CORK UNIVERSITY BUSINESS SCHOOL

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UNDERGRADUATE 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 asubstitute for these, or other original documents, which take precedence in all cases. University rules regarding behaviour and disciplinary procedures can be found at the following web address https:// www.ucc.ie/en/academicgov/policies/

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

UCC
University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

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Cork University Business School

Dean of School Welcome

Congratulations on your acceptance to undertake your undergraduate degree here in Cork University Business School, 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.
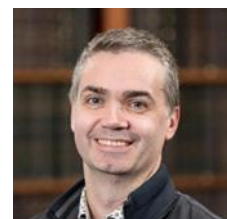
Professor Anthony McDonnell
Dean, Cork University Business School

Introduction

This Student Handbook was compiled by the Cork University Business School at University College Cork. Its purpose is to provide 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 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 University's website (www.ucc.ie) and the CUBS website (www.cubsucc.com) as these will play a vital role in the provision of information. Important publications available online include the Academic Programme Catalogue, Book of Modules etc. as outlined in the table below.

About CUBS	Learn more about Cork University Business School at UCC including its history, structure and leadership
Academic Calendar	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
Department information	Information on the Departments in CUBS including contact details
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

Top Student Tips:

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

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

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

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

- Appropriate referencing and presentation of your assignments is extremely important.

- Make sure that you are aware of **plagiarism** issues

- **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.**

- **Check out the range of academic resources available to students on the following link** **https://www.ucc.ie/en/students/academic/**

- **Try to balance the study/social aspects to university where possible.** There are some fantastic clubs, societies and 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.

- services available to you including **Student Health Service, Student Counselling Service, Disability Support Service, Careers Service, Computer Centre and Peer Assisted Student Support.**

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

Important Information

Semester Dates (May be Subject to Change)

Teaching Semester 1	Monday 8th September-Friday 28th November 2025
Study Week	Monday 1st December - Friday 5th December 2025
Examinations for Semester 1	Monday 8th December - Friday 19th December 2025
Christmas Recess	Friday 19th December 2025
Teaching Semester 2	Monday 12th January - Friday 30th March 2026
Easter Recess	Monday 3rd April - Friday 17th April 2026
Study/Review Period	Monday 20th April - Thursday 23rd April 2026
Examinations for Semester 2	Friday 24th April - Friday 8th May 2026
Autumn repeat exam dates	Monday 31st July - Friday 14th August 2026

First Year Semester Dates

Specific semester dates for first year are available here.

UCC Student E-mail Address
As a registered UCC student you will be given a personal UCC student e-mail address
e.g. studentnumber@umail.ucc.ie. This e-mail address is your unique address for university
contact purposes. **It is the only e-mail address we will use to communicate with you.** It is
important that you check your UCC student e-mail account regularly
as often urgent information, relevant to your course (for example, lecture changes or
cancellations) may be sent to it at short notice. It is not the sole means of
communication used by the University - announcements may also be sent by text to your mobile
or made at the start of class or posted on departmental notice boards. It is recommended that
you check all these information sources regularly.

Canvas
Lecturers within the various departments of the Cork University Business School have placed
course materials on UCC's **Canvas**. To access the information on **Canvas** 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 module.

To gain access to your course materials on Canvas, you must have completed University
registration for that module.

Open Computer Access
There are several Open Access Computer Labs which students are permitted to use subject to
Building Opening Hours. Please click on the following link for details on **setting up your
student IT account.**
The 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**.

CORK UNIVERSITY BUSINESS SCHOOL UNDERGRADUATE DEGREE PROGRAMMES

As a student at the Cork University Business School, you will encounter and share lectures with students taking other degree programmes. Mostly these students will be from undergraduate degree programmes offered by the Business School but there will also be students from other Schools at some lectures.

Programme Details/Contacts

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

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

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

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

Programme Contact Details

Meet the Undergraduate Programme Administration team here

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

Cork University Business School

1. School Practice Relating to Academic Programmes

1.1 CALENDAR AND MODULE INFORMATION

The Academic Calendar provides essential information on aspects of your chosen degree programme. The Business School Academic Programme Catalogue 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 year exams etc). Module examination practices can vary, depending on the module. The module outline should include information about the nature of the examination involved.

Consulting past examination papers is a good way to study, but you should always consult with lecturers on comparability. Aspects of modules such as content or means of assessment can change over time.

1.2 TIMETABLE

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

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

1.3 LECTURES

Every student registered for a programme is expected to attend all lectures, tutorials, laboratory classes etc.

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. Lectures 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 lecturers 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.

Students must give notice along with a medical certificate, where possible, following more than three days absence for medical reasons to the Student Records and Examinations Office (1st Floor, West Wing, Main Quadrangle).

1.4 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.

1.5 TRANSFERRING BETWEEN PROGRAMMES OF THE BUSINESS SCHOOL

Students wishing to change course must first satisfy the entry criteria, have achieved the points and there must be a place available on the course they wish to join.
Application to change course must be made to Noirin Deady (n.deady@ucc.ie) the First Year Experience Co-ordinator as soon as Semester 1 begins as there is a very short time- frame in which to change. Further information on this policy can be found here.

There is a further scheme to allow current students transfer from one degree to the second year of another within the Business School where places are available and only if the student has passed all modules in first year.

Applications for an internal programme transfer can be submitted between **01 and 30 June only**. The application form is available on the CUBS website.

The following are general guidelines for permitted transfer:

- Should the demand for places exceed the number of places available, students will be ranked in order of results.
- The ranking criteria is based on first year overall mark (being assessed on the best marks from modules to the value of 50 credits).
- Students must pass first year before transferring.
- Normally, students will be assessed on summer examinations except in the case of mitigating circumstances that are approved by the Mitigation Committee.
- Students transferring from BSc International Business with Languages to BComm must pass all business models on their first attempt.
- The application deadline is 30 June of each year. First round offers are made in July. Students must inform the school of their acceptance by 15 August (except in the case of Mitigation candidates).
- If places are still available following the first round of offers, a second round of offers for late applications will be facilitated after the release of the Autumn results. The deadline for applications for second round offers is 20th August. This is subject to places still being available.
- Students will be subject to the University minimum entry criteria as set out by the CAO, but students will not be assessed on CAO points.

- A student may be permitted to register as a non-degree student to meet transfer criteria, as determined by the relevant heads of Discipline/programme (for example to take modules that may be prerequisites for BComm III and IV modules). Students are allowed to take a maximum of 30 credits when registered as a non-degree student. These credits are taken in advance of the student transferring into year II. As per University policy, students will have to pay for all modules taken as a non-degree student. These are normally charged on a pro-rata basis of the full time EU fees.
- List of exemptions and prerequisites will be dealt with on a case-by-case basis at the time of application.
- Quotas From BSc International Business with Languages and other business degree to the BComm: max 10 students.
- From BSc Finance to BSc Accounting: max 5 students
- From BSc International Business with Languages to another BComm (International): max 3 students

Students may apply for other transfers which will be considered on an individual basis but within the general consideration outlined above.

In line with current admissions policy, current students may also apply for an alternative programme through the CAO: If the student is offered a first-year place and accepts it they may apply to the Business School for a transfer to the second year of their chosen programme subject to having successfully completed their first year on the original programme.

2. The Academic Learning Environment

2.1 STUDENT WORKLOADS

Students should look on university as a full-time job – it is! Course requirements consist of more than what 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. Canvas can be very useful when planning your study, as all student assessment requirements are specified in detail at the beginning of each academic year.

2.2 ASSESSMENT AND SUBMISSION OF ACADEMIC WORK

Canvas - Online learning
Canvas is a web-based learning management system, or LMS. It is used by staff and students in UCC to access and manage online course learning materials and communicate about skill development and learning achievement. Course materials are published on Canvas and students are required to submit their assignments through Canvas. All continuous assessment is submitted in soft copy via Canvas.

Accessing Canvas

To access your Canvas account, go to https://www.ucc.ie/en/sit/ and click on the Canvas icon.

Username: Student number
Password: Student IT Account password

2.3 RESOURCES FOR CURRENT STUDENTS

The Cork University Business School has developed a web page specifically for current students which you will find at the following link For Current Students. Here you will find the resources tab to support your academic work, well-being and campus life.

2.4 SUBMISSION AND 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 https://www.cubsucc.com/programme-forms/
Students can find details of any penalties for late submission in the relevant module description in the Book of Modules

2.5 Student Feedback

Feedback about teaching or courses

Student Feedback is important for the Business School as it helps to ensure we are meeting the needs of students studying our programmes. There are several communication methods to voice feedback:

- Let your lecturer 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 lecturer is contactable on a one-to-one basis.
- 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 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 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 sensitivity, you may approach the Programme Director. However, it should be noted that this should only be done if you feel that the matter is of sufficient urgency to justify this.

2.6 Reading Lists and Library Use

The Boole Library is a vital resource to students. 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 avail of a library tour and to familiarise themselves as to where their programme material is located.** An early understanding of the library procedures and facilities will greatly assist all research and learning. Find all the library essentials here.

The library databases relevant to Business students are accessible online and can be accessed via a subject search.

Here are some key things to remember about the library:

- Check the calendar on the library website for what classes are scheduled on a particular date.
- 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, which can take several days/weeks to arrive at UCC.
- 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 a Space Hogging initiative is used to provide a fairer seat occupancy at peak times. If the space is unattended for **60 minutes,** then items will be removed see Boole Library FAQs.

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 must register their term address with Student Records at the beginning of each academic year. You 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
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.

You can only access a module on Canvas if registered for it

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 follow this link.

Cork University Business School – Social Media links
- CUBS X
- CUBS Facebook
- CUBS LinkedIn
- CUBS Instagram
- CUBS TikTok
- CUBS YouTube

4. Guidelines on Presentation and Referencing of Student Assignments

4.1 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. All assignments are to be submitted in soft copy and uploaded to the relevant module on Canvas.

4.2 Presentation

- All essays and assignments must be typed using **Times New Roman size 12 font & double spaced.** For more information why not book an appointment with the Skills Centre.
- All assignments must have the student's name, tutor's name, course title, assignment title, word count and date submitted marked on the cover page.
- Provide, as an appendix, a bibliography listing the works consulted, in single line spacing. For more on the bibliography, see below.

4.3 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 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. 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:

4.4 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.

4.5 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.

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

4.7 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:

> *the movement has used the opportunities presented by the recognition of NIC-ICTU to good effect over the years[13]. They argue that without recognition, and the access to Ministers at Stormont which this provided, thing would…. (etc)*

> *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[12]. This is a view which plainly is not shared by most senior figures in the union hierarchy, who feel that*

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.*

4.8 **The Bibliography**

If all the references in this document appeared in the same piece of work, the 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.

4.9 **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.

4.10 Plagiarism

Plagiarism is the presentation of work for credit without appropriate attribution. Whether done deliberately or inadvertently, it is unacceptable, since it is an attempt to claim credit for work previously submitted by you and/or not done by you and fails to give credit for the work as appropriate. The University takes any form of plagiarism very seriously and plagiarism is subject to disciplinary procedures.

For further information, please see Sections 9 & 10 in the University's Guides to Examinations and Assessments.

4.11 Deadlines

Extensions beyond the notified deadlines for submission may be granted by the lecturer based on supporting evidence such as a note from a medical doctor or student counsellor. If you have any difficulties meeting the deadline for submission, please visit https://www.cubsucc.com/programme-forms/ to complete the required form. Late assignments will not be accepted by any staff teaching the course unless an extension has been formally agreed.

4.12 Keep a copy of your assignment

Things sometimes get mislaid – we're all human! It is essential, therefore, that you keep a backup copy of your assignment – on a USB key, keep a hard copy and/or email a copy to yourself – so that if the original goes astray, we've got something on which to fall back.

5. Examinations and Assessments

5.1 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 & 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
- the 'pass and progression' rule for passing an examination and progressing to the next year in a course. Generally, the pass standard in each module is 40% and to pass and progress to the following year, a candidate must obtain an overall aggregate pass of 480/1200 (i.e. an average of 40%) across all modules, pass modules comprising at least 50 credits with not less than 30% in any module; In the case of certain business programmes a pass must be achieved in particular modules in order to progress to the following year. Please note that these standards may vary by degree and year
- details on exemptions
- conditions relating to repeating examinations in the Autumn
- conditions relating to eligibility for honours
- 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 here.

All undergraduate programmes of the Business School operate allocation of grades based on a "preponderance rule" whereby grades can be attained at 2% less than the overall minimum percentage mark per band **provided** that not less than half of the credits are achieved at the minimum percentage mark for the grade band.

For example, the BComm 2nd Year Standard for 2nd Class Honours (Grade 1) states the following "Second Class, Grade I: an aggregate of at least 720/1200 marks (i.e. 60% and above but less than 70%) or an aggregate of at least 696 with at least half of the credits attained with marks of 60 or above". Thus, a student may achieve a 2H1 by attaining 720 marks. However, a student who attains 696 marks but has also achieved a mark of 60% or above in 30 Credits of Modules will also attain a 2H1. Students who have attained 696 marks but have not achieved marks of 60% or above in 30 Credits of Modules will be awarded a 2H2.

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

Repeat examinations

Repeat exams are organised for students who have failed modules with written exams in Winter, Spring or Summer. Students must pass their repeat examinations if they are to proceed to the next year of their programme. 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.

Students may repeat the year taking the full 60 credits. In determining aggregation, progression, and the calculation of the award of honours, there is no restriction on the marks awarded for modules at the Summer Examination of the Repeat Year. Modules taken at the subsequent Supplemental Examination are capped at the pass mark.

Subject to capacity, all students – whether they have failed or passed – are allowed to choose this option in an attempt to improve their 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.

Three-year rule

Generally, there is an overall limit of three years from the date of registration to pass a year of study of an undergraduate degree course in the Cork University Business School.

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.

5.2 Examinations

The Student Records and Examinations Office, 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 semester and also constitutes examination entry. Further information can be found online.

The examination

For any one module, this consists of all the elements covered in the module description in the Book of Modules. Thus, the written examination papers are but one of these. All other continuously assessed work that receives grades, which then enter the final result, are part of the examination - and subject to scrutiny by examiners.

Preparation for exams

It's always helpful to know something about the style and structure of the examination paper you'll sit at the end of a programme. Old examination papers may come in useful here. These will be available from the Library and Departments as well as being accessible online. You must login on the library website to view past exam papers. As mentioned previously, you should be aware that examinations change in content, style, structure and mode of assessment from year to year. Many Departments publish the criteria that define different classes of judgments (i.e. first honours,
second honours grade 1, etc) with respect to examinations, essays, orals and class presentations. When preparing for exams, it is a good idea to know what these criteria are.

Medical Certificates and Special Circumstances

During the academic year, medical certificates should be submitted (in digital copy only) via the correct form (available Medicate Certificate recording Requesting extension/absence if attendance in class or the submission of a piece of continuous assessment is affected. During the University written examinations period only, medical certificates should be submitted to the Student Records and Exams Office (SREO) for inclusion in, and consideration by, the Institutional Exam Board.

The Examination Results

A set of guidelines has been approved by the Academic Council relating to Departmental practices for the Examinations, and in particular regarding the dissemination of results. The full guide is available online.

The Business School facilitates the viewing of written examination scripts during two nominated days each year. This generally takes place seven to ten days after the release of the summer exam results. The dates are posted on the CUBS website in June.

5.3 Examination Appeals

The University has put in place a procedure for checking and appealing examination results. For further information, please watch this video.

Students should make known, in writing, to the relevant Head(s) of Department(s) and to the Registrar & Vice-President for Academic Affairs 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.

5.4 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.
- to 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 website.

6. University Policy on…

6.1 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 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.

6.2 Discipline and Plagiarism

There is a Discipline Committee to deal with 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. Students should be familiar with this booklet which can also be obtained from the Students Union Office.

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.

6.3 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 s/he is entered"**

A student who has an unsatisfactory attendance record at a module may not be allowed to enter for an examination at the conclusion of the module. This decision is taken by the Registrar after consultation with the Professor or lecturer responsible for the programme. The decision of the Registrar is subject to appeal to the Academic Council of the University.

6.4 Harassment, Sexual Harassment and Bullying

The UCC community will not stand for discrimination, harassment or bullying. Students are encouraged to be aware of the steps that can be taken to report incidents. Students can anonymously report an incident using Speak Out by selecting "Make a Report". If you have been affected by an incident, the following supports are available.
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 at UCC, the programme consists of 2 hours online training with 5 self-directed modules and is complemented by a live, facilitated 1-hour workshop, which is able to be conducted both online and on campus.
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. Students are actively encouraged to enrol in the programme which can be undertaken at their own pace.

7. Student Support Services

It is inevitable that throughout the course of your university life that 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 a 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. 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 Service (see Section 7.1 below)

7.1 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 Ardpatrick House, College
Road (by the student car park). Appointments may be arranged via phone or email – contact information can be found online. Unless students give permission for information to be shared, conversations remain **confidential**. Please refer to the Student Services Directory section for further information.

PEER SUPPORT: UCC students are trained and supported to help first year
students settle into UCC. It begins at Orientation where a group of first year students
is linked with a trained peer support leader who will be their guide and show them what life as a student in UCC is all about. Peer support leaders are non-judgmental and offer a friendly and confidential ear. If you would like to get in touch with a peer support leader or to become a peer support volunteer please contact peer support at peersupport@ucc.ie.

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.

7.2 Disability Support Service

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

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

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

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

7.3 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.

7.4 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
- A set of Digital Tools to support students' transitions to the workplace
- Undergraduate 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.

Book an on-line appointment as a current student or recent graduate. If you are a recent UCC graduate and would like to register for this service, click here.

7.5 Mature Student Office

This office provides support services for mature students who are registered on degree programmes. The Mature Student Office is located on the Room 1.10, The Hub, College Road, Cork, T12YF78. Further contact information can be found here.

7.6 Clubs & Societies

The Societies Office, Societies President and the Societies Officer are located on the 1st floor of the Hub. The Clubs and Societies area is located at the top of the red stairs through the atrium of the Hub. The Societies Office will be directly in front of you when you enter through the doors at the top of these stairs. Moira Keegan and other members of staff will be present to help you with any queries between the hours of 9:15am and 5:00pm.
It is here that you can get keys to the storage sheds (located behind 6 Carrigside on College Road), pick up equipment you have booked out, use the visa card, collect society packages, society scanners etc. You can also use your UCC student number to log in to the Clubs and Societies portal https://candsportal.ucc.ie/ to join and manage your memberships.

7.7 Student Services Directory

Admissions Office
Undergraduate admissions
1st floor, Main Campus, West Wing
353 (0)21 490 3571 | admissions@ucc.ie

Áras na Mac Léinn - Student Centre
Student facilities & services,
Events, retail & dining,
room bookings, smart card info
Main Campus, UCC | 353 (0) 21 490 2714

Buckley, Suzanne
Support Officer
for International Students
Adjoining Campus, Roseleigh,
Western Road, Cork, T12 R229
353 (0) 21 4904725 | s.buckley@ucc.ie

BComm Work Placement Manager
Susan Lyons
Career Service, The Hub, Main Campus 353
(0)490 4802 | careers@ucc.ie

Chaplaincy
A service that offers friendship and support to all
within the University community
Iona House, College Road
353 (0)21 490 2459 | ber.twomey@ucc.ie

College of Business and Law Office
3rd Floor, O'Rahilly Building
353 (0)21 420 5100
353 (0)21 490 2725 | BusinessandLaw@ucc.ie

CUBS Undergraduate Programme Team
O'Rahilly Building, ORB 3.15
353 (0)21 490 3825 |

Creche
Purpose built childcare centre
Crèche Cois Laoi
Brookfield Health Sciences Complex
353 (0)21 490 1606/1607 | creche@ucc.ie

Deady, Noirin
First year student experience coordinator. All
queries related to degree options, withdrawals,
flexi-options, internal transfers and career
guidance
Room G29 Hub Building, Main Campus
353 (0)21 490 2780 | n.deady@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 (0)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, University
College Cork
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 (0)21 490 2876 | graduatestudies@ucc.ie

International Education Office
International student information and support
Adjoining Campus, Roseleigh, Western Road 353
(0)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 (0)21 490 3529 | g.labh@ucc.ie

Larkin, Stephanie
Placement Coordinator - Business Information Systems
Room 3.79, O'Rahilly Building
353 (0)21 490 3345 | s.larkin@ucc.ie

Mac Conaill, Ruth
Work Placement Manager -Management & Marketing, Food Marketing & Entrepreneurship, Economics of Business Practice
Careers Service, The Hub, Main Campus
353 (0)21 490 3492 | ruth.macconaill@ucc.ie

Student Experience Office
Head of Student Experience
Paul Moriarty | 353 (0)21 490 3113
headofstudentexperience@ucc.ie

Student IT
Student IT Service Help Desk
Student IT Services, Boole
Basement 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 (0)21 4902422 | sreo@ucc.ie

Post Entry Support Coordinator
UCC Plus, The Hub, Main Campus
353 (0)21 490 4805 | uccplus@ucc.ie

Peer Assisted Student Support
Student support service The Hub, Main Campus
353 (0)21 420 5188 | peersupport@ucc.ie

Student Advisor and Ombudsman
Daniel Blackshields and Maria Dempsey
https://www.ucc.ie/en/studentombudsman/
353 (0)21 490 2593 | 353 (0)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, UCC, Cork.
353 (0)21 490 4850
studentbudgetingadvice@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 (0)21 4903218 | info@uccsu.ie

UCC Student Pad
Student campus accommodation
353 (0)21 49030 |
studentpad@ucc.ie

Wallace, Ian
Student Recruitment & Liaison Officer
Room 3.02B, O'Rahilly Building,
353 (0)21 420 5102 | ian.wallace@ucc.ie

Waterman, Aileen
Work Placement Manager –
BSc Finance/BSc Accounting 2nd Floor, The HUB
353(0)21 490 4817 | a.waterman@ucc.ie

8. The College and Business School Level

8.1 College of Business and 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 offices of the Head are located in the O'Rahilly Building. Some of the information, practices and structures outlined in this handbook may be subject to change over the course of the year.

8.1.1 College of Business & Law

Head of College		
Professor Thia Hennessy	4205100	headbandl@ucc.ie
College Manager		
Mr Colman Quain	4902395	c.quain@ucc.ie
Dean of Cork University Business School		
Professor Anthony McDonnell	4903252/3253	business-school@ucc.ie
School Manager		
Patricia O'Shaughnessy	4903380	P.OShaughnessy@ucc.ie

Location of the College Office Room 3.02, Block A, Level 3, O'Rahilly Building

8.1.2 Cork University Business School

O'Rahilly Building
+353 (0)21 490 2136 / 3252 / 3253

- Department Contacts
- Faculty Directory