



O'LLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY



First-Year Student Booklet (Philosophy)

Academic year 2025/26

Welcome to Philosophy!

Philosophy questions the basis of human knowledge, conduct, and value. Studying philosophy at University of Galway allows for a rigorous and disciplined investigation into fundamental questions under the guidance of internationally recognized scholars. Students learn to comprehend difficult material quickly and accurately, to think clearly and critically, and to write and speak persuasively. This is an excellent training for post-graduate study in law, medicine, social service, politics, philosophy or other related academic fields. Furthermore, in today's world of fast-paced change, business leaders and management teams are increasingly looking to philosophy students for their ability to think flexibly, critically and creatively.

We teach and do research in all the main philosophical subject-areas and historical periods. However, we offer something special besides. Our Discipline has developed strength in philosophical work that attends closely to the impact of globalization and new technologies. The transformations associated with these have profound ethical, political and aesthetic implications, and impact also on questions of personal, cultural, and national identity, as well as on debates concerning knowledge and metaphysics.

Our strengths are in the following areas:

- Ethics, Bioethics, and professional ethics.
- Problems of violence, community, and the exploitation of resources
- Philosophy of art and culture - including environmental and especially visual aesthetics
- Philosophy of science and technology
- All aspects of existentialism, phenomenology, and hermeneutics (especially Nietzsche, Heidegger, Merleau-Ponty, Levinas and the interpretation of religious experience)
- The History of Irish Thought
- Philosophy for and with children (P4w/C)

Please come along to our live on-line and on-campus presentations and question and answer sessions during Orientation week. The times of our sessions, along with details of how to access those sessions, will be made available on the College of Arts, Social Sciences, & Celtic Studies web site.

<https://www.universityofgalway.ie/colleges-and-schools/arts-social-sciences-and-celtic-studies/student-information/orientation/>

Important links

All information below can be accessed via the following web-link:

<http://www.universityofgalway.ie/colleges-and-schools/arts-social-sciences-and-celtic-studies/history-philosophy/disciplines-centres/philosophy/undergraduate-courses/>

A presentation by the James Hardiman Library can be found here:

<https://libguides.library.universityofgalway.ie/GettingStarted>

We offer Philosophy at undergraduate level as part of a BA (Joint-Honours) degree. Visit University of Galway's [Courses Page](#) for information on how to apply, entry requirements and assessment.

First Year Overview

Modules 2025/2026

- Introduction to the History of Philosophy
- Critical Thinking & Logic
- Philosophical Questions & Issues
- Introduction to Practical Ethics

Timetables:

Semester One 2025/2026

<u>Time</u>	<u>Title</u>	<u>Code</u>	<u>Lecturer</u>	<u>Room</u>
Monday 5-6	Introduction to the History of Philosophy	PI107	Dr. O. Richardson	Anderson Theatre AC 002
Tuesday 4-5	Introduction to the History of Philosophy	PI107	Dr. O. Richardson	O'Flaherty Theatre AC001
Wednesday 2-3	Philosophical Questions & Issues	PI120	Dr. Nora Ward	Kirwan Theatre SC 001
Friday 2-3	Critical Thinking & Logic	PISK1102	Dr. N. Tosh	CSB-1006

Semester Two 2025/2026

<u>Time</u>	<u>Title</u>	<u>Code</u>	<u>Lecturer</u>	<u>Room</u>
Monday 5-6	Introduction to Practical Ethics	PI108	Dr. R. Hull	Anderson Theatre AC002
Tuesday 4-5	Introduction to Practical Ethics	PI108	Dr. R. Hull	CSB-1006
Wednesdays 2-3	Philosophical Questions & Issues	PI120	Prof. F. Ó Murchadha	Aras Ui Chathail AUC G002
Friday 2-3	Critical Thinking & Logic	PISK1102	Dr. N. Tosh	Anderson Theatre AC002

Lectures:

Students must attend all the lectures for all of their modules and should, where advised by their lecturer, complete the reading in advance. Students are responsible for taking their own notes during lectures and should arrive on time for their classes.

Tutorials:

In semester one, students will have one tutorial in Introduction to the History of Philosophy module (PI107). This tutorial will take place **weekly**. There will also be another tutorial for Critical Thinking & Logic (PISK1102). This will take place **every two weeks (fortnightly)**. The tutorials will begin on week two of term.

In semester two, students will have one tutorial in Introduction to Practical Ethics (PI108). This tutorial will take place **weekly**. There will also be another tutorial for

Critical Thinking & Logic (PISK1102). This will take place **every two weeks (fortnightly)**. The tutorials will begin on week two of term.

Sign-up for tutorial groups will be on Canvas. Students should sign-up at the start of each semester, **no later than the end of week one**.

Overall workload BA Hons Students:

- 4 weekly lectures, 1.5 tutorials (20 ECTS, All listed modules and associated tutorials)

Overall workload BA CONNECT Students:

- 3 weekly lectures, 1.5 tutorials (15 ECTS, PI107, PI108 and PISK1102 and associated tutorials)

**** If you are unsure which degree programme you are on, log into your registration page to check****

Staff Representative for First Years:

- Dr Nick Tosh: nick.tosh@universityofgalway.ie

Student Representatives for First Years: Student reps will be elected via the Students Union or the Discipline in the early part of semester one.

Dates of Semesters

2025/26 Semester ONE	
Online introductory subject talks	10 th and 11 th September 2025
On campus subject talk	12 th September 2025
Teaching begins	Monday, 15 th September 2025
Teaching ends	Friday, 28 th November 2025
Examinations begin	Monday, 8 th December 2025
Examinations end	Friday, 19 th December 2025

2025/26 Semester TWO	
Teaching begins	Monday, 12 th January 2026
Teaching ends	Thursday, 2 nd April 2026
Easter holidays	Good Friday, 3 rd April - Easter Monday, 5 th April 2026
Study Week	Monday, 13 th April - Friday, 17 th April 2025
Examinations begin	Tuesday, 21 st April 2026
Examinations end	Friday 8 th May 2026

Canvas

Familiarity with Canvas is essential. Course pages on Canvas will contain all communications from lecturers about their course, as well as notes, PowerPoint slides and further reading. In addition, attendance is monitored via Canvas, assignments are submitted there and sign-up for tutorials will take place on this platform. So, learning how to use Canvas as a new student will be vital to our successful delivery of a meaningful interactive learning experience.

In your canvas account, you will be able to manage how often you receive email notifications from your modules. It is your responsibility to manage the information that you receive from the Learning Management system via the settings in your profile.

Turning off all notifications is not advised as you may miss important announcements or messages from your module instructor.

Please click on this [link](#) to become more familiar with our Virtual Learning Environment

Courses:

All courses are compulsory for B.A. students (Joint Honours).

B.A. Connect students do not have to take PI120 Philosophical Questions and Issues.

Schedule of Courses:

Courses				
Code	Course	Semester	ECTS	Assessment
PI107	Introduction to the History of Philosophy	1	5	Written Examination. Continuous assessment may be required.

PI108	Introduction to Practical Ethics	2	5	Essay and in-class examination(s)
PISK1102	Critical Thinking & Logic	1 & 2	5	Continuous assessment in semester one and written exam in semester two
PI120	Philosophical Questions & Issues	1 & 2	5	Essay in semester one/ Written exam in semester two

Individual Course Details:

Introduction to History of Philosophy:

Code	Semester	Contact hours / weekly	ECTS
PI107	1	2 (Tutorials not included)	5

Lecturer: Dr. O. Richardson

Course description:

The course will introduce students to key thinkers and ideas in the history of western philosophy. Since ancient philosophy is so central to this history, the first half of the course is devoted to some of its most important achievements in the work of the Pre-Socratics, Plato, and Aristotle. Attention is then turned to aspects of medieval philosophy, and the great rationalist and empiricist traditions (represented by Descartes, Leibniz, Locke and Hume, respectively) finishing with Nietzsche.

Prerequisites: None

Teaching and learning methods: The course is lecture-based, supplemented by tutorials.

Methods of assessment and examination: Overall assessment is by examination. Continuous assessment may be required.

Core texts:

Copleston, *History of Philosophy*, Image Publishing
 Guthrie, W. K. C., *The Greek Philosophers from Thales to Aristotle*, Methuen
 Johnston, D., *A Brief History of Philosophy*, Continuum
 Plato, *Republic*, Penguin
 Russell, B., *History of Western Philosophy*, Routledge
 Solomon, R. and Higgins, K., *A Short History of Philosophy*, Oxford
 Stumpf, S. E., and Fieser, J., *Socrates to Sartre and Beyond*, McGraw Hill

Introduction to Practical Ethics:

Code	Semester	Contact hours / weekly	ECTS
PI108	2	2 (not including Tutorials)	5

Lecturer: Dr. R. Hull

Course description: This course (Practical Ethics) provides a rigorous examination of a wide range of contemporary ethical issues. Students will learn about the ethical theories that tend to inform our practical decision making. Those theories will then be applied to a number of contemporary issues. These may include genetic selection, pre-natal testing, assisted death, social inequality and world poverty. Readings will be recommended for each topic via Canvas.

Prerequisites: None

Teaching and learning methods: The course is lecture-based, supplemented by tutorials.

Methods of assessment and examination: Overall assessment is by written essay at the end of the second semester (50%) and in-class examination(s) throughout the second semester (50%).

Core texts:

Mizzoni, J. *Ethics: the Basics*, Blackwell 2010.
 La Follette, H, ed., *Ethics in Practice: An Anthology*, Wiley-Blackwell, 2006.
 Singer, P. *Practical Ethics*, Cambridge University Press, 2011.
 Wolff, J. *An introduction to moral philosophy*, Norton, 2018.

Critical Thinking & Logic:

Code	Semester	Contact hours / weekly	ECTS
PISK1102	1 & 2	1 (Tutorials not included)	5

Lecturer: Dr. N. Tosh

Course description: Successful humanities students are sophisticated consumers and producers of arguments. In this key skills module students will learn to distinguish arguments from other forms of persuasion; to map the argumentative structure of a complex text; to spot fallacious patterns of reasoning; and to apply some of the tools of elementary formal logic.

Prerequisites: None

Teaching and learning methods: The course is lecture-based, supplemented by tutorials.

Methods of assessment and examination: Overall assessment is by continuous assessment in semester one and written exam in semester two.

Core texts:

The course is self-contained and there is no set text. However, for extension reading students may wish to consult the following:

Fisher, A. (2011). *Critical Thinking: An Introduction*.

Bowell, T. and Kemp, G. (2010). *Critical Thinking: A Concise Guide*.

Philosophical Questions & Issues:

Code	Semester	Contact hours / weekly	ECTS
PI120	1 & 2	1 (Tutorials not included)	5

Lecturers: Dr. N. Ward (Semester One)
Prof. F. Ó Murchadha (Semester Two)

Course description: This course aims to introduce students to a diversity of philosophical approaches to the problem of meaning and value. Issues covered may include some of the following: justice, poverty, love, death, totalitarianism, genetics and human life, human rights, free will, violence and the meaning of life.

Prerequisites: None

Teaching and learning methods: The course is lecture-based, supplemented by tutorials. It is team taught by different lecturers each year. More specific readings will be advised at the beginning of each semester.

Methods of assessment and examination: Overall assessment is by an essay at the end of the first semester and an exam at the end of the second semester.

Selected texts:

Law, S., *The Philosophy Gym: 25 Short Adventures in Thinking*
Aristotle, *Nicomachean Ethics*, Various editions
Bretall, R. (ed.), *A Kierkegaard Anthology*
Plato, *Symposium*, various editions
Barry, B., *Democracy, power and justice*

Wolff, J., *An Introduction to Political Philosophy*
John Locke, "Of Identity and Diversity" (II. Xxvii), in *Essay on Human Understanding*

Peer-Assisted Learning (Semester 2)

What is it?

A chance to sharpen your philosophical skills by taking part in a community of philosophical inquiry (CPI.) Our CPIs are led by second-year philosophy students who act as facilitators who help group members formulate philosophical questions that matter to them and build answers together.

Who runs this project?

This is part of our discipline's *Philosophical Dialogue Project*; a series of modules, outreach projects and initiatives that build philosophical thinking skills through dialogue with people of all ages. It is led by Dr. Lucy Elvis and Dr. Orla Richardson.

What do I need to do?

Sign up to take part in this project at the start of semester two and come along to five sessions over the course of the semester. This is a chance to practice philosophical thinking informally as well as getting to know other students who are studying the subject. It will help you build confidence in contributing during seminars and tutorials as well as helping you think about the arguments you put together for your written assignments.

Last year, 1 in 4 first-year philosophy students enrolled to this exciting programme asking questions about everything from war to identity, to history and beauty. Participants reported that taking part had increased their understanding of how philosophy works and their own thinking as well as having fun.

If you have any questions about taking part, please email:
nick.tosh@universityofgalway.ie

Contacts

School of History and Philosophy Administrator:

Helena Condon (All day Monday and Thursday, plus Friday afternoons)
Sohap@universityofgalway.ie

Philosophy Administrator:

María Bernal Navarro (Monday to Thursday – mornings only)
philosophyadmin@universityofgalway.ie

Teaching Staff:

Dr Tsarina Doyle, BA, MA, Ph.D.

Undergraduate Teaching, Introduction to the History of Philosophy, Philosophy of the Enlightenment, German Idealism

Room 101, Philosophy (Morrisroe House, 19 Distillery Rd)

Phone: 353 (0)91 495473

E-mail: tsarina.doyle@universityofgalway.ie

Dr Lucy Elvis, BA, H Dip.Ed, M.A., Ph.D.,

Philosophies of Art and Architecture, Aesthetics, Hermeneutics, Gadamer and Community Philosophy - especially Philosophy for Children (P4C)

Room 102 Philosophy (Morrisroe House, 19 Distillery Rd.)

Email: lucy.elvis@universityofgalway.ie

Dr Heike Felzmann, Dr. Phil, Dipl. Psych., MA

(On sabbatical, Sem 2)

Bioethics, information ethics, research ethics, moral philosophy,

Room 201, Philosophy (Morrisroe House, 19 Distillery Rd)

Phone: 353 (0)91 495043

Email: heike.felzmann@universityofgalway.ie

Dr Richard Hull, BA (Staffs), B.Phil. Oxon., Ph.D. (Keele)

(Semester 2 only)

Applied Ethics, Bioethics, Moral Philosophy, Political Philosophy, Disability, Nietzsche

Room 104, Philosophy (Morrisroe House, 19 Distillery Rd)

Phone: 353 (0)91 493714

Email: richard.hull@universityofgalway.ie

Prof. Felix Ó Murchadha, BA, MA, Dr. Phil. (Wuppertal)

Phenomenology, Philosophy of Time, Philosophy of Religion, Heidegger, Gadamer, Ricoeur

Room 202, Philosophy (Morrisroe House, 19 Distillery Rd)

Phone: 353 (0)91 492573

Email: Felix.Omurchadha@universityofgalway.ie

Dr. John O'Reilly, B.A., MA, Ph.D.

Current Teaching: Philosophy of Mind, History of Irish Thought

Room 204, Philosophy Discipline (Morrisroe House, 19 Distillery Rd)

Phone: 353 (0) 91 495928

Email: john.oreilly@universityofgalway.ie

Dr. Orla Richardson B.A., M.A., Ph.D.

Philosophy of Science, Epistemology, Ethics and Philosophy for Children (P4C)

Room 106, Philosophy Discipline (Morrisroe House, 19 Distillery Rd)

Phone: 353 (0) 91 494332

Email: orla.richardson@universityofgalway.ie

Dr Nick Tosh, M.Sci., Ph.D. (Cantab)

Philosophy of science, philosophy of language, philosophy of history
Room 203, Philosophy. (Morrisroe House, 19 Distillery Rd).

Phone: 353 (0)91 495929

E-mail: nick.tosh@universityofgalway.ie

Dr Nora Ward, BA., MA., Ph.D.

(Semester 1 only)

Bioethics, environmental Ethics, ecofeminism & ecomodernism
Room 104, Philosophy (Morrisroe House, 19 Distillery Rd)

Phone: 353 (0)91 493714

Email: nora.ward@universityofgalway.ie

Other relevant information

Student Information Desk

For replacement ID cards, exam transcripts, registration and custom statements, change of name/address, validation and stamping of forms, course withdrawal and lost and found, see <https://www.universityofgalway.ie/student-registry-helpdesk/>

University policies and procedures relating to students

For information on anti-bullying policy for students; alcohol policy; supports for students experiencing pregnancy, maternity and paternity; authorised absences; drug policy; student sexual harassment policy; mental health strategy; student code of conduct and other university policies relating to students, see

<https://www.universityofgalway.ie/student-services/policies/>

QA616 Student Code of Conduct**Campus Map:**

https://www.universityofgalway.ie/media/buildingsoffice/files/maps/NUI-Galway-Campus-A4-Map_D6.pdf

The College Library

The James Hardiman Library is located in the Hardiman Research Building, which is a few paces away from the Philosophy Discipline on Distillery Road. For further information, see <https://library.universityofgalway.ie/>

The Student Union:

<https://su.universityofgalway.ie/>

Student support services

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 we are committed to the provision of an equitable learning environment that will enable all students to become independent learners and highly skilled graduates. Currently, we provide supports to 492 students who are registered with our service.

You can contact us at:

Room 216, Áras Uí Chathail.

Tel. 353 (0) 91 492813

Email: disabilityservice@universityofgalway.ie

<https://www.universityofgalway.ie/disability/>

Students can make appointments to meet with the Disability Advisors by email or via phone call. The office is also open to students walking in for enquiries at reception. Our office is open: Monday to Friday 9am – 1pm and 2 – 5pm

Academic Writing Centre

The AWC offers free one-on-one tutorials on essay writing for NUI Galway students. Last year, AWC tutors helped over 500 students to overcome recurrent problems with grammar, punctuation, spelling, and essay structure.

We consider good academic writing to be a crucial skill, one that is not acquired easily. The AWC offers help and encouragement along the way. Everyone is welcome, regardless of level of experience or grade average. AWC tutors work with new entrants, final year students, and postgraduates alike.

The AWC is located on floor 2, in the James Hardiman Library.

Hours: Monday–Friday (11.00 – 13.00) and Monday–Thursday (18.00 – 20.00)

<http://www.library.universityofgalway.ie/awc/>

Student Counselling Service

We are 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 students, undergraduate and postgraduate of University of Galway. Each year, between 800 and 900 students have contact with the service. These include students who have come from school to college, mature students, international students and students with disabilities. We are in 5 Distillery Road. When coming into college from Newcastle Road (Distillery Road entrance by AIB), we are on the right-hand side in a two-storey house.

Direct Tel: 091 492484

Ext.: 2482

E-mail: counselling@universityofgalway.ie

A reminder about Canvas

Your courses all require submission of materials through Canvas. You must be properly registered in order to access Canvas. Learning to work with Canvas is the responsibility of individual students, but support services are available on campus. Follow this link for more information on Canvas and how to make the most of its services:

<https://www.universityofgalway.ie/information-solutions-services/services-for-students/canvas/students/>

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:

<http://www.universityofgalway.ie/codeofconduct/>

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 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.

Conduct in Class

The university is not just a preparation for professional life; it is itself a professional environment. The following conventions thus 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 teacher.

Classes start on the hour and finish ten to the hour (e.g., start at 14.00, finish at 14.50). Please note that:

- Students and teachers 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 in Class

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

- Mobile phones must be switched off during classes. Students must not take calls, send text messages, browse the internet, participate in social media, or otherwise make use of their mobile devices.
- Laptops and tablets may be used for notetaking 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 to practical classes, students may not eat during classes or in classrooms. Hot drinks such as coffee may not be brought to classes, especially in studios, due to the risk of scalding.

- 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 peoples 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.
- The nature of some academic subjects is such that students will occasionally want to share private information with their classmates, whether in class discussions or in their devised or self-created performances. This is not necessarily discouraged but students should consider the likely impact of any revelations on their fellow students and are required to seek approval from staff before divulging personal information. When such revelations are made, the class must protect their fellow student's privacy by not discussing private matters outside of the classroom setting.
- Students should not under any circumstances attend classes or practicals under the influence of alcohol or other drugs. Being hungover is considered being 'under the influence of alcohol'.
- Please bring all rubbish away with you from classes (water bottles, coffee cups, wastepaper, etc.).
- Please return all classes to the state you found them in when the class is over.
- You must only smoke in designated areas in the campus. The nearest smoking area is at the Hardiman building, or else off-campus over the bridge behind the Centre for DTP.
- All of the above guidelines apply when students are working off-campus, including at theatre visits, internships, etc.
- When in doubt... treat your fellow students and staff as you would yourself wish to be treated!

Attendance, Punctuality, 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.

Every teacher will complete a record of attendance. Students will sign into every class. Students who are late must also sign in, marking clearly the time at which they arrived. If students miss a class due to illness, they must inform the course 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 performances) 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 sit an additional examination during the exam period.

Students who miss in-class assessments (e.g., group presentations or performances) without a medical certificate will automatically lose the marks for that assessment and may not make alternative arrangements.

Lateness to class is unacceptable under any circumstances. Repeat offenders will be subject to disciplinary action, including the application of a penalty to their final marks. Students are advised that when places are allocated on student productions, internships, international exchanges, and optional modules, we must prioritise those students who have a complete attendance record.

The presentation of a medical certificate does not automatically entitle a student to miss a class or hand in work late.

Policy on Extensions, Repeats and Deferrals

Extensions

Extenuating Circumstances

In line with the University policy on Extenuating Circumstances, procedures are in place in the College to manage applications from students who experience extenuating circumstances that may negatively impact the student's performance in assessment.

- Students may apply centrally to the College Extenuating Circumstances Committee if the following conditions are met:
- The student experiences serious, unavoidable, unpredictable and exceptional circumstances outside of their control, which may negatively impact the student's performance in assessment
- The affected assessment is worth **20% or greater** of the final module mark
- Supporting documentation is provided, as outlined in the attached policy
- If supporting documentation is not available, students should submit an application to the College Extenuating Circumstances Committee describing the nature of their circumstances, and they will normally be asked to meet with our Student Support Officer (Dr Rosemary Crosse) to help evaluate an appropriate course of action.

Students can access our online form on the Undergraduate Student Support [webpage](#).

If an assessment is worth less than 20% of the final module mark and/or a student requires an extension of 7 days or less, they should liaise with their Local Year Co-Ordinator or Programme Director.

Note: If an extension of more than 7 days is required or an affected assessment is worth at least 20% of the overall module mark, students must apply to the College Extenuating Circumstances Committee to request additional time. Local Year Co-ordinators or Programme Directors cannot grant extensions beyond a one-week window. One application listing all affected modules and assignments should be made to cover the student's full circumstances.

Students who possess a LENS report that uses specific language about the need for 'leniency with deadlines' and who have no additional compounding circumstances are not required to apply to the College Extenuating Circumstances for additional time. Instead, they should liaise directly with their module instructor and / or relevant local Year Co-ordinator / Programme Director to agree appropriate deadline extensions. The only exception is where there are additional circumstances (e.g. a medical emergency) unrelated to those outlined in the LENS report

Assessments worth less than 20% of the module marks or where an extension of less than one week is required:

If you have an extenuating circumstance to explain why your work is being submitted late, you should send an email to the relevant year head or individual lecturer outlining the cause of the delay. You should include with this letter your copies of either a medical certificate or a letter from a student counsellor, or other relevant documentation.

Your letter of explanation will be reviewed by the Head of Year and individual lecturer in order to determine whether the work should be penalised for lateness.

If you don't have an explanation for your lateness, we will apply the penalty automatically.

Valid reasons for lateness include illness or bereavement. Avoidable problems such as malfunctioning computers, car trouble, books being unavailable at short notice, poor time management, etc. are not valid reasons for lateness.

Please note that if an accommodation or extension is required, we ask you to contact the relevant person as soon as possible.

You should also note that technology issues are not considered eligible grounds for making an application under the Extenuating Circumstances policy. Please familiarise yourself **with cloud computing** <https://www.universityofgalway.ie/o365/onedrive/> and note the existence of on-campus computer labs, the Laptop Loan Scheme <https://www.universityofgalway.ie/accesscentre/laptoploanscheme/>, and the library's laptop borrowing scheme <https://library.universityofgalway.ie/collections/equipment/laptoploans/>

If you are absent from College due to illness for 7 days or less, you can inform your module leaders directly in relation to your absence from your lectures. It is not necessary to notify the College Office.

If you have a **LENS report** that explicitly states that leniency is required with deadlines, you can liaise directly with your module leaders. In such cases, the module leader would explore requirements with you and no application would be required to the Extenuating Circumstances Committee. Applications only come to our committee if circumstances arise that are **unrelated** to the LENS report and meet the additional requirements as outlined above (assignment worth more than 20% of the module mark; and an accommodation is required or an extension of more than 7 days).

We understand, at times, that students may benefit from support from our health centre or counselling service, or other student support services and you may not yet have made this call or reached out for help. However, we encourage you to get in touch with our team if you need to discuss your circumstances. Our College Student Advisor Rosemary Crosse is available for advice and guidance on a variety of personal, financial and academic matters: Rosemary Crosse rosemary.crosse@universityofgalway.ie, Catherine McCurry or Michelle Lantry in the College Office are also available to support our students with student academic matters: artsundergrad@universityofgalway.ie

When emailing staff in the university please ensure that you include your student ID number in the subject heading of your email.

General Notes

Please note the following:

- Late work is penalised at a rate of 2% per day (including weekends and bank holidays)
- Work that is any more than two weeks' late (14 days) cannot be accepted even if students have medical certificates etc. 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 essays lead to administrative difficulties and may delay the processing of your results.

Who to contact

In order to save you time, it is important that you contact the most appropriate people to help you with your query. You can of course discuss things with other people, including staff, but the people below are the main points of contact.

Your Query	Who to Contact
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If you are confused about the course or the assessment	Lecturer or course tutor
If you want an extension	Refer to pages 19, 20 & 21
If you need to defer your assessment because of serious illness or bereavement	The College of Arts Office (Catherine McCurry – catherine.mccurry@universityofgalway.ie 1 st Year Philosophy students. Deirdre Finan – deirdre.finan@universityofgalway.ie for all other years). Artsundergrad@universityofgalway.ie
If you are ill	Your GP or other medical professional. Medical certificates should be submitted to the Philosophy Discipline Administrator, María Bernal Navarro, or the SOHAP School administrator, Helena Condon.
If you are experiencing stress, anxiety or other personal problems	Your GP, the student counselling service, the SU welfare office.
If you want to pass on documentation to explain lateness – which you should do once you have submitted your assignments	Philosophy Discipline Administrator, María Bernal Navarro or the SOHAP School Administrator, Helena Condon Philosophyadmin@universityofgalway.ie
For anything else	Philosophy staff are always happy to meet students during office hours and can discuss any issues that you wish to raise.

When to contact:

Always consult the first-year handbook, the syllabus issued by your lecturer and the information they have provided on canvas **before** you send your email.

In your message always ensure that:

- You include your name, **student ID** the **module code** and your query in the subject line (e.g.: My Name 0008765 PI107 reading list)
- Address your recipient politely and in an appropriate tone (e.g.: don't use emojis or aggressive language.)
- Read your message over before you hit send.

Academic Integrity

What is Academic Misconduct and how is it defined in the University?

Academic misconduct is any attempt to gain or help others gain an unfair academic advantage. As the National Academic Integrity Network (NAIN) outline in their Academic Integrity Guidelines:

“Academic misconduct can be either intentional or inadvertent. It can be committed in a variety of ways (including, but not exclusive, to the following):

- Submitting work as your own for assessment, which has, in fact, been done in whole or in part by someone else or submitting work which has been created artificially, e.g., by a machine or through artificial intelligence. This may be work completed for a learner by a peer, family member or friend or which has been produced, commercially or otherwise, by a third party for a pre-agreed fee (contracted); it may be work in which the learner has included unreferenced material taken from another source(s) (plagiarism); it may be use of a ghost writer to carry out assessed work which is then submitted as the learner’s own work; it may be using a previous assignment as submitted by a peer claiming it to be your work; it may be that references have been falsified to give credibility to the assignment and to show evidence of research; it may be a claim for authorship which is false;
- Cheating in exams (e.g., crib notes, copying, using disallowed tools, impersonation);
- Cheating in projects (e.g., collusion; using ‘essay mills’ to carry out the allocated part of the project);
- Selling or simply providing previously completed assignments to other learners;
- Misrepresenting research (e.g., data fabrication, data falsification, misinterpretation);
- Bribery, i.e., the offering, promising, giving, accepting or soliciting of an advantage as an inducement for an action;
- Falsification of documents;
- Improper use of technology, laboratories, or other equipment;
- Helping a peer to do their assignment which develops into the helper doing some or all of the assignment; and
- Sharing or selling staff or institutional intellectual property (IP) with third parties without permission.”

Some additional examples of academic misconduct are:

- Self-plagiarism where you submit work which has previously been submitted for a different assignment without permission/acknowledgement.
- Posting advertisements for services which encourage contract cheating either physically or virtually.
- Submitting all or part of an assessment item which has been produced using artificial intelligence (e.g., Google Translate or other machine translation services/software, AI essay writing service etc.) and claiming it as your own work.

- Academic misconduct can arise through poor academic practice or ignorance of accepted norms of the academic discipline. Schools should ensure that programmes incorporate education around good academic practice for students at all levels.
- The penalties associated with academic misconduct are detailed in Appendix 1 and will be made available to all students.

The School of History and Philosophy has dedicated Academic Integrity advisors who are responsible for dealing with suspected and reported cases of academic misconduct and acting in accordance with the University's Code of Practice for Dealing with Academic Misconduct. Please see the [Academic Integrity](#) website for further details.

Examples of plagiarising the work of other students

- Getting someone else to write your essay, report, assignment or thesis.
- Taking material written by someone else, putting your own name to it, and handing it in as your own work.
- Copying bits and pieces out of the work of another student/author and including them in your own essay, report or thesis without acknowledging the source.
- Taking ideas, theories, direct quotations, diagrams, statistics, tables, photographs, graphs from a published source or the Internet, and including them in your assignment without stating a source.
- To avoid plagiarism, you must give credit whenever you use:
 - another person's idea, opinion, or theory; any facts, statistics, graphs, drawings — any pieces of information whatsoever that are not common knowledge; quotations of another person's actual spoken or written words; or paraphrase of another person's spoken or written words.
- Allowing another student to copy your work is also considered to be plagiarism and both students are subject to penalty.
- Plagiarised work in group assignments or projects can be caused by the contribution of a single student, but the group submits and is therefore fully responsible for that. The penalty affects all students in the group.

Examples of plagiarism from published sources

- Direct quotation: Using the exact words of another person without giving them credit for it.
- Paraphrasing: Putting someone else's ideas into your own words without giving them credit by citing the source for the ideas.
- Using statistics, tables or a graphic (diagram, figure, picture and so on) without citing a source.
- Summarising material from a source without acknowledging where the ideas came from.

Fair use: Remember, you cannot base your essay on chunks of material 'borrowed' from your reading materials. Instead, you must form your own opinions about the essay topic and use your reading materials fairly to support your own ideas, making sure to cite the sources of everything you use.

Common Knowledge: A lot of information is considered 'common knowledge', so you do not have to quote a source for it. For example, Galileo discovered that the earth goes around the sun. Up until his discovery, everyone thought that the sun circled the earth. Even though this new idea was thought up by Galileo, we do not need to cite him as the source as this information (fact) has become common knowledge, something that 'everyone knows'. As a rule of thumb, any fact that you would be able to find in ten different books, you do not need to cite a source for it. Such facts are 'common knowledge'.

You must, however, cite a source for any new facts; say for example recent information about the impact of global warming on the climate of Ireland. It is only facts that have become common knowledge that you can use without citing a source.

You must always cite a source for opinions of someone's personal point of view about a fact.

For example, if you are doing an assignment/report/thesis on a social issue, like equality in the workplace, you will probably draw facts from a range of published works, use ideas drawn from your own experiences, and may carry out some primary research like a survey based on a questionnaire. You will need to cite sources for all the opinions and facts taken from your reading materials and explain clearly what information comes from your survey.

Citation and Referencing

Remember, everything you write must be verifiable. Please go to the [Philosophy Web Page](#) for further information.