



2023/2024

Catherine McAuley School of Nursing and Midwifery

Catherine McAuley

**SCHOOL OF
NURSING
AND MIDWIFERY**



Student Handbook Undergraduates

CONTENTS

HEAD OF SCHOOL WELCOME.....	3
1. SCHOOL INFORMATION.....	4
CONTACT DETAILS	4
HISTORY & PHILOSOPHY OF THE SCHOOL	7
2. NURSING AND MIDWIFERY PROGRAMMES	8
ORGANISATION OF PROGRAMMES	8
LAYOUT OF THE ACADEMIC YEAR	9
COURSE STRUCTURES.....	10
ASSESSMENT MAP	13
3. STUDENT REQUIREMENTS	16
UCC STUDENT REGISTRATION	17
NMBI CANDIDATE REGISTRATION	17
UCC FITNESS TO PRACTISE	17
PRACTICE PLACEMENT AGREEMENT (PPA)	17
GARDA VETTING CERTIFICATION	18
ATTENDANCE.....	19
EXTENSION REQUESTS.....	20
PROGRAMME FEES	21
STUDENT RECORDS	21
WITHDRAWAL POLICY	21
USE OF SOCIAL MEDIA.....	22
4. CLINICAL PRACTICE PLACEMENT.....	23
ALLOCATIONS OFFICE	23
ALLOCATION LIAISON OFFICERS (ALOs)	24
PRACTICE MODULE LEADERS.....	25
CLINICAL PRACTICE PLACEMENT INFORMATION	26
5. CSSRC	29
CLINICAL SKILLS SIMULATION RESOURCE CENTRE	29
ECAD/ECAT.....	31
6. ACADEMIC WRITING	32
ASSESSMENTS AND EXAMS	33
REFERENCING	34
MARK BANDS & GRADE DESCRIPTORS.....	37
7. STUDENT SERVICES	40
FINANCIAL ASSISTANCE	40
STUDENT SUPPORTS.....	41
IT SUPPORT.....	46
STUDENT REPRESENTATIVES.....	49
USEFUL LINKS.....	49
MAP OF UCC	50

Head of School Welcome

Dear Student

As incoming Head of School of Nursing and Midwifery I would like to take this opportunity to welcome you to the School. I hope that your time at University College Cork and particularly the school is both challenging to stretch you to your full potential and enjoyable and fulfilling as you embark on a career to be the future leaders in healthcare.



We undertake to educate our graduates to rise to the top of their fields, to be the nurses and midwives that lead with knowledge, compassion and expertise.

Our nurses and midwives are educated by integrating theory, evidence and practice by translating curiosity into academic inquiry. We endeavour to promote global reach with international, national and local impact for patients, communities and populations in our engagements with, research, teaching and practice.

This handbook has been prepared by the School staff for undergraduate students. A wide range of information is set out under various chapters but this is not a substitute for the formal details and regulations set out in the University Calendar and other publications.

This handbook has been designed to be read in conjunction with other publications that are available on both the [School of Nursing & Midwifery website](#) and the [UCC website](#). This will provide details specific to your programme of study. While the information contained in this book is, in parts, directed towards those coming to the university for the first time, material relating to all students studying within the School is included.

The staff of the School will be glad to assist you in relation to clarification of any relevant issues and in a general way to participate in making your educational experience worthwhile both intellectually and professionally, this can be arranged by emailing SONMUnderGrad@ucc.ie.

Wishing you a positive experience as you transfer in, to the university, throughout your journey here and as you transfer out as a proud UCC graduate.

Best wishes

Professor Patricia Leahy-Warren

Head of School of Nursing and Midwifery UCC



1. School Information

Contact Details

School of Nursing and Midwifery Scoil an Altranais agus an Chnáimhseachais

Brookfield Health Sciences Complex College Road Cork, Ireland, T12 AK54

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 [School of Nursing & Midwifery](#)

SONM CONTACT DETAILS



Head of the School

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School Manager

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Student Support

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Opening hours: **Monday – Friday**
10am – 1pm, 2:10pm – 4pm

Contact us:  SONMUnderGrad@ucc.ie

YEAR CO-ORDINATORS

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PROGRAMME LEADERS

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Children's & General Integrated	DR MARGARET CURTIN ✉ m.curtin@ucc.ie ☎ +353 (0)21 490 1624
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Email Etiquette

Students are provided with an UCC email address at the time of registration. All communication must be made through your UCC email address.

- *Identify who you are: Your Name, Student Number, Intake Year, Programme Name*
- *Address the recipient by their title: Dr / Professor / Ms / Mr / Mx e.g. Dear Professor Smith*
- *Include an informative subject: The subject should be brief but accurate, e.g. Essay question*

[GO TO page 48 for full details on email timeframes & etiquette](#)

PRACTICE MODULE LEADERS

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NU1062 Children's and General Nursing Practice

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Allocations Officer

Mr Sean McCloskey

Assistant Allocations Officer

Ms Maureen O'Shea

Assistant Allocations Officer

Ms Helen McSweeney

Assistant Allocations Officer

Ms Nadia Curran

Senior Executive Assistant

Ms Sinead Buckley

Executive Assistant

Ms Melanie Lee

CSSRC – CLINICAL SKILLS SIMULATION RESOURCE CENTRE

✉ CSSRCsonm@ucc.ie

☎ 021 490 1530 / 021 490 1529

2nd Floor, Brookfield Health Sciences Complex

History of the School

Located in the Brookfield Health Sciences Complex University College Cork, The Catherine McAuley School of Nursing and Midwifery is one of the most distinctive and historic buildings amongst the UCC campus. It was Francis Jennings son, Thomas, who built Brookfield in 1898. Thomas was a noted athlete and was captain of the University Athletic Club while at Cambridge.

When Thomas Jennings died in 1935 Brookfield passed to his three daughters Meg, Eithne and Muirne, but only Meg, who never married, remained at home. She wanted company in the house and also some additional income to help meet the outgoings of such a large house. George and Eileen Coomber, who had just moved to Cork from Dublin, found in Brookfield an ideal home, and they, with their son, Brian, shared it with Meg for some 35 years until her death. Muirne, with her husband Bernard Gedge, then returned from London and remained in Brookfield until she moved into a nursing home in the early 1990s.

As there were no Jennings children it was the wish of the family that Brookfield should be transferred to the Coomers. Eileen Coomber remained in Brookfield after her husband's death until 1998, when she was no longer able to live there alone, and Brookfield then became a part of UCC with the doors opened to the first nursing students in 2004.

In 2019, Professor Geraldine McCarthy and Professor Josephine Hegarty, with the help of the staff at the School of Nursing and Midwifery co-authored a textbook, detailing how health care and Nurse and Midwifery education evolved in an Irish context with a particular focus on the development in the Cork region and the formation of a Department of Nursing in 1994.

THE SCHOOL'S PHILOSOPHY

Mission Statement

The mission of the school is to advance Nursing and Midwifery practice and provide leadership for the profession of Nursing and Midwifery through the development of innovative professional education programmes; excellence in clinical practice; promotion of research and the development of national and international links.

Educational Philosophy

We believe that the need and ability to learn persists throughout life. The learning process is an individual endeavour and the responsibility for learning resides in the individual learner. Learning is influenced by interaction between the individual and the environment. Stimulation of the process is the joint responsibility of teacher and learner working together towards common goals.

Nursing and Midwifery

Nursing and Midwifery each hold a distinct body of knowledge fundamental to good practice in clinical, administrative and education areas. This knowledge is developed through research and practice and is continuously advancing. Nursing and Midwifery have a contribution to make to the health of individuals, groups and communities at whatever age and in whatever setting. Nursing and Midwifery are concerned with promoting and maintaining health as well as caring and helping individuals with particular health needs. The maintenance of good standards of care is dependent on continuous professional development.

Research

The School is committed to being actively involved in research and scholarly developments in nursing, midwifery and the health services. This is achieved through conducting high quality research for national and public bodies, including the Health Services. Staff publish widely in nursing and midwifery journals and present papers at conferences both nationally and internationally.

2. Nursing and Midwifery Programmes

Organisation of Programmes

Here in the Catherine McAuley School of Nursing and Midwifery, there are several programmes available for undergraduate students. These include:

- [BSc General Nursing](#)
- [BSc Mental Health Nursing](#)
- [BSc Intellectual Disability Nursing](#)
- [BSc Children's and General Integrated Nursing](#)
- [BSc Midwifery](#)
- [BSc Non-Clinical Exit Route](#)

PROGRAMMES

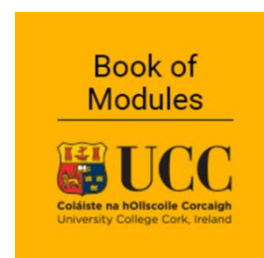
A **Programme Leader** is responsible for all matters pertaining to each programme of study. If a student experiences difficulty that may interfere with their ability to study or complete course work, they should discuss the matter with their Programme Leader. We will always try to help students overcome difficulties, so if you are experiencing problems try to consult with your Programme Leader as soon as possible.

MODULES

Each programme is divided into modules, usually 7 – 10 per year. Some programmes have a combination of core and optional modules whereas programmes leading to registration generally consist of compulsory modules (these programmes must meet the requirements of the NMBI). Each module will have a different credit weighting, but the total credits required each year is 60. Modules are usually of 5, 10 or 15 credits and assessment is proportionate to this weighting.

Though some modules may have more than one lecturer, each module has a **Module Leader**. The Module Leader will normally deal with all aspects of teaching and assessing the module and will liaise with the module team and Programme Leader as required. **If you have queries in relation to a specific module, you should contact the Module Leader.**

For further information, please visit: [Book of Modules](#).



Layout of the Academic Year

The Academic Year (2023-2024) is divided into two teaching periods, Semester 1 and Semester 2 and into Theoretical and Clinical weeks. Please see the course structures on the following pages which will show you the layout and structure of the Academic Year.

For further information, visit UCC website: [Key Semester Dates 2023-24](#)

Key Dates for 1st Years: 2023 / 2024				
Week Number	Semester 1 or 2	Week Beginning	Details	
1	1	18/09/2023	Start of Academic Year, Orientation	
2		25/09/2023		
3		02/10/2023		
4		09/10/2023		
5		16/10/2023		
6		23/10/2023		
7		30/10/2023		
8		06/11/2023		01/12: End of Semester 1 lectures
9		13/11/2023		
10		20/11/2023		
11		27/11/2023		
12		04/12/2023		
13		11/12/2023		13/12: Start of winter examinations - first years only
14		18/12/2023		21/12: End of winter examinations
15		25/12/2023		
16		01/01/2024		
17		08/01/2024		
18	2	15/01/2024	Lectures begin Semester 2 - all years	
19		22/01/2024		
20		29/01/2024		
21		05/02/2024		
22		12/02/2024		
23		19/02/2024		
24		26/02/2024		
25		04/03/2024		
26		11/03/2024		
27		18/03/2024		
28		25/03/2024		
29		01/04/2024		
30		08/04/2024		
31		15/04/2024		Last week of semester 2
32		22/04/2024		26/04: Start of summer examinations
33		29/04/2024		10/05: End of summer examinations
34		06/05/2024		
35		13/05/2024		
36		20/05/2024		
37		27/05/2024	Summer Recess	
38		03/06/2024	05/06: Bank Holiday - no lectures	
39		10/06/2024		
40		17/06/2024		
41		24/06/2024		
42		01/07/2024		
43		08/07/2024		
44		15/07/2024		
45		22/07/2024	26/07: Start of autumn examinations	
46		29/07/2024	09/08 End of autumn examinations	
47		05/08/2024		

Course Structures

2023 COURSE STRUCTURE: GENERAL, INTELLECTUAL DISABILITY, MENTAL HEALTH

Bsc Nursing (Gen, ID, MH) 2023 280623			
			YEAR 1
			04-Sep-23
			11-Sep-23
			18-Sep-23
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			02-Oct-23
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			30-Oct-23
			06-Nov-23
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			25-Jun-32

2023 COURSE STRUCTURE: CHILDREN'S AND GENERAL INTEGRATED

		BSc Nursing (Integrated Children's & General) Course Structure – 2023 Intake 310523																																																																													
		YEAR 1						YEAR 2						YEAR 3						YEAR 4						YEAR 5																																																					
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		02-Sep-24	09-Sep-24	16-Sep-24	23-Sep-24	30-Sep-24	07-Oct-24	14-Oct-24	21-Oct-24	28-Oct-24	04-Nov-24	11-Nov-24	18-Nov-24	25-Nov-24	02-Dec-24	09-Dec-24	16-Dec-24	23-Dec-24	30-Dec-24	06-Jan-25	13-Jan-25	20-Jan-25	27-Jan-25	03-Feb-25	10-Feb-25	17-Feb-25	24-Feb-25	03-Mar-25	10-Mar-25	17-Mar-25	24-Mar-25	31-Mar-25	07-Apr-25	14-Apr-25	21-Apr-25	28-Apr-25	05-May-25	12-May-25	19-May-25	26-May-25	02-Jun-25	09-Jun-25	16-Jun-25	23-Jun-25	30-Jun-25	07-Jul-25	14-Jul-25	21-Jul-25	28-Jul-25	04-Aug-25	11-Aug-25	18-Aug-25	25-Aug-25																										
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		01-Sep-25	08-Sep-25	15-Sep-25	22-Sep-25	29-Sep-25	06-Oct-25	13-Oct-25	20-Oct-25	27-Oct-25	03-Nov-25	10-Nov-25	17-Nov-25	24-Nov-25	01-Dec-25	08-Dec-25	15-Dec-25	22-Dec-25	29-Dec-25	05-Jan-26	12-Jan-26	19-Jan-26	26-Jan-26	02-Feb-26	09-Feb-26	16-Feb-26	23-Feb-26	02-Mar-26	09-Mar-26	16-Mar-26	23-Mar-26	30-Mar-26	06-Apr-26	13-Apr-26	20-Apr-26	27-Apr-26	04-May-26	11-May-26	18-May-26	25-May-26	01-Jun-26	08-Jun-26	15-Jun-26	22-Jun-26	29-Jun-26	06-Jul-26	13-Jul-26	20-Jul-26	27-Jul-26	03-Aug-26	10-Aug-26	17-Aug-26	24-Aug-26																										
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		31-Aug-26	07-Sep-26	14-Sep-26	21-Sep-26	28-Sep-26	05-Oct-26	12-Oct-26	19-Oct-26	26-Oct-26	02-Nov-26	09-Nov-26	16-Nov-26	23-Nov-26	30-Nov-26	07-Dec-26	14-Dec-26	21-Dec-26	28-Dec-26	04-Jan-27	11-Jan-27	18-Jan-27	25-Jan-27	01-Feb-27	08-Feb-27	15-Feb-27	22-Feb-27	01-Mar-27	08-Mar-27	15-Mar-27	22-Mar-27	29-Mar-27	05-Apr-27	12-Apr-27	19-Apr-27	26-Apr-27	03-May-27	10-May-27	17-May-27	24-May-27	31-May-27	07-Jun-27	14-Jun-27	21-Jun-27	28-Jun-27	05-Jul-27	12-Jul-27	19-Jul-27	26-Jul-27	02-Aug-27	09-Aug-27	16-Aug-27	23-Aug-27																										
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		Please note that the dates and schedule for Easter 2025 are likely to alter.																																																																													
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Assessment Map

1ST YEAR ASSESSMENT MAP – SEMESTER 1 AND 2 (2023-2024)

The Assessment Map outlines the due dates of assessments during Semester 1 & 2.

This includes Core Modules, Shared Modules and Programme Specific Modules.

MODULE CODE AND TITLE	MODULE LEADER	SEMESTER	CONTINUOUS ASSESSMENT SUBMISSION DATE
CORE MODULES			
NU1040 Infection Prevention and Control for Nursing and Midwifery Practice (5 Credits)	Dr Teresa Wills	Semester 1	<ul style="list-style-type: none"> ➤ MCQ 1: Monday 23 October 2023 17.30pm - 18.30pm ➤ MCQ 2: Tuesday 31 October 2023 17.30pm - 18.30pm ➤ Essay (750 words): Tuesday 9 January 2024 at 12:00pm
NU1026 Academic Writing, Information Technology and Evidence-Based Nursing Practice (5 Credits)	Dr Teresa Wills	Semester 1	<ul style="list-style-type: none"> ➤ Part A Essay: Monday 13 November 2023 12.00pm ➤ Part B Webquest: Monday 13 November 2023 12.00pm
NU1032 Fundamental Knowledge and Skills for Nursing Practice (10 Credits)	Dr Brendan Noonan	Semester 1 & 2	<ul style="list-style-type: none"> ➤ Demonstration of Skills: Semester 2 - Weeks 37 & 38 2024 ➤ MCQ: Semester 2 - Tuesday 30 April 2024 10.00-11.00am
SC1015 Sociological Concepts for Nursing (5 Credits)	Dr Myles Balfe	Semester 2	<ul style="list-style-type: none"> ➤ Essay (1,500 words): Friday 5 April 2024
SHARED MODULES			
SS1008 Social Inclusion and Health Policy (5 Credits)	Dr Gill Harold	Semester 1	<ul style="list-style-type: none"> ➤ Essay (1,500 words): Friday 1 December 2023 at 12.00pm
NU1047 Therapeutic Interpersonal Skills for Nursing Practice and Psychology for Healthcare (10 Credits)	Ms Caroline Brady Nevin	Semester 1 & 2	<ul style="list-style-type: none"> ➤ Part 1 Presentation: Friday 8 March 2024 ➤ Part 2 Reflective Assignment: Friday 22 March 2024

Assessment Map continued on the next page...

MODULE CODE AND TITLE	MODULE LEADER	SEMESTER	CONTINUOUS ASSESSMENT SUBMISSION DATE
GENERAL			
NU1067 Disabilities and Inclusion <i>(5 Credits)</i>	Dr Angela Flynn	Semester 1	<ul style="list-style-type: none"> ➤ E-tivity: Monday 23 October 2023 ➤ Essay (1,500 words): Monday 20 November 2023 12.00pm
NU1048 The Profession of Nursing: Professional Practice, Law and Ethics <i>(5 Credits)</i>	Dr Irene Hartigan	Semester 2	<ul style="list-style-type: none"> ➤ Poster Presentation: Thursday 28 March 2024
INTELLECTUAL DISABILITY			
NU1066 Supporting Individuals with a Specific Intellectual Disability I <i>(10 Credits)</i>	Dr Caroline Dalton O'Connor	Semester 1	<ul style="list-style-type: none"> ➤ Essay (3,000 words): Tuesday 5 December 2023
NU1050 The Foundations of Contemporary Intellectual Disability Nursing <i>(5 Credits)</i>	Dr Caroline Dalton O'Connor	Semester 2	<ul style="list-style-type: none"> ➤ Assignment (1,500 words): Tuesday 12 March 2024
MENTAL HEALTH			
NU1043 Recovery - Theory, Concept and Principles <i>(10 Credits)</i>	Dr Aine O'Donovan	Semester 1	<ul style="list-style-type: none"> ➤ Part 1 Essay (1,500 words): Monday 20 November 2023 ➤ Part 2 Essay (1,500 words): Monday 4 December 2023
NU1042 Developing Hope-Inspiring Relationships and Psychology for Health Care <i>(10 Credits)</i>	Mx Ryan Goulding	Semester 1 & 2	<ul style="list-style-type: none"> ➤ Part 1 Presentation: Friday 8 March 2024 ➤ Part 2 Reflective Assignment: Friday 22 March 2024
NU1045 Creative Therapies and Self Awareness Skills for Mental Health Nursing <i>(5 Credits)</i>	Dr Johnny Goodwin	Semester 2	<ul style="list-style-type: none"> ➤ Project (1,500 words): Thursday 28 March 2024
CHILDREN'S & GENERAL INTEGRATED			
NU1060 The Foundations of Contemporary Children's and General Nursing <i>(5 Credits)</i>	Ms Claire Hayes	Semester 2	<ul style="list-style-type: none"> ➤ Assignment: Thursday 28 March 2024 ➤ In-class Test: To be advised
NU1061 Fundamental knowledge and skills for children's nursing practice <i>(5 Credits)</i>	Ms Claire Hayes	Semester 1 & 2	<ul style="list-style-type: none"> ➤ OSCE: End of April (exact date TBD)
NU1062 Children's and General Nursing Practice I <i>(10 credits)</i>	Ms Cora O'Leary	Semester 1 & 2	<ul style="list-style-type: none"> ➤ Field Visit Reports: Thursday 28 March 2024 12.00pm ➤ CAD: Friday 31 May 2024 at 15:00pm
MIDWIFERY			
NU1064 Midwifery Theory and Practice for Various Clinical Settings I <i>(10 Credits)</i>	Ms Agnes Phelan	Semester 1	<ul style="list-style-type: none"> ➤ Essay (50 Marks): Friday 13 October 2023 ➤ Group Presentation: Thursday 9 November 2023 ➤ Essay (100 Marks): Tuesday 24 November 2023
NU1053 Midwives and Professional Practice I <i>(10 Credits)</i>	Ms Mary O'Regan-Hyde	Semester 1	<ul style="list-style-type: none"> ➤ Assignment (Academic Writing): Friday 20 October 2023 ➤ Assignment (1,500 words): Friday 1 December 2023
NU1052 Pregnancy, Childbirth and the Newborn <i>(10 Credits)</i>	Ms Agnes Phelan	Semester 2	<ul style="list-style-type: none"> ➤ Presentation (group work): Tuesday 19 March 2024 ➤ Essay (50 Marks): Thursday 14 March 2024 ➤ Essay (100 Marks): Thursday 11 April 2024
NU1055 Interpersonal Communication and Applied Psychology for Midwifery Practice <i>(10 Credits)</i>	Dr Margaret Murphy	Semester 1 & 2	<ul style="list-style-type: none"> ➤ Recorded video/self-analysis: Friday 8 March 2024 ➤ Reflective Report: Friday 22 March 2024
SC1016 Sociological Concepts for Midwifery <i>(5 Credits)</i>	Dr Myles Balfe	Semester 2	<ul style="list-style-type: none"> ➤ Essay (1,500 words): Friday 5 April 2024

1ST YEAR SIMPLIFIED ASSESSMENT MAP (SEMESTER 1 ONLY)

The Simplified Assessment Map provides a summary of programme specific assessment due dates:

Semester 1 Only

GENERAL	NU1040	MCQ 1: Monday 23 October 2023 17.30pm - 18.30pm MCQ 2: Tuesday 31 October 2023 17.30pm - 18.30pm Essay (750 words): Tuesday 9 January 2024 at 12:00pm
	NU1026	Part A Essay: Monday 13 November 2023 12.00pm Part B Webquest: Monday 13 November 2023 12.00pm
	NU1067	E-tivity: Monday 23 October 2023 Essay (1,500 words): Monday 20 November 2023 12.00pm
	SS1008	Essay (1,500 words): Friday 1 December 2023 at 12.00pm
INTELLECTUAL DISABILITY	NU1040	MCQ 1: Monday 23 October 2023 17.30pm - 18.30pm MCQ 2: Tuesday 31 October 2023 17.30pm - 18.30pm Essay (750 words): Tuesday 9 January 2024 at 12:00pm
	NU1026	Part A Essay: Monday 13 November 2023 12.00pm Part B Webquest: Monday 13 November 2023 12.00pm
	NU1066	Essay (3,000 words): Tuesday 5 December 2023
MENTAL HEALTH	NU1040	MCQ 1: Monday 23 October 2023 17.30pm - 18.30pm MCQ 2: Tuesday 31 October 2023 17.30pm - 18.30pm Essay (750 words): Tuesday 9 January 2024 at 12:00pm
	NU1026	Part A Essay: Monday 13 November 2023 12.00pm Part B Webquest: Monday 13 November 2023 12.00pm
	NU1043	Part 1 Essay (1,500 words): Monday 20 November 2023 Part 2 Essay (1,500 words): Monday 4 December 2023
CHILDREN'S & GENERAL INTEGRATED	NU1040	MCQ 1: Monday 23 October 2023 17.30pm - 18.30pm MCQ 2: Tuesday 31 October 2023 17.30pm - 18.30pm Essay (750 words): Tuesday 9 January 2024 at 12:00pm
	NU1026	Part A Essay: Monday 13 November 2023 12.00pm Part B Webquest: Monday 13 November 2023 12.00pm
	SS1008	Essay (1,500 words): Friday 1 December 2023 at 12.00pm
MIDWIFERY	NU1040	MCQ 1: Monday 23 October 2023 17.30pm - 18.30pm MCQ 2: Tuesday 31 October 2023 17.30pm - 18.30pm Essay (750 words): Tuesday 9 January 2024 at 12:00pm
	NU1064	Essay (50 Marks): Friday 13 October 2023 Group Presentation: Thursday 9 November 2023 Essay (100 Marks): Tuesday 24 November 2023
	NU1053	Assignment (Academic Writing): Friday 20 October 2023 Assignment (1,500 words): Friday 1 December 2023

3. Student Requirements

Prior to undertaking clinical practice placement as a BSc Nursing & Midwifery student, there are compulsory elements, mandatory and essential skills that all students must complete in order to attend and participate in clinical nursing and midwifery practice. This is to ensure the continuity of good quality and safe nursing and midwifery practice in all healthcare settings for students, patients/clients and others.

The SONM and the HSPs must be satisfied that students have completed the following:

- UCC Student Registration
- NMBI Candidate Registration
- UCC Fitness to Practice
- Practice Placement Agreement (PPA)
- Garda Vetting Certification

Additionally, as a student of the SONM and of the University, you will be required to adhere to the following School requirements:

- Attendance
- Programme Fees
- Student Records
- Withdrawal from the programme
- Use of Social Media

For further information on each of these requirements, please read below.

UCC Student Registration

Registration is when you enrol online on your degree programme, pay your fees and upload your Personal Identity documentation. These are your first steps to becoming a UCC student.

For further information, visit the Student Records & Examination Office (SREO):

[Registering for your Programme | UCC](#)

NMBI Candidate Registration

The Nursing and Midwifery Board of Ireland (NMBI) is a regulatory board and they require BSc Nursing & Midwifery student to register with them.

For further information on NMBI Candidate Registry, visit NMBI:

[NMBI - NMBI](#)

UCC Fitness to Practise

All students commencing their first year with the SONM in UCC, will be required to comply with the Fitness to Practise Policy and meet the relevant Fitness to Practise.

For further information review:

[Fitness to Practise Policy](#)

Practice Placement Agreement (PPA)

A copy of the Practice Placement Agreement (PPA) will be provided to you by your Clinical Module Leader before you start your clinical placement. You be required to signed it and return it.

Garda Vetting Certification

You are required to undergo Garda Vetting as part of your programme at University College Cork as you will be working with children and/or vulnerable adults (through placement, research and/or other UCC related activity).

For further information visit: [UCC's Student Vetting Policy & Procedure](#)

GARDA VETTING PROCESS

Please action the below in order to receive your Garda Vetting Certification:

1. Complete: [Student Garda Vetting Invitation Form](#)
2. **Verification required:**

Photographic ID via one of:

1. Passport
2. Irish NDLS Driving Licence (*new credit card format only*)

AND

Proof of current address, via one of:

1. Letter of offer for course/programme
2. Bank Statement
3. Utility bill
4. Lease for rented accommodation

Once all this is received and verified, you will receive an email from the National Vetting Bureau within approximately 5 working days, inviting you to complete the next part of the vetting online.

Please engage with this as soon as possible as it will expire after 30 days.

Please note, if you have resided outside Ireland for a period of 6 months or more, from the age of 16 years, you must also furnish a Police Clearance Certificate from the country or countries of residence. This Certificate should state that you had no convictions recorded against you while residing there. As this certificate can take some time to get, you shouldn't delay commencing the process. If it applies in your case, please proceed with the Irish Vetting and you can follow on with the Police Certificate.

As soon as you have your Police Clearance Certificate available, please upload it on the Student Garda Vetting Invitation Form and send it to studentgardavetting@ucc.ie

Attendance

RECORDING ATTENDANCE

Attendance at all lectures and clinical placements is **obligatory**.

Attendance at lectures, tutorials, seminars and practical sessions will be recorded and monitored by an electronic proximity barcode reader located on entrance to each classroom within the School of Nursing and Midwifery.

Any abuse of the mechanism for monitoring attendance will be deemed to be a serious disciplinary matter and will be dealt with in line with the School of Nursing and Midwifery Disciplinary Procedures.

Some BSc Nursing and BSc Midwifery lectures and tutorials are taught in groups of 50. At the beginning of the course each student is assigned to a group. It is important that you stay with your group for all lecturers and tutorials to ensure that you do not miss out on any content pertinent to the course and that you receive all lectures in a logical sequence.

RECORDING ABSENCES

If you are required to be absent from a lecture or clinical placement you **must** provide reasonable explanation for your absence to the relevant Undergraduate BSc Nursing / Midwifery Year Co-ordinator or relevant Clinical personnel. Please make every effort to give notice of absences and where it interferes with course work or clinical placements.

Absences from lectures and clinical placements without explanation may interfere with you completing a course or sitting for exams, and disciplinary proceedings may be initiated. Absence due to extenuating circumstances will be treated according to University policy.

Please read the following policies for further information:

School of Nursing and Midwifery Disciplinary Procedures Policy 2021:

[JointDisciplinaryPolicy.pdf \(ucc.ie\)](#)

School of Nursing and Midwifery attendance, recording and disciplinary policy 2021:

[Attendance Recording Policies](#)

Extension Requests

As per the Extension Request Policy, students must submit their extension forms before 12(noon) on the assignment submission date.

Please be advised that it will take 3-5 working days to receive a decision on your request, and if your request is denied then your submission will be subject to the School's Late Submission Policy.

For further information on Extension Requests, visit: [Useful Forms for All Students](#)

EXTENSION REQUEST PROCEDURE

Please ensure you follow these steps below when applying for an Extension Request:

- Email your request to **SONMUnderGrad@ucc.ie**
- Complete and attach the Extension Request Form to your email
- Include an informative subject. The subject should be brief but accurate:
e.g. Extension Request Module NU1067 - 2nd Year Student
- Identify who you are:
Your Name, Student Number, Intake Year, Programme Name, Module Leader's name
- All communication must be made through your student UCC email address. The use of a personal email address will not be tolerated as a form of contact to academic and professional support staff.

Programme Fees

Students will not be registered for their programme until fees are paid. It is the student's responsibility to address any fees issues immediately. Failure to do so may result in examination results not being issued and denied access to services such as Canvas, The Mardyke Arena and the Library.

To find out more information on Programme Fees, visit the Fees Office:

Website: [Fees Office](#)

Address: North Wing, Main Quadrangle, University College Cork

Phone: +353 (021) 490 2365

Student Records

From time to time, you will receive correspondence from both the School and the University, thus it is important that any change of address you make is notified. Failure to notify changes can cause problems as it may lead to you not receiving details of lecture changes, examination details or delays in receiving examination results.

Change of address notification forms are available from the Student Records & Examinations Office (SREO). If you need to make a change to your records, please inform:

- School of Nursing and Midwifery (Main Office G.03)
- Allocations
- Allocations Liaison Officer
- UCC SREO (located upstairs in the West Wing).

For more information visit: [Student Records & Examinations Office](#)

Withdrawal Policy

If a student withdraws from a programme this must be notified in writing to the Programme Leader and the Student Records & Examinations Office (SREO). Failure to do so may cause difficulties if the student subsequently wishes to re-enter a programme of study at UCC.

If you are considering withdrawing from your programme, please take the opportunity to discuss this first with your Programme Leader.

For more information visit: [UCC Undergraduate Withdrawal Policy](#)

Use of Social Media

Social media and social networking are important communication and information resources; providing an instant means of communicating with colleagues; exchanging information; and a mechanism of finding answers to questions.



The misuse of social media is an increasing problem in a global and university context. We ask that:

- You keep a strict divide between your personal and professional use of Social Media and, in particular, remember to always respect patient/client confidentiality in any online communication.
- Remember that when you share information (text, photos, videos) on Facebook, Twitter, YouTube, Instagram, TikTok etc., your message could ultimately be seen by thousands of people if your message goes viral.
- Postings which relate to programme related experiences should be professional in both presentation and content. Students need to remember that they are ambassadors for themselves, the professions of nursing and midwifery, their clinical placement areas, the school of nursing and midwifery and the university.

Please familiarise yourself with the following Social Media policies:

[Guidance to Nurses and Midwives on Social Media and Social Networking](#)

[UCC Web and Social Media Policy](#)

If you have an issue with any of your programme's theoretical or clinical components/experiences, please make contact with your Programme Leader in the first instance to discuss the issue rather than taking to Social Media.

4. Clinical Practice Placement

Allocations Office

The Allocations Office, located at the School and Nursing and Midwifery, is responsible for organising clinical practice placements for students, as well as recording and updating records of each student's placement hours.

They work in conjunction with the Allocation Liaison Officers (ALOs), who are located at the participating Health Service Providers (HSPs) and other relevant agencies.

As we welcome you into 1st Year, the allocation of your clinical practice placement location and HSPs will have been pre-organised by the Director of Undergraduate Education (Clinical Practice) and the 1st Year Admin Support in the School of Nursing and Midwifery.

CONTACT INFORMATION

All emails should be directed to nursmidallocations@ucc.ie

For urgent matters requiring immediate attention, please mark the subject line as "URGENT".

It is essential to maintain professionalism and adhere to email etiquette when communicating through the centralised email address. Please ensure you provide the following details on your email correspondence to the Allocations Office:

- Your Name
- Student Number
- Intake Year (e.g. 2023)
- Programme Name

ALLOCATIONS OFFICE	
nursmidallocations@ucc.ie	
Allocations Officer	Mr Sean McCloskey
Assistant Allocations Officer	Ms Maureen O'Shea
Assistant Allocations Officer	Ms Helen McSweeney
Assistant Allocations Officer	Ms Nadia Curran
Senior Executive Assistant	Ms Sinead Buckley
Executive Assistant	Ms Melanie Lee

For further contact information, visit: [Contact Allocations Personnel](#)

Allocation Liaison Officers (ALOs)

The Allocation Liaison Officers (ALOs) plan and co-ordinate clinical practice placements for students in partnership with the School of Nursing and Midwifery UCC.

ALLOCATION LIAISON OFFICERS (ALOs) & HEALTH SERVICE PROVIDERS (HSPs)			
PROGRAMME NAME	ALLOCATION LIAISON OFFICERS (ALOs)		HSPs
BSc General Nursing	ANNE MARIE DALY	adaly@muh.ie	MUH
	BRÍD DESMOND	Brid.Desmond@hse.ie	CUH
	TRACEY FRAHER	tracey.fraher@hse.ie	CUH
	MAJELLA MURPHY	mmurphycrowley@bonsecours.ie	BONS
	MAIRE HEALY	maire.healy@sivuh.ie	SIVUH
BSc Intellectual Disability Nursing	SINEAD CULLINANE	CullinaneS@cope-foundation.ie	COPE
BSc Mental Health Nursing	JOAN MCSWEENEY	Joan.McSweeney@hse.ie	MHS
BSc Integrated Children's & General Nursing	BÉBHINN O'SULLIVAN	Bebhinn.OSullivan@hse.ie	CUH
	ROSE HAYES	Rosemary.Hayes@hse.ie	CUH
BSc Midwifery	CLARE (HEALY) FOX	Clare.Healy@hse.ie	CUMH
Non-Cork HSP	HEATHER POWER	Heather.Power@hse.ie	TUH

Practice Module Leaders

PRACTICE MODULE LEADERS	
NU1049 General Nursing Practice	DR EMILY LOCKWOOD ✉ elockwood@ucc.ie ☎ +353 (0)21 490 1455
NU1051 Intellectual Disability Nursing Practice	MS CAROLINE EGAN ✉ caroline.egan@ucc.ie ☎ +353 (0)21 490 1633
NU1044 Developing Skilled Mental Health Nursing Practice	MX RYAN GOULDING ✉ rgoulding@ucc.ie ☎ +353 (0)21 490 1518
NU1062 Children's and General Nursing Practice	MS CORA O'LEARY ✉ coraoleary@ucc.ie ☎ +353 (0)21 490 1465
NU1056 Midwifery Practice	MS AGNES PHELAN ✉ agnes.phelan@ucc.ie ☎ +353 (0)21 490 1646

Clinical Practice Placement Information

CLINICAL PRACTICE PLACEMENT GUIDELINES

This is a guide to help you as a student navigate some key practical aspects pertaining to placement and clarify any questions you may have pertaining to the practicalities of clinical placement and clinical time management. The guide and checklist are only meant to supplement and not replace the vast array of information available to you on both the UCC and the School of Nursing and Midwifery's website.

Prior to commencing clinical practice placement, it is very important that you read the Clinical Practice Placement Guidelines:

[Clinical Practice Placement Guidelines UCC](#)



MUST DO'S BEFORE YOUR FIRST PLACEMENT

Before starting your first clinical placement, you must complete the following:

- UCC student registration
- Garda Vetting Certification
- UCC Fitness to Practice
- NMBI Candidate Registration
- All scheduled mandatory skills
- Sign a Practice Placement Agreement (PPA)
- Read [Clinical Practice Placement Guidelines](#)

TRAVELLING TO PLACEMENTS

Both the diversity of placement requirements and the geographical spread of placement sites will mean that regardless of where you live, or which programme you are registered on, **travelling to Clinical Placement areas will be required at various stages of your Nursing or Midwifery programme**. This is to ensure students meet the required clinical instruction, set out by the NMBI (Nursing and Midwifery Board of Ireland).

Typically travel will be within the Munster region. Some of our clinical partners include, but are not limited to, Mallow General Hospital (MGH), University Hospital Kerry (UHK), University Hospital Waterford (UHW) and Tipperary University Hospital (TUH). There are also several elective placement opportunities in Dublin and with our Erasmus partners throughout Europe.

TIMESHEETS

- You must complete your electronic time sheet on a weekly basis.
- You will receive instruction and guidelines regarding entering time sheets in the TMS system in Semester 1 of your 1st Year.
- Failure to submit your timesheets on time will result in you being marked absent and students may also be subjected to action under the SONM's Disciplinary Policy which will in turn impact on pass and progression (as outlined in Practice Placement Guidelines).
- If you are absent from placement, never attempt to make up time without specific permission/direction from the Allocations Office. Please email: nursmidallocations@ucc.ie

PLACEMENT REQUIREMENTS

- All clinical time must be completed to meet NMBI (Nursing and Midwifery Board of Ireland) requirements and the pass and progression requirements for each year of your BSc. Programme.
- A typical supernumerary placement week consists of 30 clinical contact hours. However, assigned shift patterns/hours can vary slightly in some services. For example, 24-hours placement on week one and then 36-hours placement on week two. The average amount of placement hours remains at 30hrs per week over the two weeks.
- Students **are not** permitted to swap placements.
- Students **are not** permitted to arrange/book holidays during clinical placement blocks. Please inform your family or any close relatives that you cannot go on holidays during scheduled placements, repeat placements or making up time placements.
- Clinical supernumerary placement time (scheduled, repeat or making up time) can never be condensed over shorter periods. For example, a five-week placement block of 30-hours per week cannot be completed over four weeks by completing extra hours each week.
- Clinical allocations are made available to students approximately six weeks prior to the commencement of placement blocks. Please note that making up time placements during the summer may have a shorter notification period.

EMAILS AND QUERIES

The Allocations Office do their best to respond quickly to queries but students should not expect an instant response. Please be courteous and professional when emailing and do not email multiple members of the Allocations Office regarding the same queries (unless you receive an out of office response).

Please email Ms Sinead Buckley as your first point of contact for queries relating to Allocations:
nursmidallocations@ucc.ie

CLINICAL PLACEMENT ABSENCES

Clinical time must be completed prior to completion of the programme and the receiving of the award e.g. diploma/ degree/ postgraduate diploma. For programmes leading to registration as a Nurse or Midwife, clinical hours are determined by the NMBI in line with EU directives and must be met prior to the student applying for entry to the appropriate division of the Register.

SICK LEAVE

Please refer to the ARC information regarding report absences for the area you have been allocated to, with regard to any absences from placement. Please submit a sick certificate where applicable to Allocations Office.

MATERNITY LEAVE

Where maternity leave is likely to interrupt clinical placements or lecture attendance; please discuss this as soon as possible with your Programme Leader so that alternative arrangements can be made. Where Maternity Leave interferes with a student's ability to undertake assessments/examinations this should be discussed as soon as possible with the relevant Programme Leader.

EXTENUATING CIRCUMSTANCES

In the University support is available from a variety of areas, please inform your Programme Leader as soon as possible of any difficulties you are experiencing. Confidentiality is assured unless you give your permission to discuss the issue with others. Where possible individual difficulties or extenuating circumstances are taken into consideration.

DISCIPLINARY POLICY (FOR STUDENTS ON PRACTICE PLACEMENTS)

The Disciplinary Policy is designed to be followed closely by those involved in Disciplinary procedures relating to the **attendance, work or conduct** of Undergraduate Nursing and Midwifery students when undertaking practice placements as part of their programme. It has been jointly agreed by the School of Nursing & Midwifery, UCC and the participating Health Service Providers. To read more about the UCC disciplinary Policy, Please visit; [Disciplinary Policy for students on Practice Placements](#)

5. CSSRC

Clinical Skills Simulation Resource Centre

The Clinical Skills Simulation Resource Centre (CSSRC) supports students in developing clinical Nursing and Midwifery skills.

Our low, mid and high-fidelity simulation mannequins and state of the art IT and AV resources, enhance and compliment the teaching and learning experience for both students and staff.

The wide-ranging skills and simulation resources provided by the CSSRC, delivers to students the vital and necessary tools and skills set, that will help them excel and learn in a clinical practice setting.



CSSRC PROTOCOL

All students are required to sign a code of conduct before their first practical within the CSSRC and this must be adhered to at all CSSRC sessions.

A small bag and coat are permitted within the CSSRC, but they must be hung on hooks provided.



CSSRC CONTACT INFORMATION

All emails should be directed to Ms Rebecca McNamara at: CSSRCsonm@ucc.ie

CSSRC – CLINICAL SKILLS SIMULATION RESOURCE CENTRE

✉ CSSRCsonm@ucc.ie

☎ 021 490 1530 / 021 490 1529

2nd Floor, Brookfield Health Sciences Complex

CSSRC PRESENTATION

CSSRC
Clinical Skills Simulation Resource Centre






CSSRC
Clinical Skills Simulation Resource Centre



- The CSSRC is located on the 2nd Floor of Brookfield Health Sciences Complex
- Access to the CSSRC corridor and Sim Suite is by swipe access with UCC cards only
- The CSSRC corridor operates using a **ONE-WAY System**





- Entry** is through the front CSSRC doors

- Exit** is through the rear CSSRC doors






CSSRC
Clinical Skills Simulation Resource Centre

- The CSSRC is a simulated clinical environment, where nursing and midwifery students learn and practice clinical skills, without real world risks.
- You will participate in sessions in the CSSRC throughout your programme
- In the CSSRC, students will be practicing skills and behaviours related to patient/ client/ women's care in the clinical area. Therefore The CSSRC has its own **Code of Conduct**.
 - This is your agreement to adhere to the rules of CSSRC while attending sessions in the centre.
 - You will be asked to sign a new Code of Conduct each academic year and attendance at any CSSRC session is contingent on adherence to the Code.
- A link to the CSSRC Code of Conduct will be made available as an assignment on Canvas.
- All students** are required to complete this **before** their first practical.





CSSRC
Clinical Skills Simulation Resource Centre

- Students may bring a small bag and a coat with them into the CSSRC. These must be hung on coat hooks provided in the skills rooms.
- Large, heavy bags or gear bags and/or sports equipment **cannot** be accommodated and will not be permitted at CSSRC sessions.
- Early entry to the centre is not permitted, students must arrive on time, but no more than ten minutes before class and must wait for their lecturer or facilitator to collect them at the CSSRC doors to bring them in.
- Dress code should be adhered to for all CSSRC sessions as per the Code of Conduct.
- All students attending CSSRC sessions are required to;
 - Wear a freshly laundered presentable CSSRC scrub top (see further slides for details)
 - Wear non-restrictive trousers
 - Arms should be bare below the elbow and above the wrist
 - Wear flat enclosed shoes
 - Remove hats, neck scarfs or jackets
 - Wear hair tidily, off the collar and face as per clinical practice guidelines.
 - Wear minimal jewellery, stud earrings only, one flat ring and no necklace as per clinical practice guidelines.
 - Have clean hands
 - Have short, non-acrylic nails as long nails can damage equipment
 - Nail varnish if worn, must not be chipped
 - No tanning products on hands as this can stain equipment

CSSRC
Clinical Skills Simulation Resource Centre

- Students must complete attendance recording in the CSSRC the same as they do for all other lectures/ tutorials and as per the School of Nursing & Midwifery Attendance Policy
- Food & drink cannot be brought into the CSSRC apart from a water bottle with a screw cap cover. **No hot drinks or chewing gum are permitted**
- As with all clinical areas, there is a possibility of coming into contact with **Latex** products during some of your practical/ simulation sessions.
 - Any student with a Latex allergy or sensitivity should inform their Clinical Practice Module Leader and seek a meeting with the CSSRC Manager. The purpose of this meeting will be to educate students with regards to the particular risks within the CSSRC environment and the ways of minimising exposure.

CSSRC
Clinical Skills Simulation Resource Centre

To attend your CSSRC sessions you will require

- a **CSSRC scrub top**
- Non-restrictive clothing and flat shoes.**
- UCC student ID Card**
- Fob watch and Pen**






CSSRC Scrub Tops can be purchased online from the UCC Shop - **€19.40**

- These are limited to, one purchase per student
- Link: <https://uccshop.ie/search/?search=scrub>
- Passwords: st23nm

Scrub tops will be collected from the CSSRC not the UCC shop - details of when these will be available to collect will be posted on CANVAS.





In December 2023, all students will also be required to purchase a **Basic Life Support HeartCode E-Learning Package- €40**

Further details including the password will be circulated on CANVAS later in the semester

CSSRC
Clinical Skills Simulation Resource Centre

- Students will be required to complete online e-learning programmes with CANVAS submissions, prior to some CSSRC sessions, please be familiar with the requirements for each session before arriving as you may not be able to attend some session without completed certificates.
- The principles of safe **Moving and Handling** and **Health and Safety** including sharps safety must be adhered at all times when in the CSSRC.
 - These will both be covered during the first weeks of your programme.
- Students **should not** present to the CSSRC if they are unwell.
- The use of personal photographic equipment and camera phones is strictly prohibited in the CSSRC.

CSSRC
Clinical Skills Simulation Resource Centre

The CSSRC team are Looking forward to meeting you very soon




eCAD/eCAT

Over the course of your undergraduate degree in Nursing and Midwifery, each student must complete a Competency Assessment Document or Tool (**CAD/ CAT**) while out at clinical placement. These booklets are used throughout the year and the information gathered from them is shared with your preceptor throughout your studies.

They provide students with the ability to ensure records of achievement while out on clinical practice, can be completed regularly. It also offers students the basis of regular discussion on learning needs and the ability to achieve effective learning opportunities while out on placement.



INTRODUCTION OF IPADS

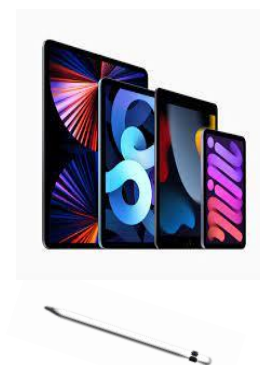
It is recommended that all incoming 1st Year BSc Nursing and Midwifery undergraduate students commencing in September 2023, acquire an Apple device (iPad or iPad mini) and an Apple pen (or other compatible stylus).

However, we would advise **all incoming students to wait to acquire a device until after your 1st Year Orientation (18th September 2023) with School staff**, who will be able to provide more information on all your requirements for your programme. Further advice will also be given in relation IT device and financial supports available from the University and the School of Nursing and Midwifery. Furthermore, information will be provided on student discounts available with HEAnet, an online store that provides a wide range of educational discounts on ICT hardware, software and other services for students.

The School of Nursing and Midwifery is committed to supporting students, and we look forward to seeing you in September. Should you have any questions, please reach out to us at: nursing.studies@ucc.ie

Please note:

- *The permissible Apple devices are either an iPad or an iPad mini, and an Apple pen (or other compatible stylus).*
- *An Apple phone is not permissible for this work.*
- *The Apple device will require a plain protective case (preferably without ridges) to allow for easy decontamination.*
- *The School recommends that students obtain insurance for the device purchased or owned.*
- *If students have their own Apple device, it must have an operating system iOS 12 or higher. Please click on the following link to check compatibility: <https://support.apple.com/en-ie/HT211029>*



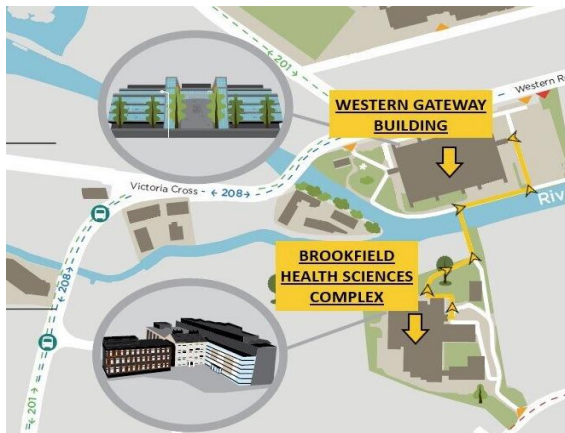
IPAD ECAD/ECAT EDUCATIONAL SESSIONS

1ST YEAR STUDENTS ONLY

Please join Dr Brendan Noonan
for three educational sessions on
how to use an eCAD/eCAT with an iPad

Attendance is compulsory at each session

- Session 1:** Wednesday 1 November 2023, 17.00 -18.00
- Session 2:** Wednesday 8 November 2023, 17.00 -18.00
- Session 3:** Monday 13 November 2023, 13.00 – 14.00



Room: G.05
Western Gateway
Building
Western Road
Mardyke
Cork T12 XF62

Remember to bring your iPad with you!

No need to RSVP

If you have any questions, please contact:

Dr Brendan Noonan: b.noonan@ucc.ie

6. Academic Writing

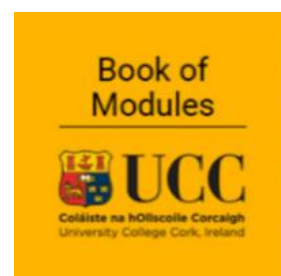
Assessments and Exams

WHAT TO EXPECT

Inevitably, assessment of learning is part of the University experience and most programmes provide a balance between course work and end of year examinations, which are distributed throughout the year.

Module Leaders will discuss the assessment and examination requirements and provide other information through Canvas (Learning Management System used throughout the School) for their individual module at the commencement of the course.

In addition, refer to the [Book of Modules](#) for assessment details.



PLAGIARISM POLICY

Plagiarism is the presentation of someone else's words or ideas as your own work. Whether done deliberately or in error, it is a form of cheating and a breach of academic integrity.

Plagiarism includes:

1. Copying sentences, paragraphs, phrases without appropriate attribution (using quotation marks and crediting the author in a citation) from published or unpublished sources.
2. Presenting other's work (i.e. sentences, paragraphs, phrases) with only slight changes as your own work.
3. Presenting someone else's ideas or arguments as if they were your own.
4. Self-plagiarism: Submitting work for assessment which you have already submitted, partially or in full, to fulfil the requirements of another seminar/lecture course or examination.
5. Collusion: Allowing someone else to copy your work; both parties will be penalised.

Plagiarism can occur in take-home assignments, in-class tests, class presentations or examinations. In every case, it will be penalised according to the [UCC Plagiarism Policy](#)

Referencing

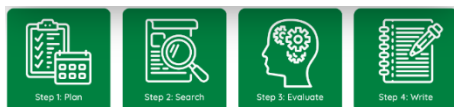
Please use the link below to find the necessary information regarding the requirements of the School of Nursing & Midwifery (SONM) in relation to academic writing and referencing:

[UCC SONM Assignments and Exams for all students](#)

Referencing acknowledges the articles, books, websites and any other material used in the writing of an academic paper, essay, assignment or thesis. Referencing is providing information on the sources that you used in your research.

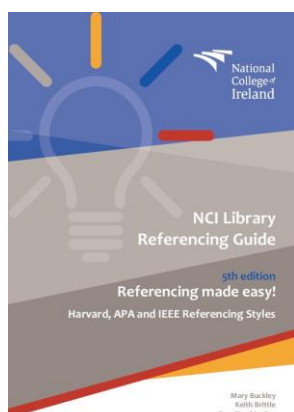
To ensure that your research has integrity, your sources must be credible. The original information must be easy to find to verify your statements and conclusions. It allows the reader to locate the sources used and it ensures that plagiarism is avoided. When using literature to support written work ensure that this is done correctly and appropriately referenced.

GUIDE TO ACADEMIC REFERENCING



For details on UCC's 4 step guide to academic assignments, visit: [UCC Assignment Essentials Guide](#)

HARVARD REFERENCING STYLE



You must cite the sources you use in your work within the text of your paper. This brief citation refers the reader to the exact place in your reference list where you will provide the extended details of the source. The Harvard Referencing Style is the standard choice of referencing styles used in the School of Nursing and Midwifery and students **must** reference according to it. There are variations and interpretations within the Harvard Referencing Style however, students must conform to a style that is consistent through their work and be guided by resources available from UCC Library.

Refer to the National College of Ireland (NCI) Library Referencing Guide 5th edition to learn how to reference using the Harvard Referencing Style:

[NCI Library Referencing Guide](#)

ACADEMIC WRITING – KEY POINTS

These are key points to be considered as you develop your academic writing skills:

- Use a **Cover Page** and a **Table of Contents** page.
- Use **double spacing**.
- Use **size 12 font** either Calibri, Cambria or Arial, not times New Roman.
- **Number pages** (in the 'Footer', bottom centre of the page) from the introduction onwards.
- **Be concise:** Check each sentence, edit as appropriate and avoid using long sentences.
- Arrange the points you wish to make in a **logical order** - build paragraphs around themes, avoid using small paragraphs and have one theme per paragraph.
- **Avoid generalisations** unless you support the generalisation with adequate evidence (i.e. support with references).
- Be aware of your own prejudices and ensure you **make a well balanced argument**.
- **Quote correctly:** enclose direct quotations in a quotation marks with the page number from which the quotation is taken - maximum 2 short quotes in this essay (if required).
- **Be consistent and accurate in the use of punctuation:** full stops and capitalisation. Make sure your English is grammatically correct. Do not use slang and avoid clichés or flowery language.
- When using **abbreviations**, write the complete words the first time you use it with the abbreviation thereafter e.g. World Health Organisation (WHO):
On every occasion following, you may use the abbreviated version in your essay (WHO).
- **Give exact references** both in text and the reference list as per the National College of Ireland (NCI) Library Referencing Guide.
- Ensure that the **reference list is in alphabetical order**, using the Harvard referencing style (do not use number references).
- Ensure the **facts presented are correct and current** and whenever possible make use of recent findings from databases e.g. CINAHL, PubMed (preferably within the last 5 years but on occasion within the last 10 years).
- **Submit essay through Turnitin** to check for similarity.
- **Do not plagiarise.**
- **Do not use secondary sources** as primary sources.
- **Do not underline points or use italics.**
- **Proof read** your work prior to submission.
- Link with **UCC Skills Centre** for information available to support you with academic writing. The Skills centre enhances the students experience through the provision of customised workshops, sessions and online resources: <https://www.ucc.ie/en/skillscentre/>

ASSIGNMENT COVER PAGE AND TABLE OF CONTENTS - EXAMPLES

For further information and examples, refer to: [UCC Assignments and Exams for All Students](#)

ASSIGNMENT COVER PAGE – EXAMPLE

**Catherine McAuley
School of Nursing and Midwifery
Brookfield Health Sciences Complex
University College Cork**

Module Code and Title

Title of Course

Title of Project/Essay

Student name **Student Number**

Word Count **Date:**

By using this Cover Page, you are agreeing to the below declarations:
I have read the School's Policy on Plagiarism, and I declare that the content of this assignment is all my own work, submitted via my own account. Where the work of others has been used to augment my assignment, it has been referenced in accordance with academic convention.
YES

This essay complies with School of Nursing and Midwifery requirements and guidelines on plagiarism:
YES

I attest that I have not submitted this material in whole or in part for the assessment of another programme or award in this School or university or any other higher education institution.
YES

I will check that the submission is the correct version and viewable electronically after submitting
YES

TABLE OF CONTENTS – EXAMPLES

TABLE OF CONTENTS		Page
Acknowledgements		3
Introduction		4
Chapter 1 Services in the Community –the Issues		
1.1 Definitions		6
1.2 The Problem		7
1.3 Review of Literature		8
Summary		
Chapter 2 Methodology		
2.1 Method		16
2.2 Resources		19
2.3 Data Collection		20
Summary		
Chapter 3 Results		
3.1 Findings from service users		26
3.2 Findings from service providers		28
Summary		30
Chapter 4 Discussion		
4.1 Community and its purpose		31
4.2 Planning for the Future		35
Conclusion and Recommendations		40
References		42

TABLE OF CONTENTS		Page
Introduction		1
Pain and chronic illness		2
Pain assessment		4
Role of nurse in pain management of people with chronic illness		6
Conclusion		8
References		9
Appendix Guidelines from WHO		11

Mark Bands & Grade Descriptors

For further information on Mark Bands and Descriptors visit: [NUI Marks Bands](#)

MARK BANDS	
1 st Class Honours	70% and above
2 nd Class Honours (Grade 1)	60% and above but less than 70%
2 nd Class Honours (Grade 2)	55% and above but less than 60%
Pass	50% and above but less than 55%
*Pass by compensation	45% and above but less than 50%

***Pass by compensation** is only applied in specific contexts. See Grade Descriptors below for further information.

PASS	50 and above but less than 55	<p><u>Satisfactory</u> performance – intellectually adequate answer with evidence of some familiarity with the relevant literature and techniques</p> <ul style="list-style-type: none"> • basic grasp of subject matter, but somewhat lacking in focus and structure • main points covered in answer, but lacking detail • some effort to engage, but only a basic understanding of the topic portrayed • some development of argument • limited critical awareness displayed • limited evidence or relevant citation supplied • appearance of several minor errors or one major error • limited evidence of capacity for original and logical thinking
	45 and above but less than 50	<p><u>Unacceptable</u> performance, with</p> <ul style="list-style-type: none"> • limited understanding of question displayed • failure to address the question resulting in a largely incomplete, irrelevant or underdeveloped answer • answer not planned sufficiently or structure left somewhat incomplete for lack of time • a display of some knowledge of material relative to the question posed, but with very serious omissions / errors and/or major inaccuracies included in answer • poor analytical skills, with an absence of argument • random and undisciplined development – limited structure • lack of clarity, poor spelling/syntax • material of marginal relevance <p>Predominating See note on 'Pass by Compensation' below</p>
FAIL	Less than 45	<p><u>Wholly unacceptable</u> performance, with</p> <ul style="list-style-type: none"> • deficient understanding of the question displayed • complete failure to address the question resulting in an irrelevant answer • inadequate knowledge displayed relative to the question posed • or answer left incomplete for lack of time • very poor analytical skills, with an absence of argument • random and undisciplined development – poorly structured answer • confused expression, poor spelling/syntax • irrelevant material predominating
<p><u>Note on Fail * - 'Pass by Compensation'</u></p> <p>Traditionally, under Marks and Standards, provision has been made for a student failing in one or more subjects in an examination, to pass the examination by compensation, where he/she has double the deficiency of marks available in another subject or in other subjects. It is recommended that provision for 'pass by compensation' be continued, in accordance with such conditions as may be set out in Marks and Standards by Faculties. The application of the provision should be facilitated by the above descriptions with particular reference to the Descriptor for the *Fail (45-49) Marks Band (College of Medicine and Health).</p>		

7. Student Services

Financial Assistance

STUDENT FINANCIAL SUPPORTS ADVICE

There are a number of financial supports available to students in UCC, depending on your financial circumstance. Here in UCC, our aim is to provide students with the support and advice they need to carry out their third level educational needs.

The Student Budgetary Advisor provides advice and guidance on all aspects of student finance including assisting students in the completion of your grant, scholarship and Student Assistance Fund applications.



For further information, go to: [Student Financial Supports Advice](#)

Email the Student Assistance Fund Team directly: studentassistancefund@ucc.ie

Email the Student Budgeting Team directly: studentbudgetingadvice@ucc.ie

SUSI

Student Universal Support Ireland (SUSI) is Ireland's national awarding authority for all further and higher education grants. SUSI offers funding to eligible students, from school leavers to mature students returning to education, in approved full time third level courses.



To be eligible for SUSI, students must meet certain criteria which have been set out in detail, in line with the legislation: Student Support Act 2011, the Student Support Scheme and the Student Support Regulations.

For further information, go to: [SUSI website](#)

All new applications for SUSI must be made online through their website: [Student Finance](#)

Student Supports

DSS – DISABILITY SUPPORT SERVICE

Contact:

[Disability Support Service](#)

E: dssinfo@ucc.ie

Visit:

1st Floor – The Hub Building

UCC Main Campus

College Road

Cork

The Disability Support Service (DSS) in UCC provides supports for students who have a disability, specific learning difficulty, or who entered through the DARE scheme. Students studying in UCC can register with the DSS in order to receive the educational supports and needs throughout the course of their time in UCC.

Please review the [Disability Support Service presentation](#) which outlines the support registered DSS students can avail of in college and on clinical placements. It is centred on the principle of reasonable accommodations that can be put in place to support students.

Please feel free to contact Ms Caroline O Connor - SONM Student Disability Support Officer (who links very closely with clinical placements): c.oconnor@ucc.ie

CRISES CONTACT LIST

Emergency Services	Call 999 or 112
Crisis Text Line	Text UCC to 50808 (chat anonymously with a trained volunteer 24/7)
Samaritans	Freephone 116 123
Pieta House	Freephone 1800 247 247
Aware	Freephone 1800 804 848

If you consider yourself at risk of self-harm, please contact your GP or your nearest A&E department:

- HSE list of [out-of-hours health centres in your area or county](#)
- Anglesea St. Garda HQ (Open 24 hours): **+353 (0)21 452 2000**
- CUH Accident and Emergency (Open 24 hours): **+353 (0)21 492 0230**
- South Doc (Evenings and Weekends): **1850 335 999**

STUDENT COUNSELLING AND DEVELOPMENT

Student Counselling offers free individual student counselling sessions and useful on-line support programmes.

For further information, go to: [UCC Student Counselling](#)

Email the Student Counselling Team directly: counselling@ucc.ie

STUDENT HEALTH AND WELLBEING

Student Health and Wellbeing provides health and health promotion services complementary to the services available to you through your General Practitioner.

Try the 'Student Health Matters' app which enables Irish students to access safe, evidence-based and reliable health information instantly at the touch of a button – all in one place.

For further information, go to: [UCC Student Health](#)

Telephone the Student Health and Wellbeing Team directly: 021 4902311

CHAPLAINCY

The Chaplaincy offers an inclusive space for community, conversation, support, guidance, and enrichment for students and staff, regardless of gender, age, ethnicity, disability, family status, sexual orientation, marital status, religious/non-religious background, or spirituality.

For further information, go to: [UCC Chaplaincy](#)

Email the Chaplain Team directly: chaplaincy@ucc.ie

CAREERS SERVICE

Careers Service provides advice and information for students and graduates on CVs, interview preparation, work placement, career planning and job vacancies. Graduates can continue to avail of the services we offer for one year after graduation. Students can log in for information on part-time employment options.

For further information, go to: [UCC Career Services](#)

Email the Careers Team directly: careers@ucc.ie

ACCOMMODATION AND COMMUNITY LIFE

Accommodation & Community Life is an advocacy service for any current UCC Student who may have an issue with their accommodation as well as advice for current and prospective students about available accommodation in the wider Cork area.

For further information, go to: [UCC Accommodation](#)

Email the Accommodation Team directly: resservices@ucc.ie

[INTERNATIONAL STUDENTS OFFICE](#)

International Students Office welcomes over 3,000 international students from 104 countries to UCC and supporting them throughout their programme.

For further information, go to: [UCC International Office](#)

Email the International Students Office directly: s.buckley@ucc.ie

[ACCESS UCC](#)

Access UCC provides students with information and assistance on queries regarding entry routes to UCC and the accessibility and availability of support services across campus.

Access UCC also welcomes queries from students about HEAR and DARE schemes, mature student routes, QQI/FET admissions, financial assistance and technology supports.

For further information, go to: [Access UCC](#)

Visit Access UCC in person at: First floor, The Hub, Main Campus UCC, T12 YF78

[STUDENTS UNION](#)

The Students Union is elected by students and provides academic assistance to students, supporting students in need, lobbying the University and the government on issues affecting students, and organising events.

For further information, go to: [UCC Student Union](#)

Email the Union directly: welfare@uccsu.ie



SKILLS CENTRE

The Skills Centre provides a dedicated, responsive and active learning space for the enhancement of study skills and is committed to further contributing to a positive and successful student experience here in UCC.

The Skills Centre enhances the student experience through the provision of customised workshops and sessions. These sessions will help develop and enhance students' skills.

A free and friendly place is offered for all UCC students to improve their study skills, writing technique and presentation skills.

A number of skill sessions and workshops are available for booking for UCC students, which can be found using the links:

[Transitioning into College life](#)

[Developing your academic writing](#)

[Writing in Disciplines](#)

[Refining your Academic Writing](#)

GETTING STARTED WITH THE SKILLS CENTRE



CORE LEARNING is strengthened through the delivery of study strategies and by providing the scaffolding and the building blocks for independent, critical thinking.

You might find that you are a little lost and that you would like some further support. Watch the below recordings to learn more about the Skills Centre:

[DR TERESA WILLS' EXPERIENCE](#)

[STUDENT TESTIMONIALS](#)

[INTERACTIVE VIEW OF THE SKILLS CENTRE](#)

Q-1 Boole Library

skillscentre@ucc.ie

<https://www.ucc.ie/en/skillscentre>

+ 353 21 490 3839

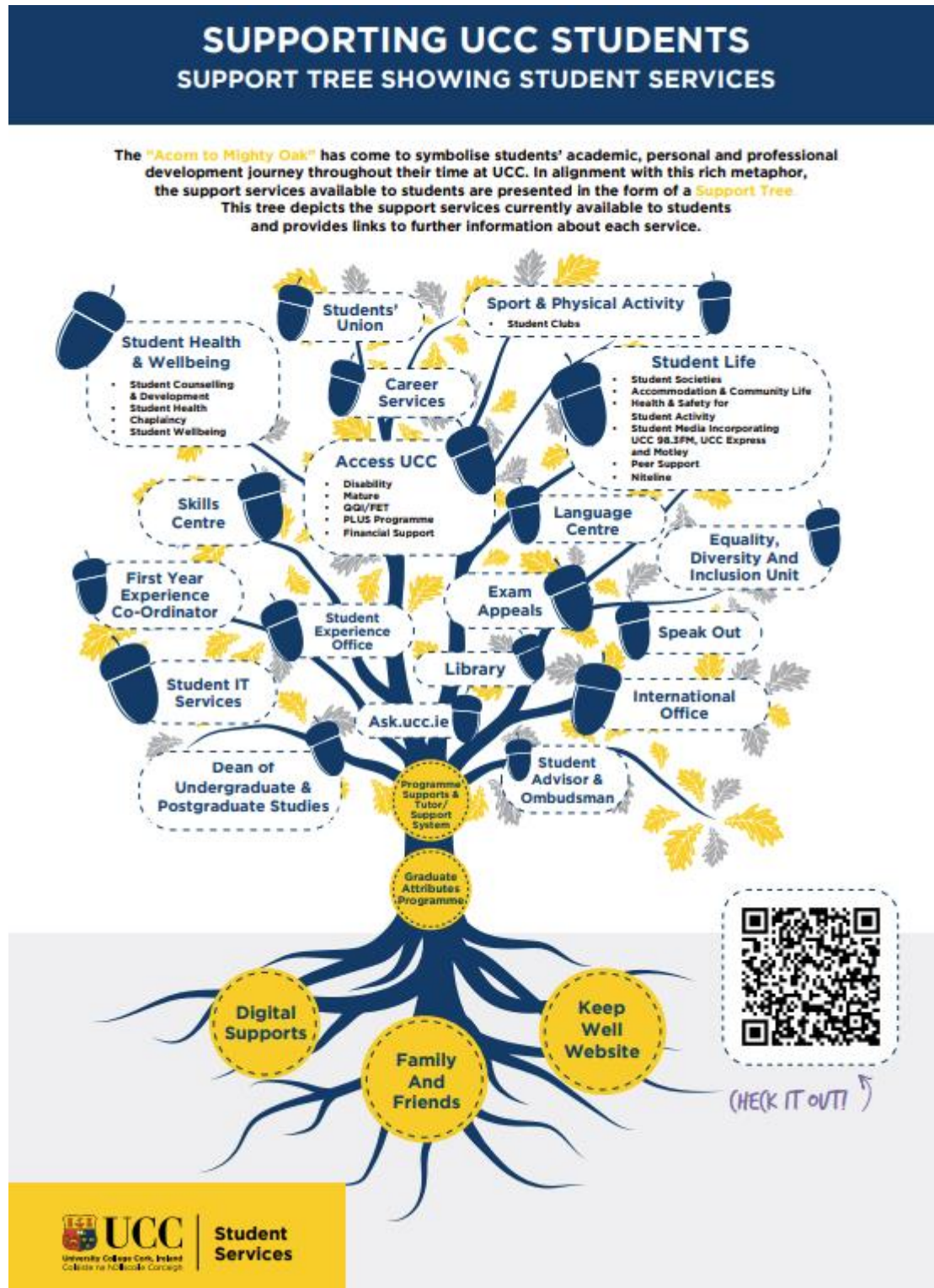


UCC SUPPORT TREE

The UCC support tree provides students with information regarding student services.

For more a more in-depth view of what is available, scan the barcode using your phone or visit:

[UCC Student Experience & Supports](#)



IT Support

IT FACILITIES

Open access IT facilities are available across campus for all students. These provide Internet access, e-mail, access to databases and word processing.

Students are encouraged to make full use of the IT facilities during their course of study both for accessing information and for preparing work for submission.

COMPUTER LABS:

- School of Nursing and Midwifery students have access to a dedicated computer lab:
Room 1.03
First Floor
Brookfield Health Sciences Complex.
- Additional designated computers for students are available in the Medical Library (CUH).
Pre-booking may be required.
- All students are required to adhere to the computer lab guidelines in order to use the facilities.

DATABASES & JOURNALS:

- Access to a range of databases including CINAHL and Medline are available through library services.
- Full text of many journals are available through Science Direct, Wiley Interscience and Swetswise.
- These can be accessed from any of the computers available to students on Campus. Remote access is also available.

SUCCESS ZONE

The UCC Success Zone is a virtual learning environment that has been designed to help students entering the new academic term, whether in person or on-line.



Described as a 'one-stop shop', the UCC success zone is a virtual learning space on CANVAS that will provide students with resources and user-friendly videos, to assist in getting started or prepared for a blended learning environment.

Each student will be automatically enrolled in the UCC success zone on canvas, which can be conveniently accessed from any place, at any time and from any device.

For further information visit: [Success Zone](#)

CANVAS

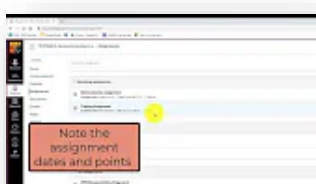
Canvas is an online learning environment which is available to all staff and students across UCC. Here you will access all of your module information and will be able to submit both assignments and exams. Lecturers will often use Canvas as a communication tool, so it is vital you keep a close eye on any notifications.



To access your Canvas account, go to [IT Services for Students](#):

- Click on the Canvas icon
- Username: Student Umail address
- Password: Student IT Account password

For help submitting assignments on Canvas, please watch the videos below by CTRL clicking the Titles:



[Submitting a Written Assignment \(2022- 2023\)](#)



[Understanding your Turnitin Report](#)



[Video Assignment Panopto](#)



[Uploading a video file to a Panopto Assignment](#)

CANVAS PLAGIARISM DETECTION:

UCC's online plagiarism prevention service uses 'Turnitin' (see Plagiarism Policy) and is integrated with UCC Canvas. It operates by checking submitted work against online internet sources and previously submitted work.

For further information on UCC's plagiarism policy visit: [UCC Plagiarism Policy](#)

EMAIL GUIDELINES

Students are provided with an UCC email address at the time of registration. All communication must be made through your UCC email address. The use of a personal email address will not be tolerated as a form of contact to academic and professional support staff.

Email and Canvas are used as the main sources of communication. Students are advised to check their emails and Canvas site regularly to ensure important information is not missed.

Please do not send multiple emails with the same query. Please be assured that a member of staff will respond to you.

TIMEFRAMES:

Please allow an adequate timeframe for a response:

Student Support SONMUnderGrad@ucc.ie

- *General queries, submitting extension request forms, exemptions, medical certificates*
- *Allow a minimum of 48 hours for a response*

Academic Staff

- *Allow a full working week for a response*

Email Etiquette

It is essential to maintain professionalism and to adhere to email etiquette when communicating through email to academic and professional support staff.

How to write an email...

- **Identify who you are:** *Your Name
Student Number
Intake Year (e.g. 2023)
Programme Name*
- **Address the recipient by their title:** *Dr / Professor / Ms / Mr / Mx
e.g. Dear Professor Smith*
- **Include an informative subject:** *The subject should be brief but accurate
e.g. Essay question*

Student Representatives

At the beginning of your programme, the Programme Leader will ask your group to nominate 1 or 2 Student Representatives. The role of the Student Representative is to voice the opinions of the group and raise issues of concern. The Student Representative can approach a Module Leader, or your Programme Leader as required. The Director of Undergraduate Education, Dr Caroline Dalton O'Connor will meet with Student Representatives during the year or as necessary. This mechanism serves as a communication point for both the school and students. Student Representatives will be asked to consult with their class members and disseminate information as required.

On request from a Student Representative, lecturers will make time available for brief student meetings at either the start or end of class.

Useful links

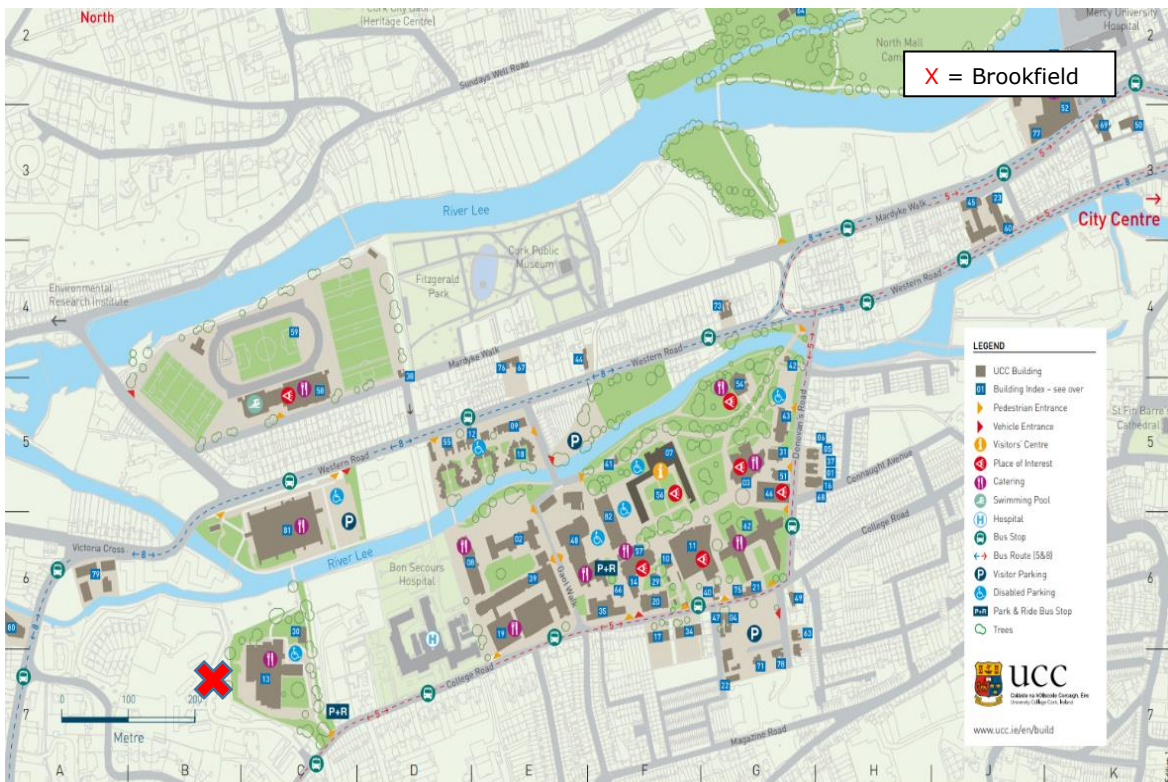
UCC Website:	https://www.ucc.ie/en/
SONM Website:	https://www.ucc.ie/en/nursingmidwifery/
Book of Modules:	https://ucc-ie-public.courseleaf.com/modules/
College Calendar:	https://www.ucc.ie/en/student-records/key-dates/
Disability Support:	https://www.ucc.ie/en/dss/
UCC PLUS+:	https://www.ucc.ie/en/uccplus/
Mature Students:	https://www.ucc.ie/en/mature/
Student Financial Supports:	https://www.ucc.ie/en/sfsa/
EmployAbility Programme:	https://www.ucc.ie/en/accessforall/employabilityprogramme/
Traveller Mentoring Programme:	https://www.ucc.ie/en/uccplus/schools/travellermentoring/
Autism Initiative:	https://www.ucc.ie/en/autismfriendly/

Map of UCC

Located on the western side of Cork City, UCC main campus is located less than 1km from the city centre.

There are a number of ways to access UCC campus. These can be viewed in more detail by visiting: [How to Get to UCC](#)

Brookfield Health and Science complex is about a 5-10 minute walk from UCC main campus. Its location on the map is indicated by the X.



For more detailed and location specific Maps of UCC campus visit:

[Maps of the UCC Campus](#)