Ollscoil na Gaillimhe
University of Galway

Discipline of Journalism and Media

Undergraduate Programme Handbook 2026-2027

BA Journalism (GY119)

Introduction

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

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

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

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

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

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

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

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

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

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

Disclaimer

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

The information in this handbook is correct at the time of going to press in September 2025. The university reserves the right to make amendments to:

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

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

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

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Our Ethos

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

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

Our Graduate Attributes

We are committed to producing graduates that are ambitious, articulate, creative, highly skilled, knowledgeable, societally responsible and globally aware.
The study of journalism, within the Discipline of Journalism and Media, allows students to develop skills that have applications in many fields. Our graduates will be valued for their creativity, initiative, ability to improvise solutions to problems, experience of teamwork – as well as a highly-developed communications and professional storytelling skillset. After graduation, many of our students will work in the wide field of journalism, media and communication – some in traditional news organisations, radio and television production, in magazines, many more in new media and technology , in online and social media and in wider marketing, PR and communications roles. Many graduates will work in portfolio careers, and in roles that have yet to exist. We have several courses and resources that will help students to build their capacities and forge their careers. Graduates will work in other areas too: education, business, information technology, and more. Our aim is to support all students in achieving their professional goals, whatever they are, and however they evolve over the course of their time with us.
There are many different models of teaching at third level. Some students undertake vocational training courses aimed at teaching core skills. Others take degrees in which the subject is studied largely in classroom-based settings, with a strong focus on theory. Our programmes aim to be distinctive in having a strong focus on practice but are informed by a contextual, ethical and theoretical underpinning. This approach is enhanced by our commitment to providing the best kind of university education – one that allows our students to develop their capacities of critical thinking, analysis, professional practice and reflection and to fully realise their potential.

General information

Academic Year

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

Academic Year 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

You will receive a paper/PDF version of the timetable each semester, which may be subject to updates sent by email and/or posted online. In so far as possible advertised class times will not be changed save for exceptional circumstances. Some flexibility around guest lectures and field trips is required, given the nature of the media industry.

There is student access to the media lab (AMB-1024) and AMB-G026 media rooms, outside of scheduled class times and at weekends. Please note that you will need to have Student ID card activated to gain access. Arrangements for this will be made early in Semester 1. The television news studio is available during scheduled class time only and is not available outside those times.

Equal opportunities

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

Official languages

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

Discipline team

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.

BA Journalism programme director: Fiona McGarry
fiona.mcgarry@universityofgalway.ie

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

Placement Officer: Victoria O'Meara
mailto:victoria.omeara@universityofgalway.ie

Year Heads Journalism and Global Media:

1st Year John Singleton
john.singleton@universityofgalway.ie

2nd Year Slava Garmash
viacheslav.garmash@universityofgalway.ie

4th Year Noha Atef
mailto:noha.atef@universityofgalway.ie

Programme administrator
The programme administrator will be your first point of contact for any matters relating to the administration of your programme. They can also advise you who to contact in matters relating to examinations, registration, appeals and student welfare.
Your programme administrator is Teresa O'Donovan. Email: odonovant@universdityofgalway.ie

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

Meetings and office hours

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

Points of contact

In order to save you time, it is important that you contact the most appropriate people to help you with your query. Please note that if a staff member is not in a position to advise directly on an issue, they will be happy to sign-post you to the relevant source.

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

Meet the Staff

Academic Staff



Dr Noha Atef
Lecturer

Noha Atef is a researcher and lecturer specialising in journalism and media studies, with expertise in citizen journalism, social media, and digital communities in Arab contexts. Her academic experience spans institutions in the UK, Canada, and Egypt. Noha applies an interdisciplinary approach that blends theoretical frameworks with practical insights. Her research interests include digital ethnography, media representation, data analysis, health communication, media activism, and the influence of social media personalities. She is the author of *The Media of People: Between the State-Owned Media & Citizen Media*, a well-regarded publication that has reached the libraries of all Arab universities.

Email: noha.atef@universityofgalway.ie



Dr Rounwah Adly Riyadh Bseiso
Lecturer

Rounwah is an educator and researcher in the area of global media and communication. Her primary research interests are in media and political practices / communication, media literacy and disinformation, decolonial thought and practice, resistance narratives, and visual culture, with special emphasis on the Global South (in particular the Arab region, where she has lived in several different countries for over 25 years). Bseiso has worked in higher education and several international and civil organisations such as the United Nations, International Organization for Migration, and the Palestine Land Society. She has published peer reviewed papers and chapters in edited collections on the intersection of media, culture, and communication, and is the author of the recently published *Revolutionary Art and Politics in Egypt: Liminal Spaces and Cultural Production After 2011* (Bloomsbury Publishing, IB Tauris: 2023). She is a graduate of McGill University, the American University in Cairo, and the School of Oriental & African Studies (SOAS) – University of London.

Email**:** rounwah.bseiso@universityofgalway.ie

 **Dr Kelly Fincham** Lecturer	Dr. Kelly Fincham, a lecturer in Media and Communications is the former founding editor of IrishCentral.com and has worked extensively in journalism in the US, Ireland and Australia. She was a tenured professor at Hofstra University in New York for a decade before returning to Ireland. Her research explores the intersection of technology and media, with a specific focus on media and information literacy, online gender-based violence, and organisational digital policies. She holds a Research MA (2007) and PhD (2023) from Dublin City University. **Email**: kelly.fincham@universityofgalway.ie
 **Tom Felle** **Senior Lecturer**	**Tom** is a former career journalist and foreign correspondent. He lectures and is actively engaged in research into the role that the media play in an active and thriving democracy. He worked for a decade as a reporter covering politics and as a regional correspondent at the *Irish Independent* (Dublin); as Bureau Chief of the Leb News Agency (Beirut); and as Deputy Editor of *The Irish Echo* (Sydney). He has published papers and has co-edited three books on data journalism, transparency, and freedom of information, and is the author of a journalism writing and style textbook. He is a recent Fulbright alumnus and spent a year working and living in the US in 2023/24. **Email:** tom.felle@universityofgalway.ie
 **Dr Uinsionn Mac Dubhghaill** **Lecturer**	**Uinsionn** is a former Western Correspondent and Irish Language Editor with *The Irish Times*, and a former news reporter with RTE News. He was one of the first freelance video journalists in Ireland, and founding editor of a current affairs magazine in Irish. His practice-based doctoral research included writing, shooting and editing an hour-long creative documentary on the production of YouTube videos at an Irish summer college. His research interests include citizen journalism and the impact of mobile journalism. **Email:** uinsionn.macdubhghaill@universityofgalway.ie

 **Fiona McGarry** **Lecturer**	**Fiona McGarry** is an award-winning broadcast journalist, podcaster and radio documentary maker. She has formerly worked as a current affairs producer and for Maximum Media (Joe.ie, SportsJoe, etc.) as a digital journalist, producing 'Ireland Unfiltered' and a number of other online shows. She is a former senior producer with Newstalk Radio, and has worked as a television researcher with BBC NI. Fiona has secured a number of funding awards for audio documentaries under the BAI Sound and Vision Scheme and the Simon Cumbers Media Challenge Fund and the Ake Blomstrom Scholarship. She is a recipient of the Ake Blomstrom Award from the Prix Europa; the Law Society Justice Media Award; a Headline Award for reporting on mental health issues; and a News Story of the Year Award from Local Ireland. Her PhD research covers documentary ethics and True Crime. She is a graduate of the University of Galway, TU Dublin and the University of Limerick. **Email:** fiona.mcgarry@universityofgalway.ie
 **Dr John Singleton** **Lecturer**	**Dr John Singleton** was awarded his PhD from the University of Galway, in 2020. He has taught across various disciplines in the School of English and Creative Arts since 2016 and with the Discipline of Media since 2019. His main research interests are Contemporary Writing and Communications, Irish Current Affairs, Sport and Music. He is currently writing a book on Form, Space and Vison in John McGahern's writing. Email: john.singleton@universityofgalway.ie

 **Slava Garmash** **Lecturer**	Viacheslav (Slava) Garmash is a filmmaker, media educator, and former television host currently working as a Lecturer in Journalism and Media Department at the University of Galway, Ireland. He has over ten years of experience teaching television journalism, video production, storytelling, and on-camera performance at the Kyiv National University of Theatre, Cinema and Television, where he developed a practice-based teaching approach focused on authorship, storytelling, and camera presence. Alongside his academic work, he has worked in the television industry as a presenter and filmmaker, including hosting a historical television program for several seasons and directing documentary and fiction films. He is the founder of the production company Manifesto 18 and has created documentary films, short fiction films, and interactive media projects. He holds a Master's degree in Television from Kyiv National University and a Master of Science in Television Management from Drexel University in Philadelphia as a Fulbright scholar. His work and teaching focus on audiovisual storytelling, media authorship, television culture, and the evolution of screen media in the multiscreen era. In addition to teaching and filmmaking, he continues to develop film projects and scripts, combining academic work with creative practice. Email: viacheslav.garmash@universityofgalway.ie
 **Pamela Duncan** **Lecturer**	**Pamela Duncan** is a lecturer in journalism and an award-winning data journalist with extensive experience in investigative and cross-border reporting. She was previously editor of the Guardian's Data Projects team, where she led and collaborated major investigations, combining large-scale data analysis with narrative reporting. Her work spans climate change, housing, health, inequality, political financing and environmental accountability. Her extensive Covid-19 reporting included in-depth analysis of pandemic data and official statistics, including the complexities and limitations of early pandemic mortality figures and government missteps. She has a particular interest in the role social media plays in society, including far-right radicalisation, hate speech, and democratic influence. Before joining The Guardian, she was a data journalist at The Irish Times, where she co-founded the Irish Times Data Blog and helped pioneer data-driven storytelling in Irish newsrooms. She has collaborated on international

	investigations including the Pandora Papers, Uber Files, Russian Asset Tracker and other large-scale cross-border projects. **Email:** pamela.duncan@universityofgalway.ie
Part-time academic staff	
 **Carole Coleman**	**Carole Coleman** is a well-known Irish broadcaster and multi-media journalist. Roles held by the Leitrim native include RTE Washington Correspondent and Environment and Education Correspondent. Over the past decade Carole has reported for and presented *This Week* on RTE Radio One, *Late Debate, Morning Ireland*, and *News At One*. Carole has written three books based on first-hand experience of major news events in the US and Ireland. She holds a BA Hons in Journalism and Diploma in Legal Studies. Email: carole.coleman@universityofgalway.ie
 **Deborah Miranda**	**Deborah Miranda** is a multimedia professional with a decade of wide-ranging experience in film, TV advertising, social video, and digital content production. She has worked with the United Nations Migration Agency (IOM) and the Global Heart Hub as a Senior Communications Specialist. She has experience across both the public and private sectors, coordinating film screenings, workshops, and cultural events. She is currently Programme Coordinator with Saolta Arts, a non-profit that delivers the leading Arts and Health programme in the West of Ireland. She is a graduate of the University of Galway. Email: deborah.mirandaroldan@universityofgalway.ie
 **Sarah Slevin**	**Sarah Slevin** is a Senior News Reporter and Presenter currently working as part of the Gold IMRO Radio Award winning news team at Galway Bay fm, and has herself been nominated for News Reporter of the Year and Magazine Programme (2025). Sarah holds a BA in Spanish and Legal Studies, and an MA in Journalism from the University of Galway. She has previously worked as a freelance Producer and Newsreader with iRadio and a Journalist with the Westmeath Examiner. **Email.** Sarah.slevin@universityofgalway.ie

 **Erika Sassone**	**Erika Sassone** is an Italian journalist and currently a reporter with the *Irish Independent,* based in Galway. Her current focus is on regional reporting, generating regular news stories and features throughout Galway and Clare. She holds a degree in Political Science and moved to Ireland in 2020 where she graduated from University of Galway with a MA in Journalism. Email: erika.sassone@universityofgalway.ie
 **Edel Coffey**	**Edel Coffey** is an Irish journalist, author and broadcaster. She began work as a journalist and editor with the Sunday Tribune and has since worked as a presenter and reporter with RTE Radio, editor of the Irish Independent Weekend Magazine and books editor of the Irish Independent. She is a regular contributor to The Irish Times and RTE Radio One, and is books editor of The Gloss magazine. Both of her novels were number one bestsellers in Ireland. Breaking Point was shortlisted for Best Debut and won Best Crime Novel of the Year at the An Post Irish Book Awards, and In Her Place, was also shortlisted for an An Post Irish Book Award. She holds a degree in Journalism from Dublin City University.
Eoin Brennan	Eoin is a native of Co. Clare that has enjoyed over two decades experience as a sports journalist and broadcaster. Originally a scriptwriter following BA and MA degrees in Limerick and Dublin, those storytelling roots have blossomed towards sports writing as part of both media outlets and freelance perspectives, and in an ever-evolving multimedia landscape, has embraced radio and TV broadcasting, match commentaries and podcasting. In addition, in association with the Irish Embassy, his Go Gaelic team conducted educational coaching camps throughout Brazil, Argentina and Colombia introducing gaelic games to a whole new audience. Also the recipient of national GAA MacNamee and Mick Dunne Camogie sports media awards.

Professional Services staff	
 **Teresa O'Donovan** **Administrative Assistant**	Teresa is the administrator for the Huston School of Film & Digital Media and the Discipline of Journalism & Media. Teresa is a curious and driven individual who enjoys learning, solving problems, and taking on new challenges. She is a support for students throughout their time studying journalism and media at the University. Email: odonovant@universityofgalway.ie
 **Matthew Faughnan** **Senior Technical Officer**	**Matt** has a BA in English and History and an MA in E-Learning and Technical Communication. Over the last 10 years he has worked for large multinationals, managing their learning strategies. This involved the development of an array of cutting-edge learning resources using a variety of new media to help employees maximise their potential. His professional experience to date allowed him to develop a wide-ranging skillset that includes podcasting, audio editing, filming, video editing and image editing. Matt now caters to the technical requirements of both students and staff. This involves equipment demonstrations and in class technical support on an array of devices and software packages. Email: matthew.faughnan@universityofgalway.ie

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 in a manner that is fair and open

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 Student Code of Conduct provides further detail on what we expect of you. The code is available here.

Conduct in class

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

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

General conduct

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

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

movements or nations, but the requirement is the protection of the dignity of the individual, in keeping with the University of Galway student and staff codes of conduct.

- Students should not under any circumstances attend classes under the influence of alcohol or other drugs. This is particularly important for practical classes. Being hungover is considered being "under the influence of alcohol".

Attendance, punctuality and sick leave

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

If you miss a class due to illness, you should inform the lecturer in advance by email, and should bring a medical certificate to the next class. This will be kept on file. Students who miss in-class assessments (e.g., group presentations or news writing assignments) due to illness *may*, upon presentation of a certificate, be given permission to defer that portion of their assessment until the end of the semester. Normally this will involve students being obliged to complete extra make-up work. Students who miss in-class assessments without a medical certificate will automatically lose the marks for that assessment and may not make alternative arrangements.

Students who persistently miss class without a reasonable excuse (certified illness, bereavement) may be referred to the university's disciplinary committee. Likewise, lateness to class is unacceptable under any circumstances. Repeat offenders may be subject to disciplinary action.

The presentation of a medical certificate does not automatically entitle a student to miss a class or hand in work late. Students with long-term health issues should be aware that, due to the participatory nature of this programme, a certain number of absences for certain practical modules – even if excusable on medical grounds – may preclude the possibility of a passing grade.

Extra-curricular activities

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

Freelancing

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

Student Supports

Disability Support Services

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

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

Academic Writing Centre

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

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

Student Counselling Service

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

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

BA Journalism - Programme Overview

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

Programme outline

The programme outline for BA Journalism is as follows:

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

Arts subjects available to BA Journalism students are as follows:

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

Module Diet

Year One

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

Learning Outcomes in Year One

In your first year, you will:

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

Module Title	ECTS	Semester	Core/ Optional	Module Code
This is the News	5	1	Core	AJ1103
Media Foundations	5	1 and 2	Core	AJ1108
Introduction to Audio Journalism	5	2	Core	AJ1107
Arts Subject 2	20	1 and 2	Core	Various
Arts Subject 3	20	1 and 2	Core	Various

Year Two

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

Learning Outcomes in Year Two
In your second year, you will:

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

Module Title	ECTS	Semester	Core/ Optional	Module Code
Power without Responsibility	5	1	Core	AJ2102
Newsgathering & Cross-Platform Reporting	5	1	Core	AJ2125
Broadcast, Audio & Podcast Journalism	5	1	Core	AJ2132
Sports Journalism	5	2	Elective	AJ2107
Multimedia	5	2	Core	AJ2106
Digital Society & Platform Studies	5	2	Core	AJ2127
Arts Subject 2	30	1 and 2	Core	Various

Year Three

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

Learning Outcomes in Year Three
In third year, you will:

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

Choose from one of the following module diets:

Option 1: Full year of study abroad

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

OR

Option 2: Full year of work placement

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

OR

Option 3: Split year work placement and study abroad

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

OR

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

Year Four

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

Learning Outcomes in Year Four

In your fourth year, you will:

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

Module Title	ECTS	Semester	Core/ Optional	Module Code
Advanced Practical Journalism (Print and Digital)	10	1	Core	AJ4104
Global Political Economy for the Mass Media	5	1	Elective	AJ4102
Bursting the Western Bubble: Alternative Media Systems and the Global South	5	1	Elective	AJ4113
Communicating Climate Action	5	1	Elective	AJ4121
Algorithmic Media in an Age of AI	5	1	Elective	AJ4120
Media Law and Ethics	5	2	Core	AJ4105
Crime, Representation & the Media	5	2	Elective	AJ4108
Contemporary Issues in Media	5	2	Elective	AJ4114
Multiplatform Journalism	10	2	Core	AJ4118
Independent Practice Project	10	1+2	Elective	AJ4109
Independent Research Project	10	1+2	Elective	AJ4110
Arts Subject 2	30	1&2	Core	Various

***Please note that restrictions may apply to Elective modules. These will be flagged in the relevant semester.*

Aims and objectives of the programme

- To equip students with transferable communications and critical thinking skills that will poise them for future success in the labour market
- To allow students opportunities to explore practice-based journalism alongside more theoretical Arts subjects
- To develop students' research skills and afford them an appropriate grounding for further educational opportunities nationally and internationally
- To allow students acquire a highly developed set of skills for work in journalism as well as a digital skillset including verification, social media and data
- To develop ethical, articulate and responsible graduates who will contribute to the strengthening of democracy in Ireland and internationally through their professional practice as journalists
- To encourage the personal academic development of students through a coordinated series of modules that incorporate small group research-led teaching and learning experiences
- To create an undergraduate programme that will feed directly into the existing MA in Journalism, as well as future proposed specialised programmes in media and the Creative Arts

Learning outcomes for the programme

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

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

Journalism graduate attributes

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

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

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

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

Modules

First Year

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

AJ1103 This is the News (5 ECTS) – CORE

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

AJ1108 Media Foundations (5 ECTS) – CORE

This module is designed to introduce you to the practice of journalism. You will explore how events become news and what influences the news agenda. Through examining the theory of what makes news, you will gain a deeper understanding of the factors that drive news selection. The module will also focus on developing your news writing skills for multiple platforms, with an emphasis on crafting engaging stories across multiple formats.

AJ1107 Introduction to Audio Journalism (5 ECTS) – CORE

Core skills in this module include recording audio in the field and editing content for news broadcast and podcast. You will also learn how a broadcast newsroom runs, what the professional roles are, and how content like news bulletins, current affairs shows and podcasts are created.

Additional key skills include voice work; writing broadcast and podcast scripts; and using the concept of 'news values' to rank stories in a news bulletin.

AJ1102 Introduction to Media and Communication Studies (5 ECTS) - CORE
This module provides you with an introduction to key debates in media and communication studies. You will engage with a historical overview and examine key theoretical issues such as representation, framing and bias in an introductory way. Media consumption and audiences will be explored.

Second Year

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

The modules are as follows:

AJ2125 Newsgathering and Cross-Platform Reporting (5 ECTS) – CORE
During this module you will develop your knowledge and understanding of journalism practice, across diverse platforms. You will develop key interviewing skills and the competencies needed for new reporting and feature writing for print and online media. You will deepen your understanding of professional roles in journalism and the deepening phenomenon of media convergence.

AJ2102 Power Without Responsibility (5 ECTS) – CORE
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. Each week combines a theory-focused lecture with an interactive activity lab to help you apply ideas and build towards your assignments. 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.

AJ2106 Multimedia (5 ECTS) – CORE
During this module you will learn about the technical and practical aspects of mobile journalism, and focus on the preparation and presentation of short video news reports using your mobile phone and other equipment. You will also be involved in studio/production work in our television studio.

AJ2127 Digital Society & Platform Studies (5 ECTS) – CORE
Digital journalism skills have become increasingly important for journalism and related media activities. New roles have emerged, such as social media editors, who are trained to both to 'harvest' for news and to develop audiences and build loyalty among users to media brands. Being able to write for online, understanding social tools such as verifying and curating user-generated content (UGC); being able to develop native content for a variety of social channels, as well as being able to deploy analytics strategies, are prerequisite expectations of media employers looking to hire graduates in this field. This module equips you with the learning to critically understand social media and as well as preparing you to work in a professional capacity as a digital

journalist.

AJ2132 Broadcast, Audio and Podcast Journalism (5 ECTS) – CORE
During this module you will deepen your understanding of the technical and practical aspects of broadcast journalism and podcasting. The focus will be on the development of concepts for current affairs and news podcasts; as well as the production of a diverse range of material for your shows, which you will work in teams to create.

AJ2107 Sports Journalism (5 ECTS) – Elective
The module will introduce students to the norms and practices within professional sports journalism. The module will equip students with an understanding of sport as a distinct form of practice, and editorial skills that will prove effective across a broad range of sports media. Due to the nature of this module students will need to attending sporting fixtures and not all classes will take place in the classroom.

Third Year

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

AJ3101 Media Internship (Full Year) (60 ECTS – Semester 1 and 2)
You will complete a work placement or series of placements with media companies, NGOs and/or non-profit enterprises so as to apply knowledge and skills obtained in your studies in a practice environment. You will reflect on your practice through assessed work.

OR

AJ3104 Study Abroad / Erasmus Exchange (60 ECTS – Semester 1 and Semester 2)
Students on BA Journalism can study abroad during their third year, travelling, living and engaging in the language culture and society of the host country. This experience will broaden the journalistic skills of the student, including appreciation of inter-cultural matters. Assessment will be based on the student's attainment of taught module credits in the host institution, their reflection on their learning experience while studying and living abroad, and where applicable a self-directed work project that will be outlined in their learning agreement for the semester.

OR

AJ3102 Media Internship (S1) (30 ECTS – Semester 1) and AJ3106 Study Abroad / Erasmus Exchange (30 ECTS – Semester 2)
You will complete a work placement with a media company, NGO or non-profit enterprise in semester one, followed by study abroad or Erasmus programme during semester two. This combination allows you the best of both worlds and is quite popular among students. You do not need to study a European language to undertake an Erasmus or Study Abroad opportunity, there are a number of English language options available in Europe and internationally.

OR

AJ3105 Study Abroad / Erasmus Exchange (30 ECTS – Semester 1) coupled with
AJ3103 Media Internship (S2) (30 ECTS – Semester 2)
This is the same combination as in the previous example, except that the timings are switched around, i.e. you undertake your study abroad in semester one followed by the work placement in semester two.

Fourth Year

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

AJ4104 Advanced Practical Journalism (Print and Digital) (10 ECTS) – CORE
In this module you will hone the key skills and competencies you have developed during your degree programme to date, and work to produce news and features across multiple platforms, including print, online and multimedia. You will develop your editorial newsroom and team working skills through the production of specific news and features packages, as well as live news days. Teaching will take place via a mix of regular lectures and news lab sessions, and production sessions in the newsroom.

AJ4102 Global Political Economy for the Mass Media (5 ECTS) – Elective
This course introduces students to key concepts and approaches in the political economy of mass communication, with particular attention to the relationship between media and the broader structures of society. It examines how power, media ownership and concentration, commercial interests, and government policies shape media systems, institutions, and practices. Drawing on established theoretical frameworks, students will develop the ability to critically analyse the political and economic forces that influence mass communication. Local and global case studies will be used to explore how these dynamics operate across different media systems and social contexts.
The course combines lectures with interactive learning activities. Each lecture is supported by preparatory or follow-up tasks, including readings and audiovisual materials, designed to consolidate learning and support assessment. The course also includes a role-play activity that enables students to explore the relationships among key actors and interests within different media systems.
By the end of the course, students should be able to identify and critically discuss key concepts in political economy; analyse the relationship between media and broader social, political, and economic structures; and demonstrate a critical understanding of political economy as a holistic approach to analysing mass media in contemporary society.

AJ4118 Multiplatform Journalism (10 ECTS) – Core

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

AJ4113 Bursting the Western Bubble: Alternative Media Systems & the Global South (5 ECTS) – Elective
What role does media (news, film, television and digital) play in shaping ideas about the world in non-Western countries? How do diverse audiences consume media in their everyday lives to negotiate issues of social and cultural identity – and how are narratives framed by non-Western regimes? This module will examine these issues through the lens of news media, film, popular culture, social media, graffiti, underground cinema and all myriad of ways people consume media.

AJ4114 Current Issues in Media (5 ECTS) – Elective
This module explores multiple issues related to media producers, audiences, regulation mechanisms and emerging technologies – as well as the rapidly-shifting dynamics between them. The contemporary media landscape is changing as never before in terms of consumption patterns and production opportunities and this module traces current and future trends in this exciting sector.

AJ4105 Media Law and Ethics (5 ECTS) – Elective
This module provides knowledge and tools to assist students in critically assessing their media environment within legal and ethical frameworks. Content includes learning on ethical decision making, media regulation and constraints, copyright, and legislation such as defamation and privacy

AJ4120 Algorithmic Media in an Age of AI (5 ECTS) – Elective
Contemporary media ecosystems are populated by content that is distributed - and, increasingly, created - through the use of algorithms and AI. This module looks at the influence of these powerful computational formulae in the media sector and in culture and society more generally. The module will explore impacts on news media, social media and hedonic media consumption - as well as the public spaces that support democracy. The phenomena of 'technofeudalism', algorithmic transparency and the political economy of the tech sector form the backdrop to the module.

AJ4121 Communicating Climate Action - Media, Society & Climate Communication (5 ECTS) – Elective
Climate change is not just a scientific issue, it's a communication challenge. Likewise, effective climate communication is not just about conveying information; it is about inspiring action, fostering hope, and building a more just and sustainable future for all. From frontline journalism to the role of digital media and climate activism, this module examines how climate narratives are shaped, contested, and politicised in public and media debates about climate action.
You'll explore the forces that inform, and misinform, citizens and policymakers, including climate denial and delay tactics, as well as the growing influence of Far Right politics and the climate change countermovement. These discussions are grounded in key concepts such as just transitions, ecofeminism, authoritarianism and deliberation, 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.

AJ4108 Crime, Representation and the Media (5 ECTS) – Elective
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 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.

AJ4109 Independent Practice Project and AJ4110 Independent Research Project (10 ECTS) Elective

These are capstone module where students will have the opportunity to engage in a substantial piece of independent academic scholarship or practical journalism work. Students will work independently to plan and produce work on their chosen topic, deploying appropriate methodologies. They will be guided through the relevant processes via academic supervision. These modules are by application only and students considering one these options will need a minimum of a 2.1. In addition, they must submit a detailed proposal in advance of application.

Internships

Internships are an integral part of experiential learning and we encourage students to take part in informal work experience as well as formal internships during your studies.
Formal internships are organised in partnership between the Discipline of Journalism and Media, the Careers Development Centre (CDC) and the host media company in your third year – should you choose that option. Students are asked to apply and are usually invited for interview. The host media company makes a final decision on applications. We will only recommend a student with a company if we can be entirely satisfied that he/she will meet professional standards at all times. You should be aware that any student who has a record of poor attendance, lateness, failure to meet deadlines, or other failures to meet ordinary professional standards may not receive a recommendation from us.
Internships are usually unpaid, however some media companies offer to cover expenses. An internship is a professional working experience. Interns are required to attend punctually (normally from 9am to 5pm or 10am to 6pm) each day, and at other times as required by the company. We suggest that unpaid internships should undertake a 32 hour week. Interns should present themselves in personal attire that is appropriate to the working environment.
Persistent lateness or underperformance will result in the early termination of an internship. Requests for periods of leave should be made in advance and, where possible, should be identified during the application process. Interns must be mindful at all times that they represent the University of Galway and that their conduct will have an impact on the availability of future internships for subsequent students. Students on internships must respect the confidentiality of the host organisation and the university, and must under no circumstances reveal any sensitive or confidential information about either organisation. Students should not post comments or photographs relating to internships on social networking sites (TikTok, Twitter, Snapchat, Instagram, etc.), blogs, or other public fora. Where interns experience any difficulties in meeting the responsibilities associated with the internship, these should be brought to the attention of University of Galway personnel as early as possible.

Assessment of Internships

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

- **Report from the company**: At the end of the internship, the company should provide a report outlining the performance of the student – 25%

- **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%

- **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%

Communications

Email

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

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

Email etiquette

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

Email response times

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

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

Email outside of the teaching term

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

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

Social Media

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

Field trips

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

Learning, Teaching and Assessment

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

Assessment

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

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

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

Feedback

Feedback will be provided in line with our Assessment and Feedback Policy. You will normally be provided with feedback within one to two weeks for classroom based formative assessment and three weeks after the submission deadline for a summative assessment. This would normally include a provisional grade or mark. For end-of-module examinations or an equivalent significant task (e.g. an end of module project), feedback will normally be provided within four weeks. The

timescale for feedback on final projects and dissertations is six weeks. Please be aware that all grades and provisional until after the Exam Board has approved grades.
Sometimes, you may feel that the mark you received does not reflect the work you put into an assignment, or you may disagree with the feedback and marking decisions. We want you all to do well and we try our best to support you to do your best. We do this through the classes, the tutorials, oral feedback, rubrics, one-on-one meetings about your assignments, and written feedback. The more you engage with us, the better you will be equipped to do well in your assignments. When we come to mark your work we mark against that criteria that we introduce to you early on, and we are assessing how well your assignment demonstrates that you met the module's learning outcomes (these are found in your module outline, on Canvas, and discussed during classes).
We are very transparent about grading criteria as we want you to do well. However, **we do not mark you on your effort**. Some assignments require more effort to do well, and some require less effort, this is also a part of the variability in abilities. We **do mark you on the quality of your work, and we do so against clear criteria**. We know how frustrating it is to feel that you put a lot of effort into an assignment and the mark doesn't reflect that, and we are really conscious of that. So here is some advice:

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

Submitting coursework

Coursework is an integral component of your degree and counts towards the final module mark. It is through writing articles and undertaking projects and presentations that you develop your ideas and assess your own grasp of the teaching and study material. It is both an important part of your continuous assessment and provides feedback from academic staff on your progress. The coursework requirements for each module will be set out in the Module Outline/Syllabus together with a date by which the work must be submitted. You should plan your work in advance to ensure that you allow sufficient time to complete assignments, allowing for unforeseen difficulties.
You must ensure that you understand the requirements of the coursework and if not, resolve any problems or ambiguities with the tutor or lecturer concerned prior to the submission date for the assignment. Submitted work must be well presented, legible and, where appropriate, in good

standard English. The use of word processing and spell checking is essential in producing written work. Written work (essays, articles etc) should be presented as follows:

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

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

Canvas

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

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

Word limits

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

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

Duration limits

Like word limits, time limits for broadcast assignments are set with the level, range and depth of the piece of work in mind. However, broadcast time limits are precise and must be adhered to exactly. There is some leeway of approximately 30 seconds on either side of the required duration. However, this must be agreed with the relevant lecturer. A lecturer may afford greater flexibility on podcast work, but this will be stated in the relevant Module Outline and any deviation from guidelines must be discussed in advance of submission.

Deadlines

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

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

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

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

Referencing

Journalism referencing

All sources used must identified by their full name and title where appropriate in the text, though no citations are used in text in journalistic work. Secondary sources - e.g. a report - should be fully attributed. You should include an index of references used with the method of initial contact, the method of interview (e.g. phone or face to face); the time and date of interview and a contact number for the source with your work. You must also include contact details (i.e. phone numbers ***and*** email addresses) for your interview sources as they will routinely be contacted by your lecturer for verification purposes.

The discipline follows the Code of Ethics of the National Union of Journalists (NUJ) with respect to the protection of sources. Special regulations are in place for interviewing vulnerable adults, whistleblowers and other scenarios where the protection of the source is paramount. You should consult your lecturer where appropriate.

Academic referencing

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

Examination

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

Marking and moderation

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

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

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

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

External examiners

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

BA Journalism	Professor Richard Evans, City, University of London, UK

Repeating assessments and exams

Repeat assessment periods/examinations for Semester One and Two modules are normally held in early August, although other deadlines may apply for assignments assessed by continuous assessment. If you need to repeat, please check Canvas for details of post-results consultation

periods. During these times, lecturers are there to advise you on the repeats process. Please note that a fee will normally apply for repeat examinations. The results of repeat examinations are normally capped at 40 per cent unless special circumstances apply.
Further details of the university policy on repeats are available at the following link:
http://www.universityofgalway.ie/exams/timetable-advice/examinations_faqs/repeats_faq/

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

Policy on Extensions, Repeats and Deferrals

You should only seek to submit work late in the event of serious extenuating circumstances which is defined by university policy as "serious unavoidable, unpredictable and exceptional circumstances outside the control of the student, which may negatively impact the student's performance in assessment".
A full list of what DOES and DOES not count as extenuating circumstances is available here.

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

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

Extensions
Individual module convenors/lecturers cannot give extensions under any circumstances.
For an extension of seven days or less, you must contact your head of year/programme and your individual module convenor/lecturer directly together. The head of year /programme makes the determination whether or not you meet the Extenuating Circumstances Policy based on the documentation you provide as outlined in that policy.
You should include with this letter your copies of either a medical certificate or a letter from a student counsellor, or other relevant documentation.
If you don't have an explanation for your lateness, penalties will apply automatically.
Valid reasons for lateness include illness or bereavement. Avoidable problems such as malfunctioning computers, car trouble, books being unavailable at short notice, poor time management including participation in extracurricular or professional creative industries activities including festivals, film shoots, etc. are not valid reasons for lateness.
If you need to seek an extension of more than seven days, you will need to notify your head of year/programme and individual module convenor/lecturer and then fill out and submit this form to the College of Arts Office.
Students who are ill or in distress can be assured that their work will be accepted late, provided that they provide appropriate documentation to the College Office and/or head of year/programme.
Students should NOT seek extensions in advance but instead endeavour to submit their assignment on time regardless of circumstances. You will then follow the steps below if you miss the submission deadline.

If you fail a module

If you fail a module, you have an opportunity to repeat it. Students must pay a repeat examination fee to the university in such cases for each module they are repeating.
Repeat assignments are posted following the release of second semester marks to Canvas and are equivalent to the total workload of the module you are repeating. They are due in early-mid August (see calendar above).
Your transcript will state that you failed the module. Repeat marks are capped at 40% for most years. This in turn may cause a delay payment of your SUSI grant.
If you choose not to repeat your module, you must either leave the university or repeat the year. If you repeat the year, you need only repeat those modules that you failed (e.g. if you pass four modules in second year but fail two, and choose to repeat the year, you would only need to repeat the two modules that you failed).
You can review FAQs regarding university policy on repeats including accessing fee information here.

If you need to defer an exam or assessment

Deferral means postponing a university examination or assessments from the end of the semester to the summer period. This will usually be granted in cases of serious illness, bereavement of an immediate family member or other extremely serious circumstances as vetted by the College Office. Decisions about deferral can only be made by the College of Arts office. Applications can again be made through the Extenuating Circumstances application form for the College of Arts.
You can review FAQs on deferrals here: https://www.universityofgalway.ie/exams/timetable-advice/deferrals/

Penalties for late work

Late work that does not meet the grounds for the above or is simply late **will be penalised at two points per day including weekends and bank holidays.**
Late work penalties can still apply even if you are granted an extension if your documentation does not cover an additional period of lateness. For example, if you provide a cert saying that you were sick for two days, then you can hand in your work two days' late without penalty. But if your cert says you were sick for two days and you hand in a week late, you will lose marks for five days.

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

- Late work is penalised at two points per day including weekends and bank holidays.
- Short-term extensions (of seven days or less) can be sent to the Head of Year/Programme with supporting documentation and CANNOT be given by individual module convenors/lecturers .
- Extensions on work of MORE than seven day must be granted through the College of Arts Office and CANNOT be given by individual module convenors/lecturers OR the programme directors.
- Work that is any more than two weeks' late (14 days) cannot be accepted even if students have medical certificates etc. without a deferral from College Office. Students whose work has not been submitted by this time will automatically be listed as having failed or must seek permission from the College Office to defer the assessment.

- If you provide a cert saying that you were sick for two days, then you can hand in your work two days' late without penalty. But if your cert says you were sick for two days and you hand in a week late, you will lose marks.
- We ask students to make every effort to submit work on time. Late essays lead to administrative difficulties and may delay the processing of your results.

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

Results

You can expect to receive results for an assessment component within the timeframe set out under the feedback policy. Module grades are usually available on Canvas in January (semester one modules) and May (semester two modules). Semester three – final project or dissertation – grades will be available in October.
Once all work has been graded, provisional results will be considered by the Exam Board. Any marks that have been given to students during the year are provisional until they are ratified by the Exam Board. The Exam Board is convened to make recommendations on student progression, award of credit or withdrawal from a programme of study as a result of academic failure. It makes such recommendations through its consideration of student results. The duties of and processes for running Exam Boards are outlined in the university's assessment regulations.
Usually following the Exam Board your results are finalised and you are deemed to have graduated if you successfully completed the programme, and your degree classification is confirmed. You can expect to receive you final results usually in October.

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

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

Credit weightings
Undergraduate programmes we offer run across two semesters of taught modules, per year, for either three (undenominated Arts) or four years (denominated BA programmes such as BA Journalism and BA Global Media). Each semester of study is worth 30 ECTS credits and each year of study is worth 60 ECTS credits. In order to achieve the award of a Bachelor of Arts (BA) you must achieve either 180 (three year degrees) or 240 credits (four year degrees) (these are

commonly known across Europe as ECTS – European Credit Transfer and Accumulation System). This is a system that gives uniformity all across Europe so that similar systems of workload and assessment are in place. You will be awarded a number of credits for successfully completing each module. In each semester you normally need to complete 30 credits. Undergraduate modules are usually worth 5 ECTS but some year-long and practice-based modules are worth 10 ECTS. Credits are awarded once you achieve a minimum qualifying mark (a pass) in each module. It's important to note that credits are not the same as grades – credits are awarded for successfully completing a unit of work (for example one module), whereas grades are awarded based on your performance in that unit, or part thereof (for example an assignment as part of a module).
One ECTS is equivalent to about 20 hours of work. That can include class time, private study, assessment, and other learning activities. Hence, you should imagine that your modules will work as follows for a typical academic module (note that practice modules have higher contact hours and practical work, but may involve less independent study):

Average workload per semester

	Contact Hours	**Assessment prep**	**Independent study**	**Total workload**
5 ECTS module	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
Arts subject 1

Module 1:	65	Module 2:	75	Module 3: 72
Module 4:	61	Module 5:	75	Module 6: 72

Average: (65+75+72+61+75+72)/6= 70

Arts subject 2:

Module 1:	70	Module 2:	70	Module 3: 70
Module 4:	75	Module 5:	75	Module 6: 60

Average: (70+70+70+75+75+66)/6 = 71
Final year average: (70+71)/2= 70.5

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

Poor academic practice and academic misconduct

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

Poor academic practice and academic misconduct

Students should resist any attempts to take 'shortcuts' or engage in any form of misconduct (copying, plagiarism, submitting materials produced largely by Generative AI, 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 and see what alternative arrangements can be made. For further information please see the official Academic Integrity policy of the University.

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.

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..

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:

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

- Major first instance or subsequent instance (major or minor): a fail (0%) for the module with the right to remaining resit(s) retained, with mark capped.

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

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

1. Plagiarism: passing off the ideas or words of someone else as though they were your own. It applies equally to the work of other students as to published sources and can include:
    a. Submitting, as one's own, an assignment that another person has completed
    b. Downloading information, text, artwork, graphics or other material from the internet and presenting it as one's own without acknowledgment.
    c. Quoting or paraphrasing material from a source without acknowledgment
    d. Copying from other members while working in a group
    e. Contributing less, little or nothing to a group assignment and then claiming an equal share of the marks
2. Cheating in an exam: either by copying from other students or using unauthorised notes or other aids.
3. Collusion: students working together to create and submit a similar or identical assignment or assessment, without authority from their tutor or School
4. Impersonation: where a person assumes the identity of another person with the intention of gaining unfair advantage for that person.
5. Falsification or fabrication: inventing or altering data or references.
6. Duplication or self-plagiarism: Preparing a correctly cited and referenced assignment from individual research and then handing part or all of that work in twice for separate subjects/marks, without acknowledging the first assignment correctly.
7. Ghosting: Submitting as your own work that has been done in whole or in part by another person on your behalf, or deliberately making or seeking to make available material to another student for it to be used by the other student. Investigating the possibility of using another person's work can also be counted as academic misconduct.
8. Disruption: preventing an assessment from being conducted in an orderly and appropriate manner.

University regulations
Plagiarism, when found to occur, is subject to the University Code of Practice for Dealing with Plagiarism. It is available online here.
A comprehensive guide to understanding and avoiding plagiarism is available on the Library webpage here.

Administrative Matters

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

ID cards

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

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

There is a charge to replace lost ID cards, which is payable to the SID. If you have been a victim of crime and have had your ID card stolen, a replacement will be provided free of charge on production of a Garda (police) crime reference number.
Please note that you will need to bring your ID card with you in order to access the newsroom and television studio; the library and a number of other university services.

Transcripts

You can access your up to date results online at any stage while a student. Official student transcripts are available directly from the university. You can request a certified copy of your results, a replacement parchment or a translation of your parchment from the SID. The university 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 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

Student Email

Email is frequently used for communication with students. 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. Please ensure that you check your University email account **regularly**. Lecturers will regularly use Canvas and email to communicate with you about issues such as assignments and feedback.

Copyright and intellectual property rights

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

Student Code of Conduct

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

Main points from the Student Code of Conduct

- Any student who enrolls for any course in the university in doing so accepts the objectives of the university and is giving a commitment, as a responsible individual and as a member of the university community, to behave in an appropriate manner.
- The Student Code of Conduct offers guidelines as to the norms of behaviour that accord with the obligations of students, but where more specific requirements are in place, they are available on the university's web site. It should be noted that Students of the university cannot claim any privileged position in regard to the general law of the land.

Rights and obligations of staff, students and others

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

Academic conduct

- Every student is expected to approach his/her academic endeavours with honesty and integrity.
- Each student shall comply with his/her academic programme requirements in terms of lectures, practicals, assignments and assessments and with all university registration,

fees, library, use of computer facilities and examination regulations associated therewith.
- No student shall provide false or misleading information to or withhold relevant information from any party regarding his/her academic achievements

General

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

Examples of code breaches

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

Governance

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

Student feedback

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

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

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

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

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

Programme management

Each degree programme or cluster of degree programmes is overseen by a programme director. The programme director is responsible for the day-to-day management of their degree programmes, and may be assisted by year heads or co-directors for smaller programmes. The programme director chairs the Programme Committee, which meets once per semester. Student representatives sit on the Programme Committee. Additionally other administrative functions are the responsibility of particular member of staff.

Student representatives

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

a regular basis for information and discussion. One formal Student Staff Liaison Committee (SSLC) will take place per semester. The Programme Committee meets once per year.

Programme committees

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

Student Staff Liaison Committee (SSLC)

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

Editorial Advisory Board (EAB)

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

Complaints

Individual student issues are best dealt with privately and locally in the first instance. In the first instance, students should raise issues directly with their lecturer or module coordinator. Students may also raise issues at any time with their programme director. Any student or body of students may request a meeting with the Head of Discipline (HoD). All students retain the right to appeal decisions and escalate grievances via university processes. For details, discuss with the Student Union (SU) or see guidance here.

Appendix 1

Coursework cover sheet

Student ID:

Module Title & Code: Module Tutor:

Title: Word count:

Declaration
I declare that this submission is entirely my own work except those parts that are explicitly identified and referenced in the text. It is within the specified word range and complies with the regulations in the Student Handbook. I accept that penalties may be imposed if this work is submitted late (unless a revised or extended submission date has been approved) or fails to meet the word range.
I have read and understood the regulations as given in the Student Handbook and by signing this document I abide by the university's rules on plagiarism and academic misconduct. I confirm my understanding that academic misconduct is dealt with severely and I permit the university to undertake any form of checking of this submission for plagiarism.

Signed: (electronic signature acceptable)

Date: