is responsible for the maintenance and development of the University's [Telephone system](#) and provide Handsets, Telephone Lines and Voicemail User guides. If you already have access to a UCC Telephone line:

Dial extension number (final 4 digits for internal UCC calls) or (021) 490XXXX.

Dial "0" for outside line (local area only).

Switchboard – dial “9” and request your call (for mobile and all other area codes)

**Voicemail:** Activate by dialling #3499 and hang up  
De-activate by dialling ##3499 and hang up  
Access Messages: Dial 3499 and follow prompts.

#### OFFICE AND IT SUPPLIES AND FACILITIES

**Stationery supplies** are available from / can be ordered through the School Operative.

**School Photocopying facilities** are available in room 412 on the fourth floor of FSB with code access. Black and white printing only is strongly encouraged. Please print in colour only as necessary.

**UCC Printing Services** are available throughout the campus see list at [Print, Copy and Scan Locations](#)

**School Meeting Room:** Room 453, 4<sup>th</sup> floor FSB- can be booked through the School office 452 ext. 2392 or E: [microbiology@ucc.ie](mailto:microbiology@ucc.ie)

**Data Projector / Laser pointer:** These items can be booked by contacting the School Office above

**Wireless Internet:** Staff who registered their laptops with the Computer Centre for wireless internet access can access the Internet throughout the School via [Eduroam](#).

#### POSTAL AND COURIER SERVICES

UCC operates a **postal service** via a central Post Room. Please view further details and guidelines on addressing mail and bulk mail at the [Post Room Website](#). The School Operative collects and delivers post to the post room and the school daily. The outgoing post drop-off point is in the Main School Office FSB452. The School has two post collection points for incoming post (School Office FSB452 and School Operative Office FSB418). New staff and students should contact the School Operative to arrange post collection.

UCC currently uses DHL for **courier services** within and outside of Ireland. Please email [microbiology@ucc.ie](mailto:microbiology@ucc.ie) for details and for information on processing and accompanying documentation and note the following requirements:

- Please contact [microbiology@ucc.ie](mailto:microbiology@ucc.ie) to request a courier, at least 2 working days in advance of shipping.
- DHL Request Form to be completed available at: [Frequently Requested Forms | University College Cork \(ucc.ie\)](#)
- All goods/documents must be adequately packaged, in clean packaging, and clearly labelled with the addressee's address, including contact telephone number for the addressee.
- All goods (including Research Samples) imported into Ireland from a Non-EU countries are subject to Customs Duties and VAT at Point of Entry. Depending on the value of the sample, this can increase the overall cost quite significantly.
- The pick up and drop off point for DHL is in the FSB Glass Atrium on the second floor, unless otherwise requested.

#### LIBRARY SERVICES INFORMATION

As a staff member or as a student of UCC you are entitled to use the library. To gain entry you will need a valid UCC Staff/student Card. This can be obtained from the UCC Human Resources Department. Staff library accounts are not automatically created, Staff must fill out an online Library Registration Form at [UCC Staff - Library Access - UCC Library at University College Cork](#)



For information on [Staff privileges](#) follow the link.

The link [Library guides](#) covers issues such as Information Literacy, Plagiarism and Referencing or Keeping up to date.

## SHOWER ROOM

Shower rooms are located on floors 2 and 4 of the BSI Building, on the Lower Ground Floor of the Cavanagh Pharmacy Building and on the Lower Ground Floor of the Kane Building.

## ONLINE SERVICES INFORMATION

IT resources, support and training for both staff and students are available [here](#)

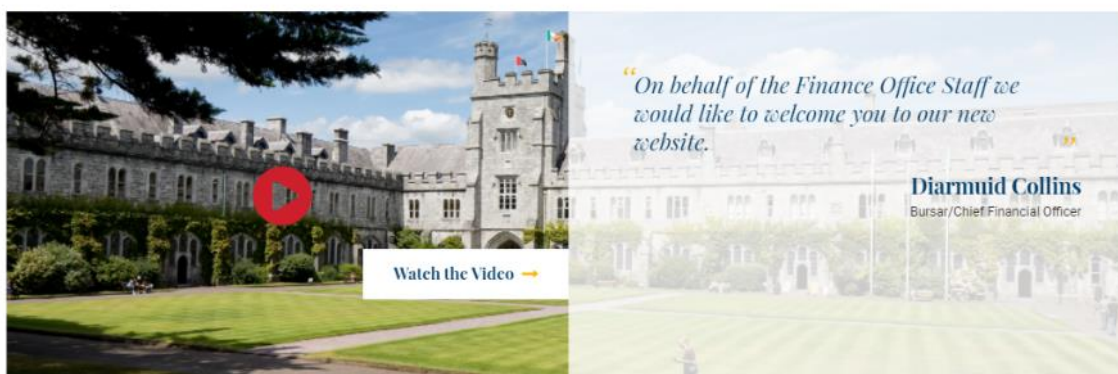
Online services and guidance can be found [here](#)

It includes essential operational and functional information on:

- accessing teaching and learning course structure and support on [CANVAS](#) (see site and further information below)
- your personal [student administration](#)
- the use of email [OFFICE 365 tools](#)
- Online and meeting communication tool [Microsoft Teams | University College Cork \(ucc.ie\)](#)
- Google meet *for on the go* virtual training: [Google Meet | University College Cork \(ucc.ie\)](#)
- Uses, applications and access to cloud storage [OneDrive For Business | University College Cork \(ucc.ie\)](#)
- Recorded [IT training](#) sessions
- Advice and process for [staying safe online](#)

## 2. FINANCE

### Welcome



### Our Services



#### PURCHASE ORDERS (PO'S)

AGRESSO is used to raise and process all Purchase Orders (**except Travel Services which must be booked via Club Travel directly, see below**). All Purchase Orders are processed electronically. This means that all orders are sent to the supplier via email. POs will only be faxed or posted if the supplier does not have an email address. Purchase order numbers **must** be used for Services as well as Goods. **Under no circumstances should any consumables, equipment or services be ordered unless a PO has been placed on Agresso in accordance with the University procurement policy and procedures, otherwise this will cause delays with payment of invoices.**

UCC has several **Contracted Suppliers** for goods and services, these are listed at the Procurement Office Website [Procurement and Contracts | University College Cork \(ucc.ie\)](https://www.ucc.ie/procurement)

If a supplier is not on Agresso then a vendor set-up form must be completed, available at the Procurement Office Website Forms section. Please contact the relevant School purchasing representative (list below) if you any require further assistance.

Purchase orders are raised and processed centrally in the School of Microbiology by the following School purchasing representatives:

- **Office supplies** [eimear.moloney@ucc.ie](mailto:eimear.moloney@ucc.ie); x 2896
- **Lab consumables & equipment** [j.ocallaghan@ucc.ie](mailto:j.ocallaghan@ucc.ie); x 3510
- **Hospitality & Couriers** [microbiology@ucc.ie](mailto:microbiology@ucc.ie); x 2392

**NOTE:** If you are dissatisfied with the goods or services received – it is essential that you notify the relevant School purchasing representative immediately, so that payment can be withheld until all issues are resolved.

A Purchase Order number **CANNOT** be given out before the order request is processed as all order information has to be inputted into the AGRESSO system *and* saved before an order number will be issued.

Please ensure that current catalogues are being used when ordering goods – this will avoid delays/incorrect goods being ordered. Most catalogues are available online. Check individual Supplier website for accurate product numbers and pricing information.

## TRAVEL SERVICES ORDERS

### TRAVEL PRE-APPROVAL

All overseas travel must be pre-approved in advance by the budget holder (your line Manager) and the Head of School. Travel approval forms can be requested and submitted via the main school office: [microbiology@ucc.ie](mailto:microbiology@ucc.ie). Research staff overseas travel should also be pre-approved by the budget holder/Project Leader of the account to which the travel costs will be charged. This pre-approval must be retained at local level.

Note UCC travel insurers follow the advice on the Dept of Foreign Affairs website, so if for any reason travel is not allowed to certain countries that travel will not be insured. Please refer to the DFA website: <https://www.dfa.ie/travel/travel-advice/>. UCC staff travel insurance information can be found at <https://uccireland.sharepoint.com/sites/Insurance>

### CLUB TRAVEL

Club Travel is the Contracted Supplier for all travel services to the University Sector and all travel expenditure should be booked through this supplier in line with UCC's [Procurement Policies and Procedures | University College Cork \(ucc.ie\)](#). No other travel agency should be used and it is necessary to use Club Travel even if you don't need a travel agent e.g. booking rail travel online or at rail station, car hire, flights and accommodation online, is not permitted.

Travel bookings should be placed with Club Travel directly. All travel should be planned as far in advance as possible to take advantage of discounted air fares and other discounted costs.

Club Travel contact details:

UNIVERSITIES DEPARTMENT, Club Travel Ltd, T: + 353 01 6080000; E: [sales@clubtravel.ie](mailto:sales@clubtravel.ie)  
Rail Bookings, E: [rail@clubtravel.ie](mailto:rail@clubtravel.ie)

## EMPLOYEE EXPENSES -TRAVEL AND OTHER ENTITLEMENTS

The University has developed an updated **Travel and Expenses Policy**. This policy states details of all allowable expenses. All staff and students are asked to familiarise themselves with the policy at the beginning of their employment / study and prior to making an expense claim. Please talk to your supervisor as well if in doubt. The policy can be found here: [Employee Expenses \(sharepoint.com\)](#)

The Agresso system is used for claiming expenses.

To access Agresso go to: <https://www.ucc.ie/en/agresso>

For registration, fill in the form: <https://www.ucc.ie/en/agresso/details>

For 'How To' Guides: <https://www.ucc.ie/en/agresso/howto>

For FAQs: <https://www.ucc.ie/en/agresso/faq>

**For Support E-mail:** [agressosupport@ucc.ie](mailto:agressosupport@ucc.ie)

Further Pay and Benefit information is accessible at <https://www.ucc.ie/en/hr/benefits/>

Removal Expenses Scheme information and application form is available at the sharepoint site: [Accounts Payable Policies and Forms \(sharepoint.com\)](#)

## EMPLOYEE EXPENSES WORKING FROM HOME

At the discretion of, and post discussion with your line manager. Please see information is available in terms of taxation: <https://www.revenue.ie/en/jobs-and-pensions/eworking/index.aspx>

## COMPUTER PURCHASE AND NETWORK CONNECTION

A computer can be purchased from either a School or research cost code. The IT Services department supports user hardware from purchase to disposal. Devices must be purchased through IT Services and will be configured for UCC's network with the latest supported versions of the Microsoft Windows Operating System or MacOS. Applications such as Microsoft Office will also be installed.

IT Services are only recommending the purchase of laptops or Chromebooks. Both can be used in the office, connected to a docking station monitor, keyboard & mouse acting just like a desktop. They can also then be taken home to be used for remote working.

It is the responsibility of the purchaser to ensure that the minimum machine specifications are obtained. It is the responsibility of IT Services to ensure the machine is configured for use on the UCC network.

### Procurement Procedure:

- Contact [j.ocallaghan@ucc.ie](mailto:j.ocallaghan@ucc.ie) ; x 3510
- The machine will be delivered to IT services for imaging and configuration.
- When complete, you will be contacted by IT Services to arrange collection

Details of the UCC IT and network policy can be found [here](#) In summary:

- Core staff are automatically provided with full UCC network access upon generation of a staff number by Human Resources.
- For research postgraduates, notification from Head of School or nominee, to Head of Operations is required requesting the postgraduate be provided with a Central domain account.
- A Central domain account allows access to the Local Area Network (LAN), Agresso, Apollo, Eduroam and Network Attached Storage folders (NAS or shared folders).
- Regarding network connection, only UCC-owned machines can physically connect to the network. Personally owned computers can connect to the wireless (Wi-Fi) network only.

**PLEASE NOTE: Encryption of portable devices is mandatory to ensure compliance with UCC's data protection policy.**

## VIRTUAL APP

**Virtual App** is a device independent service which provides on and off campus access to UCC's applications and services, where the following conditions exist:

- If a staff member cannot run the required version of browser or plugins on their device for applications such as DMIS, ITS, HRIS (e.g. Java Runtime Environment).
- If a staff member wants to access services from off campus.
- If a staff member has difficulty accessing services from a non-windows device (e.g. Apple Macs).

- If a student wants access to the Office suite, SPSS, EndNote, R Studio or other applications remotely or on a non-Windows based device.

In the above cases, UCC staff and students can simply access Virtual App using the web browser on any device and authenticating with their UCC email address and password.

### FIXED ASSET REGISTER

University policies and requirements under the Fixed Asset Register website can be viewed at: <https://www.ucc.ie/en/financeoffice/capital/fixedasset/>. In addition, Academic Units and Research Centres continue to have responsibility for maintaining their own registers of Capital Equipment less than €10,000.

Senior Technical Officer John O'Callaghan ([j.ocallaghan@ucc.ie](mailto:j.ocallaghan@ucc.ie)) is responsible for maintenance of the School of Microbiology Fixed Asset Register and all purchasing of assets and equipment in the School of Microbiology should be requested via John.

In addition, all staff are requested to ensure that a 'Disposal of assets' or 'Disposal of Equipment' form is completed for each piece of equipment being disposed of or donated. Forms available at Finance office website: <https://www.ucc.ie/en/financeoffice/forms/fa/> should be sent for review to John O'Callaghan, School of Microbiology in the first instance.

### VISITOR AND STUDENT EXPENSES/ EXTERNAL EXAMINERS

**External Examiners** should complete the relevant Expense Claim form sent to them directly by the Academic Affairs and Governance Office or the Graduate Studies Office.

**Visitors and Students** in the school should use the Visiting Lecturer/Collaborator Claim Form which can be accessed at the following link [Accounts Payable Policies and Forms \(sharepoint.com\)](#) for vouched expenses. This form can also be accessed via the school website at <https://www.ucc.ie/en/microbiology/micropg/forms/>.

Completed forms must be approved by the designated signing authority in the School via the School Office. Approved forms should be submitted to Expenses E: [Expenses@ucc.ie](mailto:Expenses@ucc.ie) to be processed and paid in line with the bi-monthly payment schedule. Please note that payments take approximately three working days to reach the destination bank account.

### 3. HEALTH AND SAFETY AT WORK

#### **HEALTH AND SAFETY IS EVERYONE'S RESPONSIBILITY.**

#### **Avoid Accidents by:**

- **Keeping work area safe;**
- **Do not leave boxes, bags etc. in pathways;**
- **Tidy equipment cables;**
- **Use appropriate stools when reaching for object at a high level;**
- **Consider colleagues' safety and health;**
- **Mop up any spills immediately.**

#### SCHOOL SAFETY STATEMENT

The School of Microbiology Safety Statement is available to all staff and students in room FSB 453. An online version of the School Safety Statement is available at the [School of Microbiology Community Safety and SOP SharePoint - Home](#) together with Safety and Health Management Staff Contacts, First Aiders, and Fire Marshals.

#### SCHOOL EMERGENCY RESPONSE

- **The UCC EMERGENCY Contact line - 24 hours – Ext.\* 3111 or lift the red emergency phone handset in the stairwell [for all emergency services]**

\* If calling from a mobile: + 021 4903111

- **When you hear the fire alarm, leave the building via the nearest fire exit.**

If you discover a fire, **raise the alarm if it is safe to do so**, using the fire alarm break glass unit or by Phone 021 490**3111**, and leave the building. [Emergency Assembly Areas | University College Cork \(ucc.ie\)](#)

There are Four Fire/Emergency **Assembly Areas** for FSTB/BSI:

1. By Biosciences Building (BSI).
2. In car park by Food Science processing block.
3. By exit near glasshouses (Green area at College Road).
4. To right of Block E by Aras Na Laoi (Gaol Walk side).

➤ **Chemical Spill Response and Chemical Waste Disposal, School of Microbiology, UCC, contact:**

John O'Callaghan FSTB Level 4 (Room 414) Phone Ext.\* 3510

*\*If calling from a mobile: + 021 4903510*

➤ **Biological agent Spill contact**

**Please contact your supervisor**

## REPORTING ACCIDENT AND EMERGENCIES

All Accidents and Dangerous Occurrences must be reported to the appropriate Line Manager and School Safety Officer. Incident report forms must also be submitted via the [Incident Reporting & Forms | University College Cork \(ucc.ie\)](#) website.

**Note:** In the case of major incidents, these should also be notified to the **General Services Duty Officer**, Buildings Officer/B&E Facilities Manager, OCLA Insurance, Heads of School/Business unit manager, School/Department Safety Officer and the H&S Office using email or telephone in parallel to the reporting of the incident online.





## HEALTH AND SAFETY TRAINING

### ***Compulsory Health and Safety courses — All Staff***

The Universities Health and Safety Policy advises that there are two compulsory online courses to complete, and one classroom based as follows:

1. Fire Safety (Online)
2. VDU (Online)
3. Manual Handling (Classroom-based)

To access the online courses, please see [Online | University College Cork \(ucc.ie\)](#) and follow instructions. If you experience a problem logging in, please contact the UCC [Health and Safety Office](#). Please advise the school safety officer when your course is completed to update your Health and Safety record.

### ***Classroom-based Health and Safety Courses***

Each month, the [UCC Health and Safety Office](#) advise staff via email of courses available free of charge. For example:

- Chemical Spills
- Chemical Risk Assessment
- Fire extinguisher
- Fire Marshal
- First Aid Certificate (including CPR)
- Lifting (manual handling)

Please see further 'Training' information and Timetable at the Health and [Safety Office website](#). If you wish to avail of these courses, please register via the 'Training Link' in the Course Timetable provided and use the School debit code 4350 NA.

## LABORATORY SAFETY TRAINING - BioRAFT

BioRAFT is UCC's online biosafety management tool. BioRAFT will act as a one stop shop for most requirements related to biological safety and usage of genetically modified organisms. All PIs working in biological research have been set up and may simply log in by visiting <https://ucc.bioraft.com/> and logging in with their usual UCC email and password. Laboratory research staff will have access once they have been added by their PI.

New PI's and academic staff should contact the Biological Safety Advisor at E: [biosafety@ucc.ie](mailto:biosafety@ucc.ie) to be set up on BioRAFT.

### ***Compulsory Health and Safety courses — Lab Based Staff***

- All Lab-based Staff and Postgraduate Students must complete BioRAFT training as part of their induction.
- Material Safety Data Sheet (MSDS) safety online course being developed

The UCC Biological Safety Website <https://www.ucc.ie/en/biosafety/> has some Useful Links and further Training Resources

## HEALTH SCREENING AND PROCESS

You may require travel vaccines. Please note that [Medmark](#) is the nominated UCC provider for Staff. [Medmark](#), 28 Penrose Wharf, Cork. Tel: +353 (0)21 4550455.

## HEALTH AND SAFETY COMMITTEE:

The Health and Safety Committee are responsible for managing UCC Health and Safety (H&S) policies and procedures in the School. They provide oversight of all H&S matters including but not limited to, Hazard Identification and Risk assessments, Chemical Inventories & MSDS records, Waste Management and Biological Safety. The committee ensures delivery of Health and Safety Training to all Researchers and Students in the School. Committee members monitor compliance and provide advice within the School, including H&S training, regular lab inspections and distribution of H&S updates to all School personnel.

## School of Microbiology Technical Support

School activities, student practicals and Research are supported by an experienced Team of Technical Officers in the School. The Technical Team provide technical services for the School, including the preparation and delivery of undergraduate and postgraduate practical classes. Technical Officers support research activity in the School through interactions with academic staff, researchers and students. Technicians provide laboratory training of core techniques for all lab personnel, which includes laboratory Health and safety training. Technical officers are also responsible for inventories and maintenance of the School's equipment and shared facilities and stocks.

### Working in the Lab? Dress for the Occasion

WRONG	RIGHT
<p><b>RISKS</b> Not wearing proper eye protection can result in eye injury including blindness from hazardous materials and flying objects.</p>	<p><b>EYE PROTECTION</b> Safety glasses protect you from impact such as exploding glassware or eye contamination via droplet exposure. Goggles protect against splashes. Face shields can protect against skin burns (e.g. cryo).</p>
<p><b>RISKS</b> Not wearing a lab coat can cause damage and holes in clothing. It can also result in skin burns, discoloration, and skin contamination to areas like the wrist. Once outside the lab, you can contaminate your home, lunch areas, etc.</p>	<p><b>LAB COAT</b> Lab coats protect your skin from hazardous materials (e.g. chemicals, biologicals, radiological). You can remove the contaminated layer post-spill, isolating contamination to the lab area. The extra layer can also minimize public body exposure should clothing need to be removed due to a splash.</p>
<p><b>RISKS</b> Not wearing gloves runs the risk of burns, scars, contamination, and the absorption of hazardous materials.</p>	<p><b>GLOVES</b> Frequent change of lab gloves when contaminated can prevent burns and toxic side-effects.</p>
<p><b>RISKS</b> Lack of proper leg coverage can result in burns, scars, contamination, and absorption of hazardous materials.</p>	<p><b>COVERED LEGS</b> Covered legs provide a layer of protection against hazardous materials.</p>
<p><b>RISKS</b> Lack of proper footwear can result in broken bones, burns, scars, contamination, and absorption of hazardous materials.</p>	<p><b>CLOSED-TOE SHOES</b> Closed-toe shoes protect against physical hazards and hazardous materials.</p>

**DON'T BE ON THE WRONG SIDE OF SAFETY  
WEAR PERSONAL PROTECTIVE EQUIPMENT (PPE)**

### Working with Hazardous Chemicals?

Do you know what these signs mean?

	Explosives
	Gases under pressure
	Environmental hazard
	Flammables
	Corrosives
	Harmful/irritant
	Oxidisers
	Acute toxicity
	Severe health hazards

## 4. TEACHING AND LEARNING

The School of Microbiology contributes to internationally recognised teaching and research programmes at both undergraduate and postgraduate levels across two of the four Colleges in UCC namely the College of Science, Engineering and Food Science (SEFS) and the College of Medicine and Health. Key sub disciplines, such as medical microbiology, food microbiology, environmental and industrial microbiology are reflected in the programmes. In addition, the rapidly evolving fields of Immunology, Molecular Cell Biology, Environmental Microbial Biotechnology, Molecular Microbial Ecology, Genetic Engineering, Microbe Host Interactions, Cell Signalling, Systems Microbiology, Bioinformatics, Genomics, Pathogenicity, Probiotics and Food & Health are integral to the teaching and research activities of the school.

### *ELEVATE DELTA AWARD*

UCC's DELTA Award team, known as the Elevate Team are a collaborative group of educators, researchers, and technical staff from the School of Microbiology, working with colleagues in the School of Applied Psychology and the School of Computer Sciences/IT. The successful submission was strongly influenced by the desire to engage students in active learning to access challenging concepts in virology, cellular and molecular biology. The Elevate Team were noted for being passionate about accessing new modalities of teaching for understanding, guided by digitised immersive learning approaches.

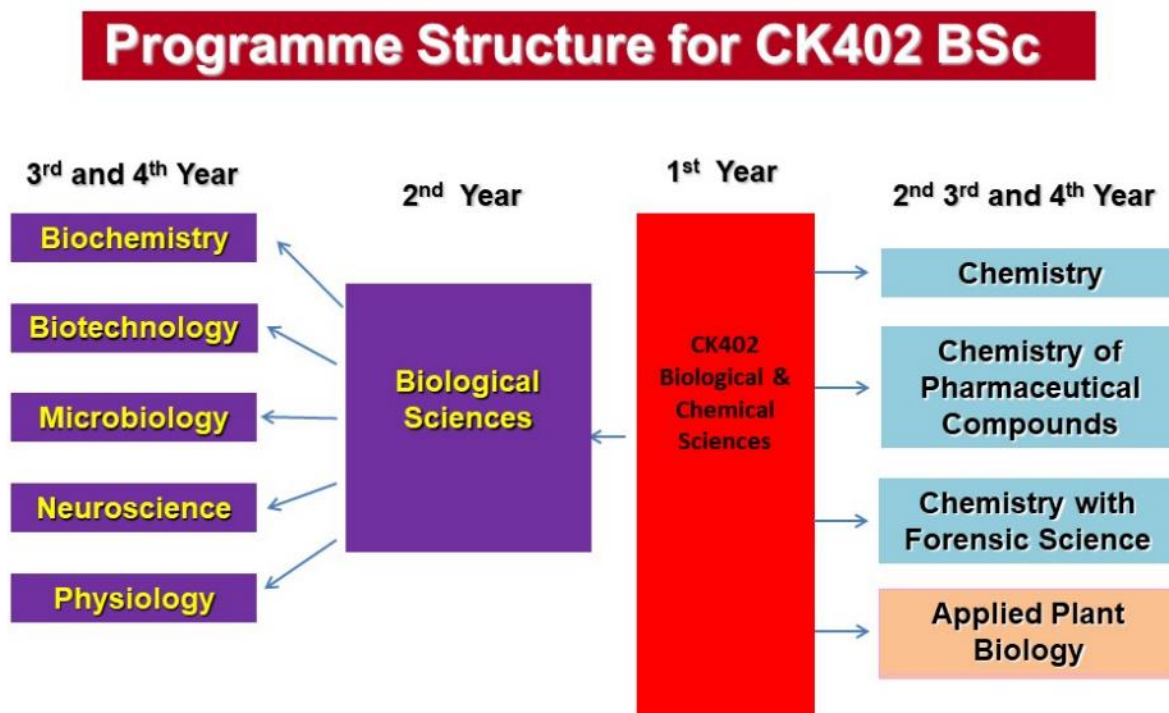
[Teams from MTU, UCC and UL Receive DELTA Awards - National Forum for the Enhancement of Teaching and Learning in Higher Education](#)

The different degree programmes to which School of Microbiology contributes are summarized below.

<p><b>Undergraduate Programmes</b></p> <p>(with integrated Microbiology modules and lead contribution by Microbiology staff)</p>	<p><a href="#">Microbiology</a></p> <p><a href="#">Genetics</a> in association with Biochemistry and Biological, Earth and Environmental Science</p> <p><a href="#">Biomedical Science</a> in collaboration with MTU</p> <p><a href="#">Food Science</a></p> <p><a href="#">Biotechnology</a></p>
<p><b>Undergraduate Programmes</b></p> <p>(with teaching by Microbiology staff)</p>	<p><a href="#">Agricultural Science</a></p> <p><a href="#">Biochemistry</a></p> <p><a href="#">Chemistry with Forensic Science</a></p> <p><a href="#">Food Marketing and Entrepreneurship</a></p> <p><a href="#">Pharmacy</a></p> <p><a href="#">Public Health</a> and Health Promotion</p> <p><a href="#">Medical and Health Sciences</a></p> <p>General and specialist <a href="#">Nursing and Midwifery</a></p> <p><a href="#">Nutritional Sciences</a></p>

	<a href="#">Science Education</a> Graduate Medicine
<b>Taught Postgraduate Programmes</b>	<a href="#">MSc Food Microbiology</a> <a href="#">MSc Bioinformatics and Computational Biology</a> in association with Mathematical Science and Computer Science & Information Technology <a href="#">MSc Biotechnology</a> in association with Biochemistry, Chemistry and Process Engineering, Pharmacy and Biological, Earth & Environmental Science <a href="#">MSc Molecular Cell Biology with Bioinnovation</a> in association with Biochemistry, Neuroscience and Business Information Systems <a href="#">MSc Food Science</a>

The first year entry pathway to our undergraduate courses in [Microbiology](#) and [Biotechnology](#) is via CK402, Biological and Chemical Sciences, details can be viewed at [CK402 prospectus](#) and Figure below, for the Programme structure for CK402 Biological and Chemical Sciences entry stream and exit awards.



## TEACHING AND EXAMINATION

**Semester Dates.** The academic year is outlined on the UCC Student Records and Exams Office (SREO) Website, link [here](#) and note **Teaching Periods** may alter slightly each year. **Room bookings** for the current year can be accessed [here](#).

**Programme, Module, School Timetables,** Guide to locations and Facilities available at each location are all available via the search options at the following [LINK](#)

For the latest **Examinations** updates visit the website [here](#). A **Guide to Examinations Procedures and Regulations** is available [here](#). Procedures and Regulations documents can also be viewed and downloaded from below links

- [Guide to Examinations and Assessment for Staff and Students](#)
- Plagiarism [UCC Plagiarism Policy](#)
- Exam [Rechecks, Mitigation and Appeals](#)

## CANVAS.

[Canvas](#) is an online learning environment available to all staff and students in UCC.

The 24/7 Canvas Help system, available on the left-hand menu of Canvas, there are also Bookable consultations with CDE Instructional Designers and IT personnel. To book training please follow steps in this [link](#)

## ACADEMIC PROGRAMMES AND REGULATIONS

Each programme is aligned to several credits, awarded to bespoke research projects and to taught modules (for either 5 or 10 credits, depending on the volume of content and student study hours). A module is a described series of lectures and other supports (tutorials, practical elements), delivered on a theme or topic, and examined. Each module is allied to a module co-ordinator. The module co-ordinator role is available at [Module Coordinator Roles and Responsibilities](#).

## CIM MODULES

Courseleaf Curriculum (CIM), is the University's online Curriculum Management System. Information, training and access to CIM Modules can be obtained at this [sharepoint site](#) from campus. E: [ucccourseleafsupport@ucc.ie](mailto:ucccourseleafsupport@ucc.ie) if you have any queries.

The Process for Programme changes and for proposal of new programmes is detailed at the UCC Academic Programmes and Regulations Website [here](#). This site also links to the UCC [Calendar](#), [Book of Modules](#), UCC Marks and Standards and the National Framework of Qualifications (NFQ). Archived Calendar, BOM and Marks and Standards are available at this [link](#).

Changes to Academic Programmes process is described on the Office for Academic Programmes and Regulations (APAR) website [here](#). All change requests need to be approved by the School and College APCD committees.

Our **Academic Programmes and Curriculum Development** (APCD) Committee Chair Dr Niall O'Leary oversees issues related to teaching, assessment, module alterations and programme planning etc.

**Dr Niall O’Leary** liaises with SEFS APCD on behalf of the School for module and for programme changes. **COLLEGE OF SCIENCE, ENGINEERING AND FOOD SCIENCE (College of SEFS)**

**Curriculum Contact:** SEFS Academic Standards Committee [sefsapcd@ucc.ie](mailto:sefsapcd@ucc.ie); Emily Chambers, phone 021 490 2299

**College Manager:** Kate O’Brien - E: [sefscollegemanager@ucc.ie](mailto:sefscollegemanager@ucc.ie), phone 021 490 1775

## CONTINUOUS ASSESSMENT

- All CA to be marked and returned within 3 weeks of submission, according to UCC Guide to Exams and Assessment [here](#)
- Relevant academic & Year Administrator to coordinate on double checking of marks post-entry.
- A penalty will be applied for late submission by the marker unless the student has provided a medical cert or other relevant documentation during the academic year to the Admin Office.
- The Module Co-ordinator will have final oversight of any medical certs and incident reports that have been submitted.

## EXAM SCRIPTS

- Module Co-ordinator should be aware of exam dates, times and venue and should attend, where practical, on the day to check in on students and provide a contact telephone number.
- Scripts are collected from the Exams Centre by the School Operative or the module co-ordinator or other appointed staff member by arrangement with the School Operative.
- Module Co-ordinator must liaise with relevant markers on the module to ensure papers are corrected within the relevant timeframe. If papers have been split up the Module Co-ordinator will restore the sequence of papers.
- Markers notes should be written on scripts.
- **Marks should be returned via excel to the assigned location on School of Microbiology MS TEAMS Files. Physical scripts are returned to the School Operative.**
- Any medical certificates and exam absences are noted and checked via [Microbiology@ucc.ie](mailto:Microbiology@ucc.ie).
- Scripts will be held by the School with options for student viewing on specific dates by appointment with the School Office [Microbiology@ucc.ie](mailto:Microbiology@ucc.ie).

## EXAMINATION BOARDS

### INTERNAL EXAM BOARD

The exam board oversees provisional marks returned for each module and student, discusses boarder-line cases, cases with special circumstances where they may impact on a student’s academic progress, any other incidents deemed relevant that may impact student performance either individually or collectively. Student project marks are returned and discussed here. Standards are discussed. For final year students, oral examinations across the grades, are recommended.

- The Head of School or nominee will chair the exam board.
- For the review, boards to be held at the end of Semester 1&2 module reports will be generated.
- All marks are provisional until ratified by the relevant University Board.
- Head of School or designated person will ensure all corrected marks are entered

### EXTERNAL EXAM BOARD

The exam board hosts an external examiner for the degree programmes. It oversees and ratifies the returned provisional marks for each module and student, discusses boarder-line cases, cases with special circumstances where they may impact on a students’ academic progress, any other incidents deemed relevant that may impact student performance either individually or collectively. Student project marks are returned and discussed here. The external examiner will host, along with a school

academic staff member, final year oral examinations across the grades, as recommended following Internal Board.

- The Head of School in collaboration with the Programme Administrator ensures that information is with the Exam Centre for the external examiners including:
  - Qualification Spreadsheets for all Years
  - CA folders and Exam Scripts
  - CIM Individual Module Mark Breakdown
  - Marks and Standards
  - Guidelines for External Examiners
- Qualification spreadsheets for all years are examined and the judgement of each student discussed with the external examiners and in line with the relevant Marks and Standards. The external examiners are invited to make comments and recommendations as they see fit.
- A designated Programme Administrator will upload marks to ITS and prepare broadsheets for University boards.
- There is a College of SEFS designated date for review of papers with students for which academic staff should be available.

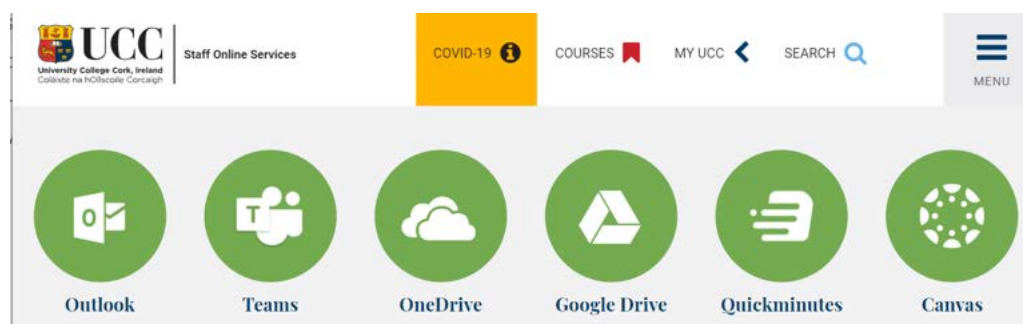
*Student Records and Examinations Office (SREO)* manage:

- Administration of official written Spring, Summer, Autumn, and Winter Examinations
- Official release of results and academic transcripts
- Certification
- Registration
- Issuing of Student ID cards
- Undergraduate and Postgraduate Scholarships

University's Examinations' Procedures can be found [here](#)

## BLENDING TEACHING AND LEARNING

Online and blended teaching is supported by the University in providing services and solutions. All online services are accessible in a one-stop [website](#)



Resources such as quick links, FAQ etc. can be found on the **Office of the Vice President for Learning and Teaching (OVPLT)** [website](#)

**IT Services Department** has developed a dedicated webpage with guidelines and solutions.

A resource for UCC staff called '**Teaching Today in UCC**' can be accessed [at this link](#).

The objective of this new site is to provide staff with an up-to-date resource in the context of teaching and learning. It includes information, guidance, and support on:

1. **Four Blended Learning Options for UCC Staff**
2. **5 Pillars of UCC Student Feedback**
3. **Teaching & Learning Supports for Delivering Blended Learning**
4. **FAQ's**

## 5. RESEARCH STAFF AND STUDENTS



### RESEARCH POLICY, ETHICS AND INTEGRITY

The Research Committee (Chair, Professor Douwe Van Sinderen) is aligned to SEFS Research and Innovation Committee to inform of and act on policy and strategy. As a working committee they aim to inform on, input into and develop the research strategic plan for the school, inform of and encourage opportunities for funding, promote excellent science through dialogue and our seminar series, highlight good news stories: success in funding, scientific excellence recognition and published work from our school and associated centres of excellence.

UCC staff are permitted to spend 20% of their time in a [consultancy](#) role. The UCC Office of Corporate and Legal Affairs (OCLA) website contains the relevant information for the UCC Conflict of Interest policy, FAQ's, as well as useful guidance and examples at:

<https://www.ucc.ie/en/ocla/policy/conflict-of-interest/>. The School is required to maintain a local Conflict of Interest Register, please contact the Head of School to discuss possible conflicts and report possible conflicts to the School Manager.

- Research ethics and policy are available at the UCC [Research Policy](#) website.
- UCC Code of Research Conduct and Integrity website [here](#)
- UCC Research Ethics Guidance and support website is [here](#)

The research of the school is very prominent at major research conferences, in the form of oral and poster communications, and staff members are consistently invited to give the plenary lectures at these conferences. Up to 100 research publications in international peer reviewed journals are produced each year by staff in the school. This healthy state of research in the school is also indicated by the research income of about €8 million per annum.

Genomics is now centre stage in Biological Science. The complete sequencing of the human genome and the genomes of several microorganisms and the development of gene array technology, together with developments in protein engineering and methodology to measure cellular reactions *in situ*, has made the complete understanding of the molecular functioning of cells within the grasp of research scientists in Biology in general, and Microbiologists in particular. The School of Microbiology at UCC plans to strengthen its participation in these exciting developments. The impact of technologies such as gene array technology is not confined to a fundamental understanding of cellular molecular biology, but also strongly impacts on several other areas of fundamental interest



to the school such as: responses to environmental ecological signals, gene expression in pathogenesis, virus-host interactions, and immunological interactions.

Molecular Biology techniques are making a significant impact in environmental/ecological microbiology. The technology is routinely used to identify the microorganisms in the environment and to examine the physiological basis of the relationships shared by microorganisms and between microorganisms and other inhabitants of many natural environments. Exciting details on signalling between organisms are being uncovered. The School of Microbiology UCC is making a significant contribution to research in this area. There are very practical impacts of work in this area, such as the construction of biological control agents and microbial agents, which will function in waste management, bioremediation and as probiotics.

Information on the School broad research themes are available [here](#) and the Academic Staff Research Interests and Expertise are available [here](#).

### **Main Collaborating Research Institutes, Centres and Projects**

[APC Microbiome Ireland](#)

[Environmental Research Centre \(ERI\)](#)

[Moorepark Food Research Centre](#)

[SUSFERM Fermentation Centre](#)

[Tyndall National Institute](#)

### RESEARCH SEMINARS

Our **school seminar series** host local, national, and international speakers. If you have a recommendation, please contact Seminar organisers [microSCRUM@ucc.ie](mailto:microSCRUM@ucc.ie) by email. An invitation can be issued on your behalf, or you will be accommodated so that the speaker can visit through online or on land means.

**All are welcome to attend on Thursdays at 2 pm Áras na Laoi G18 fortnightly.** Information on and invitation to host research seminars and speakers is strongly encouraged. Michelle at [microbiology@ucc.ie](mailto:microbiology@ucc.ie) will book rooms/online venues and advertise the seminar information to AEU in advance. The seminar may be recorded, if online, at request and with the permission of the speaker.

### DATA PROTECTION

**Data protection** is aligned to large data projects and for data storage be that clinical, demographic, biomarker, metabolite, gene expression data sets etc.

The EU and UCC research policy on FAIR (findable, accessible, interoperable, and re-usable) data management plan (DMP) to securely manage and ensure long-term preservation of the data. All data will be maintained for a period of 10 years post-project in line with the [UCC Code of Research Conduct](#).

Advice can be sought from **the Data protection officer to UCC**: is Ms Catriona O'Sullivan (Information Compliance Manager) Telephone: +353 (0)21 4903949 E: [gdpr@ucc.ie](mailto:gdpr@ucc.ie)

## FUNDING AWARDS AND APPLICATIONS



Information on how to apply for Research Funding is available at the UCC Research and innovation Office website [Funding | University College Cork \(ucc.ie\)](https://www.ucc.ie/en/research/funding) to support your existing research and research plans.

At SEFS level support for your research can be found [here](#) and via the school Research Committee Chair, Professor Douwe Van Sinderen.

### Office of Vice President for Research and Innovation (OVPRI)

- OVPRI assists staff in **applying for funding and in the post award process**.
- E: [uccresearch@ucc.ie](mailto:uccresearch@ucc.ie) Phone: #3501. Website: <https://www.ucc.ie/en/research/>
- For UCC Research contact Dr David O'Connell [D.OConnell@ucc.ie](mailto:D.OConnell@ucc.ie)
- For UCC Innovation contact Dr Sally Cudmore [S.Cudmore@ucc.ie](mailto:S.Cudmore@ucc.ie)
- Frequently Used Forms such as Appendix C (Contract Assessment Form) can be found [here](#).

### Finance - Office of Research Grants and Contracts (ORGC)

- Phone: #2678 Location: North Wing, Main Quadrangle
- Website: <https://www.ucc.ie/en/financeoffice/research/>

**ORGC aid the University and to individual researchers in the administrative and financial aspects of the universities funded research activities.**

When applying and processing Research Grants and costing of research projects follow UCC [Research Procedures Policy](#).

Current contacts **Research accounting**, preparation of budgets and general finance advice are listed at the Finance Office [Staff Contact Information | University College Cork \(ucc.ie\)](#) under Research Grants & Contracts section.

**As a matter of policy**, all submissions for research awards are recorded at school level. As such, on submission, please email the School Manager: [microbiologymanager@ucc.ie](mailto:microbiologymanager@ucc.ie) to inform of any applications, liaise on budgets and to follow up on successes.

**NOTE: All appendix C documents MUST be relayed for signing by Head of School with the approval of the School Manager** as advised by the College of SEFS.

## RESEARCH STAFF RECRUITMENT

Human Resources Research will assist and advise staff in **managing the recruitment and appointment of research staff**. Please contact the following:

- Ms Mary Kate O' Regan HR Research Advisor, #2099.
- For advice on HR Recruitment and Contracts please contact Ms Tracy Eagles #3690 and Ms Niamh Buckley #3838.

## STUDENT RECRUITMENT AND REGISTRATION

HR Research will assist and advise staff in managing the recruitment and appointment of post graduate **research students** and in advertising positions (contacts are listed above).

- All scholarships available at UCC are listed [here](#).
- External PG and UG scholarships are listed [here](#)
- Student and Staff STEM scholarships and awards are listed [here](#).
- International scholarships are listed [here](#)

Students awarded individual funding and those appointed to grants, those pursuing taught MSc, CPD or other postgraduate qualifications must access *UCCapply* to register interest and for acceptance to postgraduate programmes. The site also is interactive for undergraduate programmes, adult education, and for EU and International students.

**Applications for undergraduate and postgraduate programmes** are processed by UCC Apply at [Apply to Study at UCC](#)

**Information on programmes, options, scholarships, and application process is available [here](#).**

The School of Microbiology [Postgraduate Handbook](#) outlines programme details and options including elective module options available to students (15 credits for PhD students, 20 credits for MRes students), they are listed [here](#). Module options, for essential credit awards, a ***prerequisite to thesis submission***, must be agreed with the supervisor. ***The expectations from supervisor, mentor and student, and formal agreement forms are listed [here](#).***

**All Research Registration Change Requests MUST be relayed for signing by Head of School [via Mary Cotter \[mary.cotter@ucc.ie\]\(mailto:mary.cotter@ucc.ie\)](#).**

## RESEARCH STUDENT ANNUAL REVIEW

The Progress Review Policy for Research Students progression can be found at [Graduate Studies | University College Cork \(ucc.ie\)](#). On an annual basis, all PhD students (are required to submit an abstract and to present an account of their thesis and their progression towards PhD. The review of PhD students is overseen at Graduate Studies Committee (GSC) level.

Students and PIs should be familiar with [UCC code of conduct](#), with [Plagiarism](#) policy for PhD students and with leave of absence for students where [temporary cessation of registration](#) can be applied.

The SEFS [Postgraduate Research Policy & Procedures Handbook](#) is a useful resource on postgraduate education, research supervision, and human resources policies and practice relevant to our postgraduate community.

## PREPARATION, SUBMISSION AND EXAMINATION OF MAJOR RESEARCH THESIS

Students are required to inform the University at least three months in advance of their intention to submit a major research (MSc, MRes or PhD) thesis according to [process](#) for PhD or [process for Research Masters](#). The relevant forms can be downloaded from the [Graduate Studies Office website](#)

The GSO will contact the candidate, supervisor, internal examiner and appoint a Chair to oversee the [VIVA VOCE examination](#), the main examination of PhD thesis, and of the candidate. It has several criteria to fulfil. **All Thesis Submission documents MUST be relayed for signing by Head of School [via Mary Cotter \[mary.cotter@ucc.ie\]\(mailto:mary.cotter@ucc.ie\)](#).**

**Process: New PhD or Research Masters**

**Stage 1.**

Student is offered a place/funding by a prospective supervisor. (PhD)

Student decides to apply for the MRes in Microbiology (MRes)



**Stage 2.** Students apply via UCCapply system using a link: <https://www.ucc.ie/en/apply>



**Stage 3.**

- i) The application is submitted to the Graduate Studies (EU) or International Office (NEU) where qualifications and eligibility are verified.
- ii) Nominated supervisors receive correspondence from CRM to upload Letters of Recommendation.
- iii) CRM issues notifications to the School's Research Administrator once an application is online and ready for approval. HOS approves as a Full or Conditional Offer via the CRM system.

**Note: An Advisor must be nominated by the Supervisor if there is a single Supervisor.**



**Stage 4.** A Letter of Offer is issued to a student by the UCC Admission Team. A registration pack is sent approximately 1-2 weeks before the course commences with details of registration, fee payment and student number. The supervisors receive a confirmation email once the admission process is complete.

## 6. COMMUNITY, CULTURE AND WELLBEING

### HUMAN RESOURCES

[Human resources](#) provide information, advise and policy documentation on the following:



- [Pay and benefits](#)
- [Pensions](#)
- [Retirement](#)
- [Performance Management](#)
- [Policies](#)
- [Probation and Establishment](#)
- [Promotions](#) (Academic and Administrative)
- [Recruitment](#)
- [Research](#) to include:

### FAMILY AND FLEXIBLE WORKING

The University has maternity, paternity, antenatal, adoptive, carers and shared parental leave policies, as well as Flexible Working Hours and Returners' Scheme policies to support staff.

For details and form visit [HR website](#).

#### ***Family Friendly Policies include:***

- [Adoptive Leave](#)
- [Carer's Leave](#)
- [Force Majeure Leave](#)
- [Parental Leave](#)
- [Parent's Leave](#)
- [Returners Scheme](#)
- [Flexible Working Hours](#)
- [Paternity Leave](#)
- [Parent's Leave](#)
- [Maternity Leave](#)

## CAREER DEVELOPMENT

Information on training, development, guidance and UCC-wide orientation programmes are listed on the [Workvivo Space](#) and details on all upcoming wellbeing and development [training](#). Staff and student career development advice at all levels is also available via the UCC Career Services office [here](#).

- Take a look at UCC's Guidelines for Career Planning for Research Staff – Research [Careers](#)
- Check out Staff Wellbeing & Development's [Workvivo Space](#) for details on all upcoming training.

## EQUALITY DIVERSITY AND INCLUSION UCC INITIATIVES

The Equality, Diversity, and Inclusion (EDI) Unit in University College Cork was established in 2017. Equality, Diversity, and Inclusion have been a core focus of teaching, research and policy activity for a wide range of UCC staff and students for decades. At University level, the UCC Equality Committee has existed for many years and has advised the University on equality initiatives and produced equality strategies and annual reports. A Higher Education Equality Unit existed in UCC from 1998 to 2002. Details of the UCC equality committee, terms of reference, small funding for projects and equality week are available [here](#). The EDI newsletter and website is [here](#).

**EDI News and event Calendar is available [here](#)**

**EDI Policies and regulations are [here](#)**

## SCHOOL EDI COMMITTEE

### **Equality, Diversity, and Inclusion Committee (former Athena SWAN Committee)**

The School Athena SWAN Committee was first established in late 2020 and is now Chaired by Professor Ruth Massey. In 2021 the committee enhanced its remit and ambition to include other dimensions of inclusion beyond gender, subsequently becoming an Equality, Diversity, and Inclusion Committee. The committee is representative of academic, technical, and administrative staff in the school, including representation from postdoctoral research staff, as well as postgraduate and undergraduate students for the Athena SWAN application process.

The University Equality, Diversity and Inclusion Unit supports EDI strategy across UCC and their website and resources can be accessed [here](#).

The School of Microbiology has an EDI support team, this team can be contacted via [edimicrobiology@ucc.ie](mailto:edimicrobiology@ucc.ie).

### **EDI ambassadors:**

- Lekha Margassery (International staff/student ambassador)
- Eimear Ní Mhaoldomnaigh (LGBTQ+ and Neurodiversity ambassador)
- Michelle O'Leary (Staff/student liaison and support)

## *ATHENA SWAN SCHOOL BRONZE AWARD*

The School of Microbiology has been awarded a Bronze Athena Swan award in 2022. The School remains committed to realizing long-term goals as outlined in **the UCC Microbiology Athena SWAN Action Plan**. The Athena SWAN Committee asks you to familiarize yourself with the Athena Swan Application and Action Plan and cooperate in implementing it in our School.

**School Athena SWAN WEBSITE:** [Athena SWAN | University College Cork \(ucc.ie\)](#)

## EQUALITY POLICIES AND PROCEDURES IN UCC

### *Dignity in the Workplace*

UCC is an equal opportunities employer and remains committed to tackling all forms of discrimination, bullying and harassment. Dignity and respect are core to our values at UCC.

You are advised to familiarise yourself with the **“Duty of Respect and Right to Dignity at Work” (An anti-bullying, harassment and sexual harassment policy for UCC)** [Policy](#)

Additional information and support are available from:

**HR Staff Wellbeing & Development Officer** E: [agannon@ucc.ie](mailto:agannon@ucc.ie)

**Independent Staff Ombudsman** E: [staffombudsman@ucc.ie](mailto:staffombudsman@ucc.ie)

**SEFS HR Manager:** Ms Helen O’Donoghue E: [hodonoghue@ucc.ie](mailto:hodonoghue@ucc.ie) Telephone: 021 490 1777

**Trade Union Representative**

**University Employee Assistance Programme (EAP)**

There is zero tolerance of bullying, discrimination, harassment, sexual misconduct, sexual violence, or other forms of aggression. However, there are situations where official complaint is not being sought, hence UCC have introduced the **Speak Out anonymous reporting tool** for staff and students at UCC. This tool is also available across seventeen other higher education institutions across Ireland. It provides a safe and secure platform for both staff and students to anonymously report incidents they have experienced or witnessed including bullying, cyber bullying, harassment, discrimination, coercive behaviour, control, stalking, assault, sexual harassment, sexual assault, or rape. This trauma-informed tool is **completely anonymous**. The Speak Out tool will be used to inform policy and identify additional educational initiatives to benefit our entire university community. To find out more, log on to: [www.ucc.ie/speakout](http://www.ucc.ie/speakout) **Anonymously report** an incident using Speak Out by selecting "Make a Report", below. *(If you would like to preview the questions asked in the report, you can click through the questions on the tool but please do not click submit unless you wish to go ahead and report an incident.)*

By selecting "Make a Report", you confirm that you have read and understood the [UCC Privacy Statement - Speak Out](#)

### *UCC Resources supporting EDI:*

- [Employee Assistance Programme](#) (EAP) is a confidential counselling service, providing support to employees, in addition to their spouse, civil partner or dependant, where the family member can be described as a person over the age of 18 and residing in the family home. The EAP can help with a wide variety of problems and can support anyone suffering with any issue. It is available 24/7, 365 days a year covering numerous topics such as; counselling, infertility & pregnancy loss, elder care support, parent coaching, international employee support, legal information, financial information and more. E: [eap@spectrum.life](mailto:eap@spectrum.life) **Freephone:** 1800 814 243 **SMS:** Text 'Hi' to 087 369 0010 **WhatsApp:** Text 'Hi' to 087 369 0010
- [The Spectrum.Life portal](#) is your very own personalised wellbeing app, providing you with access to hours of wellbeing content, to [register](#) (the organisation code is: **JwvaQS9w**). Spectrum.Life’s **Digital Gym** gives you access to **live and on demand fitness classes** straight from the comfort of your own home. Through your dedicated Health and Wellbeing Platform, you can view a full schedule of classes. To access these training plans, click the 'digital gym' tab on the Spectrum.Life platform. All UCC employees have the opportunity to take part in up to 20 classes per week across

a number of different class types, such as: Zone Out, Yoga Morning Energy, HIIT Family Fitness, After Work Mindfulness, Strength at Home, Pregnancy Pilates, Quick HIIT & Abs, Bodyweight Strength You can see the full timetable [here](#). The **Be Calm** feature of the Spectrum.Life portal provides all UCC employees access to self-guided meditation across 6 key areas.

- [Human Resources Staff Wellbeing Advisor](#) Many supports are available on campus to assist with positive wellbeing. They are offered to staff to help them meet their personal and professional goals. In addition, you can contact the **Staff Wellbeing and Development Advisor, Dr Anne Gannon** E: [agannon@ucc.ie](mailto:agannon@ucc.ie) on ext. **1814**.
- Irish Federation of University Teachers (IFUT, UCC): E: [chair.ucc@ifut.ie](mailto:chair.ucc@ifut.ie)
- Services Industrial Professional and Technical Union (SIPTU, UCC): E: [g.hurley@ucc.ie](mailto:g.hurley@ucc.ie)
- [UCC Researcher Staff Association](#)
- [UCC Chaplaincy](#)
- UCC LGBT+ Staff Network [UCC LGBT+ Staff Network](#) E: [lgbtnetwork@ucc.ie](mailto:lgbtnetwork@ucc.ie)
- [UCC EDI Unit](#) - The EDI Unit is happy to advise students and staff on equality-related issues.
- UCC's [Duty of Respect and Right to Dignity at Work Policy](#) provides information on recourse for staff who experience harassment and bullying in the workplace as well as setting out parameters for collegial behaviour, and
- the [Student Rules](#) sets out expectations for students with regard to how they should be treated, as well as their own behaviour towards the staff and their fellow students.
- Students and Staff seeking to make a formal complaint about an equality-related issue have a range of supports, which include (as relevant):
  - [UCC Campus Watch](#)
  - [UCC Student Ombudsman](#)
  - [UCC Staff Ombudsman](#)
- **Meditation and Prayer** Should you need a quiet space for medication or prayer there are facilities available on the university campus:
 

*Multi-Faith Prayer & Meditation Room:* Located on the top floor of the Chaplaincy Centre, the Multi-Faith Prayer & Meditation Room is a quiet space for reflection, meditation, and/or prayer. Any UCC student and staff member may utilize this space, whether of a faith tradition or not. Contact the Chaplaincy by E: [chaplaincy@ucc.ie](mailto:chaplaincy@ucc.ie) if you have any queries.

*Biosciences G07:* this room can also be used and it is located on the ground floor. No booking is required but if in use for other functions, please avail of room above.
- Childcare: [Crèche Cois Laoi](#) provides childcare for children of staff and students of UCC. The Crèche takes part in the ECCE Government Scheme, and ECCE places are available to children, who satisfy the relevant criteria.
- Support is available for [Nursing Mothers](#). Buildings & Estates provides a campus map of the locations of private and hygienic facilities for nursing mums, as well as baby changing locations.

### **Awareness and training courses are available for each of the following [here](#)**

Please note that training resources are expanded upon and updated on a regular basis. The following is a conservative list of available training for which regular and accessible courses are available, communicated by HR or available through CANVAS.

- Consent training
- Deaf awareness training
- Disability awareness training



- Disclosure training
- EDI 101
- Race Equality/Anti-Racism training
- Unconscious bias training
- Bystander Intervention training
- Digital inclusion training
- Sign Language training
- Trans 101 training
- Autism Friendly Training

#### *OTHER SUPPORTS FOR STAFF:*

#### **Wellbeing and Development resources in UCC include:**

- [Staff Training Programmes & Workshops](#)
- [Staff Wellbeing Workshops, Programmes and Initiatives](#)
- [Leadership and Management Development Programmes](#)
- [Coaching & Mentoring](#)
- [UCC Fee Concession Scheme](#)
- [Study Leave & Examination Leave](#)
- [Development of Team focused Workshops](#)
- [Developmental Tools](#) - We administer and provide feedback on a number of tools including MBTI, Belbin and EQ-i
- [UCC Staff Recognition Awards & Long Service Awards](#)
- [Professional & Career Development](#) - We are available to meet staff members on a **confidential one to one** basis to provide advice and support

#### DISABILITY

The University has developed the **Code of Practice on the Employment of People with Disabilities**, (see Recruitment Policies at [Recruitment | University College Cork \(ucc.ie\)](#)) which is based on the **Employment Equality Act 1998**. This UCC policy seeks to treat every one of the University's employees, regardless of disability, as an individual with equal rights.

People with disabilities are entitled to apply for any post in UCC and in our School, and to have their applications considered based on their abilities, experience, qualifications, and the requirements of the work in question.

A medical examination or assessment will only be required of candidates where it is a standard condition of employment, regardless of disability.

#### STUDENT WELLBEING

UCC student hub: <https://www.ucc.ie/en/thehub/> was constructed to support an all-round student experience. It encompasses:

- Student activities
- Student services
- Formal and informal student [meeting and study rooms](#)
- [Student facilities](#)

Support services currently available to students are detailed at the [Student Supports Available | University College Cork \(ucc.ie\)](#) website and include, Student Health & Wellbeing, Students' Union, [Ombudsman](#) UCC: For Students, Disability, Access, year coordinators and links to many other initiatives such as The [Autism Friendly University Initiative](#)

#### OTHER SUPPORTS FOR STUDENTS:

- [First Year Orientation](#)
- [First Year Student Peer Support](#)
- [Student Counselling and Development](#)
- [Student Health Centre](#)
- Student Union Welfare Officer - [welfare@uccsu.ie](mailto:welfare@uccsu.ie)
- [UCC Niteline Listening service](#) Mon-Thurs 9pm-1am - Call [1800 32 32 42](tel:1800323242) or [Chat](#)
- UCC Crisis Text Line - Text UCC to 50808 [How 50808 Works — 50808 - Text About It \(text50808.ie\)](#)

#### STAFF SUPPORTING STUDENTS

Most students will cope well with the stresses of academic life. At times though, they might need more than support offered by their family or friends. In offering a student that bit of extra assistance, it is important to help within the boundaries of what you feel competent to do. Advice and support is available for Staff Supporting Students at the [Student Counselling | University College Cork \(ucc.ie\)](#) website. Wellbeing and Development training is available for staff on [Identifying & responding to Distressed Students](#), open for booking on your ESS online booking system.

Further comprehensive support and information about your role and responsibilities as a UCC staff member is available in the **UCC Student Mental Health Policy** [Health, Wellbeing and Disability | University College Cork \(ucc.ie\)](#) and in the **UCC Child Protection Policy** [Policies | University College Cork \(ucc.ie\)](#)

#### EXTERNAL RESOURCES:

*Further diversity, inclusion and equality guidelines, policy and legislation and information relating to same may be found at the following sites:*

- [Access Inclusion Model](#)
- [Citizens' Information](#)
- [Irish Human Rights and Equality Commission](#)
- [Inclusion Ireland](#)
- [EU Gender Equality Strategy](#)

#### Acts of Legislation

- [Employment Equality Acts 1998-2015 \(EEA\)](#)
- [The Equal Status Acts 2000-2015](#)
- [The Disability Act 2005](#)
- [Gender Recognition Act 2015](#)

The Framework for ending Sexual Violence and Harassment in Irish Higher Education Institutions was launched on 5 April 2019. The Framework is a policy document from the Department of Education & Skills that sets out expectations in terms of institutional culture, organisational procedures and structures, and targeted initiatives for students and staff.

- [Framework in higher education institutions \(HEIs\)](#)
- [Framework implementation in UCC](#)

- [Age Action Ireland](#): 01 475 6989
- [As I Am](#) (Autism Support): 0818 234 234

- Cork Lesbian Line 1800 929 539
- Elder Abuse HSE Helpline: 1850 24 1850
- [Gay Information Cork](#) 1800 929 539
- [Immigrant Council of Ireland](#)/Anti-Racism Helpline: 01 674 0200
- [Irish Human Rights and Equality Commission](#): 01 858 9601
- [Irish Network Against Racism](#) (INAR): 01 889 7110
- [Male Advice Line](#) (for men experiencing domestic abuse): 1800 816 588
- [Men's Aid Ireland](#) (for men experiencing domestic abuse): 01 554 3811
- [National Domestic Violence Helpline](#) (for women): 1800 341 900
- [National Sexual Violence Helpline](#) (for men and women): 1800 77 88 88
- [Samaritans](#): Call Freephone **116123** lines open 24 hours a day.
- [TENI](#) Families Supporting Families: 01 907 3707

## LEISURE, SOCIAL AND SPORT

The University and Cork offers a range of activities and facilities to facilitate a healthy and balanced lifestyle.

Looking for an on-campus activity or relaxation?

- Take up a lunchtime or after work activity to help you get fit, relax or de-stress. Some of the options from Yoga and Meditation to Art Workshops and Dance Classes are available from [staffwellbeing@ucc.ie](mailto:staffwellbeing@ucc.ie) and at the Mardyke Arena [Mardyke Arena Health & Leisure Centre Cork](#)
- Join the gym or/and swimming pool. [UCC Mardyke Sports Grounds](#) offer excellent opportunities to enjoy sport and relaxation in one place.
- Join the [Staff Sports and Social Club](#) to access a range of community activities and opportunities.
- Get a free bike available through the [UCC CampusBike Scheme](#) and enjoy the cycle around the campus or in the Fitzgerald Park nearby.
- UCC offers also a [Cycle-to-Work \(Employer Bicycle\) Scheme](#) thanks to which, employees can save income tax and PRSI on the purchase of a bicycle & related safety equipment, when they buy it through their employer. The cost is deducted from their salaries over a maximum of 12 months.

### Seeking something cultural?

- Visit [The Glucksman | The Glucksman](#) art gallery located at the main entrance to UCC on Western Road. It includes display spaces, lecture facilities and a gallery shop. Visit the gallery's website for more details.
- Attend a seminar, open lecture or other free stimulating options at the campus. Details are often available via your [@ucc.ie](mailto:@ucc.ie) staff e-mail or from the [News and Events website](#)

***Wishing you the very best of luck in your new role!***