



OLLSCOIL NA GAILLIMHÉ

UNIVERSITY OF GALWAY

J.E. Cairnes School of Business and Economics

**Higher Diploma in
Financial Analysis**

Programme Handbook 2024-25

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Welcome

We would like to welcome you to the Higher Diploma in Financial Analysis here in the J.E. Cairnes School of Business and Economics at the University of Galway and we hope your time here will be enjoyable.

This handbook aims to cover any queries that you may have in regard to the programme. It also provides some guidance on other related issues in the University.

I wish you the absolute best in your studies over the coming year, and I hope you thoroughly enjoy your experience in University of Galway.

Yours sincerely

Natasha Caulfield
Programme Director

H.Dip in Financial Analysis

Our contact details are as follows:

Name: MS. Natasha Caulfield

Office: Room 215, St. Anthony's Cairnes

Email: natasha.caulfield@universityofgalway.ie

Programme Administrators:

Name: Sharon Gilmartin and Tracy Coloe-Cloonan
Location: Room No. 370, the J.E Cairnes Building
Email: accountancy@universityofgalway.ie

Programme Objectives

Graduates equipped with skills drawn from the dual disciplines of accounting and economics will play increasingly key and impactful roles in financial, banking and business sectors in the future. The goal of the Higher Diploma in Financial Analysis is to introduce students to and equip students with the applied analytical skills they need to secure future employment in the financial, banking and business sectors. This course will introduce students to the fundamental principles and analytical methods of accounting and economics and modules from other business-related disciplines. Upon graduating, course participants will be equipped with a foundation of knowledge and skills that will prepare them for further studies and future careers in this field. The long-term employment prospects for graduates from this course are extremely good. In terms of further study opportunities, graduates will be equipped to progress to MSc level programmes, such as the MSc Corporate Finance and the MSc International Finance at the University of Galway. In terms of career opportunities, graduates may take up a range of positions in the financial, banking and business sectors.

Programme Structure

The programme is offered on a full-time basis for one academic year. The programme consists of lectures, practical classes, seminars, and projects.

Marks and Standards

To be eligible for the Higher Diploma in Financial Analysis award, candidates must complete modules to 60 ECTS. Students must pass all modules. The pass mark in each module is 40%.

Award of Honours

Honours are awarded on completion of the programme according to the following scheme:

- H1 70% on the aggregate
- H2.1 60% on the aggregate
- H2.2 50% on the aggregate
- H3 40% on the aggregate

Honours are awarded only on the aggregate performance at an Examination. Honours are not awarded based on results obtained in individual modules.

List of modules

Semester 1

Module Code	Module	ECTS	
AY3103	Financial Management I	5	Core
AY5123	Accounting and Financial Analysis	5	Core
EC5133	Principles of Economics for Business	5	Core
MG524	Management	5	Core
MK204	Marketing Principles	5	Core
MS873	Management Information Systems	5	Core

Semester 2

Module Code	Module	ECTS	
AY874	Accounting for Management Decisions	5	Core
AY875	Financial Management II	5	Core
EC247	Introduction to Financial Economics	5	Core
EC2101	Macro Economics and the Business Environment	5	Core
MG3109	Innovation, Creativity and Enterprise	5	Core
Electives (choose 1)			
AY209	International Financial Reporting I	5	Optional
EC362	Economics of Financial Markets	5	Optional
EC3100	Economics and Philosophy	5	Optional
MS319	Enterprise Systems	5	Optional

Term and Exam Dates 2024-25

Semester 1	Date From	Date To
Teaching	Monday 9 th September 2024	Friday 29 th November
Study Week	Monday 2 nd December	Friday 6 th December
Semester 1 Exams	Monday 9 th December	Friday 20 th December 2024
Semester 2	Date From	Date To
Teaching	Monday 13 th January 2025	Friday 4 th April 2025
Easter	Good Friday, 18 th April,	Easter Monday 21 st April 2025
Study Week	Friday 11 th April	Friday 12-April
Semester 2 Exams	Tuesday 22 nd April 2025	Friday 9 th May 2025
August repeat exams	Tuesday 5 th August 2025	Friday 15 th August 2025
Holidays		
Easter	Good Friday, 18 th April 2024	Easter Monday 21 st April 2025
Public Holidays	Monday 28 th October 2024 Monday 3 rd February 2025 St. Patrick's Day, Monday 17 th March 2025 Monday 5 th May 2025	

Term and Exam Dates 2023-24

Academic Year 2024 -2025	
Orientation 1st years	<i>To be confirmed</i>
Start of teaching - 1st years*	Monday 16th September*
End of teaching - 1st years*	Friday 29th November * (11 weeks of teaching)
Start of teaching all years	Monday 9th September
End of teaching all years	Friday 29th November (12 weeks of teaching)
Study week	Monday 2nd December to Friday 6th December
Semester 1 exams start	Monday 9th December
Semester 1 exams end	Friday 20th December (10 days of exams)
Christmas Holiday	Saturday 21st December
2025	
Start of Teaching	<i>Monday 13th January 2025</i>
End of Teaching	<i>Friday 4th April (12 weeks of teaching)</i>
Field Trips	<i>Monday 7th April to Thursday 10th April (4 working days as in 2020/21, 2022/23, 2023/24)</i>
Study Week	<i>Friday 11th April to Thursday, 17th April</i>
Semester 2 Exams Start	<i>Tuesday, 22nd April</i>
Easter	<i>Good Friday 18th April to Easter Monday 21st April 2025</i>
Semester 2 Exams End	<i>Friday, 9th May (13 days of exams)</i>
Autumn Repeat Exams	<i>Tuesday 5th to Friday 15th August (9 days of exams)</i>
Holidays	<i>Easter: Good Friday 18th April to Easter Monday 21st April 2025</i>
	<i>Bank Holidays: Monday 28th October 2024 / Monday, 3rd February, 2025 / Monday, 17th March 2025</i>
	<i>Monday 5th May 2025/ Monday 2nd June 2025 / Monday 4th August 2025</i>

Teaching Staff

Please find below, contact details of your lecturers throughout the year - this list is subject to change

CODE	MODULE	LECTURER(S)	EMAIL
AY3101	Financial Management I	TBC	
AY5123	Accounting and Financial Analysis	Mary Cosgrove	mary.cosgrove@universityofgalway.ie
EC5133	Principles of Economics for Business	Breda Lally	breda.lally@universityofgalway.ie
MK204	Marketing Principles	Dzmitry Brychkov	Dzmitry.brychkov@universityofgalway.ie
MG524	Management	Geraldine Grady	geraldine.grady@universityofgalway.ie
MS873	Management Information Systems	Willie Golden /	Willie.golden@univrsityofgalway.ie
		Martin Hughes	Martin.hughes@universityofgalway.ie
AY209	International Financial Reporting I	Ms Mary Barrett	mary.barrett@universityofgalway.ie
AY874	Accounting for Management Decisions	Mr John Currie	John.currie@universityofgalway.ie
AY875	Financial Management II	Mr John Currie	John.currie@universityofgalway.ie
EC247	Introduction to Financial Economics	Dr Aidan Kane	Aidan.kane@universityofgalway.ie
EC362	Economics of Financial Markets	Mr Cian Twomey	Cian.twomey@univrsityofgalway.ie
EC2101	Macroeconomics and the Business Environment	Dr Gerard Turley/	gerard.turley@universityofgalway.ie
		Dr Jason Harold	jason.harold@universityofgalway.ie
EC3100	Economics and Philosophy	Dr Ashley Piggins	Ashley.piggins@universityofgalway.ie
MS319	Enterprise Systems	Dr Murray Scott	Murray.scott@universityofgalway.ie
MG3109	Innovation, Creativity and Enterprise	Ms Johanna Clancy	johanna.clancy@universityofgalway.ie

Centre for Excellence in Teaching & Learning (CELT)

From the beginning of your program, you should make use of the following materials which are recommended by the University's Centre for Excellence in Learning & Teaching (CELT) <http://www.universityofgalway.ie/centre-excellence-learning-teaching/>:

- A basic introduction to learning online: <https://www.allaboardhe.ie>
- Tools for learning (not solely in an online environment): https://www.allaboardhe.ie/AAlessons/learningtools/story_html5.html?lms=1
- Virtual learning environments (VLEs) / Learning management systems (LMSs): https://www.allaboardhe.ie/AAlessons/VLEstudent/story_html5.html

Library

Information on accessing the library can be found at <http://library.universityofgalway.ie>

The username and password for your Library account is the same as the username and password for your campus account, i.e., what you use to log on to the University network and for your email. For further information on the library, please visit <http://www.library.universityofgalway.ie/>. Training sessions on a variety of topics all designed to help you gain the skills of finding, evaluating, and using information more efficiently are conducted in the library in semester One.

Training and resources provided by the library can be found at <http://library.universityofgalway.ie/help/teachinglearning/>

Academic Writing Centre

The AWC offers free one-on-one tutorials on essay writing for students. Last year, AWC tutors helped over 500 students to overcome recurrent problems with grammar, punctuation, spelling, and essay structure. The AWC offers help and encouragement along the way. Everyone is welcome, regardless of level of experience or grade average. AWC tutors work with new entrants, final year students, and postgraduates alike. <http://library.universityofgalway.ie/awc/>

Computer Facilities (ISS (Information Solutions and Services))

The Information Solutions and Services Department provides a comprehensive range of ICT services for students. Please visit <http://www.universityofgalway.ie/information-solutions-services/services-for-students/> for further information on computer services.

Canvas

Canvas is the Virtual Learning Environment (VLE) used in the University of Galway.

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

Academic Study Skills

A set of online study skills modules is now available within Blackboard. Called Skills4Study this resource includes the following modules:

- Getting ready for academic study
- Reading and note-making
- Critical thinking skills
- Writing skills
- Referencing and plagiarism

To access these modules, log on to Canvas <https://universityofgalway.instructure.com/>

and self-enrolment in the Learning Centre. Full details are available via the search bar on the University Website. [Skills4Study Student Guide](#) can be downloaded.

Career Development Centre

The [Career Development Centre](#) (CDC) aims to provide students with a quality career guidance and information service focused on facilitating and empowering you to manage your own career development and make effective career transitions. Support is provided on **Employability, Guidance and Opportunities**.

A large number of [events](#) are held each semester and have many graduate employers on campus. Students and recent graduates can use [Careers Connect](#) to view events, job / internship / funding opportunities and students can also use it to book an appointment with a member of the CDC team.

J.E. Cairnes School of Business Student Advisor

The primary role of the Student Advisor is to look after the welfare and wellbeing of our students throughout their university experience. Please feel welcome to contact the student advisor at businessstudentadvisor@universityofgalway.ie if you have any worry or concern at all.

Academic and Wellness Support

Being involved in a society, club or in volunteer programmes can be a fun and interesting way to meet new people and build friendships. Having a sense of belonging and connection with others is a proven way to help you mentally and physically in your learning journey. You will find some key student support services at the links below.

Student Services: <http://www.universityofgalway.ie/student-services/>

The HUB (Wellness, Entertainment, Leisure & Lifestyle): <http://www.hub.universityofgalway.ie/>

Student Supports: <https://www.universityofgalway.ie/supports>

Student's Union: Welfare and Equality Officer, 086 3853659 / www.su.universityofgalway.ie/ / su.welfare@universityofgalway.ie

Parking and Bicycles

It is essential that you get a temporary parking permit and/or permanent student permit before you park in the university grounds. Without the permit you will be clamped, and the release fee is €60.00. **The clamping company makes no exceptions.** A Park and Ride facility is available from Dangan car park

You will find all the details on parking in the University on this link

<http://www.universityofgalway.ie/buildings/parking.html> Bicycle racks

are located at the back of the Cairnes Building.

The secure bicycle compound (see the [Cycling Map](#) for location) is located to the west of the Arts Science Building. Anyone with a valid in date student / staff University ID card can access the compound. You must also swipe it out. As part of ongoing improvements to cycle facilities additional covered bicycle racks have been installed in several places around campus.

Course Syllabi and Descriptions

AY209 - International Financial Reporting I

This optional course is strongly recommended for those wishing to study further accounting modules and is aimed particularly at those interested in pursuing a career in accounting. The objectives of the course are to build on introductory financial accounting courses to complete the development of the basic accounting skills necessary to allow students to progress to more advanced study of financial accounting and to introduce students to the environment and practice of financial reporting.

AY5123 - Accounting and Financial Analysis

This course is intended to develop in students the skills necessary to prepare, interpret and use accounting and financial information in a business context. It is designed for students who have not previously taken accounting. The course will provide a good foundation in Financial Accounting and Analysis. On course completion, students will be expected to be capable of preparing and interpreting simple financial statements.

AY3101 - Financial Management I

The objective of this course is to develop the participants' understanding of the theory and practice of financial management, and to develop their skills in the application of this knowledge to financial decision-making. It is designed for students who have not previously studied finance. The course will provide a good foundation in Financial Management for students not intending to specialise in finance. The course provides a broad understanding of the objectives and methods of financial management, from which students can progress to a more advanced study of corporate finance.

AY874 - Accounting for Management Decisions

This course's objective is to give students a comprehensive introduction to the principal issues and practices in cost and management accounting. Students are required to have previously completed an introductory course in financial accounting, but no previous knowledge of management accounting is assumed

AY875 - Financial Management II

The objective of this second course in Finance is to build on the foundations of the first course in extending your knowledge of the theory and practice of Financial

Management. In particular, the course is designed to achieve the learning outcomes specified separately under each topic heading below.

EC2101 - Macroeconomics and the Business Environment

This is an intermediate macroeconomics module dealing with the theory and practice of macroeconomics. It builds upon the concepts and principles covered in first year macroeconomics. The objective of the module is to understand the core models in (short-run) macroeconomic theory and to learn how these theories can be applied to various short-run policy issues, both domestically (Ireland) and in an international (EU/eurozone) setting.

EC247 - Introduction to Financial Economics

This module introduces financial economics, with an emphasis on combining knowledge of 'real world' financial markets with economic theory, and with statistical methods, to value financial instruments and analyses portfolios. We ground our understanding of risk and return in statistical models, moving from the analysis of individual financial instruments such as shares or bonds, to the analysis of combinations of these in portfolios. We analyse the construction of optimal portfolios in mean-variance terms, and the implications these models have for the pricing of financial assets. We delve further into methods for the valuation of equity, bonds, and derivative instruments, especially options. A key focus is on the practical application of concepts through the analysis and interpretation of financial data, using spreadsheets, and particularly in the context of an applied, data-driven financial analysis project.

EC3100 - Economics and Philosophy

This module will explore the interface between economic analysis and moral philosophy. It will show how insights and analytical tools from economics can contribute to ethics and demonstrate how an understanding of moral philosophy can improve economic analysis. Topics covered include rationality and preference axioms, welfare, efficiency and consequentialism, rights, theories of distributive justice, social choice theory, game theory and decision theory.

EC362 - Economics of Financial Markets

This course introduces students to the key concepts and current issues in financial economics. To reflect the diversity of the financial services sector, this course covers all the important financial markets: stock; bond; foreign exchange; and derivatives.

Emphasis is placed on linking the financial theory to the major global economic and business stories of recent years, for example, the rise and fall of world stock prices; the volatility of the euro-dollar exchange rate; and how billions of euros were lost in derivatives-related trading.

EC5133 - Principles of Economics for Business

This module will start with an overview of Economics. This will be followed with an introduction to Microeconomics and Macroeconomics, the two streams of Economics. Microeconomics is the study of how households and firms make decisions and how they interact in specific markets. In this module you will learn the basic principles of Microeconomics.

You will learn how demand and supply interact to determine market prices and how government intervention can affect market outcomes. You will also learn how firms make production decisions and become familiar with diverse types of market structures, such as monopoly and perfect competition. Macroeconomics is the study of the economy. In this module you will learn about measures used to measure an economy's performance and about short run fluctuations in the economy.

MG524 - Management

The course is designed as an introduction to the role of management in organisational structures. Locate the history and foundations of management thought in dimensions of modern organisations. Explain and discuss the role, functions, and skills of effective management. Derive a view on how management principles are applied in a range of organisational settings to explain the role of planned change through strategy, technology, and innovative process. Provide exposure to the concepts, theories and techniques on which management is based. Application of management concepts across a wide range of business settings.

MG3109 - Innovation, Creativity and Enterprise

This course has an underlying theme of innovative practice and is designed to educate students to recognise and develop opportunities for innovation in response to organisational changes. Delivered using a blended learning approach, the course combines large-class lectures, small group workshops and a group project. The course will highlight current thinking and practice with respect to innovation, creativity, and enterprise.

MK204 - Marketing Principles

The object of this course is to introduce students to the key marketing concepts and their application in both an Irish and international context.

MS319 - Enterprise Systems

The objective of the module is to develop students' understanding of Enterprise Systems. It will look at Enterprise Systems from different perspectives: why they are used; how they are used; the different sub-systems (Enterprise Resource Planning, Supply Chain Management, Customer Relationship Management) contained within the Enterprise Systems. It will also deal with how these systems are designed, implemented, and updated.

MS873 - Management Information Systems

The objective of the module is to provide students with a broad understanding of the fundamental and strategic importance of information systems in the operations and management of contemporary organisations.

What is Plagiarism and how is it defined in the University?

A session on plagiarism will be scheduled in October. Attendance is obligatory.

Plagiarism is taking the credit for someone else's ideas and making out that you thought of these ideas yourself. This is a form of intellectual theft. In third level colleges, plagiarism is a serious offence. It merits a severe penalty. In some colleges, the student loses all entire marks for that assignment. In other colleges, the student is brought before the disciplinary committee. You need to be aware of how serious an offence plagiarism is, and take care to avoid it in your assignments, and particularly in a thesis.

Plagiarism is defined by the Academic Council of the University as follows:

1. Plagiarism is the act of copying, including or directly quoting from, the work of another without adequate acknowledgement. The submission of plagiarised materials for assessment purposes is fraudulent and all suspected cases will be investigated and dealt with appropriately by the University following the procedures outlined here [Code of Practice for Dealing with Plagiarism located at <http://www.universityofgalway.ie/plagiarism>] and with reference to the Disciplinary Code.
2. All work submitted by students for assessment purposes is accepted on the understanding that it is their own work and written in their own words except where explicitly referenced using the accepted norms and formats of the appropriate academic discipline.
3. Whilst some cases of plagiarism can arise through poor academic practice with no deliberate intent to cheat, this still constitutes a breach of acceptable practice and will be appropriately investigated and acted upon (See Code of Practice for Dealing with Plagiarism at <http://www.universityofgalway.ie/plagiarism>).

The J. E. Cairnes School of Business & Economics has two plagiarism advisors, Dr Anatoli Nachev and Ms Mairéad Hogan, who are 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. Please see <http://www.universityofgalway.ie/plagiarism> for further details.

Examples of plagiarising the work of other students

- Getting someone else to write your essay, report, assignment, or thesis.
- Taking material written by someone else, putting your own name to it, and handing it in as your own work.
- Copying bits and pieces out of the work of another student/author and including them in your own essay, report, or thesis without acknowledging the source.

- Taking ideas, theories, direct quotations, diagrams, statistics, tables, photographs, graphs from a published source or the Internet, and including them in your assignment without stating a source.
- Allowing another student to copy your work is also considered plagiarism and both are subject to a penalty.
- Plagiarised work in group assignments or projects can be caused by the contribution of a single student, but the group submits and is therefore fully responsible for that. The penalty affects all students in the group.

Examples of plagiarism from published sources

- Direct quotation: Using the exact words of another person without giving them credit for it. Please note that if you use the exact words, you **MUST** enclose them in quotation marks **AND** cite the source using the appropriate style. Citing the source on its own is not sufficient.
- Paraphrasing: Putting someone else's ideas into your own words without giving them credit by citing the source for the ideas.
- Using statistics, tables, or a graphic (diagram, figure, picture and so on) without citing a source.
- Summarising material from a source without acknowledging where the ideas came from.

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

To avoid plagiarism, you must give credit whenever you use: another person's idea, opinion, or theory; any facts, statistics, graphs, drawings - any pieces of information whatsoever that are not common knowledge; quotations of another person's actual spoken or written words; or paraphrase of another person's spoken or written words

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

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

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

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

Citation and Referencing

Remember, everything you write must be verifiable. If you cite no source for content in your assignment/report/thesis, this means you are claiming you thought of the ideas yourself. But fresh ideas are rare. Most of our ideas have already been thought of by someone else, or they are based on the ideas of someone else. You need to acknowledge that by citing a source for any ideas you find in your reading materials. You do this by in-text citation linked to a List of Works Cited, or a Reference List placed at the end of your thesis, essay, or report.

Each academic discipline has its own method for citing sources. You do not have to know all these unique styles. Just be aware that they exist.

The following texts are useful for citing and referencing and are available in the University library and the University bookshop:

Pears, R. and Shields, G. (2004) "Cite them right: referencing made easy", Northumbria University, Newcastle upon Tyne, England ISBN: 1-904794-02-5

Pears, R. and Shields, G. (2005) "Cite them right: the essential guide to referencing and plagiarism", Northumbria University, Newcastle upon Tyne, England ISBN: 0- 955121-60-4

Resources

The library has a series of guides on academic integrity, including information on what plagiarism is, how to avoid it and good practice for citing and referencing. You are advised to familiarise yourself with these. <https://libguides.library.universityofgalway.ie/c.php?g=653961&p=4591731>

You can earn a digital badge from All Aboard by completing this short online course on Referencing, citations, and Publications.

<https://www.allaboardhe.ie/referencing/>