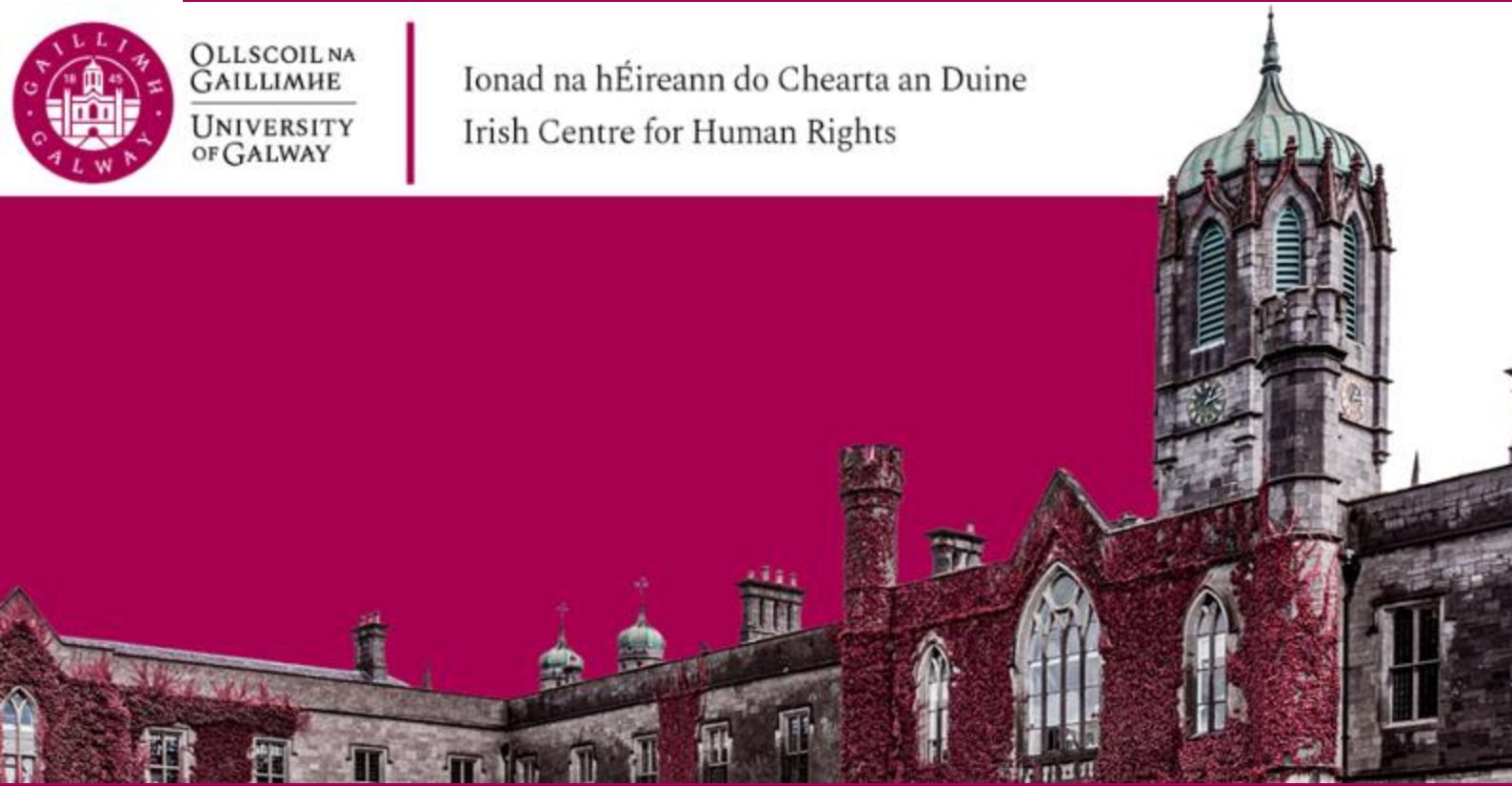




OILLSOIL NA  
GAILLIMHE  
UNIVERSITY  
OF GALWAY

Ionad na hÉireann do Chearta an Duine  
Irish Centre for Human Rights



# 2024 -2025 Guidelines for LLM Student

Everything you need to know for the year ahead

Ionad *na* hÉireann do Chearta an Duine  
Irish Centre *for* Human Rights

2024-2025

Please note that the information contained in this document is subject to change.

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## SEMESTER DATES

Semester 1: 9<sup>th</sup> September 2024 - 29<sup>th</sup> November 2024

Semester 2: 13<sup>th</sup> January 2025 – 4<sup>th</sup> April 2025

## ICHR CONTACTS LIST

Please find detailed profiles for all academic staff members here:

<https://www.universityofgalway.ie/irish-centre-human-rights/staff/>

<p><b>Prof. Siobhan Mullally</b></p> <p><a href="mailto:siobhan.mullally@universityofgalway.ie">siobhan.mullally@universityofgalway.ie</a></p> <p>Director of the Irish Centre for Human Rights and Programme Director, LLM in International Human Rights Law</p>	<p><b>Prof. Ray Murphy</b></p> <p><a href="mailto:ray.murphy@universityofgalway.ie">ray.murphy@universityofgalway.ie</a></p> <p>Programme Director, LLM in Peace Operations, Humanitarian Law and Conflict</p>
<p><b>Prof. Shane Darcy</b></p> <p><a href="mailto:shane.darcy@universityofgalway.ie">shane.darcy@universityofgalway.ie</a></p> <p>Programme Director, LLM in International Criminal Law and Director of PhD programme</p>	<p><b>Dr. Ciara Smyth</b></p> <p><a href="mailto:ciara.m.smyth@universityofgalway.ie">ciara.m.smyth@universityofgalway.ie</a></p> <p>Programme Director, LLM International Migration and Refugee Law and Policy</p>
<p><b>Dr. Maeve O'Rourke</b></p> <p><a href="mailto:maeve.orourke@universityofgalway.ie">maeve.orourke@universityofgalway.ie</a></p> <p>Programme Director, BCL Law and Human Rights</p>	
<p><b>Prof. Roja Fazaeli</b></p> <p><a href="mailto:roja.fazaeli@universityofgalway.ie">roja.fazaeli@universityofgalway.ie</a></p>	<p><b>Dr. Anita Ferrara</b></p> <p><a href="mailto:Anita.ferrara@universityofgalway.ie">Anita.ferrara@universityofgalway.ie</a></p> <p>Programme Director, BA Connect Human Rights</p>

<p><b>Dr. Rory Kelly</b>  <a href="mailto:rory.kelly@universityofgalway.ie">rory.kelly@universityofgalway.ie</a></p>	<p><b>Dr. Roisin Mulgrew</b>  <a href="mailto:roisin.mulgrew@universityofgalway.ie">roisin.mulgrew@universityofgalway.ie</a></p>
<p><b>Dr. Illan Wall</b>  <a href="mailto:illan.wall@universityofgalway.ie">illan.wall@universityofgalway.ie</a></p>	<p>Dr. Paul Bradfield  <a href="mailto:Paul.bradfield@universityofgalway.ie">Paul.bradfield@universityofgalway.ie</a></p>
<p>Adjunct and Part-Time Lecturers:</p> <p><b>Prof. Brian Farrell</b>  University of Iowa, School of Law  <a href="mailto:brian-r-farrell@uiowa.edu">brian-r-farrell@uiowa.edu</a></p> <p><b>Dr. Gearóid O’Cuinn</b>  Director, Global Legal Action Network  <a href="mailto:gocuin@glanlaw.org">gocuin@glanlaw.org</a></p> <p><b>Dr Niamh Keady Tabbal</b>  <a href="mailto:niamh.keady-tabbal@universityofgalway.ie">niamh.keady-tabbal@universityofgalway.ie</a></p> <p><b>Dr. Maelle Noir</b>  <a href="mailto:m.noir4@universityofgalway.ie">m.noir4@universityofgalway.ie</a></p> <p><b>Mr. Pearce Clancy</b>  <a href="mailto:p.clancy5@universityofgalway.ie">p.clancy5@universityofgalway.ie</a></p>	

**PROFESSIONAL SERVICES STAFF**

Please see contact details for the professional services staff here:

<https://www.universityofgalway.ie/irish-centre-human-rights/staff/administrativestaff/>

Room 111, Irish Centre for Human Rights, University Road  
Ext. 3609  
Tel: 353 (91) 493609

**Location:** <https://goo.gl/maps/egubJBqV9KEMAEZ37>

The professional services staff for the Irish Centre for Human Rights are as follows:

- Fiona Gardiner (On campus: Monday, Online: Tuesday)
- Laura Fleming (On campus: Thursday, Online: Wednesday & Friday)
- Sabrina Walsh (On campus: Tuesday, Wednesday, Friday Online: Monday, Thursday)

Please e-mail your queries to [humanrights@universityofgalway.ie](mailto:humanrights@universityofgalway.ie)

All information will be sent to you in the form of e-mail so it is vital that we have your most up to date e-mail address. Please activate and check your University of Galway email address. This will be used for email correspondence once registered and is also used for correspondence via Canvas by staff. Please ensure that your e-mail box does not become full as we will not be able to resend e-mails once they have been sent.

Queries related to a particular module shall be directed to the Lecturer teaching this module. Queries regarding registration or payment of fees must be directed to the Student Registry Helpdesk and all other administrative enquiries must be directed to the professional services team.

#### LIST OF MODULES: 2024-25 ACADEMIC YEAR

Students may take up to 10 ECTS from the LLM (General) or the LLM International and Comparative Business Law

Students may also select modules from the LLM International and Comparative Disability Law.

Full list of modules on the LLM (General) is available at:  
[http://www.universityofgalway.ie/business-public-policy-law/school-of-law/courses/postgraduatetaughtcourses/llm-general.html#course\\_outline](http://www.universityofgalway.ie/business-public-policy-law/school-of-law/courses/postgraduatetaughtcourses/llm-general.html#course_outline)

Full list of modules on the LLM (International and Comparative Disability Law and Policy) is available at:  
[http://www.universityofgalway.ie/business-public-policy-law/school-of-law/courses/postgraduatetaughtcourses/law-intl-comparative-disability-policy.html#course\\_outline](http://www.universityofgalway.ie/business-public-policy-law/school-of-law/courses/postgraduatetaughtcourses/law-intl-comparative-disability-policy.html#course_outline)

**LW 483 Advanced Legal Methods and Research** is available to all Irish Centre for Human Rights LLM students to audit (that is, attend and participate in the module, but not register for credits). For all non-Law graduates, it is essential to audit this module. For Law graduates, it is advisable to

audit to ensure that you are up to date with citation guidelines for international law sources and research databases.

You register for your modules for both semester 1 and 2 online at the start of the academic year in September. These choices should be as final as possible; however, if you do need to change your choice of Semester 2 modules in January you will need to request permission from your programme director. You will also need to get permission from the lecturer of the module you wish to transfer into.

To be added to Canvas to audit this module, please email [humanrights@universityofgalway.ie](mailto:humanrights@universityofgalway.ie) with your student ID number.

**(Please note that whilst all the courses listed below are currently planned to run, there may be changes at the start of term.)**

### Semester 1

Class	Code	Lecturer	ECTS
International Human Rights Law	LW5117	Dr. Niamh Keady Tabbal	10
Public International Law	LW5118	Dr. Paul Bradfield	10
International Criminal Law	LW5122	Prof. Shane Darcy	10
International Humanitarian Law	LW471	Dr. Paul Bradfield	10
Contemporary Issues in International Migration Law	LW5105	Prof. Siobhán Mullally	10
European Migration Law	LW5109	Dr. Niamh Keady Tabbal	5
Peace Support Operations	LW5123	Prof. Ray Murphy	10
European Convention on HR: Law and Politics	LW5120	Dr. Maeve O'Rourke	10
Human Rights Law Clinic (Sem 1 and 2)	LW5110	Dr. Maeve O'Rourke	10
Advocacy, Activism and Public Interest Law	LW439	Prof. Donncha O'Connell	10
Policing, Security and Rights	LW5216	Dr. Illan Wall	10
Foundational Theoretical Framework in Disability Law and Policy	LW552	Disability Law	10
Legal Capacity Law and Policy	LW558	Disability Law	10
*International Disability Human Rights Clinic	LW5101	Disability Law	10

### Semester 2

Class	Code	Lecturer	ECTS
Gender and Human Rights	LW5116	Dr. Maelle Noir	10
International Humanitarian Law	LW471	Prof. Ray Murphy	10

Business and Human Rights 2	LW5111	Prof. Shane Darcy	10
International Refugee Law	LW5114	Dr. Ciara Smyth	10
Human Rights Law Clinic (Sem 1 and 2)	LW5110	Dr. Maeve O'Rourke	10
Climate Justice	LW5124	Mr. Pearce Clancy	5
The Common European Asylum System	LW5113	Dr. Ciara Smyth	5
Transitional Justice	LW538	Dr. Anita Ferrara	10
Procedure before International Criminal Courts	LW530	Prof. Shane Darcy	5
Counter Terrorism and Human Rights	LW525	Prof. Brian Farrell & Dr. Rory Kelly	5
Transnational Lawyering	LW5121	Dr. Gearóid O'Cuinn	5
International Child Rights	LW5107	Prof. Siobhán Mullally	5
Islam and Human Rights	LW5104	Prof. Roja Fazaeli	10
Imprisonment and Human Rights	LW5214	Dr. Roisin Mulgrew	10
Minority Groups and the Criminal Justice System	LW5219	Dr. Charles O'Mahony	10
Dissertation	LW450	Academic staff	30
*International Disability Human Rights Clinic	LW5101	Disability Law	10
Advocacy and Access to Justice	LW550	Disability Law	10
Inclusive Education Law and Policy	LW553	Disability Law	10
Mental Health Law and Policy	LW561	Disability Law	10

\* Please note that LW5101 - International Disability Human Rights Clinic runs once but classes are timetabled across 2 semesters.

\*\* Similarly, LW5110 – Human Rights Law Clinic runs once but classes are timetabled across 2 semesters

**All optional modules are subject to run based on sufficient numbers.**

Timetables for these LLM programmes are available at: <http://www.universityofgalway.ie/business-public-policy-law/school-of-law/students/timetables/>

Course outlines are available at:

<https://www.universityofgalway.ie/irish-centre-human-rights/academics/llmprogrammes/modules/>

Students who wish to audit an LLM module, that is to attend a module but not undertake an assessment for credit, must check with the lecturer on the relevant module before the module begins to see if there is space available. Auditing students are required to attend all classes, undertake the necessary readings and to participate in class discussions and activities. Students

should be cautious about auditing additional modules as it can significantly increase their workload.

## DETAILS ON INDIVIDUAL LL.M PROGRAMMES:

### **International Human Rights (LLM) - Programme Director: Prof. Siobhán Mullally**

Please find details to course overview and outline at the following link:

<https://www.universityofgalway.ie/irish-centre-human-rights/academics/llmprogrammes/law-international-human-rights.html>

#### Core modules required:

LW5117: International Human Rights Law - 10 Credits - Semester 1

LW450: Dissertation - 30 Credits - Semester 1

A full list of modules is available at: [www.universityofgalway.ie/irish-centre-human-rights/academics/llmprogrammes/modules](http://www.universityofgalway.ie/irish-centre-human-rights/academics/llmprogrammes/modules)

### **International Criminal Law (LLM) - Programme Director: Prof. Shane Darcy**

Please find details to course overview and outline at the following link:

<https://www.universityofgalway.ie/irish-centre-human-rights/academics/llmprogrammes/law-international-criminal.html>

#### Core modules required:

LW5122: International Criminal Law - 10 Credits - Semester 1

LW450: Dissertation - 30 Credits - Semester 1

A full list of modules is available at: [www.universityofgalway.ie/irish-centre-human-rights/academics/llmprogrammes/modules](http://www.universityofgalway.ie/irish-centre-human-rights/academics/llmprogrammes/modules).

### **International Migration and Refugee Law and Policy (LLM) - Programme Director: Dr Ciara Smyth**

Please find details to course overview and outline at the following link:

<https://www.universityofgalway.ie/irish-centre-human-rights/academics/llmprogrammes/law-international-migration-refugee-law.html>

#### Core modules required:

LW450: Dissertation - 30 Credits - Semester 1

LW5105: Contemporary Issues in International Migration Law - 10 Credits - Semester 1



LW5114: International Refugee Law - 10 Credits - Semester 1

LW5113: The Common European Asylum System - 5 Credits - Semester 1

LW5109: European Migration Law - 5 Credits - Semester 1

A full list of modules is available at: [www.universityofgalway.ie/irish-centre-human-rights/academics/llmprogrammes/modules](http://www.universityofgalway.ie/irish-centre-human-rights/academics/llmprogrammes/modules).

### **Peace Operations, Humanitarian Law and Conflict (LLM) - Programme Director: Prof. Ray Murphy**

Please find details to course overview and outline at the following link:

<https://www.universityofgalway.ie/irish-centre-human-rights/academics/llmprogrammes/peaceoperationshumanitarianlawandconflict/>

#### Core modules required:

LW471: International Humanitarian Law - 10 Credits - Semester 1

LW5123: International Peace Operations - 10 Credits - Semester 1

LW450: Dissertation - 30 Credits - Semester 1

A full list of modules is available at: [www.universityofgalway.ie/irish-centre-human-rights/academics/llmprogrammes/modules](http://www.universityofgalway.ie/irish-centre-human-rights/academics/llmprogrammes/modules)

## STUDENT REPRESENTATIVES

The Student Representatives function is to liaise with staff members here at the Centre on your behalf for any issues which may arise. Two students will be chosen to represent the LLM students. The representatives must attend the monthly staff meetings where they can voice issues on your behalf. The Student Representatives will be chosen by the LLM students in the first two weeks of the year.

## COURSEWORK AND ASSESSMENT

For each class, assessment is based primarily on written submissions. Some lecturers may include a percentage given for class participation and presentations. The assessment guidelines for each module should be consulted, and any queries on assessment should be directed to the individual lecturer responsible for the module.

**All essays must be submitted via Canvas. You can download a receipt for submission. There is no need to email a copy to staff. Check with Canvas help for questions concerning submission, and follow instructions provided by your lecturer.**

All coursework is to be submitted online only, via Canvas. As per above, you can download a receipt of submission. There is no need to email a copy to staff. Please follow the instructions given by individual lecturers.

Questions related to a particular module on Canvas should be directed to the lecturer delivering the module.

Submit an essay in a single file, not a combination of files. Make sure that the file is properly identified, indicating your name, date, and the nature of the file. Please include your name and course title in the file name, and do not submit files that are entitled only 'essay'.

## ESSAY LAYOUT

1. Your essay must be submitted in the name you registered in, i.e. the name of the student's ID card, which reflects the name on the student's birth certificate.
2. The first page should contain the following information, in the following order:
  - **Title of essay**
  - **Name of Candidate**
  - **Programme Title (e.g. LLM in Peace Operations, Humanitarian Law and Conflict)**
  - **Year and course (e.g. Minority Rights)**
  - **Name of Module instructor**
3. The table of contents shall immediately follow the title page.
4. An easily readable layout is recommended for the body text. More compact formats with smaller font sizes are usually appropriate for certain sections such as reference lists, bibliographies and some kinds of appendices. Diagrams, graphs, photographs and tables should be properly located in relation to the text.
5. The assignment should be accompanied by a bibliography of the works consulted in its composition. Please refer to the guidance given for each module by the instructor.
6. Word limits for all coursework will be set by the individual lecture and guidelines provided for module assessments must be strictly observed. Again, please follow the guidance given by your module instructor, and refer any questions to her/ him.
7. Declaration:

**You must also include the following declaration with all coursework submitted.**

**"I , -----, do hereby declare that this work that is submitted for assessment is my own and that due credit has been given to all sources of information contained**

herein according to the rules that govern the Irish Centre for Human Rights And the Faculty of Law. I acknowledge that I have read and understood the Code of Practice dealing with Plagiarism and the University Code of Conduct of the National University of Ireland, Galway and that I am bound by them.

Signature:----- Date: -----

## STUDENT SUPPORT SERVICES

1. **Academic Issues:** If you have questions related to course requirements or assignments, your first point of contact should be your respective module leader (lecturer).

2. **Personal Difficulties:** For personal challenges, such as physical or emotional health concerns, family issues, or any other personal matter, please reach out to AnnMarie Gilchrist, our Student Support Officer. AnnMarie can provide referrals to a wide array of support services available on campus, including the student health unit, counselling services, and information regarding financial aid.

AnnMarie Gilchrist provides support for students during their time at university. The role of the Student Advisor is to provide confidential, non-judgmental support and an empathetic space for students to share their concerns. In addition, a student advisor can offer personal support and advice on topics such as study planning, time management and any personal challenges that may compromise their ability to study.

Overall, the goal of a student advisor is to empower students to reach their full potential and succeed in their academic journey. If at any time a student is feeling overwhelmed or needs help getting back on track, your student advisor is there to help, do not hesitate to get in contact.

AnnMarie is available to students from Monday to Friday, [studentsupportlaw@universityofgalway.ie](mailto:studentsupportlaw@universityofgalway.ie) It is a confidential service.

Additionally, I would like to draw your attention to our **Extenuating Circumstances Policy**. This policy is in place to assist you in cases of "*serious, unavoidable, unpredictable, and exceptional circumstances outside your control*" that may negatively impact your performance in assessments. Such circumstances may include:

- Involvement in an accident or a serious incident.
- Suffering from an acute illness, injury, or trauma.
- A deterioration in an ongoing medical or health condition, or an adverse change in a fluctuating condition.

- Experiencing a life-threatening illness or the death of a person with whom you have a close relationship.
- Dealing with significant adverse personal or family circumstances.
- Facing a serious or abrupt upheaval, such as a house fire, burglary, or eviction; or upheaval related to geopolitical changes during periods of study abroad or international study trips.
- Becoming a victim of a crime or experiencing threatening behaviour.
- Other significant and relevant exceptional factors that have evidence of impairing your academic performance.

In such cases, where the value of any coursework affected amounts to **20% or more of your final module mark**, please contact AnnMarie Gilchrist ([studentsupportlaw@universityofgalway.ie](mailto:studentsupportlaw@universityofgalway.ie)) as soon as possible. AnnMarie will provide guidance, in some cases this will involve applying to the College of Business Public Policy and Law for assistance under the Extenuating Circumstances Committee Policy.

For further information, you can refer to the Extenuating Circumstances Policy [here](#).

## PENALTIES FOR LATE SUBMISSIONS

Penalties for Late Submission of Essays And / Or Thesis

Up to and including 7 days late:

- Where course work, essay(s) or minor thesis are submitted up to and including 7 days late, 5% will be automatically deducted from the mark achieved.

Up to and including 14 days late:

- Where the work is submitted up to and including 14 days late, 10% will be automatically deducted from the mark achieved.

More than 14 Days Late:

- Work submitted more than 14 days late will not be accepted.

## REPEAT EXAMINATIONS, ASSESSMENTS AND EXAMINATIONS APPEALS

If a fail mark is awarded for a module in Semester 1 or Semester 2, students will be required to resubmit the **assessment in advance of the Summer postgraduate examination board**. For details on examination appeals please see: <http://www.universityofgalway.ie/exams/results/appeals/>

## Postgraduate Taught (PGT) Examination Boards

In accordance with the [Postgraduate Marks and Standards](#), there are two PGT Examination Boards.

### 1<sup>st</sup> sitting

**The PGT Summer Exam Board** will consider results for Semesters 1 and 2.

It's important to note that compensation cannot be applied at the first sitting. If a module mark is not returned for a student, the result will be recorded as zero (fail), and their second sitting result will be capped at 40%, (Students can carry forward the mark of any component of their assessment that was passed eg a mark awarded for class participation or presentation) they will also be liable for a repeat fee of €295.

In the case of deferrals, capping and fees do not apply.

### 2<sup>nd</sup> sitting

**The PGT Autumn Exam Board** will consider repeat and deferred module results along with dissertation results. Overall awards will be considered, and compensation can be applied at this board.

If all results for a student have not been returned and considered by the PGT Autumn Board, it will be necessary for the student to repeat the year, incurring repeat fees.

## ACADEMIC INTEGRITY

Academic Integrity is fundamental to all areas of scholarship, teaching and learning. The current University Academic Integrity policy was developed in consultation with academic staff, academic integrity advisors, students, and international academic integrity experts. Please carefully review the University policy at the link below and procedures to be followed. Academic misconduct is any attempt to gain or help others gain an unfair academic advantage and may be intentional or inadvertent. It can be committed in a variety of ways.

See the complete [Academic Integrity Policy](#) and [Appendix](#) at the link below.

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

The Academic Integrity adviser for the School of Law is Ms Anna-Louise Hinds. If you have any queries about the University of Galway Research Ethics and Academic Integrity guidelines you should contact Ms Hinds for advice.

Please note the following

1. Where you have quoted from a source, **you must use quotation marks** to indicate the sections of the text that you are citing. It is **NOT** enough to just place a footnote at the end of the quote or paragraph. If the quote is verbatim (that is lifted directly from the text), then **you must place the text inside quotation marks**. This tells the reader not just that you derived the information from another source but that the words you are providing are the author's and not your own summary. After each end quote, you must place a footnote.
2. If you have paraphrased a statement or argument from another author (that is you are taking information from an article, book or data analysis from another author but are not quoting word for word, but rather summarizing the arguments in your own words) you do not need to place this text within quotes (as it is not a direct quotation) but you still must provide a footnote to signal that the argument or data is not yours, but from another author

## CITATION STYLE

If your lecturer has asked you to use a particular style, then you must use what they have requested. If the lecturer is not requesting a specific style, then make sure you use a recognised style and that you use it correctly and consistently.

The most commonly used style for citation of legal research is OSCOLA (Oxford University standard). The OSCOLA guide to citation is available at:

[https://www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_4th\\_edn\\_hart\\_2012.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf)

Of particular importance for international law is the OSCOLA Guide to International Law citation available at:

[https://www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_2006\\_citing\\_international\\_law.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_2006_citing_international_law.pdf)

OSCOLA Ireland is available at:

<http://legalcitation.ie/>

The website of the School of Law has a style sheet document and a footnote document that might be useful also and uses the OSCOLA standard for legal citation:

<http://www.universityofgalway.ie/law/students/legal-writing>

There are also plenty of sources for assistance with writing (some of which are mentioned in the Law School document).

See also the guide available from the University of Galway Hardiman Library:

<https://library.universityofgalway.ie/media/library/files/awcdocuments/Legal-Citation-Handout-.pdf>

## SUBMISSION DATES

All essays/dissertations must be submitted on the date listed by 4 p.m.

Semester 1 submission date:	Friday, 13 <sup>th</sup> December 2024
Semester 2 submission date:	Friday, 4 <sup>th</sup> April 2025
Submission of dissertation thesis title:	Friday, 21 <sup>st</sup> February 2025
Dissertation submission date:	Tuesday, 5 <sup>th</sup> August 2025

If there is any difference between these dates and the dates listed on the individual syllabus that have been given to you by your lecturers, please check with the module lecturer. Where other assessment methods are used, such as class presentations, moot court or shorter assignments, the submission dates will be provided by the individual lecturer and in module materials.

## THESIS SUBMISSION INFORMATION

For the third semester you will be undertaking research and writing on your LLM dissertations for full time students and in second year part time students. The word limit for the LLM thesis is 15,000 words, excluding footnotes and bibliography. Guidelines on submission will be provided in Semester 2. Submission is online via Canvas. It is essential to submit your LLM dissertation by the assigned date, in order to be eligible for graduation and to avoid repeat fees and registration requirements.

## MASTERS THESIS LAYOUT

1. Your thesis must be submitted in the name you registered in, i.e. the name of the student's ID card, which reflects the name on the student's birth certificate.
2. The front cover should contain the following information:

**Title of thesis**

**Name of Candidate**

**Course Title e.g. (LLM in International Criminal Law)**

## Year

3. There must be a title page which will have the following information:
  - The full title of the thesis and the subtitle, if any
  - The full name of the author, followed, if desired, by any qualifications and distinctions
  - The qualification for which the thesis is submitted
  - The name of the institution and department to which the thesis is submitted
  - The month of the year of Submission
  - The word count for the thesis.
  - Name of the Head of the Department concerned (Prof. Siobhan Mullally)
  - Names of the Supervisor
4. The title should describe the content of the thesis accurately and concisely.
5. The table of contents shall immediately follow the title page.
6. A maximum of one-and-half line-spacing, an easily readable layout is recommended for the body text. More compact formats with smaller font sizes are usually appropriate for certain sections such as reference lists, bibliographies and some kinds of appendices. Pages must be numbered consecutively with page numbers located centrally at the bottom and chapter headers at the top, of each page. Diagrams, graphs, photographs and tables should be properly located in relation to the text.
7. The work shall be accompanied by a short summary of the contents (abstract) and bibliography of the works consulted in its composition. The Bibliography should be clearly divided into Primary (legal sources e.g. Treaties, Case-Law, Legislation) and Secondary sources (e.g. Books, Law review articles, Reports)
8. If you wish to submit your thesis electronically to the library this can be done via the Library website under 'About our Collections' & 'Theses'; however, this is optional.

<https://library.universityofgalway.ie/collections/theses/#>

**You must also include the following declaration with all coursework submitted.**

**"I , -----, do hereby declare that this work that is submitted for assessment is my own and that due credit has been given to all sources of information contained**



herein according to the rules that govern the Irish Centre for Human Rights And the Faculty of Law. I acknowledge that I have read and understood the Code of Practice dealing with Plagiarism and the University Code of Conduct of the National University of Ireland, Galway and that I am bound by them.

Signature:----- Date: -----

## THESIS SUPERVISION

While the Centre recognises that the form of LLM thesis supervision may differ from staff member to staff member, each student can expect, at a minimum, that the following arrangements will be in place:

1. Three meetings with the LLM supervisor where the topic, methodology and mode of supervision is discussed. These meetings may take place in person or online, by arrangement;
2. Written feed-back on a proposal for the writing schedule, together with feed-back on a draft bibliography, table of contents and introduction or thesis outline;
3. Written feed-back on two draft chapters; and
4. Clear arrangements for future communication in the writing process, either through e-mail or by appointment, including timely responses to email queries and questions (during normal working hours) relating to the research topic and writing process.

It is the responsibility of students to maintain contact with supervisors and our administration office, and to ensure that contact details are up to date and that responses are given to queries from staff. Students should also keep supervisors informed of any difficulties that they may be encountering. If necessary, such difficulties can also be communicated with supervisors via the relevant LLM Programme Director, academic mentor or our administration office.

Please bear in mind that all staff have busy schedules, and that they supervise other LLM and PhD students, as well as undergraduate students. Staff also have University administration and research commitments. Normally feed-back will be provided to students within two weeks of submission of written work. However, this is subject to arrangements for annual leave with individual supervisors and other work commitments that arise during the summer period, including University administration, research deadlines and repeat examinations, as well as other supervision duties. It is prudent to bear all of this in mind and to discuss a schedule for writing, reviews and meetings with your supervisor as early as possible.

Students should also continue to avail of the wide range of University supports provided, including through library services, the academic writing centre, the Student health unit, and Disability Support services.

## THE STUDENT REGISTRY HELPDESK

**The Student Registry Helpdesk is a service for Students & Graduates wishing to access the following services in University of Galway:**

**Admissions, Registration, Exams, Fees and Conferring**

<https://www.universityofgalway.ie/student-registry-helpdesk/>

**Front Desk Drop in service**

**Registered Students can visit our Front desk service which is open Monday to Friday 9:30am-12:30pm & 1:30pm-4:00pm**

The Student Registry Helpdesk is located on the ground floor of Áras Uí- Chathail Building (right-hand side), which is situated on the main campus.

## EXAMINATION TRANSCRIPTS

Please note that the first issue of your transcript is provided by the Examinations Office, which is posted to your home address at the time of online results release.

It is the students responsibility to ensure that your home postal address is correct.

Please find more information linked here as we do not deal directly with Transcripts- [Exam Transcripts - University of Galway](#)

To change address: through student registry

[Name & Address Changes - University of Galway](#)

Your term address you can be updated online via [MyCampus](#)

Your home address can be updated as follows;

1. Call to the Student Registry Helpdesk front desk where one of the Helpdesk Staff will update your address change as you wait.
2. Email [askregistry@universityofgalway.ie](mailto:askregistry@universityofgalway.ie) stating your ID number, your old address and your new address.

Information on a wide range of University of Galway student services is available at:

[www.universityofgalway.ie/student\\_services/](http://www.universityofgalway.ie/student_services/)

## COMPUTER SUITE

There are a number of computer suites situated throughout the campus. Please see the computer services website for a full list.

Computer Services website:

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

## HOUSE RULES

The Irish Centre for Human Rights is available to you as a study space and centre for group work and meetings. Please feel free to use the space for study and group work or meeting space, and when available, the seminar room can also be used for study and group work. The kitchen area is available for use, and please ensure that you respect this space and keep it clean for others also to use.

## RECYCLING

Please recycle as much as you possibly can.

There are various bins for use around the Centre. We aim to be a plastic-free environment.

## UNIVERSITY OF GALWAY CAREER DEVELOPMENT CENTRE

The Career Development Centre can assist in providing advice and guidance on job applications, development of interviewing and applications skills and job searches.

We also try to keep students up to date with new opportunities, traineeships and internships, via email and through the Irish Centre for Human Rights social media, in particular on twitter -- @IrishCentreHR Please follow so as to keep up to date with opportunities. Also several staff use twitter to highlight opportunities for graduates in their fields.

Further information can be found at:

<https://www.universityofgalway.ie/irish-centre-humanrights/academics/studentinformation/careers/>

## DISABILITY SUPPORT SERVICES

The Irish Centre for Human Rights and University of Galway is strongly committed to ensuring an inclusive and equitable learning environment for all students.

University of Galway offers a range of disability support services, including on use of technology to support your learning and engagement with University services and resources, as well as a range of social support services.

A full overview of the services provided is at the link below:

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

Information on how to register with the DSS is available at:

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

We strongly encourage students to engage with the DSS at the earliest stage possible if you think that you may require support throughout your LLM programme.

Please don't hesitate to contact our administration office [humanrights@universityofgalway.ie](mailto:humanrights@universityofgalway.ie) if you need advice on how to engage with DSS. Your Programme Director may also advise and provide guidance, as will individual module lecturers and your academic mentors.

Disability Support Services - LENS - If you are a student who has had a LENS assessment with the Disability Support Services, please note that you can liaise with your Programme Director, your individual lecturers and academic mentor, about your specific support requirements, including extra time for assessments.

### ACADEMIC WRITING CENTRE

The academic writing centre is located in the Library, and provides workshops and support services to students at all levels. We would strongly encourage you to engage with their services, particularly if you have been away from formal education for some time. Many of our postgraduate students have benefited greatly from the guidance and training provided.

Further information at: <https://library.universityofgalway.ie/awc/>

Further details on their online resources (currently available) is at the link below:

<https://library.universityofgalway.ie/awc/onlineresourcesguides/>

### RESEARCHER DEVELOPMENT CENTRE (RDC)

The RDC is an initiative of the offices of the Vice Present for Research and Graduate Studies to support the continuing professional development of all our researchers, from Postgraduate to Senior Fellows, at University of Galway. Full information on the resources available can be found at:

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

The training opportunities provided by the RDC will be of particular interest to those of you planning to undertake a further research degree (LLM Research or PhD), or preparing for a career in research.

### STUDENTS' UNION

[www.su.universityofgalway.ie/](http://www.su.universityofgalway.ie/)

Students' Union is an autonomous body which represents its members' interests in the University and elsewhere. Every student who registers at University of Galway automatically becomes a member of the Students' Union on payment of the Student Levy - a total of over 12,000 members. Members are entitled to numerous benefits including representation and advice from the Students' Union officers, membership of the Students' Union Club and access to a wide range of Students' Union commercial services.

#### INTERNATIONAL AFFAIRS OFFICE

[www.universityofgalway.ie/international/](http://www.universityofgalway.ie/international/)

The International Affairs Office was created especially to cater to those of you from areas outside of Ireland. They offer a wide variety of services from maps, immigration information, fees...the list goes on.

#### HEALTH UNIT

[https://www.universityofgalway.ie/health\\_unit/](https://www.universityofgalway.ie/health_unit/) Tel: 091-492604

There is a clinic available on campus for all students. This is located at The Health Unit is located upstairs in Aras na Macleinn, accessible by lift or stairs.

#### JAMES HARDIMAN LIBRARY – TERM & SUMMER OPENING HOURS

Check online at <https://library.universityofgalway.ie/about/openinghours/>

#### INFORMATION FOR NON-EU/EEA STUDENTS

##### IMMIGRATION REGISTRATION

Information on Immigration requirements for international students is available from the International Affairs Office. Information is also available online at:

<https://www.universityofgalway.ie/international-students/>

The Garda National Immigration Bureau office is located at Unit 3, Liosbaun Industrial Estate, Tuam Road, Galway. The telephone number is 091 768002 and the fax number is 091 768003. The GNIB in Galway provides an immigration registration service.

**NB: Only original documentation should be presented to the GNIB. Photocopied or faxed documents are not acceptable.**

## ACCOMMODATION

A good place to start is the NUIG Accommodation Office, located on Campus.

[www.universityofgalway.ie/accommodation/](http://www.universityofgalway.ie/accommodation/)

Phone: +353 (0)91 492760

The **Galway Advertiser** is the free, local newspaper which comes out every Thursday. The weekly accommodation list is available from the Galway Advertiser Office (Eyre Square) every Wednesday afternoon from 2pm - this list is the same as the one that appears in Thursday's paper – you can get a head start on your hunt this way!

The Galway Accommodation Service, located on Forster St, (opposite the Galway Tourist Office)

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There are also a few websites which you could check:

[www.daft.ie](http://www.daft.ie) This is probably the most popular site for searching for vacant apartments /houses as well as individual rooms.

[www.myhome2let.ie/](http://www.myhome2let.ie/)

[www.findahome.ie/](http://www.findahome.ie/)