

07 September 2020

**Faculty of Enterprise & Humanities Administrative Office -
COVID 19 Arrangements Information for Students.**

The Faculty Admin team look forward to welcoming back our students for the Academic Year 2020/21. This information is to assist you with any Admin requests or supports you may need. *Please note information and health and safety guidance below.*

From the **14th of September 2020** the Faculty of Enterprise & Humanities Admin office will be staffed on a daily basis by one member of the Admin Team on a Rota basis. Whether or not in the office, all Admin staff will continue to be available online via email and Teams as they have been for the entire remote working period.

In order to comply with social distancing requirements and minimize traffic through the office we are asking students to adhere to some revised procedures in the context of ensuring the safety and welfare of all.

As far as possible, business should continue to be carried out electronically via email and Microsoft Teams. However, if you need to call into the Office in person, please arrange an appointment by email. **Appointments hours for students to visit the office is between 10.00 – 1.00pm and 2.00 – 4.00pm plus you can email us anytime.**

Please try and avoid hand delivering documents to the office in person.

We are therefore asking students not to visit without an appointment due to social distancing constraints and minimising contact protocols.

If you have documents that need to be signed or stamped or you have any letters you require, email info@iadt.ie in the first instance as we can print it and return it to you back to your student email. ***In line with general Institute requirements all students visiting the Office are expected to wear a face covering.***

These procedures may be updated from time to time in line with general Institute policy.

Contact details for Student appointments to visit the office: colette.carraher@iadt.ie

Student appointments with academic staff members – please email the staff member directly.

Deferral forms, Medical Cert, Leave of absence forms for Faculty of Enterprise & Humanities
Please contact john.mernagh@iadt.ie