



**Year 1**  
**Sociological and Political Studies**  
**Student Guide**  
**2023-2024**

**KEY CONTACTS:**

**First Year Programme Coordinator**

Dr Diana Stypinska

Email: [diana.stypinska@universityofgalway.ie](mailto:diana.stypinska@universityofgalway.ie)

**First Year Seminar Coordinator**

Dr Judith O'Connell

Email: [judith.oconnell@universityofgalway.ie](mailto:judith.oconnell@universityofgalway.ie)

**School of Political Science & Sociology Administrative Assistant**

Stephanie Quinn

Email: [stephanie.quinn@universityofgalway.ie](mailto:stephanie.quinn@universityofgalway.ie)

**Please Note:**

Every effort has been made to ensure that the details contained in this guide are accurate at the time of publication. The School reserves the right to make changes or correct errors as necessary and, in this event, we will ensure that you are notified, and changes amended into the latest version of the guide.

*A very warm welcome to Year 1 in Sociological and Political Studies. I would like to take this opportunity to wish you well with your academic endeavours in the forthcoming year. It is my priority to offer academic guidance and support to all students on the programme. However, I would advise you to review the content of this general guide and reflect on the programme expectations and responsibilities before embarking on the year ahead. I look forward to working with you throughout your studies.*

*Dr Diana Stypinska, First Year Programme Coordinator*

## Contents

Introduction to the School of Political Science and Sociology.....	3
Introduction to Political Science and Sociology.....	3
What Is Political Science and Sociology? .....	3
Why Study Political Science and Sociology? .....	4
What Will I Be Studying?.....	4
Sociological and Political Studies in Year 1 .....	4
Course Modules .....	5
What modules shall I register for?.....	6
What will my timetable look like? .....	7
How will I be assessed?.....	8
Exam Regulations.....	9
Academic Integrity Policy.....	9
Citing your sources.....	9
Feedback Timeframe Policy .....	10
Deadlines, extensions & deferrals .....	10
Our expectations of you.....	11
Your Responsibility.....	11
Individual Learning Requirements .....	12
Information regarding access to and use of learning materials .....	12
Progression .....	13
Undergraduate Marks and Standards.....	13
Passing .....	13
Official Examination Results .....	13
Consultation Day.....	13
Rechecks & Appeals .....	13
Repeat Examination / Second Sitting.....	14
Who should I contact? .....	14

What to do if you experience difficulties.....	14
Student Support Services.....	15
Extenuating Circumstances.....	15
Assessment Cover Page .....	16

## Introduction to the School of Political Science and Sociology

The School of Political Science and Sociology is a large, dynamic and innovative unit in the College of Arts, Social Sciences and Celtic Studies. It is internationally recognised for its research, teaching and service to its students and to wider communities. In particular, the School takes pride in its long standing student-centred ethos and approachable staff.

The School also has a well-established reputation for research on Children, Youth and Families; Power, Conflict and Ideologies; Gender, Empowerment and Globalisation, and Governance and Sustainable Development. It brings together an international, cross-disciplinary group of leading researchers and specialists in various fields across four principal disciplines: Applied Social Sciences, Gender and Women’s Studies, Politics, and Sociology.

A wide range of undergraduate and postgraduate programmes are offered by the School, providing students with the knowledge and skills required for varied career paths. We also offer regular opportunities for postgraduate research in the Social Sciences. In addition to the many undergraduate students who choose Sociological and Political studies as a core Arts subject each year, many others enrol in our denominated undergraduate and MA programmes or embark on PhD studies in the School.

The School of Political Science and Sociology is on floor 2 of Árus Moyola in the northern part of the campus.

Further information is available on our website: <https://www.universityofgalway.ie/soc/>

## Introduction to Political Science and Sociology

### What Is Political Science and Sociology?

The School of Political Science and Sociology is unique in Ireland for offering two academic disciplines in a fully integrated way.

Political Science is the systematic study of political life, political activity or behaviour, as well as basic political concepts, such as freedom, democracy and equality. It combines elements of history, economics and philosophy but has its own unique approach and style.

Sociology is the study of society, social issues, and social activities or practices. It includes a factual dimension in the collection and critique of social facts and trends, together with a more critical and theoretical literature which reflects on the general nature of society, social order, and social problems.

Both disciplines aim to provide detailed factual information about the nature of social and political life in our societies, but they also try to generate deeper arguments and analysis about why our societies are the way they are, and if they could be improved.

### Why Study Political Science and Sociology?

Political Science and Sociology should be a definite subject for any student interested in current affairs and politics. However, many students find it a genuinely engaging and stimulating subject in its own right. It provides an excellent basis for the development of critical thinking, good communication skills, and is appreciated by employers as imparting in students superb awareness of vital social and political trends in society.

Postgraduate programmes include the MA in Politics & Sociology, the MA in Family Support Studies, the MA in Gender, Globalisation and Rights, the MA in Public Policy, and the MA in Social Work, while the M.Litt. and Ph.D. by research in Political Science and in Sociology are also offered.

### What Will I Be Studying?

The undergraduate programme provides an introduction to basic concepts in political science and sociology, Irish society and politics, political sociology, political and social theory, social science research methods and computer skills, European society and politics, public policy, environmental sociology, and development theories and practice. Students are also facilitated in choosing a specialist interest from a range of special topics. The School of Political Science and Sociology offers a genuinely interdisciplinary social sciences education. Students have opportunities during the course of the undergraduate programme to choose more Sociological or Political pathway in 2nd and Final Year.

## Sociological and Political Studies in Year 1

The First Year programme in Sociological and Political Studies provides an understanding of major political and social developments taking place in Ireland and the wider world. It is a foundation for the study of Sociological and Political Studies in subsequent years while also providing students with the opportunity to acquire knowledge of core ideas in Sociology and Political Science.

### General Description

Despite the challenges of global diversity and the pervasiveness of conflict, human beings are also disposed to act co-operatively and collectively, seeking solutions to problems. A core theme in sociology and political science concerns how and why societies change, and what alternatives might be possible? This course encourages students to explore the links between sociological and political perspectives in relation to real world issues and puzzles.

Key ideas about social and political processes of power and influence at the level of state, society and individual are introduced. The social and political forces of conformity and conflict, of regulation and resistance are examined. Sociological and political ideas concerning modernity, democracy, freedom, culture, capitalism, identity, diversity, religion and the many problems that beset modern societies,

such as crime and deviance, inequality and poverty are introduced. Students will have the opportunity to study how the social and political landscape is formed and transformed, not only in regard to political parties, government and state, but also in terms of gender, class and religion in Ireland and elsewhere. The impact of social movements and ideologies in the context of key challenges in the 21st century are also considered, such as cultural pluralism, the politics of climate change, and conflicting conceptions of globalisation. Students critically and practically engage with these and other debates about the personal, political and global challenges of living in modernity and searching for the 'good society'. The course is taught by a wide range of School staff committed to linking research and scholarship to teaching.

## Course Modules

Semester	Lecture-based modules	Seminar-based modules	
		Either	Or
Semester 1	SP1125: Introduction to Politics ECTS Credit: 5	SP1120: Practicing Politics ECTS Credit: 5	SP160: Problems in Politics & Sociology ECTS Credit: 5  SP160 is a year-long module that runs in Semester 1 and Semester 2.
Semester 2	SP1126: Introduction to Sociology ECTS Credit: 5	SP1121: Practicing Sociology ECTS Credit: 5	

### Modules Overview

#### SP1125: Introduction to Politics

This lecture module provides an introduction to political science, in part by focusing on Irish examples but it also explores the big ideas and concepts that dominate political debate today. The module covers a number of diverse topics: (1) political parties and Irish parties; (2) the unique political institutions of Ireland, notably the Oireachtas; (3) and political ideologies such as liberalism, conservatism, socialism and anarchism are also examined.

#### SP1126: Introduction to Sociology

This lecture module introduces students to some of the key areas of sociological study, equipping them with knowledge and skills fundamental to understanding a wide range of present-day issues such as changing role of religion in society, structural inequalities, social management of crime and deviance, and environmental problems and solutions. The module is divided into four main themes linked by the concepts of conformity and identity: 'religion and conformity', 'socialisation, crime and deviance' 'social stratification and inequalities', and 'sustainability, society and the environment'.

### SP1120: Practicing Politics

This seminar module is designed to promote inquiry-based learning, to enhance practical scholarship skills while engaging with real world problems. Students work in small groups under the guidance of a seminar leader. Students are introduced to critical reading, taking effective notes, gathering information and using the library, online sources and Canvas, working in groups, preparing and writing essays, using academic language, and revising and taking exams. There is an explicit focus on topics of Irish political system, and political ideologies (e.g. conservatism, liberalism, socialism, etc.).

### SP1121: Practicing Sociology

This seminar module is designed to promote inquiry-based learning, to enhance practical scholarship skills while engaging with real world problems. Students work in small groups under the guidance of a seminar leader. Students are introduced to critical reading, taking effective notes, gathering information and using the library, online sources and Canvas, working in groups, preparing and writing assignments, using academic language, and revising and taking exams. There is an explicit focus on topics of religion, social inequalities, crime and deviance, and environmental problems and solutions.

### SP160: Problems in Politics & Sociology

This seminar module is designed to promote inquiry-based learning, to enhance practical scholarship skills while engaging with real world problems. Students work in small groups under the guidance of a seminar leader. Students are introduced to critical reading, taking effective notes, gathering information and using the library, online sources and Canvas, working in groups, preparing and writing assignments, using academic language, and revising and taking exams. There is an explicit focus on topics of Irish political system, and political ideologies in semester 1 while in semester 2 sociological perspectives on social inequalities and environmental problems and solutions are examined.

### What modules shall I register for?

This depends on your exact BA degree type:

- On your ID card your course instance is printed, i.e. 1BA1, 1BSS1, etc. Check this to know which modules you need to register for.

Essentially, what modules you will be taking with us depends on the amount of ECTS credits that you need to gain. (Please see below for specific accreditations of the module combinations that we offer.)

**1BA1 Joint Honours Programme:** Students enrolled on 1BA1 Joint Honours programme are expected to complete 20 ECTS credits in Sociological and Political Studies in Year 1.

**Denominated and Connect Programmes:** Students enrolled on Denominated and Connect BA Programmes are typically expected to complete 15 ECTS credits in Sociological and Political Studies in Year 1. All students doing Dominated and Connect degrees are strongly advised to check Handbooks for their respective programmes (or if these are not clear, ask their designated Programme Directors) to ensure that they know how many credits they need to complete with us.

**Visiting Students:** If you are a Visiting Student in semester 1 (before Christmas) and you are looking to gain 5 ECTS credits with us, you are only required to take the lecture module SP1125: Introduction to Politics. If you are a Visiting Student in semester 2 (after Christmas) and you are looking to gain 5 ECTS credits with us, you are only required to take the lecture module SP1126: Introduction to Sociology.

Please note it is **your responsibility** to make sure that you are properly registered for the modules that you need to take. Make sure to double check, because a mistake in registration can cause many problems when it comes to exam time.

#### 20 ECTS Sociological and Political Studies Module combination:

Semester	Lecture-based modules	Seminar-based modules
Semester 1	SP1125: Introduction to Politics ECTS Credit: 5	SP1120: Practicing Politics ECTS Credit: 5
Semester 2	SP1126: Introduction to Sociology ECTS Credit: 5	SP1121: Practicing Sociology ECTS Credit: 5

#### 15 ECTS Sociological and Political Studies Module combination:

Semester	Lecture-based modules	Seminar-based module
Semester 1	SP1125: Introduction to Politics ECTS Credit: 5	SP160: Problems in Politics & Sociology ECTS Credit: 5  SP160 is a year-long module that runs in Semester 1 and Semester 2.
Semester 2	SP1126: Introduction to Sociology ECTS Credit: 5	

#### What will my timetable look like?

This depends on what modules you are taking with us.

#### Your lecture module

Every student registered for Sociological and Political Studies will take one lecture-based module per semester: 'SP1125: Introduction to Politics' in semester 1 (before Christmas) and 'SP1126: Introduction to Sociology' in semester 2 (after Christmas).

In each semester, you will attend two 50-minute lectures per week.

Due to the very large numbers of students who study Sociological and Political Studies in First Arts, we duplicate our large group teaching, providing a parallel stream of lectures: **Group A and Group B**.

You will attend lectures as part of Group A or Group B, depending on your degree combination.

GROUP A is for BA Joint Honours (1BA1) students combining Sociological and Political Studies with subjects such as English, Archaeology, French, Maths/Mathematical Studies, Economics, etc.

GROUP B is for students taking Sociological and Political Studies as part of other Programmes (for example, Bachelor of Science Social Science or Bachelor of Arts Child, Youth and Family: Policy and Practice, etc.).

#### SP1125: Introduction to Politics – Semester 1 Timetable:

Group A	Group B
Tuesdays 11:00-12:00 Kirwan Lecture Theatre and Wednesdays 13:00-14:00 O'Flaherty Lecture Theatre	Tuesdays 12:00-13:00 O'Flaherty Lecture Theatre and Thursdays 11:00-12:00 Kirwan Lecture Theatre

#### SP1126: Introduction to Sociology – Semester 2 Timetable:

Group A	Group B
Tuesdays 11:00-12:00 Kirwan Lecture Theatre and Wednesdays 13:00-14:00 O'Flaherty Lecture Theatre	Tuesdays 12:00-13:00 IT250 and Thursdays 11:00-12:00 Kirwan Lecture Theatre

#### Your seminar module

In addition to attending weekly lectures, students who take our seminar modules will have regular opportunities to meet with course teaching staff and with other course participants to exchange views and discuss problems.

Your seminar timetable will depend on the module that you are taking with us. Further details are available in the relevant module Handbooks.

After you register for a seminar module, you will have to self-enrol for a 50-minute seminar group timeslot that fits within your existing timetable. This will be done through the module Canvas page. You will be contacted with all the details in due course.

#### How will I be assessed?

Our lecture modules are assessed by MCQ exams.

Our seminar modules are assessed by a combination of different components such as, for instance, participation and essays.



The details can be found in the relevant module Handbooks.

We embed elements of assessment support into all our modules to ensure that our students are well-prepared and able to make the most of their degrees.

### Exam Regulations

The University Policy on Exam Regulations can be accessed here:

<https://www.universityofgalway.ie/media/registry/exams/policiesprocedures/QA229---Exam-Regulations.pdf>

### Academic Integrity Policy

The University of Galway Academic Integrity Policy is available here:

[QA220-Academic-Integrity-Policy-Final.pdf \(universityofgalway.ie\)](https://www.universityofgalway.ie/media/registry/exams/policiesprocedures/QA220-Academic-Integrity-Policy-Final.pdf)

As the Policy states, 'Academic misconduct is any attempt to gain or help others gain an unfair academic advantage'. This can be 'intentional or inadvertent', and can be committed in a variety of ways (University of Galway 2022).

The following examples of academic misconduct are quoted from the University Policy (please note that this is not an exhaustive list):

- 'Submitting work as your own for assessment, which has, in fact, been done in whole or in part by someone else'.
- 'Cheating in exams (e.g., crib notes, copying, using disallowed tools, impersonation)'.
- 'Cheating in projects (e.g., collusion; using 'essay mills' to carry out the allocated part of the project)'.
- 'Self-plagiarism where you submit work which has previously been submitted for a different assignment without permission/acknowledgement'.
- 'Posting advertisements for services which encourage contract cheating either physically or virtually'.
- 'Submitting all or part of an assessment item which has been produced using artificial intelligence (e.g. Google Translate or other machine translation services/software, AI essay writing service etc.) and claiming it as your own work.'

Source: University of Galway (2022) 'QA220 Academic Integrity Policy', available at:

<https://www.universityofgalway.ie/media/registrar/docs/QA220-Academic-Integrity-Policy-Final.pdf>

### Citing your sources

You should familiarise yourself with the University Referencing guide:

<https://libguides.library.nuigalway.ie/Plagiarism/Referencing>

Citing your sources: The School does not stipulate a particular style of referencing, and you will not be penalized for using the 'wrong' method. The main thing is to be consistent, i.e. please don't mix

referencing styles in your coursework. For ease of use we recommend the Harvard system, which is commonly used in the social sciences.

A useful guide to using the Harvard method can be found here:

[https://libguides.ul.ie/ld.php?content\\_id=23581826](https://libguides.ul.ie/ld.php?content_id=23581826)

We require students to confirm that any written work submitted is their own work: see the Assignment Cover Sheet in the Assessment folder on Canvas. When submitting work via Turnitin on Canvas, you can 'sign' the Cover Sheet by typing your name in the space provided.

We allow students to make multiple submissions to Turnitin before the set deadline. You are advised to make use of this option and carefully review your Turnitin similarity match report to ensure that your essay is properly referenced and that all the used sources are acknowledged.

You can find guidance on how to interpret your Turnitin similarity report here:

<https://help.turnitin.com/feedback-studio/turnitin-website/student/the-similarity-report/interpreting-the-similarity-report.htm>

### Feedback Timeframe Policy

For continuous assessment, feedback and marks will be returned 3 weeks from the submission deadline.

### Deadlines, extensions & deferrals

If for good reason you cannot make a deadline for an assignment, you can seek an extension from your seminar leader.

Exceptions include valid medical or personal reasons in which case you should contact your seminar leader and notify the First Year Seminar Coordinator Dr Judith O'Connell ([judith.oconnell@universityofgalway.ie](mailto:judith.oconnell@universityofgalway.ie)). A new deadline will be arranged.

Submitting coursework late without an extension or a deferral, will be subject to penalty, as per the School of Political Science and Sociology late submission policy.

Late submission policy:

- Refers to the submission of continuous assessment (CA) material by the student without extension request and/or extension request approval
- Material is marked up to 10 working days late submission
- No work is accepted or marked after 10 days submission after the deadline
- Penalty per 1 working day late submission is 2% off the mark originally awarded (e.g. if the essay merits mark of 68%, with penalty applied, the mark would go down to 66%)

*Golden Rule:* get your assignments in on time! It is best to deliver an imperfect essay by the due date as opposed to losing marks for late submission.

If you need to defer a module (in which case you will be examined for that module during the autumn exam – technically called the '2<sup>nd</sup> sitting'), you should contact the College Office, as we are not authorised to grant an application for deferrals.

The University deferral procedures are outlined in this document:

<https://www.universityofgalway.ie/media/registry/exams/policiesprocedures/QA234---Deferral-of-Examinations---A-guide-for-students.pdf>

For further information on deferrals please contact Catherine McCurry in the College Office at [collegearts@universityofgalway.ie](mailto:collegearts@universityofgalway.ie)

## Our expectations of you

### Your Responsibility

Be Present	Be Prepared	Participate
<div data-bbox="295 840 502 1041" data-label="Image"> </div> <p data-bbox="231 1131 566 1209">Attend all modules that you registered for:</p> <p data-bbox="223 1288 574 1366">Lecture modules: 2 hours per week.</p> <p data-bbox="215 1444 582 1579">Seminar modules: 1 hour in designated weeks (see your Module Handbook for details).</p> <p data-bbox="231 1668 566 1848">Please note that your attendance of all timetabled sessions is compulsory and closely monitored.</p>	<div data-bbox="694 873 901 996" data-label="Image"> </div> <p data-bbox="614 1131 981 1265">Complete the required learning and reading activities each week.</p> <p data-bbox="638 1344 949 1478">You will be expected to discuss these with your Lecturers and Classmates.</p>	<div data-bbox="1093 840 1348 1052" data-label="Image"> </div> <p data-bbox="1013 1131 1380 1209">Complete all learning activities and assessments.</p> <p data-bbox="1045 1288 1348 1366">At University, you join a 'community of practice'.</p> <p data-bbox="1061 1400 1332 1478">Learning is active and collaborative.</p> <p data-bbox="1013 1556 1380 1691">We want to hear your ideas and understanding of the new topics you are engaging with.</p> <p data-bbox="1021 1769 1372 1960">You will participate in weekly discussions and activities to demonstrate this new understanding.</p>

## Individual Learning Requirements

To enable us to respond effectively to the requirements of all learners, we request that individuals, who require particular learning supports or services, notify the Disability Support Office and the Year Coordinator.

### Learning Needs Assessment (LENS)

Students with a disability are entitled, under law, to reasonable accommodations to enable them to participate on more equal terms with their peers. Supports and reasonable accommodations are determined through an individual needs assessment, taking into account the nature and impact of the disability, evidence of disability, and course requirements.

Below is a list of the most recommended reasonable accommodations. This list is not exhaustive, and it is important to note that not all students will be eligible for all accommodations.

- Advice, Support and Advocacy
- Exam Accommodations
- In-class Accommodations
- Learning /Skills Support
- Assistive Technology
- Placement Support
- Other Specialised Supports

Incoming first-year students are welcome to register for disability support. We recommend you do so as soon as possible after starting your course or receiving a diagnosis.

Please note: Registration with the Disability Support Service (DSS) is a separate process to registering as a student in the University of Galway.

Students with evidence of a disability, ongoing physical or mental health condition, or a specific learning difficulty can register with the DSS. You only need to register with the DSS once and this remains in place for the duration of your course.

For more information please see: <https://www.universityofgalway.ie/disability/>

### Information regarding access to and use of learning materials

As a student in the university, you will be provided with a range of materials to help you succeed in your chosen academic programme. These include materials provided by the University centrally, support services, the Library, Academic Schools/Colleges, and individual lecturers, tutors, and others who support teaching and learning.

These materials and resources (which include, for example, lecture notes, slide presentations, video and audio recordings, official copies of journal papers, e-books, readers, handbooks, assessments, exam papers, etc.) are provided to you for your private, individual use as a student registered on our programmes. The materials are protected by copyright legislation and licensing agreements and therefore you cannot copy these (or materials derived directly from them), or share and redistribute them to others, or via other channels (either online or physically).

## Progression

Undergraduate degree programmes at the University are normally organized into Stages. Students must successfully complete each stage before progressing to a subsequent one. Full-time Undergraduate Degree Programmes will be organised on an academic year basis, where each year represents a defined Stage. Full-time undergraduate students will be required to register for and present for examination in a set of modules to a total credit weighting of 60 ECTS, in accordance with the programme structures and regulations set-out in the College's Programme Descriptions and Regulations for their chosen programme of study. Provision may be made for Part-time students to complete a stage over several years, accumulating the credits required for each stage in a more flexible credit accumulation structure

## Undergraduate Marks and Standards

The University Policy on Undergraduate Marks and Standards can be accessed here:

<https://www.universityofgalway.ie/media/registry/exams/policiesprocedures/QA228---Undergraduate-Marks-and-Standards-approved-Sept-2022-at-AC-Standing-EN&IR-Final.pdf>

## Passing

The pass mark on all modules is 40%. Where different components of assessment (i.e. continuous assessment, final assessment, etc.) within a module contribute to the final grade it shall not normally be a requirement that any one of these components be separately passed.

## Official Examination Results

The Examinations Office releases official examination results.

Further information is available here: <https://www.universityofgalway.ie/exams/results/>

## Consultation Day

Consultation day is organised by the University after 1st sitting results release. It gives an opportunity to the students to seek informal recheck of their submitted work and the mark achieved. It is a requirement of the University to go through informal recheck first before proceeding with an Appeal.

## Rechecks & Appeals

The Examinations Office has a procedure for dealing with queries relating to marks awarded for modules:

<https://www.universityofgalway.ie/media/registry/exams/policiesprocedures/QA235---Procedure-for-the-Discussion-Checking-and-Appeal-of-Examination-Rresults---Feb-2021.pdf>

## Repeat Examination / Second Sitting

For information on repeats please see the Examinations Office webpage:

[https://www.universityofgalway.ie/exams/timetable-advice/examinations\\_faqs/repeats\\_faq/](https://www.universityofgalway.ie/exams/timetable-advice/examinations_faqs/repeats_faq/)

## Who should I contact?

For general inquiries about Sociological and Political Studies in First Arts, please contact: **First Year Programme Coordinator, Dr Diana Stypinska**, Email: [diana.stypinska@universityofgalway.ie](mailto:diana.stypinska@universityofgalway.ie)

For questions about enrolment, please contact: **School of Political Science & Sociology Administrative Assistant, Stephanie Quinn**, Email: [stephanie.quinn@universityofgalway.ie](mailto:stephanie.quinn@universityofgalway.ie)

If you have any questions about specific Sociological and Political Studies Year 1 modules, please refer to the relevant Module Handbook in the first instance. If you need further assistance, the contact details of the relevant lecturers can be found in the said Module Handbook.

For questions about our seminar modules, please contact: **First Year Seminar Coordinator, Dr Judith O'Connell**, Email: [judith.oconnell@universityofgalway.ie](mailto:judith.oconnell@universityofgalway.ie)

## What to do if you experience difficulties

We are committed to your success and we are here to help you. Now that you are a registered student there are many options available to you. Please let us be your first port of call.

If you are experiencing difficulties that are having a negative impact on your studies, it is important that you let us know so that we can help or offer guidance on where you can seek assistance. Any *information relating to your circumstances will be held in strictest confidence.*

*The Golden Rule:* deal with these issues as they occur by contacting the First Year Coordinator, Dr Diana Stypinska ([diana.stypinska@universityofgalway.ie](mailto:diana.stypinska@universityofgalway.ie)) and/or the College office.

If you encounter difficulties with any aspect of a module or with the First year programme in Soc & Pol, we are here to help, but you need to let us know. We welcome feedback from students and an important part of our job is to support you in your studies.

Any issues you may have that have not been resolved with the seminar leader/programme coordinator in the first instance can also be raised with our Deputy Head of School, Dr Vesna Malesevic ([vesna.malesevic@universityofgalway.ie](mailto:vesna.malesevic@universityofgalway.ie)). You can also contact the Head of School of Political Science and Sociology, Prof Niamh Reilly ([niamh.reilly@universityofgalway.ie](mailto:niamh.reilly@universityofgalway.ie)).

As a constituent unit of the College of Arts, Social Sciences and Celtic Studies, the School is subject to the oversight by the Dean of Arts and issues relating to School decisions can also be raised with the Dean's office (contact details can be found here: <https://www.universityofgalway.ie/colleges-and-schools/arts-social-sciences-and-celtic-studies/staff/>).

The School is committed to working with **Year Representatives who are affiliated to the Student Union**. If you are interested in being a Year Rep please contact Dr Diana Stypinska ([diana.stypinska@universityofgalway.ie](mailto:diana.stypinska@universityofgalway.ie)).

## Student Support Services

The University Support Services offer a range of different avenues of support.

Please see their webpages for the detailed information: <https://www.universityofgalway.ie/student-services/>

Amongst many services on offer, there are the following:

- [Student Enquiry Centre](#)
- [Things not going right](#)
- [Your Health and Wellbeing](#)
- [Counselling](#)
- [Student Advisors](#)
- [Accommodation](#)
- [Financial Aid](#)
- [Student Health Unit](#)
- [Creche](#)
- [Chaplaincy](#)

## Extenuating Circumstances

Extenuating circumstances are serious unavoidable, unpredictable and exceptional circumstances outside the control of the student, which may negatively impact the student's performance in assessment. These circumstances could, for example, prevent the student from attending an examination, submitting an assessment or component thereof, and/or performing below their own normative ability in an assessment.

The University has a special Policy on Extenuating Circumstances that can be accessed here:

<https://www.universityofgalway.ie/media/registry/exams/policiesprocedures/QA209-Extenuating-Circumstances.pdf>

## Assessment Cover Page



OLLSCOIL NA GAILLIMHÉ  
UNIVERSITY OF GALWAY

## Cover Page

**This form MUST be signed by the essay entrant and must accompany each essay as a cover page. We cannot under any circumstances accept assignments without this form attached. Assignments will not be considered for marking until a cover page is signed and submitted.**

Name: \_\_\_\_\_

ID number: \_\_\_\_\_

Module Code -----

Title of the Module: -----

Essay title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of pages: \_\_\_\_\_

Bibliography attached?  Yes  No

**I hereby certify that I understand what plagiarism is and that this assignment is entirely my own work. Neither the paper in its entirety nor parts thereof have been submitted/published elsewhere in either paper or electronic form unless indicated through referencing. I understand that this work will be entered on a Turnitin database to enable detection of similarities and I give my consent to this.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date