



UCD School of Medicine
Scoil an Leighis UCD



STAFF INDUCTION BOOKLET

February 2023

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Welcome from the Dean



You are very welcome to the UCD School of Medicine, Ireland's oldest medical school and the largest school in UCD. We have over 3,300 students in total and over 470 staff. In addition, we have approximately 890 clinical adjunct staff that includes hospital consultants, general practitioners, senior radiographers, and advanced paramedic specialists. Over staff are located on the Belfield campus in the Health Science Centre, in the Conway Institute, in the Charles Institute of Dermatology, in Systems Biology Ireland or in the Virus Reference Laboratory and the remaining staff are geographically dispersed on hospital sites within a 10 km radius from Belfield.

The School of Medicine is comprised of scientists, clinicians, administrative and support staff, and students all committed in our dedication to society and determined in our mission to improve the lives and the health of our patients. We teach, research, and deliver healthcare in Ireland and across the world.

We pride ourselves in placing community, friendship, and student support at the centre of our educational approach. We are driven by a desire to provide our students with the best possible programmes and by a belief that the health professionals and scientists of tomorrow benefit from a supportive, collegial environment, in which extra-curricular talents and interests can thrive alongside academic excellence.

We rely on the initiative of all our staff to ensure that we are a vibrant, dynamic, and energetic School that is recognised both nationally and internationally and plays a role in promoting world class healthcare, education, and research.

This induction booklet comprises some of the information that you need to know but as you settle into your role, I am sure you will have lots of questions. Please don't be afraid to ask, anyone will be delighted to help you especially those working closest to you. I very much look forward to working with you.

Professor Michael Keane

**Dean of Medicine and Head of School
UCD School of Medicine**

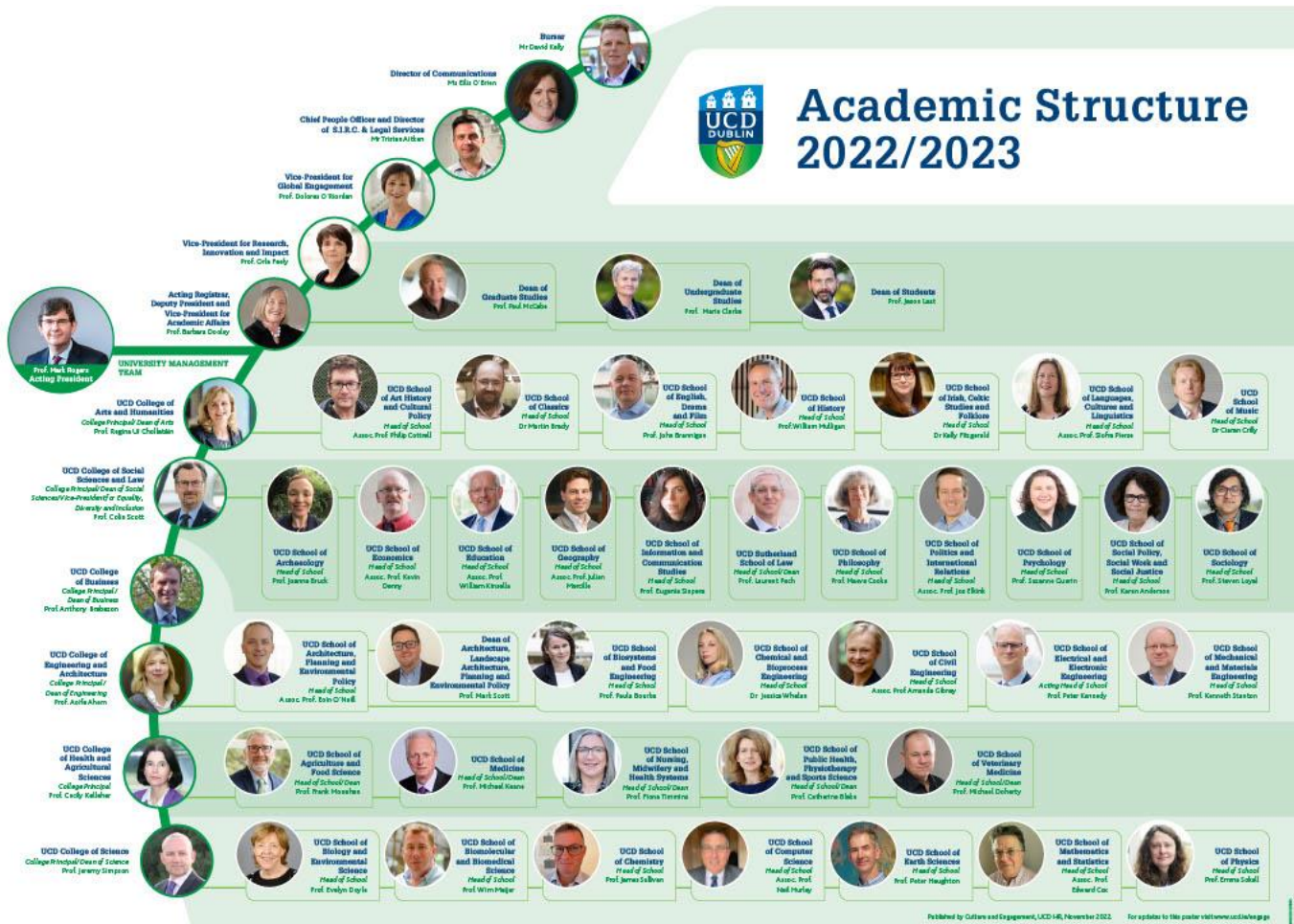
ABOUT UCD

UCD is one of Europe's leading research-intensive universities; an environment where [undergraduate education](#), [masters and PhD training](#), research, innovation and community engagement form a dynamic spectrum of activity.

Since its foundation, the University has made a unique contribution to the creation of modern Ireland, based on successful engagement with Irish society on every level and across every sphere of activity. The international standing of UCD has grown in recent years; it is currently ranked within the top 1% of higher education institutions world-wide. UCD is also Ireland's most globally engaged university with over 38,000 students drawn from 152 countries, including almost 5,000 students based at locations outside of Ireland. The University's main Dublin campus occupies an extensive parkland estate of 133 hectares and offers world-leading facilities including the [UCD O'Brien Centre for Science](#), [UCD Sutherland School of Law](#), [UCD Lochlan Quinn School of Business](#), [UCD Moore Centre for Business](#), and the [UCD Student Centre](#).

As Ireland's largest university, with its great strength and diversity of disciplines, UCD embraces its role to contribute to the flourishing of Ireland through the study of people, society, business, economy, culture, languages and the creative arts, as well as through research and innovation. The University's Strategy 2020-2024 [Rising to the Future](#) outlines the objectives and major strategic initiatives set in place in order to accomplish UCD's vision for this era.

Further information is available at <https://www.ucd.ie/about-ucd/about/about/>

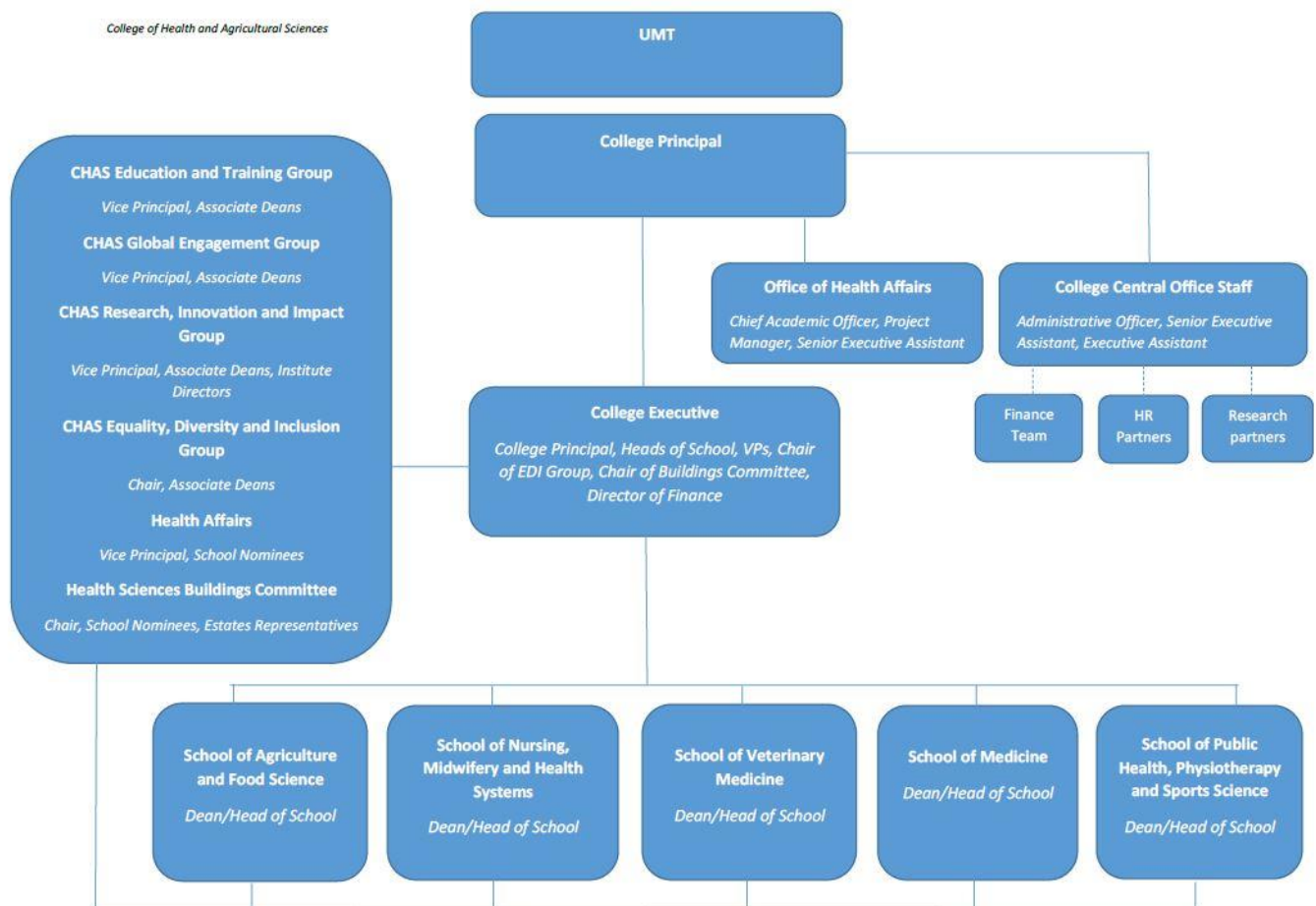


UCD COLLEGE OF HEALTH AND AGRICULTURAL SCIENCES

The UCD College of Health and Agricultural Sciences brings all of UCD’s health professionals under one banner providing an exciting opportunity to exploit synergies which exist across the One Health spectrum.

The One Health initiative links the health of all living things, together with the existing synergies between human and animal health, public health and food science. The College supports the indigenous agri-food sector, animal health and medical professions through education and cutting-edge research. A spectrum of health professional courses are offered across the constituent schools of the College, including an extensive portfolio of graduate education for healthcare professionals designed to fit their busy clinical schedules.

The College comprises five schools, the School of Agriculture and Food Science, the School of Nursing, Midwifery and Health Systems, the School of Veterinary Medicine, the School of Medicine, the School of Public Health, Physiotherapy and Sports Science and the School of Veterinary Medicine. Further information about the College is available at <https://www.ucd.ie/chas/about/>



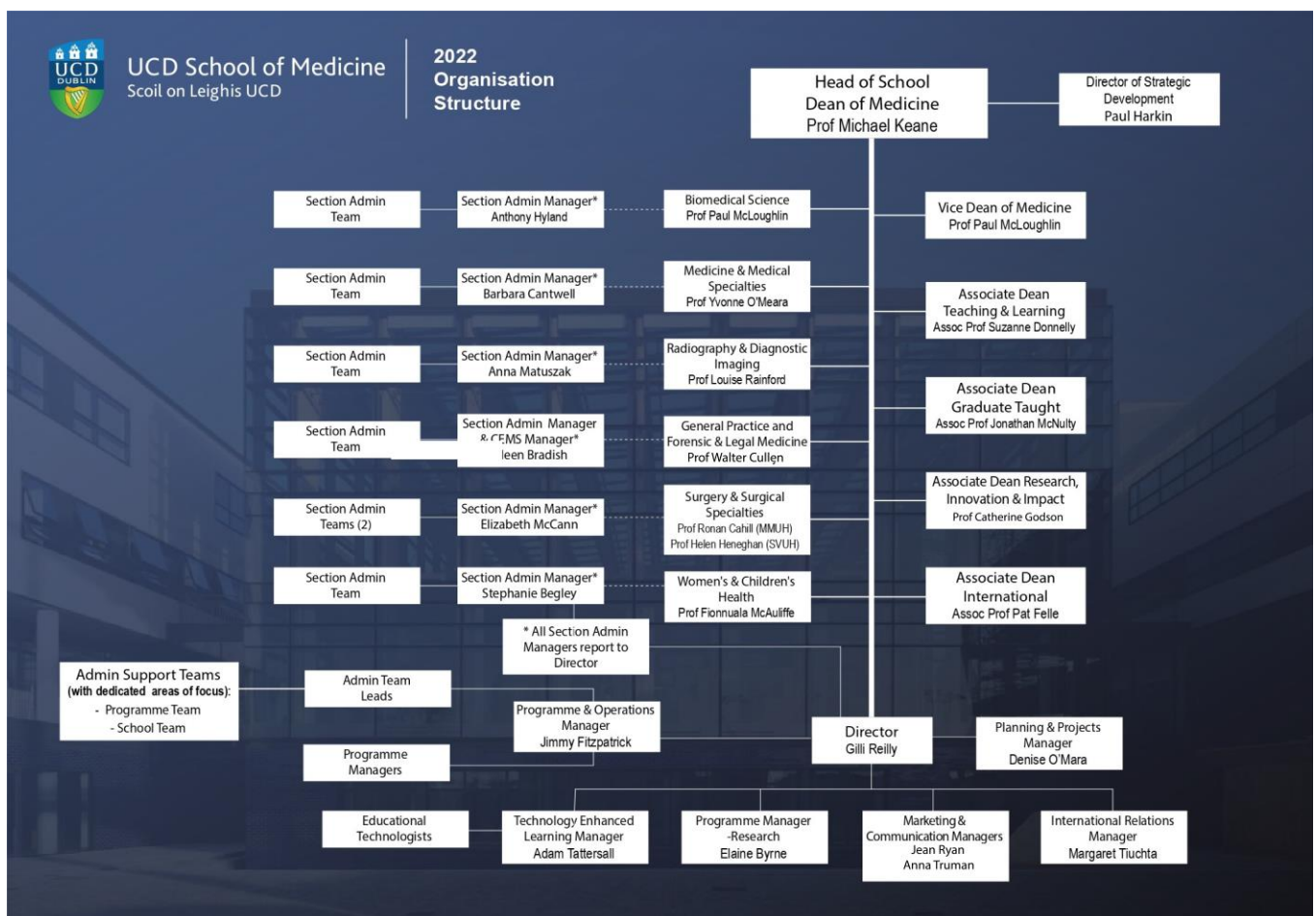
UCD SCHOOL OF MEDICINE

UCD School of Medicine trains doctors, radiographers, paramedics and scientists through our degree programmes in Medicine, Radiography, Emergency Medical Science, Physiology and Biomedical, Health & Life Sciences programmes. There are currently over 2,200 students within our six undergraduate degree programmes, of which 29% are non-EU students.

The School also offers over forty graduate taught programmes ranging from professional certificate to masters degree awards that support the professional development of over 640 graduate taught students along with over 170 individuals involved in formal continuing professional development (CPD) programmes. In excess of 210 graduate students pursue research studies at masters or doctoral level.

Our School comprises over 180 academic staff, over 180 research funded staff and over 100 professional support staff and technical support staff. Our clinical training programmes are delivered at six major Dublin teaching hospitals and across the country through over twenty affiliated acute, general or specialist hospitals. The School also has a nationwide primary care clinical training network.

School of Medicine Website: <http://www.ucd.ie/medicine/>. Access research links, information on staff members and on the undergraduate and graduate courses offered by the School of Medicine.



GETTING STARTED IN UCD THE ESSENTIALS

UCD HR

For queries about recruitment, pay, working hours, leave, benefits, pensions and retirement, please contact the UCD HR Helpdesk

- By eMail HRhelpdesk@ucd.ie
- By Phone Ext: 4900
- In Person 2nd Floor Roebuck Offices, Belfield

Please also see <http://www.ucd.ie/hr/>

The HR partner for the School of Medicine is Ms Elaine Bourke

Tel: 01-716-3479

Email elaine.bourke@ucd.ie.

Room F26, Woodview House Belfield.

Where do I send my Contract and Set-Up Forms?

Prior to commencing your employment, return the following to UCD HR Recruitment:

- Signed Contract of Employment
- Fully completed [Employee Set Up Form \(https://www.ucd.ie/hr/t4media/Employee%20Set-Up%20Form%20\(Permanent%20&%20Temporary%20Employee\).pdf\)](https://www.ucd.ie/hr/t4media/Employee%20Set-Up%20Form%20(Permanent%20&%20Temporary%20Employee).pdf)
- Certificate of Tax Credit and Standard Rate Cut-Off Point (made out to UCD) or P45 Cessation Certificate (current tax year only). UCD Employer Registration Number 0079124M

How do I obtain my Personnel Number?

- On arrival in UCD email hrhelpdesk@ucd.ie (from your personal emailaddress) to receive your Personnel Number.
- New starters can send an email to hrhelpdesk@ucd.ie to check if their file has been processed and a Personnel Number has generated.
- When a new employees file has been processed, they will receive an automatic email from IT Services advising of their Personnel Number and how to create a UCD Connect account and email address.
- If they are a returning employee and already have a Personnel Number from a previous or hourly paid employment at UCD, they will not receive the automated email from IT Services. They will need to contact IT Services directly to create a UCD Connect account and email address.

Payroll

- HR [Compensations & Benefits](#) forward your employee set-up information to the [Payroll Office](#) for processing
- If you have any queries relating to your pay, please contact payroll@ucd.ie.

How do I get a Staff U-Card?

- You must have a Staff U-Card to access the Library
- Go to <http://www.ucd.ie/ucard/about-ucards/staff-ucard/>

-
- Upload a photo
 - Email ucard@ucd.ie requesting the card and give your UCD address
 - The card will be mailed to you

Local Induction

- Arrange your job specific local induction with your Head of School/Unit, Manager or Team Leader
- If you are located on a hospital site, you should attend any relevant induction programmes offered for hospital employees

Supporting New Starters in UCD (Remote working, EDI, Pension Seminars... etc.)

- <https://www.ucd.ie/peopledevelopment/ourservices/newtoucd/>

UCD Orientation Process - Onboarding Information

- <https://www.ucd.ie/hr/resourcing/researchfundedresourcing/onboardinginformation/>

Infohub Induction pack (you have to have a UCD Connect account in order to access this page)

- https://hub.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=SO-MAIN&p_parameters=B37A1D079FB70193EB3628BFFB78C3146D35112E00B0A28947666FB37F638AD1F3EB9719432D37BE94186D0F33C306C8

Staff orientation policy

- <https://www.ucd.ie/t4cms/Staff%20Orientation%20Policy.pdf>

UCD Orientation Slides

- <https://www.ucd.ie/peopledevelopment/t4media/UCD%20Orientation%20Slides%201.pdf> (NOT UPDATED)

UCD Estate Services Induction

- https://www.ucd.ie/peopledevelopment/t4media/UCD%20Estate%20Services%20Orientation%20for%20New%20Staff%20Slides_April%202021.pdf

UCD Orientation for New Staff

- The UCD Orientation Programme for New Employees is a half day programme offered to all employees who have recently joined UCD
- It provides participants with information on payroll, benefits, strategy, organisational structure and services across the University
- An important element of the programme is the opportunity it provides to meet with fellow colleagues from across the University for future support and collaboration

USEFUL DOCUMENTS/LINKS

- [Orientation Booklet \(http://www.ucd.ie/t4cms/Orientation%20Booklet%20.pdf\)](http://www.ucd.ie/t4cms/Orientation%20Booklet%20.pdf)
- [Local Induction Checklist http://www.ucd.ie/t4cms/Local%20Induction%20Checklist.pdf](http://www.ucd.ie/t4cms/Local%20Induction%20Checklist.pdf)

IT Services/Computing

For information on the key IT services available and help you get started using IT at UCD, visit <https://www.ucd.ie/itservices/newtoucd/>

Contact IT Services Helpdesk if you encounter any IT problems

<https://fujitsuireland.service-now.com/itucd>

UCD Connect & Email

A UCD e-mail account will be generated automatically when Human Resources has processed your paperwork. You will also be issued with a Personnel Number (P). Your personnel number will be required for getting access to systems, setting up research accounts and will also be required for your UCD Staff card or UCARD which is necessary for entering the libraries on campus and UCD Sports and Fitness facilities and examination centres.

When you receive your personnel number from HR. please contact IT Services on (01) 716 2700 to obtain the UCD username and password of your UCD Connect account which will give you access to your e-mail, online library facilities and all of the university systems which record personal, student and academic content relevant to you. The main page also has a link to the UCD Staff Directory which can locate the contact details for all university staff members.

Buying a new desktop PC / laptop – Dell

<https://www.ucd.ie/itservices/ourservices/getconnected/buyingnewequipment/>

HEAnet, in consultation with IT Services, has selected a PC desktop from Dell and three laptops suitable for use by UCD staff for administrative, academic and research purposes

Important note: The framework agreement with Dell covers the **Optiplex 5070** desktop range and laptops **Latitude 5500** , **Latitude 5400** and **Latitude 5300**. It doesn't cover any other Dell products. Sophos Anti Virus and the Novell Client installer are ready for you to install when you receive your PC.

Full details of the models are available on the [Dell Premier page](#). To access the Dell Premier page you will need to email our Dell account manager to get set up. You will be prompted to login to the Intranet to access the page, using your Connect username and password. Once you receive a quote you should contact your local administrative support to requisition the product.

UCD Dell Account Manager: Eoin Woods

- Email: Eoin.Woods@dell.com
- Tel: (01) 279 4171

Buying Apple Products

HEAnet on behalf of the Higher Education Institutions has selected suppliers for the supply of Apple computers and products to UCD.. Email the addresses below, depending on what you would like to order

- Entire Apple range and a range of services, provider CompuB: HEANET-APPLE-LOT4-MINIT2017@LISTSERV.HEANET.IE
Entire Apple range and a range of services, provider Wriggle: HEANET-APPLE-LOT5-MINIT2017@LISTSERV.HEANET.IE

Note: Apple computers on campus do not interact with all university systems such as shared files, Novell and networked printers. For details on IT Support please contact IT Helpdesk on 716 2700 prior to purchasing to ensure that you are fully aware of the services and supports available with using Apple products.

Note: Depending on the price of desktop or laptop and/or printer, you may need to obtain up to three quotes from preferred suppliers. The School/College Buyer will be able to advise on the quote requirements.

Contact

For IT Services and purchasing queries

<https://fujitsuireland.service-now.com/itucd>

College Buyer Noeleen GallagherTel.:

01 716 6682

Email: noeleen.gallagher@ucd.ie (Room C144, Health Sciences Centre)

Printers & Printing

There are a number of networked printers available in the Health Sciences Centre and various locations on campus and on hospital sites. Colour printing can be facilitated by the available network printers. Furthermore, many of these printers have the facility to print from a USB stick. To find out where your closest network printer is located you can contact CopiPrint on 01 716 7651 or email cp@ucd.ie.

You can link your computer to these printers which are useful if you need to print in large volumes. Follow the instructions provided at <http://www.ucd.ie/copi-print/installstaff.html>, or if you experience any problems please call CopiPrint (Tel: 01 716 8295) who can assist with your queries.

UCD CopiPrint <http://www.ucd.ie/copi-print/staff.html> offers digital, colour and bulk photocopying services. CopiPrint also design and create UCD customised stationary including posters, books, business cards etc. These services will be charged automatically to your cost centre. Any services should be authorised by the cost centre approver.

Buying a Printer

For some staff members it may not be suitable to link your computer to networked machines. If this is the case and you need to purchase a printer please contact your requisitioner for your cost centre or local administrative support to order a printer. For details on what printer to buy go to <https://fujitsuireland.service-now.com/itucd>

Register Staff Equipment on the UCD Network

Whenever you buy a new computer, you must register it with IT Services before you can use it on the UCD **wired** network. Note: You do not have to register to access the **wireless** network in UCD. Full details available at <https://www.ucd.ie/itservices/newtoucd/>

Option 1

Automatic registration Using a network cable, connect your new piece of equipment to a network point in your office (in case of laptop turn off/disable the wireless network card first). Launch a web browser. You will be automatically presented with a registration screen. When asked for a User ID and Password you should enter your UCD Connect account details. Follow the steps to submit your registration and it will be completed within 24 hours.

Option 2

Manual Registration Before registering you need to get the ethernet address of your computer. An ethernet address is a 12 digit code, e.g. 00:08:4a:f9:d5:30.

Find the Ethernet Address for a computer using Microsoft Windows

1. Go to Start > Run.
2. Type Command in the run box. A black box will appear.
3. Type ipconfig/all and hit Return. Some information will then appear.
4. Under Ethernet Adapter Local Area Connection, you should see a physical address. Take note of the 12 digit code. This is the computer's ethernet address.

Find the Ethernet Address for a Mac

1. Click on the Apple logo on the top left hand corner of the screen.
2. Click "About this Mac".
3. Click "More info".
4. Click on "Network" on left-hand panel.
5. Take note of the Mac address given on the bottom right-hand panel.

A user is responsible for the computer resources of the University and an Acceptable Usage Policy (AUP) outlines codes of conduct [here](#). Contact: IT Services at <https://fujitsuireland.service-now.com/itucd>

Wireless access to the UCD network is available campus wide in all the main buildings and in the student residences.

There are two wireless networks you can avail of: UCD Wireless and Eduroam (authenticated access). You do not have to register your laptop to access the Wireless networks in UCD. Information on accessing our wireless services is available at <https://fujitsuireland.service-now.com/itucd>

A user is responsible for the computer resources of the University and an Acceptable Usage Policy (AUP) that outlines codes of conduct is available at <https://fujitsuireland.service-now.com/itucd>

Staff Expenses

Details on how to claim validly incurred business costs are available at <https://www.ucd.ie/bursar/bursaroffice/staffexpenses/>

Claims are processed by the Bursar's office and payment is made within seven days directly to the claimant's bank account. Payment delays can be encountered for various reasons including incomplete or illegible authorisation, lack of supporting documentation, coding errors and the claiming of ineligible expenditure.

There are 4 types of expense claims which staff members generally incur.

- Form T1 Travel Expenses within Ireland
- Form T2 Advance for Claim
- Form T3 Travel Subsistence outside Ireland
- Form T4 Claim for vouched expenses (other than travel)

Forms can be downloaded at <https://www.ucd.ie/bursar/bursaroffice/staffexpenses/forms/>

Claims should be approved and signed off by your line manager. Please follow steps below:

1. Complete relevant expense claims form.
2. Collect required signatures
3. Once relevant signature is provided the form will be posted to

Expenses, Finance Office

First Floor, Tierney Building

Belfield, Dublin 4

Ireland

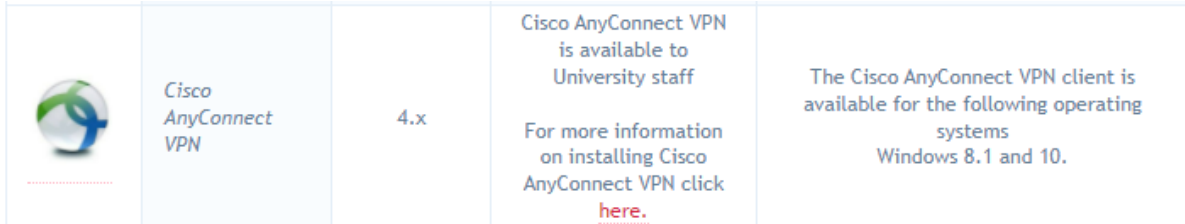
Expenses office is also accepting claims by email, you're your line manager with the backup receipts. Email :expenses@ucd.ie

How to download VPN

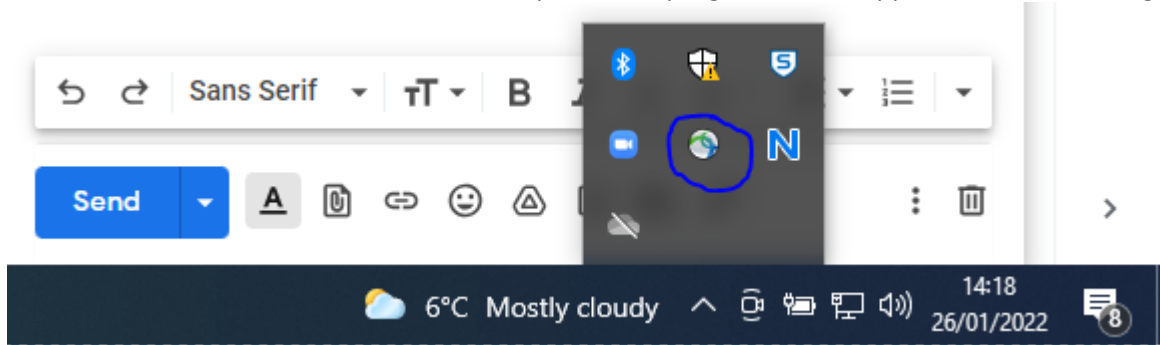
The University VPN provides University staff with a secure way to connect their work devices to the University network in order to access University systems when off campus.

VPN

1. Request access: <https://www.ucd.ie/itservices/vpn/>
2. Go to <https://www.ucd.ie/connect/> and click 'Software download'
3. Use your UCD Connect username and password to log in
4. Choose 'Staff'
5. Download Cisco AnyConnect VPN (see image below) and install



6. Once downloaded/installed, restart the computer. The program should appear in the bottom right corner:



- 7.
8. Right click and choose 'connect'
9. Group: staff ; username: your connect username; password: your connect password: second password: push
10. Once you enter everything, a push notification will appear on your phone, click accept. (You need to download Duo Mobile)

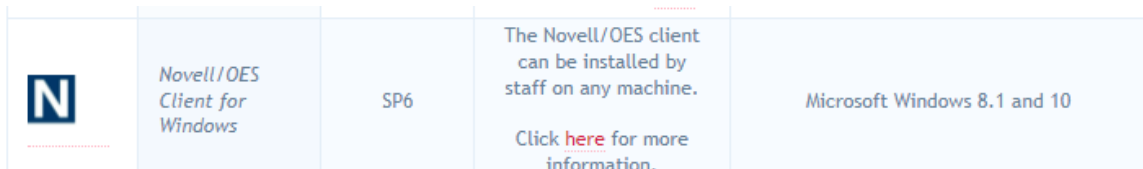
How to download Novell

Accessing the internal drive (S:\ Drive)

You can access your Novell Personal (S Drive) or Shared documents and folders from any workstation either via the VPN or via My Files (<https://netstoragevm.ucd.ie/>).

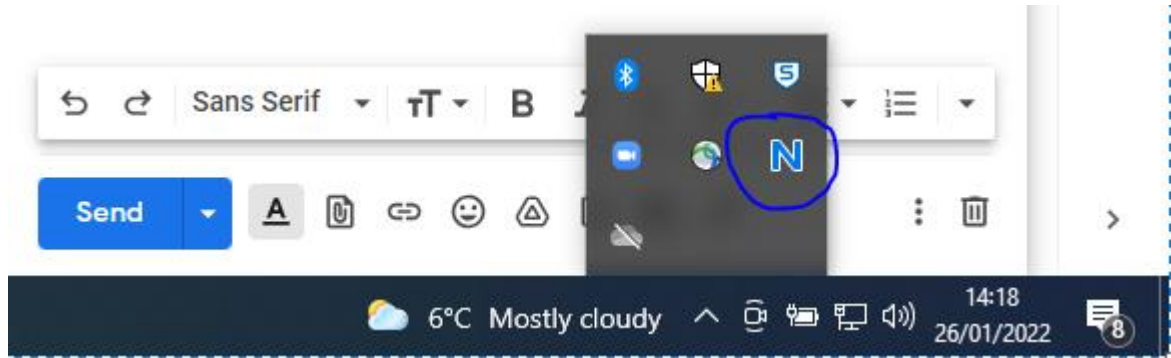
If you are using the VPN you will need to download the Novell Client on to your desktop. You should then be able to login to the UCD network as normal

1. Download Novell from <https://www.ucd.ie/itservices/vpn/> - Software download - Novell/OES Client for Windows



2. Install and restart computer
3. When you turn your computer back on, it will give you the option to either log in through Novell or just your regular account. Novell won't work this way, so just log into your computer as normal.

4. It should appear in the bottom right corner as well



5. Right click and choose 'OES Login'

6. Once you click the N Icon, the log in pop up window will appear, before doing anything click the "Advanced" button on the bottom right.

7. Tree should say "UCD-TREE" and your context will say (Root).

8. Click the contexts button and select ucd. Then click the contexts button again and select adm. and bf. so now your context should read "adm.bf.ucd"

9. Then log in like normal and it will download automatically the S drive to your folders

NB. in order to log in to Novell, you should be logged in to the VPN.

Conference Allowance

The purpose of the Conference Allowance is to allow employees to attend relevant conferences as part of their professional development and to assist in building sustainable networks in the interests of the University.

The following are entitled to claim a Conference Allowance:

1. Faculty from Lecturer/Assistant Professor to Full Professor.
2. Staff of Grade A02 and above.
3. IT staff Programmer II and above.
4. Part-time or temporary employees at the levels above, are entitled to claim conference allowance on a pro-rata basis.

Funded staff are not entitled to claim Conference Allowance, but may be awarded an equivalent allowance from the relevant fund. The entitlement to a conference allowance is detailed on an individual's employment contract. All conference allowance eligibility queries should be sent to hrhelpdesk@ucd.ie.

The allowance is claimed through the submission of the standard expense claims. The Conference Allowance charge code box should be ticked to indicate the claim is to be charged to your conference allowance (there is no need to detail a charge code). Staff may review their conference allowance history and remaining balance through Infohub (Human Resources/My Details/Conference Allowance).

Please refer to the UCD University Governance Document Library to download a copy of the Conference Allowance Policy.

https://hub.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=29

RESEARCH IN UCD

The UCD Research office offers a range of supports to help you get your research up and running. Visit <http://www.ucd.ie/research/portal/> for a comprehensive list of services.

Medicine Research Team

Within the School of Medicine the Medicine Research Team can help you with any research questions you might have and where to go for help. They will also assist with enrolling post graduate research students

Contacts

Prof Catherine Godson
Associate Dean for Research & Innovation UCD School of Medicine
E: Catherine.godson@ucd.ie

Ms Elaine Byrne
Programme Manager- Research
E: elaine.byrne@ucd.ie
T: 01 716 6600

LEARNING AND DEVELOPMENT AT UCD

Learning & Development

See UCD Learning & Development, <http://www.ucd.ie/learninganddevelopment/>, for development opportunities. Training courses can be booked through Infohub. Click on the [People development icon](#) on the UCD Connect page and enter your login details.

UCD People and Organization Development <http://www.ucd.ie/peopledevelopment/ourservices/>

UCD people and organization Development offer a range of services including

- Leadership and People Management programme
- Coaching and Mentoring
- Support for new starters
- Newly appointed Assistant Professors Development Programme
- Research Skills and Career Development (for Post Docs)
- Catalogue of training courses

Performance for Growth (P4G)

P4G is a framework that provides the opportunity for all UCD employees to have at least one annual conversation with their line manager, Head of School or alternate reviewer, within which achievements and challenges of the previous year are reflected on and feedback is provided; goals and objectives for the coming year are agreed; a development plan, if required, is discussed and agreed; career aspirations are explored and supported where possible.

The annual P4G cycle runs from 1st May through to 30th April. Details available at <https://www.ucd.ie/peopledevelopment/p4g/>

Promotions

Visit <https://www.ucd.ie/hr/promotions/> for information on the various promotion pathways available in UCD.

COMMUNITIES AND SUPPORTS

Equality, Diversity and Inclusivity

UCD believes in equality, diversity and inclusion for faculty, staff and students of the university and embeds these fairness principles into all aspects of University life. The [Culture and Engagement team](#) focuses on creating a working environment and culture where all faculty and staff can grow and achieve their full potential.

The Equality, Diversity and Inclusion (EDI) unit

<https://www.ucd.ie/equality/support/equalitydiversityandinclusionunit/>

This Unit plays a key role in ensuring the promotion and mainstreaming of equality, diversity and inclusion throughout UCD. It drives key equality and diversity initiatives and also works with colleagues within and outside of HR on the implementation of the UMT EDI work plan. The Unit provides support and advice in dealing with equality and diversity matters, participates on appropriate University groups and develops strategies which support the identification and implementation of best practice policies and procedures in UCD.

Contacts:

Marcellina Fogarty, Equality Diversity and Inclusion Manager

Eimear O'Reilly, EDI Project Officer

Licia Carlesi, EDI Senior Executive Assistant

Email: edi@ucd.ie

Dignity & Respect at UCD

University College Dublin is committed to the promotion of an environment for work and study which upholds the dignity and respect of the individual and which supports every individual's right to study and/or work in an environment which is free of any form of harassment, intimidation or bullying.

There are a number of supports in place for staff and students experiencing bullying and/or harassment, and there are a range of options (both informal and formal) available in an attempt to resolve the issue. For details on procedures and policy visit

<https://www.ucd.ie/equality/support/dignityrespect/>

The [Multicultural Employee Network of UCD \(MENU\)](#) is a network for multicultural employees and those interested in other cultures. Employees can also connect with communities (like the [LGBT Network](#), or [Staff Disability Network](#)) that share UCD's ambition to create a diverse and engaging workplace.

A list of EDI policy documents are available at <https://www.ucd.ie/equality/information/policies/>

Policies include

- Gender balance on committees
- Core meeting hours
- Gender Identity and Expression policy
- UCD Dignity and Respect policy
- UCD Support for People Taking Family-Related Leave Policy
- UCD Code of Practice for the Employment of People with Disabilities

-
- UCD Mediation Service Policy and Guide
 - Out of Hours Email Policy

Athena Swan

UCD holds a Bronze institutional Athena SWAN award. Within the School of Medicine, 40% of male academic staff are full professors while only 11% of female academic staff are at this level. The School of Medicine was awarded a bronze Athena SWAN award in 2019 following a comprehensive analysis of data and compilation of an action plan to address gender inequality in the school. The school will need to apply in April 2023 to renew this award and will be assessed on the impact that implementation of their action plan has had on addressing the issues raised in their original application. The School EDI committee is chaired by Associate Professor Marguerite Clyne and Ms Marie-Louise Ryan; they are responsible for implementation of the Athena SWAN action plan. <https://www.ucd.ie/medicine/aboutus/equalitydiversityinclusion/>

Work-Life Balance - Flexible working

The University aims to promote work life balance for all staff members, which is why the University has a range of flexible working and leave options available to staff.

Visit <https://www.ucd.ie/hr/benefitsforfacultyandstaff/worklifebalance-flexibleworking/> for details on

- Maternity Leave
- Adoptive Leave
- Paternity Leave
- Parental Leave
- Force Majeure Leave
- Carers' Leave
- Job sharing
- Shorter Working Year
- Career Break
- Flexi-time

The Employee Assistance Programme (EAP)

This is a free, confidential support service provided by an external provider. The EAP service is available to you and your immediate family members and provides support in the areas of general health and well-being, as well as counselling supports.

Links

- Culture and Engagement team <http://www.ucd.ie/engage/engagement/>
- Multicultural Employee Network of UCD (MENU) <http://www.ucd.ie/multiculturalnetwork/>
- LGBT Network <https://www.facebook.com/UCDLGBTSTAFF/>
- Staff Disability Network <http://www.ucd.ie/staffdisabilitynetwork/>
- Employee Assistance team <https://intranet.ucd.ie/hr/staff/employeeassistanceprogrammeep/index.html>

COMMUTING TO UCD

- The Belfield campus is well served by bus routes and has bus links to Sydney Parade Dart Station and Dundrum LUAS Station
- The UCD Commuting Guide is available [here](#) and UCD offers a tax effective [Travel Pass Scheme](#) and [Cycle to Work Scheme](#).

UCD Commuting Guide

- <https://ucdestates.ie/wp-content/uploads/2019/09/UCD19056-Annual-Commuting-Guide-2019-online.pdf>
- Travel Pass scheme <https://intranet.ucd.ie/hr/staff/travelpassscheme/index.html>
- Cycle to work scheme <https://intranet.ucd.ie/hr/staff/cycletoworkscheme/index.html>

Parking

Parking is limited on campus and available on a first come first served basis. Parking charges will apply 8am to 5pm, Monday to Friday (excluding bank holidays) during the peak demand periods of Trimesters each academic year. All car parks are designated either permit parking or hourly paid parking. You can apply for a UCD Parking Permit per Trimester or for the academic year at <https://ucdestates.ie/commuting/gettinghere/driving/parking/parking-permit/>

Belfield Campus Facilities

Banks

- Bank of Ireland (Montrose Branch across the N11 fly over)

Creche

- The Creche is situated Near the Clonskeagh entrance of UCD. See www.ucd.ie/creche/ for more information.

Breastfeeding Facilities

Details of Breastfeeding Facilities available throughout UCD can be found at <https://www.ucd.ie/equality/support/breastfeedingfacilities/>. Within the Health Science Ctr facilities are available at Room B3.23.

Libraries

- The Health Sciences Library is on the first floor of the UCD Health Sciences Centre. The main library is in the James Joyce Building opposite the main lake
- You can access all [UCD Libraries](#) and borrow books using your staff card or access the online library using your Connect account login details

Post Office

- This is located in the Gerald Manley Hopkins Building / Main Restaurant.

Shops

- Students' Union shops in James Joyce Building/ Library Building and UCD Student Centre
- Spar (across the N11 fly over - at the Montrose Student Residences)
- Procure Pharmacy is located within the Student Centre
- Belfield bike shop is located near the main N11 entrance gate on the left and offers, bike sales, rentals and repair service.
- UCD Barber shop is located in the UCD Student Centre
- Belfield Campus Bookshop is located in the James Joyce Library Building. A Second-Hand Bookshop run by the Education Office of the Students' Union is located on the ground floor of the Student Centre building.
- UCD Village (Centra, Gather and Gather)

Restaurants

- Pulse Café is located on the first floor of the UCD Health Science Centre and a full list of UCD restaurants is available at <http://www.eatatucd.ie/>
- Gather and Gather at the UCD Village

The University Club

Membership of the University Club is open to all staff of the university. The Club has a member's lounge, restaurant, café, bar, and meeting room facilities. Set across two floors, the rooms are available for both business and leisure, designed in a flexible style to facilitate meetings, workshops, events and private dining. Details about the university Club and how to join are available at <https://www.ucd.ie/universityclub/abouttheclub/>

Sport Facilities

A range of sporting facilities are available on the Belfield campus <https://www.ucd.ie/sport/> including a state of the art Sport and Fitness Centre with a 50 metre Olympic swimming pool <http://www.ucd.ie/sportandfitness/>

