

**Welcome to the University of Limerick! To help you settle in ask quickly as possible, you will need to read the following policies and procedures and attend the following training courses by month six. This will form part of your Probationary Checklist.**

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| **Policies and Procedures FOR ALL STAFF.****Read the following Policies/Procedures and confirm that you have understood them. For any queries, please do contact:** **HRBookings@ul.ie** |  | **Policies and Procedures FOR ACADEMICS & RESEARCHERS.****Read the following Policies/Procedures and confirm that you have understood them. For any queries, please do contact:** **HRBooking@ul.ie** |  |
| [Acceptable Behaviour in the Workplace Policy](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/Acceptable%20Behaviour%20in%20the%20Workplace%20Policy.pdf) |  | [Research Integrity Policy](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/Research%20Integrity%20Policy%20May%202019.pdf) |  |
| [Equality and Diversity Policy](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/Equality%20and%20Diversity%20Policy.pdf) |  | [Intellectual Property Policy](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/Intellectual%20Property%20Policy_0.pdf) |  |
| [Policy and Procedures for Work Place dignity and Respect](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/Policy%20and%20Procedures%20for%20Workplace%20Dignity%20and%20Respect.pdf) |  | [Clinical Research Policy – For UL Sponsored Regulated Clinical Trials](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/Clinical_Research_Policy_For_UL_Sponsored_Regulated_Clinical_Trials_May_2017.pdf) (If applicable) |  |
| [Data Protection Policy](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/Data%20Protection%20Policy.pdf) |  | [Campus Company Procedures](https://sharepoint.ul.ie/SiteDirectory/ResearchSupportServices/CDIRS/_layouts/WordViewer.aspx?id=/SiteDirectory/ResearchSupportServices/CDIRS/SiteAssets/SitePages/Quality/301.001%20Rev%201%20Campus%20Company%20Process.doc&Source=https%3A%2F%2Fsharepoint%2Eul%2Eie%2FSiteDirectory%2FResearchSupportServices%2FCDIRS%2FSiteAssets%2FForms%2FAllItems%2Easpx%3FRootFolder%3D%252FSiteDirectory%252FResearchSupportServices%252FCDIRS%252FSiteAssets%252FSitePages%252FQuality%26InitialTabId%3DRibbon%252EDocument%26VisibilityContext%3DWSSTabPersistence&DefaultItemOpen=1&DefaultItemOpen=1) (If Applicable) |  |
| [Code of Conduct for Employees](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/Code%20of%20Conduct%20for%20Employees.pdf) |  | [Research Funding](https://www.ul.ie/research/sites/research/files/user_media/401%20001%20Rev%202%20Research%20Funding.doc) (If Applicable) |  |
| [GDPR – Privacy Statement](https://www.ul.ie/hr/sites/hr/files/user_media/pdfs/HRD039%20GDPR%20Privacy%20Notice.docx) |  | [Procedure for Managing Allegations of Misconduct in Research](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/Procedure_for_Managing_Allegations_of_Misconduct_in_Research%20.pdf) |  |
| [Statute No. 4 -Statute on Disciplinary Matters, Suspension, Termination and Capacity](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/statutes/Statute%20No.4%20-%20Approved%20by%20Governing%20Authority%2009-08-19.pdf) |  |  |  |
| [Safety Statement](https://www.ul.ie/hr/sites/hr/files/user_media/SD001.15%20University%20Safety%20StatementMay2020.pdf) |  | **Policies and Procedures FOR ACADEMICS**  |  |
| [Managing Attendance Procedure](https://www.ul.ie/hr/sites/hr/files/user_media/pdfs/CX027%20Managing%20Attendance%20Procedure.doc) |  | [Student Complaints Policy and Procedures](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/Student_Complaints_Policy_and_Procedures_Sept_2019.pdf) |  |
| [Sick Leave Scheme](https://www.ul.ie/hr/sites/hr/files/user_media/pdfs/CX013%20Sick%20Leave%20Scheme.doc) |  | [Student Fitness to Practice Policy](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/Fitness_Practise_Policy_Mar_2019.pdf) |  |
| [Protected Disclosures Policy and Procedures](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/Protected%20Disclosures%20Policy.pdf) |  | [Student Fitness to Study Policy](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/Fitness_to_Study_Policy_Dec_2018.pdf) |  |
| [Probation Policy](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/Probation%20Policy.pdf) |  | [Student Vetting Policy](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/Student_Vetting_Policy_0.pdf) |  |
| [Policy for Conflicts of Interest](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/Conflict%20of%20Interest.pdf) |  | [Academic Programme Review Policy](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/Academic_Programme_Review_Policy_0.pdf) |  |
| [Building Emergency Plans](https://www.ul.ie/hr/current-staff/health-safety-ul/fire-emergencies/building-emergency-plans) |  | [Awards Titles Framework](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/Awards_Titles_Framework.pdf) |  |
| [Information Technology Security Policy](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/IT%20Security%20Policy.pdf) |  | [External Examiner Policy (Taught Programmes)](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/External%20Examiner%20Policy.pdf) |  |
| [ITD Email Management Procedure](https://ulcampus.sharepoint.com/sites/ITDWeb/Policies%20%20Regulations/Forms/AllItems.aspx?id=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations%2FITD%20Email%20Management%20Procedure%2Epdf&parent=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations) |  | [Handbook of Academic Regulations and Procedures](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/Handbook_Academic_Regulations_and_Procedures.pdf) |  |
| [ITD Personal Device Procedure](https://ulcampus.sharepoint.com/%3Aw%3A/r/sites/ITDWeb/_layouts/15/Doc.aspx?sourcedoc=%7B87FC64C8-CB79-4B24-A5FB-16D8CD594D04%7D&file=ITD%20Personal%20Device%20Procedure.docx&action=default&mobileredirect=true&cid=ee9de407-a7d6-4d11-9769-e18f938cc7aa) |  | [Joint Degree & Dual Awards Policy](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/Joint_Degree_and_Dual_%20Degree_Awards_Policy.pdf) |  |
| [Acceptable Usage Policy](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/University%20of%20Limerick%20Acceptable%20Usage%20Policy%20%282%29.pdf) |  | [Postgraduate Student Charter](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/Postgraduate_Student_Charter.pdf) |  |
| [IT Security Policy](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/IT%20Security%20Policy.pdf) |  | [Student Academic Programme Transfer Policy](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/policies/Student_Academic_Programme_Transfer_Policy_May_2015.pdf) |  |
| [Data Encryption Procedure](https://ulcampus.sharepoint.com/sites/ITDWeb/Policies%20%20Regulations/Forms/AllItems.aspx?id=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations%2FITD%20Data%20Encryption%20Procedure%2Epdf&parent=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations) |  | [Handbook of Academic Regulations and Procedures – Chapter 6](https://www.ul.ie/policy-hub/sites/policyhub/files/user_media/documents/Handbook_Academic_Regulations_and_Procedures.pdf) |  |
| [UL Password Standard](https://ulcampus.sharepoint.com/sites/ITDWeb/Policies%20%20Regulations/Forms/AllItems.aspx?id=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations%2FUL%20Password%20Standard%2Epdf&parent=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations) |  |  |  |
| [Mobile Device Procedure](https://ulcampus.sharepoint.com/sites/ITDWeb/Policies%20%20Regulations/Forms/AllItems.aspx?id=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations%2FITD%20Mobile%20Device%20Procedure%2Epdf&parent=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations) |  |  |  |
| [Disaster Recovery Procedure](https://ulcampus.sharepoint.com/sites/ITDWeb/Policies%20%20Regulations/Forms/AllItems.aspx?id=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations%2FITD%20Disaster%20Recovery%20Procedure%2Epdf&parent=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations) |  |  |  |
| [User Access control Procedure](https://ulcampus.sharepoint.com/sites/ITDWeb/Policies%20%20Regulations/Forms/AllItems.aspx?id=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations%2FITD%20User%20Access%20Control%20Procedure%2Epdf&parent=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations) |  |  |  |
| [Network Security and Remote Access Procedure](https://ulcampus.sharepoint.com/sites/ITDWeb/Policies%20%20Regulations/Forms/AllItems.aspx?id=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations%2FITD%20Network%20Security%20and%20Remote%20Access%20Procedure%2Epdf&parent=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations) |  |  |  |
| [Travel & Subsistence Policy](https://ulsites.ul.ie/finance/sites/default/files/FIN%20Travel%20and%20Subsistence%20Policy.pdf) |  |  |  |
| [Annual Leave Procedure](https://www.ul.ie/hr/sites/hr/files/user_media/CD005.10%20Annual%20Leave%20Procedure.pdf)  |  |  |  |
| * **Attend the mandatory training courses listed below. Contact** **Hrbookings@ul.ie** **to book a place.**
 |  | **The following online training courses must be completed to get your sign in details for these courses.** |  |
| Interview Skills Training (if applicable) |  | GDPR - contact Hrbookings@ul.ie |  |
| Dignity and Respect |  | [Unconscious Bias Training](https://www.ul.ie/hr/current-staff/learning-development-and-equal-opportunities/elearning) |  |
| Chairing Interview Boards (if applicable)  |  | [Research Integrity](https://www.ul.ie/research/content/researchintegrity) (note this is a requirement of most research funding agencies) |  |
|  |  | Research Profile and Funding  |  |
|  |  | Populate ULRIS profile and publish to web. Find out how here: <https://www.ul.ie/researcherportal/ul-research-information-system> |  |
|  |  | Set up Research Professional account for funding opportunities. Find out how here <https://www.ul.ie/researcherportal/research-professional-0> |  |
|  |  | Familiarise yourself with your Research Funding Officers. Find out more here <https://www.ul.ie/research/contact>  |  |

Please tick off as completed once you have read each policy and completed the training on the list.

**I declare that I have read and understood the policies and procedures that were applicable to me in this document and completed all necessary training.**

**Employee Signature Manager Signature**

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_