Ollscoil na Gaillimhe
University of Galway

Discipline of Journalism and Media

Global Media Undergraduate Handbook 2026/27

BA Global Media (GY135) – Denominated Programme

and

'Global Media Studies' subject for Bachelor of Arts general programme (GY101) and all other programmes where the subject is offered

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Introduction

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; and
- 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 your comments to the Discipline of Journalism and Media administration at media@universityofgalway.ie.

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Welcome

Welcome from the Dean, College of Arts, Social Science and Celtic Studies



I would like to take this opportunity to extend you a very warm welcome, on behalf of all our staff, to the Discipline of Journalism and Media at the University of Galway. We look forward to meeting you and working with you to support your learning. During the coming years you will have an opportunity to learn, to prepare for work, and to fulfil – or perhaps even reshape – your goals. We aim not only to provide you with an excellent foundation in your chosen discipline, but to inspire you and also to challenge you to make a societal impact on a global scale when you graduate. Our staff, both academic and professional, are experienced and highly committed to your success while a student at the University. Many of our academics have international reputations in their fields, and world-class research and professional practice is a feature of every subject area. You will learn to value richness of research and professional interests of those who teach you. We take seriously our aim to provide our students with an excellent learning experience. Your feedback on what we do, and how we can improve, is vital to this aim. Your comments are always welcome – and I hope you may consider volunteering to act as a 'class representative'. We conduct student surveys each year so please watch out for those and give us your important feedback. I wish you all the very best with your studies, and hope you enjoy your time at the University of Galway.

Professor Rebecca Braun
Dean, College of Arts and Social Sciences and Celtic Studies

Welcome from the Head of School of English, Media & Creative Arts

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 Global Media 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.

Prof. Tríona Ní Shíocháin
Head of School of English, Media & Creative Arts

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Welcome from the BA Global Media Programme Director

Dear Student,

Welcome to the BA Global Media programme! Whether you are joining us for the first time, returning for another year, heading abroad or on placement, joining us on Erasmus, or beginning your final year, we are delighted to have you with us.

You are studying global media at a pivotal moment in human history. The ways in which information is produced, circulated and consumed are changing at extraordinary speed. Digital platforms, artificial intelligence and new forms of communication are creating opportunities that would have been difficult to imagine only a few years ago. At the same time, journalists and media workers face serious challenges: increasing levels of misinformation and manipulation, political and commercial pressures, rapidly changing technologies, and uncertainty about traditional models of media employment.

Yet this is also what makes it such an exciting time to study media and to consider a career in journalism, communications or the wider creative industries. The need for thoughtful, informed, critical and ethical media practitioners has rarely been greater. During your studies here, you will explore and question some of the social, political and economic contexts within which media organisations now operate. We hope you will approach these questions with curiosity and an open mind. University is an opportunity not simply to acquire information, but to encounter unfamiliar ideas, test your assumptions, develop your own arguments and learn from people whose experiences may be very different from your own. Sometimes that begins with something as simple as introducing yourself to the person sitting beside you in a lecture. You may be beginning a conversation, or a friendship, that lasts far beyond your degree.

Your learning also extends well beyond the classroom. Clubs, societies, volunteering and student activities are an important part of university life. We recognise that taking part is not always easy. Many students face significant pressures around accommodation, commuting, and finances. Nevertheless, where circumstances allow, we strongly encourage you to become involved in the wider life of the university. For Global Media students in particular, opportunities to contribute to campus media, including Flirt FM and the student newspaper, can provide invaluable practical experience. These are places to experiment, collaborate, make mistakes, develop confidence and begin building a portfolio.

As you move through the programme, the emphasis will naturally change: first-year students will establish foundations; second-year students will deepen their knowledge and begin applying it; Erasmus and placement students will encounter new environments and possibilities; and final-year students will bring together what they have learned while preparing for life after graduation. It is an exciting journey, but it can also be a demanding one, and difficulties sometimes arise. Please remember that you do not have to deal with them alone. A range of university supports, including the Student Counselling Service and other support services, are available when you need them.

All of us, academic and administrative staff alike, hope that your time in Global Media will be challenging, rewarding and enjoyable. Tá muid anseo chun cabhrú libh an leas is fearr a bhaint as na deiseanna atá romhaibh. Gach rath oraibh ar bhur n-aistear foghlama!

Dr Uinsionn Mac Dubhghaill,
BA Global Media Programme Director

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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.

Semester dates are as follows:

Academic Year 2026-2027	
Orientation 1st years	Monday, 31st August to Friday 4th September*
Start of teaching all years	Monday 7th September
End of teaching all years	Friday 27th November (12 weeks of teaching)
Study week	Monday 30th November to Friday 4th December
Semester 1 exams start	Monday 7th December
Semester 1 exams end	Friday 18th December (10 days of exams)
Christmas Holiday	Saturday 19th December
2027	
Start of Teaching	Monday 11th January 2027
Easter	**Good Friday 26th March to Easter Monday 29th March**
End of Teaching	Friday 2nd April (12 weeks of teaching)
Field Trips	Monday 5th to Friday 9th April
Study Week	Monday 12th to Friday 16th April
Semester 2 Exams Start	Monday 19th April
Semester 2 Exams End	Thursday 6th May
Autumn Repeat Exams	Tuesday 3rd August to Friday 13 August (9 days of exams)
Holidays	**Easter: Good Friday 26th March to Easter Monday 29th March 2027**
	Bank Holidays: Monday 26th October 2026 / Monday 2nd February 2027/ Wednesday 17th March 2027
	Monday 3rd May 2027/ Monday 7th June 2027 / Monday 2nd August 2027

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. Check with the department administrator (media@universityofgalway.ie) for any queries.

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

Note about availability
Not all modules are available to all students **except** for Year One when all modules are **core** to all students.

Note about elective modules
Regrettably there are often clashes that are unavoidable. You will need to manage your timetable yourself and pick modules that don't clash with other electives.

ALL BAGM TIMETABLES

Details of timetables for individual years are also available by email from the department (media@universityofgalway.ie)

How to contact us

For enquiries or concerns about individual courses, students are encouraged to approach relevant members of our teaching staff **at the end of each class.** Academic staff may also hold drop-in in-person or virtual consultation hours during the semester and students can discuss any issues during these times or make an appointment. Problems are resolved far quicker in person. Individual contact details can be found on our website as above.

If you have questions about your module your lecturer will leave time at the end of every class to give students a chance to talk to the lecturer about any queries.

If you are experiencing difficulty in dealing with the academic demands of a course you are enrolled in, please contact the individual lecturer in the first instance. With so many students in class, it is easy to feel lost; it is very important to us that you let us know if we can help.

If you have questions concerning the programme, please consult all resources in this Handbook first!

Heads of Year

Year One	John Singleton	john.singleton@universityofgalway.ie
Year Two	Slava Garmash	viacheslav.garmash@universityofgalway.ie
Year Three	Tom Felle	Tom.Felle@universityofgalway.ie
Year Four	Noha Atef	noha.atef@universityofgalway.ie

*Please note that your head of year serves as the **point of contact** for any queries within the designated year group that have not first been resolved at module level by talking to the lecturer for that module. If you have a question about a specific module please first of all talk to the lecturer or module coordinator for that module in the first instance.*

All general enquiries that cannot be answered in this Handbook should be directed to the **Journalism and Media Administrator** (media@universityofgalway.ie.

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Otherwise, your Programme Director is **Dr Uinsionn Mac Dubhghaill**

Talk to your student reps!

Feedback on your experiences can be provided to your class representatives: they are appointed early in the year through the Student Union and meet regularly with lecturers on the staff-student committee in Journalism and Media.

YOUR GLOBAL MEDIA TEAM

Heads of Year

*Please note that your head of year serves as the **point of contact** for any queries within the designated year group.*

Year One	John Singleton	john.singleton@universityofgalway.ie
Year Two	Slava Garmash	viacheslav.garmash@universityofgalway.ie
Year Three	Tom Felle	Tom.Felle@universityofgalway.ie
Year Four	Noha Atef	noha.atef@universityofgalway.ie

Important note

If you are seeking an extension of less than 7 days on an assignment that is equal to or less than 20 percent of your module marks you should contact the relevant head of year. Individual lecturers are not allowed to grant extensions under any circumstances.

General information

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. It is not always obvious whether lecturers are full-time or part-time so please do feel free to ask your lecturer if they hold office hours.

BA Global Media programme director: Dr Uinsionn Mac Dubhghaill

Erasmus co-ordinator: Irene O'Malley
irene.omalley@universityofgalway.ie

Placement officer: Maeve Daly
maeve.daly@universityofgalway.ie(opens in new tab)

Programme administrator: Teresa O'Donovan

odonovant@universityofgalway.ie

The programme administrator is 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.

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 usually posted on Canvas. If not, please ask your lecturer for their time slot. They will usually take place at the same time each week.

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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. While students can also communicate with staff by email (see contact details) it is preferable to talk to your lecturer in person. The volume of email means that email is an incredibly inefficient means of communication. 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	Your course lecturer or tutor
You want to ask for an extension	Head of Year IF seeking extension of 7 days or less – College Office for all other extensions See form here
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 Year **or** College office in the case of ECs
For anything else	J&M staff are always happy to meet students during office hours, and can discuss any issues that you wish to raise.

Modules by year

Here you will be able to figure out which modules are available to you. All modules may be subject to change each academic year depending on course requirements and available resources.

Note about availability
Not all modules are available to all students except for Year One when all modules are core to all students.

Note about elective modules
Regrettably there are often clashes that are unavoidable. You will need to manage your timetable yourself and pick modules that don't clash with other electives.

Year One

All instances will take the same core modules in first year. These modules build core capacities and competences such as academic writing, subject knowledge and an introduction to critical thinking, providing students with a grounding in theoretical approaches to global media, and introduce students to the fundamentals of creative practice.

Module Title	ECTS	Semester	Core / Optional	Module Code
Media Foundations	10	1 and 2	Core to all	AJ1108
Media Worlds	5	1	Core to all	AJ1109
Pop Culture, Media and Society	5	2	Core to all	AJ1106

Special note: *Moving into Year Two, you will be restricted to only the module options in the GY101 stream as listed below unless you are specifically in BGM1 or BGM5. You are also not eligible for the internship and Erasmus*

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opportunities unless you are specifically in BGM1 or BGM5. (This will be on your registration).

Year Two

In second year, you will take either 6 or 12 modules in total depending on your stream (joint honours = 30 credits; single honours = 60 credits*). Joint or single honours students can choose from a mix of electives in media studies, media production, design thinking, or Irish language media (offered by An tAcadamh) as well as electives in Megatrends and Sustainability. The core modules in second year build on the skills and knowledge acquired in first year within the fields of global communications and media theory, professional practice and context.

Module Title	**ECTS**	**GY101**	**BGM1**	**BGM5**	**Code**
Semester 1					
Power Without Responsibility	5	Core	Core	Core	AJ2102
Writing for Media	5	n/a	Option	Option	AJ2113
Celebrity, Social Class and Media Culture.	5	Option	Option	Option	AJ2120
Understanding Media Audiences	5	Core	Option	Core	AJ2109
Design Thinking for Media	5	Option	Option	Option	AJ2124
Multimedia Storytelling	5	n/a	Option	Option	AJ2130
Audio and Podcasting	5		Option	Option	AJ2137
Cleachtas Léirithe na Mean 2	5	n/a	Option	Option	CG2106
Intro Sustainability 1	5	n/a	Option	Option	BSS2103
Megatrends	5	n/a	Option	Option	MG3113

Module Title	**ECTS**	**GY101**	**BGM1**	**BGM5**	**Code**
Semester 2					
Global Pop Culture, Media and Identity	5	Option	Option	Option	AJ2129
Audio and Podcasting	5		Option	Option	AJ2136

Sports Journalism	5	n/a	Option	Option	AJ2107
Digital Society & Platform Studies	5	Core	Core	Core	AJ2127
Designing User Experiences	5	n/a	Option	Core	AJ2131
The Media and Global Migration	5	Option	Option	Option	AJ2123
Multimedia Storytelling (S	5	n/a	Option	Option	AJ2138
	5	n/a	Option	Option	CG2100
Anailís na Meán					
Dearadh Físe	5	n/a	Option	Option	CG2102
** Intro Sustainability 2	5	n/a	Option	Option	BSS2103
**Megatrends	5	n/a	Option	Option	MG3114

*** These are not available to students who take these in the first semester.*

Year Three

The third year of the programme for BGM1 and BGM5 gives you the opportunity to spend part or all of the year studying at a university outside Ireland, to enhance your global experience. All students on the BA Global Media are encouraged to undertake an Erasmus or Study Abroad exchange. Students undertaking the Languages pathway must spend at least part of their third year abroad studying in their chosen language. Students doing the Global Media Subject as part of GY101 are not eligible for placement or internships.

You may also apply the skills and knowledge you have acquired in years one and two within real-world professional settings, engaging in a range of intensive professional activities while taking part in an internship in a media or communications role within an organisation.

Students who take Gaeilge as a second Arts subject as well as the Cumarsáid bundle of modules will be encouraged to complete a semester in the Gaeltacht as well as an Irish language internship.

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Module Code & Title	ECTS	Semester	Core / Optional	Module Code
Study Abroad / Erasmus (year-long)	60	1 and 2	Core	AJ3104
OR				
Media Internship (year-long)	60	1&2	Core	AJ3101
OR				
Media internship (S1)	30	1	Core	AJ3102
Study Abroad (S2)	30	2	Core	AJ3106
OR				
Study Abroad (S1)	30	1	Core	AJ3105
Media internship (S2)	30	2	Core	AJ3103

Year Four

In your fourth year, you will be coming back from third year with a new level of understanding about global issues whether through your placement or study abroad or both. The level of work will step up accordingly and you will develop a higher level of knowledge and understanding of key issues in the field of global media. Similar to second year, the suite of modules gives you an opportunity to engage with real-world challenges.

Module Code & Title	ECTS	GY101	BGM1	BGM5	Code
Semester 1					
Bursting the Western Bubble: Alternative Media Systems and the Global South	5	Option	Option	Option	AJ4113
Advanced Media Production	10	n/a	Option	Core	AJ4107
Global Political Economy of the Mass Media	5	Core	Core	Core	AJ4102
Algorithmic Media in an Age of AI	5	Option	Option	Option	AJ4120
Communicating Climate Action	5	Option	Option	Option	AJ4121
Media Identity and Power: Gender Race and Culture	5	Option	Option	Option	AJ4124
Semester 2					

Media Law and Ethics	5	Option	Option	Option	AJ4105
Gangsters, Narcos and Wiseguys: Crime, Representation and the Media	5	Option	Option	Option	AJ4108
Contemporary Issues in Media	5	Option	Option	Option	AJ4114
Global Media Innovation	10	n/a	Option	Core	AJ4119

MODULE DESCRIPTIONS

Note: not all module descriptors are listed below. For modules where there are not descriptions currently listed, please contact the relevant module coordinator directly.

FIRST YEAR

AJ1106 Pop Culture, Media and Society

This module introduces you to ideas in critical, cultural and communications theory. You will debate issues surrounding media and popular culture, focusing on such themes as cultural elitism, power and control, the formation of identities, the politics of representation, consumption, and the changing technological basis of mediated culture.

AJ1108 Media Foundations

In this module you will build the foundations for academic success and studying media at university. You will develop the academic, digital, and media literacies that you need to succeed, while also exploring how media systems shape culture, power, and society. You will learn in small workshops where you will read, write, discuss, and create. You will practise referencing, critical reading, and argument building. You will learn to evaluate sources, spot misinformation, and analyse media texts. You will also work in groups on short projects and present your ideas to others. This module is designed to be active, applied, and engaging, giving you the tools to progress with confidence into second year.

AJ1109 Media Worlds

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In this module you will be introduced to key media and communication theories, including representation, ideology, and audiences, which help explain how media reflects and influences society. Alongside these concepts you will explore the birth and growth of modern media, from the invention of the printing press to the rise of mass newspapers and broadcasting. You will study how print transformed communication, how the press developed as a cultural, political, and commercial force, and how the yellow press, propaganda, and media empires shaped public opinion. You will also consider how broadcasting reshaped public and private life in the 19th and 20th Centuries. This module will equip you with the conceptual tools and historical understanding you need for later study of media power and responsibility.

SECOND YEAR

AJ2102 Power Without Responsibility

Who controls the media, and how does that shape what we see, think, and talk about? This module explores how media ownership and digital platforms influence public opinion, political power, and democratic debate. From global tech giants to alternative media, we'll examine real-world examples and key debates on bias, agenda-setting, and responsibility. You'll develop the skills to critically analyse media power and better understand how it shapes your everyday communication — whether you're a future journalist, media creator, or engaged global citizen.

AJ2107 Sports Journalism

During this module you will be introduced to the particular genre of journalism that is sports journalism, including a range of multimedia writing and editing skills that will prove effective across a broad range of sports

AJ2109 Understanding Media Audiences

This module further develops students' critical thinking capacity, with a focus on examining how media audiences are influenced. Students will also increase their iterative understanding of media research methods via learning activities.

AJ2113 Writing for the Media

Humans have been telling stories for millennia, and one thing that has not changed is the way the human brain is hard-wired for narrative. This module will

introduce students to content writing for media audiences, with a focus on feature writing and writing an arts review.

AJ2120 Celebrity, Social Class and Media Culture

This module critically explores how celebrity culture is produced and represented through media, and how it intersects with social class. We will examine how different media forms create and disseminate celebrity personas, with particular attention to the roles of class, race, gender, and technology. Through historical and contemporary case studies, students will investigate how celebrity culture both reinforces and challenges social hierarchies, from early cinema to today's social media platforms. The course also adopts a global perspective, analysing both Western and non-Western celebrity cultures, and exploring how cultural context shapes the creation and perception of fame.

AJ2123 The Media and Global Migration

You will unpack the complex issue of how migration is reported in the media in this module which was developed in collaboration with the UN migration agency, and Irish Aid. You'll learn about migration in its many forms – not just refugees – how international organisations work to support states; and how media misreporting and misinformation can create distorted views of reality.

AJ2124 Design Thinking for Media

This module will introduce you to design thinking concepts and innovation for the media. You will learn how to generate a key concept in the Global Media context and follow that concept through.

AJ2125 Newsgathering and Cross Platform Reporting

This module builds on your foundational journalism skills, focusing on beat reporting, local news, and human interest storytelling. You will learn how to identify and develop stories for local news, uncover compelling local angles, and craft audience-centred human interest features. Emphasis will be placed on storytelling across multiple platforms, incorporating skills in writing for digital audiences, creating SEO-optimised content, and producing effective social media posts to maximise reach and engagement. A particular emphasis is placed on fact checking, verification and combatting mis- and disinformation.

AJ2127 Digital Society and Platform Studies

This module examines the transformative role of social media in contemporary society, providing you with a theoretical foundation to critically analyse its

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impact on society, culture, and communication. This lecture-based module explores key debates surrounding identity, power, and influence in digital spaces, drawing on theories of media, technology, and society. Students will engage with topics such as platform capitalism, algorithmic bias, online communities, and the evolving dynamics of public discourse in the digital age.

AJ2129 Global Pop Culture, Media and Identity

This module examines the global reach of popular culture and its role in shaping identity, representation, and power dynamics. It explores how media industries, cultural products, and audiences interact across borders, using examples such as reggaeton's global rise, Nollywood's success, and, for instance, how series on streaming services like Netflix become global phenomena. You will analyse concepts like hybridity, cultural appropriation, and globalisation, focusing on how local cultures influence and resist global trends and how popular culture challenges or reinforces power structures.

AJ2130 Multimedia Storytelling

This module introduces you to the practical aspects of visual multimedia storytelling, focusing on creating and presenting content for diverse media platforms. Classes cover multimedia formats, video production for web and social platforms, and mobile-first content creation. You will explore the use of tools and techniques to produce compelling visual stories and engage in hands-on production work to develop your skills for the evolving media landscape.

AJ2131 Designing User Experience

This module will introduce you to design thinking concepts and innovation via iterative development processes. You will learn to use software such as Adobe XD to design user experiences for mobile Apps and websites.

AJ2136 Audio Podcasting

This module introduces you to audio and podcast production. It focuses on developing and presenting audio stories for a range of formats and platforms. Classes cover story structure, scripting, recording, interviewing, sound design, and editing. You will work with professional tools and techniques to produce engaging podcast episodes and build the skills needed for contemporary audio storytelling.

AJ2137 Audio and Podcasting

This module introduces you to audio and podcast production. It focuses on developing and presenting audio stories for a range of formats and platforms. Classes cover story structure, scripting, recording, interviewing, sound design,

and editing. You will work with professional tools and techniques to produce engaging podcast episodes and build the skills needed for contemporary audio storytelling.

AJ2138 Multimedia Storytelling

This module introduces you to the practical aspects of visual multimedia storytelling, focusing on creating and presenting content for diverse media platforms using your mobile phone and other equipment. You will explore the use of tools and techniques to produce compelling visual stories and engage in hands-on production work to develop your skills for the evolving media landscape.

FOURTH YEAR

AJ4102 Global Political Economy of the Mass Media

This module will introduce students to the study of political economy and how it can be applied to media analysis communication research. It will examine the relationship of the media to the broader structures of society; how media performance and media content shape class and social relations; and the influence of ownership, concentration and government policies on media behaviour.

AJ4105 Media Law and Ethics

This modules 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.

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AJ4107 Advanced Media Production

This module offers students advanced skills in media production. Practical classes focused on training students to use smart phones and digital media software in the production of editorial video content. Advanced practical classes introducing students to the skills needed to write for the media – including news, features and reviews.

AJ4108 Gangsters, Narcos and Wiseguys: Crime, Representation and the Media

This module will examine the representation of crime in news and current affairs; in television drama; and in film, with reference to representation, identity and popular culture. The module will explore key issues such as whether the

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representation of crime is a true or distorted reflection of social reality, and what effects such representations might have on public opinion and the political system.

AJ4113 Bursting the Western Bubble: Alternative Media Systems and the Global South

This module explores the diverse and creative ways in which people in the Global South create alternative spaces of media production (using traditional and non-traditional media forms), with a particular focus on how these alternative spaces challenge and provide an alternative to dominant media institutions, such as official state media or mainstream Western media outlets. Throughout the semester, we will engage with case studies from various countries in the Global South to develop your understanding of the shifting global and local media landscape and its constant evolution as it engages with contemporary political, economic, and social issues

AJ4114 Contemporary Issues in Media

Media today is in a state of disruption, with streaming services, platforms, and new technologies changing how we watch, listen, and read. At the same time, governments and regulators are struggling to keep up. This module gives you the chance to explore the big questions: who pays for public service media, who decides what content gets promoted, and how can smaller voices be heard alongside powerful global platforms? You will learn how Irish and European media policy works in practice, compare it with models from around the world, and take part in workshops where you design and debate your own solutions. By the end, you'll have the knowledge and confidence to understand how we regulate Big Tech, how media systems are shaped, and to imagine how this could be made better

AJ4119 Global Media Innovation

This module equips you with practical, hands-on experience to prepare for careers in the creative industries and technology sectors. You will participate in a design sprint to identify market gaps, conduct user research, and propose innovative solutions to media-related challenges. Working in teams, you will develop and refine prototypes for products such as apps, storytelling tools, or platforms, using iterative testing and user feedback. The module concludes with a Dragon's Den-style pitch, where you will present your ideas to a panel of industry professionals. You will explore global trends in media innovation, conduct feasibility studies, and build skills with creative tools.

AJ4120 Algorithmic Media in an Age of AI

Contemporary media is increasingly shaped by algorithms, which promise personalised content and tools for creators while boosting revenue for media conglomerates. However, they raise concerns about filter bubbles, misinformation, and their impact on media workers, culture, and taste-making. This capstone module examines algorithms in news, social, and entertainment media, focusing on bias, transparency, and gatekeeping. It also explores responses to algorithmic power, such as culture jamming, regulation, and industry practices. You will critically assess how algorithms influence media and critically examine you own experiences of it, and how society can challenge that hegemony in the digital world.

AJ4121 Communicating Climate Action

Climate change is not just a scientific issue — it's a communication challenge. From frontline journalism to the role of AI and Big Tech, this module tackles how climate narratives are shaped, contested, and politicised in the public sphere. You'll explore the forces that inform — and misinform — citizens and policymakers, including climate denial, delay tactics, and misinformation. These discussions are grounded in key concepts such as just transitions and climate (in)justice, encouraging you to think critically about how communication strategies can either obstruct action or help build more equitable and effective responses to the climate crisis.

AJ4124 Media Identity and Power: Gender Race and Culture Wars

This module examines how identity becomes a site of cultural and political conflict in contemporary media. Students analyse how gender, race, sexuality and trans lives are contested through news discourse, platform infrastructures, state regulation and organised backlash. The module draws on feminist theory, queer theory, critical race theory and decolonial thought. Students study case material from Ireland, the United Kingdom, the United States and the Global South and learn how media narratives shape public feeling, belonging and political authority. The emphasis is on building arguments, evaluating evidence and explaining how identity functions as a struggle over power.

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How to transfer to GY135 from GY101

If you are studying 'Global Media Studies' as an Arts subject – Available on GY101 and some other Arts degrees – you will be restricted to only the module options in the GY101 stream as listed on the Modules by Year page.

Year One		
Global Media (20 ECTS)	Arts Subject 1 (20 ECTS)*	Arts Subject 2 (20 ECTS)*
Year Two		
Global Media (30 ECTS)	Second Major (30 ECTS)	
Year Three / Final Year		
Global Media (30 ECTS)	Second Major (30 ECTS)	

If you would like to transfer to the Global Media denominated programme from second year onwards you will have the opportunity to do so before the start of the second year. See details below and then use this form to apply.

At the end of year one, students enrolled on BA (Joint Honours, GY101) and other programmes where the Global Media subject is offered will be able to apply to transfer to the BA Global Media (GY135) programme, subject to satisfactory performance in first year modules. The following regulations apply for students wishing to transfer:

1. In order to be considered, a student must apply to transfer by the deadline which is typically in July/August.
2. In order to be successful, a student who applies to transfer from GY101 (or other programmes) to GY135 must have passed all modules on the first attempt; and must have a minimum average grade of at least 60 per cent in their Global Media subject.
3. Transfer offers will be made based solely on results in first year modules. Students will be ranked based on results, with the highest scoring student ranked number one, and so on. Students will be offered available places based on their rank score.
4. If more applications are received than there are places available, a waiting list will be applied, based on the same criteria.
5. Applicants will only be considered subject to vacant places being available.
6. The number of places available will be set by the programme director annually, and based on available places in the BA Global Media programme.

7. Where a student is unable to apply due to illness/deferral of assessments, a conditional offer may be made if evidence of performance in formative assessment, and/or at least one semester of results, is available. For the purposes of ranking, the student will be ranked based on the evidence submitted, and made an offer based on their rank score. This offer will be made unconditional on receipt of final first year grades and confirmation that the applicant has passed all modules in first year and meets the minimum average grade of at least 60 per cent in their Global Media subject. Where a student has not completed any assignment, and cannot provide evidence of assessment, the student will be ineligible to apply.

THIRD YEAR PLACEMENTS (GY135 ONLY)

Important workshop dates for 26-27 – contact Careers Office for more details

Week	DATE	TIME	SESSION/DEADLINE	
Week 3	Mon 21 Sep	11 - 12pm	Introduction to Placement	MY243
Week 4	Mon 28 Sep	11 - 12pm	Self-Sourcing Workshop	MY127
Week 5	Mon 5 Oct	11 - 12pm	CV Skills Workshop	AMB-G067
Week 9	Mon 2 Nov	11 - 12pm	Interview Skills Workshop	AMB-G067

Note: *GY135 students only*

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

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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 9 to 5 or 10 to 6) 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 (Facebook, Twitter, Snapchat, Instagram), 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.

Marks: *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

Third Year Erasmus (GY135 only)

If you are on BGM1 or BGM5 stream you may apply to be considered for the Erasmus programme. Information on each year's Erasmus places and eligibility criteria will be made available each year in or around Week 4.

For further details contact co-ordinator Tom Felle or administrator Irene O'Malley.

It is important to note that Erasmus opportunities are not guaranteed. Places are in high demand and there is an application process that considers your results from first year as part of that process.

In the meantime, check out the FAQ page here >>

And also the official University Handbook on Erasmus here >>>

Incoming Erasmus students can choose from these courses only >>>

These modules are only available to incoming Erasmus students from universities with specific Erasmus exchange partnerships with the Discipline of Journalism and Media. These include: University of Bologna, University of Ghent, CEU Cardenal Herrera (Valencia, Spain), Stockholm University, University of Volda (Norway), HAN University (Arnhem, Netherlands), Comenius University (Bratislava, Slovakia), Basque Country, Spain), RheinMain University (Wiesbaden, Germany), University of Tartu (Estonia).

Module Code	Module Description	Semester	ECTS	Examination Arrangements
AJ2102	Power without Responsibility	1	5	Continuous Assessment
AJ2109	Understanding Media Audiences	1	5	Continuous Assessment
AJ2120	Celebrity, Social Class and Media Culture	1	5	Continuous Assessment
AJ4113	Bursting the Western Bubble: Alternative Media Systems	1	5	Continuous Assessment

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AJ4120	Algorithmic Media in an Age of AI	1	5	Continuous Assessment
AJ4121	Communicating Climate Action	1	5	Continuous Assessment
AJ4102	Global Political Economy of the Mass Media	1	5	Continuous assessment

Submitting coursework, assessments and feedback

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 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 VLE (virtual learning environment). 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: https://universityofgalway.instructure.com

For FAQs on how to use Canvas, visit:

https://universityofgalway.instructure.com/courses/27585

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 professional or academic work, and will result in a lower mark being awarded. A penalty may apply for work that excessively exceeds the word limit.

Time limits

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Like word limits, time limits for recorded/oral assignments are set with the level, range and depth of the piece of work in mind. However for recorded assignments, 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. 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. 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 percentage 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 you find improving more difficult. Practical class convenors will normally not mark work submitted after the deadline, save for exceptional circumstances.

- Downloadable template for the coursework cover sheet Coursework cover sheet

Assessments and feedback

The University places a great deal of importance 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.

Students will normally be provided with feedback within one to two weeks of the submission deadline or assessment date. This may 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 three weeks. This will include a provisional grade or mark.

Feed-forward may also be used. This comprises information which is similar to feedback but is provided in advance of an assessment task to support student learning and development prior to completion of the assessment. Feed-forward is considered to be an important mechanism for supporting student learning.

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 sometimes 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.

Assessment

You will be assessed via a mix of projects, individual and group journalistic assignments, presentations and essays – largely continuous assessment. Assessment Criteria and Grade-Related Criteria will be made available to you to support you in completing assessments. These may be provided in programme handbooks, module specifications, on the virtual learning environment 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 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. In particular, 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

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(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. 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 quipped 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 handbook, as well as discussed in every module).

We are very transparent about the 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 is not depending 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.

REGULATIONS | CREDITS | MARKS | WORKLOAD

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, unless you have been granted a deferral on specific grounds, e.g. for medical reasons.

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 the 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 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

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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).

Workload

Average workload per semester

	Contact Hours	Assessment prep	Independent study	Total workload
5 ECTS module	20-24 hours	10 hours	~66 hours	100 hours
10 ECTS module	40-48 hours	20 hours	~132 hours	200 hours

Average workload per week

	Contact Hours	Assessment prep	Independent study	Total workload
5 ECTS module	2 hours	1 hour	~6 hours	8-10 hours
10 ECTS module	4-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 (1st 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

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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

Late work policies | Extensions | Deferrals

All assignments must be submitted by the published deadline. A deduction of 2 percentage points per calendar day (including weekends) will be applied to late work, unless you have approved ECs. The deductions continue for 15 days and/or until the grade is capped at 40 percent.

STUDENTS WHO HAVE CIRCUMSTANCES THAT AFFECT AN ASSESSMENT THAT IS WORTH 20% OR MORE OF THE MODULE

MARK AND WHO REQUIRE AN EXTENSION OF MORE THAN ONE WEEK MUST APPLY VIA THE EXTENUATING CIRCUMSTANCES FORM.

If your assignment is worth less than 20% of the module mark, or if you require an extension of one week or less on an assignment that is worth more than 20%, you may seek such an extension from your head of year only. Valid reasons for such extensions include illness or bereavement. Please provide relevant documentation.

Otherwise, extensions are only granted through the EC process and requests **must be made in advance**. Late EC applications are not normally accepted. This policy applies to all modules and is implemented automatically to ensure fairness for all students. **Individual module convenors/lecturers cannot give extensions under any circumstances.**

You must fill out and submit this form(opens in new tab) to the College of Arts Office.

No other extensions are allowed locally. Any late work will otherwise always be subject to late work penalties (2 percent per day to a maximum of 15 days capped at 40 percent).

Valid reasons for lateness include illness or bereavement. Please provide relevant documentation.

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.

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.

If you need to defer an 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 be made through the Extenuating Circumstances application form(opens in new tab) for the College of Arts.

You can review FAQs on deferrals here:
https://www.universityofgalway.ie/exams/timetable-advice/deferrals/(opens in new tab)

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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.
- **Extensions can only be granted through the College of Arts Office.**
- 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.
- If you ***repeat*** an assessment in the summer repeats then that mark is capped at 40%. If however you have ***deferred*** an assessment on medical grounds that mark is not capped. Repeats and deferred assignments are normally due or take place during the first week in August.

Review again the full university policy on extenuating circumstances here.(opens in new tab)

You can access the College of Arts Form for submission of extenuating circumstances forms for 1) extensions or 2) deferrals of a module here.

Exam boards and your results

In Second, Third and Final Year, students must successfully pass each module in order to pass the year. The pass standard for a Module is 40%.

The rules of compensating from one module to another can only be considered at the official Examination board in June when students have completed an academic workload of 60 ECTS. Therefore, marks achieved in the range of 35-39 in Semester 1 assessments/examinations or Semester 2 modules must be considered as a Fail mark and students should prepare to repeat the relevant module(s) at the Second (August) Sitting unless their First Sitting Exam Transcript issued in June records an overall Pass for the year. Please refer to the rules of compensation below for further details.

Rules of compensation at the First Sitting (June) Examination Board:

Compensation can only be applied in cases where its application enables the student to pass the year overall at the June Examination Board.

Please note that a student with marks of less than 40 in one or more modules will only be able to compensate at the June Examination Board, if all of the following conditions are met:

- Students must have completed 60 ECTS at the end of the Academic Year in question;
- The overall result for the year is at least 40%;
- The mark in the relevant module is in the range of 35 – 39;
- If a student achieves a mark in the range of 35 – 39 in a module, compensation can only be applied if they have achieved surplus marks above 40 (equal to the deficiency of marks in the module in which a 35 – 39 had been achieved) across one or more modules in the same subject;

For example – A student taking Global Media and Soc and Pol passes Soc and Pol, but achieves a mark of 35 in a Global Media module, in order to be considered for compensation a student must have achieved a minimum of 45 in another Global Media module or 5 additional marks above 40 across the remaining Global Media modules;

- The module(s) with marks in the range of 35-39 totals a maximum of 15 ECTS or less;
- Students registered for subject-based programmes such as the BA (Joint-Honours) cannot compensate more than 10 ECTS in one of their subjects and 5 ECTS in their second subject;

Please note when the First Sitting results released in June indicate that a student's overall result for the year is a Fail/Absent/Incomplete or Deferred, students will be obliged to retake every module in which they achieved a mark of less than 40 at the next Sitting in August Examination or in a Repeat Year.

The above rules of compensation also apply at the Second Sitting August Examination Board.

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).

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

Gen AI; 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 wither academic misconduct has taken place and to recommend a sanction.

Sanctions include:

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- 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.

Special note on Gen AI

Please make sure to familiarise yourself with the Academic Integrity Policy(opens in new tab) and particularly pay attention to the following two examples of misconduct:

"Submitting work as your own for assessment, which has, in fact, been done in whole or in part by someone else or submitting work which has been created artificially, e.g., by a machine or through artificial intelligence"

AND/OR

"Submitting all or part of an assessment item which has been produced using artificial intelligence (e.g. Google Translate or other machine translation services/software, generative AI, etc.) and claiming it as your own work."

There may be occasions when it may be appropriate to use GenAI in a very limited or bounded instance but such instances should be discussed with your lecturer in advance. Generally, it is wholly inappropriate for students to use GenAI for any aspect of an assignment.

The key part of the policy is that you must submit your own work for assessment, and not present material generated by GenAI as your own.

Most of your lecturers have been working with editing and/or writing for decades. It's very easy for us to detect GenAI.

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Governance and student participation

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 head of year 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 feedback 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 the information is used to inform our curriculum planning for the following and subsequent years. Various issues may also be raised through the SSLC committee (see below).

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.

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 Student Staff Liaison Committee (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. Lecturers, 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 head of year on a regular basis for information and discussion. One formal Student Staff Liaison Committee (SSLC) meeting will take place per semester.

Student Staff Liaison Committee (SSLC)

The Student Staff Liaison Committee (SSLC) is a joint meeting between undergraduates and members of the academic team and the HoD. 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 holistic. Minutes of meetings will be recorded for further action.

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. If the results of this are unsatisfactory, students are then asked to approach the relevant Year Head with their concerns. If there are still

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issues outstanding following this step students may refer the issue to the 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 decisions and escalate grievances via university processes. For details, discuss with the Student Union (SU) or see guidance here.

Students have a right to expect to be treated with courtesy and respect at all times by both academic and administrative staff, and by other students. Similarly, all university staff expect to be treated with courtesy and respect by students. We aim to nurture a safe and supportive learning experience during your time at university. If at any time you feel threatened, subjected to intimidation or aggression, feel coerced into doing things you do not wish to do, or experience sexual harassment or other forms of abuse, please contact the relevant university Student Support Services via the university website. (For more information see below.)

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).
    - o Students and staff are expected to be present at least two or three minutes before the hour, so that classes can begin punctually.

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- o 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,

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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.

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 only within **three working days**. 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 a number of weeks' leave during the summer holidays and otherwise are at work.

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

You may wish to set up your own closed WhatsApp group for ease of communication. University staff are generally advised against 'friending' students on personal-type networks such as Facebook. Students should therefore not take offence if a friend request to a staff member is declined.

Student supports

Crisis Contacts

In a crisis situation, please contact:

- National Crisis Textline – Text NUIG (or any message) to 50808
- University of Galway Student Counselling – email: counselling@universityofgalway.ie
- Student Health Unit – call 091 492 604 or email: healthunit@universityofgalway.ie
- Chaplaincy service – call or text 087 203 7538 (also emergency laptop loan)

If you would like to contact someone in the College Office for help on getting help, please contact either Rosemary or Mary at their email addresses below.

- **Dr Rosemary Crosse**
  Student Support Officer
  Email: rosemary.crosseuniversityofgalway.ie

- **Mary Cairns**
  Student Advisor
  Email: mary.t.cairnsuniversityofgalway.ie

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.

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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

Helpdesk, ID cards, transcripts and more

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 changes 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

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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.

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- 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.

Aims, objectives and learning outcomes

This programme will focus on fostering a critical understanding of the changing global media environment and on preparing graduates who will have an insight into the role of the media and how society exchanges information through communication in democratic societies, as placed within historical and theoretically-grounded contexts.

With platform convergence, and a dissolving of the walls between information and entertainment media, the study of media and communication – in particular with a focus on international issues such as media audiences, social media; globalisation; populism; digital literacy; and misinformation – has resonance with university applicants interested in undergraduate degree programmes with a focus on the media and communication studies.

Study abroad and work placement opportunities will be provided in the third year of the programme. The programme will create graduates with a broad range of knowledge, understanding and professional capacity. Students will be able to tailor their exit options depending on subject choice.

Aims and Objectives of ***the Programme***

- To develop ethical, articulate and responsible graduates who will contribute to the strengthening of democracy in Ireland and internationally
- To encourage personal academic development through a coordinated series of modules that incorporate small group research-led teaching and learning experiences
- To equip students with transferable media studies, communications and critical thinking capacity that will poise them for future success in the labour market
- To allow students opportunities to explore career paths in media and communication
- To develop students' research skills and afford them an appropriate grounding for further educational opportunities nationally and internationally

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- To allow students acquire a digital and media literacy skillset
- To prepare students for postgraduate study in media and the creative industries

Learning outcomes ***for the Programme***

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

- Demonstrate global awareness of contemporary concerns in media and communication
- Employ excellent oral and written communications skills to construct persuasive arguments and perform effective cultural critiques
- Develop an appropriate level of capacity in areas of media and communication
- Have an awareness of future career opportunities and pathways for those with interests in media and the wider communications fields
- Analyse media, past and present, with attention to issues of representation, identity, and other social concerns
- Work collaboratively, in teams and under deadlines to produce content
- Employ research skills, including the use of appropriate sources, to construct effective arguments
- Demonstrate scholarly writing skills appropriate to the discipline

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 the global media industry. The programme aims to foster in its graduates the following values, knowledge and skills:

Values

- Sustainable
- Globally aware
- Critical thinker
- Creative, innovative and entrepreneurial
- Ethical, responsible and reflective
- Collaborative

Knowledge:

- Communications and media theory, wider Arts specialisms

- Storytelling fundamentals
- Production processes for media practice

Skills:

- Highly developed communication skills across multiple platforms
- Critical and reflective thinking
- Professional knowledge of the range of skills required for media production

Our ethos and values

Our Ethos

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

- We believe that **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 working in media means sharing those values that enrich communities, societies, and democracy.
- We believe that **our students are important**: Our teaching is inspired by the belief that our graduates will make societal impact. 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.
- **Theory and practice should always inform each other**: We believe that you the best way to effectively understand practice is through an immersion in the history and theory of that practice, alongside excellence in the production of multi-platform media. Our staff are committed to producing research that aims to create new knowledge and to make a deep impact on the world.
- The **values of mutual respect, collegiality, and teamwork** inform our teaching and class activities. Individual rigour, excellence and creativity are also encouraged and valued.

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Our Graduates' Attributes

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

The study of Global 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 skills in communications and professional storytelling. After graduation, many students will work in the wider fields of media and communication in new media and technology firms, in online and social media roles and in wider marketing, PR and communications.

Many graduates will work in portfolio careers, and in roles that have yet to exist. We have several modules 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 your time here.

There are many different models of teaching at third level. Some students undertake vocational courses aimed at teaching core skills. Others take degrees in which the subject is studied largely in classroom settings, with a strong focus on theory. Our programmes aim to be distinctive in having a focus on practice but 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 fully realise their potential.

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.

Formatting Criteria Checklist for Academic Essays

Accurate and careful presentation of your work is vital. Your essays should adhere to required formatting standards for academic writing. Use the checklist provided to ensure consistency in font, spacing, alignment, and citation style. Precision in formatting enhances readability and reflects your commitment to academic excellence. Paying attention to these details ensures clarity and coherence in your writing and elevates the overall impact of your academic endeavours.

1. **Font and Size:**
    a. Font: Times New Roman, Arial, or Calibri.
    b. Size: 12-point font.
    c. Consistent font throughout the essay.
1. **Margins and Alignment:**
    a. 1-inch margins on all sides (top, bottom, left, right)
    b. Alignment: Justified
1. **Title Page:**
    a. Title centred in the middle of the page
    b. Include your name, ID number, and course information (code, name, instructor)
1. **Heading and Subheadings:**
    a. Clear hierarchy with appropriate headings (Heading 1, Heading 2, etc.).
    b. Consistent formatting for each level of heading (bold, italics, etc.).
1. **Line Spacing:**
    a. Double spacing throughout the essay (including block quotes, references, and bibliography).
    b. Single spacing permissible for tables, footnotes, and captions.
1. **Paragraphs:**
    a. Indent the first line of each paragraph.
    b. Maintain consistent paragraph structure and spacing.

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   c. Ensure clear separation between paragraphs.

1. **Page Numbers:**
   a. Sequential page numbering in the header or footer
1. **Page Header:**
   a. Optional, Not Required.
1. **Citations and References:**
   a. Use proper citation format (APA, MLA, Chicago, etc.) as per assignment guidelines.
   b. Maintain consistent citation style throughout the document.
   c. Include a complete bibliography or reference list at the end.
1. **Figures, Tables, and Images:**
   a. Number sequentially and label appropriately (Figure 1, Table 1, etc.).
   b. Place captions below figures or tables.
   c. Provide proper citation for external sources.
1. **Quotations:**
   a. Use accurate quotation marks for direct quotes.
   b. Ensure proper citation for all quotations, both in-text and in the bibliography.
1. **Language and Grammar:**
   a. Use formal academic language.
   b. Maintain consistent tense throughout the essay.
   c. Check for correct grammar, punctuation, and spelling.
1. **Word Count and Limit:**
   a. Adhere to specified word count or limit.
   b. Specify whether the word count includes or excludes certain elements (e.g., title page, reference list).
   c. Refer to assignment details on Canvas. Failure to respect word count may result in grade penalties (check word counts on assignments).
1. **Consistency and Review:**
   a. Review for formatting consistency across the entire essay.
   b. Proofread for errors or inconsistencies.
   c. Cross-check adherence to assignment guidelines and rubric.
1. **Submission Requirements:**
   a. Check for any additional formatting requirements specified by the instructor or department.
   b. Save the document in the required file format (e.g., PDF, Word).
   c. Name files clearly: *Surname_Module_Assignment*
   d. Refer to assignment details on Canvas for submission instructions and requirements.
   e. Late submissions are penalised unless an approved extension is in place – no exceptions (see policies)

DISCLAIMER

Disclaimer

The statements in this handbook represent Discipline of Journalism and Media (JM) 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 JM policies, university regulations take precedence. The information in this handbook is correct at the time of going to press in September 2026. The University reserves the right to make amendments to:

1. 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

1. 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.

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Appendix 1

Coursework cover sheet

Submission Coversheet

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: