



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

MA Journalism

Postgraduate Programme Handbook 2024/25

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Introduction

This Handbook provides an introduction to your programme and contains the key information you need about:

- organisational and administrative procedures;
- planning your studies;
- assessment;
- teaching and learning;
- extenuating circumstances; and
- university regulations

We hope you find this handbook useful. It is revised every year to include new information and to make it easier to use.

If you have any comments you may wish to make on the Handbook or suggestions for improving the information provided, please forward your comments to the Discipline of Journalism & Media administration at journalism@universityofgalway.ie.

Disclaimer

The statements in this handbook represent Discipline of Journalism and Media (J&M) policy and/or advice. We reserve the right to alter policies during the academic year and will notify students when this happens. In the case of any conflict between university regulations and J&M policies, university regulations take precedence.

The information in this handbook is correct at the time of going to press in September 2020. The University reserves the right to make amendments to:

- a. the contents of the Programme Handbook and in particular to the timetable, location and methods of delivery or the content, syllabus and assessment of any of its programmes as set out in the programme and module specifications in this Handbook and/or on the University's website; and
- b. its statutes, ordinances, regulations, policies, procedures and fee structures,

provided that such amendments are (i) as a result of student demand (or lack thereof), (ii) as a result of unforeseen events or circumstances beyond the University's control or (iii) are deemed reasonably necessary by the University.

In the event that amendments are made, the University shall take reasonable steps to notify you as soon as is reasonably possible.

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Our Ethos

In our teaching, research and other activities, we hold the following values:

- We believe that **journalism and media are important**: We engage in practice, research and teaching that aims to have a measurable impact on the lives of people and society. Often, this work will explicitly relate to matters of social justice, defence of human rights and minorities,

holding power to account, and defending democracy. We believe that journalism and media have inherent values that enrich communities, societies, and democracy and we defend the right to a free press.

- We believe that **our students are important**: Our teaching is inspired by the belief that our graduates will make societal impact through their work. We want to inspire you to excel and to reach your personal best during your time with us. You will graduate as a Global Ambassador for this Discipline, our programmes and our university. We are very proud of you all.
- We are committed to **core principles** of truth, accuracy, fairness, impartiality, and accountability in our journalism.
- **Theory and practice should always inform each other**: We believe that you can most effectively understand practice through an immersion in the history and theory of that practice, alongside excellence in the production of media across multiple platforms. Our staff are committed to producing research that aims to create new knowledge and to make a deep impact on the world.
- The **values of mutual respect, collegiality, and teamwork** inform our teaching and our class activities. Individual rigour, excellence and creativity are also encouraged and valued.

Our Graduates' Attributes

We are committed to producing graduates who are **ambitious, articulate, creative, highly skilled, knowledgeable, societally responsible and globally aware.**

The study of Journalism, Communication or Global Media within the Discipline of Journalism and Media allows students to develop skills that have applications in many fields. Our graduates will be valued for their creativity, initiative, ability to improvise solutions to problems, experience of teamwork – as well as a highly developed communications and professional storytelling skillset.

After graduation, many of our students will work in the wide field of journalism, media and communication – some in traditional news organisations, radio and television production, in magazines, many more in new media and technology firms, in online and social media roles and in wider marketing, PR and communications. Many graduates will work in portfolio careers, and in roles that have yet to exist.

We have several courses and resources that will help students to build their capacities and forge their careers. Graduates will work in other areas too: education, business, information technology, and more. Our aim is to support all students in achieving their professional goals, whatever they are, and however they evolve over the course of their time with us.

There are many different models of teaching at third level. Some students undertake vocational training courses aimed at teaching core skills. Others take degrees in which the subject is studied largely in classroom-based settings, with a strong focus on theory. Our programmes aim to be distinctive in having a strong focus on practice but informed by a contextual, ethical and theoretical underpinning. This approach is enhanced by our commitment to providing the best kind of university education – one that allows our students to develop their capacities of critical thinking, analysis, professional practice and reflection and fully realise their potential.

Welcome

Welcome from the Dean, College of Arts, Social Science and Celtic Studies



I would like to take this opportunity to extend you a very warm welcome, on behalf of all our staff, to the Discipline of Media at the University of Galway. We look forward to meeting you and working with you to support your learning. During the coming year you will have an opportunity to learn, to prepare for work, and to fulfil – or perhaps even reshape – your goals. We aim not only to provide you with an excellent foundation in your chosen discipline, but to inspire you and also to challenge you to make a societal impact on a global scale when you graduate.

Our staff, both academic and professional, are experienced and highly committed to your success while a student at the University. Many of our academics have international reputations in their fields, and world-class research and professional practice is a feature of every subject area. You will learn to value richness of research and professional interests of those who teach you.

We take seriously our aim to provide our students with an excellent learning experience. Your feedback on what we do, and how we can improve, is vital to this aim. Your comments are always welcome – and I hope you may consider volunteering to act as a ‘class representative’. We conduct student surveys each year so please watch out for those and give us your important feedback.

I wish you all the very best with your studies, and hope you enjoy your time at University of Galway.

Professor Rebecca Braun

Dean, College of Arts and Social Sciences and Celtic Studies

Welcome from Head of Discipline



Congratulations on starting your new programme and welcome to University of Galway, and to the Discipline of Journalism and Media in the College of Arts, Social Science and Celtic Studies.

I hope you are ready for a busy year! Our programmes are busy, professionally focused training programmes designed to give you a rich understanding of the fields of media and communication; the role of the media in democracy, how the media operates in a free society, as well as the regulatory and legislative constraints on the media. Coupled with that expert knowledge and understanding is a backbone of professional training led by working professionals digital and social media, strategic communications; and other specialist areas such as human rights law, development studies and climate communications depending on your choice of elective subjects.

The University of Galway has a long-held reputation for media training. As of 2019 with the creation of our new Discipline of Journalism and Media we have developed as an international centre of excellence for teaching, learning and research in media. You as our graduates will enter into careers in the media and be global ambassadors for our programmes.

This handbook will be of relevance to you in your first weeks here, but you should keep it for reference throughout the year. You should read it in conjunction with important information on the Discipline website, the University website, and our Learning Management System, Canvas (which includes links where relevant). Module leaders/tutors will provide additional information on specific modules, assignments, assessment arrangements, and so on.

Our programmes are designed to train you to start your career in the media – be it in the wide communications field or in specialist areas of interest to you. Modules concentrate on enabling you to learn skills and the accompanying understanding and context needed to develop these effectively. The training we provide also encourages you to think about the wider issues involving the media.

We encourage good working practices and attitudes: enthusiasm, punctuality, meeting deadlines, a panic-free life, empathy, the ability to work as a team, the ability to cooperate as well as to compete in a healthy environment. We are committed to sustainability and the highest ethical standards. I wish you every success with your studies and I am confident you will have a wonderfully positive experience as a student at University of Galway.

Tom Felle

Head, Discipline of Journalism and Media,

Acting Programme Director, MA Global Media and Communication

Welcome from the MA Journalism Programme Director



Journalists are needed now, more than ever, in the society we live in. As our daily lives become awash in information and disinformation, and as we wrestle with seemingly insurmountable issues on climate change, global pandemics and human rights abuses, making sense of the world in a fact-based, relevant way is critical. As a multimedia investigative journalist who has worked for nearly two decades on issues of the environment, human rights and social issues, I know how difficult it can be to hold the power to account. Yet we all know how difficult it is to live in a world when we do not.

Here at the University of Galway we are committed to helping you serve the public through the practice of journalism. We teach you the hard skills, the technical skills and the critical thinking skills to go out and ask questions, make connections, and complete a story from conception to completion. Throughout the process, we also show you the tools and techniques to apply your skills to current issues, to reach out to communities and have real-world impact.

Our staff have worked in newsrooms, reported globally, created investigative documentaries, national news stories, podcasts and longform features. We come from diverse backgrounds and varied workplaces, but our aim is singular: to listen, train and develop early-career journalists to succeed in the field when they graduate.

We welcome you to the University of Galway, where you will find the support, engagement and international experience that will help you thrive in your career in the public interest.

Professor Mei-Ling McNamara
MA Journalism Programme Director

General Information

Academic Year

The Academic Year governs the University's academic operations and service provision. Within this, we have set term dates and examination periods.

Semester dates are as follows:

Orientation day: Friday, 6 September 2024

Autumn Semester

Start of teaching: Monday, 9 September 2024

Autumn Semester Dates: Monday, 9 September to Friday, 29 November 2024

Exams (where relevant): Monday, 9 to Friday, 20 December 2024

Spring semester:

Spring Semester starts Monday, 13 January 2025

Spring Semester Dates: Monday 13 January to Friday, 4 April 2025

Field Trips (where relevant) Monday 7 to Thursday 10 April, 2025

Examination period: Tuesday 22 April – Friday 9 May, 2025

Summer Semester

Internships (suggested): May and June, 2025

Summer Semester dates May 1 to August 16, 2025

Final project/dissertation due: Friday, 15 August 2025

Timetables

You will receive a paper/PDF version of the timetable each semester, which may be subject to updates sent by email and/or posted online. The media lab (AMB-1024) and AMB-G026 and AMB-G030 newsrooms are available to use outside of scheduled class times and are open at weekends. In as far as possible advertised class times will not be changed save for exceptional circumstances. Some flexibility around newdays, guest lectures and field trips is required, given the nature of the media industry. The television news studio is available during scheduled class time only and is not available outside those times.

Equal opportunities

The University is committed to acting in accordance with its Equal Opportunities and Equality and Diversity policies. It is intended that all students should receive equal treatment irrespective of political belief, gender, sexual orientation, age, disability, marital status, race, nationality, ethnic origin, religion or social background.

Further details are available here: <http://www.universityofgalway.ie/equality/index.html>

Official languages

The Discipline's working language is English however we are fully committed to promoting and supporting the Irish language and we are compliant with the University's policy on the Irish language and the Official Languages Act. We welcome correspondence in Irish / cuirtear fáilte roimh chomhfhreagras i nGaeilge.

Your Rights and Responsibilities

General responsibilities

University of Galway is committed to providing you with an excellent educational experience to help you realise your ambitions. Staff and students can work together to achieve this aim. The University commits to treat you in a professional, courteous and helpful way. It is our responsibility to:

- deliver high quality, relevant programmes
- provide an environment which will help you to be successful
- communicate effectively with you and listen to your views
- respect the different needs of all our students and be fair, open and reasonable

You are an ambassador for the University and should behave with honesty and integrity.

It is your responsibility to:

- behave in a professional and respectful way in your interactions with other students, staff, visitors to the University and our neighbours
- take your course seriously and seek advice and help if you have any problems
- give us feedback on your experience
- tell us if you have any specific learning needs or disabilities so that we can support you

The University's Code of Conduct provides further detail on what we expect of you. The code is available here: <https://www.universityofgalway.ie/media/registrationoffice/files/Student-Code-of-Conduct-2019.pdf>

Conduct in class

The university is not just a preparation for professional life; it is itself a professional environment. The following conventions must be observed in all classes, by both staff and students:

The Basics

- Students and staff are obliged to attend all classes, on time and for their entirety.
- Students and staff are obliged to arrive at class with material prepared in advance
- Students are obliged to participate fully in all class activities as set by the lecturer / instructor.
- Classes start on the hour and finish ten to the hour (e.g. start at 10am, finish at 10:50am).
 - Students and staff are expected to be present at least two or three minutes before the hour, so that classes can begin punctually.
 - Students and teachers should leave the class as quickly as possible at ten to the hour so that the next group can have access to the room.

General Conduct

The following conventions exist for the sake of all students and staff.

- Mobile phones should not be used during classes, except for professional purposes.

- Laptops and tablets may be used for note-taking or for in-class research but students should not engage in activities that would distract them or a fellow student (social media, browsing the internet, etc)
- While it is acceptable to bring water or a drink to class, students may not eat during classes or in the media lab or newsrooms. **Drinks are not allowed in studios under any circumstances.**
- Class participation does not just involve expressing opinions, it also involves listening to other people's opinions. Please be respectful of your fellow students by ensuring that you are not dominating discussions at the expense of others, going off on irrelevant tangents, or otherwise behaving inappropriately.
- Debate is a normal and indeed important element of university life. You should respect the right of people to hold opinions that are different from your own, even about matters that you feel passionately about. You should also expect occasionally to encounter views and opinions that you find challenging, upsetting, offensive, confusing or contentious, and it is important in any democratic and open society that there is space for the expression of views that you do not agree with. We should strive always to respect the individual, regardless of his or her views.
- It is unacceptable for students or staff to express either in class or in written documentation any disparaging remarks about individuals or people based on their gender identification, their age, their religious convictions, their race, their ethnicity, membership of the Travelling Community, nationality, sexuality, political convictions, or any other personal characteristics. This does not preclude criticism of institutions, movements or nations, but the requirement is the protection of the dignity of the individual, in keeping with the University of Galway student and staff codes of conduct.
- Students should not under any circumstances attend classes under the influence of alcohol or other drugs. This is particularly important for practical classes. Being hungover is considered being "under the influence of alcohol".

Attendance, punctuality and sick leave

Regular and punctual attendance is essential not just to the development of the student but also of the group. For that reason we place strong emphasis on the need for all students to attend all classes. Lecturers will take attendance for every class and you may be asked to attend a meeting with the Programme Director if you have persistent absences.

If you miss a class due to illness, you should inform the lecturer in advance by email, and should bring a medical certificate to the next class. This will be kept on file. Students who miss in-class assessments (e.g. group presentations or news writing assignments) due to illness *may*, upon presentation of a certificate, be given permission to defer that portion of their assessment until the end of the semester. Normally this will involve students being obliged to complete extra make-up work. Students who miss in-class assessments

without a medical certificate will automatically lose the marks for that assessment, and may not make alternative arrangements.

Students who persistently miss class without a reasonable excuse (certified illness, bereavement) may be referred to the university’s disciplinary committee. Likewise, lateness to class is unacceptable under any circumstances. Repeat offenders may be subject to disciplinary action.

The presentation of a medical certificate does not automatically entitle a student to miss a class or hand in work late. Students with long-term health issues should be aware that, due to the participatory nature of this programme, a certain number of absences for newsdays– even if excusable on medical grounds – may preclude the possibility of a passing grade.

Who to contact if your work is late

In order to save you time, it is important that you contact the most appropriate people to help you with your query. The people below are the main points of contact.

Your query	Who to contact
You are confused about the module/assessment	The course tutors or lecturer
You want an extension	The module coordinator
You need to defer your assessment because of serious illness or bereavement	The College of Arts office (Catherine McCurry / Deirdre Finan) See Extenuating Circumstances Policy
You are ill	Your GP or other medical professional
You are experiencing stress, anxiety or other personal problems	Your GP, the student counselling service, the SU welfare office
You want to pass on documentation to explain absence / lateness (eg medical cert)	Head of Year or Programme Director
For anything else	JMC staff are always happy to meet students during office hours, and can discuss any issues that you wish to raise.

Extra-curricular activities

We believe that a university is enriched by the presence of a healthy and vibrant range of extra-curricular activities. We therefore are particularly glad to see our students participating in SIN, the student newspaper, and Flirt FM, the student radio station, as well as other societies – while noting that academic work has to take precedence at all times over extra- curricular activity. When a conflict exists between academic commitments and extra-curricular work, students must prioritise their course work.

Freelancing

From time to time, students will have opportunities to engage in professional work (eg freelancing and special events such as elections). We recognise the importance of such opportunities to students and, where possible, will seek to facilitate your participation in them. Do note, however, that we remain obliged to enforce the university's regulations about attendance, participation and assessment. For that reason, any student who is likely to be absent for a long period (more than a few days) should prioritise their university obligations.

Student Supports

Disability Support Services

University of Galway positively values the participation of students who have a disability, illness or specific learning difficulty and promotes a university experience of the highest quality for all students. The Disability Support Service promotes inclusive practices throughout the campus community and they are committed to the provision of an equitable learning environment that will enable all students to become independent learners and highly skilled graduates.

Opening hours: Monday to Friday 9:30am - 12:30pm; 2:30pm - 4pm

Office: Room 216, Áras Uí Chathail.

Tel: +353 (0) 91 492813 Fax. 353 (0) 91 495542

Email: disability.service@universityofgalway.ie

Web: <http://www.universityofgalway.ie/disability/>

Academic Writing Centre

The Academic Writing Centre (AWC) offers free one-on-one tutorials on essay writing for University of Galway students. The centre works primarily with students on essay and academic writing skills. All students, regardless of level of experience or grade average, are entitled to use the service. AWC tutors work with new entrants, final year students, and postgraduate students. The AWC is located on floor 2, in the James Hardiman Library.

<https://www.universityofgalway.ie/academic-skills/>

Student Counselling Service

The Student Counselling Service is a team of qualified and experienced counsellors, psychologists and psychotherapists. The service operates within the Code of Ethics and Practice agreed by the Irish Association of University and College Counsellors. Counselling is available to all full and part-time undergraduate and postgraduate students including international students. The services are free and confidential.

Address: 5 Distillery Road

Tel: +353 (0)91 49 2484

E-mail: counselling@universityofgalway.ie

Programme Overview

Programme learning outcomes

On completion of this programme, you will be able to:

- Demonstrate an understanding of theoretical frameworks for the study of media and communication and an awareness of the history of communication as a medium, and its importance in democracy
- Identify news and communicate effectively using a variety of communication methods
- Apply the principles of storytelling and digital communication across multiple platforms
- Develop your ability to engage in critical practice in the area of communication, in particular around verification, accuracy, trust and digital communication
- Work independently and in teams; develop an autonomous approach to work under supervision
- Apply creative and collaborative practices developed to challenges and opportunities within the media industries
- Develop specialisms across a range of subject areas
- Demonstrate advanced study and research skills in the areas of academic writing, presentations, and self-directed research

Graduate Attributes:

These programmes aims to develop graduates with the creative and critical skills necessary to prosper in today's highly flexible labour market in journalism, and in the wider media and communications industry. The programme aims to foster in its graduates the following values, knowledge and skills:

Values:

- Critical thinking
- Creativity, innovation and entrepreneurship
- Ethical, responsible and reflective practice
- Collaborative teamwork
- Multidisciplinary outlook to research, new thinking and ideas

Knowledge:

- Journalism, communications and media theory, wider Arts specialisms
- Advanced storytelling knowledge
- Production processes for journalism practice

Skills:

- Highly developed communication skills across multiple platforms
- Critical and reflective thinking
- Professional knowledge of the range of skills required for news production
- Social media, data and audience development

Modules

In semester one, you are required to take 30 ECTS credits, on the news reporting and business and financial journalism streams all of your modules are core, while on the International Journalism and Human Rights stream you have 20 ECTS of core module and you can choose one elective module from Human Rights (offered by the Irish Centre for Human Rights).

In semester two, you will begin to explore a range of elective choices that interest you, alongside a core module in journalism entitled Multimedia Newsdays (10 ECTS credits). You are required to take 30 ECTS credits in total.

In semester three (April to August) you will also complete a 30-credit final practice-based project (DJ6124 Final Project for Journalism and Media) **or** an all-research independent study academic dissertation (DJ6123 Dissertation: Journalism, communication and media). We strongly encourage all students to take the DJ6124 option as this provides you with both a portfolio of practical work which will help with you career searches *and* a shortened academic project rather than a long academic project only. By default, you will be registered for the practice option but can request to change to the academic option if you so wish. You will have an opportunity to undertake an optional internship with a media company.

Elective choices

Depending on your stream, you may have elective choice(s) to make. On some streams certain modules may be core, while others may be elective, whereas on other modules may be listed differently. We recommend you balance your workload and take no more than 30 ECTS credits total in semester one and 30 ECTS credits total in semester two. You are ultimately responsible for your own workload, however, and may choose to do more than 30 ECTS in either semester so long as you complete 60 ECTS across the first two semesters.

Special note about DJ6130 – important module for MA students

DJ6130 Employability and Career Skills - 0 credits

This non-credit module is specifically designed to equip students with pivotal employment application skills in the modern job market. Key topics covered include mastering LinkedIn profiles, crafting compelling CVs, and optimizing sessions with the career centre. Although it holds zero academic credits, the module is a valuable resource for students to gain an edge in their job search and stand out in the competitive employment landscape. Participation is highly recommended for those looking to jump-start their career aspirations.

The programme outline for **MA Journalism** is as follows:

Semester One	Semester Two	Semester Three
DJ6115 Journalism Bootcamp (10cr) (core)	DJ6112 Multimedia Newsdays (10cr) (core)	DJ6124 Final Project (practice option) (30cr)
DJ6135 Reporting Economics and Politics (10cr) (elective)	DJ6122 Researching the Media (5cr) (core)	
DJ6127 Global Media & Society (10cr) (core)	DJ6143 Media Law (5cr) (core)	<i>Optional internship</i>
DJ6129 Social Media and Digital Production (10cr) (elective)	10 credit elective choice	

Module descriptions

Semester One

DJ6115 Journalism Bootcamp (10 ECTS credits) - Core

This is the core storytelling module of your first semester where you will be introduced to reporting. The module is divided into a number of weekly practical sessions which will give you a thorough grounding in all aspects of news reporting – print, online and broadcast. You will be required to produce weekly news reports for various media, which are not formally graded but you will receive feedback on your learning. You can use this material to develop your end of term assessed portfolio of work.

Important note:

News: Monday, 11am - 1pm in room AMB-G030, Peter O'Connell

Audio: Tuesday, 10am-1pm in room AMB-G026, Fiona McGarry

TV: Wednesday, 1-4pm in room AMB-G026, Mei-Ling McNamara

DJ6129 Social and Digital Production (10 ECTS credits) - Elective

This module introduces you to the social and digital production skills required to work as a professional in the fast-changing journalism field. You will be introduced to areas such as SEO and writing for the web; social newsgathering and verification; open-source intelligence, mis / and disinformation; social strategy and analytics; and writing and content creation for multimedia. Guest speakers will be announced in advance.

DJ6135 Reporting Economics and Politics (10 ECTS credits) - Elective

This module is intended as a solid primer in understanding politics and economics and how they are covered and communicated by the media. The module covers: macro-economic decision making, monetary and fiscal policy, economic schools of thought and understanding key economic indicators. It will also

examine all levels of political decision making – from supra-national structures like the EU, down to our national and local levels of governance. Because DJ6135 Reporting Economics and Politics is designed both for those who wish to practice journalism as well those who wish to analyse media, it offers the possibility to be assessed by doing journalism practice or academic analysis.

DJ6127 Global Media and Society (10 ECTS credits) - Core

This module is the contextual heart of our MA programmes. The module will allow you to develop your understanding of the role of the media in society, and why media matters for democracy. It will examine key debates in the media including ownership, bias, framing, media ethics, privacy, the limits of free speech and ask searching questions such as whether the media can (or should) ever be controlled in a free democracy. Voluntary and regulatory limits on the media will be examined, as will issues such as so-called ‘fake news’ and disinformation; and media in the global context. The module is assessed via a written project, an ethical decision-making paper and presentations.

The following elective modules are offered outside our discipline and are subject to change by their respective home departments

LW5117 International Human Rights (10 credits)

This course offers an introduction to the origins and foundations of international human rights law, paired with a critical lens for robust understanding and application. Delve into the history of human rights since 1945, examining the legal framework of the United Nations and regional entities. Students will analyse current human rights standards and remedies, applying them to real-world scenarios. The module encapsulates academic and policy debates, equipping students with the tools to understand, apply, and critically reflect on human rights principles and their real-world implications.

LW5123 International Peace Operations (10 credits)

The aim of this course is to critically analyse the principles of peacekeeping and apply these to a number of contemporary and past missions. Dive into the principles of peace support operations, differentiating between traditional peacekeeping, peace enforcement, and UN Charter's enforcement actions. Explore the political and legal frameworks governing these operations and understand force usage under international law. Analyse contemporary and historical peace missions, and assess the roles of regional organizations like NATO and the EU. The course concludes with a study of civilian-military dynamics within peace missions.

LW5124 Climate Justice (5 credits)

The module engages with the topic of climate justice, exploring questions regarding the role of human rights in addressing climate change and environmental damage, and the relevant obligations of States and other actors (including business entities). It considers developments at the international and domestic level, including within the United Nations human rights system, international criminal justice, constitutional law and civil litigation. Be aware that this is primarily aimed at law students, so it is not a communications module.

Module descriptions

Semester Two

DJ6112 Multimedia Newsdays (10 ECTS credits) - Core

This module is your only core module in the second semester and is designed to build on your learning from 'Journalism Bootcamp' in Semester One. You will work on the 'Galway Pulse' website producing news content weekly; work in teams to produce a weekly radio news current affairs show live on Flirt FM; and work on TV news and feature packages in weekly newsday exercises. At the end of the Semester, you will produce a print edition of the *Galway Pulse* newspaper that will be circulated with the *Connacht Tribune* in Galway City. Assessment is a combination of individual production, contributions to newsdays and overall team performance in simulated newsdays. **Students taking the humanitarian stream are not required to do this course.**

Print and Digital: Monday, 2-5pm in room AMB-G026, TBC

Audio: Thursday, 1-5pm in room AMB-G026, Fiona McGarry

Broadcasting: Wednesday, 9am - 12pm in room AMB-G026, Mei-Ling McNamara

DJ6122 Researching the Media (5 ECTS credits) - Elective

This module will introduce you to the qualitative and quantitative research methods required to conduct academic research. Teaching is via a combination of in-class lectures, seminars and self-directed study. Assessment for this module will be via the production of a research proposal for further research on a topic of interest to you and will help prepare you for the extended academic essay section of the final project in the third semester. If you intend doing a traditional dissertation for the third semester this is a pre-requisite. However, this module is strongly recommended for *all* students as it will help you succeed in the final project.

DJ6133 Data Journalism and Visualisation (10 ECTS credits) - Elective

This module will introduce you to data-driven journalism. You will be given an opportunity to learn investigative journalism skills to help you find and report stories from datasets and big data. Module content includes lectures on the role of data in the democratic accountability process; freedom of information; private and public data; as well as some social scientific methodology. Practical sessions will focus on building your capacity to work as a professional using computer programmes such as Excel and Tableau for data inquiry, mining and analysis and online applications such as Flourish, Datawrapper for visualising and mapping data. Assessment is via an in-class researched presentation and a final data journalism project.

DJ6151 Introduction to Investigative Reporting (10 ECTS credits) - Elective

This module will give students an introduction to the specialised field of investigative reporting alongside critically examining successful case studies. The investigative journalism tools and techniques can be used to highlight and report in-depth on important stories in the public interest.

DJ6144 Communicating Climate Action and Science (10 ECTS credits) - Elective

This module will introduce students to some of the key concepts and debates surrounding the communication of climate, science, healthcare, sustainability and environmental issues. It will examine how organisations, institutions, and individuals communicate and examine the impact these efforts have on public understanding and political debate.

The following modules are offered outside our discipline and are subject to change by their respective home departments

DJ6143 AKA AJ4105 Media Law and Ethics (5 credits)

This module will deliver practical as well as contextual and theoretical introduction to strategic all aspects of media law, so that you will have a grounding in defamation, privacy, court practice, and other relevant areas of the regulations and legislations that governs the media, as well as the restrictions on reporting in courts.

LW5124 Climate Justice (5 credits)

The course engages postgraduate students with the topic of climate justice, exploring questions regarding the role of human rights in addressing climate change and environmental damage, and the relevant obligations of States and other actors (including business entities). It considers developments at the international and domestic level, including within the United Nations human rights system, international criminal justice, constitutional law and civil litigation.

TI2108 Introduction to Palaeoclimatology (5 credits)

This module introduces students to the field of palaeoclimatology (the study of past climates). Climate change is not a modern phenomenon, as Earth's systems are dynamic and rarely stable over extended periods of time. Climate variability occurs across multiple spatial and temporal scales, but we generally lack long enough scientific or historical records to directly measure most long-term patterns of climate change. Palaeoclimatology fills this void by offering evidence of environmental conditions across timescales, providing a broader context for studying modern environmental phenomena.

Semester Three

DJ6123 Dissertation - 30 credits

The dissertation module is a rigorous, independent research project requires the completion of a dissertation of 10,000 to 12,000 words, demonstrating in-depth understanding and critical analysis of a specific topic within your field of interest. Your dissertation will engage in a literature review, formulate research questions, and apply appropriate methodologies to collect and analyse data using qualitative or quantitative methodologies. The dissertation process is supported by regular supervision sessions, where you will receive guidance on your research design, writing, and overall progress. This module aims to develop advanced research skills, critical thinking, and academic writing abilities. By the end of the module, you will have produced a substantial piece of original research, contributing to the knowledge base of your discipline and demonstrating your capacity for independent scholarly work. Successful completion is essential for the award of the MA degree.

DJ6124 Final Project - 30 credits

The final project (DJ6124) is composed of three distinct components. The first component involves the completion of a short reflective essay, which you will undertake upon completing the entire MA program. The other two elements consist of an extended academic essay and a substantial original work.

For the original work, students in the journalism programme will be delving into a subject that holds journalistic significance. In the context of the global media programme, you'll focus on designing a campaign or website related to a major issue or campaign. As for the extended academic essay, you'll

select a topic of your choice and conduct research to write about it. You'll also have the opportunity to discuss your chosen topic with an assigned supervisor.

You have the flexibility to initiate the final project at any point during the programme, but it needs to be completed by the middle of August. In April, you'll be assigned a supervisor to help you get started but this project is very much self-directed, and your supervisor is there more as a sounding board than an instructor.

When the current year's MA students have graduated (November) we will post examples of past student work on the Canvas site.

Further information about the Final Project will be available in Semester 2.

Internships

Internships are an integral part of experiential learning and we encourage students to take part in informal work experience as well as formal internships during your studies. A formal internship period in May and June is allotted during the MA programmes to allow students to undertake an internship (we recommend four to six week). While this is not a compulsory part of our programmes, students are encouraged to take part. A partner module –Media Employability – introduces students to professional skills in the workplace as well as employability training in their online presence, CV and cover letter preparation, and interview preparation. This is a zero-credit elective module.

Formal internships are organised between the Discipline of Media, the Careers Development Centre (CDC) and the host media company. Students are asked to apply and are usually invited for interview. *The host media company makes a final decision on applications.* We will only recommend a student with a company if we can be entirely satisfied that s/he will meet professional standards at all times. You should be aware that any student who has a record of poor attendance, lateness, failure to meet deadlines, or other failures to meet ordinary professional standards may not receive a recommendation from us.

Internships are usually unpaid, however some media companies offer to cover expenses. An internship is a professional working experience and interns are required to attend punctually (normally from 9 to 5 or 10 to 6) each day, Monday to Friday, and at other times as required by the company. Interns should present themselves in personal attire that is appropriate to the working environment.

Persistent lateness or underperformance may result in the early termination of an internship. Requests for periods of leave should be made in advance and, where possible, should be identified during the application process. Interns must be mindful at all times that they represent University of Galway and that their conduct will have an impact on the availability of future internships for subsequent students. Students on internships must respect the confidentiality of the host organisation and the university, and must under no circumstances reveal any sensitive or confidential information about either organisation. Students should not post comments or photographs relating to internships on social networking sites (Facebook, Twitter, Snapchat, Instagram, TikTok etc), blogs, or other public fora. Where interns experience any difficulties in meeting the responsibilities associated with the internship, these should be brought to the attention of University of Galway personnel as early as possible.

Assessment

Marks for the internship are pass / fail and are awarded as follows:

Report from the company: At the end of the internship, the company should provide a report outlining the performance of the student – 25 per cent

Portfolio: You should provide a portfolio sample of 5 to 10 published pieces / broadcast (or a narrative of work undertaken if in a production role) – 50 per cent

Reflective Journal: A 1,000 word reflective journal outlining roles undertaken, challenges faced and learning during the internship. The journal should be uploaded to Canvas by the agreed deadline – 25 per cent.

Staff

The Discipline of Media includes both full-time academics as well as specialised professional journalists and other communications professionals who teach individual modules on a part-time basis. Full-time staff can be contacted via their university email addresses and are available during office hours for meetings weekly (check with staff for their office hours). Part-time staff are available to be contacted via their university email addresses but do not hold regular office hours.

Staff communication

Meetings and office hours

Staff aim to be approachable and responsive to students' needs, insofar as practically possible in the context of their other professional obligations, and while bearing in mind that we sometimes best assist students best by referring them to other professionals within the university, such as the counselling service or the College of Arts office.

All staff hold regular office hours weekly during the semester. Times are advertised on office doors. They will usually take place at the same time each week. Many lecturers will also provide students with an opportunity to sign up for particular slots. In general, students should try to keep consultations to about 10 minutes, so as to ensure that all students have a chance to meet lecturers during office hours.

Students can also communicate with staff by email (see contact details). In general, if your query is complicated or personal, it is better to discuss it with the lecturer during office hours. Many lecturers will also make time to answer individual queries at the end of classes, but do note that it may not always be possible to do this (for example, a lecturer may have another class to get to).

Email Etiquette

Email is a formal written document, and forms part of your formal record at university, so it is advisable to treat it formally. Normally students will address the lecturer formally (e.g. "Dear X") and will also include details of their name, class and student number. Do take time to use proper grammar and spelling, and avoid informalities such as text-speak ("b4" instead of "before") or casual forms of address ("hey" instead of "Dear X") so as to ensure that you are properly understood. This is also good practice for professional settings, where informal writing is unacceptable.

Email Response Times

As academic staff receive a high volume of email, you should normally expect a response to your email within three working days. The working week is Monday-Friday, excluding bank holidays. You should not expect responses to emails that are sent during weekends, during public holidays or outside ordinary working hours (9-5, Mon-Fri) until the next working day.

Outside of the teaching year, academics do not take holidays for the entire summer period but instead will take two or three weeks' leave during the summer holidays and otherwise are on duty and are required to make themselves available for student contact from April through to August.

However, during the summer months, we also engage in research or related activities such as attending conferences. This means that we are often away from Galway for long periods; we can also be out of email contact. So, while you are welcome to contact staff during this period, you should be prepared for a longer than usual response time.

Communication

We will endeavour to contact you on your official email address but there may be occasions when we need to reach you on your mobile phone number. You may wish to set up your own closed Whatsapp group for ease of communication. University staff are generally advised against "friending" students on closed networks such as Facebook. Students should therefore not take offence if a friend request to a staff member is declined.

Programme Management

Each degree programme or cluster of degree programmes is overseen by a Programme Director. The Programme Director is responsible for the day-to-day management of their degree programmes and may be

assisted by year heads or co-directors for smaller programmes. The Programme Director chairs the programme committee, which meets once per semester. Student representatives sit on the programme committee. Additionally other administrative functions are the responsibility of particular member of staff. The programme management and administrative functions for 2023/24 are as follows:

Postgraduate Programme Directors

MA Journalism

Dr Mei-Ling McNamara

mei-lingmcnamara@universityofgalway.ie

MA Global Media and Communication

Dr Tom Felle

tom.felle@universityofgalway.ie



Module Leaders

Each module is overseen by at least one Module Leader. The Module Leader is responsible for the setting and delivery of the module syllabus, setting and marking assessments, producing the Assessment Guidelines, updating the module content on Canvas and for the overall learning experience of students enrolled on the module. In some cases the module leader will not be the lecturer delivering the module, but he/she will be identified on the Module Outline document you will receive in week one. For queries relating to a specific module the Module Leader should be your first point of contact.

Programme Administrator

The Programme Administrator will be your first point of contact for any matters relating to the administration of your programme. They can also advise you who to contact in matters relating to examinations, registration, appeals and student welfare. Your Programme Administrator is Shania Collins and her email is shania.collins@universityofgalway.ie

Meet the Staff

Academic Staff	
 <p data-bbox="253 688 506 760">Dr Rounwah Adly Riyadh Bseiso</p> <p data-bbox="253 806 506 835">Assistant Professor</p>	<p data-bbox="578 277 1383 953">Rounwah is an educator and researcher in the area of global media and communication. Her primary research interests are in media and political practices / communication, media literacy and disinformation, decolonial thought and practice, resistance narratives, and visual culture, with special emphasis on the Global South (in particular the Arab region, where she has lived in several different countries for over 25 years). Bseiso has worked in higher education and several international and civil organisations such as the United Nations, International Organization for Migration, and the Palestine Land Society. She has published peer reviewed papers and chapters in edited collections on the intersection of media, culture, and communication, and is the author of the recently published <i>Revolutionary Art and Politics in Egypt: Liminal Spaces and Cultural Production After 2011</i> (Bloomsbury Publishing, IB Tauris: 2023). She is a graduate of McGill University, the American University in Cairo, and the School of Oriental & African Studies (SOAS) – University of London. Email: rounwah.bseiso@universityofgalway.ie</p>
 <p data-bbox="253 1423 506 1495">Dr Don Duncan Assistant Professor</p>	<p data-bbox="578 991 1383 1520">Don is a journalist, documentarian, and academic. He has more than two decades of foreign correspondent experience for outlets including: the BBC, AFP, RFI, RTE, The Guardian, The New York Times, The Wall Street Journal, The Los Angeles Times, Foreign Policy, Le Monde Diplomatique, and others. He also works as a media development consultant for BBC Media Action and the Thomson Reuters Foundation. His current research focuses on voice and vocal power; multilingualism and the media; Irish language media; docu-drama and other hybrid innovations; factual animation; and sound-rich audio storytelling. He has published academic papers and has edited an anthology of Irish writing. Don holds a PhD from the University of East Anglia; master's degrees from Columbia University in New York, TCD, and the Belgian national film school (INSAS); and a bachelor's degree from TCD. Email: don.duncan@universityofgalway.ie</p>



Tom Felle
Associate Professor

Tom is a former career journalist and foreign correspondent. He lectures and is actively engaged in research into the role that the media play in an active and thriving democracy. He worked for a decade as a reporter covering politics and as a regional correspondent at the *Irish Independent* (Dublin); as Bureau Chief of the Leb News Agency(Beirut); and as Deputy Editor of *The Irish Echo* (Sydney). He has published papers and has co-edited three books on data journalism, transparency, and freedom of information, and is the author of a journalism writing and style textbook. He is a recent Fulbright alumnus and spent a year working and living in the US in 2023/24.

Email: tom.felle@universityofgalway.ie



Dr Kelly Fincham
Assistant Professor

Formerly based in New York, Kelly was a tenured professor of journalism at Hofstra University. The co-founder of IrishCentral.com, the industry-leading US-based Irish web site, Kelly was an associate editor at the Irish Independent group for 10 years, and also worked at The Sunday Tribune in Dublin and the Australian Financial Review and Daily Telegraph in Sydney. She does pro-bono consultation for non-profits and ran the Irish Lobby for Immigration Reform and the Irish charity GOAL in the US. She holds a PhD in Communication and Research MA from DCU (2023; 2008). Her research explores the sociology of journalism and the business of journalism and she has published her work in Journalism Practice and Media and Communication as well as presenting at international media conferences.

Email: kelly.fincham@universityofgalway.ie



**Dr Uinsionn Mac
Dubhghaill**
Assistant Professor

Uinsionn is a former Western Correspondent and Irish Language Editor with *The Irish Times*, and a former news reporter with RTE News. He was one of the first freelance video journalists in Ireland, and founding editor of a current affairs magazine in Irish. His practice-based doctoral research included writing, shooting and editing an hour-long creative documentary on the production of YouTube videos at an Irish summer college. His research interests include citizen journalism and the impact of mobile journalism.

Email: uinsionn.macdubhghaill@universityofgalway.ie



Fiona McGarry
Assistant Professor

Fiona is an award-winning broadcast journalist, podcaster and radio documentary maker. She has formerly worked as a current affairs producer and for Maximum Media (Joe.ie, SportsJoe, etc.) as a digital journalist, producing 'Ireland Unfiltered' and a number of other online shows. She is also a former senior producer with Newstalk Radio, and has worked as a television researcher with BBC NI. She has secured a number of funding awards for audio documentaries under the BAI Sound and Vision Scheme and the Simon Cumbers Media Challenge Fund, and the Ake Blomstrom Scholarship as part of the Prix Europa. Her academic research includes documentary ethics and True Crime.

Email: fiona.mcgarry@universityofgalway.ie



Dr Mei-Ling McNamara
Assistant Professor

Mei-Ling is a multimedia investigative journalist and documentary filmmaker with over 15 years working in short and long-form storytelling, where she focuses on human rights, environmental issues and institutional corruption. She has worked for *The New York Times*, *the Guardian*, Al Jazeera English and CNN International. Dr McNamara's investigative work for the *Guardian* and *Al-Jazeera* has received numerous awards for in-depth coverage of human trafficking, labour exploitation and modern slavery. She has been published in *Electronic News*, *Global Perspectives on Human Rights* and the *Oxford Human Rights Law Journal*. Dr McNamara holds a PhD in Trans-Disciplinary Documentary Film at the University of Edinburgh. She lived and worked in Africa, the UK and the US.




Email: Mei-ling.mcnamara@universityofgalway.ie

Part-time academic staff



Sally-Ann Barrett

Sally-Ann is a multiplatform broadcaster and audio producer with extensive news and current affairs experience in local, regional and national radio. She currently works as a Multimedia Journalist with RTE, primarily as reporter for Radio 1's flagship current affairs programme *Morning Ireland*, the *News at One* and *This Week*. She is also a newscaster with RTE Radio 1, 2FM and Lyric FM. Skilled in news production, documentary and podcast production, communications and political analysis, she has produced and presented audio projects that have won the John Healy Journalism Award, the IMRO Best Documentary Award and the Gay Byrne Media Award. As a storyteller, she has a special interest in history, which has led to the independent production of numerous radio

	<p>documentaries as well as the collection and broadcast of oral history and heritage stories through the podcast medium. Email: sally-ann.barrett@universityofgalway.ie</p>
 <p>Peter O'Connell</p>	<p>Peter is a working journalist who has 25 years of experience in the industry. He currently works as a reporter on the Morning Ireland desk in RTÉ radio where he has been employed since 2021. Prior to that he worked for 18 years at <i>The Clare Champion</i> newspaper as a reporter while he was also Editor of the newspaper. He has worked in local radio for Clare FM as Sports Editor and as a news journalist, while he continues to occasionally present their flagship current affairs programme, Morning Focus. Peter worked for eight years as a part-time lecturer at University of Limerick in the journalism department. He lectured across news, sport, feature writing and digital. He has written <i>Game of My Life</i>, which was published by Hero Books. He also runs a communications company that specialises in media training and live streaming. Email: peter.oconnell@universityofgalway.ie</p>
 <p>Alan Preims</p>	<p>Alan is a musician, composer, producer, and content creator. He is the business owner of Soundtrack & Podcast in Galway City, where he records and produces spoken word content, including audio and video podcasts, audio poetry, audio books, and music soundtracks for audio and visual media. Following his business guiding principle 'Telling compelling stories through sound and music', Alan works with clients and students from the earliest project development stages, shaping high level ideas into a compelling, broadcast ready content. Alan has worked as a professional percussionists and studio musician for many years, which gave him the opportunity to record in the some of the most renowned studios in Ireland. He has also taught music in various music schools in Galway County and City. Email: alan.preims@universityofgalway.ie</p>
 <p>Erika Sassone</p>	<p>Erika is an Italian journalist and currently a reporter with the <i>Irish Independent</i>, based in Galway. Her current focus is on regional reporting, generating regular news stories and features throughout Galway and Clare. She holds a degree in Political Science and moved to Ireland in 2020 where she graduated from University of Galway with a MA in Journalism. Email: erika.sassone@universityofgalway.ie</p>



Dr John Singleton

Dr John Singleton was awarded his PhD from the University of Galway, in 2020. He has taught across various disciplines in the School of English and Creative Arts since 2016 and with the Discipline of Media since 2019. His main research interests are Contemporary Writing and Communications, Irish Current Affairs, Sport and Music. He is currently writing a book on Form, Space and Vision in John McGahern's writing.

john.singleton@universityofgalway.ie

Professional Services staff



**Shania Collins
Administrative
Assistant**

Shania has supported dynamic teams for several years. With a keen eye for detail and a passion for the vibrant world of media, she ensures that everything behind the scenes runs smoothly, allowing staff in the Discipline to focus on their creative and academic endeavours. She has a proactive approach to problem-solving, and a deep commitment to supporting the success of the media team. She is a support for students throughout their time studying journalism and media at the University.

Email: shania.collins@universityofgalway.ie



**Matthew Faughnan
Senior Technical
Officer**

Matt has a BA in English and History and an MA in E-Learning and Technical Communication. Over the last 10 years he has worked for large multinationals, managing their learning strategies. This involved the development of an array of cutting-edge learning resources using a variety of new media to help employees maximise their potential. His professional experience to date allowed him to develop a wide-ranging skillset that includes podcasting, audio editing, filming, video editing and image editing. Matt now caters to the technical requirements of both students and staff. This involves equipment demonstrations and in class technical support on an array of devices and software packages.

Email: matthew.faughnan@universityofgalway.ie

Governance

The Discipline of Media has a number of fora to ensure students are represented, listened to, and where issues arise, they can be acted on in an expeditious manner. Students should in the first instance raise issues relating to modules with the lecturer or module coordinator directly. For programme related issues, these should be raised with the Programme Director in the first instance. The main forum for students to raise issues beyond these avenues is via their Class Reps.

Student feedback

We very much value students' opinions and consider it essential to the smooth running of the Discipline that we are aware of any concerns or questions that students might have. We usually undertake this formally once per semester through the student module evaluation form. Students complete these anonymously online and these are sent to the Head of Discipline, who will read them and then send them on to lecturers **after** assessment has been completed. They are also kept on file and may be consulted by the Head of School. Copies are also sent to the Director of Quality, the Dean's office and the Vice President and Registrar.

We commit to listening carefully to student feedback, to reacting to it where necessary, and/or to explaining to students the reasons for any decisions. Sometimes it is not possible to respond in ways that students might wish. For example, we are constrained by such factors as timetables, resources, availability of staff and spaces – as is true for all subjects in all universities. It is also often the case that students will not fully understand the reasons for needing to study a particular topic until they have actually done so – and for that reason, staff will sometimes determine that a student suggestion should not be acted upon. But where such examples arise, we will endeavour to explain the reasons behind our decisions clearly and speedily.

If a student wishes to raise a concern, there are four ways of doing so:

- By approaching the lecturer directly
- By approaching a class representative
- By approaching a Year Head or the Head of Discipline
- By completing class feedback forms during the semester.

Ordinarily the best way to resolve any problem is through face-to-face discussion, so students are encouraged to raise issues with their lecturers in the first instance, in a spirit of open and mutually respectful discussion. If for any reason you would rather have someone act on your behalf – or if the problem in question is shared by many people in the class – you can ask your class representative to act for you. Class reps can also approach Year Heads, the Programme Director or the Head of Discipline. You can also approach Year Heads, the Programme Director or the Head of Discipline, though it is best to do so only after you have discussed your concerns with the lecturers directly.

Student representatives

As a student you may wish to serve as a student representative (known as the 'Class Rep') for your class and represent students at formal meetings such as the Programme Board and the SSLC. Each programme year should have two Class Reps and a gender balance is desirable. The Class Rep is responsible for representing the class on all fora within the university. The Students Union provides training for Class Reps and organises a number of events for Class Reps annually. Programme Directors or Year Heads will facilitate the election of Class Reps early in Semester One. Academic staff have no role in the selection, evaluation or removal of a Class Rep, this is a matter for the student body. Usually the Class Reps will meet informally with the Programme Director on a regular basis for information and discussion. One formal Student Staff Liaison Committee will take place per semester. The Programme Committee meets once per year.

Programme committees

The Programme Board is the formal decision-making body for the MA programmes and is primarily tasked with day-to-day academic quality and standards; for ensuring effective engagement with students on programme related matters; and deciding on changes to the Curriculum. It is chaired by the Programme Director and membership includes all lecturing staff and student representatives. Representatives from other Disciplines who teach on the programme may also attend. The Dean is an *ex officio* member of the Programme Board. The Programme Board is entitled to view the External Examiner report, minutes of meetings of the Student Staff Liaison Committee, as well as other reports relevant to the programme. In as far as possible the Programme Board will make decisions by consensus. While each programme will have its own Programme Board, a Joint Programmes Committee (JPC) meeting with all programmes will normally take place. In exceptional circumstances individual extraordinary Programme Board meetings may take place.

Student Staff Liaison Committee

The Student Staff Liaison Committee is a forum for students to discuss issues directly with the Head of Discipline (HoD). It is a joint meeting between all undergraduate and postgraduate class representatives and the HoD. No other members of staff attend the meeting. It takes place once per semester. The SSLC is an important forum for students to feedback on their positive experiences in the programme to date, raise issues that may need attention, as well as ideas they may have for improvements and enhancements. The remit of the SSLC is wholistic. Minutes of meetings will be recorded for further action. Minutes are made available to the Joint Programmes Committee for discussion.

Editorial Advisory Board

The Editorial Advisory Board is an external committee of journalists, editors and alumni convened to oversee governance and professional standards of training at University of Galway, and to advise on curriculum development and policy matters. The Board was first convened in January 2019 and serves for

a three-year term. The Board makes an annual report and recommendations to the Programme Committee. The Board convenes (usually) in January annually. Class Reps may be invited to meet the Board.

Complaints

Individual student issues are best dealt with privately and locally in the first instance. In the first instance, students should raise issues directly with their lecturer or module coordinator. Students may also raise issues at any time with their Programme Director. Any student or body of students may request a meeting with the Head of Discipline. All students retain the right to appeal decisions and escalate grievances via university processes. For details, discuss with the Student Union or see guidance here:

http://www.universityofgalway.ie/media/counselling/student_complaints_procedure.html

Learning, Teaching and Assessment

The University places a great deal of importance on high quality assessment and feedback. These are integral to the provision of high-quality learning and teaching and successful student achievement. Assessment and feedback are managed in accordance with our assessment regulations and feedback policies. We hope that assessment and feedback support your ongoing learning and development and enable you to achieve your programme or module learning outcomes.

Students will normally be provided with feedback within one to two weeks of the submission deadline or assessment date. This may include a provisional grade or mark. For end of module examinations or an equivalent significant task (e.g. an end of module project) feedback will normally be provided within three weeks. This will include a provisional grade or mark.

Feed-forward may also be used. This comprises information which is similar to feedback but is provided in advance of an assessment task to support student learning and development prior to completion of the assessment. Feed-forward is considered to be an important mechanism for supporting student learning.

Each module may include assessment components. Your module coordinator will outline what the assessment components for each module are during the first week (usually the first class) of that module. You can expect clear instructions for each module component and grade related criteria to help you understand how you will be graded.

For practice based modules, end of semester summative portfolios are mostly used. These types of modules include a heavy element of formative feedback (or feed-forward) each week. Your learning on these modules is iterative, and while no marks are awarded for individual pieces of work, you will receive feedback that will help you to improve, and you will be able to build on your learning cumulatively across the semester. Usually you will have an opportunity to re-submit a selection of improved weekly formative work as part of your final summative portfolio, and receive a grade.

Assessment

You will be assessed via a mix of projects, individual and group journalistic assignments, presentations and essays – largely continuous assessment. Assessment Criteria and Grade-Related Criteria will be made available to you to support you in completing assessments. These may be provided in programme handbooks, module specifications, on the virtual learning environment or attached to a specific assessment task.

Assessment Criteria are descriptions, based on the intended learning outcomes, of the skills, knowledge or attributes that you need to demonstrate in order to complete an assessment successfully, providing a mechanism by which the quality of an assessment can be measured. Grade-Related Criteria are descriptions of the level of skills, knowledge or attributes that you need to demonstrate in order to achieve a certain grade or mark in an assessment, providing a mechanism by which the quality of an assessment can be measured and placed within the overall set of marks.

Feedback

Feedback will be provided in line with our Assessment and Feedback Policy. In particular, you will normally be provided with feedback within one to two weeks for classroom based formative assessment and three weeks after the submission deadline for a summative assessment. This would normally include a provisional grade or mark. For end of module examinations or an equivalent significant task (e.g. an end of module project), feedback will normally be provided within four weeks. The timescale for feedback on final projects and dissertations is six weeks. All grades and provisional until after the Exam Board has approved grades.

Sometimes you may feel that the mark you received does not reflect the work you put into an assignment, or you may disagree with the feedback and marking decisions. We want you all to do well and we try our best to support you to do your best. We do this through the classes, the tutorials, oral feedback, rubrics, one-on-one meetings about your assignments, and written feedback. The more you engage with us, the better you will be equipped to do well in your assignments. When we come to mark your work we mark against that criteria that we introduce to you early on, and we are assessing how well your assignment demonstrates that you met the module's learning outcomes (these are found in your handbook, as well as discussed in every module).

We are very transparent about the criteria as we want you to do well. However **we do not mark you on your effort**. Some assignments require more effort to do well, and some require less effort, this is also a part of the variability in abilities. **We do mark you on the quality of your work, and we do so against clear criteria**. We know how frustrating it is to feel that you put a lot of effort into an assignment and the mark doesn't reflect that, and we are really conscious of that.

So here is some advice:

1. Your final degree mark is not depending on any one module mark – it reflects the work you did throughout the whole degree, so don't get bogged down by one mark

2. If you are concerned about your performance, first read the feedback you receive – we put a lot of effort in explaining the mark (either through text, rubric, or both), and expect you to review it. We can see when the feedback was accessed.
3. If, after reviewing the feedback you are still not clear with why you got the mark you got, we will meet with you to explain that. When you request a meeting you **MUST** indicate what part of the feedback is unclear.
4. Contacting us to just express your disappointment with the mark and stating that you would like a better mark is not appropriate.
5. If you want us to review the mark, based on the feedback you received (again, specifying what part of the feedback is unclear and or unjust), we can do that. Just remember that when we re-evaluate the marking, marks can go down as much as they can go up, as when there is a dispute, the assignment will be marked independently.
6. All marks are provisional, and will be reviewed by an External Examiner. If you have concerns about your marks, and you can substantiate them, we can ask the External Examiner to review your work. Point 5 applies here too.
7. Lastly, you can appeal marks at the end of the academic year (these will be reviewed by an appeal committee outside of the Discipline), however, appeals on the grounds of wishing to have a better grade and without support will not be upheld.

Assessment Regulations

In order to pass your Programme, you should complete successfully or be exempted from the relevant core modules and assessments, as well as acquiring the required number of credits (90 ECTS). The Pass mark for each module is 40 per cent. If you fail an assessment component or a module, you may be entitled to compensation if the grade is within 10 percentage points of a passing grade, provided other criteria are met. If you are not entitled to compensation and/or you fail more than one module you will be required to repeat during the resit period in August. You may be allowed to resit before this date at the discretion of the module lecturer / module coordinator. You will normally be offered one resit attempt. If you are successful in the resit, you shall be awarded the credit for that module however your grade will be capped at a pass mark. If you do not satisfy your resit by the date specified you will not progress and the Assessment Board may require that you withdraw from the Programme.

Credit weightings

The MA programmes we offer run year-long, with two semesters of taught modules and one semester of independent study. In order to achieve the award of a Master of Arts you must achieve 90 credits (these are commonly known across Europe as ECTS – European Credit Transfer and Accumulation System). This is a system that gives uniformity all across Europe so that similar systems of workload and assessment are in place. You will be awarded a number of credits for successfully completing each module. In each semester you normally need to complete 30 credits.

Our MA modules are mostly 10 credit modules – 5 credit modules have a lesser workload than 10 credit modules. Credits are awarded once you achieve a minimum qualifying mark (a pass) in each module.

One ECTS is equivalent to about 20 hours of work. That can include class time, private study, assessment, and other learning activities. Hence, you should imagine that your modules will work as follows for a typical academic module (note that practice modules have higher contact hours and practical work, but may involve less independent study):

Average workload per semester

	Cont act Hour s	Assessment prep	Independent study	Total workload
5 ECTS mod ule	24- 36 hour s	10 hours	~66 hours	100 hours
10 ECTS mod ule	36- 72 hour s	20 hours	~132 hours	200 hours

Average workload per week

	Cont act Hour s	Assessment prep	Independent study	Total workload
5 ECTS mod ule	2-3 hour s	1 hour	~6 hours	~8 hours
10 ECTS mod ule	3-6 hour s	2 hours	~12 hours	~16 hours

Award calculations

Your degree classification is based on the grades you achieve in individual modules. The award you receive (First Class Honours, Second Class Upper Division (2.1); Second Class Lower Division (2.2) Third Class Honours) will depend on your grades in each module. Each module has a credit weighting – 5 or 10 credits for semester one and two modules, and 30 credits in the case of the final project or dissertation. Your degree classification is calculated based on the weighted average of the grade you receive in each module you take. The weighted averages required to achieve each degree classification are as follows:

First Class Honours (1 st Hons):	<70%
Second Class Honours, Upper Division (2.1 Hons):	60-69%
Second Class Honours, Lower Division (2.2 Hons):	50-59%
Pass:	40-49%

No award is made for students who fail to achieve a minimum pass grade.

An example of the formula for calculating your degree classification is as follows (where M10 represents the grade you attain for each 10 credit module undertaken and M5 represents the grade you attain for each 5 credit module undertaken. M30 is your final project or dissertation score):

$$\frac{(M10)}{9} + \frac{(M10)}{9} + \frac{(M10)}{9} + \frac{(M10)}{9} + \frac{(M10)}{9} + \frac{(M5)}{18} + \frac{(M5)}{18} + \frac{(M30)}{3} = \frac{(M90)}{90}$$

Submitting coursework

Coursework is an integral component of your degree and counts towards the final module mark. It is through writing articles and undertaking projects and presentations that you develop your ideas and assess your own grasp of the teaching and study material. It is both an important part of your continuous assessment and provides feedback from academic staff on your progress. The coursework requirements for each module will be set out in the Module Outline together with a date by which the work must be submitted. You should plan your work in advance to ensure that you allow sufficient time to complete assignments, allowing for unforeseen difficulties.

You must ensure that you understand the requirements of the coursework and if not, resolve any problems or ambiguities with the tutor or lecturer concerned prior to the submission date for the assignment. Submitted work must be well presented, legible and, where appropriate, in good standard English. The use of word processing and spell checking is essential in producing written work. Written work (essays, articles etc) should be presented as follows:

- Times or similar Serif font, 12 pt, double-spaced.
- 2.5 cm margin on either side of the page.
- Student number and module code in the header

- Page number in the footer
- Word Count on the front page of the assignment.

Some modules may have different requirements for the presentational aspects of your coursework, in particular practice-based and broadcast modules. These will be communicated to you during week one of your module. Please check your with your module leader if you are unsure about the presentational requirements for your assignments.

Canvas

Canvas is the University's VLE (virtual learning environment) and has replaced Blackboard. All assignments should normally be submitted online via Canvas to a dedicated submission point, unless instructed otherwise by the lecturer. It is the official policy of the Discipline not to use paper-based assessments for environmental sustainability reasons. Depending on the nature of the assignment, you may be required to submit your assignment to a Canvas assignment point or to a Turnitin assignment point. Specific requirements may be in place for multimedia based assessment – these will be communicated to you by the module coordinator.

Unless you have been given specific instructions, all written assessments such as essays and reports must be submitted as Word documents (doc or docx) in A4 page size. If you are using other word processing suites (e.g. Pages or Open Office) you must ensure you export your work as a Word document before submission. You can access Canvas here:

<https://universityofgalway.instructure.com>

For FAQs on how to use Canvas, visit:

<https://universityofgalway.instructure.com/courses/27585>

Word limits

Word limits are set by academic staff with the level, range and depth of the piece of work in mind. Setting a word limit ensures that students are being assessed on the same criteria and ensures that the focus of the assignment is maintained. Where a word limit is identified for an assignment, you must declare the accurate word count on the front page of your assignment. You should not go either above or below the set word limit by more than 10%.

The word limit runs from the introduction to the conclusion of the assignment and will include quotes and footnotes which appear in the body of the assignment. The word limit does not include the following: abstracts, contents page, diagrams, graphs, images, reference list, bibliography or appendices. Exceeding the word limit demonstrates an inability to distil information and make cogent arguments in both journalism and in academic work, and will result in a lower mark being awarded. A penalty may apply for work that excessively exceeds the word limit.

Please note that, for broadcast work, duration (in terms of minutes) is a core part of the grading rubric. In an industry setting, material will often run as part of a strictly time-controlled broadcast schedule.

If an editor is presented with work that exceeds the maximum duration – or falls short, serious issues arise (e.g. the necessity for a 'live edit'). For that reason, broadcast assignments should only deviate by a maximum of 30 seconds (over or under), from the required duration. In exceptional circumstances, some flexibility may be allowed by consulting your lecturer and broadcast teammates, if applicable.

Time limits

Like word limits, time limits for broadcast assignments are set with the level, range and depth of the piece of work in mind. However for broadcast time limits are precise and must be adhered to exactly.

Special circumstances

There are a number of special circumstances where the Discipline of Media will apply discretion to student assessment deadlines:

Extensions

If you submit work late, it will usually be marked though you may incur a grading penalty. An extension may be granted in exceptional circumstances where a student has last-minute unforeseen difficulties that prevent them from completing an assignment on time. This may include personal difficulties, difficulties with time management, or difficulties in employment. An extension can only be granted once in any one year, and is granted at the discretion of the lecturer. You cannot be awarded a retrospective extension, it must be applied for, and granted, in advance of the deadline. Extensions usually allow a student a maximum of up to three days grace to complete an assignment without penalty. Work not submitted by the agreed deadline following the granting of a extension may be awarded a zero grade and you may be required to re-sit the assignment. Extensions can only be graded for formative assignments worth less than 20 per cent of module marks.

Deferrals

Longer assessment and exam deferrals are also possible, and different regulations govern the granting of a deferrals for assessments and officially timetabled examinations. Assessment deferrals allow you to submit assessments at a later date without penalty; and should be cleared by the end of July (if not before) in that academic year. Exam deferrals allow you to retake resit exams without penalty during the exam resit period usually in August. Further details of the University's policy on deferrals are available here: <http://www.universityofgalway.ie/exams/timetable-advice/deferrals/>

Extenuating circumstances

Students who experience sudden and severe difficulties such as physical or mental health problems, family bereavement or other trauma, may be entitled to apply for extenuating circumstances (ECs). In the event of an extenuating circumstance occurring, a student should apply to the College Office, including evidence (medical certificate or other letter; death notice in the case of a bereavement). You

should normally as a courtesy inform the lecturer concerned. ECs may be applied retrospectively following an event. Unlike extensions, there is no limit to the number of ECs a student can be awarded, and ECs can be applied to any assignment. Students should submit coursework within an agreed timescale following a grant of ECs; where modules are assessed via examination students will be required to undertake a resit exam. Students who are granted ECs shall not have their grades capped. If a student applies for, but is refused ECs, the normal rules for late submission apply.

Leave of Absence

A Leave of Absence is an authorised and temporary break away from your programme. You can apply for Leave of Absence for numerous reasons, including medical or financial. Students who experience prolonged health or other difficulties during their studies may decide or may be advised to pause their studies, or to take a leave of absence and return in the next academic year.

Application forms for Deferrals, Extenuating Circumstances and Leave of Absences are available here: <https://www.universityofgalway.ie/colleges-and-schools/arts-social-sciences-and-celtic-studies/links/studentformsandlinks/>

Penalties for Late Work

Late work that does not meet the grounds for the policy on extenuating circumstances or is simply late **will be penalised at two points per day including weekends and bank holidays.**

Late work penalties can still apply even if you are granted an extension if your documentation does not cover an additional period of lateness. For example, if you provide a cert saying that you were sick for two days, then you can hand in your work two days' late without penalty. But if your cert says you were sick for two days and you hand in a week late, you will lose marks for five days.

Extensions, deferrals, repeats and penalties for late work

- Late work is penalised at two points per day including weekends and bank holidays.
- Short-term extensions (of seven days or less) can be sent to the Head of Year/Programme with supporting documentation and CANNOT be given by individual module convenors/lecturers.
- Extensions on work of MORE than seven days must be granted through the College of Arts Office and CANNOT be given by individual module convenors/lecturers OR the programme directors.

- Work that is any more than two weeks' late (14 days) cannot be accepted even if students have medical certificates etc. without a deferral from College Office. Students whose work has not been submitted by this time will automatically be listed as having failed or must seek permission from the College Office to defer the assessment.
- If you provide a cert saying that you were sick for two days, then you can hand in your work two days' late without penalty. But if your cert says you were sick for two days and you hand in a week late, you will lose marks.
- We ask students to make every effort to submit work on time. Late work leads to administrative difficulties and may delay the processing of your results.

Review again the full university policy on extenuating circumstances [here](#).

You can access the College of Arts Form for submission of extenuating circumstances forms for 1) extensions of more than seven days or 2) deferrals of a module [here](#).

Missed deadlines can cause disruption to work schedules and are **unacceptable in professional comms and journalism**. You should aim to have your work completed before the deadline in order to allow for any problems such as uploading your work on time. The Discipline follows a policy of allowing a 10 minute grace period on electronic submissions, so long as the timestamp for the submission shows the upload began before the deadline passed. Students who have difficulty uploading an assignment may email it to the lecturer before the deadline, and it will be accepted.

Deadlines for weekly formative coursework do not carry a formal penalty as this work is not formally graded. However, if you do not submit formative coursework, you will not receive any feedback and will find improving more difficult. Practical class convenors will normally not mark work submitted after the deadline, save for exceptional circumstances.

In some cases, such as newsdays where deadlines are paramount no extensions can be given. Students who miss these kinds of deadlines may fail the assignment.

Referencing

Journalism referencing

All sources used must be identified by their full name and title where appropriate in the text, though no citations are used in text in journalism writing. Secondary sources should be fully attributed. You should include an index of references used with the method of initial contact, the method of interview (eg phone or face to face); the time and date of interview and a contact number for the source with your work. The Discipline follows a number of ethical and regulatory codes including that of the National Union of Journalists, the Press Council of Ireland and Coimisiún na Meán, and that lecturers will often refer to and advise on these.

Academic referencing

It is essential that all sources used for your written work whether published or unpublished, oral or written, paper or electronic must be recorded in a bibliography and fully cross-referenced in the text. The Discipline of Media uses the Harvard referencing system. You should acquire good referencing habits early in the programme in order to ensure that you are not guilty of poor academic practice or of inadvertently plagiarising the work of others.

Poor academic practice and academic misconduct

Students should resist any attempts to take 'shortcuts' or engage in any form of misconduct (copying, plagiarism, submitting materials produced largely by Generative AI, etc). If a student feels unable to complete the assessment for whatever reason, they should discuss this with their lecturer, counsellor, SU Officer or appropriate person and see what alternative arrangements can be made.

If a student fails to achieve good academic practice they may be guilty of either poor academic practice or academic misconduct. If academic misconduct occurs, the issue of whether a student intended to commit academic misconduct or whether it occurred by accident is not relevant. However, intentional and accidental misconduct may be dealt with in different ways, for example via varying sanctions or processes. Once again, the advice is to always check the explanations on assessments and if there is anything you do not understand, please seek the advice of a lecturer.

Poor academic practice

Poor academic practice may constitute non-fully referencing material, or being careless with referencing and attribution of sources. Where poor academic practice has been identified markers will use the assessment feedback process to give you feedback to improve your academic practice. Poor academic practice may result in a grade penalty. Repeated poor practice without improvement despite feedback from lecturers may result in a charge of academic misconduct.

Academic misconduct and plagiarism

Academic misconduct is any action that produces an improper advantage for a student in relation to his/her assessment or deliberately and unnecessarily disadvantages other students. It can be committed intentionally or accidentally. Examples include: plagiarism, cheating in an examination, collusion, impersonation, falsification or fabrication, duplication or self-plagiarism, ghosting, misrepresenting sources, commissioning work and disruption. Plagiarism is defined by the Academic Council of University of Galway as “the act of copying, including or directly quoting from, the work of another without adequate acknowledgement”.

Turnitin

Technologies such as Turnitin may be used to support academic judgement in cases of suspected academic misconduct. Turnitin is a web-based application that provides a number of functions that facilitate online assignment management including collection, marking, and feedback. It is also used to check electronic assignment submissions for 'originality'. It does this by comparing the text of a submitted assignment against text from a wide range of electronic material including journals, websites, and other students' work, including work from many universities. It is most commonly used to assist in the detection of academic misconduct (such as plagiarism or collusion) in an assignment after it has been submitted. Turnitin can also be used formatively to help you learn about the importance of good academic practices and good referencing.

Penalties

If a member of staff suspects academic misconduct, in the first instance local procedures will be followed which focus on preliminary investigation and/or potential resolution. The student will be invited to discuss the issue with the member of staff and the Programme Director. The purpose of this meeting will be to determine whether academic misconduct has taken place and to recommend a sanction. Sanctions include:

- Minor first instance: marking work with appropriate mark reductions for affected sections (which may mean marking the work excluding the affected sections). In addition a written warning may be given.
- Major first instance or subsequent minor instance: a fail (0%) for the assessment component with the right to remaining resit(s) retained; and/or having resit capped at 40 per cent.
- Major first instance or subsequent instance (major or minor): a fail (0%) for the module with the right to remaining resit(s) retained, with mark capped.

Subsequent, repeated incidents may be reported to the university disciplinary committee and disciplinary action may be pursued.

Examples of academic misconduct

A non-exhaustive list of types of academic misconduct includes:

1. Plagiarism: passing off the ideas or words of someone else as though they were your own. It applies equally to the work of other students as to published sources and can include:
 - a. Submitting, as one's own, an assignment that was completed through ChatGPT or any other form of generative AI
 - b. Submitting, as one's own an assignment that another person has completed
 - c. Downloading information, text, artwork, graphics or other material from the internet and presenting it as one's own without acknowledgment.
 - d. Quoting or paraphrasing material from a source without acknowledgment
 - e. Copying from other members while working in a group
 - f. Contributing less, little or nothing to a group assignment and then claiming an equal share of the marks
2. Cheating in an exam: either by copying from other students or using unauthorised notes or other aids.
3. Collusion: students working together to create and submit a similar or identical assignment or assessment, without authority from their tutor or School
4. Impersonation: where a person assumes the identity of another person with the intention of gaining unfair advantage for that person.
5. Falsification or fabrication: inventing or altering data or references.
6. Duplication or self-plagiarism: Preparing a correctly cited and referenced assignment from individual research and then handing part or all of that work in twice for separate subjects/marks, without acknowledging the first assignment correctly.
7. Ghosting: Submitting as your own work that has been done in whole or in part by another person on your behalf, or deliberately making or seeking to make available material to another student for it to be used by the other student. Investigating the possibility of using another person's work can also be counted as academic misconduct.
8. Disruption: preventing an assessment from being conducted in an orderly and appropriate manner.

University regulations

Plagiarism, when found to occur, is subject to the University Code of Practice for Dealing with Plagiarism. It is available online here: at: <https://www.universityofgalway.ie/plagiarism/>

A comprehensive guide to understanding and avoiding plagiarism is available on the Library webpage at <https://libguides.library.universityofgalway.ie/c.php?g=543943&p=4591416>

See also this guide from the Students' Union: <https://services.su.universityofgalway.ie/site/view/313>

Examination

Within the Discipline of Media modules are assessed via coursework and we do not assess any module via examination. However other Disciplines operate different assessment policies, and if you are undertaking an elective module offered by another Discipline you may be assessed via examination. The University will publish the exam timetable in November for Semester One exams. The Discipline of Media has no input into the date of exams. Special regulations apply to exams, such as a ban on mobile phones, among other rules. These regulations are published by the Exams Office in advance. You should familiarise yourself with these in advance of the examination.

Marking and Moderation

Marking may take various forms, including the use of anonymous marking and double or second marking. Double marking usually means that markers do not see each other's' comments or marks whilst for second marking these may be made available to the second marker. Moderation is used to ensure that an assessment outcome is fair and reliable. Moderation can also take various forms including sampling, additional marking of borderline cases or statistical review of marks.

The Discipline of Media applies the following policy to marking:

- All modules are moderated at the end of each semester by a second member of staff. Moderators will examine the adherence to grade related criteria in marking; the spread of grades; and the consistency of marking.
- All students who receive a fail grade will have their work double marked
- All final projects and dissertations are double marked by a second member of staff
- In addition, final projects and dissertations are moderated by the Programme Director

Marking of summative coursework and examination scripts is anonymous. This is considered to be an appropriate means of avoiding claims of bias and demonstrating a commitment to equal opportunities and equality and diversity policies. All marks are provisional until agreed at the annual Exam Board.

External Examiners

External Examiners play a critical role in supporting the maintenance of academic standards and overseeing the assessment process. They ensure that assessments have been carried out fairly and consistently and that standards are in line with other higher education institutions and/or with relevant professional body standards. The External Examiner(s) undertake a number of tasks which are outlined in the assessment regulations. These include approving assessments compiled by Internal Examiners, reviewing a sample of assessment material, reviewing a sample of assessed work, and reviewing the programme in general. External Examiner(s) also provide a written report on the assessment process and on the standards of student attainment. Programme Boards consider the External Examiners' reports and respond to issues raised.

External Examiners are as follows:

- MA Journalism: Dr Liz Hannaford,

Manchester Metropolitan University, UK

- MA Global Media and Communication: Dr Susan Keith,
Rutgers University, New Jersey, USA

Repeating assessments and exams

Repeat assessment periods / examinations for Semester One and Two modules are normally held in early August, although other deadlines may apply for assignments assessed by continuous assessment. Please note that a fee will normally apply for repeat examinations. The results of repeat examinations are normally capped at 40 per cent unless special circumstances apply.

Further details of the University policy on repeats are available at the following link:
http://www.universityofgalway.ie/exams/timetable-advice/examinations_faqs/repeats_faq/

Marks and standards

Details of undergraduate and postgraduate Marks and Standards, and other examination procedures, are available here: <http://www.universityofgalway.ie/exams/policies-procedures/>

Results

You can expect to receive results for an assessment component within the timeframe set out under the feedback policy. Module grades are usually available on Canvas in January (semester one modules) and May (semester two modules). Semester three – final project or dissertation – grades will be available in October.

Once all work has been graded, provisional results will be considered by the Exam Board. Any marks that have been given to students during the year are provisional until they are ratified by the Exam Board. The Exam Board is convened to make recommendations on student progression, award of credit or withdrawal from a programme of study as a result of academic failure. It makes such recommendations through its consideration of student results. The duties of and processes for running Exam Boards are outlined in the University's assessment regulations.

Usually following the Exam Board your results are finalised and you are deemed to have graduated if you successfully completed the programme, and your degree classification is confirmed. You can expect to receive your final results usually in October.

Note: *These assessment regulations apply to modules offered by the Discipline of Media. Modules offered by other Disciplines may have different assessment regulations. Please check with your lecturer or module coordinator if you are unsure as to what assessment regulations apply. It is your responsibility to ensure you meet the requirements for each piece of assessed work.*

Administrative Matters

Student Information Desk

The Student Information Desk, located in Áras Uí Chathail, is the 'One Stop Shop' for all student administration matters. It deals with issues including ID cards, exams, fees, official records, changing your name and address, and other matters. A number of services are also available online. See their website for further details: <https://www.universityofgalway.ie/sid/>

ID cards

ID cards are issued during the student registration process at the beginning of the year. Subsequent replacement or re-issue of cards is conducted in the Student Centre, where the following can be obtained:

- Replacement cards which have been lost/stolen/broken.
- ID cards for students who register late on their course.
- Replacement cards for students who are granted an extension to studies

There is a charge to replace lost ID cards, which is payable to the SID. If you have been a victim of crime and have had your ID card stolen, a replacement will be provided free of charge on production of a Garda (police) crime reference number.

Please note that you will need to bring your ID card with you in order to access the newsroom and television studio; the library and a number of other university services.

Transcripts

You can access your up to date results online at any stage while a student. Official student transcripts are available directly from the University. You can request a certified copy of your results, a replacement parchment or a translation of your parchment from the SID. The university charges a fee for this service. Full details here:

<https://www.universityofgalway.ie/sid/our-services/transcripts/>

Change of personal details

It is your responsibility to ensure that the University holds correct and up to date information for you. If you change your contact details (including mobile number) or your name, please make sure the changes are reflected on your student account.

Reference requests

Students often ask academic staff to act as referees when they apply to other programmes or for jobs, and academic staff will usually supply a reference to a current or former student. Please check with your academic referee that they are willing to provide a reference for you before nominating them. Academic references concerning your potential for further study or suitability for a particular job are best written by staff members who have taught you first-hand. If you have not taken any modules from a particular

lecturer you should consider first asking staff members who have taught you for these type of references. When asking for a reference, please supply your academic referee with an up-to-date Curriculum Vitae (CV) and a record of modules taken and marks achieved. Please let your referee know if you withdraw your application or are rejected before a reference is written. Finally, please let your referees know if you get the job or an offer of a place on a course.

Websites and official sources of information

It is your responsibility to keep yourself informed about changes in teaching arrangements, study requirements, examinations and so on. This Handbook contains much of the information you need, so please refer to it continuously. We do however expect all our students to keep up to date with regulations, policies and procedures and frequent updates will be posted on the University website and Canvas.

University:	www.universityofgalway.ie
Discipline of Media:	www.universityofgalway.ie/journalism
Student Information Desk:	https://www.universityofgalway.ie/sid/
Canvas:	https://universityofgalway.instructure.com

Student Email

Email is frequently used for communication with students. University of Galway is GDPR compliant and as such we will only respond to emails from students from that student's University of Galway email. Please use your University of Galway email address for all correspondence with the university. You may not receive a response if you use a personal email address.

Copyright and intellectual property rights

Copyright of a student's work normally lies with the student and the student may refuse to allow others access to this work, although requirements for completing the programme must be met. However, any student's work produced for the purpose of a taught programme of study may be retained by the programme. It is standard academic practice for student research projects or dissertations to be available for inspection by others within the library. Students should be mindful of the risk of work being copied if it is placed into the public domain electronically. Where a taught student has developed intellectual property (IP) that may have commercial value, the intellectual property will be managed in accordance with the University's guidelines. The initial presumption is that the student owns the IP. However, there are exceptions.

Student code of conduct

Below is a summary of key points from the University's code of conduct. The guidelines that follow have been drawn up with reference to Policies and Procedures established by the University. All students should familiarise themselves with these guidelines at:

Main points from the Student Code of Conduct:

- Any student who enrolls for any course in the University in doing so accepts the objectives of the University and is giving a commitment, as a responsible individual and as a member of the University community, to behave in an appropriate manner.
- The Student Code of Conduct offers guidelines as to the norms of behaviour that accord with the obligations of students, but where more specific requirements are in place, they are available on the University's web site. It should be noted that Students of the University cannot claim any privileged position in regard to the general law of the land.

Rights and Obligations of staff, students and others

- Every student and staff member has the right to be treated with dignity and respect.
- Students are expected to acknowledge the authority of the staff of the University, both academic and support staff, in the performance of their duties.

Academic Conduct

- Every student is expected to approach his/her academic endeavours with honesty and integrity.
- Each student shall comply with his/her academic programme requirements in terms of lectures, practical classes, assignments and assessments and with all University registration, fees, library, use of computer facilities and examination regulations associated therewith.
- No student shall provide false or misleading information to or withhold relevant information from any party regarding his/her academic achievements

General

- Every student is required to behave in a manner which enables and encourages participation in the educational activities of the University and does not disrupt the functioning of the University.
- The maintenance of the good name of the University is in the interests of all of the University community and, as the standing of the University depends largely on those who represent it, it is the duty of its students at all times to behave, both inside and outside of the University, in a way which does not bring discredit to the University.
- The observance of the Code, so far as it applies to the individual student, is his/her personal responsibility.
- Breach of any of the regulations of the University will be dealt with either under the appropriate approved University procedure or the Disciplinary Procedure. (The Disciplinary Procedure is laid out in Section 6.0 of the Code of Conduct)

Some Examples of Breaches of the Student Code of Conduct:

- Obstruction of members of the University staff or other students in the performance of their duties.
- Any violence or threats of violence or any abuse, either physical or verbal.
- Any behaviour that endangers the welfare of the individual or others.
- Making derogatory comments or allegations against a member of staff or other student either in person or utilising electronic media such as e-mail or social networking sites.
- Cheating, plagiarism and circumstances where a student submits the work of another as his/her own or allows another person to undertake an assessment or assignment for him/her.
- Failure, without reasonable explanation, to carry out all or any of the following to the satisfaction of the Academic Council: attend lectures; attend prescribed practical classes, or laboratory, drawing-office or clinical sessions; attend tutorial classes; meet requirements laid down for project-work, essay-writing, or any other prescribed course exercise.
- Conduct likely to disrupt teaching, examinations, study, research, or administration of the University.
- Failure to abide by the regulations governing enrolment on the academic programme, attendance at lectures and other prescribed exercises and the conduct of examinations.
- Abuse of alcohol or other substances on the campus, including contravention of the regulations which may be made from time to time relating to the consumption of alcohol or other substances on the campus.

Appendix 1

Coursework Cover Sheet

Submission Coversheet

Student ID:

Module Title & Code:

Module Tutor:

Title:

Word count:

Declaration

I declare that this submission is entirely my own work except those parts that are explicitly identified and referenced in the text. It is within the specified word range and complies with the regulations in the Student Handbook. I accept that penalties may be imposed if this work is submitted late (unless a revised or extended submission date has been approved) or fails to meet the word range.

I have read and understood the regulations as given in the Student Handbook and by signing this document I abide by the University's rules on plagiarism and academic misconduct. I confirm my understanding that academic misconduct is dealt with severely and I permit the University to undertake any form of checking of this submission for plagiarism.

Signed: (electronic signature acceptable)

Date: