

CORK UNIVERSITY BUSINESS SCHOOL



Undergraduate Student Handbook 2026/27



This booklet was compiled by the Cork University Business School (CUBS). Please note that the UCC 'Academic Programme Catalogue', 'Book of Modules' and 'Marks and Standards' are the official sources for all rules, regulations and assessment relating to programmes. Some of the information, practices and structures outlined in this handbook may be subject to change. This handbook is not intended as a substitute for these, or other original documents, which take precedence in all cases. University rules regarding behaviour and disciplinary procedures can be found at **this link**.

The College of Business & Law is comprised of the Cork University Business School & the School of Law. Professor Thia Hennessy is the Head of College of Business & Law.

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Dean of School Welcome

Dear Students,

Welcome and congratulations on getting accepted to your undergraduate programme here in Cork University Business School (CUBS), University College Cork. As a Triple Crown Accredited Business School, an achievement held by less than 1% of business schools worldwide, you can be confident that the education and experiences available to you during your time here are of the highest quality and will be internationally recognised.

At CUBS, our mission is to create an inclusive environment where knowledge flourishes through excellent teaching, learning, and impactful research. We are committed to developing the next generation of sustainable and ethically responsible leaders who can transform individuals and organisations in ways that contribute to a more sustainable society.

Education can be truly transformative, not just for you but for our organisations, communities and society. Consequently, we want your time with us to be both rewarding and challenging. We believe that helping you realise your full potential requires us to actively encourage critical thinking, innovation, entrepreneurialism, and personal growth. We do this in a supportive and safe environment where every student can succeed academically, professionally, and personally. Our programmes are designed to respond to the evolving needs of business, society, and the global economy. In this vein, you can expect to learn about AI, sustainability, and internationalisation; be engaged in content and activities to build your knowledge base, skills and competencies so that you graduate from CUBS and UCC as a more responsible citizen, and on your way to being a responsible leader. Through close engagement with industry and leading researchers, we continue to ensure that your learning remains relevant, practical, and future-focused. I actively encourage you to take opportunities to build your international and cross-cultural acumen; as a school, we are increasingly expanding the options from international placement opportunities, study abroad opportunities, and collaborative online international learning (COIL). Internal As outlined in our new strategic vision, [‘Making a Difference: Vision to Impact’](#), we believe that business can and should be a force for good. Today's leaders face increasingly complex challenges, from sustainability and technological change to economic uncertainty and social inequality. These challenges do not have black or white answers but are complex, requiring organisational leaders to try balance the many competing and contradictory factors. We are committed to preparing you to navigate these challenges ethically, and responsibly in this next phase of your educational, personal and career development. I encourage you to avail of all opportunities both inside and outside the classroom and your programme; be a sponge for all the insights offered from our diverse community but don't merely accept what you hear as an automatic given. Think, be critical, question.

One of the greatest strengths of CUBS and UCC is our people, our community. You will learn alongside students and staff from a wide variety of backgrounds, cultures, and experiences. We encourage you to embrace this diversity, engage fully with university life, and build meaningful connections that will enrich your personal development and broaden your understanding of the world. Consciously seek to include diverse perspective in your life; you will be all the better for this. Our values, reflected in the spirit of CAIRDEAS, the Irish word for friendship, underpin all that we do. Let these values guide all that you do, how you learn and interact with your new community. Embrace people who think, look, or live differently than you and do this without demanding that they must change.

As you begin your journey with us, I encourage you to make the most of every opportunity available. Attend and actively engage in your classes, participate in clubs and societies (find your tribe – there is something there for everyone), challenge yourself through new experiences, and immerse yourself in the life of the School and the University. The knowledge, skills, friendships, and experiences you gain here will stay with you long after you graduate and become a part of our valued alumni network.

Thank you for choosing Cork University Business School. As Dean, I am delighted to welcome you to our community and look forward to supporting you throughout your academic journey. I wish you every success in the months and years ahead.



**Professor Anthony
McDonnell**
Dean,
Cork University
Business School, UCC

Student Rules

The below excerpt comes from the **UCC Student Rules**. You can find the full list [here](#).

11. The University requires its students to conduct themselves in an appropriate and reasonable manner at all times to ensure that the following standards of conduct are maintained:

- 11.1 Dignity, honesty and integrity;
- 11.2 Respect for all members of Staff;
- 11.3 Respect for fellow students;
- 11.4 Respect for and adherence to the Rules, Regulations and Policies of the University;
- 11.5 Compliance with the academic processes of the University;
- 11.6 That the University is not brought into disrepute;
- 11.7 Respect for local residents and other members of the general public;
- 11.8 That the views, values and beliefs of others are respected;
- 11.9 That no damage or injury is caused to any person or property;
- 11.10 That the University community is free from intimidation and discrimination.

12. Any student who it is determined by either Campus Watch Committee, the Student Discipline Committee or the Appeal Committee in accordance with the formal procedures set out below to have acted contrary to the standards of conduct set out in paragraph 11 above shall be in breach of these Rules.

13. The standards of conduct outlined in paragraph 11 above apply to all registered students of UCC regardless of whether said student is on or off campus, and whether engaged in a placement or study abroad.

14. Section F sets out the Discipline Committee's role, procedures and possible penalties that are available to them.

15. Section H. 103 sets out examples of the types of conduct which have previously been found by the Campus Watch Committee or the Discipline Committee as being contrary to the Rules. These are examples only.

UCC Attendance Policy

The below excerpt comes from the **UCC Attendance Policy for Students**. You can find the full list [here](#).

It is widely accepted that there is a clear link between regular student engagement in all learning activities and assessment and associated ongoing success in the discipline. Every registered student is expected to engage with all scheduled in-person, online synchronous/asynchronous teaching elements of their programme, including but not limited to lectures, tutorials, laboratory classes, placement, etc. All module requirements in terms of attendance will reflect those prescribed by Accreditation Bodies as relevant.

Please note that some academic units may have specific attendance requirements. Examples include the following:

- Attendance at certain teaching activities may be mandatory (e.g. practicals, field courses, language labs, seminars and tutorials)
- Marks may be awarded for student attendance and participation (note marks cannot be awarded for attendance only)
- Minimum attendance criteria may be stipulated (e.g. students may be required to attend X% of teaching activities).

Students are advised to consult the Book of Modules and Academic Programme Catalogue for specific attendance requirements in relation to their programme and/or module(s).

Introduction

This [Undergraduate Handbook](#) was compiled by the [Cork University Business School \(CUBS\)](#) at University College Cork. Its purpose is to provide Undergraduate students with a summary of information sources and procedures. It is also a guide to policies and best practices. This booklet goes through many aspects of life at the University from support services for students, to discipline within the University, as well as module information and exam regulations.

It is important that students familiarise themselves with the UCC [website](#) and the CUBS [website](#) as these will play a vital role in the provision of information as well as the online publications highlighted in the table below.

About CUBS	Learn more about Cork University Business School at UCC including its history, structure and leadership.
Academic Programme Catalogue	Detailed outlines of programme requirements for all programmes with separate sections for undergraduate and postgraduate degrees.
Book of Modules	Contains information on modularisation along with descriptions for all modules listed in the University Academic Calendar.
Campus Information	Link to the UCC Student Hub - the "one stop shop" for information on all student facilities.
Careers Services	UCC Career Services offer helpful information on work placement Information, internships, interview skills, CV preparation and finding a job.
Contact CUBS	For contact information for CUBS including school office, undergraduate programme team, departments or to submit an online query.
Exams	Details for students on exam regulations and procedures, timetables, marking, results and other exam useful links.
Faculty Directory	Contact and biographical information for individual staff members of CUBS
International Students hub	Central location for international students to find out about prior to arriving, living and studying in Ireland.
IT services for students	Portal to IT services for students including email, Canvas, Student admin and more.
Marks and Standards 2025	Information on University regulations for Modules and Programmes.
News and Events	Keep up to date with all the CUBS news and events.
Programmes	Details of current undergraduate, postgraduate and doctoral programmes on offer with CUBS. Includes detailed course descriptions, contact information, fees and requirements.
Resources for Students	Links to webpages for student resources for current studies; student wellbeing and student life. Includes links to information such accommodation, careers, counselling, disability support services, sports and recreation, student health and much more.
Student Central	Links to information on registration, classes, timetables, student policies, scholarships and conferrings information.
Student information	Landing page for student information including IT services, studies, campus, activities, student union, student media and FAQs.
Studying abroad	Details on opportunities for both staff and students of UCC to study abroad via the ERASMUS programme.

The Undergraduate Team

Meet the Undergraduate Programme Administration team [here](#)

	Fiona O'Shea Undergraduate Programmes Manager		Brona Meenan Undergraduate Programmes Administrator BSc Accounting BSc Finance
	Michael McNulty Undergraduate Programmes Administrator BA Business and Financial Economics BCOM		Charlotte Coakley Undergraduate Programmes Administrator BSc International Development BSc Food Marketing & Entrepreneurship BSc International Business with Languages
	Emma Kate Forde Undergraduate Programmes Administrator BSc Business Information Systems		
	Clare Daly International Business with Language Co-Ordinator Clare supports and is first point of contact for International Business with Languages, Accounting and BIS students preparing to go and while away on study abroad. She also facilitates short term study abroad opportunities where available.		

Please see below for specific Programme contact emails

Programme Name	Email Address
BSc (Hons) Accounting	bscaccounting@ucc.ie
BSc (Hons) Business Information Systems	bscbis@ucc.ie
Bachelor of Commerce	bcommdirector@ucc.ie
BSc Applied Economics	bscappliedecon@ucc.ie
BA Economics (Through Transformational Learning)	BAECNTLDirectors@ucc.ie
BA Business and Financial Economics (Direct Entry)	BABFEDirectors@ucc.ie
BSc (Hons Finance)	bscfinance@ucc.ie
BSc (Hons) Food Marketing & Entrepreneurship	fme@ucc.ie
BSc International Business with Languages	BScInternationalBusiness@ucc.ie
BSc (Hons) International Development	BScIntDev@ucc.ie

Staying Informed

All announcements & updates are on Canvas - make sure you're registered!
You'll also get emails from your programme team - check regularly.

Visit the Current Students section of the CUBS website for:

- Programme essentials
- Commonly used forms
- Contact details
- Student support info

Location of Undergraduate Programmes Office 📍

Office 3.15, O'Rahilly Building (ORB)

Student hours: Monday – Friday: 9.30am-1pm and 2pm- 4.30pm



Stay Up To Date With CUBS Social Media 📱

[CUBS X](#)
[CUBS Instagram](#) [CUBS Facebook](#)
[CUBS Youtube](#)
[CUBS LinkedIn](#)
[CUBS Tiktok](#)

Programme Details/Contacts

Click on the programme name to be taken to the business school programme page

- [BSc Accounting](#)
- [BSc Applied Economics or BA Economics \(Through Transformational Learning\) \(for students who entered prior to 2024/2025\)](#)
- [BSc Business Information Systems](#)
- [Bachelor of Commerce](#)
- [BSc Finance](#)
- [BSc Food Marketing & Entrepreneurship](#)
- [BSc International Business with Languages](#)
- [BSc International Development](#)
- [BA Business and Financial Economics \(Direct Entry\)](#)

All CUBS undergraduate degree programmes are taught by module (subject area). Each module has a value of 5, 10, 15, 20 or 30 credits. One year of a degree programme consists of modules to a total value of 60 credits. Core modules in each year must be taken. However, sometimes there is a choice of which modules you can take. These module choices are called Elective Modules.

In-depth information on individual course modules is contained in the [Book of Modules](#). Please note that the Book of Modules is driven by the Subject Area and Subject Code and not by degree programme. To search, using the drop-down options, you must know the subject area and subject code you are looking for, as outlined in the [Academic Programme Catalogue](#). For example - Accounting (subject area and ACXXXX (subject code - [Introduction to Accounting - AC1100](#) is the subject/module code.

Key Dates

Milestone events 2026 - 2027

([Dates](#) subject to change)

Semester 1 AY 2026/27	
Start of Academic Year 2026-27 – second years and beyond	7th September 2026
Start of Academic Year 2026-27 – first years only	14th September 2026
Public Holiday - no lectures	26th October 2026
Last week of S1 Lectures – second years and beyond	27th November 2026
Last week of S1 Lectures – first year students	30th November 2026
Study Period S1 (one week) – second years and beyond	30th November 2026
Start of winter examinations – second years and beyond	7th December 2026
Study Period S1 – first years only	7th December 2026
Start of winter examinations – first years only	14th December 2026
End of winter examinations	18th December 2026
Christmas recess (three weeks)	18th December 2026
Semester 2 AY 2026/27	
Lectures begin semester 2 - all years	11th January 2027
Public Holiday - St Brigid's Day - no lectures	1st February 2027
Public Holiday – St Patrick's Day – no lectures	17th March 2027
Easter Recess (two weeks)	19th March – 2nd April 2027
Last week of S2 Lectures	12th April 2027
Study Period S2	19th – 23rd April 2027
Start of summer examinations	23rd April 2027
Public Holiday – No Examinations	3rd May 2027
End of summer examinations	7th May 2027
Summer AY 2026/27	
Summer Recess	31st May 2027
Start of autumn examinations	30th July 2027
End of Autumn Examinations	13th August 2027
Start of Academic Year 2027-28 - all non-first years	6th September 2027

CUBS International Experience

Hello and Welcome to CUBS, UCC and Cork!

My name is Lynn and, as International Experience Coordinator, my role at CUBS is to support students in navigating life and study in Cork and CUBS. CUBS is a supportive, inclusive learning environment which values diverse perspectives which can lead to collaboration and innovation.

In Academic Year 25-26, approximately 55% of CUBS postgraduate students were international, representing 51 different nationalities. This diverse student cohort presents an amazing opportunity for all students to enhance their knowledge and understanding of different countries and cultures and to enhance their skills in intercultural communication; a skill considered to be extremely important in today's global business environment.

To this end, my main objective is to facilitate full engagement with academic and campus life. By this, I mean meeting others and building your academic and social support network; understanding what is expected of you in attending and participating in lectures; making full use of services and facilities on campus such as the library, the Study Skills Centre and the Student Hub (careers, counselling, budget management support, etc).

While your Programme Director, Module Coordinators and Programme Administrator will be your first point of contact for academic related questions, I can offer support and guidance in the some of the following ways:

- Academic Literacy and Culture Workshops – each discipline has its own conventions and language. These workshops aim to furnish you with the skills to notice and acquire the necessary language and knowledge of conventions to succeed in your chosen area.
- Study Skills Strategies workshops – student success is a combination of managing yourself, your time, your energy levels, your lecture and reading notes, leveraging how you learn and how to approach assessments. These workshops aim to help you reflect on good practices you are already engaging and others that you can try.
- Academic reading groups – learning is socially constructed and one of the best ways to learn something is to try and explain it to someone else. The reading groups aim to make learning a social activity. Academic texts can be dense with information and written in impenetrable language. These reading groups aim to empower you to help each other.
- Wellbeing workshops – In order to ensure you have the energy and the headspace for higher order thinking skills required for success in your studies, you need to take care of yourself. Sleep, hydration, nutrition, exercise and community are all essential for supporting success and these workshops aim to help you reflect on good practices you are already engaging and others that you can try.
- Guidance – this student handbook is an excellent source of information, but if you have questions or issues and you are unsure where to find information or support, please do get in touch and ask.

I very much look forward to meeting you in one of the workshops or check in events.

Kind Regards,



Ms. Lynn Wilson

CUBS International Experience Coordinator

CUBS Student Engagement

CUBS fully supports the university's efforts in encouraging and promoting campus and classroom engagement which is approached encompassing both social & academic engagement. Various activities and events are organised at school level by the CUBS Student Engagement Team led by the Student Engagement Manager, Sinéad Hackett, which provides students opportunities to engage with peers, & meet students from other programmes across the school in an inclusive and welcoming environment. An example of some of the activities run throughout the academic year are:

- Orientation welcome programme sessions
- International students welcome event
- CUBS Global Café series
 - which allows students to learn about the culture and traditions of other student groups
- CUBS Networking Events
- Induction session for all CUBS Class Representatives and CUBS Student Council
- CUBS Christmas Charity Coffee Event
- CUBS Leaders of Tomorrow Awards programme was launched in 2022 and is open to all CUBS students. The scheme aims to recognise student impact outside of the classroom environment.



Students will be informed of all events in advance by email invitation & we advise you to check your student email account in this regard. We strongly encourage students to engage with all



activities within the school & in the university more broadly to maximise your student experience on your journey in UCC. Feedback & suggestions are always welcome and please feel free at any time to contact the Student Engagement team in this regard by contacting cubsstudentengagement@ucc.ie

Ms. Sinead Hackett

CUBS Student Engagement Manager

Top Undergraduate Student Tips

Appropriate referencing & presentation of your assignments is extremely important.

Make sure that you are aware of plagiarism issues.

Be aware of the student services available to you including Student Health Service, Student Counselling Service, Disability Support Service, Careers Service, Computer Centre & Peer Assisted Student Support.

Check your university email account on a regular basis. Should the university need to contact you this is the only email address they will use.

Attend your lectures. The University has the right to refuse admittance to exams if your attendance at lectures has not been satisfactory.

Try to balance the study/ social aspects where possible. There are some fantastic clubs, societies & sports available within the university.

UCC is a multi-cultural campus. The benefits of cultural diversity will enhance your global perspective during your time at university.

Don't be afraid to ask questions if you need to!

As students you should view studying at university as a full-time job – it is!

UCC is a multi-cultural campus. The benefits of cultural diversity will enhance your global perspective during your time at university.

Keep up to date with your workload. Failure to submit assignments on time may result in penalties and loss of marks towards your end of year results.

It is vital that throughout the duration of your programme you maintain contact with your lecturer responsible for each of the subjects you study. They can provide you with any answers to subject specific queries you may have, as well as keeping you up to date on aspects of your course e.g. modules, assignments, submission dates, etc.

Talk about your work with others – it helps! Although independent learning is, important at undergraduate level, you should still engage in group work. Discussing work with your peers, or even a few family members or friends, will give you some precious outside perspective

Fees

What will it cost?

Fees vary from course to course. To find the fees for your preferred course, check your course [prospectus page](#).

Course fees usually include the registration fee, tuition fee and examination fee. Some additional fees may be required such as bench fees and field trips; this will be outlined in your course prospectus page. Fees for full-time and part-time courses include membership to the [Mardyke Arena Health & Leisure Centre](#).

In addition to course fees, students should budget for their own living costs, including accommodation. The [Accommodation and Community Life website](#) can provide advice on such matters.

When are fees due?

All undergraduate courses have a fee. Fees for students are payable in two equal instalments. The first payment is due at online Registration before the first semester period. The second instalment is due in January.

If your course required a deposit to secure your place, that figure will be deducted from the instalment paid in January. Full details on how to pay your fees are available on the [UCC Fees Office website](#). Any questions relating to fee payment may be directed to the Fees Office at fees@ucc.ie.

Other Sources of Funding and Support Information

UCC Scholarships	Details of scholarships that are available.
National University of Ireland Awards	The National University of Ireland (NUI) is a federal university comprising the largest element of the Irish university system and offers a variety of awards and scholarships.
Student Universal Support Ireland	SUSI (Student Universal Support Ireland) is Ireland's single national awarding authority for all higher and further education grants. These grants are for students from the EU, EEA or Switzerland.
Student Assistance Fund	The Student Assistance Fund provides financial assistance for full- time higher education students who are experiencing financial difficulties whilst attending college. For full details on eligibility and application please visit the Student Assistance Fund Office website .
Student Budgeting Advice Service	The Student Budgeting Advice Service offers advice on financial planning and support to UCC students, including offering one- on-one advice. For general queries email: studentbudgetingadvice@ucc.ie . See also here .

UCC Student E-mail Address

As a registered UCC student you will be given a personal UCC student e-mail address e.g. studentnumber@umail.ucc.ie. This e-mail address is your unique address for university contact purposes. It is the only e-mail address we will use to communicate with you.

It is important that you check your UCC student e-mail account regularly as urgent information, relevant to your course (for example, lecture changes or cancellations) may be sent to it at short notice. It is not the sole means of communication used by the University - announcements may also be sent by text to your mobile or made at the start of class or posted on departmental notice boards. It is recommended that you check all these information sources regularly.

Canvas

Lecturers within the various departments of the Cork University Business School have placed course materials on [UCC's Canvas](#). To access the information, you must have your Student ID number and PIN number (both numbers are issued to you at Registration).

Some of the course material may require a password which will be issued to you by the Lecturer on that module.

Open Computer Access

There are several Open Access Computer Labs which students are permitted to use subject to Building Opening Hours. Please click on the following [link](#) for details on setting up your student IT account. Locations of the open access labs can be found in the "Open Times and Locations" section.

Wi-Fi Access

To connect your laptop, smartphone or tablet to the student [Wi-Fi service](#).

Work While You Study

Some students choose to work part time to help fund their way through university. While we recognise there is sometimes a financial necessity for this, we do recommend that all students consider the workload of their course when looking for part-time work. However, providing you realise the value of the skills you are developing, it is possible to turn casual work to your advantage for your future career.

All work gives you some experience, including bar work, volunteering and internships. Like any other work experience, these will give you 'business awareness' and an understanding of how organisations work and being able to articulate what you understand about work environments will contribute to your future success. Think ahead and remember that when you are looking for work you will need to give the names of referees. Employers welcome evidence that someone fits well into the workplace.

Follow UCC Careers Services on [LinkedIn](#), [Instagram](#) and [Facebook](#) to see our posts about part-time opportunities as they arise.

Holiday Work

Make the most of long summer holidays by gaining paid work experience. Don't forget that some of the biggest seasonal employers such as department stores, supermarkets and hotels are also among the biggest graduate recruiters, so a vacation job could lead you to your graduate career & holiday work can give you valuable employability skills.

Ireland's National minimum wage

Since 1 January 2026, the national minimum wage for an experienced adult employee is €14.15 per hour. An experienced adult employee for the purposes of the National Minimum Wage Act is an employee who has an employment of any kind in any 2 years over the age of 18.

The national minimum wage is reviewed at regular intervals. Further information is available from

School Practice Relating to Academic Courses

Calendar & Module Information

The Academic Programme Catalogue provides essential information on aspects of your chosen degree programme. The [Business School Academic Calendar](#) can be viewed on the UCC website. Additionally, the [Book of Modules](#) contains the important subject information. Some modules are compulsory whereas elective modules are those you can choose. Choice of module can be very important as it can determine your course of study and perhaps career path, so it is vital that you make yourself aware of the options available to you.

Normal practice in the Business School is that at the beginning of each academic year the lecturer responsible will supply students with the following specific information about each module in a Course Outline. (This practice applies whether the module commences in Semester 1 or 2.)

This outline will include:

- An overview to show its scope and structure, including a summary or outline of the module content.
- A statement of module aims.
- A timetable.
- Details of module requirements and pre-requisites.
- Required and recommended textbooks, other reading materials and alternative readings.
- The number, nature and timing of assessments, together with the weighting of the individual components in the final mark.

Module Examinations

The term “examination” refers to all elements of assessment of student work that will contribute to the final mark (continuous assessment, project work, work experience, end of semester exams etc. Module examination practices can vary, depending on the module. The module outline should include information about the nature of the examination involved.

Please visit www.ucc.ie/en/exams for more information on exam regulations.



Timetable

Programme timetables are available here. Student Personalised Timetables (MyTimetable) can be accessed from the end of August on the Student IT Services website, which also includes a list of FAQs. PLEASE NOTE! Occasionally, in the first few weeks of each semester, timetables and lecture locations can change so you are advised to check regularly for any changes.

- Tutorials are NOT normally listed on the Timetable. Students should check with Course Lecturers and Departments for tutorial details once term begins. Timetables can be difficult to read initially however with a little bit of practise it gets easier.
- The lecture hours are listed across the top of the table and the days down the left-hand column.
- Three pieces of information are given within individual lecture slots – the Subject Code e.g. AC1100, the Venue Code e.g. C-LL-2 (Boole Lecture Theatre 2) and the weeks in which the lectures run.
- To identify the location of the lecture or tutorial, refer to the building codes section on the website

Lectures

The duration of lectures is 50 minutes. UCC is a large campus, and mobility can be an issue, therefore the starting and ending times of lectures are extremely important. Module Coordinators begin at 5 minutes past the hour and end at 5 minutes to the hour to allow students (and lecturers alike) to make the journey across campus where necessary. Many module coordinators allow a few minutes at the end of a lecture for students to ask questions. This time should be within the normal lecture time, rather than additional to it.

Every student registered for an undergraduate degree is expected to attend all lectures, tutorials, laboratory classes etc. In the case of absence through illness, a student must, if possible, give notice of each absence in writing to the module coordinator concerned.

Business School Policy on Tutorials

Tutorials are an important part of any programme. Tutorials provide a smaller, classroom-like setting for you to increase your knowledge and/or put into practice theories and skills you have learned in lectures. Tutorial practices differ significantly between Departments.

Because they are so flexible, tutorials can be used to achieve several different goals. The policy is designed to achieve two main goals:

The aims of the tutorial programme:

The information given to students should include a statement of the purpose of the tutorial programme and its place in the academic programme. Students should know the:

- preparation required
- participation expected
- assessment, if any,
- penalties for non-attendance

The Academic Learning Environment

Student Workloads

Students should look on university as a full-time job – it is! Course requirements consist of more than is laid out in the published timetable and this must be allowed for. Students need to balance their workloads as much as possible and one of the best ways to do this is to have a structured day – the same as one would in the workplace. The [Book of Modules](#) can be very useful when planning your study, as all student assessment requirements are specified in detail at the beginning of each academic year.

What is a Module?

A module represents a self-contained fraction of a student's workload for the year and carries a unique examination/assessment mark. The size of a module is indicated by its credit weighting.

Individual modules are grouped together to make up degree programmes. They may also be grouped together to make up subjects, which in turn may be grouped together to make up degree programmes.

Each module has a unique 6-character code, which contains information about the module. The first two characters EN in the module EN1001, for example, indicate the subject area of the module (in this case an English module), the third character indicates the year or level (in this case a First Year or Level One module), and the remaining three characters 001 identify the particular module within the subject area.

What are Credits?

Credits are the value allocated to modules to describe the student workload required to complete them. The number of credits allocated to each module will vary depending on the fraction of programme workload it accounts for. An undergraduate module may equal 5, 10, 15 or 20 credits. Each academic year (9 months) of an undergraduate degree programme is worth 60 credits and each calendar year (12 months) of a taught postgraduate programme is worth 90 credits. This is based on the European Credit Transfer System (ECTS), which provides common procedures to guarantee academic recognition of studies at institutions offering ECTS-based programmes.

Submission & Return of Work

Submission and return of outlined work/assignments is a central part of any programme. No matter what percentage of your final mark, or even if it is not going towards a final mark, it is vital that the work be prepared, presented and referenced properly. Referencing is crucial when it comes to submitting work as inadequate referencing may lead to confusion, or worse - it may lead to questions of plagiarism.

The submission process will be clearly communicated to students in advance of coursework deadlines. All deadlines must be strictly adhered to and should coursework be submitted after a deadline then penalties for late submission will apply (all penalties are outlined in the Book of Modules).

Late submission

Should a student not be able to meet a deadline for submission of coursework, they can apply for an extension, provided there are extenuating circumstances. Students can apply for either late submission of written coursework or permission for absence from time constrained assessment. For full details of the CUBS Late Submission of Coursework Policy and to apply, please see the following www.cubsucc.com/pg-frequently-requested-forms

Students can find details of any penalties for late submission in the relevant module description in the [Book of Modules](#).

Staff-Student Feedback

Feedback about teaching or courses

Communication from students to staff is vital in order to ensure that staff are made aware of your opinions/issues/ideas. There are a number of communication methods to voice concerns/ opinions:

- Please let staff know immediately if problems arise relating to lecturing –especially if it relates to inaudibility, inability to understand, speed of delivery, or ineffective visual effects. Remember, if you feel uncomfortable to raise this in a lecture/class environment, your **module coordinator/lecturer** is contactable on a one-to-one basis.
- **Undergraduate Class Reps** will be asked to give feedback at **the PABS (Programme Advisory Board of Studies)**, and at the staff-student consultation committee.
- Student opinion **questionnaires** are an effective way for you to give your opinion on course content and teaching. Lecturers always welcome any feedback.
- It is always recommended for you to elect a **Class Representative/s** who will bring problems to the attention of staff on behalf of other students in the class.
- On-going problems can be raised by the **Class Representative/s** at the appropriate Staff- Student forums where feedback on matters of mutual concern can be raised by staff and students alike.
- Where the above fail or perhaps you feel the issue is one of particular sensitivity, you may approach the **Head of Department**. However, it should be noted that this should only be done if you feel that the matter is sufficiently urgent to justify this.
- The easiest way to access information about programmes is online but information can also be freely obtained from the **Programme Director/Programme Administrator**.
- Enquiries about rules and regulations relating to courses are matters which lecturers, or **Programme Directors/Programme Administrator** should be able to deal with although in certain circumstances students may be directed to the **Registrar's Office**.

Reading Lists & Library Use

The [Boole Library](#) is a vital resource for both students and staff. The library can be a very daunting place for those who are new to it, and to counter any apprehension the staff run orientation sessions to help new students familiarise themselves. It is highly advisable for all new students to attend a library tour and to become aware of where their programme material is located. An early understanding of the library procedures and facilities will greatly assist all research and learning.

The [Library databases](#) relevant to Business students are accessible [online](#) and can be accessed via a subject search. Students are advised to check the calendar on the library website for what classes are scheduled on a particular date.

Here are some key things to remember about the UCC Boole Library:

- [Always plan research well in advance](#) – the Library gets very busy when assignment submission dates are due and at exam time and the material for your research may not be available.
- Some books may be available on a short loan basis for a maximum duration of 5 days. It may be the case that you need to [organise an interlibrary loan](#).
- Around exam time, it is best to arrive at the [library early in the day](#). That way, you have a choice of available seating (remember, some areas can be noisier than others e.g. close to doors/walkways), and you have better access to resources like computers, as well as books etc.
- Bear in mind that library space is limited. During exam time we use a Space Hogging initiative to provide a fairer seat occupancy at peak times. If the space is unattended for 60 minutes then items will be removed. For more on the Boole Library see [Ask Us](#)



Communication with Students

E-mail

Students will be allocated a UCC e-mail address for communication. This is the only email address the university will use to communicate with you and should therefore be checked very regularly.

Post

Each student registers their term address with Student Records at the beginning of each academic year and they are required to keep this updated as any written communication from the University will be sent to the most recent address you have provided.

Class Announcements

Announcements made during lectures must not interfere with the five-minute allowance at the beginning and end of lectures.

Canvas

Some departments/lecturers use Canvas as a means of ongoing communication with students for their modules. You will need your Student ID Number and the PIN issued to you at Registration to access [Canvas](#).

Notice Boards

All students are personally responsible for getting to know the University regulations and all official notices. Inevitably much detail is lost in the volume of the information that this contains, and it may be advisable for Departments to repeat much of the information as it affects them on their Departmental notice boards during the first week of term.

Text Messaging

The Business School provides a text messaging service with urgent information, for students e.g. short notice cancellation of a lecture due to lecturer illness. Please ensure that the Student Records and Examinations Office have noted your current mobile phone number.

Social Media

The use of social media as a communications tool by both students and University Departments has increased sharply in recent times, which is broadly welcomed. However, it is not intended as a substitute for the formal channels mentioned above but merely as a complement to them.

For information on social media protocols please see [here](#).

Guidelines On Presentation & Referencing of Student Assignments

Introduction

These guidelines should be followed for the presentation of assignments on all full and part-time courses. These guidelines are designed to reinforce the logical structure of your work.

Presentation

- All essays and assignments must be typed using Times New Roman font size 12 with double spacing. For more information regarding formatting, why not book an appointment with the [Skills Centre](#).
- All assignments must have the student's name, lecturer's name, course title, assignment title, word count and date submitted marked on the cover page.
- Use A4 white paper on one side only.
- Provide, as an appendix, an online bibliography listing the works consulted, in single SPACING. For more on the bibliography, see below.
- In line with UCC green policy most continuous assessment assignments are now submitted online through canvas.

Referencing your work

Give Credit Where it is Due

All the sources upon which you have drawn in writing an assignment (or any essay, project, thesis or dissertation) must be both identifiable and fully credited to the original authors. Your reader must be able to trace the precise location of any quotations that you have used and the source of any facts, ideas, opinions and arguments that you have deployed, relied upon, criticised or simply reported. Further information on referencing is available on the website.

Keeping Track

It is essential, therefore, that you have somewhere to jot down information like this, as and when you come across it. You might carry a pocket-sized notebook with you, or even some small index cards. Whichever method you use, you will want to record information of the following kinds:

Facts, ideas and opinions: Books, articles and other publications will contain important and /or interesting facts, ideas and opinions which you will need.

Arguments: In this case you will want to record what the writer means; what/he thinks about the topic which is the subject of the argument; and – above all - what her/ his reasons are.

Quotations: Sometimes – though don't overdo this – you will want to report the actual words of the writer, especially when they are so crucial, so potent or so elegant that it would be foolish to use your own words.

One major reason for keeping this information is so that you can give proper and full credit in your online bibliography to the person/s and/ or organisations who were originally responsible for it. Don't ever use another writer's words, or ideas without acknowledgement; this is deceitful as well as misleading for your reader and is called '**plagiarism**' - a most serious academic offence (see page 31). Therefore, always record your sources. In the case of a book, article, magazine, press release, government paper, internet site etc. write down the name of the author, the date and title, together with the page number/s, publisher and place of publication – as appropriate. In the case of something you have heard or been told, record the name of the speaker, the time and the place. There are several ways of crediting (or referencing) specific quotations, ideas and information to their authors. Examples of the ways we suggest you do this are as follows:

Long Quotations

To deal with this criticism, some writers have drawn our attention to the need to understand the values and beliefs of more than just the 'traditional' working class:

However problematical the radicalisation of the working class, that of the middle classes is still more so...The stability of democratic politics has been underwritten emergence of certain occupational strata on which conservative and liberal parties [in the West] have been able to rely. (Benson 1978:97)

The 'reference' above is, of course, (Benson 1978:97). This indicates that the quotation is drawn from a work written by someone called Benson, published in 1978, and appears on page 97 of the publication in question. The reader will then be able to discover the full details by looking up 'Benson' in the Bibliography (about which, see more later); s/he will discover that it is from a book called *Proletarians and Parties*, published by Tavistock.

Incidentally, the three full stops (after "more so") indicate that a part of the quotation has been left out – perhaps because it was not relevant; by contrast, insertions in square brackets (such as "[in the West]") do not appear in the original but are added to ensure a full understanding of the quotation.

Short Quotations

These usually consist of no more than a line or so and will, more often than not, be inserted in a sentence of your own:

The aim of the government's review was to discover how "its approach to discrimination in Northern Ireland could be made more comprehensive, consistent and effective" (DED 1986:5-6). As a result, the secretary of State decided to.....(etc)

In this case, the quotation is marked by inverted commas – something not necessary for an indented quote. The reference is to a work by DED, published in 1986: the quote comes from pages 5 and 6. Looking up DED in the Bibliography will show that the 'author' is the Department of Economic Development, and that the work is a Government Consultative Paper on Equal Opportunity.

Information and Ideas

In this case you will not be quoting words directly from an author but will want to acknowledge her/him as the source of some information or ideas which you are deploying in your essay.

According to Black (1986), trade union membership in Northern Ireland grew more rapidly in the 1980s. But the recent decline in union density in Britain has, nevertheless, been reflected here (Tipping 1991; Black 1992; ICTU 1996). This has attracted much academic attention (see Disney 1990).

This time no page numbers are given, mainly because the references are 'general' ones. If, on the other hand, you are noting very specific ideas or information it is advisable to give the appropriate page number/s, so your reader can get to the source as easily as possible – if, for example, s/he wants to discover more about what the quoted author has said, or the context in which it was said.

If your information or quotation is drawn from a source other than the original one, do not quote the original unless you have looked it up. Instead, you should put down something like (Marx, quoted in Benson 1978:104) or (cited in Disney 1990:47).

Footnotes/Endnotes

If you have supporting information to give, or have something to say which qualifies, or is at a slight tangent to the point you are making, you can sometimes simply put this in brackets (or 'parenthesis', like this). But if what you want to say is too long for this method it might merit a footnote, at the bottom of the page, instead:

Like Rolson (1980), Boyd (1984) is highly critical of the degree of 'incorporation' of the trade union movement in the state apparatus in Northern Ireland. This is a view which plainly is not shared by most senior figures in the union hierarchy, who feel that the movement has used the opportunities presented by the recognition of NIC-ICTU to good effect over the years. They argue that without recognition, and the access to Ministers at Stormont which this provided, thing would.... (etc).

However, although it makes them less accessible to the reader, the more typical way of dealing with such slight digressions is to make them into endnotes – listed in numerical order at the end of the essay, before the bibliography, under the heading: Notes. The conventional wisdom, it should be said, is that notes should be kept to a minimum lest they become a distraction from your argument or, indeed, from the development of your theme.

Though Boyd now takes the view that it was a mistake, he was once himself an admirer of the long displaced "happy marriage" of the trade unions and the Stormont Government (1972:109).

Interview with George Murphy, former District Secretary of the Amalgamated Society of Harbour Workers, 17th May 1992.



The Bibliography

If all the references in this document appeared in the same piece of work, the online bibliography would look something like what is listed below. The note in parenthesis after each entry is not part of the entry, but has been inserted here simply to let you know the type of publication involved:

BIBLIOGRAPHY

Benson, L. (1978) *Proletarians and Parties*, London: Tavistock. [a book]

Black, B. (1986) 'Against the Trend: Trade Union Growth in Northern Ireland', *Industrial Relations Journal*, Vol.17, No.11. [a journal article]

_____. (1992) 'Trade Union Density in Northern Ireland', forthcoming in *IBAR – Irish Business and Administrative Research*, Vol. 17, No.13. [a journal article not yet published]

Boyd, A. (1972) *The Rise of the Irish Trade Unions 1929-1970*, Tralee: Anvil. [a book]

_____. (1984) *Have the Unions Failed the North?* Cork: Mercier Press. [a book]

DED (1986) *Equality of Opportunity in Northern Ireland: A Consultative Paper*, Belfast: Department of Economic Development. [a government paper].

Disney, R. (1990) 'Explanations for the Decline in Trade Union Density in Britain: an Appraisal', *British Journal of Industrial Relations*, Vol.28, No.2. [a journal article]

ICTU. (1996) 'Trade Union Membership in Ireland: 1980 – 1995', Irish Congress of Trade Unions, [<http://www.ictu.co.ie/ni>] [an Internet site]

Tipping, B. (1991) 'Union Density and Collective Bargaining in Northern Ireland'. Paper given to the ICTU/TUC Collective Bargaining Seminar, Belfast, June. [an unpublished paper]

Rolston, B. (1980) 'The Limits of Trade Unionism' in O'Dowd, L., Rolston, B. and Tomlinson, M. *Northern Ireland: Between Civil Rights and Civil War*, London: CSE Books. [a chapter in a book].

Only the *titles* of books and the names of *journals, newspapers or magazines* are in italics (or they may be underlined instead), while the titles of articles and of book chapters are in single inverted commas. You will also notice that the convention has also been followed of replacing second (and subsequent) references attributable to the same author by single underlining about six spaces long.

One final point on sources: if appropriate, you should also note any people and/or organisations you have consulted about the subject of your essay. In the present case there might be a list of interviews undertaken, in which would be recorded the discussion with 'George Murphy', followed by the date.

Other Methods of Referencing

As a look at the range of books will confirm, there are other ways of dealing with references. For example, you could eliminate references from the text itself and substitute numbers, in the same series as your Footnotes or Endnotes. Your Notes heading would then become Notes and References, under which you might provide full rather than abbreviated titles of the works referred to – thus, in the case of a short piece of work like an essay, eliminating the need for a separate bibliography. However, there are some complex conventions attached to this method, and it would be much simpler to stick to the advice given above. There are also special ways of referencing legal cases, and lecturers may suggest different referencing styles.

Plagiarism

As already noted, when writing assignments, you must not plagiarise. This is passing off someone else's work as your own, either by copying it, or by closely paraphrasing it without acknowledgement. It is traditionally awarded a zero mark. [Please visit the following page for more.](#)

Deadlines

Extensions beyond the notified deadlines for submission may be granted by the lecturer on the basis of supporting evidence such as a note from a medical doctor or student counsellor. If you have any difficulties meeting the deadline for submission, please contact your programme administrator. Late assignments will not be accepted by any staff teaching the course unless an extension has been formally agreed, at a departmental level due to mitigating circumstances.

Keep a copy of your assignment

Things sometimes get mislaid – we're all human! It is essential, therefore, that you **keep a back-up copy of your assignment** – either on disc, USB key hard copy or one drive – so that if the original goes astray, we've got something on which to fall back.





Examinations & Assessments

Marks & Standards

Each programme in the Business School has its own [Marks and Standards](#). The official description of the marks and standards for all courses is contained in a University publication – called Marks and Standards – this is also available in the Boole Library.

This document specifies:

- The time of examinations (usually Winter, Spring, Summer and Autumn Supplemental)
- The modules that constitute each examination
- The maximum number of marks possible per module and the maximum possible for the overall examination
- Distribution of Marks
- Pass Standard (module level)
- Pass and Progression (programme level)
- Honours
- Exemptions
- Supplemental Examinations
- Three Year Rule
- The honours standards that apply to the examination (usually 70% or above is First Class, 60% or above is Second Class Grade I, 50% or above is Second Class Grade II and 45% or above is Third class (where awarded). Please note that these standards may vary by degree and year
- Other special conditions; See the link to Exams and Assessment

Special requirements

A number of modules have special requirements. These normally relate to standards required for particular parts of the examination in order to pass the examination as a whole. For example, in certain business programmes a pass must be achieved in particular modules in order to progress to the following year where the rules on compensation do not apply.

Repeat Examinations

This examination is a Supplemental Examination that students need to sit for those modules they have failed in the Winter, Spring or Summer Examination or have received approval to re-sit. Students must pass their repeat examinations if they are to proceed to the next year of their course in the following academic year. All modules taken at an Autumn Supplemental Examination carry a maximum mark of 40%, unless the Mitigation Committee (see below) waives this condition. Students are eligible for the award of honours on the aggregate mark for the year over the Spring or Summer and Autumn Supplemental Examinations.

If a student wishes to repeat the examination the following academic year he/she may substitute a failed subject for an alternative, provided all necessary requirements are met. But as long as a student carries an exemption forward from an earlier examination, he/she will not be eligible for the award of an honours grade.

Exemptions

There are a variety of circumstances under which students will be given exemptions from taking the normal full number of modules at an examination. The most frequent is when a module has been failed in the Summer Examination. In the subsequent Autumn Examination, an exemption is given in the modules which were passed.

In a Repeat Year

- (i) students wishing to relinquish their exemptions and repeat the year in full are eligible for the award of honours with no restrictions on the marks awarded for modules at the Summer Examination;
- (ii) students wishing to retain their exemptions may repeat failed modules (which carry a maximum mark of 40%) and will be eligible for the award of honours based on the aggregate of marks carried from the previous year and modules passed at the Summer or Autumn Supplemental Examination of the repeat year.

Mitigation Committee

In normal circumstances all modules taken at an Autumn Supplemental Examination carry a maximum mark of 40%. In quite exceptional circumstances this condition can be waived by a College Mitigation Committee. Full details about the Mitigation Committee are available on the [Examinations Website](#).

Time limit on exemptions

All passed modules carry an exemption. This exemption is limited to a period of five years from the date the student originally achieved the exemption.

Carrying forward continuous assessment marks

[Marks and Standards](#) and the [Book of Modules](#) set out the specific regulations regarding the carrying forward of continuous assessment from Winter/Summer to Autumn Supplemental Examinations.

Examinations

The [Student Records and Examinations Office](#) (SREO) located in the West Wing, will provide you with any information about examinations or registration e.g. exam dates, exam result dates, exam repeat dates, registration dates etc. The Student Records and Examinations Office also provides information online – everything from exam timetables to registration information to the submission of theses is available on the website.

Registration

NB: Students must ensure that they are registered for the correct modules. Registration is carried out at the beginning of each year and also constitutes examination entry. Further information can be [found online](#).

The Examination

It's always helpful to know something about the style and structure of the examination paper you'll sit at the end of a course. Old examination papers may come in useful here. These will be available from the Library and Departments as well as being accessible online. You must login on the library website to view past exam papers.

As mentioned previously, you should be aware that examinations change in content, style, structure and mode of assessment from year to year. Many Departments publish the criteria that define different classes of judgments (i.e. first honours, second honours grade 1, etc) with respect to examinations, essays, orals and class presentations. When preparing for exams, it is a good idea to know what these criteria are. Further details on the University's regulations and procedures relating to Examinations can be found on the website.



Medical Certificates & Special Circumstances

Students are required to give notice of absence from formal written examinations, through illness or other circumstances to their programme administrator, by uploading documentation no later than two weeks after the date of examination/assessment deadline or approved assessment submission date. The department will then forward the documentation to Exam Records Office ahead of S1 and S2 exams ahead of University Examination Boards. For information about the formal process of Mitigation please visit this [link](#).

Please visit <https://www.ucc.ie/en/exams/procedures-regulations/> for the policy on submission of medical certificates.

Please note that the following details should be included in the medical certificate:

- The name, address and MCRN number of the prescribing doctor.
- The date of the examination/GP visit.
- The date the certificate was issued, the date of return to study or identification of a chronic/on-going condition.
- A statement as to the impact on the student's ability to attend for examination/ submit the relevant programme assessment(s).
- The student's name and student number.
- The programme of study the student is undertaking.
- The date and the module code of the examination/assessment(s) impacted, where appropriate.

Examination Appeals

The University has put in place a procedure for [rechecking](#) and [appealing](#) examination results. Students should make known, in writing, as soon as possible after the examination(s), any medical, personal or other circumstances which, to a significant extent, may have adversely affected their performance at the examination(s) and provide evidence thereof.

Freedom Of Information

UCC is subject to the Freedom of Information Act 2014. The Act has a major impact on the activities of the University in the academic sphere. Under the [Irish Freedom of Information legislation](#) every person has the following legal rights:

- To access official records held by public bodies prescribed under the Act;
 - Have personal information held on them corrected or updated where such information is incomplete, incorrect or misleading; and
 - To be given reasons for decisions taken by public bodies that affect them.
- For comprehensive information on the FoI Act and its implementation in UCC, please visit the relevant [website](#).

UCC Skills Centre

The [Skills Centre](#) provides a dedicated, responsive and active learning space for the enhancement of study and writing skills. Our goal is to enhance the student experience through the provision of customised workshops, sessions and online resources. We offer a free and friendly place for all UCC students to come and improve their study skills, writing technique and presentation skills.



University Policy On...

Safety

UCC has its own Safety Policy Statement to meet its obligations under the Safety and Welfare at Work Act, 1989. This statement sets out the arrangements in place to safeguard safety and health, along with the cooperation required from employees to achieve this. The College authorities and not staff members, have ultimate responsibility and liability for safety issues. However, the prevention of accidents is the duty of every individual using or entering any of the places where they work. Students should familiarise themselves with [this statement](#).

Discipline and Plagiarism

There is a Discipline Committee to deal with such breaches of discipline. The range of penalties that may be applied for breaches of discipline together with the detail of these and other disciplinary regulations are contained in the booklet –“[Student Rules](#)” available online. Staff and students should be familiar with this booklet which can also be obtained from the [Student’s Union Office](#), and the student charter.

Many issues of discipline arise at Departmental level which, do not justify their reference to the Discipline Committee. The UCC policy on plagiarism [is available online](#). The Cork University Business School has produced guidelines on presentation and referencing of student assignments which students should refer to when writing essays, projects, dissertations and other submitted material.

Absenteeism

The requirement for students to attend classes is clear.

“Every student entered for a course or courses is expected to attend all lectures, tutorials, laboratory classes, etc., given in each course for which they are entered”

There has always been an ultimate sanction available to apply to persistent offenders. A student who has an unsatisfactory attendance record at a module will not be allowed to enter for an examination at the conclusion of the module. This decision has to be taken by the Registrar after consultation with the Professor or lecturer responsible for the course. The decision of the Registrar is subject to appeal to the Academic Council of the University.

Harassment, Sexual Harassment and Bullying

UCC has a policy of creating a work and study environment free from harassment, sexual harassment and bullying. Policy information can be found [on the website](#). It is advised that where a case of this nature is thought to have occurred that the [Student Counselling Services](#) be contacted.

For serious grievances, students may contact the [Student Advisor and Ombudsman](#).

Bystander Intervention

The aim of the [Bystander Intervention Programme](#) is to highlight the danger of normalising and accepting abusive behaviour and through education, inform and empower programme participants to better understand their capacity to intervene as pro-social bystanders.

Available to all students and staff at UCC, the programme consists of 2 hours online training with 4 self-directed modules and is complemented by a live 1-hour workshop, which will be conducted online for the remainder of the current academic year.

The Bystander Intervention Programme provides students with an understanding of key issues related to consent and the boundaries surrounding sexual assault, rape and abusive relationships. It also enables them to develop key intervention skills which can be utilised in any setting.



Student Support Services

It is inevitable that throughout the course of your university life you will encounter difficulties. These may include programme, module-related or personal problems and may adversely affect your academic performance. Do not feel that this is something that you need to “cope” with yourself. There are various different options available to you depending on the issue at hand.

- Module related problems should be dealt with at lecturer level.
- More general problems relating to a particular programme (e.g. seeking transfer to a different degree) should be brought to the attention of the Programme Director/ Programme Administrator. Academic issues relating to personal problems (such as illness or bereavement) may also be discussed with Programme Director.
- Students may also avail of the assistance of the [Student Counselling Services](#) (see Section 7.1 below)

Student Hub

The new Hub opened its doors to students on Monday January 6th, 2020. We have been improving our student experience by bringing a whole range of student services together under one roof. This will support easier referral to, and across, different services, as before the Hub some of these services were located all around our beautiful yet sprawling campus.

We think our students and staff deserve a state-of-the-art sustainable and accessible building in the centre of campus! This new building will have new and different learning and collaboration spaces, which we hope will support UCC staff to deliver world-class services to our students as outlined in Goal One of our Strategic Plan, and will directly contribute to our first ever Academic Strategy.

We created a central supportive space for students and staff that promotes connection and collaboration with holistic life-long and life-wide innovative learning initiatives within UCC, our community, and globally.

Student Policies & Procedures

The following [link](#) leads to important policies and procedures with which students should be familiar. Please see the below for information on each one. Other policies, which may also be relevant to students, can be found in the other sections of this Portal.

UCC Green Campus

In March 2020, University College Cork celebrated 10 years since becoming the first University in the world to be awarded a Green Flag from the Foundation for Environmental Education.

Green Campus involves a seven-step programme and a cycle of continual improvement. Campuses are fully reassessed, by a panel of external experts, every 3 years. UCC has successfully renewed its Green Flag 4 times.

The Green Campus Programme in UCC has evolved significantly since its inception. Strong commitment and support from the highest levels in the university has contributed to embedding sustainability across our operations, teaching, research and outreach.

The student-led Green Campus Committee, chaired by the Student's Union Deputy President, meets regularly to discuss ideas and campaigns to improve our campus. These meetings feed into biannual meetings of the Green Campus Forum, which takes its membership from across all functions within the University. The forum ensures continuity and strategic oversight throughout the academic cycle.

In 2016, UCC launched its Sustainability Strategy, which is framed around the United Nations Sustainable Development Goals and, in 2018, began to publish Annual Sustainability Reports.

Student Counselling & Development

University can be a very intimidating place. During your time at UCC, you will experience many changes. Perhaps it is your first time living away from home; perhaps you find the added responsibility an overbearing challenge or it simply could be that you are having doubts about the programme you have chosen.

All of these have the potential to affect your life, be it academically or personally. While at university, nearly all students experience some sort of personal crisis, relationship issues/anxiety/ pressure (particularly around exam time) or depression. If you think you need extra support to help you through these times, the university offers a counselling service. Student Counselling and Development centre holds individual and group counselling sessions to facilitate the various needs of students. The centre can help you develop coping skills to deal with situations as they arise and thereby enhance your own personal development.

Student Counselling and Development is based in Ardpark House, College Road (by the student car park). Appointments may be arranged via phone or email. Unless students give permission for information to be shared, conversations remain confidential. Please refer to the Student Services Directory section for further information.

NITELINE: is a confidential listening service offered by students for students. The service is operated by fully trained student volunteers available to listen to whatever problems you may encounter. Service contact information can be found [on the website](#).

Disability Support Service

The [Disability Support Service](#) supports students with a wide range of disabilities. This service supports students at pre-entry stage, for the duration of their studies and at graduation in making the transition to employment.

Students registered with the Service include those with visual impairment, deaf or hearing impaired, wheelchair users and those with mobility difficulties, students with specific learning disabilities, including dyslexia, students with mental health difficulties and students with significant ongoing illness.

Students who have a disability or acquire a disability during their time in UCC should make contact with the Disability Support Service as soon as possible so that appropriate support can be discussed, planned and implemented.

The Disability Support Service is now located in the Student Hub - Room 1.43, Access and Participation, First Floor, The Hub, Main Campus, University College Cork., T12 YF78. More contact information can be found on the [UCC website](#).

Student Health Service

The [Student Health Service](#) provides a service that offers everything from health education to travel vaccinations and ante natal care. It is inevitable that at some point in your university life that you will need medical advice or have queries and the Student Health Service will be at hand to assist you. Their website provides information on the services they offer and the fees they charge for things like vaccinations, blood tests, eye tests etc. Contact information can be found on their [website](#).

Career Service

The [Career Services](#) supports students to understand their career interests, evaluate and assess career opportunities and effectively implement their career decisions.

Services include:

- Careers Advice and Guidance
- Careers Information (including computerised guidance and information systems)
- Postgraduate Work Placement
- Employer Relations and Graduate Recruitment.

The Careers Service website is constantly updated with upcoming events e.g. workshops on CV and Interview Skills, Company Presentations, Career Talks, Job Vacancies, Recruitment Fairs, Postgraduate Studies Exhibitions, etc. A drop-in service is available at the Information Desk on the ground floor where students can meet advisors for twenty-minute sessions every day from 9.30am to 5pm Monday to Thursday and 9.30am to 4.00pm on Fridays for a short careers consultation subject to government health guidelines.

There is no need to pre-book. An [online booking service for appointments](#) is available for both current students and recent graduates. If you are a recent UCC graduate and would like to register for this service, [click here](#). The Careers Service is located at 3-4 Brighton Villas, Western Road, (beside Castlewhite Apartments).

Safety, Security & Crime Prevention

Campus Watch

Campus watch is a crime prevention and community safety programme. It operates as a partnership between An Garda Síochána and residents. Opening Hours: Varies by service, call 999 in an emergency.

Student Community Support

Student-led initiative designed to increase student safety in the area surrounding college during times when alcohol consumption and anti-social behaviour are at their highest, namely Fresher's and R&G Weeks. Opening Hours: Sun-Thur 20.00-16.00, Helpline Phone: 083 352 6678

UCC Campus Security Hut, College Road

The aim of the service is to ensure a safe friendly environment for all persons using the UCC campus and in conjunction with Department Heads, the protection of university Property. If you feel uneasy or threatened by an occurrence on campus, or if you witness any incident, please do not hesitate to contact the Emergency Number. Opening Hours: 24 hours. Emergency Phone: 021 490 3111, General: 021 490 2266.

Mental Health & Emotional Support

Chaplaincy

An inclusive service that offers a space for community, conversation, support, guidance, and enrichment for all students and staff at UCC. Opening Hours: Mon-Fri varies by chaplain. Phone: 021 490 3849/ 021 490 2103. Chaplaincy, College Road.

UCC Crisis Text Line

Crisis Text Line available to all Students and Staff to chat anonymously to a trained volunteer 24/7. Opening Hours: 24 hours. Phone: UCC to 50808

UCC Niteline

Niteline is a telephone listening service for students in UCC. Niteline is a free phone, non-judgemental, non-directive and confidential telephone listening service. It is run by trained UCC students for UCC students who need somebody to talk to. Opening Hours: Mon-Thurs 21.00-01.00. Phone: 1800 32 32 42

Student Counselling and Development (SCD)

SCD is a free confidential service to all registered students. They provide individual counselling to students with emotional, psychological, academic or personal development needs. Opening Hours: 9.30-13.00 (except between 10.30 and 11.00) and 14.15-16.15. Phone: 021 490 3565. Email: counselling@ucc.ie
Ardpatrick House, College Road.

Physical & Sexual Health Services

UCC Student Health Department

Provides a range of services including but not limited to: primary care, contraception, cervical smear screening, Consultant Psychiatrist, STI screening diagnosis and treatment, travel vaccinations, antenatal care, Physiotherapy service, hospital referral and injury assessment. Opening Hours: 9.15-12.15 and 14.15-16.15. Phone: 021 4902311. Student Health Department, Ardpatrick, College Road.

General Student Wellbeing & Practical Support

UCC Proud Ally Student Network

The Proud Ally Student Network aims to educate and empower everyone to harness core attributes and values to become effective and proud allies to the LGBTQ+ community Website:

<https://www.ucc.ie/en/graduateattributes/proudally/proud-ally-student/>

UCC Welfare Officer

The SU Welfare Officer is a member of the Students' Union who helps tackle all non-academic issues affecting student experience and wellbeing, including mental health, accommodation, exam stress, financial stress or sexual health. Opening Hours: Varies. Email: welfare@uccsu.ie. Phone: 0863836794. Students Union, 54 College Road.

Emergency & Garda Services

Anglesea Street Garda Station

Divisional Garda Station, which includes Garda Protective Services to investigate specialised crimes such as sexual crime, child abuse, image-based abuse and domestic abuse. Opening Hours: 24 hours
Phone: 021 431 3031/ 021 452 2000. Anglesea Street, Cork, T12 K244

Bridewell Garda Station

Closest Garda Station to UCC. Opening Hours: 24 hours. Phone: 021 454 1012. Karl's Street, Cork.

Cork Sexual Assault Treatment Unit (SATU)

They provide specialist care for women and men aged fourteen years and over who have recently been sexually assaulted or raped. The specialist team of SATU staff provide easily accessible, holistic services which address the medical, psychological and emotional needs and appropriate follow up care for victims of sexual crime, in a supportive, sensitive manner. Opening Hours: 24 hours. Phone: 021 492 6297 (Mon-Fri 8.30 -16.30). 021 492 6100 (Out of Hours and Weekends). South Infirmary Victoria Hospital.

Crisis & Helpline Support

Cork Sexual Violence Centre

The Sexual Violence Centre is involved in a range of activities. Its most important work is the direct provision of services to the survivors of rape, sexual assault, child sexual abuse and stalking. The services are confidential, free of charge, and provided by highly experienced professional staff.

Opening Hours: 9.00-17.00 Mon-Fri. Freephone: 1800 496 496. Text: 087 1533393. General: 021 450 5577
5 Camden Palace, Cork City.

OSS Cork

The OSS Cork provides services to men and women who have experienced or are currently experiencing domestic violence. It provides a free and confidential service that includes: Information; Support; Referral; Advocacy; and Accompaniment tailored to the needs and requirements of each person who contacts the Centre by walk-in and/or appointment. Opening Hours: (Centre) Mon-Fri 9.00-13.00, (Helpline) 24 hours
Freephone: 1800 497 497. Email: advice@oss cork.ie. 94 South Main Street, Cork City.

Pieta House

Pieta House provides a free, therapeutic approach to people who are in suicidal distress and those who engage in self-harm. Opening Hours: (helpline) 24 hours. Phone: 021 434 1400 (Cork).

Email: mary@pieta.ie (clinical support) info@piete.ie. Website: www.pieta.ie. Highfield Lawn, Model Farm Road, Bishopstown, Cork.

Ongoing Emotional & Advocacy Support

Sexual Health Centre

STI advice, support for people living with HIV, one-on-one counselling for people experiencing crisis pregnancy, free rapid HIV testing, condoms and pregnancy tests. Opening Hours: Monday to Thursday 9.00-17.30, Friday 9.00-14.00 Phone: 021 427 6676. 16 Peters Street, Cork.

Culturally or Identity-Specific Supports

Cork Gay Project

Provides information and support to gay men, bisexual men, men who have sex with men (MSM), trans and queer men and their families. Opening Hours: Mon & Weds 12.00-15.00 & 19.00-21.00. Thurs 19.00-21.00. Fri 12.00-15.00. Closed Tues, Sat and Sun. Phone: 021 430 0430. Email: info@gayproject.ie.
4 South Terrace, Cork City, T12 DP46

LINC

A community resource centre for lesbians and bisexual women and their families in Cork and beyond. Opening Hours: Tues & Weds 11.00-15.00. Thurs 11.00-20.00. Sat 14.00-16.00. Phone: 021 4808600
Email: info@linc.ie.

Mná Feasa Cork

Mná Feasa was set up primarily by women who have themselves survived domestic violence and it is thus a crucial link in women's challenges to violence. They are a community-based project run by trained and experienced staff to help victims of domestic violence. Opening Hours: Mon-Fri 10.00-16.00
Phone: 021 421 1757

Emergency Response and Reporting

An Garda Síochána

To report an incident of sexual violence or domestic abuse, contact your local Garda Station. For all non-emergency calls to the police call your local Garda Station. Opening Hours: 24 hours. In an emergency, if a crime is happening right now or someone is in immediate danger, Telephone 999/112. If you are deaf, deafened, hard of hearing or have a speech impairment: Text 112, you need to register your phone on www.112.ie before using this service.

Sexual Violence Support

DRCC

National 24-hour helpline and text service for those who are deaf or hard of hearing. Opening Hours: 24 hours. Phone: 1800 77 8888. Text Service: 086-8238443 (for deaf or hard of hearing)
Website: [https://www.drcc.ie/Your local Rape Crisis Centre/Network](https://www.drcc.ie/Your%20local%20Rape%20Crisis%20Centre/Network).

One in Four

One in Four professionally supports men and women who have experienced sexual abuse during childhood. Their aim is to reduce the incidence of sexual abuse by intervening in key areas of the cycle of abuse. We do this through psychotherapy, advocacy and prevention services. Opening Hours: Mon-Fri 9.30-17.30.
Phone: 01 662 4070. Email: info@oneinfour.ie. Website: www.oneinfour.ie.

Rape Crisis Help

Rape Crisis Help provides information about the professional support and the choices available to survivors of sexual violence. You can call, email or drop in to a local service for information and support. They also provide a 24hr Helpline. Opening Hours: 24 hours. Phone: 1800 778 888. Website: www.rapecrisishelp.ie.

Rape Crisis Network Ireland

Rape Crisis Network Ireland (RCNI) is a specialist information and resource centre on rape and all forms of sexual violence. Opening Hours: 24 hours. Phone: 1 800 77 8888. Website: www.rcni.ie.

Sexual Assault Treatment Units.

Nationwide. Opening Hours: 24 hours. Website: <https://www2.hse.ie/sexual-assault-treatment-units/>.

Domestic Abuse Support

MDN Male Advice Line

The National Male Advice Line (MAL) offers confidential phonline advice and support to Men experiencing domestic violence and abuse during specific hours, seven days a week, 365 days a year. It is a freephone service. Opening Hours: 10.00-20.00 Mon-Fri, Sat-Sun & Bank Holidays 14.00-20.00. Phone: 1800 816 588. Email: men@mensnetwork.ie. Website: <https://mensnetwork.ie/mal>.

Men's Aid

Dedicated support service for male victim-survivors of domestic violence including coercive control. Opening Hours: Mon-Fri 9.00-17.00. Closed Sat and Sun. Phone: 1 800 77 8888 / 01 554 3811. Email: hello@mensaid.ie. Website: www.mensaid.ie.

Safe Ireland

SAFE Ireland is the National Social Change Agency working on Domestic Violence in Ireland. SAFE Ireland works with frontline domestic violence services across Ireland to provide state of the art and sustainable responses to women and children experiencing domestic violence in our communities. Opening Hours: (helpline) 24 hours. Phone: 1 800 77 8888 / 090 647 9090. Email: office@safeireland.ie. Website: www.safeireland.ie. Unit 5 Centre Court, Blyry Business Park, Co. Westmeath.

Women's Aid

The Women's Aid National Freephone Helpline 1800 341 900 operates 24 hours a day, seven days a week, and provides support and information to callers experiencing abuse from intimate partners. Opening Hours: 24 hours. Phone: 1800 341 900. Email: helpline@womensaid.ie. Website: www.womensaid.ie.

Online and Image-Based Abuse

Hotline Securely and confidentially report illegal image sharing, child sexual abuse material, online child exploitation activity. Opening Hours: (phone) 9.00-16.30. Phone: 01 2945280. Email: report@hotline.ie. Website: <https://www.hotline.ie>.

Specialist Identity-Based Services

Female Genital Mutilation Service

Girls and women who have undergone female genital mutilation (FGM) can now access free specialised care in the IFPA's Dublin city centre clinic. Opening Hours: 9.00-17.00 Mon-Fri. 9.00-16.00 Sat. Closed Sun. Phone: 085 877 1342. Website: www.ifpa.ie.

LGBT Ireland

National support service for LGBT+ community and their family. Opening Hours: dependent upon service. LGBT Helpline: 1890 929 539. Trans* Family Support Line: 01 907 3707. (Tue 10:00-12:00, Sun 18:00-21:00). Online Chat Support. Website: www.lgbt.ie/our-services/.

TENI

A range of support services that aim to increase the well-being of trans people and their families by providing support, education and advocacy. Opening Hours: Mon-Fri 10.00 – 18.00. Phone: 01 873 3575. Email: office@teni.ie.



Student Services Directory

Áras na Mac Léinn - Student Centre

Student facilities & services,
Events, retail & dining,
room bookings, smart card info Main
Campus, UCC | +353 21 490 2714 Buckley,
Suzanne
Support Officer for International Students Adjoining
Campus, Roseleigh,
Western Road, Cork, T12 R229
353 (0) 21 490 4725 | s.buckley@ucc.ie

Chaplaincy

A service that offers friendship and support to
all within the University community Iona
House, College Road
+353 21 490 2459 | ber.twomey@ucc.ie

Cork University Business School
Undergraduate Programmes Office
3rd Floor O'Rahilly Building, Room 3.15
+353 21 490 3404
Business-school@ucc.ie

Creche

Purpose built childcare centre
Crèche Cois Laoi,
Brookfield Health Sciences Complex
+353 21 490 1606/1607 | creche@ucc.ie

Disability Support Service

Range of Educational, Technological,
Personal and Social Supports to students
with disabilities and Specific Learning
Difficulties
Disability Support Service, Room 1.43,
Access and Participation, First Floor,
The Hub, Main Campus
+353 21 490 2985 | dssinfo@ucc.ie

Fees Office

Fee schedules, student debtor
policy, refunds, payments, SUSI
grant, EU/Non-EU fees, payment
plans, late payment appeals
process North Wing, Main Quad
+353 (021) 490 2365 | fees@fin.ucc.ie

Glucksman Gallery

Cultural and educational institution that
promotes the research, creation and
exploration of the visual arts
Lewis Glucksman Gallery, UCC
353 (0) 21 490 1844 | info@glucksman.org

Graduate Studies Office

Post graduate programme office -
research and taught services 2nd floor,
Main Campus,
West Wing +353 21 4902876 |
graduatestudies@ucc.ie

International Education Office

International student information and support
Adjoining Campus, Roseleigh, Western Road
+353 21 490 4734 | internationaloffice@ucc.ie

Ionad Na Gaeilge Labhartha Language Centre

Irish language resources are available for students of Irish, for teachers of Irish and for staff members

Rm G02, Main Campus, O'Rahilly Building
+353 21 490 3529 | g.labh@ucc.ie

Stephanie Larkin

Placement Coordinator - Business Information Systems Room 3.79, O'Rahilly Building
+353 21490 3345 | s.larkin@ucc.ie

Grainne North

Work Placement Manager - Food Business and Innovation, Career Services, The Hub, Main Campus +353 21 490 4831
grainne.north@ucc.ie

Jillian O'Mahony

Work Placement Manager - Management & Marketing, Food Marketing & Entrepreneurship, Economics of Business Practice
Careers Service, The Hub, Main Campus
+353 21 490 3492 | jillian.omahony@ucc.ie

Prof. Fred Powell

Student Advisor and Ombudsman Applied Social Studies, Ashford
(Room 2.01), Donovan's Road
+353 21 490 2593 | +353 21 490 2228
studentombudsman@ucc.ie

Student Budgetary Advisor

Budgeting service will help you as a UCC student manage your money 1st Floor, The Hub,
Main Campus
+353 21 490 4850
studentbudgetingadvice@ucc.ie

Student Experience Office

Head of Student Experience
Paul Moriarty
+353 21 490 3113 |
headofstudentexperience@ucc.ie

Student IT

Student IT Service Help
Desk Student IT Services,
Boole
Basement
Main
Campus
353 (021) 490 1886 | sit@ucc.ie

Student Records and Exams Office

Administration of official written examinations; Official release of results and academic transcripts; Certification; Registration; Issuing of Student ID cards; / Processing of Minor Theses Undergraduate, and Postgraduate Scholarship
West Wing,
Main Quad
+353 21 490 2422 | sreo@ucc.ie

Students Union

Provide academic assistance to students, to provide support to students in need, to lobby the University and the government on issues affecting students, and to provide entertainment on campus.
UCC Students' Union 54 College Road, Cork City
+353 21 490 3218 | studentpad@ucc.ie

UCC Student Pad

Student campus accommodation
353 (0) 21 4903849 | resservices@ucc.ie

Clubs & Societies

Clubs and societies offer a wide range of extra-curricular activities on and off campus to suit all interests, and they are an essential part of the University experience.

Active membership of a club or society confers additional benefits on your social and personal development adding value to your university experience. However, it is important to keep the right balance between your academic, social and work life.

Over 70 student societies operate in UCC. To access the complete list please visit [the Societies website](#).

The College & Business School

College of Business & Law

The College of Business and Law was established in 2005/6 as one of the four Colleges in University College Cork. The College of Business and Law incorporates the Cork University Business School and the School of Law.

The Head of College of Business and Law is Professor Thia Hennessy, and the office of the Head is in the O'Rahilly Building. Please note some of the information, practices and structures outlined in this handbook may be subject to change over the course of the year.

Head of College

Professor Thia Hennessy

headbandl@ucc.ie

College Manager

Colman Quain

c.quain@ucc.ie

Location of the College Office

Room 3.02, Block A, Level 3, O'Rahilly Building

Cork University Business School (CUBS)

Location of Business School Office

2nd Floor O Rahilly Building Room 2.36

Dean

Professor Anthony McDonnell

businessschool@ucc.ie

School Manager

Trish O'Shaughnessy

O'Rahilly Building 2.43

p.oshaughnessy@ucc.ie



Any comments on the material in this handbook or suggestions for future additional material would be most welcome to the Cork University Business School Office.

The information in this document is for illustrative purposes only. It cannot be construed as granting legal rights to any person or imposing any legal obligation on the university.

This information guide grants no right to any person enforceable by a court.

CORK
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