

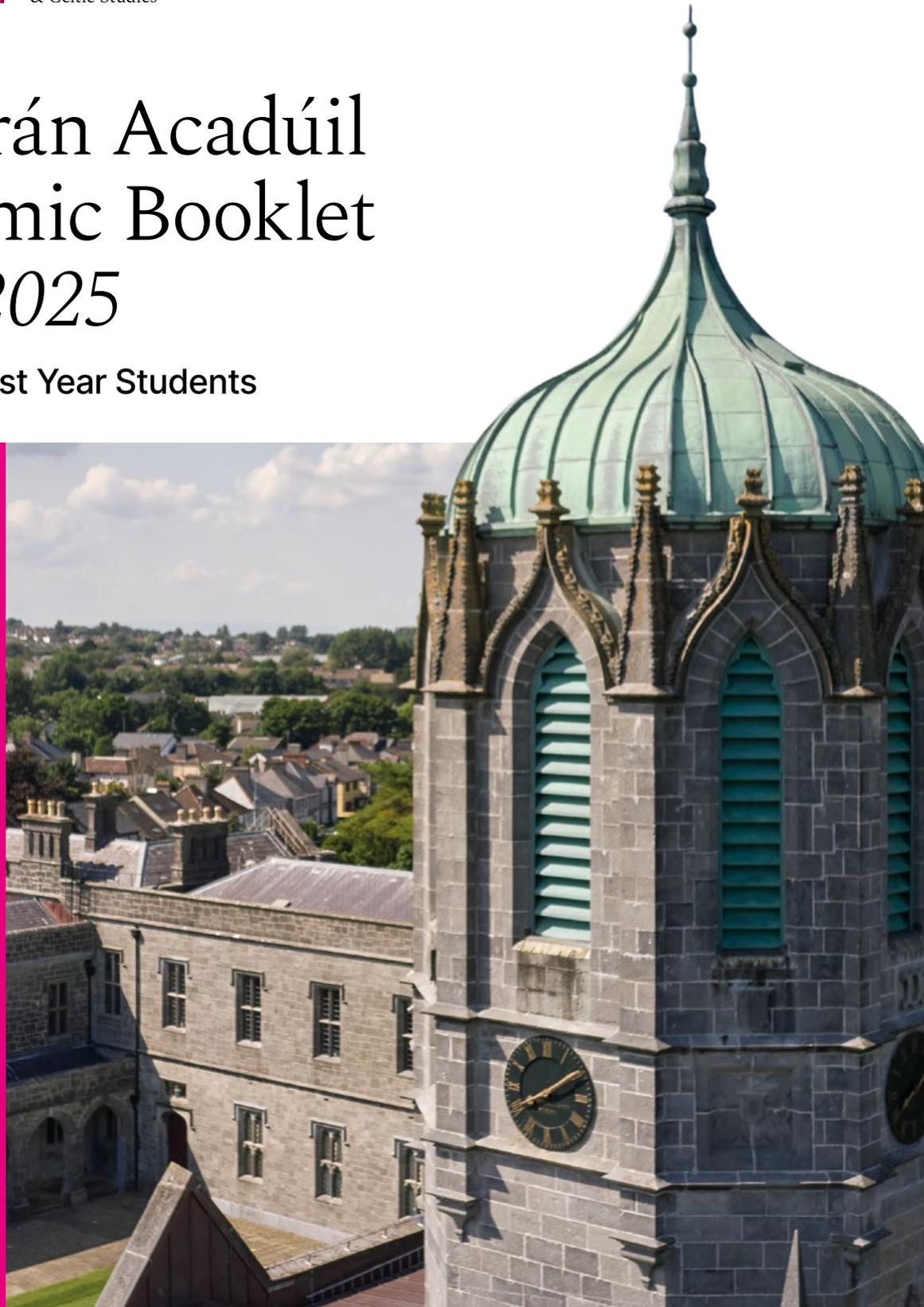


OLLSCOIL NA
GAILLIMHE
UNIVERSITY
OF GALWAY

Coláiste na nDán, na nEolaíochtaí
Sóisialta & an Léinn Cheiltigh
College of Arts, Social Sciences
& Celtic Studies

Leabhrán Acadúil Academic Booklet 2024–2025

A Guide for First Year Students



Starting University. *Navigating the* new landscape

UniversityofGalway.ie/
startinguniversity/

The information in this booklet is of a summary nature and does not constitute the full regulations of the College's BA programmes, nor is it a contract with the student. Students are referred for more complete information, to their academic disciplines and lecturers, their College Advisor, and the University Calendar for comprehensive information.

Contents

1. Fáiltiú/Welcome	3	6. Important Information for students of the Denominated Major/Minor structured BA Degrees	18
2. Regulations for subject-based programmes 2024–2025	4	6.1 Major and Minor Subjects	19
2.1 Selecting and Registering Subjects	4	7. Student Guide to the Academic Advisory System	20
2.2 Number of Subjects	5	7.1 How to prepare for meeting with your Academic Advisor	22
2.3 Passing First Arts	5	8. Student Supports	23
2.4 Repeating First Year in 2024–2025	5	8.1 Student Support Officer	23
2.5 Eligibility to Take a Subject at Second Arts	5	8.2 Support from Student Success Coaches	23
2.6 Beginners' Languages	6	8.3 Student Support Map	24
2.7 Psychology	6	9. Contact details for Programme Coordinators, First Year Subject Coordinators and Disciplines Admin Office	25
2.8 Period Abroad for Students of Modern Languages	7	10. Learning at University	25
2.9 Gaeilge	8	10.1 Jargon Buster – Modules, Programmes, Levels	26
2.10 Attendance at Lectures	8	10.2 Canvas	27
2.11 Information Technology Support for Arts Students (ITSArts)	8	10.3 The Learning Centre – Online support and training	27
2.12 BA (International) Option for Joint-Honours Students	8	10.4 The Academic Skills Hub	27
3. Subject Groupings	10	11. An Diplóma sa Ghaeilge	28
4. Important Information for Students on the BA Specialism Programmes	12	An Diplóma sa Ghaeilge, Leibhéal C1	28
4.1 First Arts 2024–2025	13	An Diplóma sa Ghaeilge, Leibhéal B2	28
4.2 Number of Subjects	13	An Diplóma sa Ghaeilge, Leibhéal B1	29
4.3 Passing First Arts	14	Diploma in Irish, Level A2	29
4.4 Psychology/Law	14	12. Plagiarism	30
4.5 Period Abroad for Students of Modern Languages	14		
5. Important Information for Students of the Denominated BA (Degrees)	15		
5.1 First Arts 2024–2025	15		
5.2 Passing First Arts	17		
5.3 Studying Irish	17		
5.4 Period Abroad for Students of Modern Languages	17		

Fáiltiú Welcome

Dear Student,

Congratulations on achieving a place at University and welcome to the College of Arts, Social Sciences, and Celtic Studies! We pride ourselves on our wide range of subject expertise and the many different combinations and connections this allows. I encourage you to be bold as you make your subject choices and to follow with vigour the path that most appeals to you. I hope that your time in University of Galway will be both memorable and rewarding and that it will prepare you for success in life, whatever that may look like and wherever your interests may take you.

A Mhic Léinn, a chara,

Comhghairdeas leat as ucht áit Ollscoile a bhaint amach agus fáilte romhat chuig Coláiste na nDán, na nEolaíochtaí Sóisialta, agus an Léinn Cheiltigh! Táimid bródúil as an saineolas atá againn ar réimse leathan ábhar agus as na meascáin agus na caidrimh éagsúla is féidir a chruthú dá bharr sin. Molaim duit bheith teanntásach agus d'ábhair staidéir á roghnú agat agus an cúrsa is mó spéis leat a leanúint le fonn. Tá súil agam go mbeidh an seal a chaitheadh tú in OÉ Gaillimh speisialta agus tairbheach agus go n-ullmhóidh sé do shaol rathúil thú, cibé cén chuma a bheidh air sin agus cibé cén áit a dtabharfaidh do chuid spéiseanna ann thú.



Prof Rebecca Braun,
Dean of the College of Arts, Social
Sciences, and Celtic Studies.

A handwritten signature in black ink, appearing to be 'RB' followed by a long horizontal stroke.

2. Regulations for subject-based programmes 2024–2025

Regulations for Joint-Honours subject-based programmes: GY101 BA (Joint-Honours); GY104 BSc (Psychology); GY111 BA (English and Creative Writing); GY118 BA (Drama, Theatre and Performance Studies); GY119 BA (Journalism); GY122 BA (Cumarsáid agus Gaeilge); GY125 BA (Digital Arts and Technology); GY127 BA (Film and Digital Media); GY129 BA (Global Experience); GY130 BA (Music); GY132 BA Government (Politics, Economics and Law); GY135 BA (Global Media); GY136 BA sna Dána (Léann Teanga).

The Bachelor of Arts is a full-time undergraduate degree programme and consists of three/four academic years of study. Each year represents a defined Stage and has prescribed learning outcomes. In First Arts you are required to register for three subjects. Subjects are subdivided into modules. Some of these modules are taught in Semester 1 (September–December) and some modules are taught in Semester 2 (January–April). Modules totaling 20 ECTS in each subject must be taken over the full academic year.

Each academic year has a module load to an aggregate credit value of 60 ECTS. Students must successfully complete the 60 ECTS within an academic year. Students must successfully complete each Stage (year) before progressing to the subsequent year of their programme.

- **Semesterisation:** Semester 1 begins in September and ends in December; Semester 2 begins in January and ends in April. The academic content of each module is different in each semester. Modules may be assessed in any combination of formal examinations, assignments, projects, essays, papers, reports, presentations and debates, locally-set exercises, laboratory or field-work, or other experiential learning. It is very important to attend all your lectures and tutorials and essential that you submit all continuous assessment assignments. You will have Examinations in December and in April/May, with repeat opportunities in August.
- **Modules:** Subjects are divided into core modules.
- **Continuous Assessment:** At least one third of the marks in the year will be earned through coursework, essays, projects etc. Continuous Assessment will help you stay close to your work throughout the year, accumulate much of your final mark progressively and support your performance in end of semester exams.
- **Repeat and Second Sitting Examinations:** Modules that are failed at the first sitting (December or April/May) **must be repeated** in August in order that the student may pass the subject. Students unable to present for a First Sitting examination in Semester 1 or Semester 2 or to submit the required assessment for a particular module must contact staff in the College Office (AMB1020) in the College of Arts, Social Sciences, and Celtic Studies at the earliest opportunity. Email: artsundergrad@universityofgalway.ie

2.1 Selecting and Registering Subjects

You will be able to go online once you accept your CAO offer to register with the University and to select your three subjects. Information on the registration process is on the following website:

www.universityofgalway.ie/registration/how-to-register/newstudentundergrad/

By registering online you are formally deciding the subjects that you will be taking during the year. You must have informed yourself fully and attended the lectures in all of the subjects you have selected prior to the subject selection deadline of Monday 30th September. It would be advisable to have discussed your subject choice with your Academic Advisor (contact details for your Academic Advisor will be sent to you during your first week).

Registering your three subjects sets you up on the system so that you appear on the class lists, can access lecture notes on Canvas and are properly scheduled for Examinations. It is, therefore, an important action to be completed. If you are having difficulty registering your subjects, please contact Registration. Email registration@universityofgalway.ie

Introductory information in relation to subjects can be found at:

- Special Introductory Lectures
- During the scheduled lectures in the first weeks of the Semester. Students are advised to attend as many subjects as they have an interest in over this period.

2.2 Number of Subjects

Three subjects, and three only, must be selected in First Arts and students proceed to study two of these in Second Arts.

2.3 Passing First Arts

First Year Students 2024–2025 will be required to pass each of their three individual subjects. If a student fails one or more module(s) in Semester 1 or Semester 2, or does not present for examinations or submit the specified coursework and therefore fails a subject, they will be required to take repeat examinations in August and resubmit coursework.

2.3.1 Time Limit

Students who do not pass the First Arts will be required to repeat the year. Students may not repeat subjects/modules which have been passed at a previous sitting in order to improve their performance. Marks for subjects/modules which have been passed will be carried forward for a maximum of three years to form part of the calculation of the student's performance in their First Arts Examination. Students who do not successfully complete the First Arts Examination within three academic years of their initial registration will be required to apply to the College Office in order to retain marks in modules which they had previously passed.

2.4 Repeating First Year in 2024–2025

Students who are repeating their First Year must register for failed modules in subjects they did not pass or select alternative subjects. Students who wish to change their subject selection, should contact Catherine McCurry in the College Office, AMB1020, Arts Millennium Bld, artsundergrad@universityofgalway.ie.

2.4.1

Students will be required to **attend** all modules that they failed or register for alternative modules available in 2024–2025. The repeat fee for 2024–2025 is approx €2,140 for Irish/EU students.

2.5 Eligibility to Take a Subject at Second Arts

In order to progress to Second Arts in a subject, a student must have achieved a performance of 40% or higher in the subject on the basis of an average performance of the component modules of the subject except in the case of merit-based subjects (Psychology and Law).

2.5.1 Admission to Second Arts: Psychological Studies

There is a limit of 100 on the number of students admitted to Psychological Studies in Second Year Arts. Places in Psychological Studies will be decided on academic merit in the discipline, based on the results of the first sitting (Semester 1 and Semester 2) of the First Arts examination in the student's first year of attendance at university, where the student must have passed the First Arts examination outright by achieving an average of 40% or higher in each of their subjects.

For further information please contact the School of Psychology
psychology@universityofgalway.ie

2.5.2 Admission to Second Arts: Law

There are a limit of 100 on the number of students admitted to Law in Second Year Arts. Places will be decided on academic merit based on their First Year results in the subject Law where the student must have passed the First Arts examination outright by achieving an average of 40% or higher in each of their subjects. Places are offered on this basis in order of merit as follows:

- A. Students who pass Law on the first attempt and pass 1st BA overall in the current academic year.
- B. Students who have deferred examinations to the second sitting will be regarded as eligible for a place on the same basis as students under A.
- C. Any remaining places will be offered to students who pass Law at the first sitting and pass the year overall on the second sitting in the current academic year.
- D. Any remaining places will be offered to students who fail the subject Law in the first sitting but who pass Law at the second sitting and pass the year overall in the current academic year
- E. Any remaining places will be offered to students who passed 1st BA including Law, in a preceding academic year.
- G. Any remaining places will be offered to students who are repeating first year BA, including repeating modules in Law in the current academic year.

For further information please contact the School of Law. Email law@universityofgalway.ie

2.5.3 Mathematics/Mathematical Studies

Students passing First Arts Mathematics may progress to Second Arts in Mathematical Studies. Students achieving a mark of 60% or higher in First Arts Mathematics, who have taken and passed module MA186, may take Mathematics in Second Arts, which is the same level of Mathematics as taken by students in the College of Science.

2.6 Beginners' Languages

German, Italian and Spanish can be taken at beginners' level. Languages at beginners' level are only for those 'good at languages'. Students wishing to take First Year Advanced Spanish will be expected to have attained a Grade H5 or higher in the Leaving Certificate Honours Spanish paper or equivalent.

2.7 Psychology

There are various options in the study of Psychology:

2.7.1

Students admitted to the **BSc (Psychology) – CAO Code GY104** will register for the subject Psychology in First Arts together with two other subjects. Having passed First Arts successfully, students will study Psychology only in Second, Third and Final Arts.

2.7.2

Students of the **BA (Joint-Honours) – CAO Code GY101** who successfully complete Psychology at First Arts may proceed in Second Arts with the subject Psychological Studies and one other subject which has been passed at First Arts. There are limits in the numbers of students admitted to Second Arts in Psychological Studies (100). Places will be decided on academic merit in that subject, based on the results of the First Sitting (Semester 1 and Semester 2) of the First Arts Examinations in the student's first year of attendance at University, where the student must have passed First Arts outright by achieving an average of 40% or higher in each of their three subjects.

2.7.3

There are **fifteen (15) places** available to students of the **BA (Joint-Honours) – CAO Code GY101** and **BA (Global Experience) – CAO Code GY129** who complete Psychology at First Arts and who wish to transfer to the BSc (Psychology) in Second Arts. Places will be decided on academic merit in that subject, based on the results of the **First Sitting** (Semester 1 and Semester 2) of the First Arts Examinations in the student's first year of attendance at University, where the student must have **passed First Arts outright by achieving an average of 40% or higher in each of their three subjects**. Students will not be allowed repeat First Arts Psychology with a view to improving performance.

2.7.4

Recognition of Prior Learning (RPL) is a process that allows students to gain exemptions/credits from some parts of a programme, based on demonstrated learning achieved prior to admission. If you have evidence of completing a Level 7 award you may be considered for a subject exemption at First Arts. Due to progression issues in Psychology/Psychological Studies and Law in Second Arts students who avail of a module/subject exemption may not compete for a place in one of the above.

2.8 Period Abroad for Students of Modern Languages

Final Year in French/German/Italian/Spanish assumes a deep understanding of language and society. For this reason the School of Languages, Literatures, and Cultures strongly recommends that modern language students spend a prolonged period immersed in a culture where the language is widely spoken. The following are the preferred routes:

- (i) BA (Global Experience) (GY129) direct entry students must spend their third year on the Year Abroad before progressing to Final Year of their programme.
- (ii) BA (International) option for students of the BA (Joint-Honours) includes a formal period of study in a foreign University that is integral to the programme.
- (iii) Work or voluntary service overseas which would include placements on BA Specialism programmes or as a foreign language assistant.

In exceptional circumstances, the College of Arts, Social Sciences, and Celtic Studies, in consultation with the School of Languages, Literatures, and Cultures, may grant permission to allow a student to spend a shorter period of residence abroad and to continue with the BA (Joint-Honours) programme. In such cases, prior to entering the Final Year, students are required to spend an approved period of time in a country or region where the language is widely spoken. This period must be a minimum of 12 weeks and ideally should be approximately six months.

Students registered for two languages are required to spend a minimum of twelve weeks in each of the countries/regions where the relevant languages are spoken. This will usually consist of at least one semester in one language area and a Summer placement in the other. Alternative arrangements may be made provided they are approved in advance by academic discipline coordinators.

Furthermore, students who have not followed either of the preferred routes (detailed at (i) and (ii) above) will be required to furnish the School with satisfactory documentary evidence of the time spent abroad before they will be permitted to register for Final Year. (A list of suitable evidence is available from the School Office and website). Students completing the preferred routes will be deemed to have satisfied this requirement.

2.9 Gaeilge

The study of Gaeilge to degree level at the University of Galway involves a four-year programme. On completion of your undergraduate degree, you will graduate with a BA (Comhonoracha). As a student of Gaeilge, you will spend third year off-campus, with one semester in the Gaeltacht and the other Semester on a work placement in the Irish language sector. The experience will enhance your linguistic and research competence and prioritise career readiness.

Students registered for Gaeilge and a European Modern Language will be required to spend Semester 1 in the Gaeltacht and Semester 2 in a country of the second language. On completion of the four-year degree, students will be awarded the BA (Comhonoracha). Therefore students who take Gaeilge to degree level, will transfer in Year Three of the Joint-Honours Degree to the BA (Comhonoracha).

2.10 Attendance at Lectures

It is the duty of a student, under University regulations, to attend every scheduled lecture/tutorial and to undertake other academic activities (such as essay assignments, laboratory classes, project work, seminars, tutorials etc.) as required in each of the subjects, unless prevented by some unavoidable cause of absence.

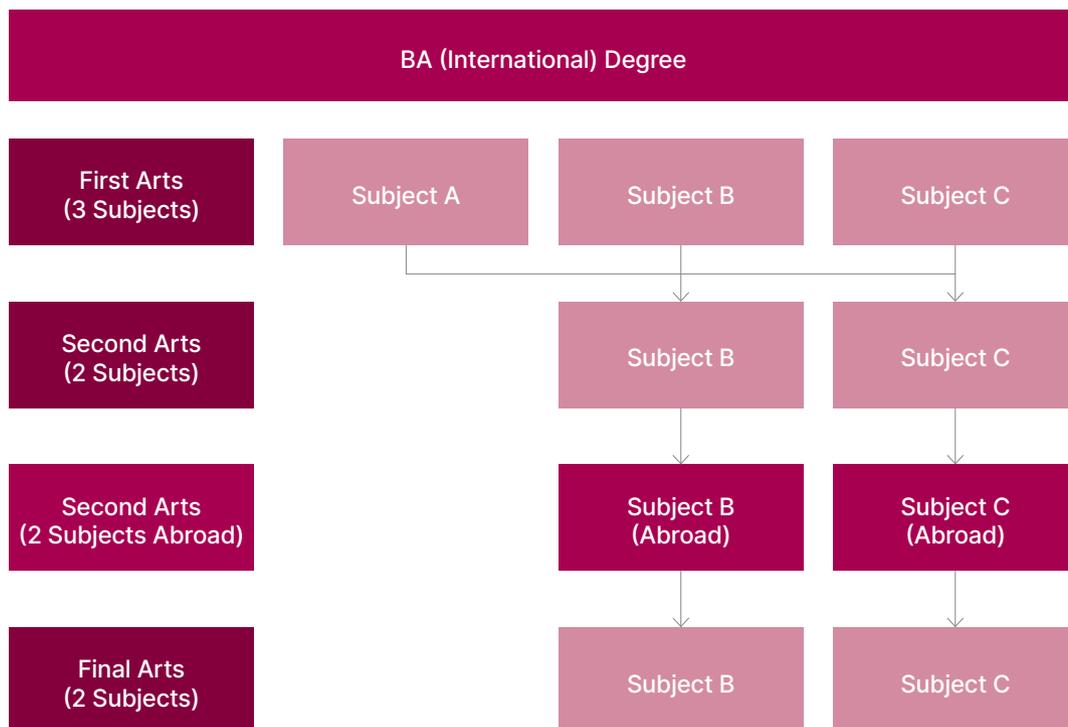
2.11 Information Technology Support for Arts Students (ITSArts)

All students must attend one of the Online Resources talks during Orientations week – You should also visit the website below for information on how to access your email and Canvas www.universityofgalway.ie/information-solutions-services/services-for-students/

2.12 BA (International)

Option for Joint-Honours Students

The BA (International) is a four-year version of the BA (Joint-Honours). It involves a period of study in another country in the third year of the programme, before progressing to Final Arts. (Detailed information for students of Modern Languages in section 2.8).



Objective

The BA (International) will enable suitably qualified students to study, in the third year of the programme, modules in both of their academic subjects at an overseas University. A student registering for the BA(International) in the third year of their programme with at least one modern language to degree level would be obliged to spend the year abroad studying that language and its literature, together with modules in their second subject in a country or region where the language is spoken. Non-language students may apply to participate on the Year Abroad in the USA, Canada or on European exchanges where programmes are available through English.

Admission

Students registered for the Joint-Honours programme are selected during the Second Year of their programme. An information evening is held in January and applications are invited at that time.

Programme Content

Students may be considered for admission to the BA (International) where their degree subjects are drawn from the following: Archaeology, Celtic Civilization, Classics, Economics, English, French, Geography, German, Global Media, History, Information Technology, Modern Irish Cultural Studies (Literature and Music), Italian, Léann an Aistriúcháin, Léann na Cumarsáide, Law, Mathematical Studies, Mathematics, Performance and Screen Studies, Philosophy, Psychological Studies, Sociological and Political Studies, Spanish.

Quota of Places

The overall number of places on the programme is limited and there is also a limitation on the number of places available for each modern language.

Selection

Selection will be made in accordance with academic standing of the applicant and the compatibility with subjects available in the overseas University. An overall pass at the First Arts Summer Examination is a prerequisite.

Fee Payment

During their year abroad students will register at University of Galway and continue to pay appropriate fees at University of Galway. They will not normally be required to pay fees at the host university.

Courses Taken Abroad

Subject to the approval of the relevant disciplines, credit will be given for modules taken and examinations passed by the student while in the host University. It is compulsory that students successfully complete modules in **both their subjects** during the Year Abroad. Failure to meet these requirements may result in students not being awarded the BA (International).

3. Subject Groupings

Students choose three (3) subjects, not more than one (1) from any of the following groups.

*Subjects in maroon are only available on their specific denominated and specialism programmes.

Group 1	Group 2	Group 3	Group 4
Archaeology	Law ⁴	Classics	English
French ^{2,3}	Psychology ⁴	Geography	Economics
Mathematics/ Mathematical Studies ⁵	Celtic Civilisation	German ^{2,3}	*Children's Studies
	*Human Rights	Modern Irish Culture Studies (Literature and Music)	*Global Languages
	*Digital Culture	*Journalism	
	*Film and Digital Media		
	*Media and Technology	Léann na Cumarsáide	
		*Music	
	Performance and Screen Studies	*Cumarsáid	
		Global Media	

Group 5	Group 6	Group 7
Sociological and Political Studies	History	Gaeilge ⁶
Information Technology ¹	Spanish ^{2,3}	Italian ^{2,3}
Léann an Aistriúcháin		Philosophy
*Creative Writing		
*Drama and Theatre Studies		
*Information Technology for Arts and Humanities		

Notes:

1. A class limit of 120 places operates in Information Technology in First Arts. Places are offered in the first week of registration.
2. Italian, German and Spanish may be taken at First Arts without previous knowledge of those languages. Students wishing to take First Year French will be expected to have attained a Grade H4 in Honours French in the Leaving Certificate.
3. Students should note that choosing to study a Modern Language to Degree level involves spending a period, normally a year, abroad in a country or region where the language for which they are registered is widely spoken. Therefore, after having successfully completed the Second Arts Examination and in advance of registering for Final Year studies of the BA programme, students will be required to spend a period abroad in order to prepare them for the demands of the Final Year of their degree studies in a Language. Please refer to Section 5.4.
4. For students entering First Arts in September 2024, a restriction on progression to Second Arts in 2025–2026 in Law of 100 places, and in Second Arts Psychological Studies of 100 places will apply. Please refer to Sections 2.5 and 2.7.
5. Students passing First Arts Mathematics may progress to Second Arts in Mathematical Studies. Students achieving a mark of 60% or higher in First Arts Mathematics, who have taken and passed module MA186, may take Mathematics in Second Arts, which is the same level of Mathematics as taken by students in the College of Science.
6. BA (Comhonoracha)
The study of Gaeilge to degree level at University of Galway involves a four-year programme. Please refer to Section 2.9.

4. Important Information for Students on the BA *Specialism* Programmes

BA *Specialism* Degrees (Four-year programmes)

BA (Children and Youth Studies) (GY110)

- BA with Children's Studies

BA with Human Rights (GY113)

4.1 First Arts 2024–2025

The BA with Children Studies and the BA with Human Rights are full-time undergraduate degree programmes and consist of four academic years of study. Each year represents a defined Stage and has prescribed learning outcomes. In First Arts, you are required to register for your Specialism in addition to three other Arts subjects. Subjects are subdivided into modules. Some of these modules are taught in Semester 1 (September–December) and some modules are taught in Semester 2 (January–April). Modules totaling 15 ECTS in each subject must be taken over the full academic year.

Each academic year has an academic workload of 60 ECTS. You must successfully complete the 60 ECTS within an academic year and pass the Stage (year) before progressing to the subsequent year of your programme.

- **Semesterisation:** Semester 1 begins in September and ends in December; Semester 2 begins in January and ends in April. The academic content of each module is different in each semester. Modules may be assessed in any combination of formal examinations, assignments, projects, essays, papers, reports, presentations and debates, locally-set exercises, laboratory or fieldwork, or other experiential learning. It is very important to attend all of your lectures and tutorials either online or on campus and essential that you submit all continuous assessment assignments. You will have Examinations in December and in April, with repeat opportunities in August.
- **Modularisation:** Subjects are divided into core modules.
- **Continuous Assessment:** At least one third of the marks in the year will be earned through coursework, essays, projects etc. Continuous Assessment will help you stay close to your work throughout the year, accumulate much of your final mark progressively and support your performance in end of semester exams.
- **Repeat and Second Sitting Examinations:** Where a subject is failed at the First Sitting (December–April/May), you must repeat any modules in that subject in which you achieved less than 40% in at the Second Sitting Examination in August. If you are unable to present for a First Sitting examination in Semester 1 or Semester 2 or to submit the required assessment for a particular module, you must contact **Catherine or Toni in the College Office (AMB1020) in the College of Arts, Social Sciences, and Celtic Studies at the earliest opportunity.** Email artsundergrad@universityofgalway.ie

Registration and Progression

4.2 Number of Subjects

You must register for the specialism of your programme (e.g. Children's Studies or Human Rights) in First Arts together with three other subjects selected from the Arts Subject Groupings. You cannot select two subjects from any one Subject Grouping, i.e. a maximum of one subject from a Subject Grouping. When you pass First Year, you will continue to Second Year registering for the specialism of your programme and two other subjects that you have passed in First Year. Please note that in order to progress to Second Year in subjects such as Psychological Studies or Law, you will need to achieve the merit-based requirement in that subject. The Third Year of the programme is devoted to the specialism which may involve on-campus or off-campus learning/activities and/or a period abroad. In Final Year, you continue the study of your two traditional subjects.

4.2.1

Selecting and Registering Subjects (refer Section 2)

4.3 Passing First Arts

In First Year, you are required to pass each of your subjects and the specialism of your programme. Subjects are passed when you achieve a performance of 40% or higher in the subject on the basis of an average performance of the component modules of the subjects and specialism. Where a subject or specialism is failed, you must repeat any module in which you achieved less than 40% either at the Second Sitting of Examinations in August or in a repeat year.

4.4 Psychology/Law

4.4.1

Students of the BA with Children Studies who successfully complete Psychology at First Arts may proceed in Second Arts with the subject Psychological Studies and one other subject which has been passed at First Arts in addition to their Specialism. There are limits in the numbers of students admitted to Second Arts in Psychological Studies (100). Places will be decided on academic merit in that subject, based on the results of the First Sitting (Semester 1 and Semester 2) of the First Arts Examinations in the student's first year of attendance, where the student must have passed First Arts outright by achieving an average of 40% or higher in each of their four subjects.

4.4.2

Students of the BA with Children's Studies who successfully complete Law at First Arts may proceed in Second Arts with the subject Law and one other subject which has been passed at First Arts in addition to their Specialism. There are limits in the numbers of students admitted to Second Arts in Law (100). Places will be decided on academic merit in that subject, based on the results of the First Sitting (Semester 1 and Semester 2) of the First Arts Examinations in the student's first year of attendance, where the student must have passed First Arts outright by achieving an average of 40% or higher in each of their four subjects.

4.5 Period Abroad for Students of Modern Languages

All students who choose to study a Modern Language are required to spend a period of residency (minimum of twelve weeks for each language studied to degree level) in a country or region where the language for which they are registered is widely spoken.

Students on the BA with Children's Studies or the BA with Human Rights are required to devote Year 3 of their programme exclusively to their Specialism. While every effort will be made to accommodate the Modern Language residency requirement in placing students in Year 3, in some instances it may not be possible to place students in an appropriate overseas context. Consequently, some students will be able to meet the minimum residency requirement for studying a Modern Language (twelve weeks) within the context of their Specialism year; others, however, may need to meet this requirement independently outside the formal constraints of the academic year.

5. Important Information for Students of the Denominated BA (Degrees)

Denominated BA Degrees (Four-year modular-based programmes)

BA (Children and Youth Studies) (GY110)

- BA (Children Studies)
- BA (Child, Youth and Family: Policy and Practice)

BA (Mathematics and Education) (GY109)

BA Education (Computer Science and Mathematical Studies) (GY133)

BSc (Social Science) (GY123)

Bachelor of Science (Geography and Geosystems) (GY134)

5.1 First Arts 2024–2025

The list of Denominated BA modular-based programmes are full-time undergraduate degrees and consist of four academic years of study. Each year represents a defined Stage and has prescribed learning outcomes. Most of the First Year modules are core and therefore, once you register with the University, you will be registered for the modules of the year. Please ensure that you register for a total workload of 60 ECTS for the year.

Where you must select optional modules as part of your programme, please ensure that you register for them online in order to finalise your academic workload for the year. Some modules are taught in Semester 1 (September–December) and some modules are taught in Semester 2 (January–April). You must register for and complete an academic workload of 60 ECTS within the Academic Year 2024–2025 before you progress to Second Year.

Arrangements have been made for you to meet with your Programme Directors online and to receive your First Year Timetables during Orientation Week. For information regarding the meeting time and venue please see the online Orientation week timetable on the following website:

www.universityofgalway.ie/colleges-and-schools/arts-social-sciences-and-celtic-studies/student-information/orientation/

- **Semesterisation:** Semester 1 begins in September and ends in December; Semester 2 begins in January and ends in April. The academic content of each module is different in each Semester. Modules may be assessed in any combination of formal examinations, assignments, projects, essays, papers, reports, presentations and debates, locally-set exercises, laboratory or field-work, or other experiential learning. It is very important to attend all of your lectures and tutorials either online or on campus and essential that you submit all continuous assessment assignments. You will have Examinations in December and in April/May, with repeat opportunities in August.
- **Continuous Assessment:** At least one third of the marks in the year will be earned through coursework, essays, projects etc. Continuous Assessment will help you stay close to your work throughout the year, accumulate much of your final mark progressively and support your performance in end-of-semester Exams.
- **Repeat and Second Sitting Examinations:** Modules that are failed at the first sitting (December–April/May) must be repeated in August in order to pass the year. If you are unable to present for a First Sitting examination in Semester 1 or Semester 2 or to submit the required assessment for a particular module, you must contact **Catherine or Toni in the Office of the College of Arts, Social Sciences, and Celtic Studies (AMB1020), Arts Millennium Building, at the earliest opportunity.**
Email artsundergrad@universityofgalway.ie

5.2 Passing First Arts

In First Year, you will be expected to pass each of the modules of your programme. Modules are passed when you achieve a performance of 40% or higher in the module. Under University Marks and Standards regulations, you may achieve a minimum of 35% in 15 ECTS out of 60 ECTS and be eligible to pass the Academic Year by compensation, providing you achieve additional marks in the modules that are clearly passed that equal the deficiency in the compensated modules.

Where a Semester 1 and/or Semester 2 module is failed, you must repeat the module either at the Second Sitting of Examinations in August or in a repeat year.

Students of the denominated BA (Children's Studies) who select Irish or a Modern Language as part of their degree programme, should note the following stipulations:

5.3 Studying Irish

Students continuing with Irish to Degree level will be expected to have a period of their Third Year immersed in an Irish-language environment/work placement, where this is conducive to the Year 3 activities of their programme.

5.4 Period Abroad for Students of Modern Languages

All students who choose to study a Modern Language are required to spend a period of residency (minimum of twelve weeks) in a country or region where the language for which they are registered is widely spoken. Therefore, as far as possible, students of the Denominated BA (Children's Studies) may undertake some of the requirements of Year 3 of their programme in the relevant country/region of the language being studied.

6. Important Information for students of the Denominated Major/Minor structured BA Degrees

Denominated Major/Minor structured BA Degrees (Four-year programmes)

BA (Global Languages) (GY128)

BA (History) (GY105)

Students registering for one of the above programmes should note that they must select three subjects in First Year, to include the core subject(s) of their programme.

Please note that the regulations of the subject-based programmes as outlined in Section 2 pertain to First Year students of the BA (Global Languages) and the BA (History).

On successful completion of First Year, students progress to Second Year of their respective programmes to study one Major subject and two Minor subjects from the choice of subjects passed in their First Year.

6.1 Major and Minor Subjects

BA (Global Languages) (GY128)

Students will take one major subject and two minor subjects from the following list of courses:

Major Subjects

Gaeilge, French, Spanish, German, Italian.

Minor Subjects

Léann na Gaeilge, French Language Studies, German Language Studies, Italian Language Studies, Italian Culture, Spanish Language Studies, Global Language Studies.

BA (History) (GY105)

In first year, students will start on one of the following degree pathways:

Pathway 1: BA Historical Studies

Students will take a major in History, and choose two minor subjects from the following options: Journalism and Global Media, Political and Sociological Studies, Philosophy, Economics and Public Policy, French Language Studies, Italian Language Studies.

Pathway 2: BA History and Globalisation Studies

Students will take a major in History and a minor in Globalisation Studies, and will also choose a minor in one of the following: Economics and Public Policy, French Language Studies or Italian Language Studies.

Pathway 3: BA History, Politics and Philosophy

Students will take a major in History, a minor in Political Science, Sociology and Policy, and a minor in Philosophy.

Pathway 4: BA History (Joint-Honours)

Students will take a major in History, and will choose two other subjects from the Arts subject groupings: Archaeology, French, Mathematics and Mathematical Studies, Law, Psychology, Celtic Civilisation, Classics, Geography, German, Léann na Cumarsáide, Modern Irish Culture (Music and Literature), Global Media, English, Economics, Sociological and Political Studies, Information Technology, Léann an Aistiúchain, Gaeilge, Italian, Philosophy, Performance and Screen Studies.

7. Student Guide to the Academic Advisory System

We would like to introduce you to our academic advisory system for students in the College of Arts, Social Sciences & Celtic Studies.

All new incoming First Year students in the College of Arts, Social Sciences & Celtic Studies will receive the name and contact details of their academic advisor in week 1. If you do not receive this email, please contact artsundergrad@universityofgalway.ie

Once assigned, your advisor will make contact with you within 1–2 weeks to arrange an informal group session. At this meeting, your advisor will outline the expectations for future meetings. The second meeting will be a 1-on-1 meeting mid-semester. It is your responsibility to initiate this meeting in week 7 of the first semester. Thereafter, you are encouraged to meet with your advisor once a semester. You are encouraged to take responsibility for maintaining regular contact.

What is the role of my academic advisor?

An academic advisor is often a first point of call for students. They can provide support and guidance that may help you with the transition to University and support your personal and academic development during your degree programme.

An academic advisor will not provide Subject specific guidance, but they may advise on University processes and procedures; provide general advice for Arts students and discuss issues relating to careers and study skills.

Academic advisors can also play an important role in pointing students to other sources of support for academic, pastoral, and personal development and highlighting opportunities that are available for students in the University.

What is my role as a student?

- As the student or advisee, it is your role to record the name and contact details of your advisor
- Keep in regular contact with your advisor and attend all scheduled meetings
- To make the most of your advising sessions, it helps to prepare in advance for the sessions. These sessions provide an opportunity to reflect on your academic progress and college experience, discuss your educational plans, career, and life goals.
- Notify your advisor in the event of significant illness, personal or medical problems that have a significant impact on your attendance and engagement at University.
- Consult with your advisor if you are considering a change in programme, or withdrawal from the University
- Take responsibility for your educational progress

In exceptional circumstances, if either the student or advisor requires a change of advisor/ advisee, please contact College Office: artsundergrad@universityofgalway.ie

How do I prepare for these meetings?

We would encourage you to reach out to your advisor. Don't be shy about meeting to discuss your interests, goals, course planning, or even poor performance.

Some suggestions for preparing for the meetings are provided in Section 7.1

Remember:

- Year 1: Your advisor will meet you on at least 3 occasions.
- Semester 1: group meeting and the mid-semester review will be an individual meeting.
- Semester 2: at least one individual meeting will take place in the second semester.
- Further check-ins may occur at key times such as study week.
- You are welcome to follow-up with your Advisor, if, and when other issues or queries arise.

Year 2 and subsequent years:

- You will have the opportunity to continue to meet with your advisor once a semester.
- You are also encouraged to reach out to your advisor if a need arises.

7.1 How to prepare for meeting with your Academic Advisor

Year 1	
Meeting 1 (Week 1–2 of University)	<p>This is an opportunity for your advisor to get to know you and for you to meet other students.</p> <p>Make a list of questions, queries or concerns you have regarding student life and your University experience.</p>
Mid-semester review (Approx. week 6, Semester 1)	<p>Reflect on your expectations and aspirations for your time at University.</p> <p>Any concerns regarding settling in?</p> <p>Any queries regarding access to services or supports?</p> <p>What are the demands you are facing at this time? How are you finding the course work?</p> <p>It might be useful to discuss your plans for addressing assessments / course requirements for the remainder of the semester.</p>
Semester 2 (Year 1):	<p>Think about your experiences of assessment in College so far. It might be useful to talk about these experiences with your advisor.</p> <p>Explore how things are going for you at College (your academic performance; attendance and participation in your course; subject choices, college life in general).</p> <p>Planning ahead:</p> <ul style="list-style-type: none">• Think about an action plan for the remainder of Year 1• Transitioning into Year 2<ul style="list-style-type: none">· What are your goals and plans?• Bring a long a copy of your CV and discuss plans for experiences that might add to the CV <p>Remember if something has emerged that is significantly affecting your attendance and engagement in your course – it would be helpful to share this with your advisor.</p>
Year 2	
Semester 1	<p>Reflect back on Year 1:</p> <ul style="list-style-type: none">• Consider discussing your results with your advisor and how you are finding college so far <p>Think about your plans and expectations for the year ahead:</p> <ul style="list-style-type: none">• Performance, attendance, engagement, subject choices, extra-curricular, opportunities for personal development• Revisit your CV with your advisor each semester and discuss opportunities for updating and developing your CV <p>Make a list of questions before you meet your advisor.</p>
Semester 2	<p>Planning ahead:</p> <ul style="list-style-type: none">• What are your goals for next year?• Think about your career plans; skills you might like to develop. It can be useful to discuss these with your advisor• Consider making an action plan for Final year (or Year 3)• Revisit your CV with your advisor each semester and discuss opportunities for updating and developing your CV <p>Remember if something has emerged that is significantly affecting your attendance and engagement in your course – it would be helpful to share this with your advisor.</p>
3rd Year/Final Year	
	<p>Reflecting back:</p> <ul style="list-style-type: none">• Skills and achievements to date; academic progress, personal goals <p>Looking ahead:</p> <ul style="list-style-type: none">• What do you expect to be different this year?• Career aspirations• Bring a copy of your CV: Talk about what it conveys (experiences, skills, strengths) <p>Remember to revisit your CV with your advisor each semester and discuss opportunities for updating and developing your CV.</p>

8. Student Supports

The College Office, Room AMB1020, is in the Arts Millennium Building. The Office deals with the regulatory and management issues that assist the smooth running of your BA Degree. Catherine and Toni in that office have special responsibilities working with First Year students.

They may be contacted as follows:
Email. artsundergrad@universityofgalway.ie
Tel. 091 493958

8.1 Student Support Officer

Dr Rosemary Crosse is your Student Support Officer who can support you during your time at University. If you are feeling overwhelmed or need help getting back on track, she is there to help. Rosemary offers a confidential, non-judgemental and empathetic space for you to share your concerns and can offer advice about study planning, time management, financial assistance and support you during medical, emotional or mental health challenges.

You can contact Rosemary by emailing rosemary.crosse@universityofgalway.ie

www.universityofgalway.ie/artsstudentsupport/

8.2 Support from Student Success Coaches

Success Coaching support students to understand their strengths and identify their unique academic, professional and life goals and the steps to achieving them. Student Success Coaches help students to have a fulfilling university experience and reach their full potential.

Students can work with a coach to:

- Navigate their successful transition into university life and community.
- Increase their confidence, maximise their strengths and talents and build life skills.
- Stay motivated and get the most out of their university experience.
- Make well-informed decisions about their educational and professional goals.
- Explore co-curricular and extracurricular opportunities – e.g., societies, clubs, CÉIM peer learning, that can complement and support their degree.
- Connect students more closely with fellow students and their university community and increase their sense of belonging.

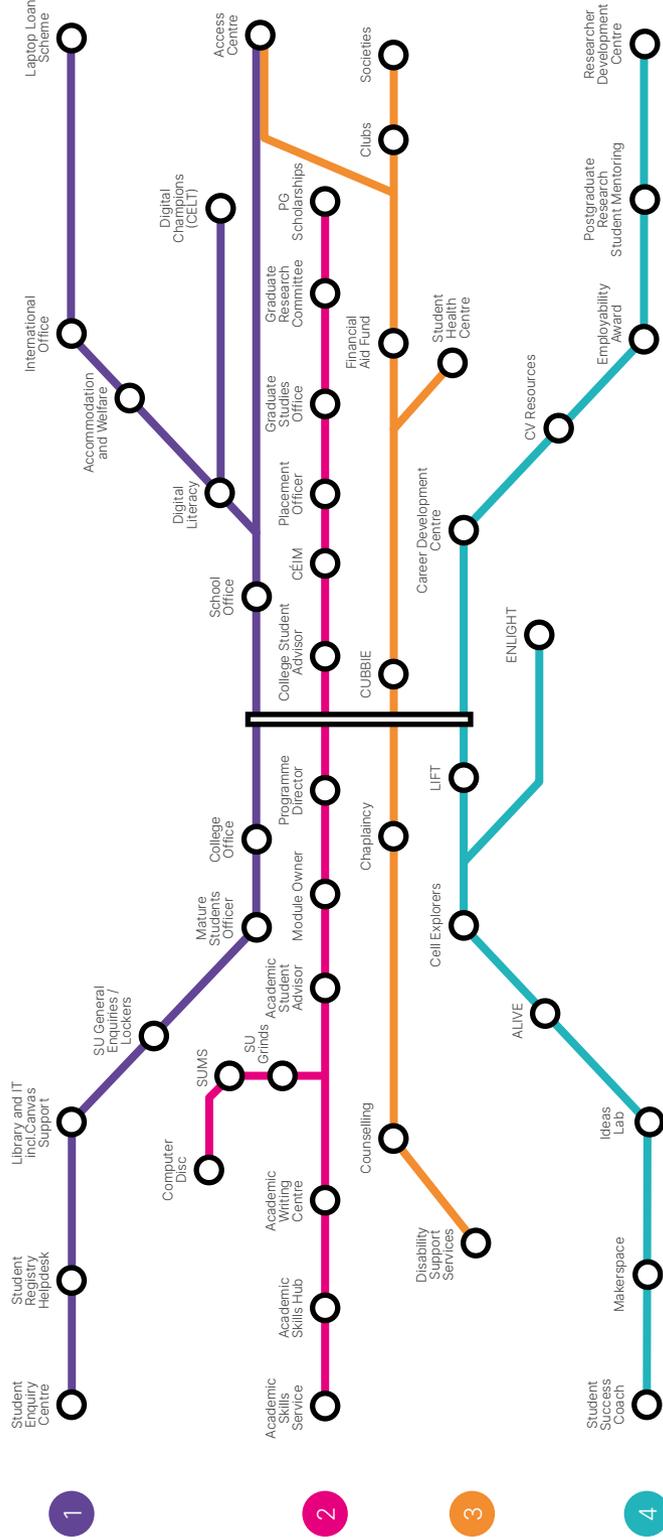
Please do not hesitate to reach out to your Success Coach Niamh Tobin at ntobin@universityofgalway.ie to arrange an online or in-person coaching conversation.

For more information about how coaching can support students please visit www.universityofgalway.ie/successcoaching/

8.3 Student Support Map

Key

- 1 Line 1 Info and Digital Supports
- 2 Line 2 Academic Supports
- 3 Line 3 Health and Wellbeing
- 4 Line 4 Lifelong Supports



Acronyms

- CEiM Peer Support for First Years
- ALIVE Student Volunteering Programme
- DISC Computer Programming Drop-in Support
- CUBBIE Wheelchair Accessible, Multi-Sensory, Safe Space
- LIFT Leading Ireland's Future Together Leadership Programme
- SUMS Support for Undergraduate Mathematics and Statistics

9. Contact details for Programme Coordinators, First Year Subject Coordinators and Disciplines Admin Office

Students who have a query in relation to a subject (discipline), timetable or a programme should contact the relevant coordinator or admin office of the discipline. Contact details on the following website:

www.universityofgalway.ie/colleges-and-schools/arts-social-sciences-and-celtic-studies/student-information/first-year-student-information-and-guides/

10. Learning at University

Learning at University is, of course, a very different experience to that of being at school. For a start, as a student you are considered an adult learner, capable of managing your own study schedule and putting in the time to read textbooks, articles and other materials so that you really understand your chosen subjects and feel more confident as you progress.

Attendance at lectures, seminars, laboratory classes and other timetabled classes regardless of whether they are online or on campus is actually only a small part of the total effort that you need to put in to succeed. All of the assessment, coursework and available credit are based on the idea that you are spending a minimum of 40 hours per week, every week of the semester, on learning and assessment. This just represents a full-time workload and is the standard model used across Ireland and all courses that use European Credits (something called ECTS – European Credit Transfer System). In some courses, it may be a little higher than this because of the nature of the subject.

The other big difference between university-level courses and some other types of qualification is that you really need to try to understand the subject and the ideas you come across in class or your reading. It's not about memorizing and regurgitating facts, but about seeing the ideas that lie behind them and being able to make use of knowledge to tackle new problems. That can be tricky to adjust to and sometimes it is really difficult to make sense of new concepts. However, we have a skills for study module available (please see 10.3 The Learning Centre and 10.4 Academic Skills Hub).

The good news is, that this is exactly what learning something new is like for everyone. There are always ideas that are really tricky to grasp at first and which don't make sense until you try again and again, hopefully getting some feedback on your efforts and maybe through working with fellow students. But when it does 'click' things fall into place and you get a sense of satisfaction that hopefully makes some of that struggle worth it! That's why we say you need to spend so many hours on self-study, because we know from experience (and extensive research on education) that you will need that time.

If you are experiencing difficulties or take ill, please make sure that you contact the appropriate person in your College or School (information should be in your course handbook). You may have an individual advisor or may need to speak with the Head of School or Dean. Please don't hesitate in letting us know of any issues so that we can provide help where possible. Academic and support staff in this University are very approachable and are used to helping students with all sorts of issues that might impede their studies.

10.1 Jargon Buster – Modules, Programmes, Levels

All courses in University of Galway are made up of 'modules'. These are usually described by a set of 'Learning Outcomes' that state what you should be able to do after successfully completing the module and a number of 'ECTS' credits. ECTS is basically an indicator of how big the module is. A module that is rated at 5 ECTS, for example, means that you need to spend at least 100 hours of concerted effort (including lectures, exams and self-study) in order to complete it satisfactorily. A module that is 10 ECTS, unsurprisingly, requires double that effort.

A whole year's worth of modules (if you are a full-time student) should total up to 60 ECTS (30 in each semester). To be awarded the credits for a module you must of course have successfully completed it in terms of attendance, participation, coursework and examinations.

A 'programme' is a whole Degree course, made up of all the individual modules. It is usually described by 'Programme Learning Outcomes' and there will be rules that determine which modules you need to successfully complete each year to end up with the appropriate degree title (e.g. BSc (Physics), BComm, BA (History), etc).

All of our Degree programmes are recognised by employers and other educational institutions and comply with international agreements on course structure (the 'Bologna Process'). All programmes are subject to regular quality reviews where the quality of the teaching and learning is scrutinised by an external panel with international experts in the subject. Every programme also has an 'external examiner' (a senior academic from another University) who oversees the final decisions about grades, checks the examination papers and processes and guarantees that the quality of our courses and graduates compare well with the standards in the subject.

Ireland has a National Framework of Qualifications (NFQ) that describes the levels of all courses of study and this matches similar schemes in other countries so that it is easy for employers and educators to make sense of different qualifications obtained from different institutions, as well as making it easier for students to move between one country and another, picking up credit and qualifications along the way. According to this scheme, an undergraduate honours degree (BA, BSc, BComm, etc) is a 'level 8' qualification. A Masters would be level 9 and a PhD level 10.

So what does this mean in practice? Well, that you must attend on-campus scheduled classes, spend time every week on reading, studying and working through course materials and that what you are trying to do in the assessments and exams is show that you can actually achieve the learning outcomes.

The lectures, labs, tutorials and other classes, combined with the textbooks, online materials, and the library are all resources that the university provides to help you succeed. At the end of the day, however, success depends on your own efforts. But the good news is that we know that it is possible to not only succeed in the assessments and feel a sense of achievement at having learned new knowledge and skills, but also to enjoy being a student in your chosen subject. Your final qualification will be well-regarded and recognised internationally by employers and other educational institutions across the world.

The University doesn't see you as a 'customer' or a 'consumer' but hopes that you will, instead, be a member of our academic community. That you will be able to get the most out of being in a city of ideas and learning not just about the basics of your subject but also get a feel for the latest research, the big ideas, the debates and where future opportunities lie for further study, research or employment.

10.2 Canvas

In this University we use a learning system called Canvas, which allows lecturers to post materials such as lecture notes, reading materials, weblinks, videos, quizzes, etc. online. Many courses also use this for announcements, news items and for students to submit their coursework. Canvas has many additional tools and capabilities as decided by the lecturer or course team. Canvas is available 24/7 from both on and off campus. Every lecturer will be using it to deliver teaching in a variety of ways.

You should certainly login regularly to check for updates to your modules. For those of you with a smartphone or tablet, there is also a Canvas App (in iPhone and Android versions) which you can download.

How to access Canvas

Once you are enrolled in the university you will have access to Canvas using the same username and password for email and other computer services. Canvas is available at:

www.universityofgalway.ie/information-solutions-services/services-for-students/canvas/

10.3 The Learning Centre – Online support and training

All first year students are also enrolled onto a Canvas course called the 'Learning Centre,' which contains online self-study lessons and guides to many relevant academic skills such as essay/report writing, studying and preparing for assessments. The University has a licence to make these materials available to students and we would strongly encourage you to make use of them. Feedback from other students has been very positive. The Learning Centre will also have links to other materials and interesting articles and updates will be posted there throughout the academic year, so please log in regularly.

10.4 The Academic Skills Hub

The Academic Skills Hub aims to support all University of Galway students to develop the key skills required for academic success. This online resource is packed with tips and information to ensure success in your studies. <https://library.universityofgalway.ie/studying/academicskills/>

11. An Diplóma sa Ghaeilge

Tá Acadamh na hOllscolaíochta Gaeilge ag tairiscint cúrsaí Diplóma sa Ghaeilge thar dhá bhliain (páirtaimseartha) do mhic léinn uile Ollscoil na Gaillimhe.

Reáchtáiltear na cúrsaí seo ar phríomhchampas na hOllscoile le linn na bliana acadúla. Diplóma Ollscoile ag leibhéal 7 de chuid Chreatoibre Náisiúnta na gCáilíochtaí atá sna Diplómaí seo agus iad ag teacht le Comhchreat Tagartha na hEorpa um Theangacha.

Níos tábhachtaí fós dóibh siúd atá ag tabhairt faoi chéim agus súil acu dul ar aghaidh agus cáilíocht múinteoireachta a bhaint amach, tá an Diplóma sa Ghaeilge ag leibhéal B2 & C1 aitheanta mar cháilíocht iontrála sna Coláistí Oiliúna.

Is cúrsa 2 bhliain pháirtaimseartha atá i gceist agus is costas €990 sa bhliain a bhíonn i gceist ach do mhic léinn de chuid na hOllscoile táthar ag cur an chúrsa seo ar fáil ar chostas íseal €250 sa bhliain.

An Diplóma sa Ghaeilge, Leibhéal C1

Is é misean an chúrsa seo scileanna maithe cumarsáide agus scríofa sa Ghaeilge a thabhairt d'iarrthóirí a chuirfidh ar a gcumas a ngnó gairmiúil a dhéanamh go héifeachtach trí Ghaeilge.

Aidhmeanna

- Cur le cumas an mhic léinn an Ghaeilge a shealbhú sa tslí agus go mbeidh sé/sí inniúil ar chumarsáid éifeachtach a dhéanamh sa teanga.
- Tuiscint a chothú sa mhac léinn ar Cheart na Gaeilge.
- Léargas a thabhairt don mhac léinn ar chultúr agus ar shaíocht Ghaelach na hÉireann.
- Meon dearfach i leith na Gaeilge a chothú sna hiarrthóirí a neartóidh a n-iompar Gaeilge sa saol mór.

Riachtanais Iontrála do na cúrsaí ag leibhéal C1

Fáilteofar roimh iarratais ó dhaoine:

- a bhfuil A1 nó A2 bainte amach acu i scrúdú ardleibhéal Gaeilge na hArdteistiméireachta;
- a bhaineann amach os cionn 35 (as 50) sa Triail Socrúcháin Teanga (Féach thíos);
- agus/nó a shásaíonn Stiúrthóir Acadúil an chúrsa nó a (h)ionadaí go bhfuil caighdeán réasúnta maith bainte amach acu i labhairt agus i scríobh na Gaeilge.

An Diplóma sa Ghaeilge, Leibhéal B2

Tá sé mar chuspóir ag an gcúrsa seo forbairt agus buanú a dhéanamh ar scileanna teanga na mac léinn a bhfuil eolas áirithe ar an nGaeilge acu. Déanfar é seo trí úsáid a bhaint as gníomhaíochtaí cumarsáideacha nuálacha agus ábhar dílis (is é sin, cláir theilifíse agus raidió, nuachtáin agus eile) ionas go bhfaighidh an mac léinn léargas ar ghnáthúsáid laethúil na Gaeilge.

Aidhmeanna

- Saibhriú a dhéanamh ar na scileanna teanga atá ag na mic léinn cheana féin. Forbairt agus leathnú a dhéanamh ar na scileanna seo, ionas go mbeidh ar a gcumas iad féin a chur in iúl go sásúil i réimse leathan comhthéacsanna.
- Léargas a thabhairt ar ghnáthúsáid laethúil na Gaeilge agus na mic léinn a chumasú chun páirt réasúnta gníomhach a ghlacadh i ngnáthchumarsáid laethúil ina saol pearsanta agus gairmiúil.
- Cur le tuiscint na mac léinn ar an bhfoghlaim neamhspleách agus ar an bpróiseas foghlama teanga agus cur lena gcumas na straitéisí seo a chur i bhfeidhm lasmuigh den seomra ranga.

Riachtanais Iontrála

Beidh an cúrsa seo oiriúnach do dhaoine a bhfuil eolas áirithe acu ar an teanga cheana féin (de bharr a dtréimhse scolaíochta in Éirinn, mar shampla). Ní mór do gach iarrthóir Triail Socrúcháin Teanga a sheasamh. Féach thíos.

An Dioplóma sa Ghaeilge, Leibhéal B1

Tá sé mar chuspóir ag an gcúrsa seo forbairt agus buanú a dhéanamh ar scileanna teanga na mac léinn a bhfuil eolas áirithe ar an nGaeilge acu.

Aidhmeanna

- Déanfar saibhriú agus buanú ar na scileanna teanga atá insealbhairthe ag na mic léinn cheana féin agus déanfar na scileanna seo a fhorbairt agus a leathnú ionas go mbeidh ar a gcumas iad féin a chur in iúl go sásúil i réimse níos leithne comhthéacsanna.
- Forbrófar scileanna labhartha, scríofa, éisteachta agus léitheoireachta na mac léinn.
- Déanfar staidéar ar ghramadach na Gaeilge i gcomhthéacs i gcónaí.

Riachtanais Iontrála

Fáilteofar roimh iarratais ó dhaoine ar spéis leo cur lena gcuid eolais ar an teanga. Beidh an cúrsa seo oiriúnach (i) do dhaoine a bhfuil an Dioplóma A2 sa Ghaeilge bainte amach go sásúil acu nó (ii) do dhaoine a bhfuil buneolas acu ar an teanga cheana féin (de bharr a dtréimhse scolaíochta in Éirinn, mar shampla). Ní mór do gach iarrthóir Triail Socrúcháin Teanga a sheasamh. Féach thíos.

Diploma in Irish, Level A2

This course is suitable for students who have no prior knowledge of the language. The mission of this two-year part-time course is to give students a basic knowledge and understanding of Irish. Through this course, the students' communicative skills will be developed to enable them to interact through Irish in a range of basic everyday situations.

Objectives

- To develop the students' understanding of the written and spoken language.
- To enable the students to take a basic part in everyday communication through the medium of Irish.
- To increase the students' awareness of independent learning and of the language learning process, and to enable them to use these strategies outside the classroom environment.

Entry Requirements

There are no formal entry requirements for this course. Applications are welcome from those who are interested in gaining a basic knowledge of the language.

An Triail Socrúcháin Teanga/Language Placement Test

Cabhróidh an triail seo linn freastal ar riachtanais teanga na bhfoghlaimeoirí trí thástáil a dhéanamh ar an leibhéal teanga atá acu. Ceisteanna ilroghnacha atá sa triail seo. Cliceáil ar an nasc seo chun foirm iarratais a chomhlánú agus chun tús a chur leis an Triail Socrúcháin Teanga.

This test offers us an opportunity to assess the language levels of students. This is a multiple choice test.

Click on the link below to complete an application form and to begin the language placement test. www.universityofgalway.ie/acadamh/cursai/cursai_dioploima/

Tuilleadh Eolais/Further Information:

Oifig an Dioplóma sa Ghaeilge,
Acadamh na hOllscolaíochta Gaeilge,
Seomra 108, Áras na Gaeilge,
Fón: 091 495248
Ríomhphost: andioploimasaghaeilge@ollscoilnagaillimhe.ie

12. Plagiarism

When students begin to provide essays or write answers in examinations, they need to be aware of this issue.

Definition:

Plagiarism means presenting the words of another writer as if they were your own. It refers to stealing, without acknowledgement, from any other writer, including fellow students. Copying another student's essay is as reprehensible as plagiarising a literary critic. This is a serious matter, and if it is detected in your essay it may result in an automatic failure mark. The way to avoid plagiarism is very simple: always put quotation marks around someone else's words, credit them to their source, and discuss in your view their merits. If you borrow ideas from another writer, say so. In this way you can impress an examiner by showing that you have done some research. You do not always have to appear utterly original!

Some examples of plagiarism:

- Maire and Sean are participating in a study group. The group share ideas, notes and information about their subject. Maire is organising the Arts Ball and falling behind in her work. Essay deadline approaching fast, she asks Sean for his notes. Demand for tickets to the Ball is huge, so Maire spends the day distributing them around Galway. In order to get the essay in on time, she adopts Sean's notes verbatim (providing two additional sentences of her own) and submits it as her own work. When both students are called in to explain, Maire confesses, and a severe penalty is applied to the work.
- Paddy consults internet sources as part of his research for his seminar essay. Little realising that internet plagiarism detection services exist, and are known to his seminar leader, Paddy decides to submit an internet essay under his own name. Paddy receives a fail.
- Siobhan is consulting a secondary source as part of her research for an essay. She forgets to indicate, as she takes her notes, which sections are taken word-for-word from the book she's consulting. When writing her essay, Siobhan realises her mistake. Luckily, she still has time to return to the library to check the source. She checks her source and acknowledges it in her essay, thus avoiding plagiarism.

Best practice to avoid plagiarism:

- When making notes, always use quotation marks to distinguish between your own notes and the words of the writer you are reading. Additionally, always keep a record of the page number, publication details, etc.
- Inform yourself about the submission dates for your written work, and leave yourself time to do the work yourself.
- When correctly acknowledging the words of another writer, engage with what that writer is saying or arguing, rather than using them as a substitute for your own argument.
- ASK YOUR LECTURER FOR ADVICE IF YOU ARE UNCERTAIN ABOUT ANY ASPECT OF REFERENCING OR PLAGIARISM.

Code of practice for dealing with plagiarism:

All students should familiarise themselves with the guidelines relating to plagiarism and the University's Code of Conduct website:

www.universityofgalway.ie/student-services/policies/



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Coláiste na nDán, na nEolaíochtaí
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