

**DRAFT MEMORANDUM ON SICKNESS
SCHOOL OF MATHEMATICAL SCIENCES**

August 5, 2009

Matters relating to widespread sickness of staff and students will be discussed from time to time. The following guidelines will be updated whenever necessary and all staff will be informed of the update by email.

1. Module Coordinators are asked to make agreements in advance, where this is possible, to ensure that modules will be lectured by substitute lecturers if this becomes necessary. The Head of Teaching and Learning should be informed of such contingency arrangements. Where substitute lecturers are not on the regular staff, the School may have to seek emergency funding.
2. Module Coordinators are advised that the scope of modules as defined in module descriptors may require modification in the event of widespread illness amongst staff and students. Students should be informed of any necessary modifications.
3. Lecturers are asked to make provision for course material to be made available to students electronically or in hard copy, wherever this is possible, should it become impossible for this material to be delivered personally.
4. Lecturers are asked to be flexible about submission dates for assignments in the case of students who are sick.
5. The Office Manager is asked to ensure that, in the event of sickness amongst the office staff, School matters have priority over those emanating from other sources.
6. All staff are asked to use hygiene facilities provided in the School as directed by the University.
7. All staff will be alerted to updates of this document and are asked to keep an eye also on the information given on <http://www.ucd.ie/influenza/>