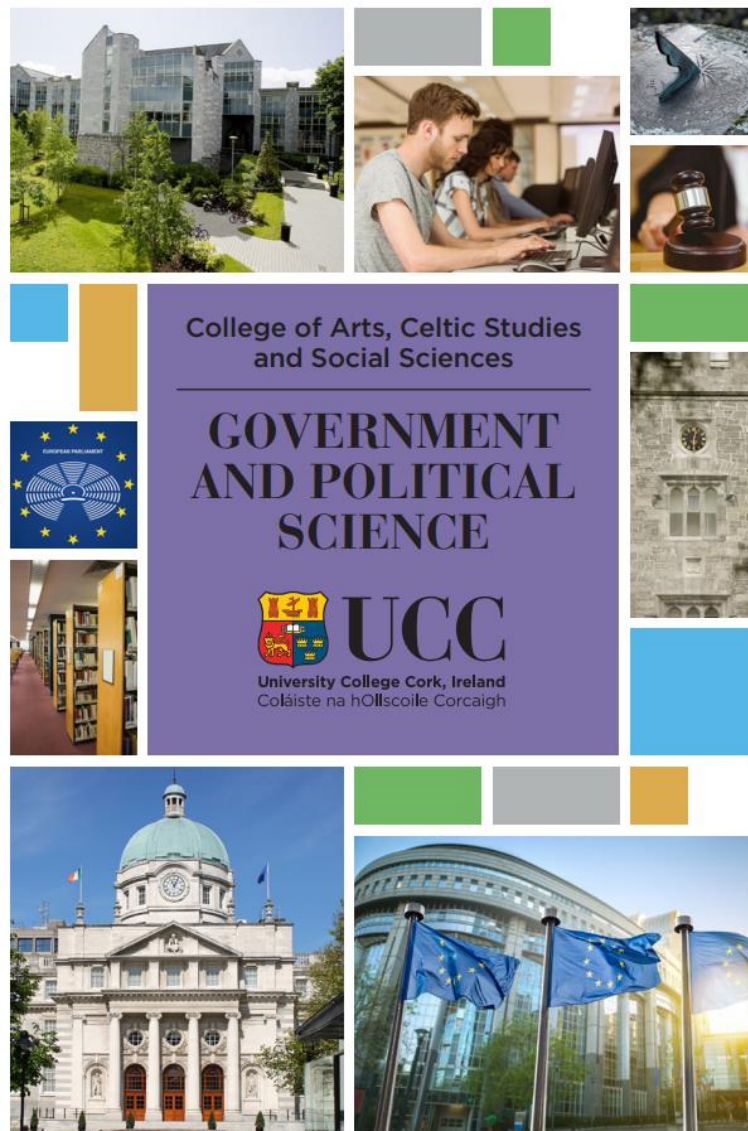


DEPARTMENT OF GOVERNMENT AND POLITICS



MSc International Public Policy & Diplomacy (MSC IPPD) HANDBOOK

Contents

Introduction from Head of Department
Contact Details
Academic Staff
Administrative Staff
Term Dates 2023– 2024
Programme Structure
Course Overview and Course Practicalities
Programme’s Marks & Standards
Correspondence
House Rules – Email Contact
Social Networking Sites
Attendance
Extension Application Process for Late Submissions
Medical Certificates
Student Support Services
Plagiarism policy
Library Guides & Training Sessions
Grading Policy
Department of Government & Politics Referencing Guidelines
Covid-19 Advisories
Student Services
Notes
UCC Campus Map and Legend



It gives me great pleasure to welcome you as a postgraduate student to the Department of Government and Politics.

Never has it been a more exciting time to study Government and Politics. The many challenges we face, war in Ukraine, climate change, the migration crisis, the rise of far-right populism, Brexit, etc. require complex, creative and collaborative responses. It is imperative for us as global citizens to work individually and collectively to resolve them.

As students in our Department, you will be introduced to concepts of democracy, conflict resolution, policy making, political decision making (at the local, national, European and Global level), and international relations.

Through your participation in class and elsewhere across the University, you will develop the knowledge and skills to assess critically and address key political issues of the day as well as build on your existing transferable skills, most notably through work placement.

As a department, we endeavour to provide an energetic and supportive learning environment through our student-friendly approach to education and our many public events. We operate an open-door policy, should you need guidance or support. Ultimately our wish is for each and every one of you to join our expanding cohort of successful postgraduate alumni.

We look forward to working with you as you embark on this exciting journey through University College Cork.

Wishing you every success,



Dr Mary C. Murphy - Head of Department

Contact Details

Department of Government & Politics

Roinn Léann an Rialtais agus na Polaitíochta

2nd Floor, Block B, O'Rahilly Building, University College Cork, Republic of Ireland,

✉ government@ucc.ie ☎ 353 (0)21 490 2009 / 2770 📍 Location 🔗 <http://www.ucc.ie>

Address: Department of Government and Politics,
Room ORB 2.50,
2nd Floor, Block B,
O'Rahilly Building,
University College Cork.

Phone: +00353 (0)21 490 2009/2770

Email: government@ucc.ie

Web Address: <https://www.ucc.ie/en/government-and-politics/>

Twitter: [@GovPolUCC](https://twitter.com/GovPolUCC)

All enquiries related to the MSc International Public Policy & Diplomacy Course (MSc IPPD), including queries about module registration, timetable and programme outline, should be sent to government@ucc.ie

Academic Staff

Professor

Prof Andrew Cottey – Director of the MRes Government & Public Policy (*on sabbatical leave 1 July 2023 – 31 December 2023*)

Dr Cottey's research and teaching interests are in the following areas: international relations and global governance; foreign, security and defence policy; European security, including NATO; the EU's foreign security and defence policy; central and eastern Europe; conflict prevention and management; problems of international military intervention; civil-military relations and democracy.

Email: a.cottey@ucc.ie

Phone: 021 490 3899

Office: ORB_2.49

Senior Lecturers

Dr Clodagh Harris – Director of Research

Her research focuses on democratic theory and practice (particularly deliberative and participatory democracy); democratic innovations; political participation; and the scholarship of teaching and learning in political science.

Email: clodagh.harris@ucc.ie

Phone: 021 490 2941

Office: ORB_2.53

Dr Mary C. Murphy – Head of Department, Extensions Officer and Director of the Department's PhD programme

Dr Murphy's research interests lie in the area of Northern Ireland politics; the European Union; multi-level governance; Europeanisation and parliamentary reform.

Email: maryc.murphy@ucc.ie

Phone: 021-4902981

Office: ORB2.51

Dr Theresa Reidy – *on sabbatical leave 1 January 2023 – 31 December 2023*

Dr Reidy's research interests lie in the area of Irish politics, political economy and public finance.

Email: t.reidy@ucc.ie

Phone: 021 490 3028

Office: ORB_2.52

Lecturers

Dr Fiona Buckley – *on sabbatical leave 1 July 2023 – 31 December 2023*

Research and teaching interests: women in politics; Irish politics; electoral integrity; experiential learning in political science. Biography [here](#)

Email: f.buckley@ucc.ie

Phone: 021 490 3237

Office: ORB_2.45

Dr Laurence Davis – Director of the MSc International Public Policy and Diplomacy

Dr Davis specialises in political theory and ideologies, with a particular expertise in radical political thought. He is also responsible for the department's teaching in the area of U.S. politics.

Email: l.davis@ucc.ie

Phone: 021 490 3472

Office: ORB_2.46

Dr Niall Duggan – Director of the BSc Government/BSc Government and Political Science

With a strong interest in developing and testing IR theories – in particular, role theory and neo-Gramscian approaches. Dr Duggan's research has focused on how ideas and concepts can affect a national role in IR. He has conducted research in Sino-EU and Asia-EU relations.

Email: n.duggan@ucc.ie

Phone: 021 4903238

Office: ORB_2.10

Dr Aodh Quinlivan – Director of the Centre of Local and Regional Governance; Director of MRes Government and Politics

Dr Quinlivan specialises in local government studies and in reform of the public sector. He has written books about Philip Monahan (Ireland's first local authority manager), the local elections and public sector innovation.

Email: a.quinlivan@ucc.ie

Phone: 021 490 3368

Office: ORB_2.54

Dr Emmanuelle Schön-Quinlivan – Director of MSc Government and Politics

Dr Schön-Quinlivan has completed her doctoral research on the institutional impact of the administrative reforms launched by Kinnock in the European Commission. Her research interests include organisational and institutional change, European institutions, public management and public administration, French politics,

comparative European politics.

Email: e.schon@ucc.ie

Phone: 021 490 2325

Office: ORB_2.47

Dr Liam Weeks –Director of the Politics subject on the BA programme

His main research interests include comparative politics, but particularly electoral systems, political parties and voting behaviour. He is interested in most aspects of Irish politics.

Email: l.weeks@ucc.ie

Phone: 021 490 3694

Office: 4 Bloomfield Terrace, 1st Floor

Part-time Lecturing Staff

Dr Richard Milner - Lecturer

Dr Richard Milner completed his PhD research on the political aftermath of the 2008 financial crisis in Ireland. His current research interests include the emergent politics of climate change - specifically the challenge of achieving a 'just transition' - the prospects for transnational democratization, Critical Theory, cosmopolitanism, and (qualitative) methodological innovation.

Email: richard.milner@ucc.ie

Dr Philip Murphy - Lecturer

Research and teaching interests lie in the area of socialisation; political efficacy; political participation; comparative politics, democratic theory and research methods.

Email: philip.murphy@ucc.ie

Phone: 021 490 3135

Office: 4 Bloomfield Terrace, 1st Floor

Emeritus Professor

Professor Neil Collins

Professor Collins brings a strong academic profile to the Department deriving from his extensive experience in America, Britain and Ireland. He is the author of a standard text on Irish Politics, *Irish Politics Today*, now in its fourth edition. He has also published in the leading political science and marketing journals in Europe. His current research interests are in political corruption, clientelism and e-politics. Email: n.collins@ucc.ie

Administrative Staff

The Departmental Administration Office is Room 2.50 of the O'Rahilly Building (ORB).

Administration Office Opening Hours:

- 9:00 to 13:00,
- 14:00 to 17:00 (office is closed for lunch from 13:00 – 14:00)

The Executive Assistant responsible for the BSc Government and BA Politics programmes is **Irene Halpin** and may be contacted at I.Halpin@ucc.ie or government@ucc.ie or 021 490 2770/490 2009.

The Senior Executive Assistant and Postgraduate Programmes' Administrator is **Gareth Morgan** and may be contacted at: garethmorgan@ucc.ie or government@ucc.ie or 021 490 2770/490 2009.

The Work Placement Manager is **Dearbhail O'Callaghan** and the office is located in Room 2.48 of the O'Rahilly Building (ORB). Dearbhail may be contacted at dearbhail.ocallaghan@ucc.ie.

Term Dates 2023– 2024

UNIVERSITY FIRST TERM 2023 - 2024

PART 1 – Taught Element of the Course

Teaching Semester 1 (12 weeks): Monday 11 September – Friday 1 December

Directed Study Week: TBC

Winter Examinations period/Study period: Monday 4 December – Thursday 7 December

Christmas Recess: Friday 22 December – Sunday 14 January

UNIVERSITY SECOND TERM 2022 - 2023

PART 1 – Taught Element of the Course

Study period: Monday 4 January – Thursday 7 January

Teaching Semester 2 (12 weeks): Monday 15 January – Friday 19 April

Easter Recess: Saturday 23 March – Sunday 7 April

UNIVERSITY THIRD TERM 2023 – 2024

Part 2 – Dissertation Element of the Course

22 April to 11 September

Summer Exams: Friday 26 April – Friday 10 May

Repeat Exams: Friday 26 July - Friday 9 August

UNIVERSITY FIRST TERM 2024 - 2025

(Winter Semester)

Semester 1 Start Date: TBC

For UCC's 2023-24 term dates please see:

<https://www.ucc.ie/en/media/studyatucc/international/documentation/visitingusandnon-eustudents/OrientationandSemesterDatesfor2023-2024.pdf>

Programme Structure

Total credits: 90 credits

Full-time study: Across one academic year from September to September

Part-time study: (for applicants/students who meet certain criteria) across two academic years.

Year 1: 35 credits

Year 2: 55 credits

For an overview of the programme, please see:

<https://reg.ucc.ie/curriculum/calendar/live/postgraduate/Masters/arts/page133.html> and click on programme requirements

Core Modules

40 credits

FE6305 Contemporary Socio-economic and Environmental Issues	(5 credits)
GV6010 Contemporary Global Politics	(5 credits)
GV6011 EU Political System & Policies	(5 credits)
GV6012 Global Economic Policies and Institutions	(5 credits)
HI6035 Foreign Policy & Diplomacy: Case Studies in Crises & Decision-making	(10 credits)
LW6566 Contemporary Issues in International Law	(5 credits)
LW6567 Introduction to European Union Law	(5 credits)

Elective modules

20 credits

Students select 20 credits from modules offered by:

- Food Business & Development
- Government & Politics
- History
- Law
- Management & Marketing
- Philosophy
- Sociology
- Women's Studies
- Language*

**Language options:*

- Chinese Studies; French; German; Hispanic Studies; Italian; Japanese; Korean and Modern Irish

Dissertation

30 credits

Students complete *EITHER* a 15,000 word independent research dissertation (GV6014) *OR* a 7,500 word work-based dissertation (GV6013) based on a 12-week work placement.

For a full list of elective options, please see: <https://reg.ucc.ie/curriculum/calendar/live/postgraduate/Masters/arts/page133.html> and click on 'Programme Requirements'.

For a brief descriptor of all modules, core and elective, please see the Book of Modules: <https://www.ucc.ie/admin/registrar/modules/>

Course Overview

The *MSc in International Public Policy and Diplomacy (MSc IPPD)* is an innovative, interdisciplinary, taught masters course that provides graduates with the expertise required for careers in international policy environments.

Key features of the course include:

- Government decision-making in relation to international affairs
- Engage with debates and issues facing the global policymaking community
- Develop practical and analytical skills relevant to working in international affairs
- Complete a minor dissertation, either through independent research or research conducted in a work-based setting.

Course Practicalities

How the year is structured

The taught element of the course (PART 1) runs from September to the end of the following March/start of April.

The dissertation element of the course (PART 2) runs from April to September. Students complete *either* a 15,000-word independent research dissertation (GV6014) *or* a 7,500-word work-based research dissertation (GV6013) based on a 12 week work placement.

Students studying for the degree part-time take the programme as follows:

Year 1 (35 credits): GV6010 (5 credits); GV6011 (5 credits); HI6035 (10 credits); LW6566 (5 credits) and electives to the value of 10 credits.

Year 2 (55 credits): FE6305 (5 credits); GV6012 (5 credits); LW6567 (5 credits) and electives to the value of 10 credits plus *EITHER* GV6013 (30 credits) *OR* GV6014 (30 credits).

Programme mode of delivery

The MSc International Public Policy & Diplomacy course is an on-campus course.

The Department of Government and Politics resumed its pre-Covid teaching delivery practices in September 2022. Lectures on campus-based programmes will be delivered in person. Lectures will not be broadcast/recorded as a matter of general policy. Each lecturer may choose to broadcast/record some, or all, of their lectures for pedagogical reasons.

Every registered student is expected to attend all teaching elements of their programme, including, but not limited to, lectures, tutorials, laboratory classes, placements, etc. Attendance is vitally important to build subject knowledge and specific disciplinary skills, as well as a multitude of transferable skills including communication, teamwork and networking.

Course Workload

Modules are offered in-person and on-campus during weekday hours throughout the teaching semesters. During the taught element of the course, students have approximately 8-to-10 hours per week of lectures/seminars. Students supplement this by self-directed study of recommended readings

and preparing for assignments/coursework, which averages between 4-to-5 hours per module per week.

The university guidance on workload can be accessed here: <https://www.ucc.ie/admin/registrar/calendar/general/info014.html>. It recommends:

- spreading workload evenly throughout the year.
- where a programme contains elective modules, it is recommended that students take a maximum of 40 credits in any one semester.

Timetable

To access the programme's timetable, please go to <https://timetable.ucc.ie/SWS/SDB2223/default.aspx> and choose 'Programmes' from the options on the left sidebar. Then follow the steps:

- Select College: select 'COLLEGE OF ARTS, CELTIC STUDIES & SOCIAL SCIENCES' from the drop-down menu
- Select Programme(s): select MSc (International Public Policy and Diplomacy) 1
- Select Week Range: choose an option from the drop-down menu
- Select Day(s): choose an option from the drop-down menu
- Time: choose 'Working Day'
- Press: View Timetable

Timetable clashes

Students are reminded to follow the programme's academic calendar when registering for modules. Core modules are compulsory to study. There are a wide range of elective modules, from a variety of disciplines and/or departments, offered on the programme. The high number of electives has resulted in some scheduling clashes on the programme's timetable. This may necessitate you making a choice between modules when choosing your elective modules, to avoid modules clashing on your own programme schedule.

Registering for additional modules to the required 60 credits in Part 1 of the Course

Should you be considering registering for more than 60 credits in Part 1 of the course, please be aware of the following:

1. approval will need to be granted to register for extra credits – you will need to apply to the Graduate Studies Office in the CACSSS. Please contact Karen Coughlan at k.coughlan@ucc.ie.
2. if approval is granted to register for extra credits, you will register for these modules on what is termed 'an occasional basis'
3. if approval is granted to register for extra credits, a fee will be imposed. Please contact the Fees Office for information about the level of fees involved at fees@ucc.ie
4. the Department of Government & Politics strongly advises you to be cognisant of the extra workload associated with registering for extra credits. This will also be a key consideration, in any decision taken by the university, in the granting approval to undertake extra credits.

Things to be aware about registering for certain modules

- A student holding a primary degree in one of the language subject areas cannot take the undergraduate level elective options in that same language subject during their MSc (International Public Policy and Diplomacy) studies.
- *The class size for LW6606 is capped at 30, with students of the LLM IHR given precedence as the module is compulsory on the LLM IHR programme. If space permits students of the MSc IPPD programme to register for the module, this will be facilitated on a 'first come; first serve' basis until the maximum class size of 30 is reached.

Assessment

Coursework includes a variety of assessment types, for example, oral presentations; essays; seminar discussion; policy reports; research projects; memo-writing; critiques; and case-study research.

Assessments are designed to help you to develop both an understanding of issues and the practical skills necessary to work in international affairs.

When choosing elective modules, please be aware that a few, particularly in the Languages, require students to sit, in-person and on-campus formal examinations, during the Summer examinations period which usually runs from the end of April to mid-May.

To check out the assessment requirements of each module, please see the university's Book of Modules - <https://www.ucc.ie/admin/registrar/modules/>. For further details of the assessment and/or examination requirements of each module, please contact the module co-ordinator directly (names of module co-ordinators are listed in the module descriptor on the Book of Modules).

For those students who go on to complete a work-based dissertation (GV6013), work placements usually begin in the mid-to-late April period. **If choosing an elective module that requires students to be in UCC to sit a summer examination, and this overlaps with the work placement**, please bring this to the attention of Dearbhail O'Callaghan, work placement manager, as soon as is possible, to enquire if a later start-date for a work placement can be arranged. This may be possible in the case of some work placement organisations. If this is not possible, students will need to arrange time-off from the work placement to sit the exam and are responsible for any associated travel arrangements (if a work placement is located outside Cork city).

Dissertation – including the work-based dissertation

As part of this programme students must complete a research dissertation.

Some students will have the opportunity to complete their research dissertation in a work placement setting that can range in duration from three to five months (minimum requirement is to complete 12 weeks).

Students who undertake a work-based research dissertation, do so with a variety of organisations/institutions working in areas related to international affairs, such as government ministries, international organisations, the offices of elected representatives, think tanks and non-governmental organisations. Students have been assigned placement opportunities in major international cities, such as Brussels, London, and Washington DC, as well as in Cork and Dublin.

For more information about work placement, please contact Dearbhail O'Callaghan at: dearbhail.ocallaghan@ucc.ie

Please note that the programme continues to work within national and international public health guidelines as a result of the coronavirus pandemic. Due to Covid-19, work-from-home advisories and/or a blended approach of remote and on-site working apply in many sectors. Furthermore, international travel restrictions may apply across some countries. These parameters shape the format and extent of placement offerings.

Students do not select their academic supervisor and cannot lobby for a particular member of staff to be allocated. The allocation of supervisors will be based on the proposed research area, work

placement and the availability of academic staff. Supervisors are appointed from academic staff within the Department of Government & Politics. Supervisory assignments are announced in late April/early May.

Skills and Careers Information

We recognise the importance of equipping our students with the skills they need to progress following graduation.

During the programme student acquire skills such as:

- analytical and practical skills
- oral and written communication skills
- the ability to conduct research
- the ability to synthesise large volumes of information
- the ability to think critically and analytically

Specialist career advice is available to students through a Work Placement Manager and support is provided in the planning for and application to work placement organisations. Classes offering career talks, advice, and skills also form part of the course delivery.

You also have access to UCC's [Career Services](#).

The course has established links with important international policy institutions from which you will benefit. Having completed the course, you will be a skilled analyst of international affairs and have the confidence and experience to apply that expertise in the real world. Examples of careers that our graduates can go on to work in include:

- Diplomats
- Political Advisors
- Campaign coordinators for NGOs, charities, interest groups and political parties.
- Policy analysts
- Civil Servants in local and national government
- Public Relations and Event Managers
- Officials in international organisations such as the UN and the European Union
- Researchers and policy officers with lobby-groups and think tanks
- Business analysts

Programme's Marks & Standards

Pass and Progression Standard for the MSc International Public Policy & Diplomacy programme are:

- To pass Part 1 a candidate must achieve a pass (40%) in each module. All failed/absent modules from Part 1 must be retaken in the Autumn.
- To proceed to Part 2 a candidate must pass Part 1.
- Candidates who do not achieve a pass standard in Part 1 may commence the work-based dissertation in International Public Policy and Diplomacy /research dissertation in Part 2 while awaiting the results of the Autumn Supplemental examinations.
- Candidates failing the Autumn Supplemental examinations must withdraw from the programme.
- Candidates who are deemed at the Autumn Examination Board to have failed Part 1 will not be eligible to repeat the year.
- To pass Part 2 candidates must achieve 40% in the research dissertation. In addition, students completing the work-based dissertation (GV6013) must submit and pass a Placement Practice Report.
- To be awarded the MSc (International Public Policy and Diplomacy) candidates must pass Part 1 and Part 2.

Pass Standard (module level):

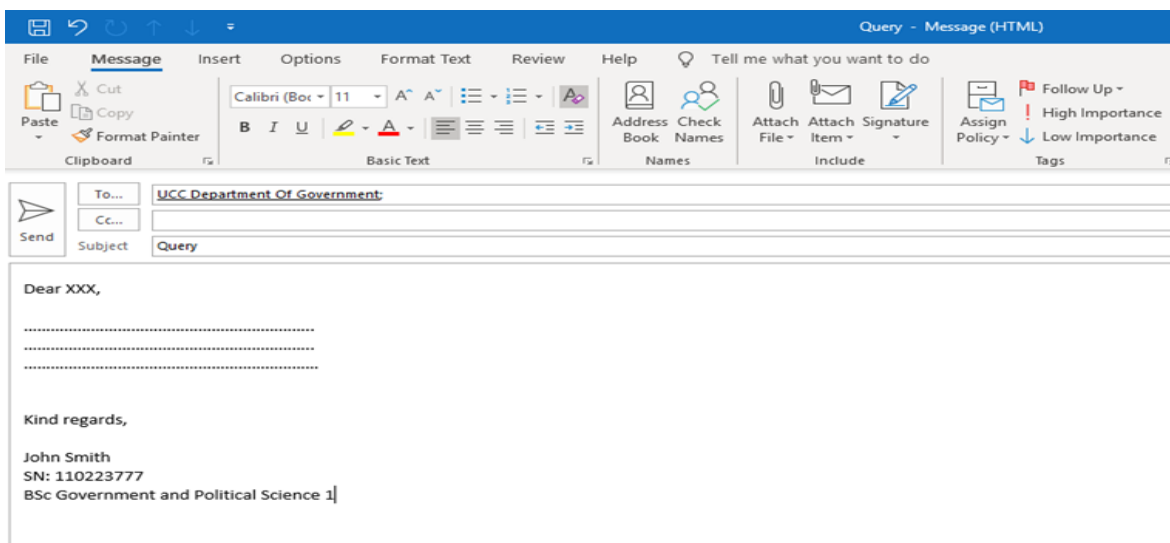
- The pass standard for each module is 40%. Special Requirements for individual modules, if any, are detailed in the Book of Modules.
- In cases where a fail mark of not more than 5 percentage points below the pass standard has been returned for a dissertation, the Examination Board may, on the recommendation of the School, agree to permit the student to make amendments to achieve the pass standard for the Dissertation, within six weeks of the publication of examination results. In such cases, a judgement of 'pending' will be recorded for the dissertation.
- Following resubmission of the dissertation, the Supervisor will confirm to the Student Records and Examinations Office that ALL amendments have/have not been made and forward details of both the amended Mark and Judgement, as approved by the Supervisor and Examiner(s), to be recorded. Following approval by the Chair of the original Examination Board and the Head of the appropriate Department/School, the student record will be amended accordingly.
- Where a student fails to resubmit the dissertation within the six-week period, the Supervisor will notify the Student Records and Examinations Office of same, following which, the 'pending' judgement previously recorded will be adjusted to a 'fail' judgement.

Correspondence

Over the course of the year, you will receive a lot of information during lectures and through the departmental noticeboard. However, information will also be disseminated to you electronically, so **it is of vital importance that you use your student e-mail account and check it regularly.**

You are required to sign up to **the departmental mailing list at SGPP-L@LISTS.UCC.IE**. Please see <https://lists.ucc.ie/cgi-bin/wa?SUBED1=SGPP-L&A=1> and follow instruction for details about how to register.

Many lecturers use the UCC Canvas facility (<https://www.ucc.ie/en/canvas/>) to post information pertaining to your modules. You will be provided with access information in due course.



House Rules – Email Contact

When sending e-mails through the SGPP list or CANVAS we ask you to respect the following rules:

- Comments likely to provoke, attack or offend others are prohibited.
- Comments that are racist, sexist, homophobic, sexually explicit, abusive or otherwise objectionable are prohibited.
- Comments should not contain swear words or language likely to offend.
- Messages should not encourage unlawful activity; this includes breach of copyright, defamation and contempt of court.
- Products or services cannot be advertised and you are prohibited from impersonating someone else.

Above all else, e-mail contributions should be relevant, focused and respectful of others.

SAVE TO
FAVOURITES



SHARE



Web & Social Media Policy

Web & Social Media Policy



[Print](#)

Version Number: 1.7

Revision date: Tue, 13 Feb 2018 11:49:00 GMT

Policy Owner: Director of IT Services

Policy Contents

- [Purpose](#)
- [Scope](#)
- [Roles and Responsibilities](#)
- [Policy Text](#)
- [Supporting Policies, Guidelines and Statues](#)
- [Breach of Policy](#)
- [Approval and Review](#)
- [Definitions](#)

Social Networking Sites

The use of online social networking sites (e.g. Facebook, Twitter etc.) has become a significant part of life for many people. While we encourage students to use these sites to keep in touch with friends and exchange ideas, there have been occasions when the sites have been used in a less-than-positive way.

Please note the following:

- Sites should not be used for accessing or sharing illegal content.
- Any serious misuse of social networking sites that has a negative impact on the university, staff members or students may be regarded as a disciplinary offence.

NETIQUETTE

When e-mailing staff members, address the staff member appropriately. Also, please put your name at the end of your message. Anonymous e-mails will not receive a response.

Follow Student Societies on Twitter



[@PolSocUCC](#) is the Twitter account for the Government and Politics Society

[@ucceuropa](#) is the Twitter account for the UCC Europa Society

Attendance

- The MSc International Public Policy & Diplomacy Course is an on-campus course – i.e., lectures and tutorials are delivered in-person and on-campus.
- Every registered student is **expected to attend all teaching elements of their programme** including but not limited to lectures, tutorials, laboratory classes & placements etc.
- In the case of absence through illness, a student must, where possible, give notice of each absence in writing to the lecturer concerned.
- In the case of such absence for more than four lecture days, the student must, on resuming attendance, notify the Lecturer concerned in writing and, if appropriate, lodge **a medical certificate** with the office government@ucc.ie who will provide a copy for the Student Records and Examinations Office.
- **A student will not be permitted to enter for an examination if a specified attendance requirement of a module has not been met, or if attendance by the student is not considered satisfactory by the Deputy President and Registrar following a report by the Lecturer and/or Head of Department responsible for the module.**
- The decision of the Deputy President and Registrar is subject to appeal to Academic Council.

Extension Application Process for Late Submissions

Where work is submitted late without any extension granted, a mark of zero will be awarded.

THE PROCEDURES OF EXTENSION

The Department endeavours to support students who have genuine difficulties and asks students to please be aware of and observe the following procedures:

- Extension requests need to be supported by appropriate documentation, e.g. medical cert or counsellor's letter.
- These documents need to be submitted in a timely fashion with the extension request. Extensions may not be granted for retrospective medical certs that are submitted weeks after the assignment deadline has passed.
- Requests will only be considered where the documentation is received within the period of the assignment, i.e. before the deadline, apart from when there are exceptional circumstances.
- The [Extension Application Form](#) needs to be completed and signed by the student. The form can be downloaded from the departmental website.
- The student needs to email the extension application form to government@ucc.ie with the supporting documentation.
- Once the extension is approved by a relevant Extension Officer, the email will be sent to the student.

NOTE PLEASE:

Students should not email medical certificates or notes of absences to individual lecturers – these should always be emailed to government@ucc.ie

Medical Certificates

The Department endeavours to support students who have genuine difficulties and asks students to please be aware of and observe the following procedures:

- Medical Certificates must be submitted to the administration office (ORB 2.50) or by emailing government@ucc.ie **no later than two weeks after the date of examination/assessment deadline** or approved assessment submission date. Flexibility will be allowed in exceptional circumstances that prevent submission within the two-week window.
- On receipt of the medical certificate, the administration staff will initial and stamp the certificate and retain the original in a secure filing system. Upon request, a copy will be provided to the student.
- A copy of each medical certificate will be submitted/scanned monthly to the Student Records and Exams Office (SREO).
- All documentation submitted to the departmental office will be treated with the utmost sensitivity and confidentiality.

A medical certificate should include the following details:

- The name and address of the prescribing doctor.
- The date of the examination/GP visit.
- The date the certificate was issued specifying the date of return to study or identify a chronic/on-going condition.
- State the impact on the student's ability to attend for lectures, tutorials, examinations/submit the relevant programme assessment(s)
- The student's name.

Student Support Services

Home > Support > Student Services

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Student Services

Your Wellbeing

Find Out More →



University can be a daunting challenge. It is important to realise that you are not alone even if at times you are confused and worried.

The Department of Government and Politics operates an 'open door' policy and if you have a problem, please call to see us at an early stage. You will be offered comfort and support in a confidential and secure environment.

Do not keep your problems bottled up to yourself. Often people with a problem may find it difficult to *see the wood from the trees* and a neutral outside perspective can be invaluable.

You should also 'look out' for your class colleagues and if you feel that any of them are experiencing problems you will be doing them a favour by letting us know at an early stage.

There are certain situations whereby you might not feel comfortable talking to a member of the Department. In such an eventuality there are a wide range of student services available to you in the university and these are outlined below.

A list of the university's student services can be found here

<https://www.ucc.ie/en/studentexperience/supports/>

<https://www.ucc.ie/en/media/support/studentexperience/SupportTreeInfographic.pdf>

and

SUPPORTING UCC STUDENTS

SUPPORT TREE SHOWING STUDENT SERVICES

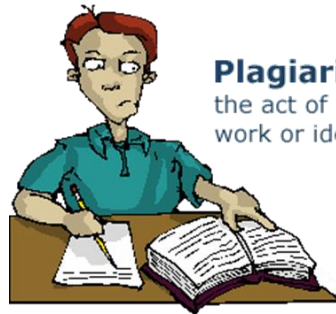
The "Acorn to Mighty Oak" has come to symbolise students' academic, personal and professional development journey throughout their time at UCC. In alignment with this rich metaphor, the support services available to students are presented in the form of a **Support Tree**. This tree depicts the support services currently available to students and provides links to further information about each service.



Plagiarism Policy

Plagiarism is taking someone else's writing or work and passing it off as your own.

Plagiarism may include: copying text from a book, a journal or the internet without attributing it; copying another student's essay/work; buying, downloading or copying an essay/assignment from an internet-based service (or similar); failure to include references and a bibliography indicating the sources you have used. Plagiarism is unacceptable. Clear cases of plagiarism will automatically result in an essay/assignment being awarded a fail grade. Plagiarism may also result in disciplinary action.



Plagiarism:

the act of presenting another's work or ideas as your own.

Bibliography & Referencing (see referencing guide later in handbook): Essays/assignments must include a bibliography and appropriate in-text referencing. The bibliography should indicate the sources used in writing the essay/assignment (e.g., books, journals, websites, newspapers, etc.). Direct quotes from authors, websites, newspapers, etc. must be attributed. Ideas, concepts, arguments, etc. taken from or associated with particular authors or sources must also be attributed. The absence of a bibliography and/or the failure to reference adequately is likely to result in an essay/assignment being awarded a fail grade.

A student who is experiencing any difficulties as to these important points should consult, in advance, with the lecturer who assigned the work. Also, please consider contacting the UCC Skills Centre for support and advice. Please see the following link for more details:

<https://www.ucc.ie/en/skillscentre/>.

Department policy on handling plagiarism

1. As soon as possible after the submission, the lecturer reviews the assignments and checks for plagiarism.
2. Where plagiarism is suspected, the lecturer informs the head of department (HoD) and the relevant administrator.
3. Where plagiarism is established, a meeting is scheduled with the student to outline/explain the case of plagiarism and the penalty to be applied. This meeting is attended by lecturer and HoD (or HoD's nominee). The penalty to be applied is at the discretion of the HoD.
4. The lecturer advises the relevant administrator of the outcome of the meeting. Communication is sent to the student by the HoD/Administrator.
5. In cases where the plagiarism is adjudged to be particularly egregious, the HoD and the team will complete the Student Records and Examinations Office (SREO) policy template report and forward it to the SREO. Communication is sent to the student to outline what was discussed at the meeting and the penalty to be applied. This communication will also advise the student of their options under the University's Breach of Examination Regulations process.




Library Guides & Training Sessions



UCC Library:
Plagiarism and Referencing

<https://libguides.ucc.ie/libraryessentials>

Library Information Sessions

-  Library Essentials 2019
-  Referencing and Plagiarism 2019
-  Referencing key points & examples 2019

Grading Policy

The department follows guidelines of the **National University of Ireland (NUI)** while grading students' work.



GRADE DESCRIPTORS, AS PROPOSED BY THE NUI SENATE

Explanatory Note:

The Grade Descriptors below are offered as indicative descriptors. It is accepted that these indicative descriptors are particularly appropriate for examinations based on essay-type questions but may be found less suitable for examinations in subjects where there are detailed marking schemes. The Senate recommends that these Grade Descriptors be circulated to all Faculties.

GRADE	Marks Range %	GRADE DESCRIPTORS
1 st CLASS HONS	90-100	<p><u>Supreme</u> performance, engaging profoundly, systematically and comprehensively with question set, brilliantly demonstrating</p> <ul style="list-style-type: none"> a superlative mastery of the subject matter, richly supported by evidence and citation, reflecting deep and broad knowledge and understanding as well as extensive reading an outstanding ability to organise, analyse and express ideas and arguments in an original, sophisticated and discriminating manner an optimal capacity for critical analysis the display of rare penetrative insight, originality and creativity
	80-89	<p><u>Exceptional</u> performance, engaging deeply and systematically with the question set, with consistently impressive demonstration of</p> <ul style="list-style-type: none"> a comprehensive mastery of the subject matter, amply supported by evidence and citation, reflecting deep and broad knowledge and critical insight as well as extensive reading an exceptional ability to organise, analyse and present arguments fluently and lucidly with a high level of critical analysis a highly-developed capacity for original, creative and logical thinking;
	70 -79	<p><u>Excellent</u> performance, engaging closely and systematically with the question set, with consistently strong evidence of</p> <ul style="list-style-type: none"> a comprehensive mastery of the subject matter, ably supported by evidence and relevant citation excellent ability to organise, analyse and express arguments fluently and lucidly with a high level of critical analysis a highly-developed capacity for original, creative and logical thinking
2 nd CLASS HONS (Grade 1)	60-69	<p><u>Very Good</u> performance, engaging substantially with the question set, demonstrating strong grasp of the subject matter, well supported by evidence and relevant citation</p> <ul style="list-style-type: none"> well-developed capacity to analyse issues, organise material, present arguments clearly and cogently some original insights and capacity for creative and logical thinking

GRADE	Marks Range %	GRADE DESCRIPTORS
2 nd CLASS HONS (Grade 2)	50-59	<p><u>Good</u> performance - intellectually competent answer (i.e. factually sound) with evidence of a reasonable familiarity with the relevant literature and techniques</p> <ul style="list-style-type: none"> • acceptable grasp of the subject material • ideas stated rather than developed and insufficiently supported by evidence and relevant citation • writing of sufficient quality to convey meaning but some lack of fluency and command of suitable vocabulary • omission of parts of the subject in question or the appearance of several minor errors • average critical awareness and analytical qualities • limited evidence of capacity for original and logical thinking
3 rd CLASS HONS (where awarded)	45-49	<p><u>Satisfactory</u> performance – intellectually adequate answer with evidence of some familiarity with the relevant literature and techniques</p> <ul style="list-style-type: none"> • basic grasp of subject matter, but somewhat lacking in focus and structure • main points covered in answer, but lacking detail • some effort to engage, but only a basic understanding of the topic portrayed • some development of argument • only some critical awareness displayed • no evidence or relevant citation included in answer • appearance of several minor errors or one major error • lacking evidence of capacity for original and logical thinking
PASS (where 3 rd Class Honours NOT awarded)	45-49	<p><u>Satisfactory</u> performance – intellectually adequate answer with evidence of some familiarity with the relevant literature and techniques</p> <ul style="list-style-type: none"> • basic grasp of subject matter, but somewhat lacking in focus and structure • main points covered in answer, but lacking detail • some effort to engage, but only a basic understanding of the topic portrayed • some development of argument • only some critical awareness displayed • no evidence or relevant citation supplied • appearance of several minor errors or one major error • lacking evidence of capacity for original and logical thinking
	40-44	<p><u>Acceptable</u> performance – intellectually adequate answer with limited familiarity with the relevant literature and techniques</p> <ul style="list-style-type: none"> • basic grasp of subject matter but limited focus on question asked <p>unclear presentation of argument, random layout, with some omissions or inaccuracies in answer</p> <ul style="list-style-type: none"> • argument insufficiently developed • no evidence or relevant citation supplied • appearance of one major error and minor errors • inclusion of unsubstantiated statements and/or irrelevant material • descriptive rather than argumentative or analytical answer presented • an attempt to solve moderately difficult problems related to the subject material and an attempt to examine the material in a critical and analytical manner only partially successful • an incomplete or rushed answer e.g. the use of bullet points through part / all of answer
FAIL (*)	35-39	<p><u>Unacceptable</u> performance, with either</p> <ul style="list-style-type: none"> - insufficient understanding of the question displayed - failure to address the question resulting in a largely irrelevant answer - a display of some knowledge of material relative to the question posed, but with very serious omissions / errors and/or major inaccuracies included in answer - or answer left somewhat incomplete for lack of time <p><u>Also:</u></p> <ul style="list-style-type: none"> • limited understanding of question displayed • a random layout / underdeveloped structure - not planned sufficiently • poor analytical skills, with an absence of argument • random and undisciplined development - limited structure • lack of clarity, poor spelling • material of marginal relevance predominating <p>See note on 'Pass by Compensation' below</p>

GRADE	<i>Marks Range %</i>	GRADE DESCRIPTORS
FAIL	<35	<p>Wholly unacceptable performance, with</p> <ul style="list-style-type: none"> - deficient understanding of the question displayed - complete failure to address the question resulting in an irrelevant answer - inadequate knowledge displayed relative to the question posed - or answer left incomplete for lack of time <p>Also:</p> <ul style="list-style-type: none"> • very poor analytical skills, with an absence of argument • random and undisciplined development –poorly structured answer • confused expression, poor spelling • irrelevant material predominating
<p>Note on Fail * - 'Pass by Compensation'</p> <p>Traditionally, under Marks and Standards, provision has been made for a student failing in one or more subjects in an examination, to pass the examination by compensation, where he/she has double the deficiency of marks available in another subject or in other subjects. It is recommended that provision for 'pass by compensation' be continued, in accordance with such conditions as may be set out in Marks and Standards by Faculties. The application of the provision should be facilitated by the above descriptions with particular reference to the Descriptor for the 'Fail (35-39) Marks Band.</p>		

DEPARTMENT OF GOVERNMENT & POLITICS
REQUIREMENTS FOR ESSAY ASSIGNMENTS & DISSERTATIONS



BASIC PRESENTATION

Your essay must be typed.

FONT

Times Roman/New Roman (size 12)

LINE SPACING

Double spacing (except for indented quotes).

MARGINS

Left hand margin to be aligned and right hand margin to be justified

COVER PAGE

This should contain the following information:-

- Student name
- Student ID number
- Essay title
- Word count (the exact number. No rounding up.)

SPELLING

Use Irish or British spelling and punctuation.

NUMBERS, PERCENT

From one to twelve please use letters, from 13 onwards please use numbers.
Please use percent in text; in figures use %.

QUOTATION MARKS

Use double quotation marks when quoting in-text.

STRUCTURE

Coherent introduction, middle and end

- The golden rule with the introduction is to clearly articulate your argument. You should set the scene for the essay, perhaps explain why the question you are asked is important and outline the approach you are taking. Start **BROAD**, giving the historical and/or theoretical background to the question and slowly narrow your introduction down to the question you are asked. Do not underestimate the importance of a decent introduction because first impressions are important for the corrector. By the time the reader finishes reading the introduction she/he should clearly know the approach you are taking and the order in which the subsequent sections will appear.
- Obviously, the main body of the essay should deal with the question that has been posed. The important thing is to present arguments in a balanced way and with supporting references. Do not use sweeping generalisations or banal statements. This section (which is the largest part of the essay) should be written in a neutral and dispassionate fashion. In other words, you are not offering your own opinion. None of it should be written in the ‘first person’. Ultimately if you wish to convince the reader of a certain point or points in your conclusion then you need to demonstrate here that you are aware of the different issues that the question covers.
- In the concluding part of the essay you are somewhat freer. Having said that, your conclusion should come at the end of a structured and logical demonstration. In other words, it should not appear from ‘thin air’ in a way which bears no resemblance to what you have previously written. In the conclusion you should be analytical, and you should, at this point, be offering your own opinion. Do not be afraid to disagree with the views expressed by your lecturer, so long as you can effectively argue for and support your case. Remember: it is very important that you offer an answer to the specific question which has been posed. It is perhaps surprising how many people make the fundamental mistake of not answering the question. Essays should not simply summarise your notes or a textbook. This is a lazy approach and it will not lead to a good grade. Depending on the subject of the essay, your conclusion may open up onto a broader issue. This means that the overall flow of your work is **BROAD-NARROW-BROAD**.

LENGTH OF ESSAYS/ASSIGNMENTS

Essays/assignments which exceed or do not meet the word limit by 10% of the total word limit are deemed to be of excessive or insufficient length and may be penalised.

SUBMISSION

Assignments should be submitted through Turnitin on each Canvas site.

REFERENCING

In the body of your work, if you are quoting somebody, this is the format:-

Johnson and Long (2003: 67) state that “grown men cry twice as much as women”.

Alternatively,

It has been stated that “grown men cry twice as much as women” (Johnson and Long, 2003: 67).

If you are using the research or ideas of Johnson and Long but not quoting them directly, they must still be referenced (but since it is not a direct quote you will not be using “ ” and there will not be a page number).

Note: Do not use the ampersand (&). Spell out the word ‘and’.

Example,

Research indicates that women cry less than men (Johnson and Long, 2003).

When citing a page number for a quote either use ‘:’ or ‘p’. So, you can have Johnson and Long (2003: 67) or Johnson and Long (2003, p.67). Whichever you choose, be consistent.

Niggly but important things

- The full stop closes the sentence so, for example, it comes after the bracket (as above) if you have a citation at the end.
- Get the spacing right. - Johnson and Long (2003: 67). – Bracket, year, colon, space, page number, bracket).
- Keep the year and page reference next to the relevant author(s). In other words, do not do the following:-

Johnson and Long state that “grown men cry twice as much as women” (2003: 67).

Also, DO NOT do this:-

Johnson and Long (2003) state that “grown men cry twice as much as women” (Johnson and Long, 2003: 67).

“What do I do with long quotations?”

As far as possible quotations should be integrated into the sentence as demonstrated above. Excessively long quotes should be kept to a minimum. However, there will be times when they are necessary. Therefore, here is a general guideline to use:- If the quotation is longer than 3 lines then you indent it and it should be single-spaced.

Example:-

Johnson and Long (2003: 67) present a strong case for the manufacture of stronger handkerchiefs,

Our empirical research clearly shows that grown men cry twice as much as women. This tends to refute a commonly held ‘truth’ that men are not as emotional as women. Accordingly, this book argues that male handkerchiefs should be extra-durable to cope with this outpouring of emotion and tears.

Needless to say, the margins should be consistent for all of your long quotations. Quote marks are not required.

“What if I am quoting somebody second hand?”

If Johnson and Long (2003) directly quote somebody else, e.g. Howard (1998: 145) and you want to use the quotation then reference it to Howard, as sourced in Johnson and Long.

Howard (in Johnson and Long, 2003: 68) claims, “male tear ducts are weaker than in their female counterparts”.

If Johnson and Long (2003) are the editors of a book and you wish to use a quote from one of the chapter-writers, e.g. Markus, then you reference Markus because he wrote the words, not Johnson & Long.

Markus (2003: 98) stresses the need “for more women to give hugs to men”. (See how this is referenced later in the bibliography section entitled ‘When referencing a chapter written by someone within a book’).

When quoting from a non-English language source

In the main text of the essay/dissertation, place the English translation of the original quote in quotation marks and cite as usual. The original quote (prior to translation) should be placed in an Appendix. In the bibliography, list the reference in original language.

GETTING THE BIBLIOGRAPHY RIGHT

Note: You are not expected to justify your bibliography

Style issues

- Bibliography must be alphabetical according to the surname of the author.
- If the reference goes on to a second line then this line should be indented (i.e. the purpose is that you can read down the surnames in a straight line to enable you to easily find a specific reference).
- Each reference should be single spaced but with a line between each individual entry

Example of the above three points:-

Ahern, A. (2004), *What men want and what women expect: a new world perspective*, New York: Macmillan, Conway & Heath.

Bradshaw, C. (1999), *The tears game – why certain men do not know how to cry effectively*, London: Pitman

When referencing a book

Exactly as above, i.e. surname, comma, initials of other name(s), year in brackets, title of book in italics, place of publication, publisher.

When referencing a journal article

Surname, comma, other name(s) initial(s), year – all as above.

Title of article in quotes (single quotation marks preferably).

Journal title in italics.

Volume and issue details.

Pages of article.

Example,

Murphy, T. and O' Callaghan, O. (2002), 'Is God a woman?', *Journal of Theology*, Vol. 4, no. 3, pp.134-156

When referencing a chapter written by someone within a book

Collins, N. (2004), 'Corruption in Bolivia', in E. Smith and D. Brown (eds.), *The World of Corruption*, pp.121-146, Dublin: Falmer Press.

In this example, you are giving the chapter title in quotes and you are giving the page numbers (as per a journal article). You are also providing the bibliographical details of the book. Note that in this instance the Christian initial comes before the surname.

When referencing something sourced online

Start with the name of the author you are quoting and follow the steps as for an article. But instead of writing the journal's name, write the full address of the website. And when we say full address, we mean the complete address, not the homepage address. For example, we should be able to find the article immediately if we key in the address mentioned in your bibliography. Insert date when the document was accessed.

Example,

Lebessis, N. and Paterson, J. (2000) 'Developing new modes of governance', Working Paper, European Commission Forward Studies Unit, http://europa.eu.int/comm/cdp/gouvernance/index_en.htm (accessed 23 February 2002)

If there is no apparent author, reference it under the name of the organisation which runs the website. If I want to reference a White Paper published by the European Commission, I will do it as follows:

European Commission (2000a) White Paper, 'Reforming the Commission', http://www.europa.eu.int/comm/off/white/reform/index_en.htm (accessed 17 June 20019)

Department of Housing, Local Government and Heritage (2021) 'Minister Burke announces scheme to provide maternity leave for councillors', press release, 28 June 2022, available at: <https://www.gov.ie/en/press-release/a3cdb-minister-burke-announces-scheme-to-provide-maternity-leave-for-councillors/> (12 July 2022).

The essential rule for referencing from online sources is that the full address should be contained in the bibliography. Again, please note that you are expected to include the date and time you accessed the information.

When referencing a parliamentary debate, for example a Dáil debate

Example,

Dáil Debates 357: 2276, 3 February 1969.

When referencing a parliamentary speech, for example, in the Dáil

Example,

Cullen, M. (2003), Speech in Seanad Éireann at the second stage debate of the Local Government Bill 2003, 26 February.

When referencing a newspaper article

Example,

Doyle, K. and O'Connor, N. (2016) 'How Micheál Martin won the sweetest deal in Fianna Fáil history', *Irish Independent*, 5 May.

In the case of newspaper articles there's no need to supply the web address as this usually doesn't name the journalist who wrote the piece, repeats the title of the article, and may be behind a paywall; from the author and title anyone interested will be able to find the article if it's still online.

When referencing an interview conducted by you in the course of your research

If interviewee has opted to remain anonymous

Interview code (provide the interview with a code). Year. Interview with (name of interviewer, ie, you).
Date, Location.

If the interviewee is happy to be named (opted for their contributions to be non-anonymous)

Surname, first name initial(s) (of the interviewee). Year. Interview with (name of interviewer, ie, you).
Date, Location.

To those who care about punctuation, a sentence such as 'Thank God its Friday' (without the apostrophe) rouses feelings not only of despair but of violence. The confusion of the possessive 'its' (no apostrophe) with the contractive 'it's' (with apostrophe) is an unequivocal signal of illiteracy and sets off a simple Pavlovian 'kill' response in the average stickler. The rule is: the word 'it's' (with apostrophe) stands for 'it is' or 'it has'. If the word does not stand for 'it is' or 'it has' then what you require is 'its'. This is extremely easy to grasp. Getting your itses mixed up is the greatest solecism in the world of punctuation. No matter that you have a PhD and have read all of Henry James twice. If you still persist in writing, 'Good food at it's best', you deserve to be struck by lightning, hacked up on the spot and buried in an unmarked grave.

Truss, L., *Eats, Shoots and Leaves: The Zero Tolerance Approach to Punctuation*

EXAMPLE OF WHAT YOUR BIBLIOGRAPHY SHOULD LOOK LIKE

Barrington, T. (1991), 'Local Government in Ireland' in R. Batley and G. Stoker (eds.), *Local Government in Europe: Trends and Developments*, pp.155-169, Houndmills, Basingstoke: Macmillan Press.

Callanan, M. and Keogan, J.F. (2003) (eds.), *Local Government in Ireland: Inside Out*, Dublin: Institute of Public Administration.

Chandler, J.A. (2001), *Local Government Today* (3rd edition), Manchester: Manchester University Press.

Collins, N. (1987), *Local Government Managers at Work*, Dublin: Institute of Public Administration.

Copus, C. (2004), 'Directly Elected Mayors: A Tonic for Local Governance or Old Wine in New Bottles?' *Local Government Studies*, Vol.30, No.4, pp.576-588.

Cullen, M. (2003), Speech in Seanad Éireann at the second stage debate of the Local Government Bill 2003, 26 February.

Denters, B. and Rose, L.E. (eds.) (2005), *Comparing Local Governance: Trends and Developments*, Houndmills, Basingstoke: Palgrave Macmillan.

Dollard, G. (2003), 'Local Government Finance: The Policy Context' in M. Callanan and J.F. Keogan (eds.), *Local Government in Ireland: Inside Out*, pp.325-340, Dublin: Institute of Public Administration.

Elcock, H. and Fenwick, J. (2007), 'Comparing Elected Mayors', *International Journal of Public Sector Management*, Vol. 20, No. 3, pp.226-238.

Haslam, R. (2003), 'The Origins of Irish Local Government' in M. Callanan and J.F. Keogan (eds.), *Local Government in Ireland: Inside Out*, pp.14-40, Dublin: Institute of Public Administration.

Folz, D.H. and French, E. (2005), *Managing America's Small Communities – People, Politics and Performance*, New York: Rowman and Littlefield.

Hambleton, R. (2005), 'Leading Localities – Rethinking the Agenda' in M. Haus, H. Heinelt and M. Stewart (eds.), *Urban Governance and Democracy*, Abingdon: Routledge.

John, P. (2004), 'Strengthening political leadership? More than mayors', in G. Stoker and D. Wilson (eds.), *British Local Government in the 21st Century*, pp.43-59, Houndmills, Basingstoke: Palgrave Macmillan.

Kenny, L. (2004), *From Ballot Box to Council Chamber: A Guide to Ireland's County, City and Town Councillors 2004-2009*, Dublin: Institute of Public Administration.

MISCELLANEOUS ITEMS

- Never use an abbreviated form in your essay. This means that you should write "they are" instead of "they're", "we will" instead of "we'll", "they did not" instead of "they didn't", etc.
- Never use an acronym without stating the full name first followed by the abbreviation in brackets. Only then can you use the acronym throughout your essay. Do it even for 'obvious' abbreviations like EU, NATO, WTO. Do not use punctuation marks for acronyms; for example it is EU, not E.U.
- Abbreviations such as 'LG' or 'Local Govt' where you mean local government are never acceptable.
- Learn the difference between "it's" and "its". Consider "it's" only as an abbreviation of "it is" and not a possessive pronoun. This means that in the sentence "Ireland and its past", you cannot use "it's" (i.e. "it is") because "Ireland and it is past" does not make any sense (Note: As

explained in the first point on this list, you are recommended not to use abbreviations anyway so you should never be writing “it’s”!).

- The same goes for “your” and “you’re”, the latter being an abbreviation for “you are”.
 - Pay attention to “weather” and “whether”, the former reflecting climatic change.
 - If you want to use footnotes you are strongly advised to do so sparingly. Footnotes should only be used if you need to explain a point or term and you feel that it is not appropriate to do so in the body of the text. DO NOT use footnotes for referencing purposes. If you are referencing properly and have a correct bibliography then there is no need to use footnotes for this purpose.
 - Many people are obsessed with capital letters and over-use them to an embarrassing degree. If you are referring to a specific title or institution, e.g. Cork City Manager, Cork County Council then capitals are appropriate. However if you subsequently refer to ‘the council’ or ‘the manager’ then capitals should not be used. There is no reason why terms such as ‘government’, ‘local authorities’ or ‘public sector’ should ever require capitalisation.
 - Be consistent with your use of TENSES. As far as possible your essay should be written in the present tense, even when citing work by authors from a few years ago. Example:- Johnson (1988: 78) claims, “men have bigger egos than women”. Even if Johnson’s work is 16 years old it still forms part of a contemporary and active body of literature. Obviously if you are referring to a truly historic and ancient piece of work, e.g. the writings of Aristotle, then the past tense might be more appropriate.
 - LINKAGES are very important. This means that between each paragraph or section there should be some sort of bridging sentence so that there is a logic to how the essay is progressing rather than it reading as a series of disconnected sections.
 - There may be a place in your essay for bullet points or lists but do not over-do it and be wary of the effect on the overall ‘flow’ of your writing.
 - Do not assume knowledge on behalf of your reader. In other words it is not acceptable to use terms like ‘governance’, ‘new public management’, ‘paradigm’, ‘ultra vires’ etc. without explaining/defining them (even if you know that we know what they are).
-

Covid 19

During the academic year, you will be provided with updates on national and university regulations and policies relating to Covid19. Management of the pandemic requires agile policy responses and you should pay close attention to all correspondence. Please follow all guidance which has been provided to you during the induction and orientation process, adhere to the signage which has been put in place throughout campus.

Coronavirus requires a collective response and we must all work together to stay safe and well.

Coronavirus
COVID-19

Coronavirus
COVID-19
Public Health
Advice

Help prevent coronavirus

1. Wash your hands
2. Cover mouth if coughing or sneezing
3. Avoid touching your face
4. Keep surfaces clean
5. Stop shaking hands and hugging
6. Keep a safe distance

The virus spreads in sneeze and cough droplets, so regularly taking the above measures helps reduce the chance of it spreading.

Visit HSE.ie
For updated factual information and advice
Or call 1850 24 1850

Protection from coronavirus.
It's in our hands.



COVER YOUR COUGH AND SNEEZE THE RIGHT WAY



DO

Use a tissue and place it immediately in the bin.
Wash your hands or use a hand sanitiser.



DO

Cough or sneeze into your upper sleeve.
Germs won't spread through your clothing.



DON'T

Cough or sneeze into your hands. You'll end up
spreading germs to everything you touch.

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 Duration of the entire procedure: 40-60 seconds



0 Wet hands with water;



1 Apply enough soap to cover all hand surfaces;



2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



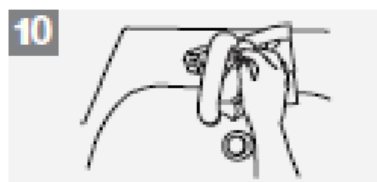
7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



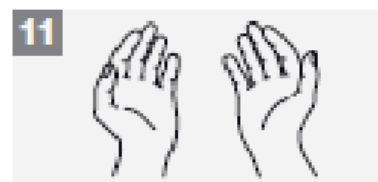
8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;



11 Your hands are now safe.



World Health
Organization

Patient Safety

A WHO Alliance For Safer Health Care

SAVE LIVES
Clean Your Hands

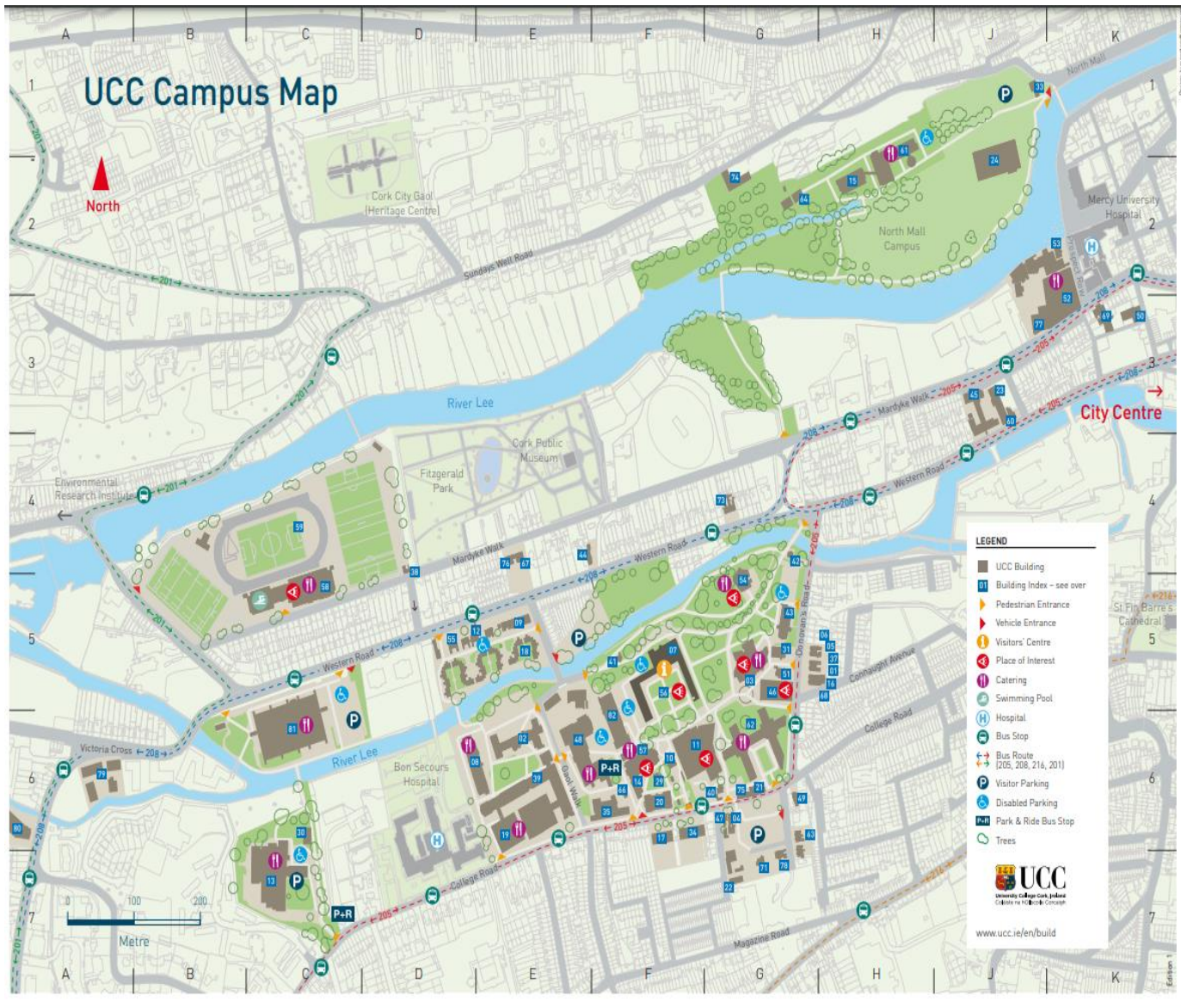
All reasonable precautions have been taken by the World Health Organization to verify the information contained in this document. However, the publisher/author is being held liable for any loss, either material or spiritual. The responsibility for the interpretation and use of the material remains the reader's. In no event shall the World Health Organization be liable for damages arising from its use. WHO acknowledges the Hospital Administrative de Oaxaca (HAO), in particular the members of the Infection Control Programme, for their active participation in developing this material.

May 2009

UCC Campus Map

Accessible from:

https://www.ucc.ie/en/media/siteassets/contentassets/maps/UCC_CAMPUS_MAP_23_11.pdf



UCC Campus Map Legend

Accessible from:

https://www.ucc.ie/en/media/siteassets/contentassets/maps/UCC_CAMPUS_MAP_23_11.pdf

Building Index:	No.	Grid		No.	Grid		No.	Grid
Aldwerth / William Thompson House	01	H5	Reception Centre / Security	66	F6	School of Clinical Therapies	13	C7
Áras Na Laoi	02	E6	Roselagh	67	E4	• Speech & Hearing Sciences	13	C7
Áras na Mac Léinn / Student Centre	03	G5	Safari	68	H5	Anatomy	82	F6
Ardpatrick	04	G6	Sheares House	69	K3	Dental Surgery	26	map B
Ashford	05	H5	Sheraton Court	70	map B	Epidemiology and Public Health	13	C7
Aokive	06	H5	Silverdale	71	G7	General Practice	81	C6
Aula Maxima	07	F5	South Bank, Crosses Green	72	map B	Medicine (Department)	27	map B
Biosciences Research Institute	08	D4	St. Mildas	73	G4	Obstetrics and Gynaecology	28	map B
Bloomfield Terrace	09	E5	St. Vincents	74	G2	Oral Health and Development	26	map B
Boole Lecture Theatres	10	F6	Students' Union Common Room	75	G6	Oral Health Services Research Centre	26	map B
Boole Library	11	F6	The Laurels	76	E4	Paediatrics and Child Health	27	map B
Brighton Villas	12	D5	Tyndall National Institute	77	J3	Pathology	27	map B
Brookfield Health Sciences Complex	13	C7	University Hall	78	G7	Pharmacology and Therapeutics	27	map B
Buildings and Estates	14	F6	Victoria Lodge	79	A6	Physiology	81	C6
Butler Building	15	H2	Western Gateway Building	80	A6	Psychiatry	27	map B
Carrigbawn	16	H5	Windle Building	81	C6	Radiology	27	map B
Carrigside	17	F6		82	F6	Restorative Dentistry and School of Dental Hygiene	26	map B
Castlewhite Apartments	18	E5		27	map B	Surgery	27	map B
Cavanagh Pharmacy Building	19	E4						
Civil Engineering Building	20	F6						
54 College Road / Students Union	21	G6						
College View	22	G7						
Connolly Building	23	J3						
Cooperage	24	J2						
Copley Street	25	map B						
Cork Dental School & Hospital	26	map B						
Cork University Hospital	27	map B						
Cork University Maternity Hospital	28	map B						
Crawford Observatory	29	F6						
Crèche Cois Laoi	30	C6						
Crossleigh	31	G5						
Curraneen Sports Ground	32	map B						
Distillery House	33	J1						
Elderwood	34	F6						
Electrical Engineering Building	35	F6						
Environmental Research Institute	36	map B						
Fernhurst	37	H5						
Ferry Lodge	38	D4						
Food Science and Technology Building	39	E6						
Gate Lodge (College Road)	40	G6						
Gate Lodge (Western Road)	41	F5						
Geography Building	42	G6						
Glenlee	44	E4						
Granary Theatre	45	J3						
Honan Chapel	46	G5						
Iona	47	G6						
Kane Building	48	E6						
Knocknacool	49	G6						
Lancaster Hall	50	K3						
Lee Holme	51	G5						
Lee Maltings Complex	52	K2						
Lee Mills House	53	J2						
Lewis Glucksman Gallery	54	G5						
Lucan Place	55	D5						
Main Quadrangle	56	F5						
Main Restaurant	57	F6						
Mardyke Arena	58	C5						
Mardyke Sports Complex	59	C4						
Muskerry Villas	60	J3						
North Mall (Enterprise Centre)	61	H1						
O'Rahilly Building	62	G6						
Perrott Avenue	63	G4						
Plant Sciences Glass Houses	64	G2						
Pouladuff	65	map B						

College:	No.	Grid		No.	Grid
Arts, Celtic Studies and Social Sciences	61	H1	School of Applied Psychology	61	H1
Ground Floor O'Rahilly Building	62	G6	School of Applied Social Studies	16	H5
T +353 (0)21 490 2341/2773			School of Education	51	G5
CACSSS@ucc.ie			School of English	62	G6
			School of History	78	G7
			School of Geography and Archaeology	43	G5
			• The Human Environment	23	J3
			Scoll Léinn na Gaeltige / School of Irish Learning	62	G6
			School of Languages, Literatures and Cultures	62	G6
			School of Music and Theatre	74+45	G2+J3
			School of Sociology and Philosophy	68+34	H5+F6
			School of Asian Studies	62	G6
			Study of Religions	62	G6
			Classics	62	G6
			Politics	62	G6

Business and Law	No.	Grid		No.	Grid
Room 3.02 O'Rahilly Building	62	G6	Accounting, Finance and Information Systems	62	G6
421 +353 (0)21 420 5100			Centre for Policy Studies	09	E5
businessandlaw@ucc.ie			Economics	02	E6
			Food Business and Development	62	G6
			Government	62	G6
			Law	02	E6
			Management and Marketing	62	G6

Medicine and Health	No.	Grid		No.	Grid
Brookfield Health Sciences Complex	13	C7	Dental School and Hospital	26	map B
T +353 (0)21 490 1571/1574/1577			School of Medicine	13	C7
medfa@ucc.ie			School of Nursing and Midwifery	13	C7
			School of Pharmacy	19	E6
			School of Clinical Therapies		
			• Occupational Therapy	13	C7

Science, Engineering and Food Science	No.	Grid		No.	Grid
Block E Level 3 Food Science Building	39	E6	School of Life Sciences	08	D6
T +353 (0)21 490 3075			• Biochemistry	08	D6
collegeoffice@sefs.ucc.ie			• Microbiology	39	E6
			School of Engineering		
			• Civil and Environmental Engineering	20	F6
			• Electrical & Electronic Engineering	35	F6
			• Process & Chemical Engineering	39	E6
			• Microelectronic Engineering	35	F6
			School of Food & Nutritional Sciences	39	E6
			School of Mathematical Sciences	81	C6
			School of Computer Science & Information Technology	81	C6
			School of Biological, Earth & Environmental Sciences		
			• Zoology, Ecology & Plant Science	15	H2
			• Geology	15	H2
			Chemistry	48	E6
			Physics	48	E6

Services	No.	Grid		No.	Grid
Accommodation Office	17	F6	Student Records & Examinations	56	F5
Admissions Office	56	F5	Students' Union	21	G6
Assistive Technology Services	11	F6	UCC PLUS*	12	D5
Bank	03	G5	Visitors' Centre	56	F5
Book Shop	03	G5			
Careers Service	12	D5			
Chaplaincy	47	G6			
Crèche	30	C6			
Disability Support Services	40	G6			
Fees	56	F5			
Graduate Studies Office	56	F5			
Grants	56	F5			
Human Resources	39	E6			
International Education Office	67	E4			
Language Centre (English as a Foreign Language)	62	G6			
Mature Student Office	12	D5			
Reception Centre / Security	66	F6			
Student Common Room	75	G6			
Student Health, Counselling & Development	04	G6			
Student IT Services					
• Boole Basement	10	F6			
• 3rd Floor Kane Building	48	E6			
• Block A Level 4 Food Science Building	39	E6			



Places of Interest	No.	Grid
The Main Quadrangle	56	F5
Stone Corridor and Ogham Stone Collection	56	F5
Aula Maxima	07	F5
Crawford Observatory	29	F6
Boole Library	11	F6
Honan Chapel	46	G5
Áras na Mac Léinn / Student Centre	03	G5
President's Garden (Adjacent to Main Quadrangle)	54	G5
Lewis Glucksman Gallery	54	G5
Mardyke Arena	58	C5
Visitors' Centre	56	F5

