

Guidelines for meeting the pledge of Principle 14:

The University will facilitate virtual engagement for staff and students who are not able to engage in face-to-face interactions on campus due to COVID-19 related health concerns as far as possible.

1. All students are expected to attend campus for their scheduled face to face sessions. If students are unable to attend and therefore require reasonable accommodation, they must apply to the Module Leader and/or Course Director using application template attached. The category of student who may require reasonable accommodation are:
 - a. The student has an illness or condition which makes them vulnerable;
 - b. The student lives with someone who has a condition which makes them vulnerable;
 - c. The student is unable to travel to UL due to Covid-19.

Please note: Students should not be required to provide further evidence on above. Please retain the signed statements, for a period of 18 months, in a secure location.

2. To support campus attendance CD/ML:
 - a. Encourage students to attend through highlighting the added value of the face to face classes of the module. The weeks on campus will help focus the off-campus online learning weeks, especially for first years or new Taught Postgrads. This can be included in the programme induction.
 - b. Explain to students at the beginning of the module, particularly if there are key skills/competencies that will be missed by the student if they are not in attendance.
 - c. Encourage students to be upfront about any issues in relation to attendance at the earliest possibility rather than at the end of the semester when there is little that can be done to facilitate them.
3. The following supports should be given to students who are applying for reasonable accommodation:
 - a. Be clear on what reasonable accommodation can be provided for those who do not attend means in reality and what a relevant alternative might look like.
 - b. Consider options to allow for student to meet the learning outcomes in an alternative format. These include:
 - i. Record the session using Panopto, if available.
 - ii. Provide written notes/simulations of the lab/demonstration
 - iii. Alternative questions and discussion forums
 - iv. Where in class assessment during on-campus week, alternative assessment may be offered if deemed appropriate
 - v. Other options as deemed appropriate by the module leader.
 - c. Module Leaders should make the supporting/alternative material available with the approval of application as appropriate.
 - d. Learning Outcomes may not always be achievable in the online environment and therefore, it may be that the student will be required to make a decision on appropriate action – *1 grade or Deferral* - on advice of the CD/ML.
4. In light of the uncertainty within which we are planning, there may be potential for local lockdown and so this will impact on students and staff travelling from another county during the on campus week.