



This booklet was compiled by the Cork University Business School (CUBS). Please note that the UCC 'Calendar', '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 the heading Policies and Procedures at the following web address [www.ucc.ie/en/current/policies/](http://www.ucc.ie/en/current/policies/)

The College of Business and Law is comprised of the Cork University Business School and the School of Law. Professor Ursula Kilkelly is the Head of College.



THE BIG UCC WELCOME

UCC Fair

UCC UNIVERSITY COLLEGE CORK

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# DEAN OF SCHOOL WELCOME

Thank you for registering for a world class postgraduate degree in Cork University Business School (CUBS). CUBS is the new Business School of University College Cork and builds on over 100 years of business education here at UCC – we are one of the two largest university business schools in Ireland. Our goal is to give you a very challenging but supportive experience.

We strongly believe that we owe it to our students to challenge you so that we can help you to achieve your full potential and help to start you on a very 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. You will find that all of our programmes offer you a range of learning experiences through class work, individual assignments and group projects.

Our teaching, which is research led, is delivered by both scholarly and practitioner experts. You will find that all of our programmes offer you a range of learning experiences through class work, individual assignments, group projects and discussions with business managers.

Ultimately, you will become one of our Alumni – Alumni who are known for their business readiness and very many of whom are in various senior positions across the spectrum of business.

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 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.

We would like to thank you for choosing Cork University Business School and wish you every success on your academic journey.

**Professor Thia Hennessy,**  
Dean, Cork University Business School



# INTRODUCTION

This Postgraduate Handbook was compiled by the Cork University Business School 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 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 ([www.ucc.ie](http://www.ucc.ie)) and the CUBS website ([www.cubsucc.com](http://www.cubsucc.com)) as these will play a vital role in the provision of information. Important publications available online include the [Calendar](#), [Book of Modules](#) etc. as outlined in the table below.

Publication	Information   Description
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	Links to UCC maps, food services, accommodation, building information etc
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, 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	Information on University regulations for Modules and Programmes
News and Events	Keep up to date with all the CUBS news and events
Student academic information	Links to information on registration, classes, timetables, student policies, scholarships and conferrings
Clubs and Societies Portal	Log in here to join clubs and societies and manage your memberships
Covid 19	Keep up to date with the latest information on the current health crisis.

# MEET THE POSTGRADUATE TEAM



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# MEET YOUR POSTGRADUATE DIRECTORS

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# TOP POSTGRADUATE STUDENT TIPS:

- Appropriate referencing and 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 and 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 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.

- **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 from inside the student bubble** it's very easy to lose touch with the outside world, but having good knowledge of current affairs and 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 AND LIVING IN IRELAND

## OPENING A BANK ACCOUNT

### Overview

It is of great benefit to students to establish a banking connection as soon as they arrive on campus. Staff in the Bank of Ireland understand students' financial arrangements and can offer financial advice suitable to students' needs. In order to open a bank account you will need your passport/driver's license/national I.D. and proof of home address. Proof of Irish address will be confirmed by the University.

**Bank of Ireland have set up an online system for students (EU and North American) to open the account through your own device.**

The bank is located in Áras na Mac Léinn/Student Centre. ATM cash dispenser machines are also located in Áras na Mac Léinn/Student Centre and in the Main Restaurant. Information on the service provided by Bank of Ireland and the bank's opening hours is available at <http://studentcentre.ucc.ie/>.

### How Do I Open a Bank Account?

*Please note that the situation is evolving and subject to change*

#### For students from the EU, North American, Australia and New Zealand

To open a new student account:

- Text PCA to 50365 - you will receive a link to complete the account opening
- Follow this link: <https://digital.bankofireland.com/PCA>
- Or directly through our web site: <https://personalbanking.bankofireland.com/bank/current-accounts/3rd-level-current-account/features-benefits/>

#### For all other students

To open a new student account:

*Please note this service is only available to those who have completed restricted movement timeframe*

**Where:** Bank Of Ireland Branch, UCC (in the Student Centre)

**When:** 29th & 30th of September & 1st & 2nd October 10:30am- 2:00pm

**How:** Email [orla\\_m.mccarthy@boi.com](mailto:orla_m.mccarthy@boi.com)

**What do I need?:** See [Opening a BOI account 2020](#) for all requirements.

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.

## 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](#).

### **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: <http://www.citizensinformation.ie/en/> or [www.inis.gov.ie](http://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 in order to earn some cash 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 [UCC Career Services](#) on LinkedIn, Facebook and Twitter to see our posts about part time opportunities as they arise.

### Work shadowing

Work shadowing is usually informal - where you observe someone in their role to understand how they do their job. It is usually short term (a few days at most) and unpaid, and usually provides an insight into the type of work, rather than actual hands on experience. This can be useful experience to gain in careers where few formal internships exist- eg solicitor, ophthalmologist. Work shadowing is usually arranged through speculative applications. The best idea is to start with a small request, such as one day, then see if you can extend this to a few days helping out at the organisation on an unpaid basis.

Suggestions for ways to find opportunities:

- Use your networks, friends, family and social networks.
- Talk to employers on campus at our fairs and events.
- Network through Social Media - Facebook is fine, but LinkedIn is much more professional for business networking.

## Vacation 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. But any vacation work can give you valuable employability skills.

### Ireland's National minimum wage

Since 1 January 2021 the national minimum wage for an experienced adult employee is €10.20 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 <http://www.citizensinformation.ie/en>.

## GRADUATE VISA

### Third Level Graduate Scheme

When you graduate, students may get an extension of their permission to remain in Ireland under the Third Level Graduate Scheme. You can find out more here: <http://www.inis.gov.ie/en/INIS/Pages/Student%20Pathway>. The scheme allows you to find employment and apply for a *General Employment Permit* or *Critical Skills Employment Permit*. Graduates with a level 7 qualification may get a 6-month extension to their residence permission. Graduates with qualifications at levels 8-10 may get a 12-month extension to their permission. If they are granted permission to remain, from 1 February 2016 they will be granted an Immigration stamp 1G. Please see [Citizens Information for more information](#).

## 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](mailto:fees@ucc.ie).

### Other Sources of Funding and Support Information

<b>UCC Scholarships</b>	Details of scholarships that are available.
<b>National University of Ireland Awards</b>	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.
<b>Student Universal Support Ireland</b>	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.
<b>Student Assistance Fund</b>	<p>The Student Assistance Fund provides financial assistance for full-time higher education students who are experiencing financial difficulties whilst attending college.</p> <p>For full details on eligibility and application please visit the Student Assistance Fund Office website.</p>
<b>Student Budgeting Advice Service</b>	The Student Budgeting Advice Service offers advice on financial planning and support to UCC students, including offering one-on-one advice.

# IMPORTANT INFORMATION

Term Dates	
Teaching Semester One	Monday 13th September - Friday 10th December 2021
Study / Review Week	6th December 2021 - 10th December 2021
Semester One Exams	Monday 10th December - Friday 20th December 2021
Christmas Recess	Monday 21st December - Friday 17th January 2022
Teaching Semester Two	Monday 17th January - Friday 8th April 2022
Easter Recess	Friday 8th April - Tuesday 19th April 2022
Study/Review Period	Monday 25th April - Thursday 29th April 2022
Exam Dates	Tuesday 3rd April - Friday 13th May 2022
Autumn repeat dates	8th - 19th August 2022

## 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](mailto: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 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](#). 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](#).

# 1. SCHOOL PRACTICE RELATING TO ACADEMIC COURSES

## 1.1 CALENDAR AND MODULE INFORMATION

The Academic Calendar 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](http://www.ucc.ie/en/exams) for more information on exam regulations including information on examination during Covid 19.

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

### Access your 2021 - 2022 timetable

Your detailed timetable will be made available to you through [Canvas](#) after you have completed programme and module registration.



### 1.3 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. 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.

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 Lecturer concerned and/or Head of Department responsible. **Students must give notice along with a medical certificate, where possible, for medical reasons to the programme administrator responsible for your programme.**

### 1.4 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 a number of 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

### 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 work place. 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

<p><b>PhD/Practitioner Doctorate</b> 3 – 4 calendar years full-time</p> <p>Notes: <b>Practitioner Doctorate</b> programmes should include a significant thesis describing original research, to a minimum of 120 credits.</p> <p>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.</p>	270 - 360 credits
<p><b>Taught Masters</b> 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]</p>	90 - 120 credits
<p><b>Research Masters</b> 1 – 2 calendar years full-time</p>	90 - 180 credits
<p><b>Postgraduate Diploma</b> 1 academic year full-time</p>	Min. of 60 credits (but less than 90 credits)
<p><b>Postgraduate Certificate</b> 1 academic year, part-time</p>	Min. of 30 credits (but less than 60 credits)
<p><b>Higher Diploma</b> 1 academic year full-time</p>	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.

## **2.2 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. (For further information on [plagiarism](#)).

### **Late submission**

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



## 2.3 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 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 of sufficient urgency 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.



## 2.4 READING LISTS AND 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.

Virginia Conrick is the Business and Law Liaison Librarian. 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:

- 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.
- Books which are essential course reading are located at the Open Reserve area on Q floor. You may choose your book and issue it to yourself at the Open Reserve self-issue machine. It is available for consultation within the Library and may be borrowed for a period of 4 hours. External Readers may not borrow Open Reserve material.
- Alternatively, 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 a number of 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. If you vacate your seat for longer than a half an hour your study materials will be removed.**
- Please see the visit <https://libguides.ucc.ie/library> for information on accessing the library during Covid-19.





## 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 follow this link.](#)

### Cork University Business School – Social Media links

- [CUBS Twitter](#)
- [CUBS Facebook](#)
- [CUBS LinkedIn](#)
- [CUBS Instagram](#)





## 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.

### 4.2 Presentation

- All essays and assignments must be typed using Times New Roman font size 12 with line-spacing of 1.5. 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, a online bibliography listing the works consulted, in single SPACING. For more on the bibliography, see below.
- Inline with UCC green policy most continuous assessment assignments are now submitted online through canvas.

### 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 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:

#### 4.4 Long Quotations

In an effort 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 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).

#### 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:

---

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, things 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.

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<sup>12</sup> *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).*

<sup>13</sup> *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 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.

#### 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, and lecturers may suggest different referencing styles.

#### 4.10 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 <https://www.ucc.ie/en/media/support/recordsandexaminations/documents/UCCPlagiarismPolicy-2020.pdf> to access the UCC plagiarism policy.

#### 4.11 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.

#### 4.12 Keep a copy of your assignment

Things sometimes get mislaid – we're all human! It is absolutely essential, therefore, that you keep a backup 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 AND ASSESSMENTS

### 5.1 MARKS AND 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.

## 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 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 and Special Circumstances

Students are required to give notice of absence through illness or other circumstances to their programme administrator, 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. 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 a 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

### 5.3 EXAMINATION APPEALS

The University has put in place a [procedure for checking and appealing examination results](#).

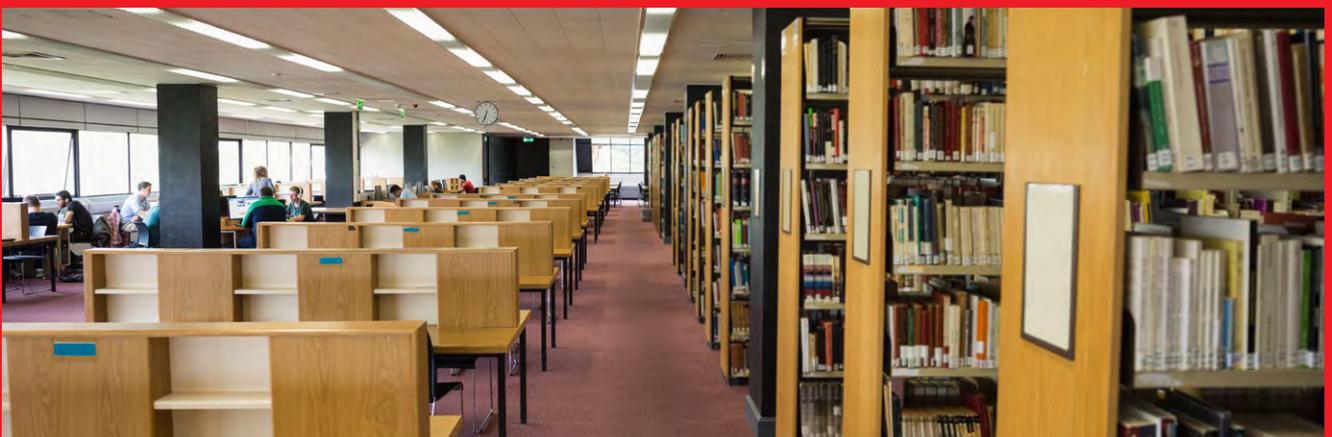
**Students should make known, in writing, to the relevant Head(s) of Department(s) and to the Registrar & Vice-President for Academic Affairs as soon as possible after the examination(s), any medical, personal or other circumstances which, to a significant extent, may have adversely affected their performance 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;
- 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 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](#).

## 6.2 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 [Students 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.

## 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 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.

## 6.4 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 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 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 Service](#) (see Section 7.1 below)

### 7.1 STUDENT HUB

The new Hub opened its doors to students on Monday January 6th 2020. We have 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.

## 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.

## 7.2 STUDENT COUNSELLING AND 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.

### 7.3 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.

### 7.4 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.](#)

### 7.5 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).

### 7.6 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.

## 7.7 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 and 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

### 1. 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.

### 2. Apply online

Apply online at [www.ucc.ie/en/apply](http://www.ucc.ie/en/apply)



## 7.8 STUDENT SERVICES DIRECTORY

### Accounting and Finance

Department office  
Accounting & Finance,  
3rd Floor, O’Rahilly Building  
353 (0)21 490 3818 | 353 (0)21 490 3783  
353 (0)21 490 3012  
[accountingandfinance@ucc.ie](mailto:accountingandfinance@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](mailto:s.buckley@ucc.ie)

### Business Information Systems

Department office  
Business Information Systems,  
3rd Floor, O’Rahilly Building  
353 (0)21 490 3341  
353 (0)21 490 3818 | [bis@ucc.ie](mailto:bis@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](mailto: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](mailto:BusinessandLaw@ucc.ie)

### Cork University Business School Office

Administrative office for CUBS  
West Wing, Main Quad  
353 (0)21 490 2136  
353 (0)21 490 3252 | 353 (0)21 490 3253  
[business-school@ucc.ie](mailto:business-school@ucc.ie)

### Creche

Purpose built childcare centre  
Crèche Cois Laoi ,  
Brookfield Health Sciences Complex  
353 (0)21 490 1606/1607 | [creche@ucc.ie](mailto: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 (0)21 490 2985 | [dssinfo@ucc.ie](mailto:dssinfo@ucc.ie)



## **Economics**

Department office  
Áras Na Laoi (Lee House), Gaol Road, UCC  
353 (0)21 490 2574 | 353 (0)21 490 3574 353  
(0)21 490 2126 [EconomicsSSO@ucc.ie](mailto:EconomicsSSO@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 (0)21 490 2365 | [fees@fin.ucc.ie](mailto:fees@fin.ucc.ie)

## **Food Business & Development**

Department office  
Food Business & Development,  
2nd Floor, O'Rahilly Building  
353 (0)21 490 2570  
[foodbusiness@ucc.ie](mailto:foodbusiness@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](mailto: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](mailto:graduatestudies@ucc.ie)

## **International Education Office**

International student information and  
support  
Adjoining Campus, Roseleigh, Western Road  
353 (0)21 490 4734  
[internationaloffice@ucc.ie](mailto:internationaloffice@ucc.ie)

## **Ionad Na Gaeilge Labhartha Language Centre**

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](mailto: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](mailto:s.larkin@ucc.ie)

## **Management & Marketing**

Department office  
Management & Marketing, 2nd Floor,  
O'Rahilly Building  
353 (0)21 490 2940 | 353 (0)21 490 3375  
[managementandmarketing@ucc.ie](mailto:managementandmarketing@ucc.ie)

## **North, Grainne**

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

## **O'Mahony, Jillian**

Work Placement Manager - Management  
& Marketing, Food Marketing &  
Entrepreneurship, Economics of Business  
Practice  
Careers Service, The Hub, Main Campus 353  
(0)21 490 3492 | [jillian.omahony@ucc.ie](mailto:jillian.omahony@ucc.ie)

## **Powell, Fred Prof.**

Student Advisor and Ombudsman  
Applied Social Studies, Ashford (Room 2.01),  
Donovan's Road  
353 (0)21 490 2593 | 353 (0)21 490 2228  
[studentombudsman@ucc.ie](mailto: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 (0)21 490 4850  
[studentbudgetingadvice@ucc.ie](mailto:studentbudgetingadvice@ucc.ie)

## **STUDENT EXPERIENCE OFFICE**

### **Head of Student Experience**

Paul Moriarty | 353 (0)21 490 3113  
[headofstudentexperience@ucc.ie](mailto:headofstudentexperience@ucc.ie)

## **Student IT**

Student IT Service Help Desk  
Student IT Services, Boole Basement  
353 (0)21 490 1886 | [sit@ucc.ie](mailto: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](mailto: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 (0)21 4903218 | [studentpad@ucc.ie](mailto:studentpad@ucc.ie)

### **Technical Support - BIS**

Student technical queries - passwords, software, swipe card access (O'Rahilly Building)

Room 3.70, O'Rahilly Building 353 (0)21 490 3822 | 353 (0)21 490 3831 | [bistech@ucc.ie](mailto:bistech@ucc.ie)

### **UCC Student Pad**

Student campus accommodation

353 (0) 21 4903849 | [resservices@ucc.ie](mailto:resservices@ucc.ie)

### **Waterman, Aileen**

Work Placement Manager - BSc Finance/  
BSc Accounting

Top Floor, 1 Brighton Villas, Western Road

353 (0)21 490 2833 | [a.waterman@ucc.ie](mailto:a.waterman@ucc.ie)

### **Wallace, Anne**

Student Recruitment & Liaison Officer

College of Business and Law

Room 3.02B | O'Rahilly Building

University College, Cork

[a.wallace@ucc.ie](mailto:a.wallace@ucc.ie)

## **7.9 CLUBS AND 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 AND BUSINESS SCHOOL

## 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 Ursula Kilkelly 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 Ursula Kilkelly 4205100 [headbandl@ucc.ie](mailto:headbandl@ucc.ie)

#### COLLEGE MANAGER

Colman Quain 4902395 [c.quain@ucc.ie](mailto:c.quain@ucc.ie)

#### STUDENT RECRUITMENT & LIAISON OFFICER

Anne Wallace 4205102 [a.wallace@ucc.ie](mailto:a.wallace@ucc.ie)

086 4122414

Jean Tobin 4902725 [Jean.Tobin@ucc.ie](mailto:Jean.Tobin@ucc.ie)

#### LOCATION OF THE COLLEGE OFFICE

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

### 8.1.2 Cork University Business School

Basement (B.02), West Wing, Main Quadrangle  
+353 (0)21 490 2136 / 3252 / 3253 [business-school@ucc.ie](mailto:business-school@ucc.ie)

#### DEAN OF CORK UNIVERSITY BUSINESS SCHOOL

Professor Thia Hennessy 4903252/3253 [business-school@ucc.ie](mailto:business-school@ucc.ie)

Alison O’Connell 490 3880 [alison.oconnell@ucc.ie](mailto:alison.oconnell@ucc.ie)  
School Manager, CUBS  
O’Rahilly Building 2.43

## Departments and Centres within the Business School

Further information on individual Departments and Centres of the Business School can be found on the following urls:

- [CUBS Mission & Vision](#)
- [CUBS Departments](#)
- [Research Centres](#)
- [Staff Faculty Directory](#)

Any comments on the material in this handbook or suggestions for future additional material would be most welcome to the Cork University Business School Office. The guidelines on presentation and referencing of student assignments is based upon a similar one prepared by Dr Terry Cradden, University of Ulster 1998.

The information in this document is for illustrative purposes only. It cannot be construed as granting legal rights to any person or imposing any legal obligation on the university. This information guide grants no right to any person enforceable by a court.





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