



OLLSCOIL NA GAILLIMHE  
UNIVERSITY OF GALWAY

**J.E. Cairnes School of Business & Economics**

**Higher Diploma in Business Studies**

**Programme Handbook 2023-2024**

**DBS  
2023-24**

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# 1. WELCOME AND INTRODUCTION

## 1.1 Welcome from the Head of School

Dear Student,

The J.E. Cairnes School of Business & Economics at University of Galway welcomes students from Ireland and overseas who have an interest in studying and exploring the fundamentals and dynamics of business.

We are delighted to welcome back our graduates, and to our students from other colleges and institutions, you are most welcome to University of Galway and we hope that you enjoy your time here.

Our goal at the Cairnes Business School is to deliver high quality programmes and excellent, innovative teaching which responds to the changing needs of our students and the workplace and organisations they will work in. We offer a number of undergraduate and postgraduate degrees which are amongst the most-highly rated in Ireland and internationally and which provide students with both a foundation and knowledge in the key business disciplines.

The Higher Diploma in Business Studies was developed in 1989/90, in conjunction with a Diploma in Management; both programmes were run for the first time in the academic year 1990/91 and have a long tradition of success. This Diploma course has equipped students to embark on many interesting and varied careers in management, accounting and marketing in the financial sector as well as the public service.

We welcome you to the programme and hope your time in University of Galway will be both enjoyable and productive.

Prof. Alma McCarthy  
Head of School  
J.E. Cairnes School of Business & Economics  
University of Galway

## **1.2 Welcome from the Programme Director**

Dear Student,

I would like to welcome you to the Higher Diploma in Business Studies (DBS) here at University of Galway and I hope your time here will be enjoyable.

As well as teaching Economics in the first semester I am the Programme Director for the course and will be delighted to assist you in any way I can during the year.

This handbook will cover any queries you may have regarding issues pertaining to the course as well as giving guidance on other related issues in the university.

Yours Sincerely,

Breda Lally  
Programme Director  
Higher Diploma in Business Studies  
First Floor – (Room 207)  
J.E Cairnes School of Business & Economics  
University of Galway

Tel: 091 49 3635

Email: [breda.lally@universityofgalway.ie](mailto:breda.lally@universityofgalway.ie)

## 2. THE HIGHER DIPLOMA IN BUSINESS STUDIES (DBS)

### 2.1 Programme Objectives

The objective of this Higher Diploma in Business Studies postgraduate programme is to provide an orientation for graduates towards the commercial and industrial environment and to provide training in the fundamental skills of business administration that enables graduates of the programme to play an active and fruitful role in the development and management of business enterprises. Core to the realisation of this objective is the building of competencies in Accounting, Economics, Management, Marketing, and Business Information Systems together with team and management focused competencies such as teamwork and communications. Emphasis is placed on individual and group assignments, focusing on developing both applied skills and key interpersonal skills.

### 2.2 Programme Learning Outcomes

Upon completion of the Higher Diploma in Business programme it is expected graduates will:

- Be able to identify, analyse, and solve business, public policy and societal problems within a global context
- Make a positive societal impact through critical thinking, innovation, and collaboration
- Have acquired skills in Accounting and Finance, Management, Marketing, Economics and Business Information Systems
- Be able to work effectively as an individual, in teams and in multi-disciplinary settings together with the capacity to undertake lifelong learning
- Be able to communicate effectively with peers and business using written, oral and presentation skills

### 2.3 Programme Structure

This taught programme is divided into two Semesters. In Semester I, the following subjects are obligatory. However, graduates with Economics to degree level may be exempt from EC5133 Principles of Economics for Business. See section 2.5 for details on how to apply for an exemption based on recognition of prior learning (RPL).

Module Code	Module Name		ECTS
AY5123	Accounting & Financial Analysis	Compulsory	5
AY3103	Introduction to Financial Management	Compulsory	5
EC5133	Principles of Economics for Business	Compulsory	5
MG524	Management	Compulsory	5
MK204	Marketing Principles	Compulsory	5
MS873	Management Information Systems I	Compulsory	5
Total			30 ECTS

In the Second Semester, the following subjects are available to students.

One module MG3109, Innovation, Creativity & Enterprise is compulsory. In addition, students will select optional modules totalling 25 ECTS from the list below. **Optional modules will be offered subject to timetabling constraints and may be subject to change. The timetable may not facilitate students to register for all their preferred optional modules. Overlap of modules on the timetable will be kept to a minimum, but there may be a small number of timetable clashes.** An information session will be organised towards the end of Semester 1 where lecturers from each module in Semester 2 will be available to discuss details of their specific module and answer

questions from students. Alternatively, students may contact an individual lecturer directly to obtain further information on a specific module.

Students may need to select specific modules from the list of optional modules if the intention is to pursue a career in a specific area. See sections 2.9 and 2.11 for further details.

Module Code	Module Name		ECTS
MG3109	Innovation: Creativity and Enterprise	Compulsory	5
<b>Optional Accounting Modules</b>			
AY209	International Financial Reporting I	Optional	5
AY874	Accounting for Management Decisions	Optional	5
AY875	Financial Management II	Optional	5
<b>Optional Economics Modules</b>			
EC2101	Macroeconomics and the Business Environment	Optional	5
<b>Optional Management Modules</b>			
MG3118	Human Resource Management and Decent Work	Optional	5
MG2101	Entrepreneurial Venture Development	Optional	5
MG3102	Work in a Global Context	Optional	5
<b>Optional Marketing Modules</b>			
MK203	Buyer Behaviour Analysis	Optional	5
MK303	Global Marketing	Optional	5
MK341	Brand Management	Optional	5
<b>Optional Management Information Systems Modules</b>			
MS319	Enterprise Systems	Optional	5
MS2100	Cybersecurity	Optional	5
MS4101	Implementing Digital Innovation	Optional	5
<b>Optional Law Modules</b>			
LW190	Business Law	Optional	5
LW428	European Union Law II	Optional	5

Candidates must accumulate a total of 60 ECTS credits to be eligible for the award of the Higher Diploma (55 ECTS for candidates exempt in Principles of Economics for Business).

## 2.4 Student Assessment and Capping of Repeat Examinations and Assessments

Student assessment consists of end of Semester exams and a range of other assessment methods which are integrated and assessed throughout the programme. These include essays, projects, reports, presentations, case studies and other assessments. Semester 1 exams will be held in December 2023 and Semester 2 exams will be held in May/June 2024. Repeat exams are held in August. Capping applies to repeat exams and assessments. Capping means that when students repeat their exams or assessments, the maximum mark they can be awarded is the pass mark for the module (i.e. 40%).

For all information in relation to marks and standards for the Higher Diploma please go to this University-wide document:

<https://www.universityofgalway.ie/media/registry/exams/policiesprocedures/QA236-Postgraduate-Marks-and-Standards-final-marked-with-Irish-updates-following-Dec-22-AC-to-AC-Feb-23-June2023.pdf>

## 2.5 Eligibility for Exemptions from Economics in Semester 1 (RPL)

Students who have studied Economics to degree level may be eligible for an exemption from EC5133 Principles of Economics for Business, in Semester 1, based on RPL. Students who have studied Economics to degree level at University of Galway please email the Programme Administrator ([dbs@universityofgalway.ie](mailto:dbs@universityofgalway.ie)) and the Programme Director ([breda.lally@universityofgalway.ie](mailto:breda.lally@universityofgalway.ie)) with your Name, Student ID and a request for an exemption. Students who have not completed their undergraduate studies at University of Galway please contact your Economics lecturer supplying background, course description and results of the Economics you have already studied in order to determine eligibility for an exemption and forward these to the Programme Director also. You must do this before **5pm on Monday 18<sup>th</sup> September**, in order to be exempt from EC5133.

## 2.6 Course Syllabus

### CORE MODULES SEMESTER 1

#### ***AY5123 Accounting and Financial Analysis***

This course is intended to develop in students the skills necessary to prepare, interpret and use accounting and financial information in a business context. It is designed for students who have not previously taken accounting. The course will provide a good basic foundation in Financial Accounting and Analysis. On course completion, students will be expected to be capable of preparing and interpreting simple financial statements.

#### ***AY3103 Introduction to Financial Management***

The objective of this module is to develop an understanding of the foundations and concepts of Financial Management and to develop the skills required in the application of analytical techniques which are relevant to decision-making in the practice of Financial Management in a global context, cognisant of the needs and responsibilities of business for society.

#### ***EC5133 Principles of Economics for Business***

This course introduces the essential elements of economic theory. The course will provide an introduction to Microeconomics and Macroeconomics, the two main streams of Economics. Microeconomics is the study of how households and firms make decisions and how they interact in specific markets. This course will outline the basic principles of Microeconomics. Students will learn how supply and demand interact to determine market prices and how government intervention can affect market outcomes. Students will also learn how firms make production decisions and become familiar with different types of market structures, such as monopoly and perfect competition. Macroeconomics is the study of the economy as a whole. In this course students will learn about measures used to measure an economy's performance and about short run fluctuations in the economy.

#### ***MG524 Management***

The course will provide an overview of the process and principles of management, mainly in business organisations. The primary focus of the course will be on the management functions of planning, decision-making, organising, leading and control. The course will also address the nature and scope of management, in addition to managerial roles and skills.

#### ***MK204 Marketing Principles***

The functions of marketing; the nature of consumption; Consumer motivation; the marketing mix — product, price, promotion, distribution and service, market research; marketing management.

#### ***MS873 Management Information Systems I***

The objective of this module is to provide students with a broad understanding of the fundamental and strategic importance of information systems in the operations and management of contemporary organizations.

## **CORE MODULE SEMESTER 2**

### ***MG3109 Innovation: Creativity and Enterprise***

This course has an underlying theme of innovative practice and is designed to educate students to recognise and develop opportunities for innovation in response to organisational changes. Delivered using a blended learning approach the course combines large-class lectures, small group workshops and a group project. The course will highlight current thinking and practice with respect to innovation, creativity and enterprise.

## **OPTIONAL MODULES SEMESTER 2**

### ***AY209 International Financial Reporting I***

The objectives of this course are to complete the development of the accounting skills necessary to allow students to progress to more advanced study of Accounting, and to introduce students to the environment and practice of Financial Reporting. Topics covered will include: Review of conventional accounting measurement and reporting, the accounting process, and double entry systems; Preparation of Final Accounts from the Trial Balance; Adjustments; Accounts from incomplete records; Computer-based accounting systems. The regulatory Framework of Financial Reporting; Introduction to legislative and other requirements for company reporting; Preparation of final accounts for Companies.

### ***AY874 Accounting for Management Decisions***

The objectives of this course are to provide students with an understanding of the use of accounting information to assist with decision making. Cost classification. Cost-volume-profit analysis. Relevant costs and benefits. Accounting information for pricing decisions. Uncertainty and risk in decision making. Cost estimation and prediction. Short term operating decisions. Operations management.

### ***AY875 Financial Management II***

The objectives of this course are to introduce students to the more advanced aspects of managing corporate finance. Case studies reviewing the application of financial theory and financial analysis in the areas of financing decisions, working capital management, capital structure policy, dividend policy, and capital budgeting. The concept of cost of capital in the context of business risk and financial risk. Introduction to valuation under uncertainty — portfolio theory and the capital asset pricing model; investment decisions and uncertainty. Topics in international financial management.

### ***EC2101 Macroeconomics and the Business Environment***

This is an intermediate macroeconomics module dealing with the theory and practice of macroeconomics. It builds upon the concepts and principles covered in principles of macroeconomics. The objective of the module is to understand the core models in short-run macroeconomic theory and to learn how these models and theories can be applied to the business environment and the related short-run policy issues, both domestically (Ireland) and in and international (EU/Eurozone) setting.

### ***MG3118 Human Resource Management and Decent Work***

Human resource management (HRM) is the organisational function concerned with sourcing employees, improving their performance and recognising their achievements. Strategic HRM integrates all people management policies aligning them with organisational strategic objectives in a manner that is ethically defensible and legally appropriate. At the same time, critical HRM realises that people do not represent a passive commodity to be used, redeployed and disposed of at will. Employees react and respond to managerial interventions. Careful policy design, implementation and monitoring promotes employee well-being and organisational effectiveness. The objectives of this module are to: introduce you to the contemporary business, strategic, legal and industrial relations environment in which HR professionals practice; provide a foundation to develop knowledge and skills in the HR functional areas of resourcing, performance management and reward.



### ***MG2101 Entrepreneurial Venture Development***

The aim of this module is to introduce students to the multifaceted environment of entrepreneurial venture creation and development. The module will examine what it is like to be an entrepreneur and the different approaches to becoming an entrepreneur that may be employed. While lectures will provide an introduction into the tools and approaches to entrepreneurial thinking and action that are underpinned by theory, students will have the opportunity to apply these in a real-life setting outside of class. More specifically, in groups, students will have the opportunity to work on a real case of an existing business venture; liaising with the entrepreneur/founder to gain exposure to the issues and realities of creating and developing a venture and working as an entrepreneur. As part of this exercise, student groups will also generate, research, evaluate and communicate their own entrepreneurial idea in the context of the business venture case.

The module is of relevance and interest to students across disciplines; including law, engineering and science as well as business. For example, students in law and engineering can use this module to help understand and develop a business case for establishing and developing a law practice, consultancy businesses or the introduction of a new product or service to the marketplace. For business students in particular, the module provides an opportunity for students to delve more deeply into becoming an entrepreneur and applying knowledge and skills developed in other modules (e.g. marketing, management etc.).

### ***MG3102 Work in a Global Context***

This module aims to develop the awareness, skills and knowledge required by managers seeking to work abroad as international executives. The module provides a key grounding in the nature of management in the global context by increasing awareness and understanding of the soft skills in international management, particularly those relating to cross-cultural management. The meaning of culture is explored by drawing on a range of national cultural and institutional models and studies and providing a broad understanding of the international context in which multinational corporations operate. How national culture influences management practice is also considered. In particular the focus will be on the influence of organizational and national cultures on the development and transfer of a wide range of HRM practices for example, in what ways do human resource management and employment practices differ across countries and why? What are the possible underlying cultural and institutional reasons for these differences? The influence of national culture on aspects of organization structure will also be examined. A range of areas in international management will be reviewed including, structure and learning networks, transfer of HRM practices in MNCs, knowledge transfer and corporate social responsibility. Finally, we consider the emerging challenges of international management. The emphasis will be on how individuals, teams and organizations manage these cultural differences.

### ***MK203 Buyer Behaviour Analysis***

The objective of this module is to give students a critical understanding of the factors influencing consumer behaviour which can be used in the development of more effective marketing strategies. On completion of this module, students will appreciate the significance of the consumer in the overall marketing mix; be familiar with the principles and concepts of consumer behaviour and how these translate into practice; understand how, when, by whom and in what way the consumer is influenced in making purchase decisions; be aware of the methods and tools used to gain insight into consumer behaviour and appreciate how marketing managers use consumer motivations to make tactical and strategic marketing decisions.

### ***MK303 Global Marketing***

The objective of this course will be to provide students with an introduction to international marketing through study of the international marketing environment and the decisions which are required to develop international markets. The course will focus in particular on analysis of international markets and decision making in the international environment. International market analysis will include study of the data sources currently available on international markets, methods of screening export markets, and export marketing research. International marketing management-coverage will include product development and adaptation for exporting, international distribution, pricing and promotion strategy formulation and implementation. The course will include an analysis of Irish export marketing performance and will in general have an orientation towards the Irish exporter. The course will be taught mainly by non-lecture forms of instruction. Students will be expected to undertake projects and case studies which will form the major course activities.

### ***MK341 Brand Management***

This course explores the concept of branding through critical examination of the techniques used to build and maintain strong brands. The topic addresses the routes available for brand development, and the strategic options for brand building, from the perspective of the marketing manager. It also examines the role of brand name, design and media in brand building, and examines how brands are managed over time.

### ***MS319 Enterprise Systems***

The objective of this course is to develop students' understanding of Enterprise Systems. It will look at Enterprise Systems from different perspectives – why they are used, how they are used, the sub-systems (Enterprise Resource Planning, Supply Chain Management, Customer Relationship Management) contained within Enterprise Systems. It will also deal with how these systems are designed, implemented and updated.

### ***MS2100 Cybersecurity***

The ability to secure information within a modern enterprise is a growing strategic importance. This course provides the foundation for understanding the key issues associated with protecting information assets. This module provides participants with a comprehensive understanding of the field of cyber security, and the knowhow to develop policies to implement information security controls.

### ***MS4101 Implementing Digital Innovation***

The objective of this module is to explore the strategy and implementation of digital innovation in contemporary business organisations.

### ***LW190 Business Law I***

The aim of this module is to introduce students to the fundamental principles of law, to enable them to understand the importance of law in society and, its relevance to business. This will first require an understanding of the Irish Legal System and the impact of EU Law. This course will focus on the law of contract and sale of goods law. Introduction to Irish law. Sources of law. Classification of law. The Irish court system and court procedure. The legal structure of business, sole trader, partnership, companies, co-operatives. The legal concept of property. Freehold and leasehold interests in property. Statutory protection for business tenants. The law of Contract: formation of contracts, contract terms and their interpretation, exclusion and limitation of liability, contract defects and their consequence. Discharging the contract, breach of contract, remedies for breach of contract. Law of agency. Insurance law. Legal problems in sales and marketing: sale of goods contracts. Hire purchase sales. Credit sales. Consumer protection. Product liability. Irish competition policy. Negotiable instruments. Employer liability: Tort, negligence, strict liability, occupier's liability. EC Law: primary and secondary sources of EC law, the institutional framework of the EC.

### ***LW428 European Union Law II***

The objective of this course is to provide students with a clear understanding of the substantive issues of European economic law or the law of the internal market and of European competition law. The course deals with the substantive law of the European Union. Emphasis is given to the basic freedoms of Community law: the free movement of goods; the free movement of persons; the freedom of establishment; the freedom to provide services; the free movement of capital; and the free movement of payments. Consideration is also given to Union policies such as competition policy, the common agricultural policy, regional policy, industrial policy and social policy.

## 2.7 Teaching Staff on the Higher Diploma in Business Studies

The Higher Diploma in Business Studies draws on teaching staff across the School of Business & Economics. The following are contact details of your lecturers in Semester 1:

STAFF	SUBJECT TAUGHT	OFFICE LOCATION	Email
Mahya Ostovar	MS873 Management Information Systems	Cairnes Building	<a href="mailto:mahya.ostovar@universityofgalway.ie">mahya.ostovar@universityofgalway.ie</a>
Sophie Sweeney Cathal O'Curraoin	AY3103 Introduction to Financial Management	Cairnes Building	<a href="mailto:cathal.ocurraoin@universityofgalway.ie">cathal.ocurraoin@universityofgalway.ie</a>
Dzmitry Brychkov	MK204 Marketing Principles	Cairnes Building	<a href="mailto:dzmitry.brychkov@universityofgalway.ie">dzmitry.brychkov@universityofgalway.ie</a>
Sophie Sweeney Cathal O'Curraoin	AY5123 Accounting & Financial Analysis	Cairnes Building	<a href="mailto:cathal.ocurraoin@universityofgalway.ie">cathal.ocurraoin@universityofgalway.ie</a>
Breda Lally	EC5133 Principles of Economics for Business	Cairnes Building	<a href="mailto:breda.lally@universityofgalway.ie">breda.lally@universityofgalway.ie</a>
Geraldine Grady	MG524 Management	N/A	<a href="mailto:geraldine.grady@universityofgalway.ie">geraldine.grady@universityofgalway.ie</a>

**Academic Staff Office Hours:** Please contact the relevant academic staff member (by email or telephone) should you wish to meet with him/her.

The following are contact details of your lecturers in Semester 2 (To Be Confirmed):

Module Code	Module Name	Lecturer	Email Address
MG3109	Innovation: Creativity & Enterprise	Johanna Clancy	<a href="mailto:johanna.clancy@universityofgalway.ie">johanna.clancy@universityofgalway.ie</a>
AY209	Int. Fin. Reporting I	Mary Barrett	<a href="mailto:mary.barrett@universityofgalway.ie">mary.barrett@universityofgalway.ie</a>
AY874	Accounting for Management Decisions	John Currie	<a href="mailto:john.currie@universityofgalway.ie">john.currie@universityofgalway.ie</a>
AY875	Financial Management II	John Currie	<a href="mailto:john.currie@universityofgalway.ie">john.currie@universityofgalway.ie</a>
EC2101	Macroeconomics and the Business Environment	Jason Harold Gerard Turley	<a href="mailto:jason.harold@universityofgalway.ie">jason.harold@universityofgalway.ie</a> <a href="mailto:gerard.turley@universityofgalway.ie">gerard.turley@universityofgalway.ie</a>
MG2101	Entrepreneurial Venture Development	Yixin Qiu	<a href="mailto:yixin.qiu@universityofgalway.ie">yixin.qiu@universityofgalway.ie</a>
MG3118	Human Resource Management and Decent Work	Maeve O'Sullivan	<a href="mailto:osullivanm@universityofgalway.ie">osullivanm@universityofgalway.ie</a>
MG3102	Work in a Global Context	Vanessa Bretas	<a href="mailto:vanessa.bretas@universityofgalway.ie">vanessa.bretas@universityofgalway.ie</a>
MK203	Buyer Behaviour Analysis	Sheila Malone	<a href="mailto:sheila.malone@universityofgalway.ie">sheila.malone@universityofgalway.ie</a>
MK303	Global Marketing	Myles Kingston	<a href="mailto:myles.kingston@universityofgalway.ie">myles.kingston@universityofgalway.ie</a>
MK341	Brand Management	Elaine Wallace	<a href="mailto:elaine.wallace@universityofgalway.ie">elaine.wallace@universityofgalway.ie</a>
MS2100	Cybersecurity	Michael Lang	<a href="mailto:michael.lang@universityofgalway.ie">michael.lang@universityofgalway.ie</a>
MS319	Enterprise Systems	Matthew Ajimati	<a href="mailto:m.ajimati1@universityofgalway.ie">m.ajimati1@universityofgalway.ie</a>
MS4101	Implementing Digital Innovation	Mahya Ostovar	<a href="mailto:mahya.ostovar@universityofgalway.ie">mahya.ostovar@universityofgalway.ie</a>
LW190	Business Law 1	Nicola Murphy	<a href="mailto:nicola.murphy@universityofgalway.ie">nicola.murphy@universityofgalway.ie</a>
LW428	European Union Law II	Noemi Magugliani	<a href="mailto:Noemi.Magugliani@universityofgalway.ie">Noemi.Magugliani@universityofgalway.ie</a>

## 2.8 Administrative Staff for the Higher Diploma in Business Studies

For administrative support for the Higher Diploma please contact [dbs@universityofgalway.ie](mailto:dbs@universityofgalway.ie).

OFFICE LOCATION	EMAIL
Room 113, 1 <sup>st</sup> Floor Cairnes Building	dbs@universityofgalway.ie

## 2.9 ACCA Exemptions following completion of the Higher Diploma in Business Studies

Graduates of the Higher Diploma in Business Studies are eligible for a number of exemptions from ACCA (the Association of Chartered Certified Accountants). Exemptions available will depend on the modules studied in both semesters. Details on the current exemptions for Higher Diploma in Business Studies graduates are available on the ACCA website.

The steps to identify the ACCA exemptions for a specific program are as follows:

1. Click on this link to open the exemption enquiry database:

<https://portal.accaglobal.com/accrweb/faces/page/public/accreditations/enquiry/main/EnqInstitutionsTable.jsp>  
[X](#)

2. To locate University of Galway, it's sufficient to just enter "Galway" and "Ireland" and click "Find"; you'll then be offered a choice between University of Galway, Galway Business School and ATU Galway. Select University of Galway.

3. The next screen will provide a list of University of Galway programmes. Select the Postgraduate / Higher Diploma in Business Studies. Notice that the exemptions awarded depend on the year of graduation, e.g., graduates in 2023 will be covered by the period 2020 - 2024.

**Note:** Graduates of the Higher Diploma in Business Studies are **not** eligible to apply for a Master of Accounting. They are, however, eligible to apply for the MSc International Accounting and Analytics programme at University of Galway. If you are interested in pursuing this programme you may need to select particular optional modules in Semester 2. Please contact the MSc International Accounting and Analytics programme director for further information.

## 2.10 Engineers Ireland (applicable to Engineering graduates only)

As of July 2011, the Higher Diploma in Business Studies is approved as part of the Engineers Ireland, Registered Training Providers Programme. This information is only applicable to students who have completed an undergraduate degree in Engineering. For further information please see:

<http://www.engineersireland.ie/CPD-Training/CPD-Training/Registered-Training-Provider.aspx>

## 2.11 Further Postgraduate Study following completion of the Higher Diploma in Business Studies

Each year several students pursue further postgraduate study in business on the successful completion of the Higher Diploma in Business Studies. If you are interested in pursuing further postgraduate study in a particular discipline you may need to select specific optional modules in Semester 2. Please contact the relevant programme director to determine if this is applicable to their postgraduate programme. Details on other postgraduate programmes available in the School of Business & Economics and corresponding programme director information can be found at:

<https://www.nuigalway.ie/business-public-policy-law/cairnes/courses/taught/>

## 2.12 Career Development Centre

The Career Development Centre at University of Galway provides a wide range of services to students such as obtaining information on careers, help with your CV, job opportunities, graduate programmes, career talks and fairs, further study etc.

Please register with the Career Development Centre to obtain information on events and talks that are scheduled throughout the year. Further information can be found at: <https://www.universityofgalway.ie/careers/>

A number of companies may advertise graduate programmes on their company websites. Some examples are the Central Bank of Ireland Graduate Programme, Deloitte, Fidelity Investments Ireland Graduate Programme, Google Graduate programme. Many of these programmes have closing dates between September and December. If you are interested in such programmes, please access the relevant company website for further information.

The “grad Ireland” website also provides information on graduate positions and graduate programmes. See: <http://www.gradireland.com>

Familiarise yourself with this website early in Semester 1. It is never too early to seek employment.

## 3. ACADEMIC INFORMATION

### 3.1 Academic Dates

#### First Semester

Teaching begins	Monday 4 <sup>th</sup> September 2023
Teaching ends	Friday 24 <sup>th</sup> November 2023
Examinations	Monday 4 <sup>th</sup> December - Friday 15 <sup>th</sup> December 2023

#### Second Semester

Teaching begins	Monday 8 <sup>th</sup> January 2024
Teaching ends	Friday 28 <sup>th</sup> March 2024
Field trips	Tuesday 2 <sup>nd</sup> April – Friday 5 <sup>th</sup> April 2024
Study week	Monday 8 <sup>th</sup> April – Friday 12 <sup>th</sup> April 2024
Examinations begin	Monday 15 <sup>th</sup> April 2024
Examination end	Wednesday 1st May 2024

### 3.2 Student Registration

Student registration for the academic year is conducted online. Online registration opens on **17<sup>th</sup> August 2023** and closes on **12<sup>th</sup> September 2023**. Please register as soon as possible to ensure you have access to Canvas and other services. For further information on how to register and obtain your student ID card please see:

<https://www.universityofgalway.ie/registration/>

Please note students will not have access to library facilities or other University facilities until they have a student ID card.

**At the start of Semester 1 students must register for five optional modules in Semester 2.** Many students may not know at the start of Semester 1 which optional modules they would like to select for Semester 2 or may change their mind during Semester 1. All students will have the opportunity to change their mind and register for their

preferred modules at the start of Semester 2 (January 2024). Change of mind opens on 5<sup>th</sup> January 2024 and closes on 1<sup>st</sup> February 2024. **Please note these are provisional dates – please check the registration webpage for further updates closer to the time.** This will be facilitated by the student registration system. Any queries in relation to this must be directed to the Student Registration Office.

### 3.3 Exams Office

Any queries regarding exams, exam timetables, exam results, repeat information, exam checklists, and exam appeals are dealt with by the Exams Office. Please contact the exams office in relation to these queries or access the Exams office website at: <https://www.universityofgalway.ie/exams/> for information.

### 3.4 Fees & Repeat Fees

Information relating to the payment of fees and how to contact the fees office is available at: [https://www.universityofgalway.ie/student\\_fees/](https://www.universityofgalway.ie/student_fees/)

Students who find themselves in the position of repeating exam(s) in Autumn must pay a repeat examination fee. For 2022-23, repeat examinations fees were €295, regardless of the number of examinations being repeated.

## 4. FACILITIES AND RESOURCES

### 4.1 The James Hardiman Library

The James Hardiman Library is located on the main campus. See the campus map for its location.

Please check the library website for opening hours: <http://www.library.nuigalway.ie/>

The Library has an Academic Skills Team which assists students on a wide range of library related matters such as library databases, finding journal articles, subject related queries or literature searches. Information on Library resources and facilities is available on the library website. The library has a dedicated Business and Economics Portal on its website and students can also access subject specific information through the Help Centre. For further information see:

<https://library.universityofgalway.ie/studying/>

[http://libguides.library.nuigalway.ie/business\\_economics](http://libguides.library.nuigalway.ie/business_economics)

Further information on the services offered by the library can be found at: <http://www.library.nuigalway.ie/>

### 4.2. Study Space and Computer Facilities

#### Study Space

The Cairnes Building features an open plan study space, which is available to the students on the Higher Diploma in Business Studies. Study spaces are also available in the library and there are further study spaces available in the Reading Room located at basement level within the Library Building. This Reading Room offers extended opening hours. There are group study rooms available in the Library which students can book online via the Library Catalogue. For further information see:

<https://library.universityofgalway.ie/studying/studyspaces/>

#### Computer Suite Access

Details of computer suite access will be posted on Canvas.

### **4.3. Information Solutions and Services (ISS)**

Information Solutions and Services (ISS) provide a user support helpdesk, on extension 5777, for any IT queries or problems e.g. network access, email, or access to Canvas. A problem/query can also be raised using the ISS Service Desk Ticketing System at: <https://servicedesk.nuigalway.ie/helpdesk/WebObjects/Helpdesk>

For further details on the services provided by Information Solutions and Services to students please see: <http://www.universityofgalway.ie/information-solutions-and-services/>

### **4.4 Student Offers for Laptops**

There are some offers for students, please check the following link:

[Student Laptop Dell Offers - University of Galway](#)

### **4.5 Student Parking**

It is essential that you obtain a temporary parking permit and/or permanent permit before you park in the university grounds. Without the permit you will be clamped, and the clamping company makes no exceptions. A clamping company regularly patrols the car parks. Student parking within the University grounds is limited, but parking is available in Corrib Village and in the Park and Ride facility in Dangan.

You will find details related to parking in the University and how to apply for a student parking permit using the following link: [www.nuigalway.ie/parking](http://www.nuigalway.ie/parking)

### **4.6 Student Services**

The University provides a range of student services which include - student counselling service, accommodation and welfare office, disability support service, student health unit, chaplaincy service and information on health and wellbeing. Full information on all of the student services available to you can be obtained at:

<https://www.universityofgalway.ie/student-services/>

### **4.7 Clubs and Societies**

The University has a wide range of clubs and societies, which students can join, and it also has a range of sports clubs and facilities. Students are encouraged to get involved. Involvement in sports and clubs and societies provides opportunities to learn new skills, meet people with similar interests and to have some fun. Please check the following websites for further information:

<https://universityofgalway.ie/societies/>

<https://universityofgalway.ie/sports/>

As DBS students you may have a particular interest in the Business Society and the Entrepreneurship Society.

Information on these societies is available at:

<https://socs.nuigalway.ie/societies.php?id=MTIw>

<https://socs.nuigalway.ie/societies.php?id=NDg2>

## 4.8 Volunteering

The University offers opportunities to students to get involved in volunteering. Volunteering benefits both the individual and society. It helps students to learn and develop new skills and to meet people with similar interests, while helping others in society. Information on volunteering at University of Galway can be found at: <https://www.studentvolunteer.ie/nuigalway>

# 5. COMMUNICATION BETWEEN STUDENTS AND STAFF

## 5.1 Canvas Virtual Learning Environment

Canvas is a suite of Internet software tools and databases that University of Galway uses to enhance teaching and learning. Canvas can be accessed at: <https://universityofgalway.instructure.com/>

Managed by the University's Centre for Excellence in Learning and Teaching (CELT), the Canvas VLE provides functionalities such as the Turnitin plagiarism detection software, social networking tools, and it also facilitates lecturers in posting teaching materials so they can be accessed by students, both on campus and remotely. Canvas is also a principal medium for communicating important announcements and updates to the DBS class. Students are therefore advised to check the Canvas system daily. Students will have access to Canvas once registration is completed.

## 5.2 Student E-mail

DBS students are required to use the University of Galway email address that is assigned to them on registration. Students are required to use this email address for all communication with lecturers and staff of the DBS programme. The Canvas system also incorporates a facility for emailing registered users. This function may be used in conjunction with the Announcements section of Canvas to update DBS students of important notices. Therefore, it is imperative that DBS students use their assigned University of Galway email account and address to ensure they do not miss important course updates and announcements.

# 6. SOCIAL MEDIA

## 6.1 J.E. Cairnes School of Business & Economics on Facebook

Keep yourself up to date on what is happening in the J.E. Cairnes School of Business & Economics by joining our group on Facebook. You can access the group at <https://m.facebook.com/JECairnes>

## 6.2 DBS on LinkedIn

An alumni group has been set up on LinkedIn for the Higher Diploma in Business Studies. This group is designed to bring together students currently on the programme and those who have graduated with a Higher Diploma in Business Studies. As current students of the programme you are encouraged to join the group. You can do so using the following link: <https://www.linkedin.com/groups/8615564>

The Careers Development Centre runs a LinkedIn workshop, typically twice per semester. Please check the Workshop section on the following webpage for details: <https://www.universityofgalway.ie/career-development-centre/servicesforstudents/events/>



## 7. ACADEMIC MISCONDUCT AND PLAGIARISM

Plagiarism is a form of academic misconduct. It is the act of taking credit for someone else's ideas and work and claiming this as your own. This is a form of intellectual theft. In third level colleges, plagiarism is a serious offence and merits a severe penalty. In some colleges, the student loses the entire marks for that assignment. In other colleges, the student is brought before a disciplinary committee. You need to be aware of how serious an offence plagiarism is and take care to avoid it in all your assignments. The J. E. Cairnes School of Business & Economics has a plagiarism advisor, Anatoli Nachev, who is responsible for dealing with suspected and reported cases of plagiarism and acting in accordance with the University's Code of Practice for Dealing with Plagiarism.

Academic misconduct relates to:

- Submitting work as your own for assessment, which has, in fact, been done in whole or in part by someone else or submitting work which has been created artificially, e.g., by a machine or through artificial intelligence. This may be work completed for a learner by a peer, family member or friend or which has been produced, commercially or otherwise, by a third party for a pre-agreed fee (contracted); it may be work in which the learner has included unreferenced material taken from another source(s); it may be use of a ghost writer to carry out assessed work which is then submitted as the learner's own work; it may be using a previous assignment as submitted by a peer claiming it to be your work; it may be that references have been falsified to give credibility to the assignment and to show evidence of research; it may be a claim for authorship which is false.
- Self-plagiarism where you submit work which has previously been submitted for a different assignment without permission/acknowledgement.
- Submitting all or part of an assessment item which has been produced using artificial intelligence (e.g., Google Translate or other machine translation services/software, generative AI, etc.) and claiming it as your own work.

For further information, please review the University's Academic Integrity Policy available for download at the following link:

<https://www.universityofgalway.ie/registrar/policies-forms/#tab2>

## 8. TIMETABLES

The provisional Semester 1 timetable is available here: [https://www.universityofgalway.ie/business-public-policy-law/cairnes/currentstudents/postgrad\\_timetables/](https://www.universityofgalway.ie/business-public-policy-law/cairnes/currentstudents/postgrad_timetables/)

Any necessary updates will be available from this webpage and dated accordingly. Please work with the timetable containing the most recent date stamp.

The Semester 2 provisional timetable will be uploaded to the DBS webpage in due course. Please check the DBS webpage for any updates.

## 9. CAMPUS MAP

Further information on the campus maps can be found using the following links:

<https://www.universityofgalway.ie/buildings/maps/>

[https://www.universityofgalway.ie/media/buildingsoffice/files/mapsrebranded2023/University-of-Galway-Campus\\_A4-Map\\_26012023.pdf](https://www.universityofgalway.ie/media/buildingsoffice/files/mapsrebranded2023/University-of-Galway-Campus_A4-Map_26012023.pdf)