DEPARTMENT OF GOVERNMENT AND POLITICS

College of Arts, Celtic Studies
and Social Sciences

GOVERNMENT AND POLITICAL SCIENCE

UCC

University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

POSTGRADUATE

MSC IN GOVERNMENT AND POLITICS

HANDBOOK

Academic Year 2023-2024

Contents

UCC POSTGRADUATE COURSES

Government and Politics

It gives me great pleasure to welcome you as postgraduates to the Department of Government and Politics.

Never has it been a more exciting time to study Government and Politics. The many challenges we face, a global pandemic, climate change, the migration crisis, the rise of far-right populism, Brexit etc. require complex, creative and collaborative responses. It is imperative for us as global citizens to work individually and collectively to resolve them.

As students in our Department, you will be introduced to concepts of democracy, conflict resolution, policy making, political decision making (at the local, national, European and Global level), and international relations.

Through your participation in class and elsewhere across the University, you will develop the knowledge and skills to critically assess and address key political issues of the day as well as build on your existing transferable skills (most notably through your work placement).

As a department, we endeavour to provide an energetic and supportive learning environment through our student-friendly approach to education, our mentoring programme and our public events. We operate an open-door policy, should you need guidance or support. Ultimately our wish is for each and every one of you to join our expanding cohort of successful postgraduates.

We look forward to working with you as you embark on this exciting journey through College.

Wishing you every success,

Dr Mary Murphy - Head of Department

Contact Details

Department of Government & Politics

Roinn Léann an Rialtais agus na Polaitíochta

2nd Floor, Block B, O'Rahilly Building, University College Cork, Republic of Ireland,

✉ government@ucc.ie 📞 353 (0)21 490 2009 / 2770 📍 Location 🔗 http://www.ucc.ie

Address: Department of Government and Politics,

Room ORB 2.50,

2nd Floor, Block B,

O'Rahilly Building,

University College Cork.

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Email: government@ucc.ie

Web Address: https://www.ucc.ie/en/government-and-politics/

Twitter: @GovPolUCC

Academic Staff

Programme Director

Dr Emmanuelle Schön-Quinlivan – Director of MSc Government and Politics
Dr Schön-Quinlivan has completed her doctoral research on the institutional impact of the administrative reforms launched by Kinnock in the European Commission. Her research interests include organisational and institutional change, European institutions, public management and public administration, French politics, comparative European politics.
Email: e.schon@ucc.ie   Phone: 021 490 2325   Office: ORB_2.47

Professor

Prof Andrew Cottey – Director of the MRes Government & Public Policy
Dr Cottey's research and teaching interests are in the following areas: international relations and global governance; foreign, security and defence policy; European security, including NATO; the EU's foreign security and defence policy; central and eastern Europe; conflict prevention and management; problems of international military intervention; civil-military relations and democracy.
Email: a.cottey@ucc.ie   Phone: 021 490 3899   Office: ORB_2.49

Senior Lecturers

Dr Clodagh Harris – Director of Research
Her research focuses on democratic theory and practice (particularly deliberative and participatory democracy); democratic innovations; political participation; and the scholarship of teaching and learning in political science.
Email: clodagh.harris@ucc.ie   Phone: 021 490 2941   Office: ORB_2.53

Dr Mary C. Murphy – Head of Department, Extensions Officer and Director of the Department's PhD programme
Dr Murphy's research interests lie in the area of Northern Ireland politics; the European Union; multi-level governance; Europeanisation and parliamentary reform.
Email: maryc.murphy@ucc.ie   Phone: 021-4902981   Office: ORB2.51

Dr Theresa Reidy
Dr Reidy's research interests lie in the area of Irish politics, political economy and public finance.
Email: t.reidy@ucc.ie   Phone: 021 490 3028   Office: ORB_2.52

Lecturers

Dr Fiona Buckley – Lecturer and Director of MSc International Public Policy & Diplomacy
Research and teaching interests: women in politics; Irish politics; electoral integrity; experiential learning in political science. Biography here
Email: f.buckley@ucc.ie   Phone: 021 490 3237   Office: ORB_2.45

Dr Laurence Davis – *on sabbatical leave 1 July 2022 – 31 December 2022*
Dr Davis specialises in political theory and ideologies, with a particular expertise in radical political thought. He is also responsible for the department's teaching in the area of U.S. politics.
Email: l.davis@ucc.ie   Phone: 021 490 3472   Office: ORB_2.46

Dr Niall Duggan – Director of the BSc Government/BSc Government and Political Science
With a strong interest in developing and testing IR theories – in particular, role theory and neo-Gramscian approaches. Dr Duggan's research has focused on how ideas and concepts can affect a national role in IR. He has conducted research in Sino-EU and Asia-EU relations.
Email: n.duggan@ucc.ie   Phone: 021 4903238   Office: ORB_2.10

Dr Aodh Quinlivan – Director of the Centre of Local and Regional Governance; Director of MRes Government and Politics - *on sabbatical leave 1 January 2023 – 30 June 2023*
Dr Quinlivan specialises in local government studies and in reform of the public sector. He has written books about Philip Monahan (Ireland's first local authority manager), the local elections and public sector innovation.
Email**:** a.quinlivan@ucc.ie   Phone: 021 490 3368   Office: ORB_2.54

Dr Liam Weeks – Lecturer
His main research interests include comparative politics, but particularly electoral systems, political parties and voting behaviour. He is interested in most aspects of Irish politics.
Email: l.weeks@ucc.ie   Phone: 021 490 2941   Office: ORB_2.53

Part-time Lecturing Staff

Dr Philip Murphy - Lecturer
Research and teaching interests lie in the area of socialisation; political efficacy; political participation; comparative politics, democratic theory and research methods.
Email: philip.murphy@ucc.ie   Phone: 021 490 3135   Office: 4 Bloomfield Terrace, 1st Floor

Emeritus Professor

Professor Neil Collins
Professor Collins brings a strong academic profile to the Department deriving from his extensive experience in America, Britain and Ireland. He is the author of a standard text on Irish Politics, *Irish Politics Today*, now in its fourth edition. He has also published in the leading political science and marketing journals in Europe. His current research interests are in political corruption, clientelism and e-politics.
Email: n.collins@ucc.ie

"The MSc Government at University College Cork equipped me with transferrable skills that were an asset in my professional life "

Saba Loftus - Sustainable Development Specialist at Global Policy Forum

Find Out More →

Administrative Staff

The Departmental Administrative office is located in Room 2.50. Departmental Office Hours: 9:00 to 13:00, 14:00 to 17:00 (office is closed for lunch from 13:00 – 14:00)

The Executive Assistant responsible for the BSc Government and BA Politics programmes is **Ms**. **Irene Halpin.** Her contact details are: 021 490 2770 or I.Halpin@ucc.ie.

The Work Placement Manager is **Ms. Dearbhail O'Callaghan**. Dearbhail can be contacted at dearbhail.ocallaghan@ucc.ie and she is located in ORB_2.48.

The Postgraduate Programme Administrator is Gareth Morgan and he may be contacted at garethmorgan@ucc.ie

Term Dates 2023–2024

UNDERLINE: UNIVERSITY FIRST TERM 2023 - 2024

PART 1 – Taught Element of the Course

Teaching Semester 1 (12 weeks):   Monday 11 September – Friday 1 December

Directed Study Week: TBC

*Winter Examinations
period/Study period:*   Monday 4 December – Thursday 7 December

Christmas Recess: Friday 22 December – Sunday 14 January

UNIVERSITY SECOND TERM 2022 - 2023

PART 1 – Taught Element of the Course

Study period: Monday 4 January – Thursday 7 January

Teaching Semester 2 (12 weeks):   Monday 15 January – Friday 19 April

*Easter Recess***:**   Saturday 23 March – Sunday 7 April

UNIVERSITY THIRD TERM 2023 – 2024

Part 2 – Dissertation Element of the Course

22 April to 11 September

Summer Exams: Friday 26 April   –   Friday 10 May

Repeat Exams: Friday 26 July   -   Friday 9 August

UNIVERSITY FIRST TERM 2024 - 2025
(Winter Semester)

Semester 1 Start Date: TBC

For UCC's 2023-24 term dates please see:
https://www.ucc.ie/en/media/studyatucc/international/documentation/visitingusandnon-
eustudents/OrientationandSemesterDatesfor2023-2024.pdf

Course Outline

The MSc in Government and Politics is an exciting interdisciplinary taught master's programme that provides graduates with the expertise and work experience required for successful careers in public policy environments.

The focus of the MSc Government and Politics is on governance. Government affects our day-to-day lives. It affects the food we eat, the healthcare we receive and the taxes we pay. Modern-day governance occurs at many levels: local, regional, national, European and international.

To provide an understanding of contemporary governments we examine issues such as developments in democratic theory, regulatory reform and international relations. We also examines contemporary policy debates at a range of levels, looking at political reform in the Irish context, the changing dynamics of European governance as well as the challenges faced by democracy and the protection/advancement of human rights in the twenty-first century.

Our MSc programme is uniquely oriented toward vocational skills training, through coursework, and the option to undertake either a work-based dissertation (Work Placement) or a research-based dissertation. We have a dedicated placement officer who sources an internship tailored to each individual student's specific interests. In the majority of cases these internships are paid, although this cannot be guaranteed. The work placement offering builds on the success of this scheme at the undergraduate and postgraduate level in other programmes offered by the Department of Government and Politics, which has been a pioneer in offering internships for students of political science. These placements are located in a wide variety of policy organisations, such as the Irish parliament, the Scottish parliament, the Office of the President, the Central Bank and Ervia, in which students will be able to utilise the knowledge learned on the programme and learn invaluable vocational and practical skills.

The MSc will enable you to develop your research and analytical skills in the areas of government, political science and public policy. It will also give you a number of other skills, including data analysis; research, communication and writing skills; policy analysis, critical, systematic, and independent thinking; and presentation skills. The work placement will give you a unique opportunity to develop important professional skills and to immediately apply your learning to the professional world.

The MSc in Government is suitable for graduates of social science, arts, commerce, law or related disciplines.

You can take this program in one year full-time or in two years part-time, and it is divided into two parts. In Part I, students take a combination of compulsory and elective modules. In addition, students choose 20 credits from a list of elective modules provided by the Department of Government and Politics, School of History, and Department of Philosophy. See the College Calendar for the current list of elective modules on offer.

Part I (Core Modules)

- **ES6014** European Democracy, Citizenship, Memory and Identity (5 credits)
- **GV6011** EU Political System and Policies (5 credits)*
- **GV6118** Political Science Research Methods (10 credits)
- **GV6121** Comparative Political Institutions (5 credits)
- **GV6127** Politics and Gender (5 credits)
- **GV6128** Re-imagining Democratic Politics in a Changing World (5 credits)
- **PH6055** Core Themes in Political Philosophy (5 credits)

Part II

- **GV6106** Dissertation in Government and Politics (30 credits) *or*
- **GV6123** Work-Based Dissertation in Government and Politics (30 credits). This is a work placement in a national policy environment and a placement-based dissertation. The length of the work placement is usually four months.

*Subject to approval

Specialist career advice is available to students through the Work Placement Officer and support is given in the planning for and application to work placement organisations. Our graduates have found the work placement to be an extremely valuable first step in their professional careers giving them unrivaled opportunities to make professional contacts and gain first-hand experience in the public policy world.

Academic Programme Catalogue

See the Academic Programme Catalogue where you can search for the complete and up-to-date content for this course. Note that the modules for all courses are subject to change from year to year. For complete descriptions of individual modules, see the Book of Modules.

Course Practicalities

Students studying for the degree full-time take all modules in one year.

The part-time option will be taught during weekday working hours over 2 years.

Students studying for the degree part-time take all the core modules GV6124, GV6011, GV6010, ES6014, GV6118, GV6121, and PH6055 (40 credits in total) in Year 1 and the remaining credits from the list of elective modules, as well as Dissertation in Government and Politics (GV6106) or Work-based Dissertation in Government and Politics (GV6123) in Year 2.

The taught part of the course runs from mid-September to the end of the following March. You will take the work-based dissertation or the research-based dissertation between the

beginning of April and the end of September. The length of the work placement may vary from three to five months.

During the taught part of the course, students have approximately 8-10 hours per week of lectures/seminars. This is supplemented by recommended reading, preparation of presentations and other group work and time spent completing assignments (essays, policy reports, research projects, etc). During the taught part of the course, you will also take classes in preparation for the work placement.

In Part I, the course is assessed through a variety of coursework assignments, including:

- in-class presentations
- reports
- article reviews
- book reviews
- blog contributions
- posters
- portfolios and essays

In Part II of the course, the assessment involves:

- GV6106 Dissertation in Government and Politics (30 credits). This is a 15,000-word independent research dissertation *or*
- GV6123 Work-Based Dissertation in Government and Politics (30 credits). This is a work placement in a national policy environment and a placement-based dissertation. The length of the work placement is usually four months.

ADDITIONAL INFORMATION

Scholarships

See our [postgraduate scholarship page](#) for information on scholarships.

There is also Irish government funding available specifically for non-EU/EEA students, the deadline for which is usually the end of March, so applicants are encouraged to apply early: [Irish Government Funding](#).

Placement or Study Abroad Information

You can take work placements in a variety of organisations/institutions working in areas related to national affairs, such as government ministries, the offices of elected representatives, think tanks, and non-governmental organisations. We have relationships with a variety of organisations that take students from the course and you will be provided with expert support in sourcing and applying for work placements.

Skills and Careers Information

The programme will prepare you for positions in government, international organisations, the private, community, and voluntary sectors and PhD research.

Our graduates have found employment as public affairs consultants, legal officers, parliamentary researchers, journalists, analysts in the banking and IT industries, press officers, and teachers and some have gone on to PhD research.

Requirements

Applicants should have a Second Class Honours Grade II in a primary honours degree (NFQ, Level 8)or an equivalent academic or professional qualification, in one of the following areas: Social Science, Arts, Commerce, Law or a related discipline or equivalent professional experience as deemed appropriate by the Head of Department of Government Politics and the College of Arts, Celtic Studies and Social Science under Recognition of Prior Learning (RPL). Applicants may be required to attend for interview or may be short-listed for an interview.

All applicants will be required to submit a 'motivation statement' (indicating why they are interested in taking the MSc Government and Politics, and why they think they would be suited to the programme. Prospective applicants should contact the Department of Government and Politics for further information.

For Applicants with Qualifications Completed Outside of Ireland

Applicants must meet the required entry academic grade, equivalent to Irish requirements. For more information see our [Qualification Comparison](#) page.

International/Non-EU Applicants

For full details of the non-EU application procedure visit our [how to apply pages](#) for international students.

- In UCC, we use the term programme and course interchangeably to describe what a person has registered to study in UCC and its constituent colleges, schools, and

departments.

- Note that not all courses are open to international/non-EU applicants, please check the fact file above. For more information contact the International Office.

English Language Requirements

Applicants who are non-native speakers of the English language must meet the university-approved English language requirements. Vsit our PG English Language Requirements page for more information.

Fees and Costs

The EU fee for this course is **Full-time €7,630; Part-time €3,815 (Year 1); €3,815 (Year 2)**. The Non-EU fee for this course is **€18,800**.

Deposits

If your course required a deposit, that figure will be deducted from your second-semester fee payment in January.

EU student fee payment

Fees for EU students are payable in two equal instalments. First payment is at registration in August and the second in January.

International student fee payment

International Students can pay in two equal instalments once they have paid the appropriate deposit. The initial payment is due on registration and the balance usually by the end of January.

How can I pay?

You can pay by Credit/Debit card online or by credit transfer.

Questions?

If you have any questions on fee payment please contact the Fees Office.

How Do I Apply

1. **Check Dates**: Check the opening and closing dates for the application process in the fact file boxes at the top of the page.

- For Irish and EU applicants we operate a rounds system and you can check the rounds closing dates here.
- Note that not all our programmes are subject to the rounds system so check the opening and closing dates for your specific programme in the fact file boxes above.

2. **Gather Documents**: Scanned copies of supporting documents have to be uploaded to the UCC online application portal and include:

- Original qualification documents listed on your application including transcripts of results from institutions other than UCC.
- Any supplementary items requested for your course if required.

3. **Apply Online**: Apply online via the UCC online application portal. Note the majority of our courses have a non-refundable €50 application fee.

- **Any questions?** Use our web enquiry form to contact us.

Additional Requirements (All Applicants)

Please note you will be required to provide additional information as part of the online

application process for this programme. This will include the following questions:

- You may enter the details of professional or voluntary positions held. We strongly encourage you to complete this section with all relevant work experiences that will support your application.
- Please describe your motivation and readiness for this programme.
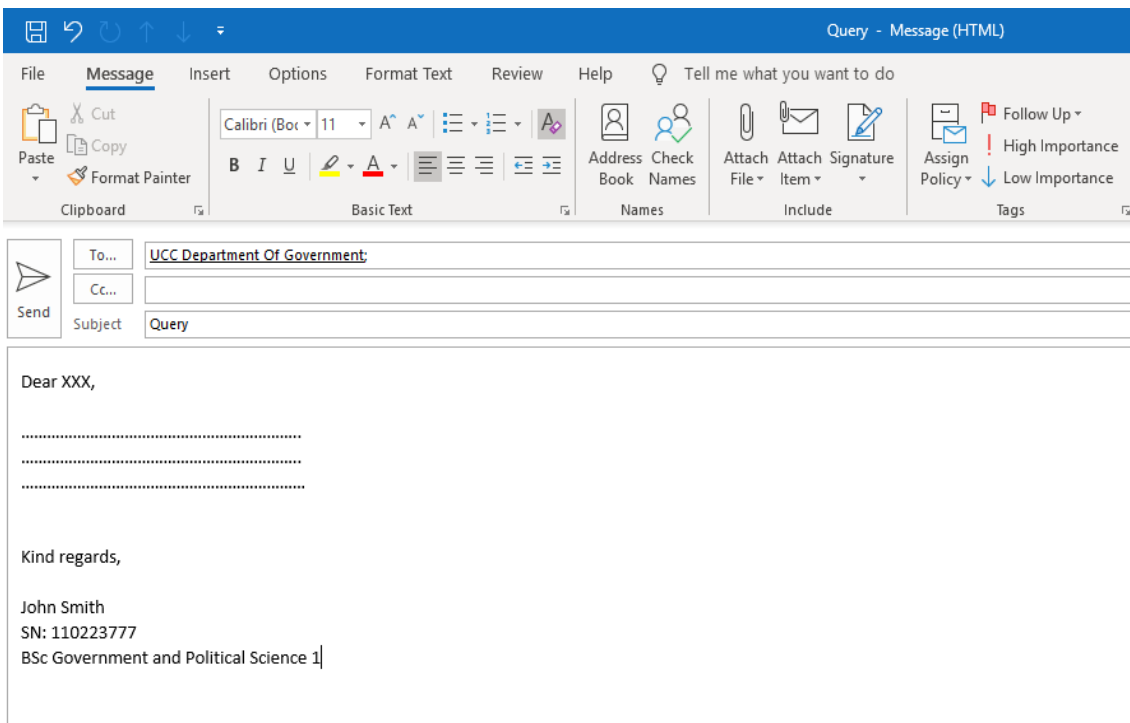- Please enter the names and email addresses of 2 referees.

The closing date for non-EU applications is 30 June 2023

Correspondence

Over the course of the year, you will receive a lot of information during lectures and through the departmental noticeboard. However, information will also be disseminated to you electronically, so **it is of vital importance that you use your student e-mail account and check it regularly.**

You are required to sign up to **the departmental mailing list at SGPP-L@LISTS.UCC.IE.** Details of how you subscribe to this list will be outlined to you.

Many lecturers use the UCC Canvas facility (https://www.ucc.ie/en/canvas/) to post information pertaining to your modules. Lecturers will provide you with access information in due course.

Dear XXX,

....
....
....

Kind regards,

John Smith
SN: 110223777
BSc Government and Political Science 1

Covid 19

During the academic year, you will be provided with regular updates on national and university regulations and policies relating to Covid19. Management of the pandemic requires agile policy responses and you should pay close attention to all correspondence. Please follow all guidance which has been provided to you during the induction and orientation process, adhere to the signage which has been put in place throughout campus.

Coronavirus requires a collective response and we must all work together to stay safe and well.

HOUSE RULES - EMAIL CONTACT

When sending e-mails through the SGPP list or CANVAS we ask you to respect the following rules:

- Comments likely to provoke, attack or offend others are prohibited.
- Comments that are racist, sexist, homophobic, sexually explicit, abusive or otherwise objectionable are prohibited.
- Comments should not contain swear words or language likely to offend.
- Messages should not encourage unlawful activity; this includes breach of copyright, defamation and contempt of court.
- Products or services cannot be advertised and you are prohibited from impersonating someone else.

Above all else, e-mail contributions should be relevant, focused and respectful of others.

SAVE TO FAVOURITES

☆

SHARE

Web & Social Media Policy

Web & Social Media Policy

UCC
Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

Print

Version Number: 1.7

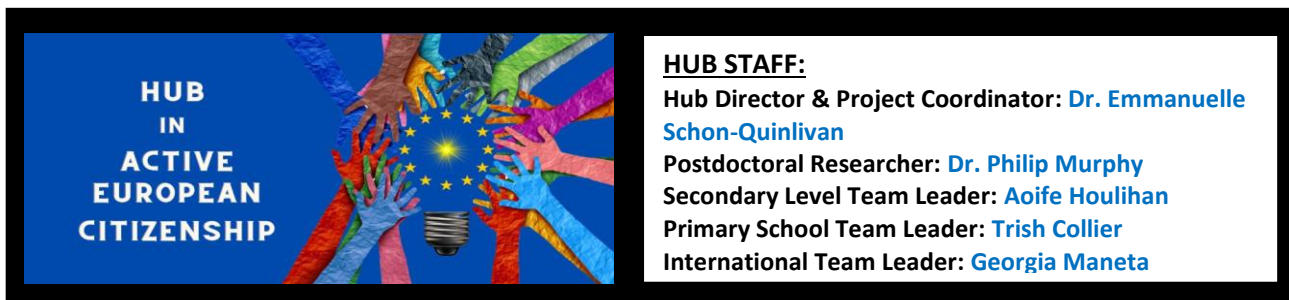**Revision date:** Tue, 13 Feb 2018 11:49:00 GMT

Policy Owner: Director of IT Services

Policy Contents

- Purpose
- Scope
- Roles and Responsibilities
- Policy Text
- Supporting Policies, Guidelines and Statues
- Breach of Policy
- Approval and Review
- Definitions

Above all else, e-mail contributions should be relevant, focused, and respectful of others.

HUB STAFF:
Hub Director & Project Coordinator: Dr. Emmanuelle Schon-Quinlivan
Postdoctoral Researcher: Dr. Philip Murphy
Secondary Level Team Leader: Aoife Houlihan
Primary School Team Leader: Trish Collier
International Team Leader: Georgia Maneta

HUB IN ACTIVE EUROPEAN CITIZENSHIP

THE HUB'S OVERVIEW

The Hub in Active European Citizenship brings under one roof all the programme's developed thanks to Erasmus+ Jean Monnet Funding.

2017-2019: Jean Monnet project - My Big Friendly Guide to the European Union
2021-2024: Jean Monnet Chair in Active European Citizenship - ACTIVEUC
2022-2025: Jean Monnet Teacher Training Grant - Knowing Me - Knowing EU

The vocation of the Hub is to connect all levels of education on topics relating to active European citizenship.

From primary level, through secondary to third level, this Hub will become the centre of collaboration, creativity, teaching, training, and research on the best ways to empower our youngest citizens with the knowledge and skills required to engage on European issues.

Teachers, academics, students, make contact, register for our CPDs, and collaborate with us!

Connect with **The Hub in Active European Citizenship** on **social media!**

- TikTok |@dabtheeu
- Instagram | dab.the.eu
- Facebook | Hub in Active EU Citizenship
- YouTube | EU TV Junior
- Twitter| @HubEuropCitizen
- My BGFTEU | www.bfgtoeu.com

My Big Friendly Guide to the EU 🖵

Discuss Argue Build the EU 🖵

Jean Monnet Teacher Training grant - Knowing Me Knowing EU 🖵

Jean Monnet Chair in Active European Citizenship 🖵

Co-funded by the European Union

UCC University College Cork, Ireland Coláiste na hOllscoile Corcaigh

Cork City Council Comhairle Cathrach Chorcaí

SOCIAL NETWORKING SITES

The use of online social networking sites (e.g. Facebook, Twitter etc.) has become a significant part of life for many people. While we encourage students to use these sites to keep in touch with friends and exchange ideas, there have been occasions when the sites have been used in a less-than-positive way.

Please note the following:

- Sites should not be used for accessing or sharing illegal content.
- Any serious misuse of social networking sites that has a negative impact on the university, staff members or students may be regarded as a disciplinary offence.

NETIQUETTE

When e-mailing staff members, address the staff member appropriately. Also, please put your name at the end of your message. Anonymous e-mails will not receive a response.

Follow the BSc Government and our Student Societies on Twitter

@GovPolUCC is the Twitter account for the BSc Government programme

@PolSocUCC is the Twitter account for the Government and Politics Society

@ucceuropa is the Twitter account for the UCC Europa Society

Attendance

- The MScGVP is an on-campus course – i.e. lectures and tutorials are delivered in-person and on-campus
- Every registered student is **expected to attend all teaching elements of their programme** including but not limited to lectures, tutorials, laboratory classes & placements etc.
- In the case of absence through illness, a student must where possible give notice of each absence in writing to the Lecturer concerned.
- In the case of such absence for more than four lecture days, the student must, on resuming attendance, notify the Lecturer concerned in writing and, if appropriate, lodge **a medical certificate** with the office government@ucc.ie who will provide a copy for the Student Records and Examinations Office.
- **A student will not be permitted to enter for an examination if a specified attendance requirement of a module has not been met, or if attendance by the student is not considered satisfactory by the Deputy President and Registrar following a report by the Lecturer and/or Head of Department responsible for the module**.
- The decision of the Deputy President and Registrar is subject to appeal to Academic Council.

Requirements for Essay Assignments & Dissertations

BASIC PRESENTATION

Your essay must be typed. Handwritten assignments will be returned unmarked.

FONT

Times Roman/New Roman (size 12)

LINE SPACING

Double spacing (except for indented quotes)

MARGINS

Left hand margin to be aligned and right-hand margin to be justified

COVER PAGE

This should contain the following information: -

- Student name
- Student ID number
- Essay title
- Word count (the exact number. No rounding up.)

STRUCTURE

Coherent introduction, middle and end

- The introduction to the essay should clearly and concisely state your argument, and the plan for the remainder of the piece. Begin by setting the scene for the essay, perhaps explaining why the question

you are asked is important and outline the approach you are taking. Start BROAD, giving the historical and/or theoretical background to the question and slowly narrow your introduction down to the question you are asked. Do not under-estimate the importance of a decent introduction because first impressions are important for the corrector. By the time the reader finishes reading the introduction she/he should clearly know the approach you are taking, your basic argument, and the order in which the subsequent sections will appear.

- Obviously, the main body of the essay should deal with the question that has been posed. The important point is to present arguments in a balanced way and with supporting evidence and appropriate scholarly references. Do not make sweeping generalisations or banal statements. Avoid use of the 'first person' voice. In the main body of the essay you should be developing a scholarly argument. Ultimately, if you wish to persuade the reader of the validity of your argument, then you must demonstrate here that you are aware of the different issues the question raises and that you are able to support key points with relevant evidence drawn from course readings and further research.

In the concluding part of the essay, you should summarize your argument and offer final reflections. Your conclusion should come at the end of a structured and logical demonstration. In other words, it should not appear from 'thin air' in a way which bears no resemblance to what you have previously written. In the conclusion you should be analytical. You may also offer your own opinion. Do not be afraid to disagree with the views expressed by your lecturer, so long as you can argue effectively and support your case. The key point, of course, is to offer an answer to the specific question which has been posed. It is notable how many people make the fundamental mistake of not answering the question. Essays should not simply summarise your notes or a textbook. This is a lazy approach and will not lead to a good grade. Depending on the subject of the essay, your conclusion may open up onto a broader issue. This means that the overall flow of your work is BROAD-NARROW-BROAD.

Length of Essays/Assignments
Essays/assignments which exceed or do not meet the word limit by 10% of the total word limit are deemed to be of excessive or insufficient length and may be penalised.

SUBMISSION

Assignments should be submitted through Turnitin on each Canvas site.

Department of Government and Politics Policy on Late Submissions of Assignments

Late Submission Penalty Waiver policy

- All course work must be submitted by the prescribed deadline.
- Work which is submitted late shall be assigned a mark of zero.
- If, prior to the deadline, exceptional circumstances arise preventing the student from working towards completion of an assignment, a student can apply for a waiver of the penalty at the link included on the Department's home page.
- In general, waivers will not be granted retrospectively, i.e. students must apply before the essay deadline.
- Waivers requested from the Department of Government and Politics are only applicable to assignments due in modules with a GV or a PO code. Any other module in which a student is seeking to submit after the deadline should contact the relevant department.
- Students who are unavoidably absent from in-class tests and/or oral presentations may also apply under this scheme for permission to take these elements of the assessment process at a later date, *in consultation with the relevant lecturer.*
- Applications must be made on the prescribed [Penalty Waiver Application Form for Late Submissions](). They must include formal documented evidence of the specific circumstance(s) which **relates directly to the date** of the assessment(s) for the module(s) identified.
- Supporting documentation:
    - should detail the substantial and material impact on a student's ability to prepare for or sit the examination for that module(s),
    - may include: medical certification (see below); official bereavement notices; travel documentation (e.g. tickets); official communication from the Gardaí; all commonly used forms of certification/notification of diagnosis, etc.
- Information provided in the personal statement and associated supporting documentation must correlate with the date/time of the examination.
- Incomplete applications (e.g. where supporting documentation is not provided or is not directly aligned with the module(s) identified in the application) will be automatically rejected.

Medical certification:

- If illness, as supported by appropriate medical certification, prevents a student from meeting a deadline for the submission of an essay, or other assigned work for assessment, then an appropriate late submission penalty waiver may be granted.
- All documentation submitted will be treated with the utmost sensitivity and confidentiality.
- Retrospective medical certification will only be accepted for consideration in exceptional circumstances, where legitimate reasons for lack of submission within the defined timeframe are demonstrated.

- Each medical certificate, provided by a relevant professional medical practitioner, who must not be a first degree or second degree relative of the student, should:
- specify the name, address and MCRN number of the prescribing doctor
- identify the date of the examination/GP visit
- identify the date the certificate was issued
- align directly with the date of the examination/assessment impacted
- verify the nature of the circumstances submitted by the student
- specify the date of return to study or identify a chronic/on-going condition
- state the impact on the student's ability to attend for examination/submit the relevant programme assessment(s)
- be returned to the School/Department no later than TWO WEEKS after the date of examination/assessment deadline or approved assessment submission date.
- be legible.

Exceptional circumstances for which an application for a late submission penalty waiver will be considered:

1. Death of parent/guardian, sibling, spouse, child (or person to whom the student is *in loco parentis*), if within sufficient proximity to the examination to have **substantial and material effect**.
2. Death of mother-in-law, father-in-law, grandparent/grandchild or any person who was habitually resident in the home of the applicant, if within sufficient proximity to the examination to have **substantial and material effect**.
3. Debilitating illness/condition, if within sufficient proximity to the examination to have **substantial and material effect**.
4. Circumstances **outside the control of the applicant**, which make it legally or physically impossible for the student to attend the examination in a particular module.
5. Other circumstances considered to be **analogous** to any of the above.
6. Pregnancy.

Examples of circumstances for which an late submission penalty waiver will not be granted:

1. Hectic social life; parties; visits to/from friends
2. Moving house; weddings; holidays; failed transport arrangements; commuting distances
3. Computer breakdowns; laptop malfunctions; printing failures; poor wifi

*The lateness waiver policy does not apply to take-home exams which will need to be sit at the Autumn repeat examinations. In such cases the Module Coordinator must be contacted.

For more information, see:

https://www.ucc.ie/en/media/support/academicsecretariat/policies/examinations/v012UCC_Guide_to_Examinations_and_Assessment_.pdf

Department policy on handling plagiarism

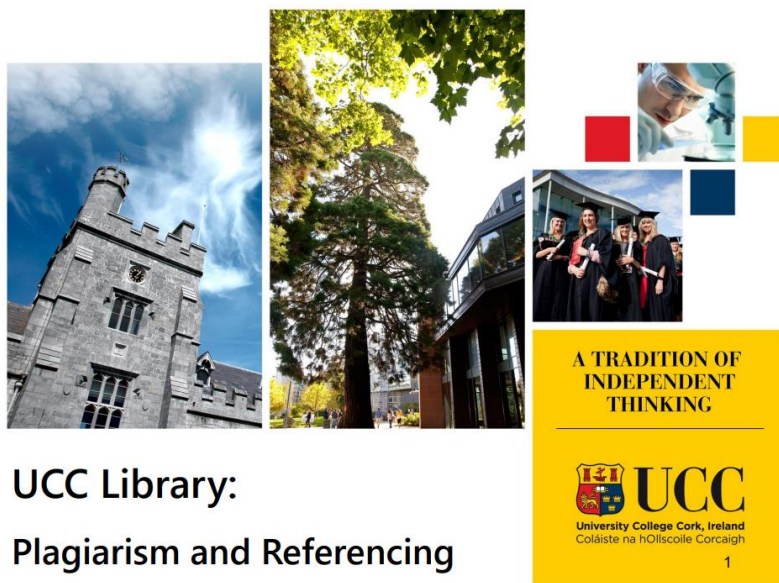**Plagiarism:** the act of presenting another's work or ideas as your own.

TOP
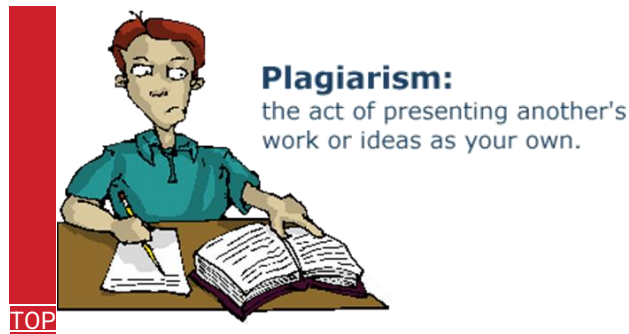
Bibliography & Referencing (see referencing guide later in handbook): Essays/assignments must include a bibliography and appropriate in-text referencing. The bibliography should indicate the sources used in writing the essay/assignment (e.g., books, journals, websites, newspapers, etc.). Direct quotes from authors, websites, newspapers, etc. must be attributed. Ideas, concepts, arguments, etc. taken from or associated with particular authors or sources must also be attributed. The absence of a bibliography and/or the failure to reference adequately is likely to result in an essay/assignment being awarded a fail grade.

Department policy on handling plagiarism

1. As soon as possible after the submission, the lecturer reviews the assignments and checks for plagiarism.

2. Where plagiarism is suspected, the lecturer informs the head of department (HoD) and the relevant administrator.

3. Where plagiarism is established, a meeting is scheduled with the student to outline/explain the case of plagiarism and the penalty to be applied. This meeting is attended by lecturer and HoD (or HoD's nominee). The penalty to be applied is at the discretion of the HoD.

4. The lecturer advises the relevant administrator of the outcome of the meeting. Communication is sent to the student by the HoD/Administrator.

5. In cases where the plagiarism is adjudged to be particularly egregious, the HoD and the team will complete the Student Records and Examinations Office (SREO) policy template report and forward it to the SREO. Communication is sent to the student to outline what was discussed at the meeting and the penalty to be applied. This communication will also advise the student of their options under the University's Breach of Examination Regulations process

LIBRARY GUIDES AND TRAINING SESSIONS

UCC Library:

Plagiarism and Referencing

A TRADITION OF INDEPENDENT THINKING

UCC
University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

1

https://libguides.ucc.ie/libraryessentials

Library Information Sessions

- Library Essentials 2019
- Referencing and Plagiarism 2019
- Referencing key points & examples 2019

GRADING POLICY

The department follows guidelines of the **National University of Ireland (NUI)** while grading students' work.

Ollscoil na hÉireann
National University of Ireland

GRADE DESCRIPTORS, AS PROPOSED BY THE NUI SENATE

Explanatory Note:
The Grade Descriptors below are offered as indicative descriptors. It is accepted that these indicative descriptors are particularly appropriate for examinations based on essay-type questions but may be found less suitable for examinations in subjects where there are detailed marking schemes. The Senate recommends that these Grade Descriptors be circulated to all Faculties.

GRADE	Marks Range %	GRADE DESCRIPTORS
1st CLASS HONS	90-100	<u>Supreme</u> performance, engaging profoundly, systematically and comprehensively with question set, brilliantly demonstrating • a superlative mastery of the subject matter, richly supported by evidence and citation, reflecting deep and broad knowledge and understanding as well as extensive reading • an outstanding ability to organise, analyse and express ideas and arguments in an original, sophisticated and discriminating manner • an optimal capacity for critical analysis • the display of rare penetrative insight, originality and creativity
	80-89	<u>Exceptional</u> performance, engaging deeply and systematically with the question set, with consistently impressive demonstration of • a comprehensive mastery of the subject matter; amply supported by evidence and citation, • reflecting deep and broad knowledge and critical insight as well as extensive reading • an exceptional ability to organise, analyse and present arguments fluently and lucidly with a high level of critical analysis • a highly-developed capacity for original, creative and logical thinking;
	70 -79	<u>Excellent</u> performance, engaging closely and systematically with the question set, with consistently strong evidence of • a comprehensive mastery of the subject matter, ably supported by evidence and relevant citation • excellent ability to organise, analyse and express arguments fluently and lucidly with a high level of critical analysis • a highly-developed capacity for original, creative and logical thinking
2nd CLASS HONS (Grade 1)	60-69	<u>Very Good</u> performance, engaging substantially with the question set, demonstrating strong grasp of the subject matter, well supported by evidence and relevant citation • well-developed capacity to analyse issues, organise material, present arguments clearly and cogently • some original insights and capacity for creative and logical thinking

GRADE	Marks Range %	GRADE DESCRIPTORS
2nd CLASS HONS (Grade 2)	50-59	Good performance - intellectually competent answer (i.e. factually sound) with evidence of a reasonable familiarity with the relevant literature and techniques • acceptable grasp of the subject material • ideas stated rather than developed and insufficiently supported by evidence and relevant citation • writing of sufficient quality to convey meaning but some lack of fluency and command of suitable vocabulary • omission of parts of the subject in question or the appearance of several minor errors • average critical awareness and analytical qualities • limited evidence of capacity for original and logical thinking
3rd CLASS HONS (where awarded)	45-49	Satisfactory performance – intellectually adequate answer with evidence of some familiarity with the relevant literature and techniques • basic grasp of subject matter, but somewhat lacking in focus and structure • main points covered in answer, but lacking detail • some effort to engage, but only a basic understanding of the topic portrayed • some development of argument • only some critical awareness displayed • no evidence or relevant citation included in answer • appearance of several minor errors or one major error • lacking evidence of capacity for original and logical thinking
PASS	45-49 (where 3rd Class Honours NOT awarded)	Satisfactory performance – intellectually adequate answer with evidence of some familiarity with the relevant literature and techniques • basic grasp of subject matter, but somewhat lacking in focus and structure • main points covered in answer, but lacking detail • some effort to engage, but only a basic understanding of the topic portrayed • some development of argument • only some critical awareness displayed • no evidence or relevant citation supplied • appearance of several minor errors or one major error • lacking evidence of capacity for original and logical thinking
	40–44	Acceptable performance – intellectually adequate answer with limited familiarity with the relevant literature and techniques • basic grasp of subject matter but limited focus on question asked **unclear presentation of argument, random layout, with some omissions or inaccuracies in answer** • argument insufficiently developed • no evidence or relevant citation supplied • appearance of one major error and minor errors • inclusion of unsubstantiated statements and/or irrelevant material • descriptive rather than argumentative or analytical answer presented • an attempt to solve moderately difficult problems related to the subject material and an attempt to examine the material in a critical and analytical manner only partially successful • an incomplete or rushed answer e.g. the use of bullet points through part / all of answer
FAIL (*)	35-39	Unacceptable performance, with either - insufficient understanding of the question displayed - failure to address the question resulting in a largely irrelevant answer - a display of some knowledge of material relative to the question posed, but with very serious omissions / errors and/or major inaccuracies included in answer - or answer left somewhat incomplete for lack of time Also: • limited understanding of question displayed • a random layout / underdeveloped structure - not planned sufficiently • poor analytical skills, with an absence of argument • random and undisciplined development - limited structure • lack of clarity, poor spelling • material of marginal relevance predominating See note on 'Pass by Compensation' below

GRADE	Marks Range %	GRADE DESCRIPTORS
FAIL	<35	**Wholly unacceptable** performance, with - deficient understanding of the question displayed - complete failure to address the question resulting in an irrelevant answer - inadequate knowledge displayed relative to the question posed - or answer left incomplete for lack of time Also: • very poor analytical skills, with an absence of argument • random and undisciplined development –poorly structured answer • confused expression, poor spelling • irrelevant material predominating

Note on Fail * - 'Pass by Compensation'

Traditionally, under Marks and Standards, provision has been made for a student failing in one or more subjects in an examination, to pass the examination by compensation, where he/she has double the deficiency of marks available in another subject or in other subjects. It is recommended that provision for 'pass by compensation' be continued, in accordance with such conditions as may be set out in Marks and Standards by Faculties. The application of the provision should be facilitated by the above descriptions with particular reference to the Descriptor for the "Fail (35-39) Marks Band.

REFERENCING

In the body of your work, if you are quoting somebody, this is the format:
Johnson and Long (2003: 67) state that "grown men cry twice as much as women".

Alternatively,
It has been stated that "grown men cry twice as much as women" (Johnson and Long, 2003: 67).

If you are using the research or ideas of Johnson and Long but not quoting them directly, they must still be referenced (but since it is not a direct quote you will not be using " " and there will not be a page number).

Note: Do not use the ampersand (&). Spell out the word 'and'. Example,
Research indicates that women cry less than men (Johnson and Long, 2003).

When citing a page number for a quote either use ':' or 'p'. So, you can have Johnson and Long (2003: 67) or Johnson and Long (2003, p.67). Whichever you choose, be consistent.

<u>Niggly but important things</u>
- The full stop closes the sentence so, for example, it comes after the bracket (as above) if you have a citation at the end.
- Get the spacing right. - Johnson and Long (2003: 67). – Bracket, year, colon, space, page number, bracket).
- Keep the year and page reference next to the relevant author(s). In other words, do not do the following: Johnson and Long state that "grown men cry twice as much as women" (2003: 67).

Also, DO NOT do this: Johnson and Long (2003) state that "grown men cry twice as much as women" (Johnson and Long, 2003: 67).

<u>"What do I do with long quotations?"</u>
As far as possible quotations should be integrated into the sentence as demonstrated above. Excessively long quotes should be kept to a minimum. However, there will be times when they are necessary. Therefore, here is a general guideline to use: If the quotation is longer than 3 lines then you indent it and it should be single-spaced.

Example: -

Johnson and Long (2003: 67) present a strong case for the manufacture of stronger handkerchiefs:

Our empirical research clearly shows that grown men cry twice as much as women. This tends to refute a commonly held 'truth' that men are not as emotional as women. Accordingly, this book argues that male handkerchiefs should be extra-durable to cope with this outpouring of emotion …. and tears.

Needless to say, the margins should be consistent for all of your long quotations. Quote marks are not required.

"What if I am quoting somebody second hand?"

If Johnson and Long (2003) directly quote somebody else, e.g. Howard (1998: 145) and you want to use the quotation then reference it to Howard, as sourced in Johnson and Long.

Howard (in Johnson and Long, 2003: 68) claims, "male tear ducts are weaker than in their female counterparts". If Johnson and Long (2003) are the editors of a book and you wish to use a quote from one of the chapter-writers, e.g. Markus, then you reference Markus because he wrote the words, not Johnson & Long.

Markus (2003: 98) stresses the need "for more women to give hugs to men".

(See how this is referenced later in the bibliography section entitled 'When referencing a chapter written by someone within a book').

GETTING THE BIBLIOGRAPHY RIGHT

Note: You are not expected to justify your bibliography

Style issues
- Bibliography must be alphabetical according to the surname of the author.
- If the reference goes on to a second line, then this line should be indented (i.e. the purpose is that you can read down the surnames in a straight line to enable you to easily find a specific reference).
- Each reference should be single spaced but with a line between each individual entry Example of the above three points: -

  Ahern, A. (2004), *What men want and what women expect: a new world perspective*, New York: Macmillan, Conway & Heath.

  Bradshaw, C. (1999), *The tears game – why certain men do not know how to cry effectively*, London: Pitman.

When referencing a book

Exactly as above, i.e. surname, comma, initials of other name(s), year in brackets, title of book in italics, place of publication, publisher.

When referencing an article
- Surname, comma, other name(s) initial(s), year – all as above.
- Title of article in quotes (single quotes preferably).
- Journal title in italics.
- Volume and issue details.
- Pages of article.

Example:

Murphy, T. and O' Callaghan, O. (2002), 'Is God a woman?', *Journal of Theology,* Vol. 4, no. 3, pp.134-156.

When referencing a chapter written by someone within a book

Collins, N. (2004), 'Corruption in Bolivia', in E. Smith and D. Brown (eds.), *The World of Corruption,* pp.121- 146, Dublin: Falmer Press.

In this example, you are giving the chapter title in quotes and you are giving the page numbers (as per a journal article). You are also providing the bibliographical details of the book. Note that in this instance the given name initial comes before the surname.

When referencing something sourced on the Internet

Start with the name of the author you are quoting and follow the steps as for an article. But instead of writing the journal's name, write the full address of the website. And when we say full address, we mean the complete address, not the homepage address. For example, we should be able to find the article immediately if we key in the address mentioned in your bibliography.

Example:

Lebessis, N. and Paterson, J. (2000) 'Developing new modes of governance', Working Paper, European Commission Forward Studies Unit, http://europa.eu.int/comm/cdp/gouvernance/index_en.htm

If there is no apparent author, reference it under the name of the organisation which runs the website. If I want to reference a White Paper published by the European Commission, I will do it as follows:

European Commission (2000a) White Paper, 'Reforming the Commission' *COM (2000),* http://www.europa.eu.int/comm/off/white/reform/index_en.htm

The essential rule for referencing from the internet is that the full address should be contained in the bibliography. You are also expected to include the date and time you accessed the information.

EXAMPLE OF WHAT YOUR BIBLIOGRAPHY SHOULD LOOK LIKE

Barrington, T. (1991), 'Local Government in Ireland' in R. Batley and G. Stoker (eds.), *Local Government in Europe: Trends and Developments*, pp.155-169, Houndmills, Basingstoke: Macmillan Press.

Callanan, M. and Keogan, J.F. (2003) (eds.), *Local Government in Ireland: Inside Out*, Dublin: Institute of Public Administration.

Chandler, J.A. (2001), *Local Government Today* (3rd edition), Manchester: Manchester University Press.

Collins, N. (1987), *Local Government Managers at Work*, Dublin: Institute of Public Administration.

Copus, C. (2004), 'Directly Elected Mayors: A Tonic for Local Governance or Old Wine in New Bottles?' *Local Government Studies*, Vol.30, No.4, pp.576-588.

Cullen, M. (2003), Speech in Seanad Éireann at the second stage debate of the Local Government Bill 2003, 26 February.

Denters, B. and Rose, L.E. (eds.) (2005), *Comparing Local Governance: Trends and Developments*, Houndmills, Basingstoke: Palgrave Macmillan.

Dollard, G. (2003), 'Local Government Finance: The Policy Context' in M. Callanan and J.F. Keogan (eds.), *Local Government in Ireland: Inside Out*, pp.325-340, Dublin: Institute of Public Administration.

Elcock, H. and Fenwick, J. (2007), 'Comparing Elected Mayors', *International Journal of Public Sector Management*, Vol. 20, No. 3, pp.226-238.

Haslam, R. (2003), 'The Origins of Irish Local Government' in M. Callanan and J.F. Keogan (eds.), *Local Government in Ireland: Inside Out*, pp.14-40, Dublin: Institute of Public Administration.

Folz, D.H. and French, E. (2005), *Managing America's Small Communities – People, Politics and Performance*, New York: Rowman and Littlefield.

Hambleton, R. (2005), 'Leading Localities – Rethinking the Agenda' in M. Haus, H. Heinelt and M. Stewart (eds.), *Urban Governance and Democracy*, Abingdon: Routledge.

Miscellaneous Items

- Never use an abbreviated form in your essay. This means that you should write "they are" instead of "they're", "we will" instead of "we'll", "they did not" instead of "they didn't", etc.

- Never use an acronym without stating the full name first followed by the abbreviation in brackets. Only then can you use the acronym throughout your essay. Do it even for 'obvious' abbreviations like EU, NATO, WTO. Do not use punctuation marks for acronyms; for example it is EU, not E.U.

- Abbreviations such as 'LG' or 'Local Govt' where you mean local government are never acceptable.

- Learn the difference between "it's" and "its". Consider "it's" only as an abbreviation of "it is" and not a possessive pronoun. This means that in the sentence "Ireland and its past", you cannot use "it's" (i.e. "it is") because "Ireland and it is past" does not make any sense (Note: As explained in the first point on this list, you are recommended not to use abbreviations anyway so you should never be writing "it's"!).

- The same goes for "your" and "you're", the latter being an abbreviation for "you are".

- Pay attention to "weather" and "whether", the former reflecting climatic change.

- If you want to use footnotes you are strongly advised to do so sparingly. Footnotes should only be used if you need to explain a point or term and you feel that it is not appropriate to do so in the body of the text. DO NOT use footnotes for referencing purposes. If you are referencing properly and have a correct bibliography then there is no need to use footnotes for this purpose.

- Many people are obsessed with capital letters and over-use them to an embarrassing degree. If you are referring to a specific title or institution, e.g., Cork City Manager, Cork County Council then capitals are appropriate. However, if you subsequently refer to 'the council' or 'the manager' then capitals should not be used. There is no reason why terms such as 'government', 'local authorities' or 'public sector' should ever require capitalisation.

- Be consistent with your use of TENSES. As far as possible your essay should be written in the present tense, even when citing work by authors from a few years ago. Example: - Johnson (1988: 78) claims, "men have bigger egos than women". Even if Johnson's work is 16 years old it still forms part of a contemporary and active body of literature. Obviously if you are referring to a truly historic and ancient piece of work, e.g. the writings of Aristotle, then the past tense might be more appropriate.

- LINKAGES are very important. This means that between each paragraph or section there should be some sort of bridging sentence so that there is a logic to how the essay is progressing rather than it reading as a series of disconnected sections.

- There may be a place in your essay for bullet points or lists but do not over-do it and be wary of the effect on the overall 'flow' of your writing.

- Do not assume knowledge on behalf of your reader. In other words, it is not acceptable to use terms like 'governance', 'new public management', 'paradigm', 'ultra vires' etc. without explaining/defining them (even if you know that we know what they are

Support Services

Student Services

SAVE TO
FAVOURITES

SHARE

Your Wellbeing

Find Out More →

The Department of Government and Politics operates an 'open door' policy and if you have a problem, please call to see us at an early stage. You will be offered comfort and support in a confidential and secure environment.

Do not keep your problems bottled up to yourself. Often people with a problem find it difficult to see the wood from the trees and a neutral outside perspective can be invaluable.

You should also 'look out' for your class colleagues and if you feel that any of them are experiencing problems you will be doing them a favour by letting us know at an early stage.

There are certain situations whereby you might not feel comfortable talking to a member of the Department. In such an eventuality there are a wide range of student services available to you in the university and these are contained on the next page

Student Services

Student Services
https://www.ucc.ie/en/it/services/student/

Student Health and Well-Being
Ard Patrick,
College Road,
Cork.
Tel: 021 490 2311
http://www.ucc.ie/en/studenthealth/

Student Counselling and Development
Ard Patrick,
College Road,
Cork.
Tel: 021 490 3565
Text: 087 2152505
Email: counselling@ucc.ie
http://www.ucc.ie/en/studentcounselling/

Disability Support Service
South Lodge,
University College Cork
Tel: 021 490 2985
Email: dssinfo@ucc.ie
http://www.ucc.ie/en/dss/

Nite Line
Tel: 1800 32 32 42
(A listening service for students)

Student Budgeting Advice
Cian Power
studentbudgetingadvice@ucc.ie
https://www.ucc.ie/en/studentbudget/

The Career Services
3-4 Brighton Villas,
Western Road,
Cork.
Tel: 021 490 3193 or 021 490 2924
http://www.ucc.ie/careers/

Notes