



OLLSCOIL NA GAILLIMH
UNIVERSITY OF GALWAY

Discipline of Journalism and Media

**Undergraduate Programme Handbook
2024/25**

BA Journalism (GY119)

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Introduction

Welcome from the Head of Discipline



Welcome to the University of Galway and our Journalism and Media family. Congratulations on starting your journey with us in the School of English, Media and Creative Arts. We're thrilled to have you join our community of aspiring journalists and media professionals. Our programmes are designed to be dynamic and professionally focused, giving you a deep dive into the world of journalism, global media, and communication. You'll explore how media shapes democracy, operates within a free society, and navigates challenges like disinformation. Alongside this, you'll gain hands-on experience from industry

professionals across various platforms – whether it's writing, online media, broadcasting, or other specialised areas based on your interests and electives.

Our BA Journalism programme is really fun and exciting. You should get ready for a comprehensive, hands-on training that blends professional excellence with academic rigor. You'll also gain a broad Arts education with opportunities to learn more about areas including sociology and politics, law, economics, or a European language to a professional level, depending on your elective choices.

The University of Galway has a proud history of media training, and since 2019, with the creation of our Discipline of Journalism and Media, we've become an international Centre of Excellence for teaching, learning, and research in media. As you progress through our programmes, you'll be well-prepared to launch your media career and become global ambassadors for what we stand for.

This handbook will be your go-to guide, especially during your first few weeks here, so keep it handy throughout the year. Pair it with information on our discipline website, the university website, and Canvas (the Virtual Learning Environment for your modules) for a smooth start. Your module leaders and tutors will also provide you with the specifics on modules, assignments, and assessments.

Our programmes aim to equip you with the skills, understanding, and critical thinking needed to excel in the media industry. Beyond that, we value good working practices and attitudes – enthusiasm, punctuality, meeting deadlines, staying calm under pressure, empathy, teamwork, and the ability to both cooperate and compete. We're also committed to sustainability and upholding the highest ethical standards.

I wish you all the best with your studies, and I'm confident you'll have an amazing experience as a student here at the University of Galway.

Tom Felle
Head of Journalism and Media

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

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

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

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

Disclaimer

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

The information in this handbook is correct at the time of going to press in September 2024. The university reserves the right to make amendments to:

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

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

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

Our Ethos

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

- We believe that **journalism and media are important**. We engage in practice, research and teaching that aims to have a measurable impact on the lives of people and society. Often, this work will explicitly relate to matters of social justice, defence of human rights and minorities, holding power to account, and defending democracy. We believe that journalism and media have inherent values that enrich communities, societies, and democracy and we defend the right to a free press.
- We believe that **our students are important**. Our teaching is inspired by the belief that our graduates will make societal impact through their work. We want to inspire you to excel and to reach your personal best during your time with us. You will graduate as a global ambassador for this discipline, our programmes and our university. We are very proud of you all.
- We are committed to **core principles** of truth, accuracy, fairness, impartiality, and accountability in our journalism.
- **Theory and practice should always inform each other**. We believe that you can most effectively understand practice through an immersion in the history and theory of that practice, alongside excellence in the production of media across multiple platforms. Our staff are committed to producing research that aims to create new knowledge and to make a deep impact on the world.
- **Mutual respect, collegiality, and teamwork** inform our teaching and our class activities. Individual rigour, excellence and creativity are also encouraged and valued.

Our Graduates' Attributes

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

The study of journalism, within the Discipline of Journalism and Media, allows students to develop skills that have applications in many fields. Our graduates will be valued for their creativity, initiative, ability to improvise solutions to problems, experience of teamwork – as well as a highly-developed communications and professional storytelling skillset. After graduation, many of our students will work in the wide field of journalism, media and communication – some in traditional news organisations, radio and television production, in magazines, many more in new media and technology, in online and social media and in wider marketing, PR and communications roles. Many graduates will work in portfolio careers, and in roles that have yet to exist. We have several courses and resources that will help students to build their capacities and forge their careers. Graduates will work in other areas too: education, business, information technology, and more. Our aim is to support all students in achieving their professional goals, whatever they are, and however they evolve over the course of their time with us.

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

General information

Academic Year

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

Academic Year 2024 -2025	
Orientation 1st years	<i>12-14 September</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	Easter: Good Friday 18th April to Easter Monday 21st April 2025
	Bank Holidays: Monday 28th October 2024 / Monday, 3rd February, 2025 / Monday, 17th March 2025
	Monday 5th May 2025/ Monday 2nd June 2025 / Monday 4th August 2025

Timetables

Timetable details will be posted to Canvas each semester. Please note that these may be subject to updates, sent by email and/or posted online.

In as far as possible, advertised class times will not be changed, save for exceptional circumstances. Some flexibility around workshops, guest lectures and field trips is required, given the nature of the media industry.

Details of timetables for individual years will also be posted at this [link](#).

Equal opportunities

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

Further details are available [here](#).

Official languages

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

Discipline team and points of contact

The Discipline of Journalism and Media includes full-time academics as well as specialised professional journalists and other communications professionals who teach individual modules on a part-time basis. Full-time staff can be contacted via their university email addresses and are available during office hours for meetings weekly (check with staff for their office hours). Part-time staff are available to be contacted via their university email addresses but do not hold regular office hours. You can meet our full team here: <https://sway.cloud.microsoft/MGqayN146Ej2By5v?ref=Link>

BA Journalism programme director:

Fiona McGarry
fiona.mcgarry@universityofgalway.ie

Erasmus co-ordinator:

Irene O'Malley
irene.omalley@universityofgalway.ie

Placement officer:

Emma Marron
emma.marron@universityofgalway.ie

Programme administrator

The programme administrator will be your first point of contact for any matters relating to the administration of your programme. They can also advise you who to contact in matters relating to examinations, registration, appeals and student welfare.

Your programme administrator is Shania Collins. Email: shania.collins@universityofgalway.ie.

Module leaders

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

Meetings and office hours

Staff aim to be approachable and responsive to students' needs, insofar as practically possible in the context of their other professional obligations, and while bearing in mind that we sometimes best assist students best by referring them to other professionals within the university, such as the counselling service or the College of Arts office. All staff hold regular office hours weekly during the semester. Times are advertised on office doors. They will usually take place at the same time each week. Many lecturers will also provide students with an opportunity to sign up for particular slots. In general, students should try to keep consultations to about 10 minutes, so as to ensure that all students have a chance to meet lecturers during office hours. Students can also communicate with staff by email (see contact details). In general, if your query is complicated or personal, it is better to discuss it with the lecturer during office hours. Many lecturers will also make time to answer individual queries at the end of classes, but do note that it may not always be possible to do this (for example, a lecturer may have another class to get to).

In order to save you time, it is important that you contact the most appropriate people to help you with your query.

Your query	Who to contact
You are confused about the module content or assessment	The course tutors or lecturer
You want to ask for an extension	The module coordinator
You need to defer your assessment because of serious illness or bereavement	The College of Arts office (Catherine McCurry / Deirdre Finan) See Extenuating Circumstances (EC) policy
You are ill	Your GP or other medical professional
You are experiencing stress, anxiety or other personal problems	Your GP, the student counselling service, the Students Union (SU) welfare office
You want to pass on documentation to explain absence / lateness (e.g. medical cert)	Head of Discipline (HoD) or programme director. College office in the case of ECs
For anything else	JM staff are always happy to meet students during office hours, and can discuss any issues that you wish to raise.

Your rights and responsibilities

General responsibilities

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

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

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

It is your responsibility to:

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

The University of Galway Code of Conduct provides further detail on what we expect of you. The code is available [here](#).

Conduct in class

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

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

General conduct

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

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

Attendance, punctuality and sick leave

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

If you miss a class due to illness, you should inform the lecturer in advance by email, and should bring a medical certificate to the next class. This will be kept on file. Students who miss in-class assessments (e.g., group presentations or news writing assignments) due to illness *may*, upon

presentation of a certificate, be given permission to defer that portion of their assessment until the end of the semester. Normally this will involve students being obliged to complete extra make-up work. Students who miss in-class assessments without a medical certificate will automatically lose the marks for that assessment and may not make alternative arrangements. Students who persistently miss class without a reasonable excuse (certified illness, bereavement) may be referred to the university's disciplinary committee. Likewise, lateness to class is unacceptable under any circumstances. Repeat offenders may be subject to disciplinary action. The presentation of a medical certificate does not automatically entitle a student to miss a class or hand in work late. Students with long-term health issues should be aware that, due to the participatory nature of this programme, a certain number of absences for certain practical modules – even if excusable on medical grounds – may preclude the possibility of a passing grade.

Extra-curricular activities

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

Freelancing

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

Student Supports

Disability Support Services

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

Opening hours: Monday to Friday 9:30am - 12:30pm; 2:30pm - 4pm
Office: Room 216, Áras Uí Chathail.
Tel: +353 (0) 91 492813 Fax. 353 (0) 91 495542
Email: disability.service@universityofgalway.ie
Web: <http://www.universityofgalway.ie/disability/>

Academic Writing Centre

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

Web: <https://library.universityofgalway.ie/studying/awc/>

Student Counselling Service

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

Address: 5 Distillery Road
Tel: +353 (0)91 49 2484
E-mail: counselling@universityofgalway.ie

BA Journalism - Programme Overview

The BA Journalism is focused on fostering a critical understanding of our changing media environment and on preparing graduates who will have an insight into the role of the media in democratic societies, as placed within historical and theoretically-grounded contexts. The programme is responsive to the realities of platform convergence. It acknowledges journalism's vital truth-guarding role in the context of the mis- and disinformation, including that driven by AI. Students take a dual approach to their studies, being exposed to academic knowledge and understanding, as well as practical skills and reflective practice. Study abroad and work placement opportunities are available in third year. During this programme, students take another Arts subject as a major subject, giving students a wide academic choice, and creating graduates with a broad range of knowledge, understanding and skills.

Programme outline

The programme outline for BA Journalism is as follows:

Year One		
Journalism (20 ECTS)	Arts Subject 1 (20 ECTS)	Arts Subject 2 (20 ECTS)
Year Two		
Journalism (30 ECTS)	Arts subject (30 ECTS)	
Year Three		
Work placement in industry (30/60 ECTS) and/or Erasmus and/or Study Abroad (30/60 ECTS)		
Year Four		
Journalism (30 ECTS)	Arts subject (30 ECTS)	

Arts subjects available to BA Journalism students are as follows:

- History
- Economics
- English
- Sociology and Politics
- Law
- Philosophy
- Languages (French, Spanish, Italian or Gaeilge)
- Information Technology
- International Development

Module Diet

Year One

In the first year, students take four core modules in journalism, media and communications studies theory and practice, as well as choosing two Arts subjects. These modules build core skills such as academic writing, provide students with a grounding in theoretical approaches to media and communication, and introduce students to the fundamentals of creative practice.

Learning Outcomes in Year One

In your first year, you will:

- acquire study and research skills in the areas of essay writing, presentations, and self-directed research;
- gain an understanding of theoretical frameworks for the study of media and communication and an awareness of the history of communication as a medium, and its importance in democracy;
- learn about idea generation and creative thinking tools and techniques, and gain an understanding of how to identify news and communicate effectively using a variety of communication methods;
- acquire training in storytelling and digital communication across multiple platforms;
- develop their ability to engage in critical practice in the area of communication, in particular around verification, accuracy, trust and digital communication.

Module Title	ECTS	Semester	Core / Optional	Module Code
This is the News	5	1	Core	AJ1103
Introduction to Media and Communication	5	1	Core	AJ1102
History of Media	5	2	Core	AJ1100
Radio Fundamentals	5	2	Core	AJ1101
Arts Subject 2	20	1 and 2	Core	Various
Arts Subject 3	20	1 and 2	Core	Various

Year Two

In the second year you choose which Arts subject to keep to degree level and drop the other Arts subject. You will take six modules (30 ECTS credits) from journalism, communications and media studies theory and practice, as well as continuing your studies with a second Arts subject in a double major or Joint Honours format. The core modules in journalism build on the skills and knowledge you acquired in year one within the fields of communications and media theory, and journalistic professional practice and context. You can choose between Sports Journalism (AJ2107) and Magazine Journalism (AJ2104) in the second semester.

Learning Outcomes in Year Two

In your second year, you will:

- acquire an understanding of journalism as a distinct mode of practice;
- develop knowledge of the impact of journalism on society, and on the public sphere;
- develop an understanding of the ethical, moral, and cultural norms associated with the media;
- develop writing and storytelling skills;
- acquire an appropriate level of technical skill and understanding of editorial practice to create creative media content across multiple platforms.

Module Title	ECTS	Semester	Core / Optional	Module Code
Power without Responsibility	5	1	Core	AJ2102
Reporting and Writing	5	1	Core	AJ2103
Broadcast Journalism (Radio)	5	1	Core	AJ2105
Magazine Journalism	5	2	Elective	AJ2104
Sports Journalism	5	2	Elective	AJ2107
Multimedia	5	2	Core	AJ2106
Online and Social Media: Theory and Practice	5	2	Core	AJ2100
Arts Subject 2	30	1 and 2	Core	Various

Year Three

The third year of the programme gives students the opportunity to apply the skills and knowledge acquired in years one and two within real-world settings. Students will engage in a range of intensive professional activities, while taking part in an internship with a media organisation. Students who wish to do so may also apply to spend part of the year studying at a university outside Ireland. Students undertaking a language as their second Arts subject may spend their entire year abroad.

Learning Outcomes in Year Three

In third year, you will:

- acquire employability and/or language skills;
- further develop professional practice skills appropriate for the media industry;
- demonstrate understanding of different cultures and societies (if abroad) AND/OR the norms and practices of the workplace environment;
- develop a fuller knowledge of the impact of journalism on society, and on the public sphere;
- deepen your understanding of the ethical, moral, gendered and cultural norms associated with the media.

Choose from one of the following module diets:

Option 1: Full year of study abroad

Module Title	ECTS	Semester	Core / Optional	Module Code
Study Abroad/Erasmus Exchange (Full Year)	60	1 and 2	Core	AJ3104

OR

Option 2: Full year of work placement

Module Title	ECTS	Semester	Core / Optional	Module Code
Media internship (full year)	60	1&2	Core	AJ3101

OR

Option 3: Split year work placement and study abroad

Module Title	ECTS	Semester	Core / Optional	Module Code
Media internship (S1)	30	1	Core	AJ3102
Study Abroad /Erasmus Exchange (S2)	30	2	Core	AJ3106

OR

Module Title	ECTS	Semester	Core / Optional	Module Code
Study Abroad /Erasmus Exchange (S1)	30	1	Core	AJ3105
Media internship (S2)	30	2	Core	AJ3103

Year Four

In their fourth year, students will develop further editorial practice skills as well as a high level of knowledge and understanding of key issues in the field of journalism, communication and media studies. Students will also complete their studies in their chosen second Arts subject.

Theoretical modules will allow students to develop their critical thinking skills, as well as acquiring advanced knowledge about norms and practices in journalism and media – and how to challenge these. Practical modules will allow students to develop their interest in digital and online journalism, as well as broadcasting.

The modules available in fourth year offer students the opportunity to engage with real-world challenges and opportunities through a range of visiting speakers and innovative project-based assessment.

Learning Outcomes in Year Four

In your fourth year, you will:

- work independently to develop an autonomous approach to working under supervision;
- apply the creative and collaborative practices developed in years one to three to challenges and opportunities within the media industries;
- develop your specialisms in communication and media analysis, and journalism practice;
- demonstrate advanced study and research skills in the areas of essay writing, presentations, and self-directed research, and the theoretical frameworks for the study of media and communication.

Module Title	ECTS	Semester	Core / Optional	Module Code
Advanced Practical Journalism (Print and Digital)	10	1	Core	AJ4104
Rehabilitating Reality: Studies and strategies to strengthen factual storytelling	5	1	Elective	AJ4117
Bursting the Western Bubble: Alternative Media Systems and the Global South	5	1	Elective	AJ4113
Media Law and Ethics	5	2	Core	AJ4105
Advanced Practical Journalism (Broadcasting)	10	2	Core	AJ4101
Arts Subject 2	30	1&2	Core	Various

Aims and objectives of the programme

- To equip students with transferable communications and critical thinking skills that will poise them for future success in the labour market
- To allow students opportunities to explore practice-based journalism alongside more theoretical Arts subjects
- To develop students' research skills and afford them an appropriate grounding for further educational opportunities nationally and internationally
- To allow students acquire a highly developed set of skills for work in journalism as well as a

digital skillset including verification, social media and data

- To develop ethical, articulate and responsible graduates who will contribute to the strengthening of democracy in Ireland and internationally through their professional practice as journalists
- To encourage the personal academic development of students through a coordinated series of modules that incorporate small group research-led teaching and learning experiences
- To create an undergraduate programme that will feed directly into the existing MA in Journalism, as well as future proposed specialised programmes in media and the Creative Arts

Learning outcomes for the programme

On the successful completion of this programme students will be able to:

- Employ excellent oral and written communications skills to construct persuasive arguments and perform effective cultural critiques
- Work professionally as a journalist in multiple platforms and in wider media and communications roles
- Show awareness of future career opportunities and pathways for those with interests in journalism, digital media and the wider communications.
- Analyse media, past and present, with attention to issues of representation, identity, and other social concerns
- Demonstrate understanding of editorial processes involved in media practice, and reflect effectively on practice
- Work collaboratively, in teams and under deadlines to produce content
- Employ research skills, including the use of appropriate print and technology sources in the discipline, to construct effective arguments
- Demonstrate scholarly writing skills appropriate to the discipline

Journalism graduate attributes

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

Values

- Critical thinking
- Creativity, innovation and entrepreneurship
- Ethical, responsible and reflective practice
- Collaborative work

Knowledge

- Journalism, communications and media theory, wider Arts specialisms
- Storytelling fundamentals
- Production processes for journalism practice

Skills

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

Modules

First Year

In First Year you will undertake a set programme. You are required to take 20 ECTS credits, and all modules are core, i.e. obligatory. The modules are as follows:

AJ1103 This is the News (5 ECTS credits) – CORE

This module is designed to introduce you to journalism practice. You will develop your knowledge and understanding of how events become news, and what shapes the news agenda. The theory of what makes the news will be evaluated, and you will develop your news and production skills by writing news reports and getting feedback on them.

AJ1100 History of Media (5 ECTS credits) – CORE

During this module you will examine the historical development of media and communication. You will be introduced to the history of journalism in the 19th and 20th Century and how communication was controlled, from the rise of the 'yellow press' to D Notice Committees in Britain during the First and Second World Wars. You will examine the development of communication as part of the democratic process, as well as in response to commercial, social and political pressures. Particular attention will be paid to its development in Britain, Ireland, and the United States.

AJ1101 Radio Fundamentals (5 ECTS credits) – CORE

This module will survey points of major relevance in the history of mass communication from the inauguration of the BBC, through to Orsen Wells' War of the Worlds, to propaganda during the Second World War, to modern day podcasting. You will also be introduced to the practical skills used in radio reporting and editing.

AJ1102 Introduction to Media and Communication Studies (5 ECTS credits) - CORE

This module provides you with an introduction to key debates in media and communication studies. You will engage with a historical overview and examine key theoretical issues such as representation, framing and bias in an introductory way. Media consumption and audiences will be explored.

Second Year

In Second Year you will undertake a set programme with some optional modules in second semester, alongside your other Arts subject. You are required to take 30 ECTS credits of journalism modules. The modules are as follows:

AJ2103 Reporting and Writing (5 ECTS credits) – CORE

During this module you will develop your knowledge and understanding of journalism practice, with a focus on key interviewing and reporting and feature writing skills for print and online media.

AJ2102 Power Without Responsibility (5 ECTS credits) – CORE

This module looks at key theories of power, agenda setting, agency and bias in the media, and examines contemporary debates about the relationship between society and the media; journalistic responsibility; and the public interest. If you successfully complete this module you will be able to engage with key issues in media studies relating to ownership, power, and bias, and articulate how these issues influence communication and the development of public

perceptions via mass communication.

AJ2106 Multimedia (5 ECTS credits) – CORE

During this module you will learn about the technical and practical aspects of mobile journalism, and focus on the preparation and presentation of short video news reports using your mobile phone and other equipment. You will also be involved in studio/production work in our television studio.

AJ2100 Online and Social Media: Theory and Practice (5 ECTS credits) – CORE

Digital journalism skills have become increasingly important for journalism and related media activities. New roles have emerged, such as social media editors, who are trained to both to 'harvest' for news and to develop audiences and build loyalty among users to media brands. Being able to write for online, understanding social tools such as verifying and curating user-generated content (UGC); being able to develop native content for a variety of social channels, as well as being able to deploy analytics strategies, are prerequisite expectations of media employers looking to hire graduates in this field. This module equips you with the learning to critically understand social media and as well as preparing you to work in a professional capacity as a digital journalist.

AJ2105 Broadcast Journalism (Radio) (5 ECTS credits) – CORE

During this module you will deepen your understanding of the technical and practical aspects of broadcast journalism, and focus on the preparation and presentation of work for broadcast on radio and for podcast. You will be involved in studio/production work in the newsroom and in our television and radio studios.

AJ2104 Magazine Journalism (5 ECTS credits) – Elective

During this module you will be introduced to the field of magazine journalism, and to a range of specific formats within the genre. Through extensive practical work, you will learn to identify and pitch stories; to research and investigate; and to write to format and deadline.

AJ21047 Sports Journalism (5 ECTS credits) – Elective

The module will introduce students to the norms and practices within professional sports journalism. The module will equip students with an understanding of sport as a distinct form of practice, and editorial skills that will prove effective across a broad range of sports media.

Third Year

In Third Year, you have a number of choices to make: either to study abroad for the entire academic year or combine study abroad with practical work in the media industry. The year is designed to be as flexible as possible, allowing us to help you find the best 'fit' for your desired path. In preparation for this, you will engage in detailed discussion and preparation with key staff during Second Year. The choices are:

AJ3101 Media Internship (Full Year) (60 ECTS – Semester 1 and 2)

You will complete a work placement or series of placements with media companies, NGOs and/or non-profit enterprises so as to apply knowledge and skills obtained in your studies in a practice environment. You will reflect on your practice through assessed work.

OR

AJ3104 Study Abroad / Erasmus Exchange (60 ECTS – Semester 1 and Semester 2)

Students on BA Journalism can study abroad during their third year, travelling, living and engaging in the language culture and society of the host country. This experience will broaden the journalistic skills of the student, including appreciation of inter-cultural matters. Assessment will be based on the students attainment of taught module credits in the host institution, their reflection on their learning experience while studying and living abroad, and where applicable a self-directed work project that will be outlined in their learning agreement for the semester.

OR

AJ3102 Media Internship (S1) (30 ECTS – Semester 1) and AJ3106 Study Abroad / Erasmus Exchange (30 ECTS – Semester 2)

You will complete a work placement with a media company, NGO or non-profit enterprise in semester one, followed by study abroad or Erasmus programme during semester two. This combination allows you the best of both worlds and is quite popular among students. You do not need to study a European language to undertake an Erasmus or Study Abroad opportunity, there are a number of English language options available in Europe and internationally.

OR

AJ3105 Study Abroad / Erasmus Exchange (30 ECTS – Semester 1) coupled with AJ3103 Media Internship (S2) (30 ECTS – Semester 2)

This is the same combination as in the previous example, except that the timings are switched around, i.e. you undertake your study abroad in semester one followed by the work placement in semester two.

Fourth Year

In Fourth Year you will undertake a mix of core modules and elective choices, alongside your other Arts subject. You are required to take 30 ECTS credits of journalism modules. The modules are as follows:

AJ4104 Advanced Practical Journalism (Print and Digital) (10 ECTS credits) – CORE

In this module you will hone the key skills and competencies you have developed during your degree programme to date, and work to produce news and features across multiple platforms, including print, online and multimedia. You will develop your editorial newsroom and team working skills through the production of specific news and features packages, as well as live news days. Teaching will take place via a mix of regular lectures and news lab sessions, and production sessions in the newsroom.

AJ4105 Media Law and Ethics (5 ECTS credits) – CORE

This module will introduce students to legal constraints and requirements of publishing, including copyright, privacy, and the Defamation Act; and examine the ethical dilemmas and boundaries of media.

AJ4101 Advanced Practical Journalism (Broadcasting) (10 ECTS credits) – CORE

During this module you will further develop your skills and knowledge of broadcast journalism, with a focus on radio and television production and presentation for news and current affairs. There will be an emphasis on the application of practical skills through small group work and the production of pre-recorded news, features and current affairs packages as well as live broadcasts.

AJ4113 Bursting the Western Bubble: Alternative Media Systems and the Global South (5 ECTS credits) – Elective

What role does media (news, film, television and digital) play in shaping ideas about the world in non-Western countries? How do diverse audiences consume media in their everyday lives to negotiate issues of social and cultural identity – and how are narratives framed by non-Western regimes? This module will examine these issues through the lens of news media, film, popular culture, social media, graffiti, underground cinema and all myriad of ways people consume media.

AJ4117 Rehabilitating Reality: Studies and strategies to strengthen factual storytelling (5 ECTS credits) - Elective

This module is a primer on the dilemmas and possible solutions/strategies facing media practice in the “post-truth” era. Using a balance of theory and practice, it looks at various techniques in which experimental and unconventional strategies – re-enactment, ‘essayism,’ heightened subjectivism, docu-fiction, experimental documentary, creative memoir and socially-engaged drama – can be used to strengthen and deepen representations of fact.

Internships

Internships are an integral part of experiential learning and we encourage students to take part in informal work experience as well as formal internships during your studies.

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

Internships are usually unpaid, however some media companies offer to cover expenses. An internship is a professional working experience. Interns are required to attend punctually (normally from 9am to 5pm or 10am to 6pm) each day, and at other times as required by the company. We suggest that unpaid internships should undertake a 32 hour week. Interns should present themselves in personal attire that is appropriate to the working environment.

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

Assessment of Internships

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

- **Report from the company:** At the end of the internship, the company should provide a report outlining the performance of the student – 25 per cent
- **Portfolio:** You should provide a portfolio sample of 5 to 10 published pieces / broadcast (or a narrative of work undertaken if in a production role) – 50 per cent
- **Reflective Journal:** A 1,000 word reflective journal outlining roles undertaken, challenges faced and learning during the internship. The journal should be uploaded to Canvas by the agreed deadline – 25 per cent

Communications

Email

University of Galway's systems are organised in such a way that we can only contact you on a universityofgalway.ie email account. You must check your email regularly - at least twice weekly during term and frequently during the summer months.

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

Email etiquette

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

Email response times

As academic staff receive a high volume of email, you should normally expect a response to your email within three working days and sooner if possible. The working week is Monday-Friday, excluding bank holidays.

You should never expect responses to emails during weekends, public holidays or outside ordinary working hours (9-5pm, Monday-Friday).

Email outside of the teaching term

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

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

Social Media

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

Field trips

We may undertake a number of field trips during the academic year, including to news media organisations, the national parliament Dáil Éireann, and local councils. Other field trips may also take place. Some field trips will be module specific, while others will be organised for the entire class. Details of field trips will be released during the academic year.

Learning, Teaching and Assessment

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

Assessment

You will be assessed via a mix of projects, individual and group journalistic assignments, presentations and essays. Most modules are marked through Continuous Assessment (CA). Please note, however, that First Year modules in Journalism and in your Arts electives, involve formal exams. These are scheduled by the university during the exams periods in the first and second semesters. In addition, some CA elements will be completed in-class and to-deadline, in order to give you an authentic experience of workplace norms. Other CA projects will be completed independently, and/or in groups, and submitted for an assigned deadline.

Each module may include assessment components. Your module coordinator will outline what the assessment components for each module are during the first week (usually the first class) of that module. You can expect clear instructions for each module component and grade related criteria to help you understand how you will be graded. For practice-based modules, end-of-semester summative portfolios are often used. These types of modules include a heavy element of formative feedback (or feed-forward) each week. Your learning on these modules is iterative, and while no marks are awarded for individual pieces of work, you will receive feedback that will help you to improve, and you will be able to build on your learning cumulatively across the semester. In some instances, you will have an opportunity to re-submit a selection of improved weekly formative work as part of your final summative portfolio, and receive a grade.

Assessment criteria and grade-related criteria, or rubrics, will be made available to you to support you in completing assessments. These may be provided in module outlines, on Canvas, or attached to a specific assessment task. Assessment criteria are descriptions, based on the intended learning outcomes, of the skills, knowledge or attributes that you need to demonstrate in order to complete an assessment successfully, providing a mechanism by which the quality of an assessment can be measured. Grade-related criteria are descriptions of the level of skills, knowledge or attributes that you need to demonstrate in order to achieve a certain grade or mark in an assessment, providing a mechanism by which the quality of an assessment can be measured and placed within the overall set of marks.

Feedback

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

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

module's learning outcomes (these are found in your module outline, on Canvas, and discussed during classes).

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

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

Submitting coursework

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

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

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

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

Canvas

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

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

Word limits

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

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

Duration limits

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

Deadlines

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

The following sanctions apply to assignments throughout the School of English and Creative Arts submitted after the deadline:

Two points deducted per day including weekends and bank holidays with work not able to be accepted past 14 days late even with a medical certificate or other documentation without a deferral from College Office.

Deadlines for weekly formative coursework do not carry a formal penalty as this work is not formally graded. However, if you do not submit formative coursework you will not receive any feedback and will find improving more difficult. Practical class convenors will normally not mark work submitted after the deadline, save for exceptional circumstances. In some cases such as newsdays where deadlines are paramount no extensions can be given. Students who miss news kinds of deadlines may fail the assignment.

Referencing

Journalism referencing

All sources used must be identified by their full name and title where appropriate in the text, though no citations are used in text in journalistic work. Secondary sources - e.g. a report - should be fully attributed. You should include an index of references used with the method of initial contact, the method of interview (e.g. phone or face to face); the time and date of interview and a contact number for the source with your work. The discipline follows the Code of Ethics of the National Union of Journalists (NUJ) with respect to the protection of sources. Special regulations are in place for interviewing vulnerable adults, whistleblowers and other scenarios where the protection of the source is paramount. You should consult your lecturer where appropriate.

Academic referencing

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

Examination

Within the Discipline of Journalism and Media most modules are assessed via coursework (i.e. CA), except for a requirement in First Year which will be indicated in all first-year modules. Other disciplines operate different assessment policies, and if you are undertaking an elective module offered by another discipline you may be assessed there via examination. The university will publish the exam timetable in November for Semester One exams. The Discipline of Journalism and Media has no input into the date of exams. Special regulations apply to exams, such as a ban on mobile phones, among other rules. These regulations are published by the Exams Office in advance. You should familiarise yourself with these in advance of the examination.

Marking and moderation

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

various forms including sampling, additional marking of borderline cases or statistical review of marks.

The Discipline of Journalism and Media applies the following policy to marking:

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

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

External examiners

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

BA Journalism

Professor Richard Evans, City, University of London, UK

Repeating assessments and exams

Repeat assessment periods/examinations for Semester One and Two modules are normally held in early August, although other deadlines may apply for assignments assessed by continuous assessment. If you need to repeat, please check Canvas for details of post-results consultation periods. During these times, lecturers are there to advise you on the repeats process. Please note that a fee will normally apply for repeat examinations. The results of repeat examinations are normally capped at 40 per cent unless special circumstances apply.

Further details of the university policy on repeats are available at the following link:

http://www.universityofgalway.ie/exams/timetable-advice/examinations_faqs/repeats_faq/

Marks and standards

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

Policy on Extensions, Repeats and Deferrals

You should only seek to submit work late in the event of serious extenuating circumstances which is defined by [university policy](#) as "serious unavoidable, unpredictable and exceptional circumstances outside the control of the student, which may negatively impact the student's performance in assessment".

A full list of what DOES and DOES not count as extenuating circumstances is available [here](#).

If you have met the grounds for extenuating circumstances, you will seek either:

- **An extension:** This is when the College of Arts Office and/or head of year/programme allows you to submit work late without penalty following a process of application with documentation (i.e. medical or other certificates).
- **A deferral:** This is when you get College of Arts Office permission to submit outstanding work following the end of a module without penalty in the autumn exam period.
- **A repeat:** This is when you fail a module and have to complete a repeat assignment or exam in the autumn exam period which constitutes 100% of your total assessment. This involves payment of fees for each module you repeat.

Extensions

Individual module convenors/lecturers cannot give extensions under any circumstances.

For an extension of seven days or less, you must contact your head of year/programme and your individual module convenor/lecturer directly together. The head of year /programme makes the determination whether or not you meet the Extenuating Circumstances Policy based on the documentation you provide as outlined [in that policy](#).

You should include with this letter your copies of either a medical certificate or a letter from a student counsellor, or other relevant documentation.

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

Valid reasons for lateness include illness or bereavement. Avoidable problems such as malfunctioning computers, car trouble, books being unavailable at short notice, poor time management including participation in extracurricular or professional creative industries activities including festivals, film shoots, etc. are not valid reasons for lateness.

If you need to seek an extension of more than seven days, you will need to notify your head of year/programme and individual module convenor/lecturer and then fill out and submit [this form](#) to the College of Arts Office.

Students who are ill or in distress can be assured that their work will be accepted late, provided that they provide appropriate documentation to the College Office and/or head of year/programme.

Students should NOT seek extensions in advance but instead endeavour to submit their assignment on time regardless of circumstances. You will then follow the steps below if you miss the submission deadline.

If you fail a module

If you fail a module, you have an opportunity to repeat it. Students must pay a repeat examination fee to the university in such cases for each module they are repeating.

Repeat assignments are posted following the release of second semester marks to Canvas and are equivalent to the total workload of the module you are repeating. They are due in early-mid August (see calendar above).

Your transcript will state that you failed the module. Repeat marks are capped at 40% for most years. This in turn may cause a delay payment of your SUSI grant.

If you choose not to repeat your module, you must either leave the university or repeat the year. If you repeat the year, you need only repeat those modules that you failed (e.g. if you pass four modules in second year but fail two, and choose to repeat the year, you would only need to repeat the two modules that you failed).

You can review FAQs regarding university policy on repeats including accessing fee information [here](#).

If you need to defer an exam or assessment

Deferral means postponing a university examination or assessments from the end of the semester to the summer period. This will usually be granted in cases of serious illness, bereavement of an immediate family member or other extremely serious circumstances as vetted by the College Office. Decisions about deferral can only be made by the College of Arts office. Applications can again be made through [the Extenuating Circumstances application form](#) for the College of Arts.

You can review FAQs on deferrals here: <https://www.universityofgalway.ie/exams/timetable-advice/deferrals/>

Penalties for late work

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

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

Summary notes on extensions, deferrals, repeats and penalties for late work

- Late work is penalised at two points per day including weekends and bank holidays.
- Short-term extensions (of seven days or less) can be sent to the Head of Year/ Programme with supporting documentation and CANNOT be given by individual module convenors/lecturers .
- Extensions on work of MORE than seven day must be granted through the College of Arts Office and CANNOT be given by individual module convenors/lecturers OR the programme directors.
- Work that is any more than two weeks' late (14 days) cannot be accepted even if students have medical certificates etc. without a deferral from College Office. Students whose work has not been submitted by this time will automatically be listed as having failed or must seek permission from the College Office to defer the assessment.
- If you provide a cert saying that you were sick for two days, then you can hand in your work two days' late without penalty. But if your cert says you were sick for two days and you hand in a week late, you will lose marks.
- We ask students to make every effort to submit work on time. Late essays lead to administrative difficulties and may delay the processing of your results.

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

Results

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

Once all work has been graded, provisional results will be considered by the Exam Board. Any marks that have been given to students during the year are provisional until they are ratified by the Exam Board. The Exam Board is convened to make recommendations on student progression, award of credit or withdrawal from a programme of study as a result of academic

failure. It makes such recommendations through its consideration of student results. The duties of and processes for running Exam Boards are outlined in the university's assessment regulations.

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

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

Assessment regulations

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

Credit weightings

Undergraduate programmes we offer run across two semesters of taught modules, per year, for either three (undenominated Arts) or four years (denominated BA programmes such as BA Journalism and BA Global Media). Each semester of study is worth 30 ECTS credits and each year of study is worth 60 ECTS credits. In order to achieve the award of a Bachelor of Arts (BA) you must achieve either 180 (three year degrees) or 240 credits (four year degrees) (these are commonly known across Europe as ECTS – European Credit Transfer and Accumulation System). This is a system that gives uniformity all across Europe so that similar systems of workload and assessment are in place. You will be awarded a number of credits for successfully completing each module. In each semester you normally need to complete 30 credits. Undergraduate modules are usually worth 5 ECTS but some year-long and practice-based modules are worth 10 ECTS. Credits are awarded once you achieve a minimum qualifying mark (a pass) in each module. It's important to note that credits are not the same as grades – credits are awarded for successfully completing a unit of work (for example one module), whereas grades are awarded based on your performance in that unit, or part thereof (for example an assignment as part of a module).

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

Average workload per semester

	Contact Hours	Assessment prep	Independent study	Total workload
5 ECTS module	24-36 hours	10 hours	~66 hours	100 hours
10 ECTS module	36-72 hours	20 hours	~132 hours	200 hours

Average workload per week

	Contact Hours	Assessment prep	Independent study	Total workload
5 ECTS module	2-3 hours	1 hour	~6 hours	8-10 hours
10 ECTS module	3-6 hours	2 hours	~12 hours	16-20 hours

Award calculations

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

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

For undergraduate programmes, first year results do not count toward your degree award. Second year grades are weighted as one third of your degree classification, while final year grades are worth two thirds of your degree classification.

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

An example of the formula for calculating your degree classification is as follows:

First year

Your first year results are not counted toward your degree classification

Second year

Arts subject 1

Module 1: 60	Module 2: 70	Module 3: 65
Module 4: 55	Module 5: 75	Module 6: 65
Average: $(60+70+65+55+75+60)/6 = 65$		

Arts subject 2:

Module 1: 65	Module 2: 75	Module 3: 60
Module 4: 55	Module 5: 55	Module 6: 62

Average: $(65+75+60+55+55+62)/6 = 62$
 Second year average: $(65+62)/2 = 63.5$

Third year (if applicable)

Results of Erasmus and/or internships are awarded on a pass or fail basis and is not included in calculating degree classification results

Final year

Arts subject 1

Module 1: 65	Module 2: 75	Module 3: 72
Module 4: 61	Module 5: 75	Module 6: 72
Average: $(65+75+72+61+75+72)/6 = 70$		

Arts subject 2:

Module 1: 70	Module 2: 70	Module 3: 70
Module 4: 75	Module 5: 75	Module 6: 60
Average: $(70+70+70+75+75+66)/6 = 71$		
Final year average: $(70+71)/2 = 70.5$		

Overall degree result: Second year $(63.5 * 1/3) +$ final year $(70.5 * 2/3) = 68.2$ per cent
Degree result is a 2.1 Honours

Poor academic practice and academic misconduct

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

Poor academic practice

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

Academic misconduct and plagiarism

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

Turnitin

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

Generative AI tools (such as ChatGPT)

Students should resist any attempts to take 'shortcuts' or engage in any form of misconduct (copying, plagiarism, submitting materials produced by GenAI, etc). If a student feels unable to complete the assessment for whatever reason, they should discuss this with their lecturer, counsellor, SU Officer or appropriate person. They should only be seeking credit for work which they have produced themselves, and that they are responsible for correctly referencing and acknowledging sources and resources used in their work.

Penalties

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

Sanctions include:

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

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

Examples of academic misconduct

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

1. Plagiarism: passing off the ideas or words of someone else as though they were your own. It applies equally to the work of other students as to published sources and can include:
 - a. Submitting, as one's own, an assignment that another person has completed
 - b. Downloading information, text, artwork, graphics or other material from the internet and presenting it as one's own without acknowledgment.
 - c. Quoting or paraphrasing material from a source without acknowledgment
 - d. Copying from other members while working in a group

- e. Contributing less, little or nothing to a group assignment and then claiming an equal share of the marks
2. Cheating in an exam: either by copying from other students or using unauthorised notes or other aids.
3. Collusion: students working together to create and submit a similar or identical assignment or assessment, without authority from their tutor or School
4. Impersonation: where a person assumes the identity of another person with the intention of gaining unfair advantage for that person.
5. Falsification or fabrication: inventing or altering data or references.
6. Duplication or self-plagiarism: Preparing a correctly cited and referenced assignment from individual research and then handing part or all of that work in twice for separate subjects/marks, without acknowledging the first assignment correctly.
7. Ghosting: Submitting as your own work that has been done in whole or in part by another person on your behalf, or deliberately making or seeking to make available material to another student for it to be used by the other student. Investigating the possibility of using another person's work can also be counted as academic misconduct.
8. Disruption: preventing an assessment from being conducted in an orderly and appropriate manner.

University regulations

Plagiarism, when found to occur, is subject to the University Code of Practice for Dealing with Plagiarism. It is available online [here](#).

A comprehensive guide to understanding and avoiding plagiarism is available on the Library webpage [here](#).

Administrative Matters

Student helpdesk

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

ID cards

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

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

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

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

Transcripts

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

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

Change of personal details

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

Reference requests

Students often ask academic staff to act as referees when they apply to other programmes or for jobs, and academic staff will usually supply a reference to a current or former student. Please check with your academic referee that they are willing to provide a reference for you before nominating them. Academic references concerning your potential for further study or suitability for a particular job are best written by staff members who have taught you first-hand. If you have not taken any modules from a particular lecturer you should consider first asking staff members who have taught you for these type of references. When asking for a reference, please supply your academic referee with an up-to-date Curriculum Vitae (CV) and a record of modules taken and marks achieved. Please let your referee know if you withdraw your application or are rejected before a reference is written. Finally, please let your referees know if you get the job or an offer of a place on a course.

Websites and official sources of information

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

University: www.universityofgalway.ie
Discipline of Journalism and Media: www.universityofgalway.ie/journalism
Student Registry helpdesk: www.universityofgalway.ie/student-registry-helpdesk/
Canvas: <https://universityofgalway.instructure.com>

Copyright and intellectual property rights

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

Student Code of Conduct

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

[University of Galway Student Code of Conduct](#)

Main points from the Student Code of Conduct

- Any student who enrolls for any course in the university in doing so accepts the

objectives of the university and is giving a commitment, as a responsible individual and as a member of the university community, to behave in an appropriate manner.

- The Student Code of Conduct offers guidelines as to the norms of behaviour that accord with the obligations of students, but where more specific requirements are in place, they are available on the university's web site. It should be noted that Students of the university cannot claim any privileged position in regard to the general law of the land.

Rights and obligations of staff, students and others

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

Academic conduct

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

General

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

Examples of code breaches

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

attendance at lectures and other prescribed exercises and the conduct of examinations.

- Abuse of alcohol or other substances on the campus, including contravention of the regulations which may be made from time to time relating to the consumption of alcohol or other substances on the campus.

Governance

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

Student feedback

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

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

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

- By approaching the lecturer directly
- By approaching a class representative
- By approaching a year head or the Head of Discipline (HoD)
- By completing class feedback forms during the semester.

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

Programme management

Each degree programme or cluster of degree programmes is overseen by a programme director. The programme director is responsible for the day-to-day management of their degree programmes, and may be assisted by year heads or co-directors for smaller programmes. The programme director chairs the Programme Committee, which meets once per semester. Student

representatives sit on the Programme Committee. Additionally other administrative functions are the responsibility of particular member of staff.

Student representatives

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

Programme committees

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

Student Staff Liaison Committee (SSLC)

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

Editorial Advisory Board (EAB)

The Editorial Advisory Board (EAB) is an external committee of journalists, editors and alumni convened to oversee governance and professional standards of training at the University of Galway, and to advise on curriculum development and policy matters. The board was first convened in January 2019 and serves for a three-year term. The board makes an annual report and recommendations to the Programme Committee. The board convenes (usually) in January annually. Class reps may be invited to meet the board.

Complaints

Individual student issues are best dealt with privately and locally in the first instance. In the first instance, students should raise issues directly with their lecturer or module coordinator. Students may also raise issues at any time with their programme director. Any student or body of students may request a meeting with the Head of Discipline (HoD). All students retain the right to appeal

Discipline of Journalism and Media

decisions and escalate grievances via university processes. For details, discuss with the Student Union (SU) or see guidance [here](#).

Appendix 1

Coursework cover sheet

Student ID:

Module Title & Code:

Module Tutor:

Title:

Word count:

Declaration

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

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

Signed: (electronic signature acceptable)

Date: