



**NUI Galway**  
**OÉ Gaillimh**

***BA Government***  
***(Politics, Economics and Law)***

-  
***1BAG1***

**Student Handbook 2019/2020**

*While every effort has been made to ensure that the contents of this Handbook are accurate, this Handbook is issued for the **guidance** of students only. Course content and course options are evolving and students are advised to verify information in this Handbook with the appropriate Schools.*

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# Welcome

I would like to welcome all new BA Government (Politics, Economics and Law) undergraduates and returning students to NUI Galway for the 2019/20 academic year.

I hope that you will all enjoy your course in Government, as well as the cultural activities that NUI Galway and the city of Galway have to offer. I encourage you to take part in as many of the activities of the University as possible. Join clubs and take part in activities; it is by doing this that you can really connect with the University experience and make the most of your time here. You should make it a priority to get in touch with the Community Knowledge Initiative office and find out about their ALIVE programme and the various volunteering opportunities available to you.

For those coming to NUI Galway for the first time, please note that it will take you some time to adjust to being in large classes in a very large institution. Finding your way around may be difficult at first, but it will get easier. There are **support staff** and as the BA Government Programme Director, I will be available to advise and assist you. I am contactable by e-mail at [kevin.leyden@nuigalway.ie](mailto:kevin.leyden@nuigalway.ie) and you can also call to my office at 313 Aras Moyola by appointment. If you are having any difficulties please let us know.

As Course Director, I will take overall responsibility for the running of the programme. I am also the first year coordinator. Dr. Aidan Kane from the Discipline of Economics is the 2<sup>nd</sup> year coordinator and Dr. Maureen O'Sullivan from the School of Law is the 3<sup>rd</sup> year coordinator.

Best of luck in 2019/2020!

Professor Kevin M. Leyden  
Programme Director, BA Government (Politics, Economics and Law)

## TERM DATES 2019/20

### *Semester I*

Orientation week	Monday, 2 <sup>nd</sup> August – Friday 6 <sup>th</sup> September, 2019
Teaching begins	Monday, 9 <sup>th</sup> September, 2019
Teaching ends	Saturday, 30 <sup>th</sup> November, 2019
Study week	Monday, 2 <sup>nd</sup> December – Saturday, 7 <sup>th</sup> December, 2019
Examinations begin	Monday, 9 <sup>th</sup> December, 2019
Examinations end	Friday 20 <sup>th</sup> December, 2019

### *Semester II*

Teaching begins	Monday, 13 <sup>th</sup> January, 2020
Teaching ends	Friday, 4 <sup>th</sup> April, 2020
Easter Holiday Break	Friday, 10 <sup>th</sup> April – Monday 13 <sup>th</sup> April 2020
Study week	Monday, 14 <sup>th</sup> April – Monday, 20 <sup>th</sup> April 2020
Examinations begin	Monday, 21 <sup>st</sup> April, 2020
Examinations end	Friday, 8 <sup>th</sup> May, 2020

***Bank Holidays: Monday 28<sup>th</sup> October 2019 / Tuesday 17<sup>th</sup> March 2020***



# Advice and Resources

## INTRODUCTION

**Welcome** to the Bachelor of Arts in Government (Politics, Economics and Law) at NUI Galway. It is hoped that your time associated with NUI Galway will be both enjoyable and valuable to you. This handbook has been prepared to provide you with basic information relating to the BA in Government (Politics, Economics and Law). Please note that it is intended as a **guide only**; you should always check information prior to making course choices. In a competitive job market, it is in your own best interests to treat your time at university in a professional way. Passing examinations, although important, should not be your only goal. Your time at university is an opportunity for you to acquire as many useful skills as possible to allow you to compete successfully in the job market. Many of these skills (e.g., research skills, time management, learning to provide public presentations, writing and communication skills, and data analysis) are called “transferable skills” and are becoming increasingly important for graduates. This section sets out some advice and basic resources available to you in order to successfully complete your studies at NUI Galway.

## LECTURE NOTES, ATTENDANCE AND CRITICAL THINKING

You are obliged under University regulations to attend as many lectures as possible. Many lecturers provide their notes on Blackboard but it is not required that they do so. Each lecturer differs in how and when they prefer to make such material available. Some will only make notes available at the end of their period of teaching. Others prefer brief ‘bullet point’ notes, while a few may place more detailed notes online. In any event you should realise that no set of provided notes can compensate for missing lectures! **The best way to understand the course material is to go to the lectures, ask questions, take your own notes, and read the course assignments.**

Please remember that this is NOT a secondary school and we are not testing people’s ability to learn off vast chunks of ‘fact’ by heart. Also, there is no need to meticulously record and subsequently reproduce every detail raised by the lecturer - this is not what lectures are about. We are instead interested in debate, argument and original thinking. The goal of lectures is to expose students to new perspectives. Students should not approach lectures in a state of panic, trying to jot down everything. Instead it is much more important for students to really listen, to be selective, to focus on the main points and to keep thinking about the issues as lecturers present their material. We place much more emphasis on the assigned readings, and above all, in critical thinking and engagement with this subject through lectures, tutorials, and essays. Rote learning of lecture notes is the wrong way to engage with a subject. **It follows that maximum feasible attendance of lectures and tutorials is the best policy you should adopt.**

## MEDICAL CERTIFICATES

Students are expected to attend all lectures and tutorials as far as possible. Should a student be absent for an extended period for medical reasons, the Course Director and convener of

the lecture course/practical should be informed as soon as possible and a medical certificate provided. **In addition, all lecturers will facilitate students with special needs in whatever way is possible.**

## EXAM PREPARATION AND DETAILS

Here are some rather obvious but nonetheless useful exam preparation tips. Please note that each lecturer will of course give more specific and detailed advice on how to approach exams in the allocated time given for each lecturer to review the course.

### Revision/Preparing for Exams

Last minute 'cramming' the night before, is no way to treat any University exam. Revision is best where it is realistic, planned and focused. Do not try to adopt the approach of merely learning off textbooks or lecture notes for topics that you guess will come up. Students should be more methodical and have more options than just hoping certain topics show up. You probably need to pick several topics, rather than just two or three in each of the courses. How to revise? There is no one answer, but setting aside clear time periods, like a day or afternoon for certain topics is a good start. Another tip is to synthesize the material from your personal lecture notes, the lecturer's notes, and the course textbooks or any additional reading. Building your own set of clear and succinct 'master notes' which embrace all these sources will force you to really get to know the topic and above all understand it. Revision is not just about rote learning, it is about you rethinking the topics, reflecting on possible arguments, lines of debate, and picking out the most important factual details. Cramming the night before can never do that. It is sometimes helpful to revise as part of a study group, but ensure that it is with people who do not merely end up making you more anxious about any exam than you need to be.

### Past Papers

Past papers can be found at the NUIG website at [www.nuigalway.ie/exams/papers.html](http://www.nuigalway.ie/exams/papers.html). Please note that while the format of exams each year can change, the types of questions set will usually not be that radically different from previous years. So, previous years' papers would give you an idea of the type of questions that could be set.

### Exam Hall

All students will have an exam number. Write your exam number on all examination material. This exam number will also provide your location/sitting guide inside an exam hall. Do not forget your exam number slip, as you will need it for admittance to the exam hall. It is usually posted out to your term or home address or available online. Note, that in some subjects, the exam hall may be located off campus. This means you need to double check its location or be sure of a taxi booking, etc. Usually the Students Union makes provision of special bus and taxi services during examinations time.

### Timetable

Make sure, well in advance, that you know when and where your exam will be held. They are held in the morning or afternoon in various locations and some will require transportation.

### Managing the Exam Paper

Much of exam performance can be down to how students manage the exam paper. Do you just panic and answer the first question that looks half-familiar? Read all the questions, taking care to think about what is really being asked, what are the sub-questions lurking within, etc. Decide which questions are best for you, or that you feel most able for. But then really critique and analyse that question. What is the questioner really trying to get at? It is advisable before you start writing, to use the first page of your answer book as a rough work jotter, and to scribble down a few notes, plans, key words, themes and ideas that come into your head. Try and work out a structure and plan. Make sure to allocate equal time to each question and always attempt the minimum required questions. **Never leave the exam hall having written one good question but then decided you cannot answer any others - always attempt the minimum number of questions required.**

### Exam Support

If you need extra support to do the exam you can apply to sit in the 'sick bay' for your examinations. You should contact the Examinations Office for more details. Lecturers will visit your exam venue during the exam period to check for possible mistakes in the paper. You should feel free to clarify examination material with them. Students with a physical or learning disability should make contact with the Disability Office (see below).

### The Night Before

Make sure you get plenty of sleep, eat well and go into the exam relaxed, refreshed and ready for anything!!

## YOUR QUERIES AND PROBLEMS: WHERE TO GO FOR HELP

There are a number of people you can turn to for help at any stage during this BA course. First if you have a specific question about a lecture, or some material covered in a lecture or the readings, you could contact the *lecturer* at the end of the class, or see them during their office hours or alternatively email them. All lecturers email addresses are available on the NUI Galway website. All lecturers will have designated office hours when students can reach them in their office to follow up on *academic* problems.

Also, don't forget your *tutor* in specific modules. Your tutor will very often be an invaluable contact point by which to address concepts that you find confusing or vague. One function of the tutorial system is to allow you to clarify academic material.

If you are encountering severe medical, personal, emotional, family or financial problems at any time during your time at NUI Galway, there is more expert University level staff that could be of help and should be approached by you. These include:

### Student Contact Centre

The Student Contact Centre is located on the ground floor of Áras Uí- Chathail (right-hand side), which is situated on the main campus. The Centre provides a range of services to students, including:

- Registration, Exams and Admissions queries
- Prospectus pick up
- Replacement ID Cards (€30 charge)

- Transcript Requests (Min one weeks' notice required)
- Validation and stamping of forms e.g. social welfare, medical card, drug payment, USIT visa (Student Travelcard forms are stamped by SU)
- Change of Name/ Change of Address requests
- Statements e.g. letters of attendance

Opening Hours: 10:00 to 12:30 and 2pm to 4pm

Postal Address: Student Contact Centre, Ground Floor, Áras Uí Chathail, NUI Galway

Email: [scc@nuigalway.ie](mailto:scc@nuigalway.ie)

Telephone: 091 495999

### University Counsellors

They are located at No.5 Distillery Road, (which is nearby the AIB bank entrance to the University), on the right hand side in a two storey house). The phone number for the Counselling service is 091 492484. The website is: [http://www.nuigalway.ie/student\\_services/counsellors/](http://www.nuigalway.ie/student_services/counsellors/)

### Disability Office

Bernie McGee

Disability Officer

Room 216, Áras Uí Cathail

Tel. 353 (0) 91 492813

E-mail: [disabilityservice@nuigalway.ie](mailto:disabilityservice@nuigalway.ie)

### University Chaplains

See: [http://www.nuigalway.ie/student\\_services/chaplains/Finding\\_Us.html](http://www.nuigalway.ie/student_services/chaplains/Finding_Us.html) or simply call into No.2 Distillery Road.

### The Students Union (SU)

The Students Union also has created a site for information for 1BA students which is very worthwhile. See: <http://firstinfo.nuigalway.ie/> or call into the SU at Áras na Macleinn. Check out the University's core page on student services: [http://www.nuigalway.ie/student\\_services/](http://www.nuigalway.ie/student_services/). The Students Union is very useful with regard to questions of welfare, and also helping academic performance as well. They usually run an excellent study skills workshop during the year.

### Student Health Unit.

The Health Unit is located upstairs in Áras na Macleinn (beside the Students Union Office).  
Tel: 091-492604.

**IMPORTANT: Do not let problems get out of hand before you seek help.**

## COORDINATORS

If there is some aspect of the BA course organisation that you are unclear about, or if you face academic difficulties, you should contact your **Year Coordinator**. Contact details are provided on Page 12. Good lines of communication, both between staff and students, and among students themselves, are important for the smooth running of any degree programme and in maintaining high student morale.

If you have any trouble contacting staff then you should discuss this with your **Year Coordinator**. You should contact them as soon as possible if you have any academic problems or any queries concerning the course.

Remember that communication works both ways. The Course Director and Year Coordinators may need to get in touch with you at certain times of the year to pass on important messages or information. Therefore, at the beginning of the year, you will be asked to fill in a **registration form** with your contact details. You should ensure that these details are always **up-to-date**. **If you move house during the year you should notify the Course Director of any change of address as soon as possible.**

## STUDENT REPRESENTATIVES

Within the first few weeks of each academic year you will be asked to elect a **student representative** (one representative from each undergraduate year). Regular scheduled student/staff meetings will be held throughout the academic year, allowing you to make comments on any aspect of the course through your representative. The minutes from these meetings will be passed on to the BA Government Management Committee which will take action on the issues raised within the constraints of overall University administration, regulations, policy and resources.

## BA GOVERNMENT (POLITICS, ECONOMICS AND LAW) ON BLACKBOARD AND OUR NOTICE BOARD

The Programme Director and the Year coordinators will attempt to communicate important information to you via **Blackboard or email**. In addition, we have a *notice board* located in the entrance of the School of Political Science and Sociology, Floor 2, Aras Moyola. You should check regularly for new or updated information relating to the course, such as changes to the lectures or practical schedules, extra courses, field trips, details of practical exams etc.

# Coordinator Contact Details

## PROGRAMME DIRECTOR

Professor Kevin M. Leyden  
School of Political Science & Sociology  
Office 313, Aras Moyola  
Ext. 2299  
[kevin.leyden@nuigalway.ie](mailto:kevin.leyden@nuigalway.ie)

## FIRST YEAR COORDINATOR

Professor Kevin M. Leyden  
School of Political Science & Sociology  
Office 313, Aras Moyola  
Ext. 2299  
[kevin.leyden@nuigalway.ie](mailto:kevin.leyden@nuigalway.ie)

## SECOND YEAR COORDINATOR

Dr Aidan Kane  
School of Economics  
Room 206, First Floor, St. Anthony's.  
Ext. 2530  
[aidan.kane@nuigalway.ie](mailto:aidan.kane@nuigalway.ie)

## THIRD YEAR COORDINATOR

Dr Maureen O'Sullivan  
School of Law  
Room 206, Block T, Distillery Road.  
Ext. 5627  
[maureen.osullivan@nuigalway.ie](mailto:maureen.osullivan@nuigalway.ie)

# First Year Modules

<b>Module Code</b>	<b>Module Title</b>	<b>ECTS</b>	<b>Semester</b>	<b>Core/Optional</b>
LW103.I	Irish Legal Systems	5	1	Core
LW126	Legal Skills	5	2	Core
LW3109	Tort Law 1 & 2	10	1 and 2	Core
SP158	Introduction to Politics and Sociology	5	1	Core
SP159	Concepts and Practices in Politics and Sociology	5	2	Core
SP160	Problems in Politics and Sociology	5	2	Core
SP1117	Research Methods in Public and Social Policy	5	1	Core
EC135	Principles of Microeconomics	5	1	Core
EC1108	Skills for Economics I	5	1	Core
EC136	Principles of Macroeconomics	5	2	Core
EC1109	Skills for Economics II	5	2	Core

The module outlines, as well as any relevant course information, will be made available during the lectures.

# Frequently Asked Questions

## **I'M NOT USED TO WRITING ACADEMIC ESSAYS: HOW OR WHERE CAN I GET HELP?**

Students will receive direction and help by means of in-class tasks, assignments, and essay structure advice, from their module/seminar tutors/teachers and fellow students. Many small seminars are designed to develop a student's academic writing and guidelines are provided in relevant discipline handbooks. Further help is available to all students in the form of the Academic Writing Centre (contact the library directly or email [writingcentre@nuigalway.ie](mailto:writingcentre@nuigalway.ie)).

## **DO I NEED TO STICK TO THE WORD LIMIT ON MY ESSAYS?**

The word limits are given for a specific reason in each case so it is important to aim for the particular word count instructed. Penalties will apply if the word count is more than 10% below or above the word limit. These word limits relate to the main text so exclude bibliography and footnotes.

## **CAN I EMAIL ASSIGNMENTS AND ESSAYS?**

Generally speaking, email submission of examinable material will not be accepted. All examinable materials are required to be uploaded through Turnitin on Blackboard and a digital receipt, plus the relevant submission form, handed to the lecturer/tutor on the proposed date.

## **HOW CAN I FIND OUT ABOUT TURNITIN?**

Information on Turnitin is available from your seminar or module tutors or by following the link [www.nuigalway.ie/teaching-with-technology/technologies/turnitin/](http://www.nuigalway.ie/teaching-with-technology/technologies/turnitin/).

## **WHAT IS PLAGIARISM AND WHAT IS THE POLICY?**

Plagiarism means presenting the words of another writer as if they were your own. It refers to stealing, without acknowledgement, from any other writer, including fellow students. Copying another student's essay is as reprehensible as plagiarising a literary critic or a website. This is a serious matter, and if it is detected in your essay it may result in an automatic failure mark. The way to avoid plagiarism is very simple; always put quotation marks around someone else's words and credit them to their source. Further information can be found at: [www.nuigalway.ie/plagiarism/](http://www.nuigalway.ie/plagiarism/) and see [www.nuigalway.ie/current\\_students/university\\_code\\_conduct/index.php](http://www.nuigalway.ie/current_students/university_code_conduct/index.php). For first year students, suspected cases of plagiarism will initially be referred to the year coordinator and addressed as per internal policy. Cases may then be referred onwards depending on the seriousness of the circumstances.

### **WHAT DO I DO IF I RUN INTO DIFFICULTIES WITH TIME TO SUBMIT AN ASSIGNMENT OR ESSAY?**

We all can run into difficulties from time-to-time so your first port-of-call, again, is your module tutor, teacher or lecturer BEFORE THE STATED DEADLINE. He/she may be in a position to give you an extension on the submission of your assignment or essay based on documented medical evidence or for other exceptional circumstances. It is important to note that penalties may apply to such extension so please consult the module handbook in each particular case.

### **DO I HAVE TO REGISTER FOR BLACKBOARD?**

Students are automatically enrolled on Blackboard once registered with the University. Your courses will then appear once you log on with your username and password. It is advisable to confirm your access to Blackboard before needing it for important module information, online contributions, or deadlines. Further information on Blackboard is available at <https://nuigalway.blackboard.com>.

### **I'M HAVING A PROBLEM WITH MY STUDENT ONLINE ACCOUNT OR EMAIL ACCOUNT?**

The Information Solutions and Services (ISS) Department provides support and advice to students experiencing IT problems (see [www.nuigalway.ie/information-solutions-services/](http://www.nuigalway.ie/information-solutions-services/)). Assistance is provided via the ticketing service and Helpdesk (at <https://servicedesk.nuigalway.ie>). Please note, ISS are not in a position to assist students with their personal computer & laptop problems.

### **ARE THERE OTHER TYPES OF SUPPORT FOR STUDENTS?**

Students are entitled to draw on the network of support services across the University (please see [www.nuigalway.ie/student\\_services/](http://www.nuigalway.ie/student_services/) for further information). The Disability Support Service (see [www.nuigalway.ie/disability/](http://www.nuigalway.ie/disability/)) promotes inclusive practices throughout the campus community and are committed to the provision of an equitable learning environment that will enable students become independent learners and highly skilled graduates. The university also have a team of qualified and experienced counsellors, psychologists and psychotherapists and information about the Counselling Service is available at <http://www.nuigalway.ie/counsellors/>.

# 1BAG1 TIMETABLES

## SEMESTER 1

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>9</b>	EC135 Principles of Microeconomics in Kirwan Theatre		LW103.I Irish Legal Systems in AM250		
<b>10</b>	SP158 Introduction to Politics and Sociology In Kirwan Theatre				
<b>11</b>					
<b>12</b>	SP1117 Introduction to Research in Public & Social Policy  In ENG 2034 Lecture Room 07 (Engineering Building)	SP158 Introduction to Politics and Sociology in O'Flaherty Theatre			SP158 Introduction to Politics and Sociology in O'Flaherty Theatre
<b>1</b>	SP1117 Introduction to Research in Public & Social Policy In ENG 2034 Lecture Room 07 (Engineering Building)	EC1108 Skills for Economics 1  in AM250 - Colm O hEocha Theatre			
<b>2</b>					
<b>3</b>			LW3109 Tort in AM200	EC135 Principles of Microeconomics in O'Flaherty Theatre	
<b>4</b>	LW103.I Irish Legal Systems in IT250			LW3109 Tort in AM200	
<b>5</b>					
<b>6</b>					

## SEMESTER 2

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>9</b>			LW3109 Tort in AM250		
<b>10</b>	SP159 Concepts and Practices in Politics & Sociology in Kirwan Theatre				
<b>11</b>					
<b>12</b>		SP159 Concepts and Practices in Politics & Sociology in O'Flaherty Theatre			SP159 Concepts and Practices in Politics & Sociology in O'Flaherty Theatre
<b>1</b>		EC1109 Skills for Economics 2 AM250 - Colm O hEocha Theatre			
<b>2</b>		EC136 Principles of Macroeconomics in Kirwan Theatre			
<b>3</b>			LW3109 Tort in AM250	EC136 Principles of Macroeconomics in O'Flaherty Theatre	
<b>4</b>	LW126 Legal Skills in Anderson Theatre			LW126 Legal Skills in AM200	
<b>5</b>					
<b>6</b>					

NOTE: SP160 (Problems in Politics and Sociology) or SP109 (Public and Social Policy in Ireland) will also take place in Semester 2, time TBD.