



MIC COVID-19 Academic Response Plan – Summary Version

Connectivity

Mary Immaculate College will remain closed for the duration of the Covid-19 crisis which means that current programme delivery has moved online. Assessments will also be delivered through remote online methods. We recognise that working from home presents a range of challenges to both staff and students particularly in terms of internet broadband connectivity. As a result we have planned contingencies for the following four scenarios:

1. MIC's preferred option is that all staff and students engage in online programme delivery and assessment through Moodle our online learning platform. The Learning Enhancement and Academic Development (LEAD) Centre has already developed and circulated guidance to staff on programme delivery and assessment through the platform.
2. Students who are experiencing continued difficulties with programme delivery and assessment through Moodle because of connectivity issues, are asked to contact Module co-ordinators to discuss alternatives that can be delivered via email.
3. In exceptional cases, where online or email delivery is impossible, we will consider postal submission. This postal submission must be agreed with Module co-ordinators and submitted to:
Academic Submissions (with name of Module co-ordinator and title of module)
Mary Immaculate College
South Circular Road
Limerick
4. If a student is unable to submit assessments then they may be eligible to apply for an *I-Grade* –information available further on in this document.

Assessments and Exams

- All exams, scheduled for this semester will now not go ahead. Instead they will be replaced with an alternative assessment that students can complete remotely.
- All other on-campus assessments, including oral examinations either planned or scheduled to occur this semester, will not now go ahead.
- Continuous assessment continues as prior to the COVID-19 crisis. **End-of year-assessments** and remaining continuous assessment will be conducted remotely and will replace formal sit-down examinations that should have taken place in May.
- All existing continuous assessments which can be completed remotely will go ahead as originally planned and within the timeframe communicated to you by your lecturer. All continuous assessment already completed will be assessed and contribute to the final grade for the module.
- For all final year projects and masters dissertations due for completion and submission between now and the end of the academic year, supervision will be offered remotely. The format of the project or dissertation may need to change where the original plan of work is not possible due to the restrictions related to COVID-19. Any such changes will be communicated to you by your course director
- All alternative assessments will offer equivalent validity, reflect high standards, and address the learning outcomes as any award-related assessment ordinarily conducted on campus.

Dates

- To ensure we maximise the opportunity for students to complete all assessments, all remaining assessments (including any replacement for an end of semester exam) will be made available on Moodle and/or distributed via e-mail by **Monday 6 April**.
- Where module co-ordinators have set deadlines for existing assessments, they still apply. The **final deadline** for the submission of all **alternative assessments (including those replacing exams)** will be **Friday 15 May** – the final date of this current semester. This provides you with a six week window (06/04 until 15/05) to complete all required assessments. We strongly advise you to plan and manage your workload during this period

and the early completion of assessments is encouraged. Students should not wait until 15 May.

- Deadlines for alternative assessment submissions will be staggered across this six week window. Module co-ordinators will share the timeline for submission of assessments with you. This timeline will assist you as you plan your work and reduce the stress of too many submissions occurring at one time. While we ask you to adhere to the deadlines indicated by module co-ordinators, we will allow flexibility with submissions up to and including the final deadline of May 15.

I-Grades

We will continue to operate the *I-Grade* process. Please note two changes to this process:

- In the case of illness, students will be able to provide self-certification where third-party certification is not possible. We are acutely aware that we cannot add any extra burden to the health services within Ireland at this time.
 - An expanded I-Grade process now been introduced to include a COVID-19 circumstantial category. This enables you apply for an I-Grade for your module if you encounter issues that impacts on the completion of your assessments, including but not limited to: changes in any home care arrangement; an inability to engage in remote assessment due to a change in personal circumstances; inability to access LENS-related learning supports remotely; or students who lack access to a digital infrastructure required for the completion of alternative assessments – this list is indicative only.
- Applications under the COVID-19 circumstantial category are based on self-certification, i.e. the application can be certified by the student themselves.
 - I-Grades applications are for individual modules, not for individual assessments within modules.

- An I-Grade will allow the option for you to clear the I-Grade over the summer, and in time for the annual repeats period so as to enable progression to next year.
- An I-Grade can be cleared using one of the methods outlined within the regulations. There is no financial cost to clear an I-Grade.
- Where you feel that the impact of COVID-19 still remains in the summer and you cannot clear the I-Grade then, you can apply for 'double I-Grades' using the COVID-19 I-Grade category at the end of summer semester (i.e. annual repeat time). A 'double I-Grades' means that you do not progress to the next year of your programme, and you must repeat those elements of the programme for which you received an I-Grade for; in some cases, the full semester, in other cases individual modules.
- It should be noted that you will automatically qualify for remission of link-in fees for modules in the event that you are granted double I-Grades.

I-grade application forms are available on the [student portal](#).

MIC Limerick students seeking *I-Grades* in respect of spring semester modules should email their *I-Grade* application to Lisa.Leahy@mic.ul.ie

MIC Thurles students seeking *I-Grades* in respect of spring semester modules should email their *I-Grade* application to Paula.Hourigan@mic.ul.ie

General enquiries can be sent to saa@mic.ul.ie

Education students who have enquiries may email educationoffice@mic.ul.ie

Revised Dates

- End of semester two occurs on **Friday 15 May** as per original calendar.
- There will be a delay in releasing semester two results and overall award classifications; we will work to minimise this delay as much as possible. At this stage, the predicted delay is 2 weeks. We estimate that results will be released on **Monday 6 July 2020**.
- The dates for the recheck process, script viewing days, student status committees will also be affected. These revised dates are as follows:

	Previous Date	New Date
Deadline for students to submit assignments	15 May 2020	6 April – 15 May 2020
End of Semester Two	15 May 2020	15 May 2020
Final date to submit end of year assessments		15 May 2020
Release of examination results	22 June 2020	6 July 2020
Opening of grade recheck applications	22 June 2020	6 July 2020
Deadline of grade recheck applications	3 July 2020	17 July 2020
Script Viewing date (possibly online)		14 & 15 July 2020

Repeats

MIC will offer repeat assessments/ exams in August. As we are preparing for all eventualities, academic staff have been requested to consider alternative models of assessment for annual repeats

General Advice

Please regularly check your emails and access your Moodle course pages including any online forum which your lecturer may have established. This way you can stay in touch with your lecturers and fellow students and stay in control of the work you need to submit. The FAQs at [MIC.ie/COVID-19](https://mic.ie/COVID-19) are updated regularly and are a good source of information for the many questions that you may naturally have at this time.

Full MIC COVID-19 Academic Response Plan available to view [here](#).