Ollscoil na Gaillimhe
University of Galway

MA Global Media and Communication

MA Journalism

Postgraduate Programme Handbook 2026/7

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Introduction

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

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

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

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

Disclaimer

The statements in this handbook represent Discipline of Journalism and Media (J&M) 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 J&M policies, university regulations take precedence.

The information in this handbook is correct at the time of going to press in September 2026. The University reserves the right to make amendments to:

a. the contents of the Programme Handbook and in particular to the timetable, location and methods of delivery or the content, syllabus and assessment of any of its programmes as set out in the programme and module specifications in this Handbook and/or on the University's website; and

b. its statutes, ordinances, regulations, policies, procedures and fee structures,

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

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

Our Ethos

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

- We believe that **journalism and media are important**: We engage in practice, research and teaching that aims to have a measurable impact on the lives of people and society. Often, this work will explicitly relate to matters of social justice, defence of human rights and minorities, holding power to account, and defending democracy. We believe that journalism and media have inherent values that enrich communities, societies, and democracy and we defend the right to a free press.

- We believe that **our students are important**: Our teaching is inspired by the belief that our graduates will make societal impact through their work. We want to inspire you to excel and to reach your personal best during your time with us. You will graduate as a Global Ambassador for this Discipline, our programmes and our University. We are very proud of you all.

- We are committed to **core principles** of truth, accuracy, fairness, impartiality, and accountability in our journalism.

- **Theory and practice should always inform each other**: We believe that you can most effectively understand practice through an immersion in the history and theory of that practice, alongside excellence in the production of media across multiple platforms. Our staff are committed to producing research that aims to create new knowledge and to make a deep impact on the world.

- The **values of mutual respect, collegiality, and teamwork** inform our teaching and our class activities. Individual rigour, excellence and creativity are also encouraged and valued.

Our Graduates' Attributes

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

The study of Journalism, Communication or Global Media 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 firms, in online and social media roles and in wider marketing, PR and communications. Many graduates will work in portfolio careers, and in roles that have yet to exist.

We have several 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 informed by a contextual, ethical and theoretical underpinning. This approach is enhanced by our commitment to providing the best kind of university education – one that allows our students to develop their capacities of critical thinking, analysis, professional practice and reflection and fully realise their potential.

Welcome

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



I would like to take this opportunity to extend you a very warm welcome, on behalf of all our staff, to the Discipline of Media at the University of Galway. We look forward to meeting you and working with you to support your learning. During the coming year you will have an opportunity to learn, to prepare for work, and to fulfil – or perhaps even reshape – your goals. We aim not only to provide you with an excellent foundation in your chosen discipline, but to inspire you and also to challenge you to make a societal impact on a global scale when you graduate.

Our staff, both academic and professional, are experienced and highly committed to your success while a student at the University. Many of our academics have international reputations in their fields, and world-class research and professional practice is a feature of every subject area. You will learn to value richness of research and professional interests of those who teach you.

We take seriously our aim to provide our students with an excellent learning experience. Your feedback on what we do, and how we can improve, is vital to this aim. Your comments are always welcome – and I hope you may consider volunteering to act as a 'class representative'. We conduct student surveys each year so please watch out for those and give us your important feedback.

I wish you all the very best with your studies, and hope you enjoy your time at University of Galway.

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

Welcome from the Programme Directors



Congratulations and welcome to University of Galway, and to the Discipline of Journalism and Media in the College of Arts, Social Science and Celtic Studies. We have a busy year ahead of us! The MA in Journalism is a skills-focused programme designed to equip you with the core skills of news writing, reporting and multiplatform storytelling, a solid grounding in the role of the media in democracy and the ethical and legal frameworks that govern professional journalistic practice.

You will receive hands-on training in news reporting, broadcast and digital production, essential grounding in media law and economics and politics and the chance to specialise further through electives in data journalism and climate communication.

Along the way we will develop the soft skills that make you a better journalist — tempering your natural curiosity with core workplace demands: the importance of a deadline, an instinct for the top line, the ability to work under pressure without sacrificing accuracy, and a willingness to keep asking questions until you've *actually* got the answer.

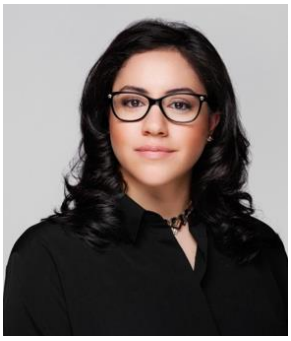
The University of Galway has a long-held reputation for media training, and as part of the Discipline of Journalism and Media we aspire to be a centre of excellence for teaching, learning and research in this field. As our graduates, you will go on to careers across the media industry.

I am one of several working or previous journalists who teach on the course, between us bringing experience from newsrooms including the Irish Times, RTÉ, the Irish Independent, BBC Northern Ireland and Newstalk, as well as colleagues with international reporting experience — alongside my own background as a previous editor of the Guardian's Data Projects team, where I led and collaborated on major investigations combining large-scale data analysis with narrative reporting.

This handbook will be useful to you in your first weeks, but you should keep it for reference throughout the year, alongside a link to discipline website and Canvas where you will find further detail on specific modules, assignments and assessments throughout the course of the academic year.

I wish you every success with your studies, and I'm confident you'll have a genuinely rewarding year ahead at the University of Galway.

Pamela Duncan
Lecturer in Journalism
Programme Director, MA Journalism



Welcome to the MA Global Media and Communication programme. The University of Galway is internationally recognised for its excellence: according to QS, it is among the top 2% of universities worldwide, and it was named the number one university in Ireland (number three across the EU) for sustainable development for the fourth year running by the Times Higher Education Impact Rankings, in recognition of its progress on the United Nations' Sustainable Development Goals. We are thrilled to have you join our dynamic programme, which prepares you to work as a professional in the international media and communications industries. The media landscape is constantly evolving, and this programme is adapted to address the dynamic challenges facing media practitioners across the globe. It is designed to launch your career in media, whether in the wider communications field or in specialist areas such as social and digital media marketing, or climate, sustainability and humanitarian communication.

At the University of Galway, we aim to foster a communal and supportive space for our students, with services covering your emotional, physical, personal and academic well-being. The Students' Union is the independent voice of students, representing your interests and providing guidance on finance, accommodation, academic problems, rights, jobs, personal safety, and mental health and well-being. The Accommodation Office assists students in finding housing and advises on housing issues. Our Academic Writing Centre and Academic Skills Services Centre offer one to one workshops to strengthen your academic writing and help you access library resources for research. Global Galway looks after the welfare of international students to ensure the best possible experience while studying here. The English Language Centre provides free writing support classes (EAP) for students whose first language is not English. The Career Development Centre helps students manage their career development, with practical support and workshops on CV preparation and interview techniques.

Our Student Support Services Centre and Student Support Officers provide confidential services if you feel overwhelmed or anxious. The Student Counselling Team and Student Health Unit offer professional, confidential care for emotional and physical well-being. The Disability Support Service provides reasonable accommodations for students affected by a disability, an ongoing health condition, or a specific learning difficulty. The Deans of Chaplaincy Service provides pastoral care and spiritual leadership for all students. We also have success coaches who support you in achieving your academic, professional and personal goals during your time here.

Please do not hesitate to contact me with any inquiries, and I will be happy to assist. I wish you every success in your academic journey at the University of Galway; may it be an enriching and rewarding experience.

Rounwah Adly Riyadh Bseiso
Lecturer, Global Media and Communication
Programme Director, MA Global Media and Communication

General Information

Academic Year

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

Semester dates are as follows:

Orientation day:	Friday, 4 September 2026
Autumn Semester	
Start of teaching:	Monday, 7 September 2026
Autumn Semester Dates:	Monday, 7 September to Friday, 27 November 2026
Study week:	Monday, 30 November to Friday, 4 December 2026
Exams (where relevant):	Monday, 7 to Friday, 18 December 2026
Christmas holiday period:	Saturday, 19 December 2026 to Sunday, 10 January 2027

Spring semester

Spring Semester starts	Monday, 11 January 2027
Spring Semester Dates:	Monday, 11 January to Friday, 2 April 2027
Field Trips (where relevant)	Monday, 5 to Friday, 9 April, 2027
Study week:	Monday, 12 to Friday, 16 April, 2027
Examination period:	Monday, 19 April – Thursday, 6 May, 2027

Summer Semester

Internships (suggested):	May and June, 2027
Summer Semester dates	Monday, May 10 to August 20, 2027
Final project/dissertation due:	Friday, 20 August 2027

Timetables

You will receive a PDF version of the timetable each semester, which may be subject to updates sent by email and/or posted online. The media lab (AMB-1024) and AMB-G026 media rooms are available to use outside of scheduled class times and are open at weekends. In as far as possible advertised class times will not be changed save for exceptional circumstances. Some flexibility around newsdays, guest lectures and field trips is required, given the nature of the media industry. 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: http://www.universityofgalway.ie/equality/index.html

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 / cuirtear fáilte roimh chomhfhreagras i nGaeilge.

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 treat you in a professional, courteous and helpful way. It is our responsibility to:

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

You are an ambassador for the University and should behave with honesty and integrity.
It is your responsibility to:

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

The University's Code of Conduct provides further detail on what we expect of you. The code is available here:https://www.universityofgalway.ie/media/registrationoffice/files/Student-Code-of-Conduct-2019.pdf

Conduct in class

The 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:

The Basics

- 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 teachers 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)
- While it is acceptable to bring water or a drink to class, students may not eat during classes or in the media lab or newsrooms. **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 Travelling 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 via Qwikly, on Canvas. 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 email the medical certificate to your module instructor. 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 Newsday– even if excusable on medical grounds – may preclude the possibility of a passing grade.

Who to contact if your work is late

In order to save you time, it is important that you contact the most appropriate people to help you with your query. The people below are the main points of contact.

Your query	Who to contact
You are confused about the module/assessment	The course tutors or lecturer
You want an extension	Extensions are only available in certain circumstances, such as extenuating circumstances. Your module coordinator can advise on this.
You need to defer your assessment because of serious illness or bereavement	The College of Arts office (Catherine McCurry / Deirdre Finan) See Extenuating Circumstances 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 SU welfare office

You want to pass on documentation to explain absence / lateness (eg medical cert)	Programme Director
For anything else	JMC staff are always happy to meet students during office hours, and can discuss any issues that you wish to raise.

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 take precedence at all times 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 (eg freelancing and 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

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 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.

https://www.universityofgalway.ie/academic-skills/

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

Academic Services

This online resources hub aims to support all students to develop the key skills required for academic success. You can learn about IT and digital skills, workshops, assignments and exam techniques to develop key skills for academic success. The Academic Skills Hub provides brief introductions to, and top tips on, some **key academic skills**, as well as some information to help you get started.

MA Global Media and Communication

Programme Learning Outcomes

On completion of this programme students will be able to:

- Demonstrate 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
- Identify editorial lines likely to generate audience interest and communicate effectively using a variety of communication methods
- Apply the principles of storytelling and digital communication across multiple platforms
- Demonstrate an ability to engage in critical practice in the area of communication, in particular around verification, accuracy, trust and digital communication
- Work independently to develop an autonomous approach to work under supervision
- Apply the creative and collaborative practices developed to challenges and opportunities within the global media and communication industries
- Reflect on practice grounded with a theoretical and contextual underpinning
- Demonstrate advanced study and research skills in the areas of academic writing, presentations, and self-directed research, and the theoretical frameworks for the study of media and communication and in the wider field of research and scholarship

Graduate Attributes:

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

Values

- Globally Aware
- Sustainability conscious
- Critical thinking
- Creativity, innovation and entrepreneurship
- Ethical, responsible and reflective
- Collaborative teamwork
- Multidisciplinary outlook to research, new thinking and ideas

Knowledge:

- Communications and media theory
- Knowledge of a chosen stream
- Advanced storytelling knowledge
- Production processes for media practice

Skills:

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

The **programme outline** for **MA Global Media and Communication** is as follows:

Semester One	Semester Two	Semester Three
DJ6129 Social Media and Digital Production (10cr) (core)	DJ6137 Strategic Communication (10cr) (core)	DJ6146 Final Project (30cr)
DJ6160 Global Media Theory, Methods & Research (10cr) (core)		
Choose 10-20 credits each semester from available elective modules – you can choose to do these credits in either semester, however we recommend a balanced load of 30 ECTS per semester.		

Elective choices (descriptions are on the following pages)
DJ6132 Digital Sandbox
DJ6135 Reporting Economics and Politics
DJ6144 Communicating Climate Action
DJ6157 Data Analysis and Verification
GCS6102 International Development Policy and Practice
LW5117 International Human Rights Law
LW5123 International Peace Support Operations
SP6159 Critical Theory and Media: Power, Resistance, and Social Change

Modules

Semester One

Core

DJ6129 Social Media and Digital Production (10 ECTS credits)

This module provides students with the theoretical foundations and practical skills needed to work professionally in social media strategy and digital content production. Students will explore the role of social media in shaping communication, public relations, and audience engagement, while learning to develop effective strategies for diverse platforms. Through hands-on projects, they will create, analyse, and optimise content.

DJ6160 Global Media Theory, Methods & Research (10 ECTS credits)

This module provides the theoretical and methodological foundation for postgraduate study in journalism, media, and communication. It examines the relationship between media and society in global contexts and introduces students to key theoretical debates and research traditions in the field. The module situates contemporary developments, including globalisation, digital platforms, and media convergence, within wider theoretical frameworks, while equipping students with the methodological tools to design and conduct research projects. It acts as a theoretical and research spine of the MA programme, linking practice-based work with critical analysis and scholarship.

Semester Two

Core

DJ6137 Strategic Communication (10 ECTS credits)

This module offers a comprehensive exploration of strategic communication and public relations, integrating both theoretical foundations and practical applications. Students will delve into its evolution, its role in political messaging, influence strategies, and crisis management using case studies and role-plays. The course will critically assess media coverage of humanitarian crises, conflicts, and the digital evolution of global issues, with a spotlight on NGO and Aid Agency communication. Furthermore, the module navigates the communication intricacies of climate, science, healthcare, sustainability, and environmental topics, evaluating their effects on public perception and political discourse.

The **programme outline** for **MA Journalism** is as follows:

Semester One	Semester Two	Semester Three
DJ6165 Reporter Bootcamp (15cr) (core)	DJ6166 Multiplatform Newsdays (15cr) (core)	DJ6124 Final Project (30cr)
DJ6110 Media, Ethics and Regulation (10cr) (core)		
DJ6135 Reporting Economics and Politics (10cr) (core)	*Choose 10 credits in semester 2 from available elective modules.*	

Module descriptions

Semester One

Core

DJ61110 Media Ethics and Regulation (10 ECTS credits)

This module introduces students to key ethical and regulatory issues in contemporary media practice. It examines professional standards, responsible reporting, privacy, fairness, accuracy, freedom of expression and the changing challenges created by digital platforms, social media and artificial intelligence. Through discussion, case studies and collaborative work, students will consider how ethical principles and regulatory frameworks can be applied to complex situations across journalism and media production.

DJ6165 Reporter Bootcamp (15 ECTS credits)

This intensive module teaches the core skills of news writing, storytelling, and reporting across multiple platforms as well as an introduction to digital skills including data journalism and OSINT. You will learn how to identify a story, structure news and feature articles and how to produce or adapt content for print/online, radio, and television. This module forms the backbone of your journalistic training and is assessed through continuous writing assignments and in-class exercises.

DJ6135 Reporting Economics and Politics (10 ECTS credits)

This module is intended as a solid primer in understanding politics and economics and how they are covered and communicated by the media. The module covers: macro-economic decision making, monetary and fiscal policy, economic schools of thought and understanding key economic indicators. It will also examine all levels of political decision making – from supra-national structures like the EU, down to our national and local levels of governance. Because DJ6135 Reporting Economics and Politics is designed both for those who wish to practice journalism as well those who wish to analyse media, it offers the possibility to be assessed by doing journalism practice or academic analysis.

DJ6166 Multimedia Newsdays (15 ECTS credits)

In this capstone module, you will work in teams to produce real-time news content for the *Galway Pulse* hyperlocal news website, as well as television and radio news and current affairs programmes. Under newsroom conditions, you will apply reporting, production, and editorial skills to professional standards. Assessment is based on participation, content produced, and editorial reflection.

DJ6132 Digital Sandbox (MAGM only)

This practical module introduces you to essential digital tools for media production and design. You will develop basic web design and UX skills using platforms such as Figma and content management systems. The module provides a foundation in digital creativity and prototyping communications and media storytelling. Assessment is through practical exercises and a design project.

DJ6144 Communicating Climate Action and Science (10 ECTS credits)

This module will introduce you to some of the key concepts and debates surrounding the communication of climate, science, healthcare, sustainability and environmental issues. It will examine how organisations, institutions, and individuals communicate and examine the impact these efforts have on public understanding and political debate. You will examine the difficulties in communicating often complex issues to the general public in meaningful ways, and learn practical skills to overcome these challenges. You will be assessed via assignment(s) and a practical project.

DJ6157 Data Analysis and Visualisation (10 ECTS credits)

This module will introduce you to data driven skills. You will be given an opportunity to develop the skills to help you find and report from datasets and 'big' data. Module content includes lectures on the role of data in the democratic accountability process; freedom of information; private and public data; as well as some social scientific methodology. Practical sessions will focus on building your capacity to work as a professional using computer programmes such as Excel and Tableau for data inquiry, mining and analysis and online applications such as Flourish, Datawrapper for visualising and mapping data. Assessment is via an in-class researched presentation and a final data media project.

The following modules are offered outside our department and are subject to change by their respective home disciplines. You may choose a maximum of 10 credits of electives outside of our discipline.

GCS6102 International Development Policy and Practice (10 ECTS)

This module applies theory to practice focusing on how development issues are embraced and implemented by a range of diverse international development actors. The module covers a range of policy issues (e.g. poverty, social protection, labour issues, gender, environment) unpacking how they are addressed in practice including programme planning, implementation, monitoring and evaluation. The module also looks at governance and use of evidence-based research in planning and policy.

LW5117 International Human Rights Law (10 ECTS)

This module offers an introduction to international human rights law, focusing on its sources, systems, and foundations. It provides a critical perspective to help students understand and apply the law effectively, examining its origins, impacts, and power. The module covers the history and development of human rights since 1945, the UN and regional legal frameworks, and encourages analysis of human rights provisions and remedies in real-life scenarios. The goal is to overview academic and policy debates in the field and to develop skills for applying and critically reflecting on human rights principles in current issues. Be aware that this is primarily aimed at law students, so it is not a communications module.

LW5123 International Peace Support Operations (10 ECTS)

This module aims to provide a thorough examination of peacekeeping principles by applying them to various contemporary and historical missions. You will discuss and critically evaluate the foundational concepts of peace support operations, distinguishing among traditional peacekeeping, peace enforcement, and other related actions under the UN Charter. You will explore the political frameworks

that influence peace operations, delve into the UN Charter's role in command and control, and assess the legal aspects of using force in peacekeeping contexts. You will gain insights into the legal structures and frameworks governing these missions, enhancing their understanding of peacekeeping's complexities and challenges. Be aware that this is primarily aimed at law students, so it is not a communications module.

SP6159: Critical Theory and Media: Power, Resistance and Social Change (10 ECTS)

This module introduces students to a wide range of contemporary critical theory (broadly conceived) relevant to the practical analysis of contemporary media. It intends to foster a critical approach towards the modes of operation and effects of present-day media, enabling students to develop an advanced understanding of relevant conceptual and analytical tools and, therefore, to critically engage with the contemporary media landscape. Its focus on the themes of power and resistance is intended to highlight the value of critical theory in relation to the idea of social change.

Semester Three

DJ6124 (MAJ) / DJ6146 (MAGM) Final Project – 30 credits

The final project is composed of two distinct components. The first component consists of an extended academic essay, which you will complete at the end of semester two / beginning of semester three. The second element consists of a substantial piece of original work, completed during semester three. For the original work in the context of the global media programme, you'll focus on designing a campaign or website (or similar) related to a major issue or campaign. You'll also have the opportunity to discuss your chosen topic and received regular feedback from an assigned supervisor. Journalism students will complete a substantial piece of journalism for the second component. You have the flexibility to initiate the final project at any point during the programme but it needs to be completed by the middle of August. In April, you'll be assigned a supervisor to help you get started but this project is very much self-directed and your supervisor is there more as a sounding board than an instructor. When the current year's MA students have graduated (November) we will post examples of past student work on the Canvas site.

DJ6123 Dissertation (MAJ) / DJ6147 Dissertation (MAGM) – 30 credits (opt-in only)

The dissertation module is a rigorous, independent research project requires the completion of a dissertation of 15,000 words, demonstrating in-depth understanding and critical analysis of a specific topic within your field of interest. Your dissertation will engage in a literature review, formulate research questions, and apply appropriate methodologies to collect and analyse data using qualitative or quantitative methodologies. The dissertation process is supported by regular supervision sessions, where you will receive guidance on your research design, writing, and overall progress. By the end of the module, you will have produced a substantial piece of original research, contributing to the knowledge base of your discipline and demonstrating your capacity for independent scholarly work. The dissertation is offered by permission of the programme director only, and you must have achieved 1.1 honours in your first two semesters in order to apply to undertake the dissertation.

Further information will be available in Semester 2.

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. A formal internship period in May and June is allotted during the MA programmes to allow students to undertake an internship (we recommend four to six week). While this is not a compulsory part of our programmes, students are encouraged to take part. A partner module – Media Employability – introduces students to professionals skills in the workplace as well as employability training in their online presence, CV and cover letter preparation, and interview preparation. This is a zero-credit module.

Internships are organised between the Discipline of Media, the Careers Development Centre (CDC) and the host media company. 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 s/he 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.

Short internships are usually unpaid, however some media companies offer to cover expenses, or may offer a training wage. An internship is a professional working experience and interns are required to attend punctually (normally from 9 to 5 or 10 to 6) each day, Monday to Friday, and at other times as required by the company. Interns should present themselves in personal attire that is appropriate to the working environment. Longer graduate scheme (3-6 month or longer) internships are paid.

Persistent lateness or underperformance may 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 University of Galway and that their conduct will have an impact on the availability of future internships for subsequent students. Students on internships must respect the confidentiality of the host organisation and the university, and must under no circumstances reveal any sensitive or confidential information about either organisation. Students should not post comments or photographs relating to internships on social networking sites (Facebook, X, Snapchat, Instagram, TikTok 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.

Staff

The Discipline of Media includes both 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.

Staff communication

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).

Email Etiquette

Email is a formal written document, and forms part of your formal record at university, so it is advisable to treat it formally. Normally students will address the lecturer formally (e.g. "Dear X") and will also include details of their name, class and student number. Do take time to use proper grammar and spelling, and avoid informalities such as text-speak ("b4" instead of "before") or casual forms of address ("hey" instead of "Dear X") so as to ensure that you are properly understood. This is also good practice for professional settings, where informal writing is unacceptable.

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. The working week is Monday-Friday, excluding bank holidays. You should not expect responses to emails that are sent during weekends, during public holidays or outside ordinary working hours (9-5, Mon-Fri) until the next working day.

Outside of the teaching year, 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. So, while you are welcome to contact staff during this period, you should be prepared for a longer than usual response time.

Communication

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

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. The programme management and administrative functions for 2026/2027 are as follows:

Postgraduate Programme Directors

MA Journalism	*Pamela Duncan*	pamela.duncan@universityofgalway.ie
MA GMC	*Rounwah Bseiso*	rounwah.bseiso@universityofgalway.ie

Module Co-ordinators

Each module is overseen by at least one Module Co-ordinator. The Module Co-ordinator 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 module leader will not be the lecturer delivering the module, but he/she will be identified on the Module Outline document you will receive in week one. For queries relating to a specific module the Module Leader should be your first point of contact.

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 and her email is mailto:shania.collins@universityofgalway.ieodonovant@universityofgalway.ie

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 interdisciplinary 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

 **Pamela Duncan** **Lecturer**	Pamela 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
 **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 Kelly Fincham** **Lecturer**	Formerly based in New York, Kelly was a tenured professor of journalism at Hofstra University. The co-founder of IrishCentral.com, the industry-leading US-based Irish web site, Kelly was an associate editor at the Irish Independent group for 10 years, and also worked at The Sunday Tribune in Dublin and the Australian Financial Review and Daily Telegraph in Sydney. She does pro-bono consultation for non-profits and ran the Irish Lobby for Immigration Reform and the Irish charity GOAL in the US. She holds a PhD in Communication and Research MA from DCU (2023; 2008). Her research explores the sociology of journalism and the business of journalism and she has published her work in Journalism Practice and Media and Communication as well as presenting at international media conferences. **Email**: kelly.fincham@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
 **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 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 also a former senior producer with Newstalk Radio, and has worked as a television researcher with BBC NI. She 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 as part of the Prix Europa. Her academic research includes documentary ethics and True Crime. **Email:** fiona.mcgarry@universityofgalway.ie

 **Dr Victoria O'Meara** **Lecturer**	Dr. Victoria O'Meara (she/her) is a researcher and educator in the area of a media and communication studies, with a specialism in social media, the influencer/creator economy, and platform-mediated labour. Her research examines how digital platforms are reshaping media work and cultural practices, and seeks to respond to the emergent social challenges of platform media environments, such as online violence, polarization, and misinformation. She works with an international network of academic and industry collaborators, and has published academic papers, policy reports, and other web-based resources to help people navigate complex digital media environments. Dr. O'Meara received her PhD in Media Studies from the University of Western Ontario in London, Ontario, Canada, and holds a Masters in Communication and Social Justice from the University of Windsor. Her doctoral work examined the emerging labour politics of social media influencers and was funded by a Doctoral Fellowship from the Social Sciences and Humanities Research Council of Canada (SSHRC). Before joining the University of Galway, she was a Lecturer in Digital Media in the School of Arts, Media and Communication at the University of Leicester in the UK. Email: TBA
 **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

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

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

Governance

The Discipline of 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 your Programme Director or the Head of Discipline
- 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. You can also approach Year Heads, the Programme Director or the Head of Discipline, though it is best to do so only after you have discussed your concerns with the lecturers directly.

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 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 Executiive Dean is an *ex officio* member of the Programme Board. The Programme Board is entitled to view the External Examiner 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 Programme Board will make decisions by consensus. While each programme will have its own Programme Board, a Joint Programmes Committee (JPC) meeting with all programmes will normally take place. In exceptional circumstances individual extraordinary Programme Board meetings may take place.

Student Staff Liaison Committee

The Student Staff Liaison Committee 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 for discussion.

External Advisory Board

The External Advisory Board is an external committee of senior industry professionals and alumni from across global media and journalism, convened to oversee governance and professional standards of

training on our programmes at University of Galway, and to advise on curriculum development, industry standards, and policy matters. The External Advisory Board draws on its members' international editorial and industry experience to ensure the programme remains aligned with evolving standards in global media and journalism practice. The Board meets annually, usually in January, and submits an annual report and recommendations to the Programme Committee. Class Reps may be invited to attend Board meetings.

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. All students retain the right to appeal decisions and escalate grievances via university processes. For details, discuss with the Student Union or see guidance here:
http://www.universityofgalway.ie/media/counselling/student_complaints_procedure.html

Learning, Teaching and Assessment

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

Students will normally be provided with feedback within one to two weeks of the submission deadline or assessment date. This may include a provisional grade or mark. For end of module examinations or an equivalent significant task (e.g. an end of module project) feedback will normally be provided within three weeks. This will include a provisional grade or mark.

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

Each module may include assessment components. Your module coordinator will outline what the assessment components for each module are during the first week (usually the first class) of that module. You can expect clear instructions for each module component and grade related criteria to help you understand how you will be graded.

For practice based modules, end of semester summative portfolios are mostly 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. Usually 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

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

Assessment Criteria are descriptions, based on the intended learning outcomes, of the skills, knowledge or attributes that you need to demonstrate in order to complete an assessment successfully, providing a mechanism by which the quality of an assessment can be measured. Grade-Related Criteria are descriptions of the level of skills, knowledge or attributes that you need to demonstrate in order achieve a certain grade or mark in an assessment, providing a mechanism by which the quality of an assessment can be measured and placed within the overall set of marks.

Feedback

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

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

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

1. Your final degree mark is not depending on any one module mark – it reflects the work you did throughout the whole degree, so don't get bogged down by one mark
2. If you are concerned about your performance, first read the feedback you receive – we put a lot of effort in explaining the mark (either through text, rubric, or both), and expect you to review it. We can see when the feedback was accessed.
3. If, after reviewing the feedback you are still not clear with why got the mark you got, we will meet with you to explain that. When you request a meeting you MUST indicate what part of the feedback is unclear.
4. Contacting us to just express your disappointment with the mark and stating that you would like a better mark is not appropriate.
5. If you want us to review the mark, based on the feedback you received (again, specifying what part of the feedback is unclear and or unjust), we can do that. Just remember that when we re-evaluate the marking, marks can go down as much as they can go up, as when there is a dispute, the assignment will be marked independently.

6. All marks are provisional, and will be reviewed by an External Examiner. If you have concerns about your marks, and you can substantiate them, we can ask the External Examiner to review your work. Point 5 applies here too.
7. Lastly, you can appeal marks at the end of the academic year (these will reviewed by an appeal committee outside of the Discipline), however, appeals on the grounds of wishing to have a better grade and without support will not be upheld.

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

The MA programmes we offer run year-long, with two semesters of taught modules and one semester of independent study. In order to achieve the award of a Master of Arts you must achieve 90 credits (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.

Our MA modules are mostly 10 credit modules – 5 credit modules have a lesser workload than 10 credit modules. Credits are awarded once you achieve a minimum qualifying mark (a pass) in each module.

One ECTS is equivalent to about 20 hours of work. That can include class time, private study, assessment, and other learning activities.

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 – 5 or 10 credits for semester one and two modules, and 30 credits in the case of the final project or dissertation. 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%
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 (where M10 represents the grade you attain for each 10 credit module undertaken and M5 represents the grade you attain for each 5 credit module undertaken. M30 is your final project or dissertation score):

$$\frac{(M10)}{9} + \frac{(M10)}{9} + \frac{(M10)}{9} + \frac{(M10)}{9} + \frac{(M10)}{9} + \frac{(M5)}{18} + \frac{(M5)}{18} + \frac{(M30)}{3} = \frac{(M90)}{90}$$

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 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 your with your module leader if you are unsure about the presentational requirements for your assignments.

Canvas

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

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

https://universityofgalway.instructure.com

For FAQs on how to use Canvas, visit:
https://universityofgalway.instructure.com/courses/27585

Word limits

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

The word limit runs from the introduction to the conclusion of the assignment and will include quotes and footnotes which appear in the body of the assignment. The word limit does not include the following: abstracts, contents page, diagrams, graphs, images, reference list, bibliography or appendices. Exceeding the word limit demonstrates an inability to distil information and make cogent arguments in 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.

Please note that, for broadcast work, duration (in terms of minutes) is a core part of the grading rubric. In an industry setting, material will often run as part of a strictly time-controlled broadcast schedule. If an editor is presented with work that exceeds the maximum duration – or falls short, serious issues arise (e.g. the necessity for a 'live edit'). For that reason, broadcast assignments should only deviate by a maximum of 30 seconds (over or under), from the required duration. In exceptional circumstances, some flexibility may be allowed by consulting your lecturer and broadcast teammates, if applicable.

Time 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 for broadcast time limits are precise and must be adhered to exactly.

Special circumstances

There are a number of special circumstances where the Discipline of Media will apply discretion to student assessment deadlines:

Extensions

If you submit work late, it will usually be marked though you may incur a grading penalty. An extension may be granted in exceptional circumstances where a student has last-minute unforeseen difficulties that prevent them from completing an assignment on time. This may include personal difficulties, difficulties with time management, or difficulties in employment. An extension can only be granted once in any one year, and is granted at the discretion of the lecturer. You cannot be awarded a retrospective extension, it must be applied for, and granted, in advance of the deadline. Extensions usually allow a student a maximum of up to three days grace to complete an assignment without penalty. Work not submitted by the agreed deadline following the granting of a extension may be awarded a zero grade and you may be required to re-sit the assignment. Extensions can only be graded for formative assignments worth less than 20 per cent of module marks.

Deferrals

Longer assessment and exam deferrals are also possible, and different regulations govern the granting of a deferrals for assessments and officially timetabled examinations. Assessment deferrals allow you to submit assessments at a later date without penalty; and should be cleared by the end of July (if not before) in that academic year. Exam deferrals allow you to retake resit exams without penalty during the exam resit period usually in August. Further details of the University's policy on deferrals are available here: http://www.universityofgalway.ie/exams/timetable-advice/deferrals/

Extenuating circumstances

Students who experience sudden and severe difficulties such as physical or mental health problems, family bereavement or other trauma, may be entitled to apply for extenuating circumstances (ECs). In the event of an extenuating circumstance occurring, a student should apply to the College Office, including evidence (medical certificate or other letter; death notice in the case of a bereavement). You should normally as a courtesy inform the lecturer concerned. ECs may be applied retrospectively following an event. Unlike extensions, there is no limit to the number of ECs a student can be awarded, and ECs can be applied to any assignment. Students should submit coursework within an agreed timescale following a grant of ECs; where modules are assessed via examination students will be required to undertake a resit exam. Students who are granted ECs shall not have their grades capped. If a student applies for, but is refused ECs, the normal rules for late submission apply.

Leave of Absence

A Leave of Absence is an authorised and temporary break away from your programme. You can apply for Leave of Absence for numerous reasons, including medical or financial. Students who experience

prolonged health or other difficulties during their studies may decide or may be advised to pause their studies, or to take a leave of absence and return in the next academic year.

Application forms for Deferrals, Extenuating Circumstances and Leave of Absences are available here: https://www.universityofgalway.ie/colleges-and-schools/arts-social-sciences-and-celtic-studies/links/studentformsandlinks/

Penalties for Late Work

Late work that does not meet the grounds for the policy on extenuating circumstances 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.

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 days 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 work leads to administrative difficulties and may delay the processing of your results.

Review again the full university policy on extenuating circumstances here.

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.

Missed deadlines can cause disruption to work schedules and are **unacceptable in professional comms and journalism**. 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.

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 these kinds of deadlines may fail the assignment.

Referencing

Journalism and Media 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 journalism writing. Secondary sources should be fully attributed. You should include an index of references used with the method of initial contact, the method of interview (eg phone or face to face); the time and date of interview and a contact number for the source with your work. The Discipline follows a number of ethical and regulatory codes including that of the National Union of Journalists, the Press Council of Ireland and Coimisiún na Meán, and that lecturers will often refer to and advise on these.

Academic referencing

It is essential that all sources used for your written 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 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.

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.

Gen AI; poor academic practice and academic misconduct

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

Poor academic practice

Poor academic practice may constitute non-fully referencing material, or being careless with referencing and attribution of sources. Where poor academic practice has been identified markers will use the assessment feedback process to give you feedback to improve your academic practice. Poor academic

practice may result in a grade penalty. Repeated poor practice without improvement despite feedback from lecturers may result in a charge of academic misconduct.

Academic misconduct and plagiarism

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

Turnitin

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

Generative AI tools (such as ChatGPT)

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

Penalties

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

- 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
2. Using generative AI tools (see note below)
3. Contributing less, little or nothing to a group assignment and then claiming an equal share of the marks
4. Cheating in an exam: either by copying from other students or using unauthorised notes or other aids.
5. Collusion: students working together to create and submit a similar or identical assignment or assessment, without authority from their tutor or School
6. Impersonation: where a person assumes the identity of another person with the intention of gaining unfair advantage for that person.
7. Falsification or fabrication: inventing or altering data or references.
8. 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.
9. 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.
10. Disruption: preventing an assessment from being conducted in an orderly and appropriate manner.

Special note on Gen AI

Please make sure to familiarise yourself with the Academic Integrity Policy and particularly pay attention to the following two examples of misconduct:

- "Submitting work as your own for assessment, which has, in fact, been done in whole or in part by someone else or submitting work which has been created artificially, e.g., by a machine or through artificial intelligence"
  AND/OR
- "Submitting all or part of an assessment item which has been produced using artificial intelligence (e.g. Google Translate or other machine translation services/software, generative AI, etc.) and claiming it as your own work."

There may be occasions when it may be appropriate to use GenAI in a very limited or bounded instance but such instances should be discussed with your lecturer in advance. Generally, it is wholly inappropriate for students to use GenAI for any aspect of an assignment.
The key part of the policy is that you must submit your own work for assessment, and not present material generated by GenAI as your own.
Most of your lecturers have been working with editing and/or writing for decades. It's very easy for us to detect GenAI.

University regulations

Plagiarism, when found to occur, is subject to the University Code of Practice for Dealing with Plagiarism. It is available online here: at: https://www.universityofgalway.ie/plagiarism/
A comprehensive guide to understanding and avoiding plagiarism is available on the Library webpage at https://libguides.library.universityofgalway.ie/c.php?g=543943&p=4591416
See also this guide from the Students' Union: https://services.su.universityofgalway.ie/site/view/313

Examination

Within the Discipline of Media modules are assessed via coursework and we do not assess any module via examination. However other Disciplines operate different assessment policies, and if you are undertaking an elective module offered by another Discipline you may be assessed via examination. The University will publish the exam timetable in November for Semester One exams. The Discipline of 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 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.

External Examiners are as follows:

- MA Journalism: TBC
- MA Global Media and Communication: Dr Dónal Mulligan,
  Associate Professor, University College Dublin,
  Dublin, Ireland

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. 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/

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 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.*

Administrative Matters

Student Information Desk

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: https://www.universityofgalway.ie/sid/

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 do however 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 & Media:
http://www.nuigalway.ie/journalismwww.universityofgalway.ie/journalism
Student Information Desk: https://www.universityofgalway.ie/sid/
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.

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:
https://www.universityofgalway.ie/media/registrationoffice/files/Student-Code-of-Conduct-2019.pdf

Main points from the Student Code of Conduct:

- Any student who enrols 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, practical classes, 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)

Some Examples of Breaches of the Student Code of Conduct:

- 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.

Appendix 1

Coursework Cover Sheet

Submission Coversheet

Student ID:

Module Title & Code: Module Tutor:

Title: Word count:

Declaration

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

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

Signed: (electronic signature acceptable)

Date: