University College Cork,

Department of Sociology and Criminology, College of Arts,

Celtic Studies and Social Sciences

BA (Hons) Criminology

CK113

Student Handbook

Academic Year 2023-24

Contents

1 Welcome and introduction to criminology

WELCOME!

Whether you are a returning student, or arriving at UCC for the first time, you are very welcome as a vital member of our Department, School, College and University communities. We hope you will find your years at UCC to be enjoyable and enriching.

The purpose of this handbook is to provide a guide to the BA Criminology undergraduate programme at UCC. It contains important information and should be referred to often. It aims to answer common questions about the organisation of your Degree while informing you of the support UCC provides to help you get the most from your time here. If you cannot find what you are looking for here, we have included a list of Key Staff contacts, please approach them for help.

The handbook will be up-dated annually to incorporate programme developments and changes to our University's regulations. Each updated version will be made available on Canvas and our website.

We wish you every success in your future studies.

Dr James Windle
Director of the BA Criminology
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2 Introduction to the Programme

The programme is the first undergraduate criminology degree in the Republic of Ireland and is part of a growing, vibrant culture in criminology and criminal justice at UCC involving MA, LLM, MSc and PhD degrees.

The Criminology BA Degree is a research-driven, interdisciplinary programme that delivers an international body of knowledge, as well as research skills and critical thinking. The programme provides a strong intellectual background for anyone thinking of working in areas such as policing, prisons, social work, journalism, politics, research, care, health and justice agencies, support groups, charities, film or television.

Teaching is supported by the depth of research amongst the Criminology team and our partners in Sociology. We have a vigorous collaborative research culture and have achieved individual international or national reputations. We have collectively published widely in books, edited volumes and prestigious Irish and international journals. We regularly present our work at national and international conferences and guest lectures at other universities, and advise state and non-state bodies on a variety of criminological and criminal justice topics. Our undergraduate and postgraduate curriculum is heavily informed and influenced by our scholarship.

2.1 Programme Learning Outcomes for BA (Hons) (Criminology) (NFQ Level 8, Major Award)

On successful completion of this programme, students should be able to:

- ✓ Have a critical analysis of the varying causes and functions of crime in society;
- ✓ Know the history of criminology and its wide range of theories;
- ✓ Be aware of the influence of class, gender, race, religion, politics, region and age in the causation and definition of crime and social deviance;
- ✓ Have learned key empirical research findings about crime and understood the main research methodologies used to construct criminological knowledge;
- ✓ Create research designs into a wide range of criminological issues;
- ✓ Read and decode the philosophy, theory and research implicit in different criminal justice politics and policies;
- ✓ Conduct a critical assessment of popular opinion, media images of crime and deviance, and the official criminal statistics;
- ✓ Have gained an insight into the forms and processes of criminalization, and an awareness of alternatives to imprisonment;
- ✓ Have become aware of cultural variations in the handling of moral and political conflicts globally; and of the relationship between the international economic order and crime and justice in developing countries.

3 Your Programme

The Programme Specification for your degree can be found here: https://www.ucc.ie/admin/registrar/calendar/arts/art038.html

3.1 General

The BA (Hons) Criminology is a three-year, full-time, interdisciplinary degree in Criminology.

To be eligible for the award of the BA (Hons) degree a student will be required to have achieved 180 credits by obtaining 60 credits in each of First, Second, and Third Arts (Criminology).

Students have the option of extending their degree by studying abroad for one year. The BA (Hons) (Criminology) (International) Pathway is a four-year programme which enables students to study abroad for a year in an approved University outside Ireland. Information can be found here https://www.ucc.ie/admin/registrar/calendar/arts/art042.html

3.2 What are modules?

All undergraduate degree programmes are defined in terms of modules. Modules are grouped together to correspond to subjects which in turn are combined to make up degree programmes. Modules are measured in terms of credits. A module may correspond to 5, 10, 15 or 20 credits. Each year of a degree programme consists of modules to a total value of 60 credits.

A student may not register for more than 60 credits in one academic year.

3.3 What are core and elective modules?

Core modules are compulsory. That is, you must have passed these modules (i.e. been awarded credits) in order to achieve your named award (i.e. BA Criminology).

Elective modules are optional modules chosen by the student from those currently available. Not all elective modules run every year.

UCC General Regulations state that:[1]

- ➢ The right is reserved not to offer any particular elective module listed in the Regulations.
- ➢ An elective module can be given only if teaching staff for that module is available and the module is selected by an adequate number of students, as determined by the Head of the Department/School concerned.
- ➢ The number of students selecting certain elective modules may be limited.
- ➢ Details are given under the relevant module descriptions.
- ➢ Students may not select modules which involve a timetable clash.

3.4 How do I pass modules and progress through my degree?

To pass First Year and progress to Second Year candidates must:[2]

1) Achieve an overall mark of 480/1200 across all modules
2) Pass at least 45 credits (including all of the Criminology modules taken) with a mark of not less than 40% in each module and in each subject
3) Achieve a mark of not less than 30% in the remaining subjects

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[1] https://www.ucc.ie/admin/registrar/calendar/law/law001.html

[2] https://www.ucc.ie/admin/registrar/marksandstandards/

Note: only subjects which are passed with at least 40% in each module in that subject may be continued in second and third year.

To pass Second Year and progress to Third Year candidates must:

4) Obtain an aggregate mark of at least of 480/1200 across all modules
5) Pass modules to the value of at least 50 credits. Students taking 15 credit modules should note that these module(s) must be passed
6) Achieve a mark of not less than 30% in the remaining subjects

To pass Third Year candidates must:

1) Obtain an aggregate mark of at least of 480/1200 across all modules
2) Pass modules to the value of at least 50 credits. Students taking 15 credit modules should note that these module(s) must be passed
3) Achieve a mark of not less than 30% in the remaining subjects

3.5 How do I gain an honours degree in criminology?

The mark in the BA (Hons.) Criminology Degree is the combination of 100% of the mark from second year combined with 100% of the mark for third year.[3]

3.6 How are honours awarded and classified?

Honours are awarded as follows, based on the aggregate of the marks provided that all subject areas are passed.

First Class Honours:

a) An aggregate of at least 1680/2400 marks (70% and above)
b) Or an aggregate of at least 1632/2400 marks (68%) with at least 30 credits from Third Year attained with marks of 70% or above

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[3] https://www.ucc.ie/admin/registrar/marksandstandards/

Second Class Honours Grade I:

a) An aggregate of at least 1440/2400 marks (60% and above)
b) Or an aggregate of at least 1392/2400 marks (58%) with at least 30 credits from Third Year attained with marks of 60% or above

Second Class Honours Grade II:

c) An aggregate of at least 1200/2400 marks (50% and above)
d) Or an aggregate of at least 1152/2400 marks (48%) with at least 30 credits from Third Year attained with marks of 50% or above

Third Class Honours:

e) An aggregate of at least 1080/2400 marks (45% and above)
f) Or an aggregate of at least 1032/2400 marks (43%) with at least 30 credits from Third Year attained with marks of 45% or above

3.7 How do I resit a failed module?

Supplemental Examinations for Semesters 1 and 2 will be held in August (Autumn). Please refer to the Book of Modules (www.ucc.ie/modules/) for requirements governing the Autumn Supplemental Examination for individual modules. Note: For some modules there is no Supplemental Examination.

Students who fail to achieve the pass standard for the year at the Summer Examination Board must repeat all failed/absent modules at the Supplemental Examination, where there is provision to do so and if not disallowed by the Examination Board, or in a Repeat Year (see below). Marks from all passed modules are carried forward to the Supplemental Examination Board.

The pass/progression rule is then applied to the combination of marks carried forward in passed modules and marks achieved in repeated modules.

Capping of Marks at a Supplemental Examination: In determining aggregation and progression, the maximum mark that will be taken into account is a pass

40%. The actual mark achieved by the candidate will be recorded on the student record.[4]

3.8 How do I repeat a year?

Students repeating the year may do so choosing whichever of the two following mechanisms best suits his/her requirements.

1. Students retain exemptions, if any, and must repeat all failed/absent modules. In determining aggregation and the calculation of the award of honours, full marks obtained in modules passed at the Summer Examination in the first attempt year plus capped marks obtained in modules in Supplemental and Repeat Year Examinations are used. Note: For students selecting different modules not previously taken, there are no restrictions on the marks awarded for those modules at the Summer Examination of a Repeat Year.
2. Students may repeat the year taking the full 60 credits. In determining aggregation and the calculation of the award of honours, there is no restriction on the marks awarded for modules at the Summer Examination of the Repeat Year. Modules taken at the subsequent Supplemental Examination are capped at the pass mark. Subject to capacity, all students - whether they have failed or passed - are allowed to choose this option in an attempt to improve their grade.

In the case of a candidate choosing option 2 who failed the first attempt year and who also fails a Repeat Year as a result of failing module(s) already passed in a previous year, a pass for the year will be awarded by the Examination Board, provided the student achieves the Pass Standard for the year on the combined results from both years.

In the case of candidates choosing option 2 who had already passed or got honours in their first attempt year but who (i) fail the examination in a Repeat

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[4] https://www.ucc.ie/admin/registrar/marksandstandards/

Year as a result of failing module(s) already passed in a previous year or (ii) fail to qualify for a higher class of honours at the second attempt, the original programme level judgement and associated marks will be awarded by the Examination Board.[5]

3.9 Do I have to attend classes in a repeat year?

Yes. All students who are required to repeat a year at undergraduate or postgraduate level will be required to register and re-attend in their failed/absent modules before again presenting for the relevant examination.

In some instances, failed/absent modules from an earlier attempt year may not be available in a repeat year, in such cases repeat students are required to re-present for examination in the current programme of study.

Students should consult the relevant School/Department in relation to attendance at practical classes in a repeat year. Where the School/Department does not require re-attendance, fees will be reduced and students should consult the Fees Office in relation to the fees payable in these circumstances.

3.10 Can I take a leave of absence?

Students wishing to take leave of absence of a year or more from a programme of study are advised that they must obtain advance approval from the relevant College/Faculty. Applications to the relevant College for a leave of absence must be made within four working weeks of the formal start date of Semester 1. Applications will not be accepted after this time, please check here https://www.ucc.ie/admin/registrar/calendar/general/info014c.htm

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[5] https://www.ucc.ie/admin/registrar/marksandstandards/

3.11 Can I withdraw from my degree programme during the Academic Year?

If you are a Undergraduate First Year Student who is considering withdrawing, please book an appointment to speak with Nóirín Deady or email: n.deady@ucc.ie before completing the Withdrawal Form.

If you are an International Student from outside the EU, please contact Ms. Natalie O'Byrne on: natalie.obyrne@ucc.ie who will provide support to you.

If you are beyond first year, please contact the relevant staff in your college.

Further information on the withdrawal process can be found here https://www.ucc.ie/en/student-records/change-record/second-thoughts/

4 Choosing and registering for modules

4.1 How do I choose modules?

Students need 60 credits each year, and must ensure they are registered for the core compulsory modules. They may then choose sufficient elective modules to make up to 60 credits.

When choosing modules we recommend that students take 30 credits in each semester, and avoid an imbalance of 25-35. We strongly advise against students taking 35-25 because of the weight of assessments. Students cannot take more than 60 credits in ant one academic year.

We also strongly recommend that Year 2 students look at the Year 3 timetable and list of options and calculate ahead. It is wise to choose your favourite modules in Year 2 in case of staffing changes, changes of departmental strategy and sabbaticals.

All modules are 5 credits unless otherwise indicated. Note that the criminological modules, coded as CR2xxx are all available in Year 3 as well, enabling a flexibility of choice to avoid clashes.

4.2 Are there any restriction on which modules I can register for?

Yes. You must check in this Handbook and the Book of Modules
- ✓ That you are registered for all core modules;
- ✓ That the elective modules are listed as part of your programme;
- ✓ That you have passed any prerequisite modules;
- ✓ That you have sufficient credits to progress.

Speak to a member of the Criminology team, we can help you choose the correct modules at each stage.

4.3 How do I register for modules?

Further information on registration can be found here: https://www.ucc.ie/admin/registrar/calendar/general/info014.html

You should be automatically registered for core (compulsory) modules.

Registering for elective/optional modules: You must register via the Student Portal. Please ensure that you are fulfilling the requirements of the programme (i.e. selecting the correct module combinations, ensuring you have taken any pre-requisite modules etc.).

For full information concerning the details of programmes/subjects/modules available in a particular College, students should refer to the relevant section of the University Calendar.

They are warned not to register for modules in which the hours of lectures clash as they may not select modules which involve a timetable clash. If a student

finds that two **core** modules clash then they should contact their Programme Director or Head of Department.

Further information and the University Calendar can be found here http://www.ucc.ie/calendar/

4.4   How do I change modules?

Students wishing to register a change of module must do so via the Student Portal or at the Student Records and Examinations Office no later than two weeks after the start of each Semester. Semester 1 modules cannot be changed in Semester 2.[6]

4.5   Where do I check which modules I'm registered on?

You can find out by viewing your own student record on Student Portal. We can help you if you have any difficulties.

4.6 How do I know where and when my classes will be?

Student timetables can be found here: https://mytimetable.ucc.ie/

4.7   Year One: Modules

In Year One, BA Criminology students take a number of foundational subjects that will enable them to understand and fully benefit from the specialist modules in Years Two and Three.

In the case of the language, this is optional but aimed at enhancing future employment prospects and is part of the Languages for All rubric. You can run your language stream throughout the whole degree, and the language departments offer several interesting crime-related modules related to their language.

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[6] https://www.ucc.ie/admin/registrar/calendar/general/info014d.htm

The detailed module specifications for all modules can be found in UCC's Book of Modules https://www.ucc.ie/admin/registrar/modules/

All BA Criminology students must take **45 credits** from the following core modules:

Semester One

- CR1001 Criminology: A History and Introduction (5 credits)
- CR1003 Introduction to the Psychology of Crime (5 credits)
- CR1004 Introduction to Law and Social Control (5 credits)
- SC1012 Introduction to Sociology (5 credits)

Semester Two

- CR1002 Criminology: Key Concepts, Studies and Issues (10 credits)
- LW1169 Introduction to the Legal System for Criminology (5 credits)
- SC1013 Key Issues in Sociology (B) (10 credits)

Students must then take a further **15 credits** from one of the following:

a) **Government**: 15 credits composed of the following three modules: GV1217, Introduction to Political Science (5 credits, Semester 1), GV1207, Politics and Government of Ireland (5 credits, Semester 1) and GV1204, Democracy, Ideology and Utopia (5 credits, S2);

or

b) **Philosophy**: PH1001, Introduction to Philosophy (15 credits, Semesters 1 & 2);

or

c) **French, German, Spanish, Italian or Irish**: 15 credits in **one** of these languages:

- French: FR1105 (5 credits), FR1107 (5 credits) and FR1201 (5 credits)
- German: Beginners: GE0003 (Level A1) Part 1 (5 credits), GE0004 (Level A1) Part 2 (5 credits,) and GE1104 (5

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credits); Intermediate: GE0005 (Level B1) Part 1 (5 credits), GE0008 (Level B1) Part 2 (5 credits), and GE1102 (5 credits).

- Spanish: Beginners: HS0028 (10 credits) and HS1007 (Cultural project, 5 credits); Improvers can take the post-leaving certificate HS1009 (10 credits) and HS1007 (Cultural project, 5 credits).
- Italian: Beginners: IT1109 (10 credits) and IT1201 (5 credits).
- Irish: GA1003 (15 credits).

Points to note re languages:

German: Students wishing to select German (Beginners) are recommended to have a minimum grade HC1 in another modern continental language or Irish or Latin or Greek in the Leaving Certificate Examination (or equivalent). Students wishing to select German (Non Beginners) should have a minimum grade HC3 in German in the Leaving Certificate (or equivalent), or reach the required standard in the departmental proficiency test.

French: A student will not normally be allowed to select French unless he/she has attained a pass standard in French in the Leaving Certificate Examination or equivalent.

Italian: Students wishing to take Beginners' Italian are recommended to have a minimum of Grade HC3 in another modern continental language, or Irish, or Latin, or Greek in the Leaving Certificate Examination (or equivalent). Students wishing to take Non-Beginners' Italian are recommended to have a minimum of Grade HC3 in Italian in the Leaving Certificate Examination (or equivalent).

Spanish: Students wishing to take Beginners' Spanish must have obtained a Grade HC3 in the Leaving Certificate (or equivalent) in another modern language.

4.8   Year Two: Modules

Student who wish to take the four-year option with a year abroad must register for the BA (Criminology) (International) Pathway at the beginning of Second Year.

No student may register for Second Arts (Criminology) until he/she has passed the First University Examination in Arts (Criminology). The selection of any module is conditional on the Professor or Lecturer concerned and the College being satisfied that a student is capable of profiting by attendance thereat. Students may not select modules which involve a timetable clash.

In Second Arts (Criminology) students take core modules in Criminology to the value of 20 credits plus 40 credits of elective modules.

All BA Criminology students must take **20 credits** from the following core modules:

Semester One

- No core module

Semester Two

- CR2001 Contemporary Criminological Theory (10 credits)
- SC2021 Sociology of Crime and Deviance (5 credits)
- SC2002 Introduction to Social Research (5 credits)

Students must then take a further **40 credits** from the following elective modules.

Students should check with the Book of Modules before registering as electives do not run every academic year and new electives can be added.

4.9 Year Three: Modules

In Third Arts (Criminology) students take core modules to the value of 25 credits in Criminology plus 35 credits of elective modules.

No student may register for Third Arts (Criminology) until he/she has passed the Second University Examination in Arts (Criminology). The selection of any module is conditional on the Professor or Lecturer concerned and the College being satisfied that a student is capable of profiting by attendance thereat. Students may not select modules which involve a timetable clash.

All BA Criminology students must take **15 credits** from the following core modules:

Semester One

- CR3001 Dissertation design (5 credits)
- CR3010 Criminal Justice Policy (10 credits)

Semester Two

- No core module

Students must then take a further **45 credits** from the following elective modules.

Students should check with the Book of Modules before registering as electives do not run every academic year and new electives can be added.

5 Assessment

Exams and coursework are the two primary means of assessment. Coursework can include, but is not limited to, essays, oral presentations, reflective journals, blogs and research proposals.

5.1 Can I get an extension for coursework?

All requests for assignment extensions for CR modules must be submitted to the module coordinator. All requests (CR-code modules only) must be submitted on the Extension Request Form (available from our website and Canvas). Extensions will not be considered after the assignment due date has passed.

Please note that without relevant documentation (sick note, death cert etc.) extensions will only be considered in exceptional circumstances.

5.2 What are the penalties for late submission?

Penalties regarding the late submission of assignments.

➢ Where work is submitted up to and including 7 days late, 5% of the total marks available shall be deducted from the mark achieved.

➢ Where work is submitted up to and including 14 days late, 10% of the total marks available shall be deducted from the mark achieved.

➢ Work submitted 15 days late or more shall be assigned a mark of zero.

5.3 What if I have mitigating circumstances?

Any exams or coursework taken during at the supplemental (Autumn) or repeat year examinations are capped at 40%. If a student wishes to have this cap waived, then they must apply for mitigation. This is done through the Mitigation Committee by submitting the Mitigation Application Form here https://www.ucc.ie/en/exams/procedures-regulations/

Mitigation is considered for the following:

A) 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.

B) 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.

C) Debilitating illness / condition, if within sufficient proximity to the examination to have substantial and material effect.

D) 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.

E) Other circumstances which the Mitigation Committee considers to be analogous to any of the above.

F) Pregnancy

Any recommendation for waiver shall be on a Module by Module basis.

All applications must, in the first instance, relate to the first attempt at an examination, unless mitigation has been previously approved.

5.4 How are essays and exams graded?

We follow the NUI grading Criteria when grading exams and coursework. The National University of Ireland Senate offers indicative descriptors. They can be assessed here
https://www.ucc.ie/en/media/academic/sefs/documents/currentstudents/NUI_Grade_Descriptors.pdf

5.5 Plagiarism and academic misconduct

The full text of the UCC Plagiarism Policy can be accessed here
https://www.ucc.ie/en/media/support/recordsandexaminations/documents/UCC-Plagiarism-Policy---November-2017-V1.0---CLEAN.pdf

Below are the key excerpts

1. Introduction
1.1 Plagiarism is the presentation of someone else's work as your own without appropriate attribution. Whether done deliberately or inadvertently, it is unacceptable, since it is an attempt to claim credit for work not done by you and fails to give credit for the work of others. Plagiarism applies not just to text, but to graphics, tables, formulae, or any representation of ideas in print, electronic or any other media, in addition to computer software and algorithms. Whether deliberate or inadvertent, as in the case of carelessness or poor academic discipline, plagiarism undermines scholarship, is a form of academic misconduct, and conflicts with the ethos of the University. The University takes any form of plagiarism very seriously; it is subject to disciplinary procedures as laid out below (Breach of Examination Regulations and Procedures – Section 10

of
https://www.ucc.ie/en/media/support/recordsandexaminations/exams/Guide_to
_Exams_16-17_issued.pdf)

2.0 Types of Plagiarism

2.1 Preparation of any work to be presented as part of an assessment, examination or other research or scholarly submission, can draw on the previous work or ideas of others. It is imperative, however, that this work is fully acknowledged, following the standard referencing practice within the particular discipline.

2.2 Self-plagiarism, the presentation of work previously submitted in a different context without citing that it was previously presented, is treated in the same way as any other form of plagiarism.

2.3 In some cases, particularly in the professional academic arena, plagiarism will also be a breach of copyright, which can expose the copier to civil or even criminal legal proceedings if within the timeframe of the copyright. Plagiarism also relates to unpublished material, such as the notes of others, which may not be covered by copyright. There is no expiry date on plagiarism.

2.4 Collusion, where work is permitted to be copied, is a form of plagiarism by both parties. Collision also applies where a joint effort is presented by an individual without due recognition of the input of others.

3. Best Practice

3.1 At a minimum, clear indication as to when any material is being quoted directly (e.g. by enclosing it in quotation marks [" "] in the case of text) must be provided, in addition to citation of the source. Acknowledgement of the influence of other sources, even when they are not quoted directly must also be made. Acknowledgements must be provided at the appropriate point throughout the work. The discipline-specific citation, referencing, credit and/or acknowledgement requirements must be applied in all submitted material.
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4. Procedures and penalties

4.1 All essays, dissertations, projects, portfolios or other forms of academic submission for evaluation will be checked for plagiarism. Where a supervisor or examiner suspects plagiarism during a non-invigilated examination or assessment, then s/he will consult their Head of School/Department or nominee in the first instance.

4.2 If the Head of the School/ Department or nominee suspects that an offence has occurred, the Head or nominee will inform the student, in writing, of the allegation and provide the student with reasonable opportunity to provide an explanation, following which the Head or nominee has the choice of two options:

Option A: Immediately make a full report in writing to the Student Records and Examinations Officer, in which case the procedures for Breach of Examination Regulations and Procedures will be invoked. The process – as defined below (Breach of Examination Regulations and Procedures) will apply.

Option B: Exercise discretion to pursue the matter without reference to the Student Records and Examination Officer, in which case the Head or nominee will determine the appropriate penalty (if any), which will not exceed assigning a mark of zero in the piece of work to which the offence relates.

For the avoidance of doubt, this provision relates to the mark allocated to the full piece of work concerned and not the section or part deemed to have been in breach of examination regulations. No sanction from a Head of School/Department or nominee may be extended beyond the result for the piece of work concerned.

Should a penalty be imposed, the student, having been informed of the penalty, may choose either:

i. to accept the penalty as a final decision, in which case a summary report of the circumstances of the case and level of penalty exacted will

be lodged by the Head or nominee with the Student Records and Examination Officer.

Or

ii. to have the matter considered by the Student Records and Examinations Officer, thereby invoking the Breach of Examination Regulations process, whereupon the Head or nominee will make a full report in writing to the Student Records and Examinations Officer. The process as defined below
(Section 10 of https://www.ucc.ie/en/media/support/recordsandexaminations/exams/Guide_to_Exams_16-17_issued.pdf) will apply.

Whether Option A or Option B is taken, copies of all relevant documentation will be made available to the student

4.3 Students have a right of appeal, where they believe that they have been treated unfairly by the plagiarism procedures. Such appeals are dealt with through the standard UCC Examination Appeals process.

5.6 Can I appeal against examination results?

Appeals can be made using the appeal against examination results form here https://www.ucc.ie/en/media/support/recordsandexaminations/AppealApplicationForm.pdf

An appeal of an examination result will be considered on the following grounds only:

A) If there is evidence of substantive irregularity in the conduct of an examination.
Or,
B) If the student, on stated grounds, considers that the mark assigned in an examination is erroneous (Students' contention that they ought to have done

better cannot ground a claim under this head). Before considering an appeal under (B) students are recommended in the first instance to view their relevant examination scripts and to consult Section 17.1 of Guide to Examinations for Students and Academic Staff on rechecks of examination results.

Or,

C) If there were circumstances of which the Examination Board was not aware when its decision was taken.

Students should be aware that appealing an examination result is a serious matter, not to be undertaken lightly. Students should note that appeal of an examination result does not involve reassessment of the examination paper(s) or other submitted material.

Pending the outcome of an appeal, which may not necessarily be upheld, students should avail themselves of any opportunity to re-present for examination, on the understanding that the resitting of an examination will not prejudice an appeal in any way.

6 Research Ethics

Students must apply for ethical approval before conducting any research with human participants, or animals, including, but not limited to:

- ✓ direct interaction with human participants for the purpose of data collection using research methods such as questionnaires, interviews, observations, focus groups etc.;
- ✓ indirect observation with human participants for example using observation, web surveys etc.;
- ✓ access to, or utilisation of, anonymised datasets;
- ✓ access to, or utilisation of, data concerning identifiable individuals.

Before planning to conduct any research the student should talk to a member of the lecturing staff, who will provide them with a Criminology ethics approval form. The completed form will be submitted to the departmental ethics committee for approval.

Any research which has not been approved will be graded 0% and disciplinary action will be taken.

Further information can be found here
https://www.ucc.ie/en/research/about/ethics/

7 Student conduct and behaviour standards

All students in the College of Arts Celtic Studies and Social Sciences should:[7]

- ✓ Treat all individuals (including fellow students, university staff, service users, and colleagues in practice) with dignity and respect, and avoid unwarranted negative criticism and demeaning comments.
- ✓ Act in a non-prejudicial manner. Students should not practise, condone, facilitate or collaborate with any form of discrimination.
- ✓ Demonstrate honesty in all aspects of their engagement with School and fieldwork activities. Students should not practise, condone, or facilitate any type of dishonesty, fraud or deception. This includes but is not limited to programme assessment requirements, university records (including attendance documentation), agency records, and research activities.
- ✓ Not be dishonest or engage in criminal activity or behaviour that will bring the reputation of the College Arts Celtic Studies and Social Sciences and/or UCC into disrepute.
- ✓ Make programme staff aware, seek appropriate support, and take appropriate remedial action if personal problems, substance misuse, health problems, legal problems, or mental health difficulties interfere with

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[7]

https://www.ucc.ie/en/media/support/academicsecretariat/ftp/ConductandBehaviourStandardsCACSSS.pdf

their abilities to meet classroom and field practice requirements and responsibilities.

- ✓ Conduct themselves in a professional and responsible manner in all their actions and communications.
- ✓ Acknowledge and recognise professional and personal limitations in knowledge and practice skills/abilities
- ✓ Make known to programme staff and/or practice teachers, conflicts of interest should they arise.
- ✓ Respect the rights of service users, colleagues, and fellow students to confidentiality within the constraints of the law.
- ✓ When carrying out research, students are expected to obtain the voluntary informed consent of participants, inform participants of their right to withdraw from the study, document findings accurately and honestly and ensure that all data collected is destroyed after use.
- ✓ Respect and comply with the Rules and Regulations, Codes of Practise and all Formal Procedures of UCC and its affiliated Institutions.

8 What if I have a complaint against a member of staff or service?

Full details of the complaints procedure, and the Formal complaint form, can be found here https://www.ucc.ie/en/media/support/studentexperience/se-office-complaints-policy-oct17.pdf

The procedure states:

"Section 2: Informal Complaint Procedure
If you have a complaint about any aspect of our service we would like to hear about it. Here is what you can do first if you have a complaint about our service:

Informal Complaint Stage 1:
Most difficulties can be settled at an early stage by discussing the matter informally.

Informal Complaint Stage 2:

If you feel unable to discuss the matter with the person involved, or have done so but still feel dissatisfied, you can ask to speak to the Head of Student Experience.

The Head of Student Experience will meet with you. Your concern will be listened to and (s)he will do what is possible to address your concern. If appropriate other staff members may also be in attendance if it is mutually agreed.

Section 3: Formal Complaint Procedure

If resolution of your complaint cannot be achieved by the Informal Complaint Procedure above then you can avail of the Formal Complaint Procedure.

Formal Complaint Stage 1:

Submit your complaint in writing to the Head of Student Experience using the Formal Complaint Form which is attached below.

Receipt of your Formal Complaint Form will be acknowledged within 7 days.

Your complaint will be investigated by the Head of Student Experience and you will receive a written reply to your complaint within four working weeks. If your Formal Complaint concerns the Head of Student Experience, then the Registrar & Senior Vice-President Academic will oversee the investigation.

Formal Complaint Stage 2:

The Student Experience Office is under the remit of the Senior Vice-President Academic & Registrar. If you consider that the complaint has not been adequately addressed by Formal Complaint Stage 1 above, you can request a review by submitting another updated Formal Complaint Form to the Senior Vice-President Academic & Registrar.

Receipt of your submission will be acknowledged within 7 days.

The Head of Student Experience will also be asked to submit his/her own response, including what reasonable steps have been or could be taken to

resolve matters. The Registrar, in consultation with other relevant University authorities, will address your concerns fully and provide you with a written response about the outcome of the review within four working weeks."

9 Support and key contacts

9.1 Key staff and their roles

This handbook refers you to members of staff who have a particular management or administrative responsibility within the School and whom you may have to contact from time to time. These members of staff are:

Head of the Department of Sociology & Criminology	Dr Tom Boland, tom.boland@ucc.ie
Director of BA Criminology	Dr James Windle, james.windle@ucc.ie
Director of MA Criminology	Dr Kevin Sweeney, kevin.sweeney@ucc.ie

The **Head of** the Department of **Sociology & Criminology** is responsible for the efficient running of Department, within which the Criminology programmes are based.

The **Director of BA Criminology** is responsible for the efficient running of the Criminology degree programme.

9.2 Academic Advisors / mentor

You will be assigned an academic member of staff as your Academic Advisor / Mentor. We advise that you try and meet them early in the 1st semester and then on a regular basis to discuss your academic progress during their office hours.

Your Academic Advisor / Mentor can advise on any academic problems you may have, such as timetable clashes or choosing modules. The relationship between

the advisor and student means that they are often the person to approach for a reference.

The Academic Advisor / Mentor will undertake this role for the duration of your degree and will refer you on to student well-being services if you encounter personal or family problems. Your Academic Advisor / Mentor and individual module coordinators do need to know of any problems which are affecting your studies. However, UCC Student Wellbeing (see Section 9.5 on the next page) are better placed than academic staff to offer support on physical and mental health, finances and queries about student living.

9.3   Communications with staff

All academics hold office hours. Please do not attempt to see them outside those hours, except through prior arrangement.

All staff can be reached by email, and a response to email is normally provided within 7 working days. Please do not expect a response during weekends.

We strongly recommend you only communicate with university staff through your UCC email address as non-UCC emails can be rejected as spam.

Formal English conventions should be observed when sending emails to staff (i.e., Dear James is preferred to hiya). Composing formal emails is good practice for work.

9.4   Module announcements

Each module that you study has a separate online website called Canvas. Please check this regularly as teaching staff will post information, course updates and notices about the administration of your module.

Students must also regularly check their student email for correspondence from teaching staff and the wider university.

9.5 Student support contacts

UCC offers a wide range of services which are geared at providing support to you throughout your stay in university. They include (a full and updated list can be found here https://www.ucc.ie/en/studentexperience/supports/):

- Careers Service - https://www.ucc.ie/en/careers/
- UCC Students Union – http://collegeroad.ie/
- Student Budgetary Advisor - This service will help UCC students manage their money by delivering workshops on budgeting and providing "one to one" budgetary advice and guidance – https://www.ucc.ie/en/studentbudget/
- Niteline - is a confidential telephone listening service run by trained UCC students. Niteline volunteers provide a non-judgemental, non-directive listening ear to UCC students who need to talk. The telephone service operates every Tuesday, Wednesday and Thursday nights from 9pm-1am throughout the academic year – Freephone 1800 323242 https://www.ucc.ie/en/pass/niteline/
- Examination Appeals Officer – The current Examination Appeals Officer is Mr. Daniel Blackshields. Mr. Blackshields can be contacted by email at d.blackshields@ucc.ie or telephone on 087-1806664
- Student Advisor and Ombudsman - The purpose of the post of Student Advisor and Ombudsman is to advise and assist students with the resolution of difficulties, complaints or grievances involving staff or services of the University in an informal manner. All enquiries to the Student Advisor and Ombudsman will remain confidential, except in cases of serious threat to life or property. The Student Advisor and Ombudsman is Professor Fred Powell. Professor Powell welcomes enquiries from students by email at f.powell@ucc.ie or phone on 021-4902593/4902228. He is located in the School of Applied Social Studies, Ashford (Room 2.01), Donovan's Road.
- First Year Experience Co-ordinator – All queries related to degree programmes and options, change of course, withdrawals and flexi-

options can be directed to Noirin Deady, First Year Experience Co-ordinator Email n.deady@ucc.ie

➢ Support Officer for International Students – The Support Officer assists international students with queries or issues they may encounter Ms. Suzanne Buckley, Tel: +353 21 4904725 Email: s.buckley@ucc.ie

➢ uLink Peer Support – uLink is a peer support service that assists first year students in their transition to UCC. At orientation every first year is assigned a volunteer peer supporter studying the same programme. Peer supporters are available to answer questions throughout the year https://www.ucc.ie/en/pass/

➢ UCC Skills Centre - The Skills Centre enhances the student experience through the provision of customised workshops and sessions. These sessions will help develop and enhance your essential study skills. We offer a free and friendly place for all UCC students to come and improve their study skills skillscentre@ucc.ie / http://skillscentre.ucc.ie/

➢ Disability Support Services – provide a range of Educational, Technological, Personal and Social Supports to students with disabilities and Specific Learning Difficulties. Tel: +353 (0)21 4902985 / email: dssinfo@ucc.ie /web: https://www.ucc.ie/en/dss/

➢ Student Wellbeing can offer support for physical and mental health, advice on money matters, academic support and queries about student living   https://www.ucc.ie/en/students/wellbeing/

Online supports for students

➢ ePUB - The electronic Personal Use Barometer (e-PUB) is a brief self-assessment that provides students with accurate, detailed and personalized feedback on their use of alcohol - https://interwork.sdsu.edu/echeckup/epub/alc/coll/index.php?id=UCC

➢ ifightdepression - is a guided self-help on-line CBT programme that is available free of charge. Students attending a doctor are referred to use this CBT tool as one of the options for those suffering from mild-moderate depression - https://ifightdepression.com/en/

➢ Participate online - an UCC online programme to boost student participation, increase confidence and to tackle social anxiety problems - https://ucc.participateonline.net

- UCC Student Counselling offers a range of online resources https://www.ucc.ie/en/studentcounselling/online
    - Various Cognitive Behavioural programmes containing in-depth information, exercises, worksheets and activities that are designed to help students overcome many common mental wellbeing issues.
    - A complete online course in mindfulness. Developing mindfullness helps students deal with stress.
    - A large library of self-help books (many available here online) that can help students through difficult times, change behaviours and build coping skills and resilience.
    - An online mental health and wellbeing resource for third level students in Ireland with information on a wide variety of issues
- UCC Bystander Intervention programme educates and empowers students to act as pro-social bystanders, rejecting all forms of sexual harassment and violence both on and off campus. The predominantly online programme comprises 5 online and 1 face-to-face workshop and seeks to empower students to speak up and demand a zero- tolerance approach to all forms of abuse and violence, ultimately both individually and collectively effecting a culture change across campus. The programme connects to UCC Strategic Plan, premised upon the core values of the University, including equality, respect and integrity, and supports students to develop an understanding of the key issues of consent, sexual assault and rape and an insight into the signs of an abusive relationship - https://ucc.instructure.com/enroll/BRNYWC

9.6 What do I do if I suspect I may have dyslexia?

A student must complete the Dyslexia Screening Application Form. Forms can be collected from the Disability Support Service. For more information, https://www.ucc.ie/en/dss/

9.7 What do I do if I have a disability?

The UCC Disability Support Services provides a range of educational, technological, personal and social supports to students with disabilities and Specific Learning Difficulties. Please refer to their website and/or contact them

on: Tel: +353 (0)21 4902985 / email: dssinfo@ucc.ie /web: https://www.ucc.ie/en/dss/

10 Frequently Asked Questions about your degree

Answers to frequently asked questions by students have been compiled here: https://www.ucc.ie/en/students/faqs/