

Scoil Ghnó agus Eacnamaíochta J.E. Cairnes J.E. Cairnes School of Business and Economics

Academic Booklet 25/26

BComm, BComm (Gaeilge), BComm (Global Experience), BComm (International)

A Guide for First Year Students



University of Galway.ie





School of Business & Economics

- BComm
- BComm (Gaeilge)
- BComm (Global Experience)
- BComm (International)



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Welcome from the Head of School

Congratulations on joining the J.E. Cairnes School of Business & Economics at the University of Galway! You are now part of a university ranked among the top 2% of universities in the world. We're delighted to have you with us!

You are now part of a School with a proud tradition of excellence in business education and research. Our School has achieved **AACSB**, **AMBA** and **EFMD** accreditation global gold standards for business schools. We also hold an Athena Swan Silver award for gender equality and EDI.

At the J.E. Cairnes School of Business & Economics, we are more than a business school. We are a community committed to the public good; where teaching, research, and engagement work together to shape positive change in society, policy and the economy. Energised by our unique position on Ireland's Atlantic coast, we combine a regional perspective with a global outlook.

Your learning here will be shaped by purpose and possibility. Whether you're curious about how organisations lead, how markets evolve, how economies function, or how innovation and sustainability shape our world, you'll find space to explore and grow. You'll gain the knowledge and skills to navigate complexity and contribute meaningfully to business and society.

We know that starting university brings excitement, and sometimes uncertainty. Support is built into your experience, through our Business Student Support Officer (your key contact), the BComm academic team, your lecturers and the wider university community.

I encourage you to get involved in your programme, in campus activities, and in the wider Galway community. University is more than an academic journey; it's a time to grow, to connect, and to shape your future.

As Head of School, I look forward to supporting you on this journey alongside my colleagues. We are here to ensure that your time at the School is engaging, inclusive, and transformative.

With best wishes,

Professor Karena Yan

Head of School

J.E. Cairnes School of Business & Economics University of Galway



Welcome from BComm Programme Director

I extend a warm and heartfelt welcome to each of you as you begin your journey in our Bachelor of Commerce programme. As the Programme Director, it is my pleasure to guide you through a transformative educational experience that will pave the way for your future success as skilled and adaptable business professionals.

Your programme isn't just another business degree – it's an opportunity for you to claim your own path and acquire the skills, knowledge, and capabilities required to excel in the ever-evolving business landscape. Throughout your studies, you'll not only build a solid foundation in essential business principles, but you will also have the chance to delve into specialized areas that align with your passions and career aspirations.

One of the characteristics of the suite of BComm programmes at the J.E. Cairnes School of Business & Economics, is the emphasis we place on your holistic development. Beyond textbooks and lectures, you will dive into hands-on projects, analyse real-world case studies, and participate in engaging discussions that will challenge your critical thinking and problem-solving skills. Collaborative learning will be key as you work alongside your peers, refining your communication and teamwork abilities – attributes that are invaluable in your future career.

Your success is our business and our dedicated faculty, advisors and support personnel are here to offer guidance, supporting you in discovering your strengths, overcoming obstacles, and embracing growth. The business world is characterized by its

rapid changes, and your time here will equip you with the adaptability needed to thrive amidst these shifts. Moreover, I want you to know that support is always available. If you encounter challenges, whether academic or personal, don't hesitate to reach out to our Student Support Officer, your lecturers, Year Head or myself. We are here to listen, guide, and assist you in overcoming any obstacles that may arise during your academic journey.

Your success is our business, but it is your responsibility! As you embark on this journey, I strongly urge you to seize every opportunity that comes your way. Getting involved in the university's clubs and societies will not only enrich your experience but also play a pivotal role in developing the attributes that will distinguish you as a graduate. These co-curricular activities will foster leadership, teamwork, and networking skills that are vital in today's professional landscape.

In conclusion, your time here is a canvas to be enhanced by growth, self-discovery, and the acquisition of skills and knowledge that will shape your future endeavours. Remember that you are an essential part of our vibrant university community. Embrace the opportunities and interactions with enthusiasm and make the most of your time at the University of Galway to prepare you to make a lasting impact in the global business arena.

With best wishes,

Martin Hughes

Welcome from First Year Head

I would like to extend a warm welcome to you all, the incoming first years on our Bachelor of Commerce, Bachelor of Commerce (Global Experience), Bachelor of Commerce (Gaeilge) or Bachelor of Commerce (International) Degree Programmes.

First year is full of many exciting experiences, from making new friends, visiting new places, studying new subjects and trying out new activities.

I encourage you to take full advantage of all that University of Galway has to offer, in a safe way. Professor Karena Yan and Mr. Martin Hughes have already highlighted the benefit of our programmes, of which there are many. I would like to add that there is something special about University of Galway students. You join a student body that is friendly, kind, inclusive, supportive, engaged, academically curious and successful.

I have no doubt that you will experience all of this during your time with us, make life-long friends, and reap the rewards on graduation from our programmes.

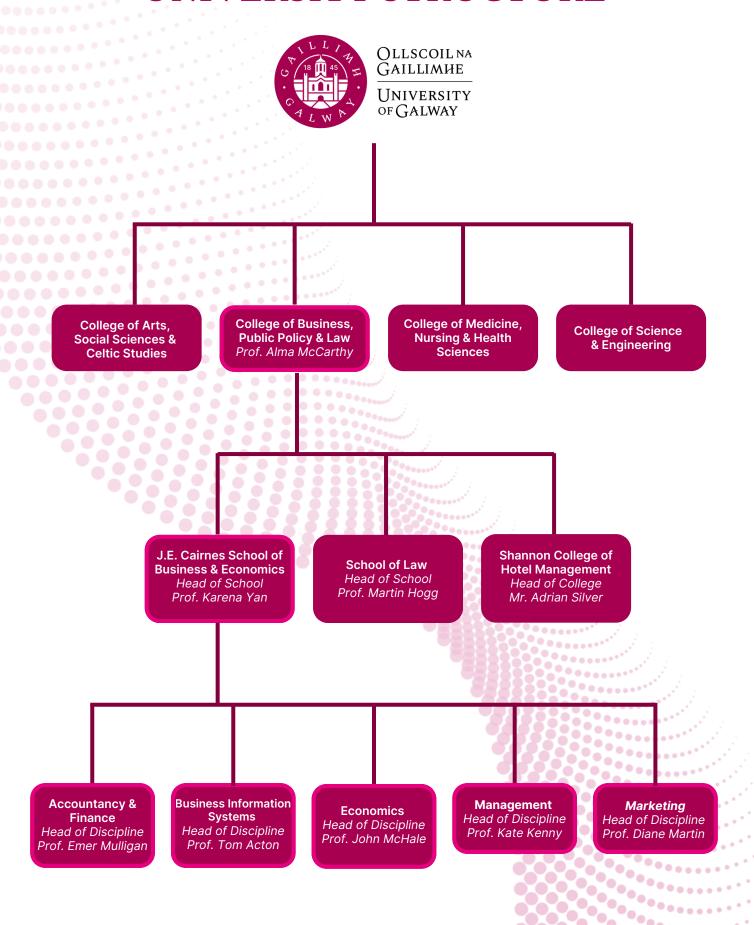
I look forward to meeting you at orientation and supporting you through your first year of studies with us in the J. E. Cairnes School of Business & Economics.

With best wishes,

Dr. Sharon Walsh



UNIVERSITY STRUCTURE



J.E. Cairnes School of Business & Economics

University of Galway

Your university, University of Galway, was established in 1845 as Queen's College Galway. Today, University of Galway is one of Ireland's foremost centres of academic excellence. With over 19,000 students, it has a long established reputation of teaching and research excellence. University of Galway is situated on a beautiful riverside campus right in the heart of Galway City and by now you will have witnessed for yourself the extent of the recent building and modernisation programme. Academically, University of Galway is structured around Colleges and Schools. As a Commerce student you are a member of the J.E. Cairnes School of Business & Economics which is a constituent school of the College of Business, Public Policy and Law.

J.E. Cairnes School of Business & Economics

The School of Business & Economics is located in the Cairnes Building on the banks of the River Corrib in Upper Newcastle. This area of campus houses the Disciplines of Management, Marketing, Economics, Accountancy & Finance and Business Information Systems. Also located here is the School of Business & Economics reception, the School Office for student queries, lecture halls, Students' Union rented lockers, open plan study spaces over two floors and Friars Restaurant. The New Biz Hub is a collaborative learning space that includes meeting room pods, meeting tables, co-working zones, presentation areas, kitchen facilities, together with presentation technologies, multiple charging points, and display screens. It also includes the Deloitte Zone for events and public talks.

BComm Rationale and Learning Outcomes

Our commerce programmes are designed to provide students with a comprehensive and progressive educational journey, equipping you with both foundational business knowledge and specialised expertise.

In years 1 and 2, you engage with core business disciplines, including management, economics, marketing, accounting, and data analysis, establishing a robust knowledge base essential for understanding the interconnected nature of modern business.

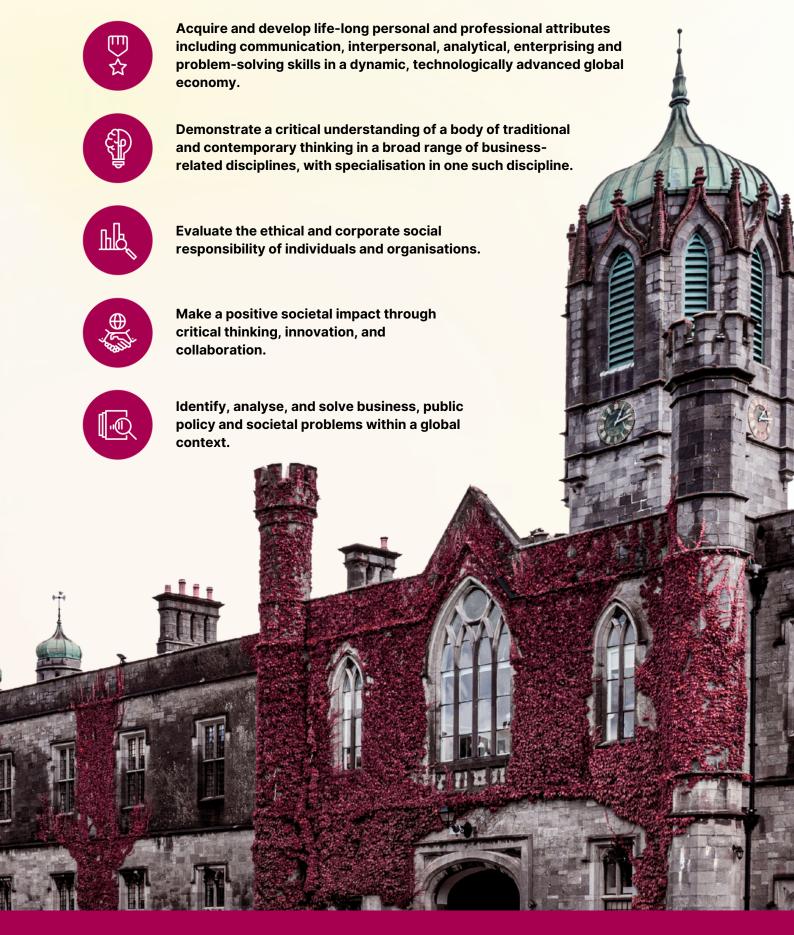
The curriculum is intentionally broad in the initial stages to ensure you develop a well-rounded perspective before focusing on a specialised area in final year. This approach allows you to make informed decisions about your academic and professional path while developing analytical, communication, and problem-solving skills.

Year 3 of the BComm Global, offers valuable real-world experience and global exposure, enhancing your intercultural competence, employability, and understanding of business practice in diverse contexts. It enhances our commitment to fostering a global outlook and workplace readiness.

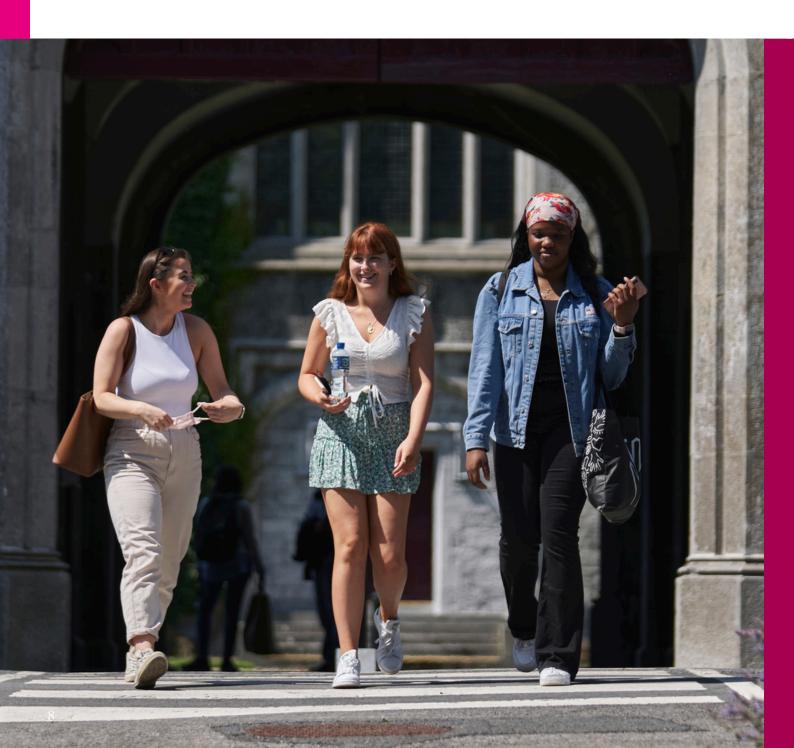


Programme Learning Outcomes

On completion of our BComm Programme a successful graduate will:



Your initial steps toward a promising future



4. Schedule of Modules for BComm & **BComm Global Experience Students:**



Scan QR code for full programme/curriculum details

Semester 1

Core Modules (Credits)

- MG3116 Management: Enterprise and Society
- AY104 Introduction to Financial Accounting
- EC142 Principles of Microeconomics
- MA119 Mathematics for Business
- MS120 Business Information Systems

Optional Modules (Credits)

- GR141 German Language I (Advanced) (Part 1 of 2)
- GR140 German Language I (Beginners) (Part 1 of 2)
- GA191 Gaeilge & Scileanna Cumarsáide 1
- SH102 Spanish Language I (Beginners) (Part 1 of 2)
- SH140 Intermediate Spanish Language (Part 1 of 2)
- MG3107 Skills for Success

Semester 2

Core Modules (Credits)

- MK3106 Introduction to Marketing
- ST1120 Data Science for Business Analytics I
- MS1100 Information Management for Business
- AY105 Introduction to Management Accounting
- EC143 Principles of Macroeconomics

Optional Modules (Credits)

- LW190 Business Law 1
- GA192 Gaeilge & Scileanna Cumarsáide 2
- GR141 German Language I (Advanced) (Part 2 of 2)
- GR140 German Language I (Beginners) (Part 2 of 2)
- SH102 Spanish Language I (Beginners) (Part 2 of 2)
- SH140 Intermediate Spanish Language (Part 2 of 2)

Total credit units required: 60 (50 Core and 10 Optional)

Note: Commerce students taking German Language I (Advanced) should have at least a Higher Grade H4 in Leaving Certificate German and those taking Spanish Language I (Intermediate) should have at least a Higher Grade Spanish H4 in Leaving Certificate Spanish. A H4 grade is also required for those taking the BComm le Gaeilge course.

Year

5. Schedule of Modules for BComm (International) & BComm (Gaeilge):



Scan QR code for full programme/curriculum details

Semester 1

Core Modules

- AY104 Introduction to Financial Accounting 5 ECTS
- EC139 Principles of Microeconomics 5 ECTS
- MA119 Mathematics for Business 5 ECTS
- MS120 Mathematics for Business 5 ECTS
- MG3116 Management, Enterprise and Society 5 ECTS
- Language Module* 10 ECTS Depending on your chosen language

Year

Semester 2

Core Modules

- AY105 Introduction to Management Accounting 5 ECTS
- EC141 Principles of Macroeconomics (Global Experience) 5 ECTS
- ST1120 Data Science for Business analytics 5 ECTS
- MS1100 Information Management for Business 5 ECTS
- MK3106 Introduction to Marketing 5 ECTS

*Core Modules (Depending on your chosen language)

- FR105 French 10 ECTS Semester 1 & 2
- GR141 German Language I (Advanced) 10 ECTS Semester 1 & 2
- SH140 Spanish Language I (Intermediate) 10 ECTS Semester 1 & 2
- SH102 Spanish Language I (Beginners) 10 ECTS Semester 1 & 2
- GA191 and GA192 Gaeilge agus Scileanna Comarsáide 1 & 2 10 ECTS Semester 1 & 2

Total credit units required: 60 (50 Core and 10 Optional)

Note: Commerce students taking German Language I (Advanced) should have at least a Higher Grade H4 in Leaving Certificate German and those taking Spanish Language I (Intermediate) should have at least a Higher Grade Spanish H4 in Leaving Certificate Spanish. A H4 grade is also required for those taking the BComm le Gaeilge course.

6. First Year Modules and Lecturers

Module Code	Module	ECTS/ Credits	Lecturer	Email
AY104	Introduction to Financial Accounting	5	Natasha Caulfield Sophie Sweeney	natasha.caulfield@universityofgalway.ie sophie.sweeney@universityofgalway.ie
AY105	Introduction to Management Accounting	5	Mary Cosgrove	mary.cosgrove@universityofgalway.ie
EC139 EC141	Principles of Microeconomics Principles of Macroeconomics	5 5	Breda Lally Sharon Walsh	breda.lally@universityofgalway.ie sharon.walsh@universityofgalway.ie
EC142 EC143	Principles of Microeconomics Principles of Macroeconomics	5 5	Edel Doherty Féidhlim McGowan	edel.doherty@universityofgalway.ie feidhlim.mcgowan@universityofgalway.ie
MS120	Business Information Systems	5	Martin Hughes	martin.hughes@universityofgalway.ie
MS1100	Information Management for Business	5	Willie Golden	willie.golden@universityofgalway.ie
MA119	Mathematics for Business	5	Kevin Jennings	kevin.jennings@universityofgalway.ie
MG3116	Management, Enterprise and Society	5	Johanna Clancy Lilia Wasserka- Zhurakhovska	johanna.clancy@universityofgalway.ie lilia.wasserka- zhurakhovska@universityofgalway.ie
MK3106	Introduction to Marketing	5	Shekhar Misra G	shekhar.misra@universityofgalway.ie
LW190	Business Law I	5	David Martin	david.martin@universityofgalway.ie
MG3107	Skills for Success	5	Michael Campion	michael.campion@universityofgalway.ie
SH102 and SH140	Spanish Beginners and Intermediate	10	Lorraine Kelly Rachel Robinson	lorraine.kelly@universityofgalway.ie rachel.robinson@universityofgalway.ie
FR105	French	10	Marie Biscio	marie.d.biscio@universityofgalway.ie
GR140 and GR141	German Beginners and Advanced	10	Vincent O'Connell Thomas Wilks	vincent.oconnell@universityofgalway.ie thomas.wilks@universityofgalway.ie
GA191 agus GA192	Gaeilge G Scileanna Cumarsáide	10	Anne Corbett	anne.corbett@universityofgalway.ie
ST1120	Data Science for Business Analytics I	5	Davood Roshan Sangachin	davood.roshan@universityofgalway.ie

7. Programme Structure

During 1st year students gain a fuller understanding of business modules. Following on feedback from previous years, first year is now semesterised, with the academic year divided into two periods. Modules are examined at the end of each semester, i.e. December and April/May. Coursework forms an integral part of this first year. Below is a short description of each of the modules available in first year.

7.1 AY104 Introduction to Financial Accounting

This course is intended to develop in students the skills necessary to prepare, interpret and use accounting and financial information in a business context. The course will provide a good basic foundation in Financial Accounting for both students who do not intend to specialise in accounting and those who will progress to more advanced study of accounting in the future.

7.2 AY105 Introduction to Management Accounting

This course is intended to develop in students the skills necessary to prepare, interpret and use accounting and financial information in a business context. The course will provide a good basic foundation in Management Accounting for both students who do not intend to specialise in accounting and those who will progress to more advanced study of accounting in the future.

7.3 EC139 and EC142 Principles of Microeconomics

This module is intended as an introduction to the principles of microeconomics. Microeconomics studies how rational people makes choices in the face of scarcity and how these choices are coordinated by markets. We study how markets work to promote economic efficiency, and why markets sometimes fail.

7.4 EC141 and EC143 Principles of Macroeconomics

Macroeconomics is concerned with the behaviour of the economy as a whole and considers aggregate economic variables such as national output, the general level of prices, unemployment and economic growth. The purpose of this module is to introduce students to the basic concepts of macroeconomics and to the principles of macroeconomic theory.

7.5 MS120 Business Information Systems

The objective of the module is to provide participants with a broad understanding of the fundamental roles, applied impact and strategic importance of information systems (IS) for individuals, business and society in the context of global sustainability

7.6 MS1100 Information Management for Business

The objective of this module is to advance students' understanding of business information management by focusing on current issues confronting organisations today.

7.7 MA119 Mathematics for Business

The objective of this module is to develop in students the skills necessary to apply mathematical methods in a business environment. Topics covered include: Equations and Functions; Linear, Quadratic and Exponential Models; Linear Systems; Mathematics of Finance; Fundamentals of Calculus; and Optimisation.

7.8 ST1120 Data Science for Business Analytics I

The course provides an introduction to the probabilistic and statistical techniques needed to extract value from data in business. Topics include probabilistic reasoning, sampling techniques, modern techniques for data visualisation, data generating mechanisms and inferential reasoning using data. The course will rely heavily on R (a free open source language) and will include a variety of relevant examples of data analysis in business.

7.9 MK3106 Introduction to Marketing

This module introduces the fundamental concepts and principles of marketing, such as buyer behaviour, research methods, and the various elements of the marketing mix. It provides a contemporary view of the role and importance of marketing by examining its application in a variety of business situations.

7.10 MG3116 Management, Enterprise & Society

This module is an introduction to the principles of management. Students will be introduced to the purpose and challenges of the management of organisations. The module is structured around the four key management processes: planning, leading, organising and controlling.

7.11 LW190 Business Law I

The aim of this module is to introduce students to the fundamental principles of business law, particularly contract and sale of goods law and the legal framework within which commercial enterprises must operate in this regard. This will first require an understanding of the operation of the legal system in Ireland and the E.U. It is one of a sequential number of modules which highlight the importance of law in the business sphere. Students build up their knowledge, beginning with Business Law 1 (LW190), followed by Business Law 2 (LW290) and Advanced Business Law (LW423). To qualify for Chartered Accountants' Ireland's law exemption, students must take and pass all three modules.

7.12 MG3107 Skills for Success

The objective of this course is to assist students in developing skills that are necessary for success at university and subsequently in their working lives. Delivered using a blended learning approach, the course combines online activity, small group workshops and large group lectures to focus on areas such as academic writing, academic research, creative thinking, presentation skills and career planning.

7.13 SH102 and SH140 Spanish

This module involves the study of the language in both written and spoken forms. Special emphasis is placed on the vocabulary and communication skills appropriate to business studies. It can be taken at the beginners' level by students who have no previous or basic knowledge of the language, or it can be taken at a more advanced level by students who have studied Spanish at Leaving Certificate level and obtained H4 or above, or its equivalent.

7.14 FR105 French

In first year, the aim of the programme is to consolidate and build on the basic language skills of students who have chosen at entry level to take French as an obligatory and substantial component of their degree course. Comprehension, oral and written communication skills are developed progressively and students are introduced to aspects of French and French-speaking culture and civilisation. It is expected that students will attain an $A2.2 \rightarrow B1.1$ level of proficiency as per the Common European Framework of Reference for Languages in the four target skills – *compréhension orale, production orale, compréhension écrite* & *production écrite*. Students will also have the opportunity of achieving a Digital Badge for the compilation of a **Cultural Passport**.

7.15 G140 and GR141 German

This module involves the study of the contemporary language in both the written and spoken form, suitable to commerce students. The module includes the use of authentic materials in the language and multimedia laboratory to facilitate the development of listening, writing and communication skills. Special emphasis is placed on writing and communication skills appropriate to business studies, and the study of the contemporary society and institutions of the German speaking world. It can be taken at the beginners' level by students who have no previous knowledge of the language, or it can be taken at a more advanced level by students who have studied German at Leaving Certificate Level or its equivalent.

7.16 GA191 and GA192

Gaeilge & Scileanna Cumarsáide 1 (GA191) Tabharfar deis do na mic léinn sa mhodúl seo cur lena scileanna labhartha agus scríofa sa Ghaeilge. Úsáidfear tsainteanga an ghnó i gcás cuid mhór d'abhar an mhodúil seo, rud a chuirfidh ar chumas na mac léinn iad féin a chur in iúl go muiníneach sa Ghaeilge i réimsí éagsúla de chuid an ghnó/na tráchtála. Déanfar plé ar théamaí ginearálta comhaimseartha agus ar roinnt ceisteanna reatha a bhaineann le réimse an ghnó agus na fiontraíochta. Cíorfar an gnó mar ghairm, agus tabharfar deis do na mic léinn labhairt sa rang agus cur i láthair ó bhéal a dhéanamh ar bhonn rialta. Déanfar na mic léinn a chumasú i rialacha gramadaí na Gaeilge freisin, i gcomhréir agus i ndeilbhíocht na teanga, agus i gceartúsáid na teanga. Déanfar an cruinneas a threisiú sa mheán na scríbhneoireachta ag díriú go sonrach ar théarmaíocht agus ar shainfhoclóir an ghnó.

Gaeilge & Scileanna Cumarsáide 2 (GA192) Sa mhodúl seo déanfar buanú ar eolas na mac léinn ar rialacha gramadaí na Gaeilge, ar chomhréir agus ar dheilbhíocht na teanga, agus ar cheartúsáid na teanga sa scríobh agus sa labhairt. Bainfear úsáid as na foinsí agus na huirlisí teanga agus téarmaíochta is tábhachtaí a theastaíonn chun téacsanna scríofa a ullmhú, ag úsáid théarmaíocht an ghnó mar is cuí. Déanfar buanú freisin ar chumas na mac léinn tsainteanga an ghnó a úsáid, agus cuirfear lena muinín an tsainteanga sin a úsáid go muiníneach agus iad ag labhairt na Gaeilge. Déanfar plé cuimsitheach ar cheisteanna a bhaineann le réimse an ghnó agus na tráchtála. I measc na dtéamaí a phléifear beidh Fógraí agus Margaíochta, Cúrsaí Fiontraíochta agus Eacnamaíocht na hÉireann.

8. Regulations for First Year

8.1 Requirements to Pass

The First University Examination in Commerce must be passed within two academic years from the date of entering the course, except that students who are permitted to transfer to First Commerce, having failed in another College, must pass the First University Examination in Commerce within one academic year of entering the Course.

8.2 Language

After First Year, language is available only in the BComm (International) and BComm (Gaeilge) programmes. However, a limited number of BComm students who pass the First Year examination in German, Gaeilge or Spanish, may be permitted to transfer into the Second Year of the BComm International or BComm Gaeilge programme (provided the First Commerce examination is passed overall). In the event of demand exceeding the number of available places, selection will be based on performance in the language at the First Commerce examination. Decisions on initial selection and on transfer will be made by the Disciplines of German, Gaeilge and Spanish in conjunction with staff in the School of Business & Economics.

8.3 Progression

Undergraduate degree programmes at the University are normally organized into Stages. Students must successfully complete each stage before progressing to a subsequent one. Full-time Undergraduate Degree Programmes will be organised on an academic year basis, where each year represents a defined Stage. Full- time undergraduate students will be required to register for and present for examination in a set of modules to a total credit weighting of 60 ECTS.

8.4 Passing

The pass mark on all modules is 40%.

8.5 Carrying Forward Marks

A student will be given credit for modules passed and will not have to re-present for examination in any module in which a minimum mark of 40% has been returned within the time-limit set out in regulations for the successful completion of the particular stage. The normal time-limit for carrying forward of marks to subsequent examination sessions is 2 academic years.

8.6 Compensation Provision

The pass standard for a Module is 40%. However a student with marks of less than 40% in one or more modules will be deemed to have passed the Stage provided:

- the average mark for all modules of the Stage is at least 40%
- the mark in every module is 35% or more
- the module(s) with marks in the range 35-39% total 15 ECTS or less.

8.7 Capping of Repeat Examinations

Capping, where the maximum mark which may be awarded at a repeat examination of a module will be the pass mark of 40%, does not apply in first year but does apply in all subsequent years.

8.8 Award of Honours for Degree Examinations

At degree level, honours will be calculated on the basis of 30% of the aggregate mark obtained at the second stage (second year) Examination and 70% of the aggregate mark obtained at the final stage (final year) Examination. The standard will be based upon the following table:

H1 70% on the aggregate

H2.1 60% on the aggregate

H2.2 50% on the aggregate

H3 40% on the aggregate

Note 1: Where one or more of these conditions have not been met each module where the mark is below 40% must be repeated. Marks of 40% and above are carried forward to the next session and are not repeatable.

Note 2: BComm International students cannot compensate the language. This applies to all years of the BComm International programme.

The Business Society BizSoc aims to get more students in the University thinking about business by opening their mind to new ideas and opportunities. It helps students who want to get involved in any form of business in the future by allowing students with similar interests to mix with each other, organise high profile events and to hear and learn from successful people outside of the lecture hall.



It is also one of the best social societies in University of Galway.

The main events hosted by the Business Society are trips away in Ireland, speaker engagements with well known business people, an international trip, and of course the occasion of the year: The University of Galway Commerce Ball.

The society is proudly sponsored by the Big 4 accounting firm KPMG. The more people involved in the society the better for everyone. You can get involved at committee or Class Rep level, or take part by simply attending and enjoying our events.

Follow us on Instagram (https://www.instagram.com/bizsoc.ug/) for updates on our events or email: bizsoc@socs@universityofgalway.ie

Other business-related societies you may wish to consider joining are:

Business Analytics https://socs.universityofgalway.ie/societies/businessanalytics

Consultants and Entrepreneurship https://socs.universityofgalway.ie/societies/entrepreneurship

Economics https://socs.universityofgalway.ie/societies/economicssoc

"Being part of societies has been an integral part of my college life. Without societies, I would have had half the enjoyment. Societies and clubs have enabled me to understand what it is like to work with like minded people while enhancing my skills and most importantly, having fun."

Brendan Gunning

Bachelor of Commerce with German student Second Year - AY24-25



9. Bachelor of Commerce (Global Experience) Year

BComm students can apply to extend their studies by an additional year after they have completed second year. The additional 'Global Experience' year provides students with an opportunity to undertake a semester long work placement/internship in Ireland plus a semester of study in North America, Europe, Hong Kong or Australia subject to availability. Alternatively students can choose to spend the full academic year studying abroad or on work placement. Please note that entry to the BComm (Global Experience) year is competitive, based on academic merit, with only a limited number of places offered.

10. General Information

We encourage you to get involved in some of the many clubs and societies located on campus and in particular we strongly encourage you to partake in the University of Galway volunteering programme ALIVE. Check out www.studentvolunteer.ie/universityofgalway/ for more details. In the School of Business & Economics we provide for your academic development over the course of your programme. Elsewhere in the university there are opportunities for you to engage in activities to aid your personal development and growth.

10.1 Necessity of lecture and tutorial attendance

Students are required to follow a course of study by attendance and participation at lectures and other platforms as timetabled and where advised by programme directors. There is clear evidence to show that success in examinations is linked to attendance and active participation. Independent study is also required using online library resources.

10.2 Study Abroad, Internships and other Opportunities in Future Years of the Programme

Where it is not a compulsory part of a student's degree, selection for study abroad, internships and other opportunities will be based on academic merit. Selection will, in many cases, depend on the student's performance in the first year university examinations. Selection for teams to represent the School of Business & Economics and University will also be partly based on academic merit. First year university results are frequently a consideration.

10.3 Registration for optional first year module

Online Registration opens on 1st September 2025 at 10am. You cannot register before this date. Online registration will close on Tuesday 30 September 2025. You will receive an email from registration a few days before Online Registration opens inviting you to register online. For further information refer to http://www.universityofgalway.ie/registration/

10.4 Canvas

Canvas is the University of Galway virtual learning environment. On Canvas you will find information for each of your modules. The module pages on Canvas are maintained by the lecturers and are the primary resource for lecture notes and materials. Notes and module materials available on Canvas are not a substitute for lecture attendance.

10.5 Academic misconduct

Academic misconduct is any attempt to gain or help others gain an unfair academic advantage. "Academic misconduct can be either intentional or inadvertent. It can be committed in a variety of ways" (National Academic Integrity Network (NAIN))

• 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;
- 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, generative AI, 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.

10.5.1 Plagiarism

Plagiarism is one form of academic misconduct. It is the act of taking credit for someone else's ideas and work and claiming this as your own. This is a form of intellectual theft. In third level colleges, plagiarism is a serious offence and merits a severe penalty. In some colleges, the student loses the entire marks for that assignment. In other colleges, the student is brought before a disciplinary committee. You need to be aware of how serious an offence plagiarism is and take care to avoid it in all your assignments. The J. E. Cairnes School of Business & Economics has a plagiarism advisor, Anatoli Nachev, who is responsible for dealing with suspected and reported cases of plagiarism and acting in accordance with the University's Code of Practice for Dealing with Plagiarism. Self-plagiarism is when you submit work which has previously been submitted for a different assignment without permission/acknowledgement.

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, generative AI, etc.) and claiming it as your own work.

<u>For further information, please review the University's Academ</u>ic Integrity Policy available for download at https://www.universityofgalway.ie/registrar/policies-forms/#tab2



10.6 Code of Conduct

Please be advised that as a student of University of Galway you are required to abide by the University of Galway Code of Conduct. The code of conduct applies to all university related activities whether located on or off campus. You can familiarise yourself with the code of conduct on www.universityofgalway.ie/codeofconduct

10.7 Withdrawing from the programme

If at any stage you decide to withdraw from your course, you may do so by filling in an online withdrawal form which can be accessed at http://www.universityofgalway.ie/student-registry-helpdesk/our-services/coursewithdrawal/ However, before making this decision, we strongly recommend that you speak to School Office staff or your Programme Director. Please see School Office details under "Useful Contacts" on page 21. Final deadline for receipt of applications to withdraw is the 1st of March in the academic year in which you are registered.

10.8 General University Advisory

There are several sources of advice that will be available throughout your time at University of Galway. Some students may find the transition from school to University unsettling; it can be lonely at times and hard to be away from home. Please do not feel you need to keep these problems to yourself. Talk to someone about them. Often the best source of advice can be from fellow students. The Students' Union at University of Galway are very active in assisting students in getting the most out of college life and we encourage you to become familiar with your union. You will find a wealth of useful information on www.su.universityofgalway.ie and if you want to know what's really happening on campus be sure to click the SIN Link.

10.9 Academic Skills Hub

Develop core academic skills with University of Galway's Academic Skills Hub at http://www.universityofgalway.ie/ academic-skills/. This online resource is packed with tips and information to ensure success in your studies. You can also access face-to-face skills support at the Academic Skills Hub desk in the Library foyer.

10.10 Academic Writing Centre

The <u>Academic Writing Centre (AWC)</u> provides one-on-one tutorials and email consultations on essay writing. These are free and available to everyone, regardless of experience or grade average. It is located on floor 2 of the main Library. If you wish to get in touch, please email Irina Ruppo: Irina.ruppo@universityofgalway.ie

10.11 SUMS (Support for Undergraduate Mathematics and Statistics)

<u>SUMS</u> is a FREE service providing informal mathematics support to first and second year students across all colleges and courses as well as to students engaged in Access/Foundation courses. SUMS is located on the ground floor in Aras de Brún. Here you can receive extra mathematics or statistics tuition during our drop-in service hours. You can attend to use SUMS as a study space – where you can work your own pace with a tutor available if you have any questions. SUMS is available for you to study on your own or with class mates. SUMS-DROP-IN opens from 2pm to 5pm, Monday to Friday during the academic year, with reduced hours in the beginning of the term. You can find more information including tutors on duty etc. on the SUMS timetable. No booking is required. Just walk in and seek help whenever the SUMS drop-in service is open.

Please prepare for your visit as much as possible. Bring along all relevant course materials and try to identify a specific area of difficulty. If you are having difficulties in general with mathematics or statistics, you should attend SUMS regularly and as early in the academic year as possible. For more information see https://www.universityofgalway.ie/public-sites/s-u-m-s/

10.12 Useful Contacts

School of Business & Economics

T: +353 (0) 91 492612

E: business@universityofgalway.ie

Career Development Centre

T: +353 (0) 91 493589 careers@universityofgalway.ie

Chaplaincy Centre

T: +353 (0) 091 495055 chaplains@universityofgalway.ie

Student Registry Help Desk

T: +353 (0) 91 495999 askregistry@universityofgalway.ie

Fees Office

T: +353 (0) 91 492386 fees@universityofgalway.ie

Registration Office

T:+353 (0) 91 494329 E:registration@universityofgalway.ie

Disability Support Service: Áras Uí Chathail

T: +353 (0) 91 492813 E:disabilityservice@universityofgalway.ie

Student Counselling Service

T: +353 (0) 91 492484 counselling@universityofgalway.ie

Business Student Support Officer

Teresa Lydon (Mon-Thurs, 9am-1:30pm)
Tel: +353 (0) 86 0836646
studentsupportsob@universityofgalway.ie

10.13 Letter from the Student Support Officer

The University is made up of 4 Colleges and there are 4 student advisors within the University. My name is Teresa Lydon and I am the Business Student Support Officer in the J.E. Cairnes, School of Business and Economics.

My role is to support you during your time here at the University of Galway. Starting university can be an exciting but challenging time. If you find yourself feeling overwhelmed or need help getting back on track, I am here to help.



11. Career and Postgraduate Opportunities

After completing the BComm degree, graduates go on to work in a wide variety of careers including Accounting, Management Consultancy, Taxation, Economic Policy, Advisory Services, Marketing, Human Resource Management, Information Systems Management, Finance (including Banking and Insurance). Details on where recent graduates from University of Galway may be found, and the industries in which they obtained their first job, are available at: https://www.universityofgalway.ie/career-development-centre/servicesforstudents/explore/graduatedestinations/

Due to the degree of specialisation in specific areas, graduates can apply to professional bodies for exemptions from parts of the professional exams in areas such as Accounting, Taxation, Marketing and Personnel Management. In addition, BComm and BComm International students can undertake a variety of postgraduate programmes which provide them with the capability to further specialise in a particular aspect of business. Specialist postgraduate programmes are available in all of the core business disciplines. Please see our website at: www.universityofgalway.ie/cairnes

Graduates of Commerce from University of Galway now occupy management positions in manufacturing industries, service-based organisations, SMEs, the public service, public agencies and in research institutions. Others have gone on to start their own business, or to become managing directors of national and international organisations. Another career avenue open to Commerce graduates is in the area of education at both second and third level. Further information about the Postgraduate Masters in Education can be found at the School of Education Website: www.universityofgalway.ie/education

12. Exploring Beyond the Lecture Halls: Enrich your University of Galway journey with campus extracurricular opportunities

As you embark on your university experience, we encourage you to seize the myriad of extracurricular opportunities that await you on our beautiful campus. These offerings extend far beyond the library and lecture halls, providing you with a platform to cultivate holistic growth, enhance your graduate outcomes, and craft memories that will resonate for a lifetime.

Diverse Array of Clubs, Societies, and Volunteering Opportunities

With over 40 sports clubs, 140 societies and countless volunteering opportunities, your time at the University of Galway presents an unparalleled chance to discover your passions and interests beyond the classroom. Immerse yourself in an eclectic array of student-led clubs and societies, each catering to unique hobbies, cultural pursuits, sports, academic fields, and social causes. Whether you're intrigued by debate, captivated by drama, keen on environmental sustainability, or committed to community service, there's a group for you.

Engaging in volunteering opportunities not only fosters connections within the local community but also allows you to apply your skills and knowledge in real-world contexts. These experiences not only amplify your sense of purpose but also grant you a deeper understanding of societal issues and the chance to contribute positively to the world around you.

Importance for Graduate Outcomes and Employability

In today's dynamic job market, employers seek graduates who embody a blend of academic excellence and practical skills. Participation in extracurricular activities complements your coursework and showcases your versatility. By actively engaging in clubs, societies, and volunteering, you have the opportunity to prove your development of a wide array of skills including but not limited to communication, leadership, teamwork, and time management skills – that are highly sought-after attributes that employers value. Your ability to balance your academic pursuits with extracurricular commitments demonstrates your dedication and capacity to thrive in diverse environments.

Personal Growth Through Active Campus Engagement

Stepping out of your comfort zone can be intimidating, but it's where personal growth truly flourishes. Trying a new activity, joining a club you've never considered, or participating in a cause close to your heart, all contribute to expanding your horizons and offer great opportunities to develop lasting friendships. Embrace the opportunity to learn about yourself, challenge your assumptions, and develop skills you might not have known you possessed. Your journey through university is a once-in-a-lifetime experience that extends far beyond our lecture halls. It's a time to forge lifelong friendships, explore diverse perspectives, and create cherished memories.

By engaging in extracurricular activities, you'll find yourself at the heart of our vibrant campus community, fostering connections and making the most of your time here.

Seize the Moment: Time Flies

Remember that your time in university is fleeting. It may seem like the days and weeks are long, but the semesters, and even years, pass very quickly. As you navigate your academic pursuits, don't forget to invest in yourself through extracurricular activities. These opportunities are windows into personal and professional growth, creating a tapestry of experiences that will define your university years.

In conclusion, we urge you to explore the rich tapestry of extracurricular offerings available to you. From clubs and societies to volunteering engagements, each opportunity is a steppingstone towards a well-rounded education, personal development, and future success. Embrace the challenges, seize the friendships, and make the most of your time on this vibrant campus.

13. Equality, Diversity and Inclusion

Welcome to all our first-year students. We are delighted that you have decided to study with us. We are a School of Business and Economics for the Public Good, therefore at our core, we are committed to promoting a culture that demonstrates equality, celebrates our diversity and where everyone feels included and valued as part of our School for the Public Good. In 2021, we established an Equality, Diversity and Inclusion (EDI) Committee for the School to promote and raise awareness of EDI in all aspects of our work and culture. As a student with us, we want you to feel included and welcome as a member of our diverse staff and student body as part of the School of Business and Economics. If you feel there are ways that we could promote or enhance EDI within our School then please do get in contact with me: Edel Doherty, Associate Head for Equality, Diversity and Inclusion (edel.doherty@universityofgalway.ie)

14. Postgraduate Programmes

Graduates with good honours degrees in appropriate subjects from this and other recognised universities may be admitted to postgraduate study in the School as Master or Diploma students. The School currently offers the following postgraduate degree and diploma programmes:

- Accounting (Master of)
- Business Analytics (MSc)
- · Business Studies (HDip) Full-time and Part-time
- Corporate Finance (MSc)
- Cybersecurity Risk Management (MSc) Full-time and Part-time
- Digital Marketing (MSc)
- Entrepreneurship and Venture Management (MSc)
- Financial Analysis (HDip)
- Fintech [Economics and Financial Technology] (MSc)
- Global Environmental Economics (MSc)
- Health Economics (MSc)
- Human Resource Management (MSc)
- Information Systems Management (MSc)
- International Accounting and Analytics (MSc)
- International Finance (MEconSc)
- International Management (MSc)
- Management and Sustainability (MSc)
- Marketing Management (MSc)
- Marketing Practice (MSc)
- Master of Business Administration [MBA]
- Sustainability Leadership (MSc)

15. Academic Year 2025/2026 - Important Dates

College of Business, P	ublic Policy and Law (except Shannon College)
First Semester	1st Year UG Only
Orientation	Thursday 11th September – Friday 12th September 2025
Teaching	Monday 15th September – Friday 28th November 2025
Study Week	Monday 1st December – Friday 5th December 2025
Exams	Semester 1 exams start Monday 8th December 2025 Semester 1 exams end Friday 19th December 2025
Second Semester	All years, UG & PGT
Teaching	Monday 12th January – Thursday 2nd April 2026
Easter Break	Good Friday 3rd April – Easter Monday 6th April 2026
Field Trips	Tuesday 7th April – Friday 10th April 2026
Field Trips Study Week	Tuesday 7th April – Friday 10th April 2026 Monday 13th April – Friday 17th April 2026

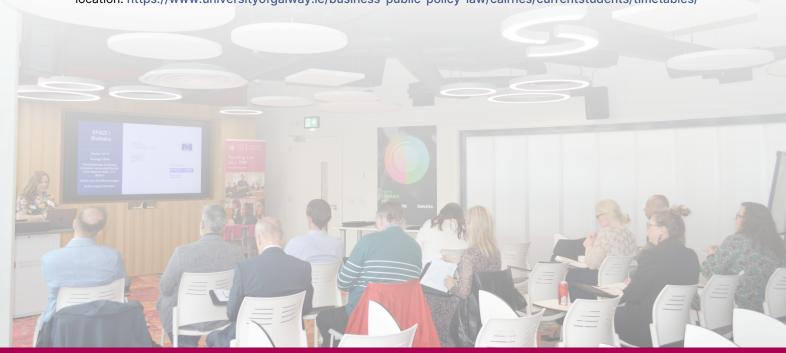
SBE TIMETABLE CAVEAT

The timetable caveat hereunder refers to all timetables included in Appendix 1, page 23.

This timetable is for semester 1 2025/26, and is valid as of 11th September 2025.

This timetable is indicative of both online and on-campus learning.

We will endeavour not to make major changes if possible. Any necessary updates will be available from this location: https://www.universityofgalway.ie/business-public-policy-law/cairnes/currentstudents/timetables/



16. Goal Setting for Students - A Step-by-Step Guide

Introduction

You may not realise it, but as a student you set and achieve goals every day. This can be as simple as attending all your weekly lectures or revising for an hour or two after classes.

It can be hard to take a step back from the smaller details of our daily lives to see all the personal and academic progress we've made. By formally setting out and achieving clear goals, we can see how we've made that progress, and plan our next steps with confidence.

This step-by-step goal-setting guide, developed by the Student Success Coaching team at University of Galway, is designed to help you unlock your full potential, both inside university and in life. We hope that this guide will help you gain clarity and confidence to achieve your own meaningful goals, empowering you to become the best student you can be and make the most of your university experience.

Why Should you Set Goals at University

Setting clear goals is an important initial step for first year students hoping to do well in their exams and make the most out of their time while in the University. To put it simply, goals produce action. They inspire you:

To push forward with purpose and focus

University life often comes with a lot of freedom and options. Having meaningful goals help you stay focused on what's important for you and avoid getting overwhelmed or distracted.

To stay motivated

Having specific targets gives students something to strive for, increasing their motivation to attend lectures, study, build connections and participate actively.

Helps with Time Management

Goals allow students to prioritize tasks and allocate their time effectively between academics, social life, and other responsibilities.

Builds Confidence

Achieving your goals, even small ones, boosts confidence and reinforces a belief in your ability to succeed.

Supports Academic, Professional and Personal Success

Goal-setting is strongly linked with better academic performance because it leads to more organized and strategic study habits. Setting career-related goals early helps students choose the right courses, internships and extracurricular activities aligned with their future aspirations. Finally, setting goals enables personal growth, as it encourages reflection on values, interests, and strengths.

What Are the Different Types of Goals You Can Set?

University life is a unique journey, one that shapes not just your academic achievements, but also your personal growth and career path. To make the most of your time at university, it's important to set goals that give you direction and motivation. These goals can fall into three broad categories: academic, personal, and professional. Understanding each type can help you stay balanced and focused throughout your studies.

/ Academic Goals

Academic goals are directly related to your coursework, learning outcomes, and performance in your classes. These goals help you stay on track with your studies and build a strong foundation in your chosen field.

Example: Maintain a GPA of 3.5 or higher each semester to qualify for a scholarship or post-graduate program.

This type of goal encourages consistent effort in classes, good study habits, and effective time management.

Personal Goals

Personal goals relate to your development outside of academics. They may involve your mental and physical health, relationships, hobbies and overall well-being. Setting personal goals can help you create a fulfilling and balanced life while at university.

Example: Join a student club or volunteering work to meet new people and build confidence in social settings.

This not only enriches your experience but also helps build soft skills like communication and teamwork.

Professional Goals

Professional goals help you prepare you for life after graduation. These goals might focus on building your CV, developing skills, gaining relevant experience, or networking in your field of interest.

Example: Complete a summer internship to gain practical experience and make industry connections.

Setting clear professional goals early can open up opportunities and make you more competitive in the job market.

Finally, remember that goals can range from short-term (daily tasks and habits), to mid-term and long-term plans over two or five years, so having a mixture of goal is important. Long-term goals give direction but can sometimes feel overwhelming. Short-term goals make progress more manageable and rewarding.

Setting SMART Goals - - Now it's time to create your action plan!

A useful guide to follow when creating your goals is to make them SMART.

1. Identify your goals and be Specific

The first step is to decide on your goals and aspirations. We encourage you to consider your academic, professional and personal goals. Goals need to be specific, clearly spelled out and well-defined. Otherwise, it would be very difficult to achieve them. The more specific your long-term goals are, the easier it'll be to set your short-term goals.

Remember, goals can evolve and can change. Although the more specific you can be with your long-term goals the better, there's always room for flexibility if you decide to change direction.

2. Set Measurable goals - Small wins, big results!

Now that you've set some long-term goals, you can break each one down into smaller tasks. Your goals need to be measurable, with checkpoints and milestones to be reached.

For example, if your goal is to achieve a grade A on your modules, your smaller goals might look like: attend all lectures, make weekly revisions, etc.

If you can't clearly understand your progress, it can be easy to lose motivation and lose focus. Exam results and essay marks are good ways to measure your achievements.

These goals are much more manageable on a day-to-day basis but still keep the longer-term goal in mind.

3. Achievable

We encourage you to set yourself ambitious goals, but make sure they're not impossible! Setting yourself a goal that you can't realistically achieve can be dispiriting. A good example is don't leave it until the night before an exam to revise the entire course, clearly a very difficult task!

4. Relevant

Next, double check that your goals align with your priorities, values and supports your overall objectives. Here you want to consider the following questions: Is this goal worthwhile? How will achieving this short term goal help me my long term goal?

5. Time-bound - When will I accomplish my goal?

Finally, make your goals time-bound, and give yourself deadlines to aim for! Try to add a time limit to each of your goals, like aiming to read one book in one month, or to reach 80% in a past paper by the end of term.

Your short-term goals can be laid out by day, week or month. Having this range of deadlines helps to maintain your focus, and develops your time-management skills in the process.

GOAL SETTING EXERCISE

SMART Goals Worksheet

Writing down your goals helps clarify what you truly want to achieve. By setting and pursuing goals across academic, professional, and personal areas, you'll create a more fulfilling and well-rounded university experience.

Use the SMART Goals Worksheet to outline both short-term and long-term objectives for these different areas of your student life. In the space provided, jot down notes to help you map out a clear and actionable path toward your goals.

S	Specific	Make sure your goals are specific. Identify what needs to be done and how.	
M	Measurable	What evidence will you need to know that you have reached your goals?	
A	Achievable	What steps, skills and daily habits do you need to achive your goals? How will you develop them?	
R	Realistic	How does this goal align with your larger vision/overall plan?	
Т	Timely	Set a time limit. What is the deadline for achieving this goal? how frequently will you check your progress?	

Final tips!!

- **Keep your goals visible** in your study area. You don't want them to be out of sight, out of mind
- ✓ **Review your goals regularly** set a reminder on your phone!
- ✓ Make changes if needed. Be honest with yourself.
- Make sure to celebrate achievements and reward yourself when you achieve a goal!
- Reach out for support anytime!



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40 44 42 9 39 38 37 Institiúid na hEolaíochta Sonraí Páirceáil agus Taisteal **Eolaíochtaí Bithleighis** Naíolann na hOllscoile Data Science Institute **Biomedical Sciences** Baile na Breacóige Baile an Chíorbhuí Jniversity Crèche Goldcrest Village **Baile na Coiribe** Corrib Village **Dunlin Village** Cúrsa Saoil Lifecourse

32 An tlonad Nuálaíochta agus Gnó **Business and Innovation Centre**

An Campas Láir

Park and Ride

Central Campus

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An Campas Theas South Campus

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Teach an Gheata Gate Lodge

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Foirgneamh na nDán / na hEolaíochta

Arts / Science Building

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Áras Mhairéad (Ma) Ní Éimhigh

Áras Mháirtín Uí Riain Martin Ryan Building	7	Fortheach Institiúid Uí Riain Ryan Institute Annexe
Áras na Bitheolaíochta Daonna Human Biology Building	1	Halla Bailey Allen Bailey Allen Hall
Áras na Gaeilge	15	Institiúid na hEolaíochta Cliniciúla
Áras na Mac Léinn	œ	Clinical Science Institute
Áras Oirbsean Orbsen Building	22	Ionad na hEireann do Chearta an Duine Irish Centre for Human Rights
Áras Uí Argadáin Hardiman Building	20	Ionad na Seirbhísí Poist Mail Services Centre
Áras Uí Chathail	10	Ionad Uí Dhonnchadha - An Drámaíocht, an Amharclannaíocht
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Block T Block T	28	Réamhdhéantán Cois Abhan Riverside Terrapin
Bóthar na Drioglainne Distillery Road	26	Réamhdhéantán Scoil Huston The Huston School Bubble
Ceoláras Emily Anderson The Emily Anderson Concert Hall	-	Scoil Scannán agus Meán Digiteach Huston Huston School of Film and Digital Media
Comhaltas na Mac Léinn Students' Union	∞	Séipéal Naomh Columbán The Chapel of St Columbanus
Deasc Eolais na Mac Léinn (SID) Student Information Desk (SID)	0	Síceolaíocht Psychology

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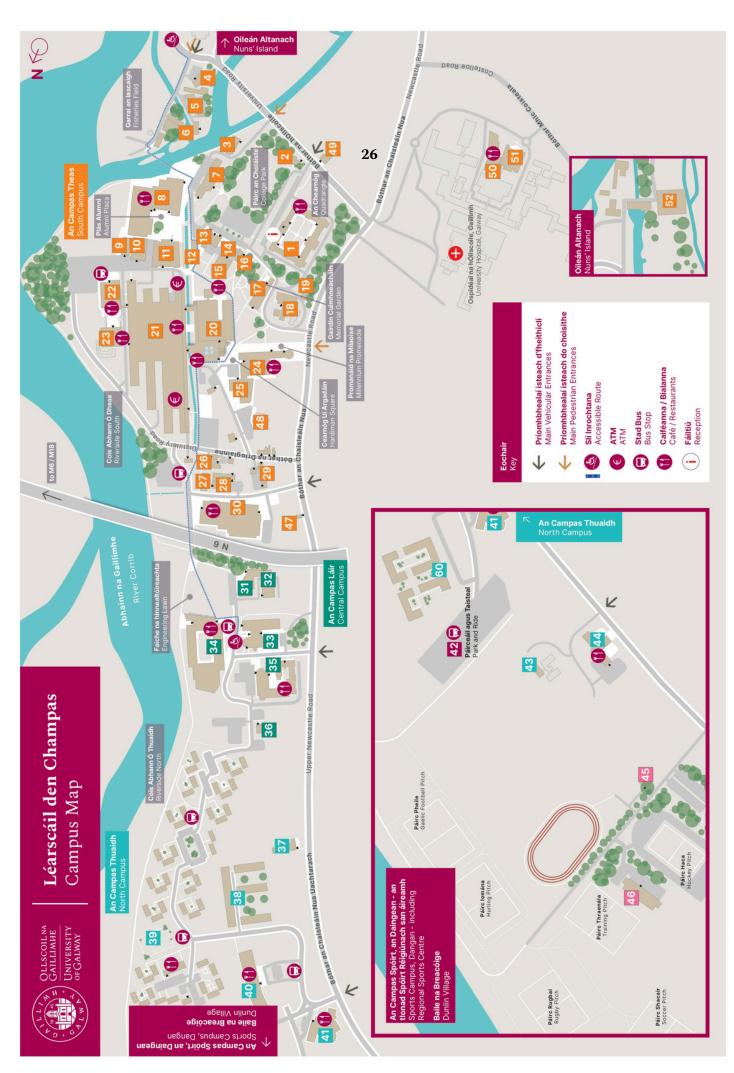
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