

Postgraduate Taught Student Handbook 2025/26



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

Congratulations on your acceptance to undertake your postgraduate degree here in Cork University Business School (CUBS), University College Cork.

You are joining one of the largest university business schools in Ireland which is globally accredited which means that you can be assured and confident that the education you receive here is amongst the best in the world. Our mission *is to cultivate an inclusive environment where knowledge thrives through impactful research and learning. Together we develop the future leaders to transform business for the advancement of a more sustainable society for all.*

We strongly believe in Cork University Business School that we owe it to our students to challenge you so that we can help you to realise your potential. We seek to do this in a supportive and safe environment and in so doing, we will enable you to have a successful career in the global business economy. Our programmes are very responsive to the needs of business both in Ireland and globally – we continually interact with businesses nationally and internationally to ensure that our courses are relevant. Our programmes are also research led and they will offer you a range of learning experiences through class work, individual assignments and group projects. There are also a whole host of extra-curricular activities arranged across the year by us and university clubs and societies. We encourage you to immerse yourself in the full life of our school and university to gain the best ‘university of life’ experience.

I look forward to seeing you progress in your studies and celebrating with you on your graduation day. You will then join our Alumni; so many of whom have gone onto playing substantial roles within the business world and beyond. We want you to remember your experiences with us as among the most satisfying, challenging and rewarding periods of your life in terms of learning, personal development and your intellectual growth. Our commitment to you is that we will work hard to make your time with us an enjoyable and stimulating journey in which you and we join on a shared journey of discovery, development and mutual support and respect.

Our world appears to increasingly be one in disarray with conflict increasingly too commonplace. Respect, tolerance, empathy and inclusivity are key cornerstones of positive societies – we need more of this. Joining a community of international learners enables you to develop greater knowledge and awareness of different cultures, ways of working and so forth. I encourage you to embrace this opportunity to live and learn with the fantastic and diverse society that we have become in our school, university, city and country.

Thank you for placing your trust in us to provide you with a transformative learning experience that will positively impact your personal and career development. I wish you every success on your academic journey.

Professor Anthony McDonnell
Dean,
Cork University Business School,
UCC



Introduction

This **Postgraduate Handbook** was compiled by the **Cork University Business School (CUBS)** at University College Cork. Its purpose is to provide postgraduate 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 Postgraduate Team

For the CUBS postgraduate programme team page click [here](#)

For the postgraduate frequently requested forms click [here](#)

| Name | Title | Email Address | Programmes |
|--------------------------------------|---------------------------------------|--|--|
| Prof. Olive McCarthy | Vice Dean of Graduate Studies | o.mccarthy@ucc.ie | |
| Ms. Roisin Downing | Manager, Postgraduate Programmes Team | Roisin.downing@ucc.ie | |
| Ms. Rachel Cotter | Senior Executive Assistant | rachelcotter@ucc.ie | MSc Food Business & Innovation; MSc Sustainable Development; Co-Operatives & Agri-Food; PHD/Research Programmes. |
| Ms. Katherine Eaton | Senior Executive Assistant | Katherine.eaton@ucc.ie | MSc Finance (Investment and Asset Management); MSc Finance (Corporate Finance); MSc MIMAS Master of Accounting. |
| Mr. Gerard Horgan | Senior Executive Assistant | g.horgan@ucc.ie | MSc Business Analytics; MSc Design & Development of Digital Business; PHD BIS Programme. |
| Mr. Laurence Keating | Executive Assistant | lkeating@ucc.ie | MSc Finance (BRM) & MSc Business Economics. |
| Mr. Donal Meade | Senior Executive Assistant | dmeade@ucc.ie | MSc, HRM; H. Dip in HRM; MSc International Sustainable Business. |

Programme Details/Contacts

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

[MSc Food Business & Innovation](#)

[MSc Sustainable Development, Agri-Food & Co-Operatives](#)

[MSc Finance \(Investment and Asset Management\)](#)

[MSc Finance \(Corporate Finance\)](#)

[MSc Accounting & Performance Analysis](#)

[Accounting \(MACC\)](#)

[MSc Business Analytics](#)

[MSc Design & Development of Digital Business](#)

[MSc Information Systems for Business Performance](#)

[MSc Finance \(Banking Risk Management\)](#)

[MSc Business Economics](#)

[MSc Management & Marketing](#)

[MSc Marketing](#)

[MSc Human Resource Management](#)

[Higher Diploma in Human Resource Management](#)

[MSc International Sustainable Business](#)

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. The programme will open in November (Cork University Business School - Leaders of Tomorrow (cubsucc.com))



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 Postgraduate 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.

Make time for your career. Graduate recruitment teams typically recommend spending one day per week working on your career, treating it like another module.

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!

Keep up to date with the news as it's very easy to lose touch with the outside world but having good knowledge of current affairs & the economic climate is invaluable when it comes to job applications and interviews.

Talk about your work with others – it helps! Although independent learning is, important at postgraduate 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

Working & Living in Ireland

Opening A Bank Account as an International Student

It is of great benefit to students to open a bank account as soon as they arrive on campus. The [Bank of Ireland in UCC](#) is our partner bank and is very conveniently located on campus in the Student Centre (Áras na Mac Léinn). They have ATM cash dispenser machines located outside the Student Centre and the Main Restaurant.

Detailed information on the different services provided by Bank of Ireland and the bank's opening hours are available at [this link](#).

You can also look at the services of the other banking institutions locally such as:

- Allied Irish Bank (AIB)
- Permanent TSB
- Lough Credit Union

How Do I Open a Bank Account?

To open a new bank account with Bank of Ireland:

How to apply before you arrive in Ireland (known as a Non-Resident application)

1. Email BOI at newaccountopening@boi.com
2. Receive BOI first email requesting proof of address
3. Receive BOI 2nd contact email arranging a daytime to speak about your application
4. Application completed over the phone
5. Upload your proof of address, proof of identity and source of funds
6. 3 to 5 working days IBAN details live

Once you arrive at UCC you can then convert your account to a resident student account

How to apply for a bank account when you arrive in Cork:

1. Apply online at www.boi.com - must have an Irish/UK mobile number to apply and access to a camera on your device
2. Upload your proof of Irish address, proof of identity and source of funds
3. 3 to 5 working days IBAN details live
4. Card/Pin will be posted to your Cork address

For proof of address you can [Download your Letter of Attendance](#). **You can only Download your Letter of Attendance after you register.**

You can complete the online application form through the Bank of Ireland [website](#).

The information above may be subject to change. Contact the bank directly, through the contact email addresses, above if you need any further details.

*Please note the documents required may need to be prepared at home before you arrive in Ireland. Originals are needed, and copies should also be brought along to help speed up the process. You may also be asked for additional paperwork.

How To Apply For A PPS Number In Cork

A Personal Public Service Number (PPS Number) is a unique reference number that helps you access social welfare benefits, public services and information in Ireland. State agencies that use PPS Numbers to identify individuals include the [Department of Social Protection](#), the [Revenue Commissioners](#) and the [Health Service Executive \(HSE\)](#).

In order to take up employment you will require a PPS number. In essence it is a taxation number. PPS numbers are issued by the Department of Social Protection. When making an application, you will need to present the following:

1. Passport
2. Proof of Address
3. Immigration card
4. UCC Student ID Card
5. Letter from UCC Exams/Records Office confirming your student registration

Note: You must be fully registered with UCC, prior to applying for a PPS number as you need to present your UCC Student ID Card.

The most up to date information is available here:

[Get a Personal Public Service \(PPS\) Number](#)

Location of Social Protection Office:

The Social Protection Office is located on Hanover Street just off Washington Street.

Opening Hours

Monday to Wednesday, and Friday

09.30 - 12.00 (GMT)

Thursday

10.30 - 12.00 (GMT)

Work While You Study

Part-Time Work - European Economic Area (EEA) Students

All nationals from the European Economic Area (EEA) are entitled to take up full-time or part-time employment in Ireland while studying.

Non-EEA students

Non-EEA students with Stamp 2 permission to remain are allowed to take up casual employment. They can work up to 20 hours a week during term time and up to 40 hours a week in the holidays. Holiday periods have been standardised - June to September inclusive and from 15 December to 15 January. Students with stamp 2A permission are not allowed to work.

For the most up to date information you may wish to consult the following websites:

www.citizensinformation.ie/en/ or www.inis.gov.ie.

It is not realistic to rely on a part time job to fund your studies. Visa requiring students will be required to have sufficient funds to cover costs of the entire course

Work While You Study

Most students work part time to help fund their way through university, so it can be easy to view part-time work as a menial necessity for financial survival rather than as a learning opportunity. 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.

The most important thing to remember is that all work gives you some experience, including bar work, volunteering and Saturday jobs. 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 us on LinkedIn, Facebook and Twitter 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 2025, the national minimum wage for an experienced adult employee is €13.50 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 www.citizensinformation.ie/en/

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 postgraduate 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 . |

Key Dates

Milestone events 2025 - 2026

([Dates](#) subject to change)

| | |
|--|-------------------|
| Start of Academic Year 2025-26 - all non-first years | 08 September 2025 |
| Start of Academic Year 2025-26 - first years only | 15 September 2025 |
| Public Holiday - no lectures | 27 October 2025 |
| End of Semester 1 lectures | 28 November 2025 |
| Study Period S1 (one week) | 01 December 2025 |
| Start of winter examinations - all non-first years | 08 December 2025 |
| Start of winter examinations - first years only | 15 December 2025 |
| End of winter examinations | 19 December 2025 |
| Christmas recess (three weeks) | 22 December 2025 |
| Lectures begin semester 2 - all years | 12 January 2026 |
| Public Holiday - St Brigid's Day - no lectures | 02 February 2026 |
| Public Holiday - St Patrick's Day - no lectures | 17 March 2026 |
| Last week of semester 2 | 30 March 2026 |
| Easter Recess (two weeks) | 03 April 2026 |
| Good Friday - no lectures | 03 April 2026 |
| Public Holiday - Easter Monday - no lectures | 06 April 2026 |
| Start of summer examinations | 24 April 2026 |
| End of summer examinations | 08 May 2026 |
| Summer Recess | 25 May 2025 |
| Start of autumn examinations | 31 July 2026 |
| Start of Academic Year 2026-27 - all non-first years | 07 September 2026 |

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 of 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 of these 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 particular module.

Open Computer Access

There are a number of 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 lap-top, smartphone or tablet to the student [Wi-Fi service](#).

1. 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.

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 a postgraduate 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

2. 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.

Credit Weighting and duration of Postgraduate Programmes:

Postgraduate

| | |
|--|--|
| PhD/Practitioner Doctorate 3 – 4 calendar years full-time <i>Notes: Practitioner Doctorate programmes should include a significant thesis describing original research, to a minimum of 120 credits.</i> In the PhD degree, taught coursework and generic Modules are modularised and enumerated in terms of ECTS credits, to a maximum of 30 credits over a 3-year PhD programme and 90 credits over a 4-year PhD. | 270 - 360 credits |
| Taught Masters 12 -18 months full-time [i.e. 1 calendar year 90 credits; 18 months concurrently up to 120 credits 2 academic years 60 credits / year up to 120 credits] | 90 - 120 credits |
| Research Masters 1 – 2 calendar years full-time | 90 - 180 credits |
| Postgraduate Diploma 1 academic year full-time | Min. of 60 credits (but less than 90 credits) |
| Postgraduate Certificate 1 academic year, part-time | Min. of 30 credits (but less than 60 credits) |
| Higher Diploma 1 academic year full-time | 60 credits |

Under Bologna the notional student workload per 5-credit module is 100-150 hours (including contact hours, student study and examining time). Larger 10 or 15 credit modules would involve 2 or 3 times the workload of a standard 5-credit module.

Normally, a 5-credit module consists of 24hrs lectures plus associated tutorials/ essays/readings/ practical/course work OR the equivalent in student workload such as Literature projects, field courses, or indeed set reading assessed by written examination, work for problem sets, studying of legal materials and cases outside of lecture hours etc.

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.
- **Postgraduate 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](#)



3. 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](#).

Cork University Business School – Social Media links:

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

4. 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 s/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 actually 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.

-
- 12 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).
 - 13 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 absolutely 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.





5. 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 in order 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](#).



6. 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.



7. 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, wheel chair 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).

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.

Next Steps After Your Masters Degree

Cork University Business School has a world-class research reputation with many internationally renowned research institutions and centres. UCC has a wide range of research courses on offer. These include Structured PhDs, Research Masters, MD and PhD track courses. A full list of courses is available on the [CUBS Website](#).

Masters

- MSc (Commerce Accounting (minimum 1 year full-time or 2 years part-time MSc (Commerce Economics (minimum 1 year full-time or 2 years part-time MSc (Commerce Finance (minimum 1 year full-time or 2 years part-time
- MSc (Commerce Food Business and Development (1 year full-time or 2 years part-time MSc (Commerce Management Information Systems (1 year full-time or 2 years part-time

PhDs

- PhD (Commerce Accounting (minimum 3 years full-time or 6 years part-time PhD (Commerce Economics (minimum 3 years full-time or 6 years part-time PhD (Commerce Finance (minimum 3 years full-time or 6 years part-time
- PhD (Commerce Food Business & Development (minimum 3 years full-time or 6 years part-time PhD (Commerce Management Information Systems (minimum 3 years full-time or 6 years part-time PhD Management and Marketing (minimum 3 years full-time or 6 years part-time

Thematic PhD

- PhD Business Information Systems (4 years full-time, incorporating one-year Master's by research

Practitioner Doctorate

- DBA Business Economics (3 years full-time, incorporating 85 credits of taught modules. From October 2013 all incoming PhD/PhD track students register for a structured PhD. The UCC model of structured PhD education comprises a programme of supportive and developmental elements, with a stated minimum level of 15 credits of coursework and training.

For a 3-year PhD, the maximum number of credits that can be undertaken is 30 credits. For a 4-year PhD, the maximum number of credits that can be undertaken is 90 credits.

How to Apply for a Research Course

Choose a Course

Academic requirements

- PhD applicants need an honours level degree (NFQ level 8) with a minimum of a 2H1 (second class honours, grade 1) to apply.
- Master by Research applicants need an honours level degree (NFQ level 8) with a minimum of a 2H2 (second class honours, grade 2) to apply.
- Check our [qualification comparison website here](#) for equivalencies.
- Check our English language requirements here.
- Although students generally choose a topic for their research from their degree discipline you are not restricted to your primary degree subjects.

Find a supervisor

- Once students know which area or topic they wish to research, they then need to find a supervisor. This site offers [a list of academics listed under a wide range of schools/ departments/disciplines](#).
- Students can also contact [UCC Department/Schools](#) relevant to that area of research and check the availability of an appropriate supervisor.
- Students need to choose a supervisor and discuss your prospective research with them before applying. Your supervisor will let you know if you need to prepare a research proposal and will need to approve your proposal before you submit it. You may need to submit this proposal directly to the department and/or submit it with your online application. Candidates who apply to research programmes in Arts, Law or Medicine & Health are required to submit a research proposal of approximately 1,500 words, and in Commerce a proposal of approximately 500 words is required.

Apply online

Apply online at www.ucc.ie/en/apply





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
Postgraduate Programmes Office
3rd Floor O'Rahilly Building, Room 3.01
+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 21 490
2876 | 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 21 490 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](#).

8. 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

business-school@ucc.ie

Dean

Professor Anthony McDonnell

business-school@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.

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