



# Advice for students about the outbreak of Coronavirus (COVID-19)

Last updated 24 April 2020 (Initially published: 17 March 2020)

## Table of Contents

### **Advice for students about the outbreak of Coronavirus (COVID-19)..... 2**

Last updated 24 April 2020 (Initially published: 17 March 2020)..... 2

### **Frequently Asked Questions (FAQs) - For Students ..... 3**

<b>1. What is the current position of the University?</b> .....	3
<i>Message from the Vice Chancellor - Current Position (24<sup>th</sup> March 2020)</i> .....	3
<i>Previous Message from the Vice Chancellor - (20<sup>th</sup> March 2020)</i> .....	4
<i>Letter from Universities' Minister – 26 March 2020</i> .....	6
<b>2. About the coronavirus (COVID-19)</b> .....	9
<b>3. Assessments, degree classification and progression in the context of Covid-19</b> .....	11
<b>4. What to do if you need to self-isolate because you, or someone you live with, are diagnosed with Coronavirus</b> .....	12
<b>5. What happens now as there is no physical access to the University (e.g. Teaching Rooms, Specialist Facilities, Library, IT Equipment etc.)</b> .....	13
<b>6. Zoom – Using Zoom technology, security advice and support</b> .....	16
<b>7. Student Support: Mental health, Wellbeing, Finance, Jobs and other advice (incl. for Health Students)</b> .....	18
<b>8. Apprentices: What is the position relating to apprentices?</b> .....	22
<b>9. Graduation / Degree Ceremonies: Postponement of the Graduation Ceremony</b> .....	24
<b>10. International Students: Advice for students who want to return home (overseas)</b> .....	26
<b>11. I am a postgraduate research student, what should I do?</b> .....	27
<b>12. The University's planning and response</b> .....	28
<b>13. Travel, including travel to and from affected areas</b> .....	28

# Advice for students about the outbreak of Coronavirus (COVID-19)

Last updated 24 April 2020 (Initially published: 17 March 2020)

**Please note that any latest advice and guidance from the government supersedes the instructions, advice, and all other information provided here in this document.**

Please use the following link for the latest guidance from the UK Government:  
<https://www.gov.uk/guidance/coronavirus-COVID-19-information-for-the-public>

For the latest **local updates, advice and guidance**, we strongly recommend reading the **Daily Bulletin from Bolton Council** using the following link: <https://www.bolton.gov.uk/>

For further **guidance from the UK Government on social distancing for everyone in the UK and protecting older people and vulnerable adults**, please follow:

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

This document provides advice about the **coronavirus and the University's response**. We will **update this page regularly, where possible**, with more information as it becomes available. This document also provides information about coronavirus (COVID-19), its symptoms, and what to do if you are planning to travel overseas or need to self-isolate.

The Prime Minister, in his national broadcast on 23<sup>rd</sup> March, introduced unprecedented restrictions on everyday life meaning people must leave their house for one of only four reasons;

- 1) to exercise once a day
- 2) to travel to and from work where "absolutely necessary"
- 3) to shop for essential items, and
- 4) to fulfil any medical or care needs.

Coronavirus (COVID-19) is a new strain of coronavirus first identified in Wuhan City, China in December 2019. Cases have now been confirmed worldwide including in other areas of mainland China and Hong Kong, as well as the UK and across Europe.

We know that many of our community will be feeling anxious about the virus. The University is in regular contact with Bolton Council's Public Health Department and it is our policy to follow the advice of the UK Government, Public Health England (PHE), together with guidance from the NHS and the Foreign & Commonwealth Office (FCO).

We aim for teaching to continue remotely. The majority of staff will be working remotely, and we are putting plans in place to ensure we maintain business continuity.

We will update this page as soon as we have more information, but please note that the situation is changing rapidly. If you have any concerns about your health you should visit the [NHS website](#). Please also [see the PHE website](#) for the latest official advice.

**Please read our frequently asked questions (FAQs) about the coronavirus outbreak in the following pages.**

# Frequently Asked Questions (FAQs) - For Students

## 1. What is the current position of the University?

### [Message from the Vice Chancellor - Current Position \(24<sup>th</sup> March 2020\)](#)

Updated  
24/3/20

Following the address to the Nation by The Prime Minister last night, I have to inform all staff that the University's facilities are now being officially locked down today. We anticipate complete lockdown by 4pm.

No staff, other than a limited security service, should attend the premises for any reason other than an essential requirement instigated by the Director of Facilities. Only absolutely essential repairs/maintenance will be undertaken during lockdown. The Director of Facilities has complete control of the campuses.

The Prime Minister was clear in his direction and stay at home restrictions apply immediately. This means people must leave their home for one of only four reasons:

- to exercise once a day;
- to travel to and from work where "absolutely necessary";
- to shop for essential items; and
- to fulfil any medical or care needs.

Libraries are now also closed across the UK.

Facilities required by, or for, NHS associated work (such as our Clinical Suites) will be accessible via direct liaison with the Director of Facilities.

Virtual teaching will continue where at all possible after Easter and, throughout the lockdown, the Executive Management of the University will continue to oversee core functions such as payroll operation.

Where it is possible for colleagues to work from home, undertaking normal duties by remote working, this should of course continue once lockdown begins today. Clearly some staff will find that impossible due to the nature of their work.

All staff will remain available for regular contact by their line manager and colleagues and staff should be available for, and willing to, work if called upon.

There is little to add at this time, other than once again to ask you to follow the PM's directions to the letter. To reiterate, this means you should only leave home to:

- shop occasionally for essential food or pharmacy items;
- travel to and from work where only 'absolutely necessary' (this will involve a very small number of critical/essential University staff only);
- provide essential supplies for the vulnerable who are at risk; and
- exercise, to keep healthy, at a distance from others.

I wish each and every one of you and your families the very best in these unprecedented times.

Professor G E Holmes  
Vice Chancellor and Deputy Lieutenant of Greater Manchester

*Previous Message from the Vice Chancellor - (20<sup>th</sup> March 2020)*

The University of Bolton is famous for its student satisfaction and teaching quality.

Even though the Government's scientific advice says we cannot meet together in the same way during the 'social distancing' phase of the coronavirus epidemic, we will continue to provide our degrees and ensure students can graduate safely.

Following the announcement by the Government about the partial closure of schools and colleges, and as the number of suspected COVID-19 cases increases nationally, I wanted to provide a detailed update for students.

We need to move to a method of delivering our programmes to students so that they can continue their education throughout the academic year without the need for classes to meet on campus.

We must stress at the outset that the University of Bolton is NOT closing.

The University will adopt the following arrangements:

From 5pm on Friday 20 March 2020, the Easter vacation will begin early for students and they will no longer be expected to be on campus. This will NOT include those students and apprentices who are in work placement with employers as an integral part of their Degree course (e.g. Nursing, Midwifery, Degree Apprentices, Teacher Education etc.). The respective Faculties and Schools will coordinate continuity of such placements and teaching. All staff, where possible, will work remotely at home.

Teaching will recommence for students on Monday 20 April 2020. However, all classes will be mediated and facilitated using video conferencing technology and will not take place on campus. The reason for the extended student vacation is to give all teaching staff the time to become familiar with the use of virtual technologies and enable them to individually put in place arrangements with every student to enable them to dial in to normal scheduled class times remotely. Teaching staff will use their normal scheduled teaching slots each week to run a virtual class.

All teaching staff (with the exception of those associated with students in nursing or teacher education) will be working off-campus from Monday 23 March 2020. Effectively, the period from 23 March 2020 to 20 April 2020, will be used to ensure that we create an effective virtual technology-based University operation.

This will allow us to very efficiently deliver our courses to students, augmented by our range of learning technologies which make learning materials accessible.

Clearly, engineering workshops and clinical practice sessions will be impossible, but the proposed method of engagement between staff and students should enable significant learning to continue. Accordingly, the University, throughout the remainder of the coronavirus epidemic, will remain very much open for business, but not on campus.

This approach will provide for the safety and isolation of staff and provide gainful employment and professional interaction which will be much needed by those who would otherwise be isolated at home or in family units.

Updated  
20/3/20  
Edited  
24/3/20

Clearly this is not a perfect solution but it does provide the opportunity to continue, in some form, our degree programmes.

We plan to convene virtual assessment boards to enable us to effectively and efficiently make progression decisions for students and to award degrees.

The fact that the majority of staff will be working remotely and flexibly off campus should assist those with urgent childcare requirements because of the Government decision to close schools.

We are very conscious of the huge effort and strain this national situation has placed upon colleagues. To provide respite and in the interest of staff well-being, we are asking all staff to take the week beginning 13 April 2020 as officially a holiday week when the institution will effectively be closed in a similar manner to Christmas. All staff, with the exception of security staff will be on compulsory leave to ensure that they rest and recuperate as best they can.

The University will continue its full-blown operations off-campus at the start of the Summer Term on Monday 20 April 2020 without the requirement for most staff to attend campus. These arrangements will continue until the UK's Chief Medical Officer confirms that the epidemic is subsiding and normal working patterns become appropriate.

Students will be able to access library remotely.

The lockdown will not end until we are instructed by the Chief Medical Officer that it is safe to return to normal working.

Graduation in July will not go ahead. However, students will receive their degrees in a timely manner to ensure that they are able to proceed to employment. Staff will implement new assessment methods to avoid exams taking place in the traditional way, but appropriate knowledge will be tested.

All students graduating will of course have the opportunity to attend a degree ceremony once things have returned to normal. Nobody will miss out on their opportunity to attend these great occasions with their family.

We can confirm that I have separately communicated the plans going forward to all University staff.

We would finally like to thank all students and staff for their co-operation during this unprecedented situation and urge them to take the best care.

Professor George E Holmes DL  
President & Vice Chancellor



Department  
for Education

-----

As Universities Minister, I wanted to write to students in higher education to explain the latest developments in the battle against COVID-19.

I want to reassure you that we are doing all we can to keep you safe and to mitigate the worst effects of the virus on you and your education. The Government is working closely with the HE sector on a wide range of issues, and student wellbeing is at the heart of those discussions.

### **Students in residence halls in England**

While many students will already have travelled home, I know that those of you who have not, or cannot, will be concerned about what you should do now.

The Government's advice is that students remaining at university in England should now stay where they are and not attempt to travel. If you are living in student halls, or private rented accommodation, you should remain there and stay indoors while current restrictions are in force. As the Prime Minister said, staying put and remaining indoors is a crucial step now to slow the rate of transmission of COVID-19, to protect the NHS from being overwhelmed, and save the lives of fellow citizens. The government published advice on staying at home here:

<https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others>

Should you or any of your friends fall ill while in your student residence, there is guidance on self-isolating here: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>

I have been discussing with HE providers the additional support that they can give to students. That includes continuing to provide accommodation for those who cannot travel home or have no alternative residence. Providers will also offer a range of other support services to students, including catering and cleaning, and also student health and welfare. We know that providers are bolstering their existing mental health services, and adapting delivery to means other than face-to-face, and these services are likely to be an important source of support for you during this period of isolation. My department is also talking with HE providers to consider how we can offer additional mental health support.

## Finals

I am very aware that many of you will be worried about what this means for final exams.

The Office for Students will produce guidance shortly on practical you can complete your studies whilst ensuring quality and standards are maintained. This will cover teaching, continued learning and assessment during this difficult time.

It is important that providers support you and enable you to leave with qualifications that have real value and that reflects your hard work and allow you to progress. I can assure you that we are working closely with the Quality Assurance Agency for Higher Education (QAA) to ensure this happens.

## Visas

On Tuesday 24 March, the Home Office updated their visa guidance to provide greater certainty for international higher education students and staff in the UK currently unable to return home due to COVID-19. This covers three main issues: visa extensions, in-country visa switching and distance learning.

### *Visa extensions*

No individual who is in the UK legally, but whose visa is due to expire, or has already expired, and who cannot leave because of travel restrictions related to COVID-19, will be regarded as an overstayer, or suffer any detriment in the future.

Anyone whose leave expired after the 24 January and who cannot leave the country because of travel restrictions or self-isolation will have their visas extended to 31 May 2020. Individuals must contact the Coronavirus Immigration Team email to advise of their situation – please see contact details further down.

### *In-country visa switching*

Individuals (students or staff) who cannot leave the UK due to travel restrictions or self-isolation and wish to stay in the UK in the long-term would ordinarily need to apply for a visa from their home country. Where individuals would normally be required to return to their country of residence to apply for a visa in a different category, they'll now be able to apply from the UK to switch.

### *Distance learning*

Tier 4 students are not normally permitted to undertake distance learning courses. However, due to the current exceptional circumstances, the Home Office will not consider it a breach of sponsor duties to offer distance learning to existing Tier 4 students in the UK or who have chosen to return overseas but wish to continue their current studies. Sponsors do not need to withdraw sponsorship in these circumstances.

New international students who have been issued a Tier 4 visa but have been unable to travel to the UK are permitted to undertake distance learning and sponsorship does not need to be withdrawn.

New international students who have not yet applied for a visa but wish to commence a course by distance learning do not need to travel to the UK to do so and therefore do not require sponsorship under Tier 4.

### *Further information from the Home Office*

Full details covering the above visa issues above can be found at the following link: [www.gov.uk/guidance/coronavirus-covid-19-advice-for-uk-visa-applicants-and-temporary-uk-residents](https://www.gov.uk/guidance/coronavirus-covid-19-advice-for-uk-visa-applicants-and-temporary-uk-residents)

-

The Home Office's Coronavirus Immigration Helpline remains open: 0800 678 1767 (open Monday to Friday, 9am to 5pm – calls are free of charge if made from within the UK). The Home Office asks that customers check gov.uk first as that is the central source of information, but if individuals remain concerned about their immigration status they can contact: [CIH@homeoffice.gov.uk](mailto:CIH@homeoffice.gov.uk).

### **Call for Volunteers**

Universities are in the front line in the immediate challenge of the COVID-19 virus. There are many ways that universities will be able to contribute to the fight against the virus, including making their facilities and expertise available.

You may already know people with medical or healthcare knowledge who are involved in fighting COVID-19 and there will be opportunities for more people to do so. The Health Minister this week launched a call for volunteers to support **vulnerable people to stay safe and well at home**.

**If you would like to get involved, you can sign up as a NHS volunteer here:**

<https://www.goodsamapp.org/NHS>

### **Finances**

I would like to assure you that the Student Loans Company (SLC) is planning to make Term 3 tuition fee payments as scheduled and that you will continue to receive maintenance payments on the scheduled dates, whether or not campuses are closed or learning has moved online. We expect that providers will communicate clearly with residential students on rents for this period and administer accommodation provision in a fair manner.

I am also aware that some students are facing financial difficulties as a result of the current COVID-19 outbreak. The Government is working closely with the HE sector on a wide range of issues, and student wellbeing is at the heart of those discussions. It will be a matter for universities themselves to deal with individual students' situations. We understand that most universities maintain hardship funds, which can be deployed where necessary. You should also be aware that if you are on a PAYE contract (e.g. part time student work), you may still get 80% of normal income. The guidance is here:

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses>

I hope that you find this helpful and informative. We will continue to work with the sector and with student representatives (Student Unions and the NUS). If you think that there is more that we can do, please contact the department.

**Michelle Donnellan MP**

**Minister of State for Universities**



## 2. About the coronavirus (COVID-19)

<p><b>What are the symptoms of the novel coronavirus COVID-19?</b></p>	<p>The most common symptoms of coronavirus (COVID-19) are recent onset of:</p> <ul style="list-style-type: none"> <li>• <b>new continuous cough and/or</b></li> <li>• <b>high temperature</b></li> </ul> <p>For most people, coronavirus (COVID-19) will be a mild infection</p>	
<p><b>I suspect that I may have coronavirus. What should I do?</b></p>	<ul style="list-style-type: none"> <li>• <b>if you live alone and have symptoms of coronavirus infection (COVID-19), however mild, stay at home and do not leave your house for 7 days from when your symptoms started. If you live with others and you or one of them have symptoms of coronavirus then all the household members must stay at home and not leave the house for 14 days.</b></li> <li>• Hence the maximum period in total that you may need to stay in isolation could be 21 days (consecutive days not working days)</li> <li>• The 14-day period starts from the day when the first person in the house became ill</li> <li>• this action will help protect others in your community whilst you are infectious.</li> <li>• plan ahead and ask others for help to ensure that you can successfully stay at home.</li> <li>• ask your employer, friends and family to help you to get the things you need to stay at home.</li> <li>• stay at least 2 metres (about 3 steps) away from other people in your home whenever possible.</li> <li>• sleep alone, if that is possible.</li> <li>• wash your hands regularly for 20 seconds, each time using soap and water.</li> <li>• stay away from vulnerable individuals such as the elderly and those with underlying health conditions as much as possible.</li> <li>• you do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or you are no better after 7 days contact <a href="#">NHS 111 online</a>. If you have no internet access, you should call NHS 111. For a medical emergency dial 999.</li> </ul>	<p>Updated 19/3/20</p>
<p><b>What precautionary measures can help stop the spread of the virus?</b></p>	<p>Advice from the <a href="#">NHS</a> and <a href="#">Public Health England</a> states that following hygiene precautions such as thoroughly washing hands with soap and water for a minimum of 20 seconds, covering your mouth and nose with a tissue if you cough or sneeze and promptly disposing of the tissues into a bin, and keeping surfaces clean, are the best ways to avoid catching or spreading the virus.</p>	

<p>Does the new coronavirus only affect older people, or can younger people also get it?</p>	<p>People of all ages can get coronavirus. Older people, and people with pre-existing medical conditions (such as asthma, diabetes, heart disease) are more likely to become severely ill with the virus.</p> <p>People of all ages should follow simple measures to stop viruses like coronavirus spreading, for example by washing their hands often with soap and water.</p>	
<p>Should I wear a protective face mask?</p>	<p>Advice from the <a href="#">NHS</a> and <a href="#">Public Health England</a> states that following hygiene precautions such as thoroughly washing hands with soap and water, covering your mouth and nose with a tissue if you cough or sneeze, and keeping surfaces clean, are the best ways to avoid catching or spreading the virus. There is little evidence that masks are effective in preventing the spread of the virus.</p> <p>However, we know that some people may choose to wear face masks to protect themselves and others from possible infection. It is important that we recognise their decision and we encourage our community to be as supportive of each other as possible.</p>	

### Coronavirus information: How do I stay safe?

Reduce the likelihood of catching or spreading coronavirus by:

- Washing your hands with soap and water often – Do this for at least 20 seconds
- Washing your hands when you get home or into the University
- Using a hand sanitiser gel if soap and water are not available
- Covering over your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Putting used tissues in the bin straight away and washing your hands afterwards
- Trying to avoid close contact with people who are unwell
- Avoid touching your eyes, nose or mouth if your hands are not clean

Further information is available from the NHS website:

<https://www.nhs.uk/conditions/coronavirus-COVID-19/>

### 3. Assessments, degree classification and progression in the context of Covid-19

**Q. Will the University be making allowances for students who do less well in their assessments during lockdown, compared to their average grades prior to lockdown?”**

**A:** COVID-19 has impacted on the health, wellbeing and education of students across the world. The University of Bolton has made sure, however, that all of our students are able to continue their courses during this difficult period by a shift to remote teaching, support and assessment.

In that context, we want to make a clear statement for students about how their overall assessments will work this academic year.

Our approach is: **The University will ensure that no student is disadvantaged academically by virtue of the impact of COVID-19.** In practice, this means that grades achieved during the lockdown period (i.e. from 20 March 2020) will only be included in a student’s overall results if they are equal to, or better than, the relevant average grades obtained in Semester 1. (Where the degree is linked to professional body recognition, there may need to be slight amendments to the details of this approach, and so relevant Programme Leaders will advise students on this).

This approach means that students will suffer no detriment due to COVID-19 and will make it possible for students to graduate or progress to the next year of study in an appropriate and fair manner.

The University has adopted this approach following consideration of the national guidance issued by the Office for Students and the Quality Assurance Agency, and discussion with our external examiners. In particular, the University has consulted with the University of Bolton Students’ Union and has valued their contributions to our arrangements for teaching and assessment during the current challenges.

Ansh Sachdeva, Bolton SU President said: “I welcome the approach adopted by the University which ensures that students who were on track to graduate or progress will not be negatively impacted by COVID-19. However, I would encourage all students to tackle their assessments this semester as their overall grades can only go up under this fair and supportive scheme which the University has adopted”.

Dr Kondal Reddy Kandadi, The Deputy Vice Chancellor said “We are determined to support our students in a fair and transparent manner during these difficult times. This approach ensures students will not be unfairly treated in their programme due to the impact of the coronavirus. We are pleased to have the full support of the Bolton Students’ Union in this work.”

#### 4. What to do if you need to self-isolate because you, or someone you live with, are diagnosed with Coronavirus

<p><b>I'm a student and I'm diagnosed with Coronavirus or required to self-isolate as directed by the UK government guidelines. What should I do?</b></p>	<p>In the first instance, as soon as possible, you will need to email your Programme Leader and Personal Tutor to inform them of your situation, as indicated in an earlier email from the Head of your academic area.</p> <p>If you are self-isolating and are well enough to study, you can keep up to date with lectures via Moodle or other platforms, as directed. You can also if required, request a telephone or video tutorial.</p> <p><b><i>You DO NOT need to submit Mitigating Circumstances for any assessments due for submission after 20th March to the end of the semester.</i></b></p> <p>If you are unable to study due to illness or other circumstances for more than two weeks, you should keep your Personal Tutor and Programme Leader updated on your situation where possible.</p> <p>Residents at Orlando Village should notify a member of McComb's staff if they are unwell or self-isolating by calling 01204 903488 or 07919 573529. Staff at Orlando Village will support you with practical arrangements if you need to self-isolate. Residents can find more information on self-isolating in Halls by visiting the Orlando Village Bolton Instagram pages or by speaking with a member of the Orlando Team.</p>	<p>Updated 3/4/20</p>
<p><b>What will happen if one of my lecturers is diagnosed with Coronavirus or needs to self-isolate?</b></p>	<p>Wherever possible, we are seeking for your classes not to be cancelled and you will be taught by another member of the programme team. We are implementing measures to ensure continuation of your studies online after the extended Easter vacation, for example, through Moodle or another platform. Your programme teams will advise you of the arrangements in due course.</p>	<p>Updated 23/3/20</p>

## 5. What happens now as there is no physical access to the University (e.g. Teaching Rooms, Specialist Facilities, Library, IT Equipment etc.)

<p><b>Has the University 'closed' and what will happen to teaching and learning after the Easter Break now that there is no access to the University campus?</b></p>	<p>It is our intention that the University will remain open despite there being no access to campus.</p> <p>From 20 April 2020, teaching and learning will take place remotely using materials on Moodle, Zoom and other agreed platforms. Lectures and other learning activities will take place at the usual timetabled times. Learning activities will also be posted on Moodle for students who are unable to attend due to their circumstances.</p> <p>Assessment tutorials will be offered via audio or video communication. Please check Moodle for tutors' availability and contact method(s).</p> <p>It may be necessary to postpone practical sessions that need specialist resources or deliver these using alternative methods (e.g. Simulation). If this is the case, your module tutors will advise you of any alternative arrangements.</p> <p>A revised academic calendar has been produced, to reflect the extended vacation. Whilst the normal end dates for the teaching year have been retained, there are various resultant changes needed after Easter to ensure all necessary activities and contact hours can be completed within that time. Your learning will be supplemented by assessment support activities for the remainder of the semester. Timetables may need to be amended accordingly.</p> <p>Students' virtual attendance will be monitored from 20 April 2020 onwards and recorded in the usual manner using Celcat. For those students who are not able to join synchronous sessions due to their circumstances (and technology), they can watch videos and engage with set tasks after the class and still be recorded as present as long as they have engaged within a week of the timetabled session.</p> <p>The revised Academic Calendar is available on the Student Area of the website:  <a href="https://studenthub.bolton.ac.uk/students/login?ReturnUrl=%2f">https://studenthub.bolton.ac.uk/students/login?ReturnUrl=%2f</a></p> <p>You will be able to access library resources remotely. A number of publishers have given free online access to their resources for the next few months.</p> <p>Please note there are additional sections below for apprentices and those students in the healthcare sector, which may identify alternative arrangements for those students.</p>	<p>Updated 24/4/20</p>
<p><b>What will happen to my assessments now that there is no access to the University campus?</b></p>	<p>In compliance with our academic regulations, you will have the opportunity to complete the remainder of your Semester 2 work via scheduled and alternative assessments.</p> <p>Module Tutors will advise you of any changes to the format and timing of assessments. Extensions up to a submission date of 26th</p>	<p>Updated 3/4/20</p>

	<p>May 2020 will be considered should these be needed. Please send a request in writing to your module tutor in good time and as far in advance of the 26<sup>th</sup> May final as possible.</p> <p><b>Scheduled and alternative assessments will count towards your academic and skills development and will give you the opportunity to enhance your mark profile.</b></p> <p><b>However, you will not be disadvantaged if you perform less well than usual in your post-20<sup>th</sup> March assessments or if you are unable to complete these. Please try your best to complete and submit the assessments.</b></p> <p>You DO NOT need to submit Mitigating Circumstances for any assessments due for submission after 20<sup>th</sup> March 2020 to the end of the semester. This is because we will automatically apply blanket Mitigating Circumstances arrangements to all these assessments.</p>	
<p><b>What will happen if I am unable to complete my assessments?</b></p>	<p>We will convene Assessment Boards at the end of the Semester which will make progression and awards decisions on the basis of assessments available. Assessment Boards will have the authority to allow students with incomplete profiles to progress without reassessment or in the case of finalists be awarded degrees (providing all assessments prior to 20<sup>th</sup> March 2020 are sufficiently complete) if they are assured that programme Learning Outcomes have been covered by the work completed and there are no Professional Body restrictions.</p> <p>Please note that because blanket Mitigating Circumstances arrangements have been applied (given the coronavirus outbreak,) you will also have the option to do your assessments at a later date. <b>However, we strongly recommend you complete and submit your assessments this semester.</b></p>	<p>Updated 3/4/20</p>
<p><b>How can I access Library resources?</b></p>	<p>The Library is now offering <b>online services only</b>. The Peter Marsh Library <a href="#">closed on 24<sup>th</sup> March</a>, but a huge range resources and support is available online.</p> <p>We are keen to emphasise that the Library is not closing. We are taking our services online to best serve the interests and safety of our students and staff.</p> <p>The Library has launched a <a href="#">new chat service</a> which is available Monday-Friday, 10am-4pm via the <a href="#">Library website</a> and <a href="#">Discover@Bolton</a>.</p> <p>A more detailed set of Frequently Asked Questions relating to the closure of the Library building is also available. The FAQs cover issues including overdue books, renewals and getting support with using online Library resources.</p> <p><a href="https://libanswers.bolton.ac.uk/search/?q=covid-19&amp;t=0">https://libanswers.bolton.ac.uk/search/?q=covid-19&amp;t=0</a></p>	<p>Updated 27/3/20</p>

	<p>A range of guides covering all aspects of using the Library online are available at: <a href="https://libguides.bolton.ac.uk/">https://libguides.bolton.ac.uk/</a></p> <p>While the physical library space will be closed, the Library will continue to provide access to a wide range of resources and support online. These include:</p> <ul style="list-style-type: none"> <li>• Access to over 200,000 ebooks and over a million items of academic content, including journal articles, reports, conference proceedings and more via Discover@Bolton <a href="http://www.bolton.ac.uk/library/Electronic-Resources/Discover-At-Bolton.aspx">www.bolton.ac.uk/library/Electronic-Resources/Discover-At-Bolton.aspx</a></li> <li>• Support by email and online chat – the new chat service is embedded in the Library website, guides, and Discover@Bolton and is available Monday-Friday, 10am-4pm</li> <li>• Online Frequently Asked Questions and Guides: <ul style="list-style-type: none"> <li>○ <a href="https://libanswers.bolton.ac.uk/">https://libanswers.bolton.ac.uk/</a></li> <li>○ <a href="https://libguides.bolton.ac.uk/">https://libguides.bolton.ac.uk/</a></li> </ul> </li> </ul> <p>Please visit the Library website for more details: <a href="http://www.bolton.ac.uk/library">www.bolton.ac.uk/library</a></p> <p>Further updates will be issued soon about the status of books on loan from the Library. No student will incur charges as a result of the closure of the Library building.</p> <p>Please follow the Library on social media for further updates and guidance on how to make the most of online Library resources.</p> <ul style="list-style-type: none"> <li>• <a href="#">BoltonUniLib on Twitter</a></li> <li>• <a href="#">University of Bolton Library on Facebook</a></li> <li>• <a href="#">BoltonUniLib on Instagram</a></li> </ul>	
<p><b>Can I work in the library if I don't have IT equipment available?</b></p>	<p>You will not be able to access the library, due to the stay-at-home restrictions required by the government. The Library is only available remotely (e-Library has a comprehensive range of resources relevant to your course).</p> <p>Unfortunately, at the current time, due to the unprecedented pressure on remote resources, the University does not have any spare laptops available for long-term loan. We understand that, with high levels of remote working taking place at the moment, there may be competing demands on families' home PC equipment and would urge students and programme teams to work flexibly together to overcome and resulting specific, necessary, time-based constraints.</p>	<p>Updated 24/3/20</p>

## 6. Zoom – Using Zoom technology, security advice and support

### **Why has the University decided to use Zoom?**

The University is using two on-line platforms, in addition to Moodle, in order to support teaching and learning activities during the lock-down period. These are Microsoft Teams and Zoom video conferencing. The University has selected Zoom because it is easy to use and is capable of handling multiple video connections at the same time, up to 100. Microsoft Teams can have up to 250 participants but limited to display only four video connections at once (due to be increased to 9 by the end of April). We believe that having the ability for students to see one another and the tutor, is the closest we can get to recreate a normal lecture environment.

### **Is Zoom safe to use?**

Zoom has seen a very rapid growth in its adoption, due to its free version and ease-of-use. It has consequently come under a great deal of scrutiny for some of its security issues, some of which have been featured in the national news media. Due to these concerns, some organisations, including the NHS and banks, have banned the use of Zoom.

The University of Bolton considered the security issues carefully before buying Zoom. We have decided that Zoom best fits our needs and the identified security issues can be managed adequately, with relevant controls. Most of our teaching and learning content and interactions are not going to be highly confidential, sensitive, or monetarily exploitable to scammers.

As with other software, including Microsoft Office, Zoom are continually updating and closing down security vulnerabilities in their product. It is very much in their interest to do this given the publicity and demand for their product.

### **What steps are the University taking to ensure Zoom is used safely?**

1. The University has purchased the 'Zoom for Higher Education' version of the product. This version integrates with Moodle and provides additional safeguards for students.
2. Teaching staff will set up seminars/lectures on Zoom via Moodle activities. This limits the distribution of the meeting details and the unique password to only the student cohort on the module. Using closed meetings like this mitigates "Zoom bombing", where an impostor can disrupt the Zoom session.
3. Teachers are able to record the Zoom meeting for those students who cannot make the meeting, and for later reference by students. Students are given an option to opt out of the Zoom recording. If a student opts out, they will be dropped from the session, but will be able to view the recording afterwards. The recordings are important for the students who cannot make the session at the scheduled time. Your tutor will be happy to pick up any questions you have following the meeting, if you decided to leave the meeting.
4. All recorded Zoom sessions are password protected to prevent them being viewed by anyone outside the module cohort. The University considers general lecture and seminar content as unlikely to be highly confidential.



### **Are there cases when Zoom or Teams should not be used for calls?**

The University is not recommending the use of Zoom or Teams for confidential meetings such as student counselling sessions. This is not because of any perceived greater risks, but because it is important that both the counsellor and student have absolute confidence in the confidentiality of the call.

The pragmatic alternative for a confidential call is a telephone or the Signal App. Signal is an opensource end-to-end encrypted call App for secure 1-2-1 communication.

### **Does Zoom hold my personal data?**

The University has set up Zoom to use your University email address and your name for your Zoom account. The University does not regard these details as sensitive personal information, and this has been confirmed by the Information Commissioners Office. You have the ability to change your name in your Zoom profile and also within a meeting if you wish.

Like other service providers, Zoom collects information such as a user's IP address and OS and device details to deliver the service. The Zoom data privacy statement can be found here: <https://zoom.us/privacy>

The University has set up our Zoom instance to use a European data-centre, and verified that Zoom complies with European general data protection regulations (GDPR).

### **Can Zoom calls be intercepted?**

Zoom does not have true end-to-end encryption like WhatsApp. Instead it has secure, encrypted transmission to and from the Zoom data centres that provides the service. This is the same for most multi-participant conference tools including MS Teams/Cisco WebEx/Google. It means there is part of the call route (in the data centre) where conversations could potentially be intercepted. Zoom have stated that they take steps to ensure the security of calls passing through their data centre

### **What are the Zoom security weaknesses and how is the University addressing/mitigating each?**

- **To enhance security all** meetings will use a unique password for access. The password will only be accessible to those invited to the meeting. This reduces the risk of intrusion. For students, the Moodle module/course will be the gateway to the session.
- To avoid Unauthorised access to Recordings, Zoom now password protects recordings to mitigate and the University has set passwords to be mandatory. The password would only be available in Moodle.
- The University has configured Zoom Service to use data centres those covered by the GDPR agreement.
- Potential Zoom file sharing vulnerability is also resolved. However, you are recommended to use other methods for file sharing such as Moodle, Teams, E-mail, etc. You should not share personal or confidential data/files.
- If you do not have Zoom installed, on first use, Zoom will ask you if you wish to download the client software – this will be the latest version. If you do not wish to install the Zoom software client, you can still run Zoom directly in your browser only. You will need to authenticate prior to joining meetings from a web client

## 7. Student Support: Mental health, Wellbeing, Finance, Jobs and other advice (incl. for Health Students)

<p><b>What about Student Support?</b></p> <p><b>This is impacting on my Mental Health and Wellbeing. What Support is available?</b></p>	<p>We have now launched our 'Ask Us' chat platform for all current students to be able to speak directly with a member of our support staff. The service will be open Monday – Friday 10:00 – 16:00. Students can find a link to the service on the Student Portal under 'Ask Us' or by following this link:  <a href="https://www.bolton.ac.uk/student-life/student-support/student-services/ask-student-services">https://www.bolton.ac.uk/student-life/student-support/student-services/ask-student-services</a></p> <p>You can use this service to speak with a range of our support services including; the Student Advisors, the Library and IT support service, the Student Liaison Officers, Student Funding Team, Counselling and Well-Being Services, Careers, Students' Union, Academic Support, and Orlando Village.</p> <p>This service is not available out of normal office hours. We will aim to respond to messages left outside normal hours on the next working day. It is not designed for the reporting of crisis or emergency situations, in such cases please see the contacts below.</p> <p>If you feel emotionally impacted by the current situation, please make use of our Support Services including the Life Lounge which is available to all current students:  <a href="https://www.bolton.ac.uk/student-services/lifelounge/">https://www.bolton.ac.uk/student-services/lifelounge/</a></p> <p>The Life Lounge team, including the Counsellors, Cognitive Behavioural Therapists, Mental Health Advisors and Wellbeing Advisor are available remotely and are able to offer ongoing support. Please complete a registration form available from the link above to access these services or speak with a member of the Life Lounge team on 01204 903566.</p> <p>The Chaplain, Reverend Gill Smart can be contacted by email <a href="mailto:chaplain.gill@bolton.ac.uk">chaplain.gill@bolton.ac.uk</a> or by texting 07967 585670.  <a href="https://www.bolton.ac.uk/student-life/student-support/chaplaincy/">https://www.bolton.ac.uk/student-life/student-support/chaplaincy/</a></p> <p>Mind has published some helpful advice on mental health and wellbeing during this pandemic.  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p> <p>If you need someone to talk to, below are some other organisations external to the University who can support you:</p> <p>Big White Wall: <a href="http://www.bigwhitewall.com">www.bigwhitewall.com</a>          You will need to use your University email address to register, the good news is it is free and accessible 24 hours a day 365 days a year. It provides an anonymous community where members can support each other, with trained professionals available to keep the community safe. There are a range of creative tools to help express how you are feeling and self-guided courses to do at your own pace,</p> <p>Shout: <a href="http://www.giveusashout.org">www.giveusashout.org</a>          Shout is a free text service, where a trained volunteer will support you by text to work things through.</p>	<p>Updated 24/4/20</p>
---	---	----------------------------

	<p>Samaritans: <a href="https://www.samaritans.org/">https://www.samaritans.org/</a> Samaritans are available 24 hours a day 365 days a year to talk to you about what you are going through, call 116 123 for free.</p> <p>Life Signs- Self injury Support Network: <a href="http://www.lifesigns.org.uk">www.lifesigns.org.uk</a> The network aims to provide information and guide in new ways of coping to overcome self-injury when you are ready to do so.</p> <p>Papyrus- Prevention of Young Suicide: Help, support and advice for young people under the age of 35 experiencing suicidal thoughts or who feel in crisis. Call: 0800 068 4141 Text: 07786209697 or Email: <a href="mailto:pat@papyrus-uk.org">pat@papyrus-uk.org</a>. Opening hours: 10am – 10pm weekdays 2pm – 10pm weekends and bank holidays</p> <p>In the event of an emergency and if you feel your mood/mental state is deteriorating and you are not able to maintain your own safety and/or the safety of others, please attend your nearest A&amp;E for an urgent assessment of your mental health needs.</p>	
<p><b>Will there be any impact upon my Student Loan and/or Maintenance Loan?</b></p>	<p>It is our intention that the University will remain open despite the restricted access to campus and we are seeking to deliver our programmes to students so that they can continue their education throughout the academic year without the need for classes to meet on campus. Therefore, there should be no impact upon the Student Loan.</p> <p>As long as you continue to study/engage on your programme there should be no impact on your Maintenance Loan.</p> <p>If any student is facing particular financial hardship due to the current events, please discuss on a confidential case-by-case basis with Student Services.</p>	<p>Updated 23/3/20</p>
<p><b>I have left or wish to leave my student accommodation to be at home with family do I still have to pay rent?</b></p>	<p>We understand that this is an unprecedented situation and many students felt the need to travel back home to be with their relatives and close families. Even though the emerging situation is very concerning, there have not yet been any changes to the law regarding ending tenancies in relation to the COVID-19 pandemic.</p> <p>It is also important to note that the current advise of the UK Government for students is to remain in accommodations where they are based and not to travel.</p> <p>If you have been living in student accommodation (halls, houses and flats) you will have signed a legally binding tenancy contract with that accommodation provider, which probably runs until July or August. This means you are required to pay all rent instalments associated with this contract. Normally these rent payments are still due regardless of whether you continue to live in the accommodation or not, unless the accommodation provider or landlord agrees to release you from your contractual obligations.</p> <p>It is important to note that the final instalment of student funding paid by Student Finance England (SFE) will be paid to UK students as normal in April and many students will therefore have sufficient funding to pay their final rent instalment/s.</p>	<p>Updated 3/4/20</p>

	<p>The University is not able to advise further regarding the payment of the final rent instalment for students renting in privately owned and/or managed halls, houses or flats and hence all queries and comments should be addressed to the relevant provider/landlord or agent, and if you do, you are advised to make such queries in writing.</p> <p>If you are no longer living in the rented accommodation and your landlord or provider is not offering to release you from your contractual obligations/cancel or reduce the final instalment, they may be able to be flexible regarding a revised payment schedule which is affordable to you.</p> <p>Where an accommodation provider or landlord is not willing/able to release you, reduce your rent liability or offer flexibility with payment the University is not able to intervene. You should ask about their complaints or appeals process or seek independent advice from organisations such as your local authority, Citizens Advice Bureau or a charitable organisation such as Shelter.</p> <p>If you had a guarantor your landlord/agent can continue to ask you or your guarantor for the money, even if you have moved out.</p> <p>If your landlord/agent has agreed to release you from your contract, and they have confirmed that you will not be required to pay rent you should ensure that your landlord confirms this in writing. You should also ask your landlord/agent to confirm in writing what will happen with any deposit you or your guarantor may have paid.</p> <p>For those students experiencing financial hardship, please read the information around eligibility for the Student Support Fund, which can be found here:  <a href="https://www.bolton.ac.uk/student-services/student-finance/university-of-bolton-student-support-fund/">https://www.bolton.ac.uk/student-services/student-finance/university-of-bolton-student-support-fund/</a></p>	
<p><b>I still need help with my CV and job applications, and need support to find jobs, what should I do?</b></p>	<p>The Careers team are working remotely and can help you with all of your career planning. You can still book an online appointment with a Careers Adviser, we are continuing to run careers workshops (remotely) and there is still support to find jobs and placements and have your CV checked.</p> <p>All online support can be accessed via Student Hub at <a href="https://studenthub.bolton.ac.uk">https://studenthub.bolton.ac.uk</a> this includes access to our new online resources. Please click on the following link for a short demonstration, <a href="https://abintegro.sharefile.eu/share/view/s8261028ed9b4ae5b">https://abintegro.sharefile.eu/share/view/s8261028ed9b4ae5b</a></p> <p>If you need to speak to someone in person, or you are struggling to access our online support then all general queries will be handled via:  Email: <a href="mailto:studenthub-careers@bolton.ac.uk">studenthub-careers@bolton.ac.uk</a>  Telephone: 01204 903080</p>	<p>Updated 27/3/20</p>
<p><b>Will there be any opportunities for further skills developments after my degree?</b></p>	<p>A number of programmes are considering offering one or two additional optional workshops for those students who will have graduated to further enhance learning and improve employment skills. It is likely that these will take place in a block across a few days, potentially over next winter, and that they will be offered free of charge to students who have graduated this summer that wish to take</p>	<p>Updated 7/4/20</p>

	<p>advantage of them. Further information will be announced as it becomes available.</p> <p>For students who graduate this summer and wish to continue to a Masters programme at the University of Bolton, a bursary scheme is being implemented that will offer both access to a range of learning materials through the <i>uniasitshouldbe</i> scheme plus a cash bursary. The University website will have full details. A Master's degree can be a great way of further enhancing your skills and employment prospects, particularly at a time if the jobs market is somewhat depressed.</p>	
<p><b>Is there any specific advice for Health students (e.g. Nursing)?</b></p>	<p>The programme teams are in regular contact with our Health students.</p> <p>NMC and Health Education England guidance and advice has recently changed and all current nursing students should have received a letter. For all second and third years the letter is asking them to confirm their options and sent this to their cohort lead and you will have also received a separate set of more detailed FAQ's.</p> <p>We appreciate the very real anxieties of our students and many other healthcare staff during this very difficult and unprecedented situation. We are very proud of your continuing commitment and hard work in caring for our patients and appreciate you all will have your own personal worries also. We all need to continue to be flexible, responsible and follow the PHE guidance regarding the need for self-isolating behaviours, alongside the trusts policies and procedures. The PHE guidance link has previously been emailed with the daily update.</p> <p>As always, we firstly recommend that you follow guidance from Public Health England. If your interpretation of this, for your own personal circumstances means you cannot attend placement, then please inform your Personal Tutor and your respective placement area.</p> <p>The Department of Health and Social Care has confirmed to the NHS Business Services Authority that students undertaking clinical healthcare courses are contributing to the national Covid-19 response and can confirm that these students are able to self-identify as key workers. Please use your trust ID and enrolment ID and information as proof that you are student nurse where it's required.</p> <p>Web link to apply for Mitigating Circumstances (please be reminded that you do not need to apply for Mitigating Circumstances for placements during this time):  <a href="https://www.bolton.ac.uk/about/governance/policies/student-policies/">https://www.bolton.ac.uk/about/governance/policies/student-policies/</a></p> <p>Thank you for your continued patience and professionalism at this time.</p>	<p>Updated 3/4/20</p>
<p><b>Who should I contact if I have further questions?</b></p>	<p>Please contact your Personal Tutor or Programme Leader in the first instance if you have any questions. Please be patient in waiting for a response from them.</p>	

## 8. Apprentices: What is the position relating to apprentices?

<p><b>I'm an apprentice and I'm diagnosed with Coronavirus or required to self-isolate as directed by the UK government guidelines. What should I do?</b></p>	<p>If you are an apprentice and well enough to continue to study, you should log all this time of study as Off the Job Training (OJT) on your apprentice time sheet. We would also expect you to continue OJT timesheets throughout the calendar year even if your course is not taught such as over the Easter vacation and the summer period, June to end of August. This is so that we can still demonstrate OJT is occurring over the calendar year. If you are an apprentice and fit enough to study, the University will conduct the “quarterly reviews” with you over the telephone and then e-mail these reviews for feedback from your work-based mentor. This will ensure that progress towards your End Point Assessment is maintained and should any action plans need creating, then they can be facilitated and implemented in a timely manner.</p> <p>If you are not well enough to study, or through self-isolation cannot complete an assessment, you can request an extension. Extensions will be considered (up to 26<sup>th</sup> May 2020) should these be needed. Please send a request in writing to your module tutor.</p> <p><b><i>You do not need to submit Mitigating Circumstances for any assessments due for submission after 20th March to the end of the semester.</i></b></p> <p>If you are an apprentice and unable to study for a period of over 4 weeks, we will instigate a Break in Learning, which will pause your apprenticeship until such time you are fit and able to resume.</p>	<p>Updated 3/4/20</p>
<p><b>I am an apprentice and about to finish my practical period and progress to End Point Assessment, what should I do?</b></p>	<p>If the End Point Assessment (EPA) cannot be organised with the End Point Assessment Organization (EPAO) within a 3 month period of you finishing your studies due to the impact of the virus, then we will instigate a Break in Learning and pause your apprenticeship to such time that both the EPAO is able to deliver the EPA and you are in a position to successfully complete EPA. If this situation arises, we would look to work closely with you and your employer to set the new date of the EPA and also provide you with support in preparation for the EPA.</p>	<p>Updated 19/3/20</p>
<p><b>I am an apprentice, what about my time in the work place?</b></p>	<p>For your time in-company, you will need to follow the guidance issued by your employer. See further guidance in the question below.</p> <p>If you are unable to attend work for a period greater than 4 weeks, please let your Personal Tutor / Programme Leader know, who will then discuss your options and we may instigate a Break in Learning, which will pause your apprenticeship until such time you are fit and able to return to the work place.</p>	<p>Updated 19/3/20</p>
<p><b>What is happening over the Easter vacation period for apprentices?</b></p>	<p><u>Engineering Apprentices – Mechanical, Electrical and Civil Engineering</u></p> <ul style="list-style-type: none"> <li>The next virtual class will be week commencing 20<sup>th</sup> April, participation instruction will be provided by programme leader</li> </ul>	<p>Updated 23/3/20</p>

	<ul style="list-style-type: none"> <li>• You should maintain your Off the Job Training timesheet log over the period, utilising being mentored / shadowing / course work as the proof of OJT taking place</li> <li>• If a review is scheduled over this period, it will take place and conducted via virtual means (phone, zoom, MS teams etc)</li> </ul> <p><u>Healthcare Apprentices – Operating Department Practitioners, Nursing Associate, Assistant practitioners and Advanced Clinical Practitioner.</u></p> <ul style="list-style-type: none"> <li>• Apprentices who are being asked to undertake full time duties and not virtually attend classes <ul style="list-style-type: none"> <li>○ Review in four week time to ascertain this is still the case</li> <li>○ If it is, instigate a Break in Learning</li> </ul> </li> <li>• Apprentices who are being granted study days <ul style="list-style-type: none"> <li>○ Attend virtual classes using technology as instructed by programme team</li> <li>○ Maintain their monthly OJT time sheet log</li> <li>○ Have reviews conducted, when requires via virtual means (phone, zoom, MS teams etc)</li> </ul> </li> <li>• Apprentices who are about to finish their studies and enter in to End Point Assessment (EPA) <ul style="list-style-type: none"> <li>○ Complete their final assessments as instructed by programme team</li> <li>○ Awards progressed as per University contingency</li> <li>○ Break in Learning instigated, which lasts until such time apprentice is able to undertake EPA</li> </ul> </li> </ul>	
<p><b>Who should I contact if I have further questions?</b></p>	<p>Please contact your Personal Tutor or Programme Leader in the first instance if you have any questions. Please be patient in waiting for a response from them. You can also contact the apprenticeship team at <a href="mailto:UOBapps@bolton.ac.uk">UOBapps@bolton.ac.uk</a>.</p>	<p>Updated 23/3/20</p>



## 9. Graduation / Degree Ceremonies: Postponement of the Graduation Ceremony

<p><b>Are the July 2020 Graduation Ceremonies going ahead?</b></p>	<p>The University has been monitoring closely the developments in relation to the coronavirus (Covid-19) pandemic. As a result of this disruption (and following the Government's lockdown measures) in order to ensure that everyone can plan and can attend the graduation ceremony, the ceremonial element of the graduation has been moved to early 2021 and will commence on Tuesday 23 February 2021 to Friday 26 February 2021. This doesn't mean that you won't be able to graduate on time this July (July 2020). Assessment Boards will take place as planned ensuring that no student eligible to graduate in July 2020 is disadvantaged.</p> <p>As you know, the coronavirus (Covid-19) is already causing significant financial disturbance. We believe it is vitally important to protect every student from any potential financial loss associated with flight and accommodation cancellation costs (or any other associated costs or losses) which might be incurred if the graduation ceremonies were to be postponed much closer to the July date.</p>	<p>Updated 09/04/20</p>
<p><b>Will the postponement of the ceremony in July 2020 prevent me from graduating/receiving my certificate?</b></p>	<p>Please be assured that you do not have to wait until a graduation ceremony to receive your qualification. The Degree Congregation is the ceremonial element to your studies. Awards will still be confirmed following a final Assessment Board and it is anticipated that certificates for successful graduates will be posted out (where possible) up to 8 weeks after the Board. This means that you will graduate as planned in July (but without a ceremony), and in February 2021 you will have the opportunity to celebrate your success at a graduation ceremony.</p>	<p>Updated 09/04/20</p>
<p><b>Why has it been decided to postpone now when the ceremonies are not until the summer?</b></p>	<p>Graduation ceremonies take months of planning for the thousands of students and staff at that attend. The University will not be liable for any flights, accommodation or for any and all other direct or indirect costs or losses incurred as a result of a graduation postponement. As public events cannot currently be supported, we have taken an early decision to postpone our summer graduation ceremonies to February 2021.</p>	<p>Updated 09/04/20</p>
<p><b>When will the ceremonies be postponed to, and what if I can't attend the rearranged ceremony due</b></p>	<p>We aim to offer all graduands with the opportunity to attend the ceremonial part of your graduation in February 2021. This means that you will graduate as planned in July (but without a ceremony), and in February 2021 you will</p>	<p>Updated 09/04/20</p>



<p><b>to work, travel or family commitments?</b></p>	<p>have the opportunity to celebrate your success at a graduation ceremony.</p> <p>The graduation ceremonies will take place from Tuesday 23rd February 2021 until Friday 26th February 2021, at the Town Hall (Albert Halls) in Bolton.</p> <p>Graduands who are unable to attend in February 2021 should request a deferment and send proof to <a href="mailto:graduation@bolton.ac.uk">graduation@bolton.ac.uk</a> of a holiday or work commitments and request deferment to 2021. The request must be made prior to the date of your rescheduled graduation ceremony.</p>	
<p><b>On what date will my School graduation ceremony be held?</b></p>	<p>You will shortly receive a notification message giving you the specific date on which your School will graduate in February 2021.</p>	<p>Updated 09/04/20</p>
<p><b>I'm an overseas student - what do I do about pre booked travel arrangements for family members etc. (for example, visas, flights, accommodation etc) ?</b></p>	<p>If you decided to make arrangements prior to receiving your official invitation (for the July 2020 ceremonies which are now postponed) then the University of Bolton recommends that you contact your carrier provider in relation to the cancellation or rearrangement of your bookings. You will appreciate that the University cannot advise on individual circumstances nor can it comment on the refund policies of third parties in circumstances such as this.</p> <p>Please note that the University will not be liable for any flights or accommodation, or for any and all other direct or indirect costs or losses incurred as a result of the University postponing the July 2020 graduation ceremonies.</p>	<p>Updated 09/04/20</p>
<p><b>My student visa is due to expire, will I need a new one?</b></p>	<p>Please contact our International Student Journey Officer for the latest information – <a href="mailto:studentimmigration@bolton.ac.uk">studentimmigration@bolton.ac.uk</a></p>	<p>Updated 09/04/20</p>
<p><b>Who should I contact if I have further questions about graduation?</b></p>	<p>Please email: <a href="mailto:graduation@bolton.ac.uk">graduation@bolton.ac.uk</a> quoting your student number.</p>	<p>Updated 09/04/20</p>

## 10. International Students: Advice for students who want to return home (overseas)

<p><b>I am an International Student and I want to go to my home country because of the coronavirus outbreak. What is the University's policy on this?</b></p>	<p>We understand that some students, especially those from overseas, may be anxious and you may be considering returning home. The Government's advice is that students remaining at university in England should now stay where they are and not attempt to travel. If you are living in student halls or private rented accommodation, you should remain there and stay indoors while current restrictions are in force. Wherever you are now staying, the University will ensure that you are not academically disadvantaged, and provide all possible support for their learning to progress during this period.</p> <p>We are making contingency plans to minimise the impact of the situation with respect to the remote delivery of teaching and assessments.</p> <p>Progression and completion of some professionally accredited and regulated programmes is dependent upon attendance, and this is out of our control. If you have a query about this, please contact your Programme Leader.</p> <p>If you do decide to return home, and are able to do so, it is important that you notify the University, both for visa requirements and so that we can support you appropriately to continue your studies. Please keep in contact with your Personal Tutor, Programme Leader and Academic Manager.</p> <p>The University will approve authorised absence on a case-by-case basis from now up until the Easter break. This means that students will be expected to be available to engage with their classes remotely on Monday 20 April 2020. You must inform the University of your intention to leave the UK and request for authorised absence to be approved by the International Student Journey Officer by emailing <a href="mailto:studentimmigration@bolton.ac.uk">studentimmigration@bolton.ac.uk</a>.</p> <p>The UK has relaxed some of its visa regulations, in response to the current situation. The Universities' Minister's letter at the beginning of this document describes the changes (visa extensions, in-country visa switching and distance learning) and full details can be found at the following link: <a href="http://www.gov.uk/guidance/coronavirus-covid-19-advice-for-uk-visa-applicants-and-temporary-uk-residents">www.gov.uk/guidance/coronavirus-covid-19-advice-for-uk-visa-applicants-and-temporary-uk-residents</a></p> <p>Further information for students studying at the University on a Tier 4 visa can be found on the <a href="#">UKVI website</a>.</p>	<p>Updated 27/3/20</p>
<p><b>If I choose to go home because of the outbreak, will I get a refund of tuition and accommodation fees?</b></p>	<p>We are unable to refund tuition fees for students who choose to return home. You would need to discuss accommodation fees with your accommodation provider – please see separate question above.</p>	<p>Updated 3/4/20</p>

## 11. I am a postgraduate research student, what should I do?

<p><b>What do I need to do if I am diagnosed with Coronavirus or am told to self-isolate as directed by UK government guidelines?</b></p>	<p>In the first instance, you will need to email your Director of Studies to inform them of your situation. If you are self-isolating and are well enough to study, you can continue to engage with your PhD studies and continue meetings with your Director of Studies by telephone or video call.</p> <p>If you are an international student sponsored under Tier 4, the University has temporarily agreed that you do not need to sign in at the Student Centre on a weekly basis. Instead, each week you must, at a pre-arranged time with your tutor, make additional contact with your Director of Studies by Skype or Zoom video call to confirm your continuing compliance with UKVI requirements. This form of check-in temporarily replaces the need to register at the Student Centre.</p> <p>You must continue to complete the Tier 4 monthly progress form to evidence your engagement with your Director of Studies and email the completed form to <a href="mailto:studentimmigration@bolton.ac.uk">studentimmigration@bolton.ac.uk</a> by the deadlines provided by the Research and Graduate School.</p>	
<p><b>What will happen if my Director of Studies is diagnosed with Coronavirus or needs to self-isolate?</b></p>	<p>If your Director of Studies is required to self-isolate, you can continue to engage with your PhD studies and continue to hold meetings by telephone or video call. If your Director of Studies falls ill then you will need to liaise with your Second Supervisor.</p>	
<p><b>What will happen to my supervision now that there is restricted access to the University campus?</b></p>	<p>You should continue to engage with your PhD studies and continue meetings with your Director of Studies by telephone or Zoom video call.</p> <p>If you are an international student sponsored under Tier 4, you will need to arrange a time each week with your Director of Studies to speak by Skype or Zoom video call to confirm your continuing compliance with UKVI requirements.</p> <p>You must continue to complete the Tier 4 monthly progress form to evidence your engagement with your Director of Studies and email the completed form to <a href="mailto:studentimmigration@bolton.ac.uk">studentimmigration@bolton.ac.uk</a> by the deadlines provided by the Research and Graduate School.</p>	<p>Updated 20/3/20</p>
<p><b>Who should I contact if I have further questions?</b></p>	<p>Please contact your Director of Studies in the first instance if you have any questions.</p>	

## 12. The University's planning and response

<p><b>What is the University doing to plan and keep people informed during the current coronavirus outbreak?</b></p>	<p>A Working Group, reporting to the Executive Board and led by the Registrar, was convened at the outset of the outbreak in China in January 2020. The University has now instigated its Crisis Management Plan and is following its approved Pandemic Guidance. Our policy is to follow the advice from the UK Government, Public Health England (PHE), the Foreign &amp; Commonwealth Office (FCO) and the NHS.</p> <p>We are seeking to keep this document up-to-date with the latest advice from PHE, the FCO and NHS, and adding FAQs as and when they arise.</p>	
--	---	--

## 13. Travel, including travel to and from affected areas

<p><b>What is the University's guidance on international travel?</b></p>	<p><b><i>University-related international travel, including field trips</i></b> We are advising against all international trips for staff, students, contractors and visitors, in-bound and out-bound. Any such travel will need to be business-critical and authorised by the Registrar.</p> <p><b><i>Non-University-related international travel</i></b> Please think very carefully about whether the international travel you wish to undertake is essential and check The Foreign &amp; Commonwealth Office (FCO) <a href="https://www.gov.uk/foreign-travel-advice">website</a> before you travel.:</p> <p><a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a></p> <p>The situation is evolving rapidly, and you should be aware that you may become subject to restrictions while you are overseas. Depending on how the situation changes you may be required to self-isolate upon your return.</p>	
<p><b>What should I do if I have recently travelled to a country or area affected by coronavirus?</b></p>	<p>The latest government advice is to self-isolate if you have any symptoms. Please follow the advice above.</p>	
<p><b>I have plans to travel to a country or area affected by coronavirus, or I'm worried the situation</b></p>	<p>The Foreign &amp; Commonwealth Office (FCO) is currently advising against all travel to some countries and areas affected by coronavirus, and against all but essential travel to other affected areas.</p>	

<p><b>may change during my trip. What should I do?</b></p>	<p>The situation is changing rapidly so please check the <a href="#">FCO website</a> for the latest travel advice for the specific country or area you are planning to visit.</p> <p>Remember that circumstances may change during your trip, and you may be subject to travel restrictions or required to self-isolate on your return to the UK.</p>	
<p><b>I'm currently in an affected country. What should I do?</b></p>	<p>The Foreign &amp; Commonwealth Office (FCO) is advising UK nationals in some other affected countries and areas to consider returning to the UK if they are able to do so. Please check the <a href="#">FCO website</a> for the latest advice for the area you are in.</p> <p>University students in other affected countries should also register with their local consulates or embassies, who can then advise on any updates and evacuation plans for respective nationals.</p> <p>Please keep in contact with your Personal Tutor, Programme Leader and Academic Manager, who will be able to advise.</p>	