



NUI Galway
OÉ Gaillimh

College of Arts, Social Sciences, and Celtic Studies

Student Guide

2011 – 2012

**Coláiste na nDán, na nEolaíochtaí Sóisialta,
agus An Léinn Cheiltigh**

Treoir do Mhic Léinn

2011 – 2012

Students Entering First Arts in:

BA (Omnibus)

BA (Psychology)

BA *CONNECT* Programmes

September 2011

First Year Student Hotline – 091-493999

The First Year Student Hotline is designed to help incoming first year students of the University. A team of specially-trained staff and students will service the hotline during office hours until 23 September, 2011. The hotline team will provide an efficient, responsive service to callers and will deal with numerous issues that are of concern to incoming first year students including those related to registering as a student of the University, fees, accommodation options, and many more. Those wishing to contact the First Year Student Hotline should call 091-493999

Note on Regulations of the College of Arts, Social Sciences, and Celtic Studies

The information in this Guide is of a summary nature and does not constitute the full regulations of the College's BA programmes, nor is it a contract with the student. Students are referred for more complete information, to their academic disciplines and lecturers, their College Advisor, and the University Calendar at <http://www.nuigalway.ie/arts/calendar.html> for comprehensive information.

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Fáiltiú / Welcome

Dear Student,

I would like to take this opportunity of congratulating you on your entry to University, and of welcoming you, on behalf of the members of the College of Arts, Social Sciences, and Celtic Studies, to our University. I hope that your stay in NUI Galway will prove to be both enjoyable and fruitful and that you will benefit from it.



Ba mhaith liom ar an ócáid seo fáilte a chur romhat chuig Ollscoil na hÉireann, Gaillimh agus chuig Coláiste na nDán, na nEolaíochtaí Sóisialta, agus an Léinn Cheiltigh ach go háirithe. Tá súil agam go rachaidh an tréimhse a chaithfeas tú abhus inár measc chun sochair agus chun tairbhe duit ar an uile bhealach.

A handwritten signature in black ink, appearing to read 'Edward Herring'.

Dr. Edward Herring,
Dean of the College of Arts, Social Sciences, and Celtic Studies.

The New Academic Year

1. First Arts 2011 – 2012

In First Arts you are required to register for four subjects. Subjects are subdivided into modules. Some of these modules are taught in Semester 1 (September – December) and some modules are taught in Semester 2 (January – 30th March). Modules totaling 15 ECTS in each subject must be taken over the full academic year. Some modules will be examined by written examination and some will be assessed by continuous assessment or a combination of examination and continuous assessment. It is very important to attend all your lectures and essential that you submit all continuous assessment assignments. Semester 1 Examinations take place in December and Semester 2 Examinations take place in April. **Repeat Examinations take place in May.** The rules in other Colleges also are different so students in Science, Commerce, Law or Engineering should not be your source of information and advice.

- **Semesterisation:** Semester 1 begins in September and ends in December; Semester 2 begins in January and ends on 30th March. The academic course is different in each semester, and is assessed by end-of-semester examinations. You will have Examinations in December and in April, with repeat opportunities in May. **There are no August examinations.**
- **Modularisation:** Subjects are divided into three core modules.
- **Continuous Assessment:** At least one third of the marks in the year will be earned through coursework, essays, projects etc., this will help you stay close to your work throughout the year, accumulate much of your final grade progressively and reduce the pressure on end of semester exams.
- **Repeat and Re-sit Examinations:** Modules within a subject that are failed at the first sitting (December or April) **must be repeated** in May in order that the student may pass the subject. Students unable to present for an examination or submit the required assessment for a particular module must contact Catherine McCurry in the College of Arts, Social Sciences, and Celtic Studies at the earliest opportunity. Email: catherine.mccurry@nuigalway.ie

1.1 First Arts Calendar 2011/2012

Key	
Orientation	Orientation will be on Saturday 10 th and Sunday 11 th September.
Introductory Talks	Introductory talks take place Monday 12 th - Friday 16 th September. Students should attend introductory lectures in all subjects of interest.
1*	Start of formal lectures. Subject choice closes. *Week number: Each Semester extends for 12 weeks. The programme involves ongoing Continuous Assessment during the Semester; one-third of final marks, at least, will be earned this way, through regular assignments and coursework. Formal exams will take place at the end of each semester. It is important, therefore, to engage quickly with your subjects and develop a regular work pattern. Students should be especially wary of advice from students from previous years who came through a different system.
Study Week, Revision Support	Before Exams commence, students have a week of study time and focused tutorials provided by their disciplines.
Examination Session	There are two semester examination sessions as shown, in December and April. Students not passing at the first attempt will have the opportunity to take repeat examinations in May . There are four two-hour examinations in each session, one in each subject.
Examination Results	Examination results are finalised and communicated to students as follows: Semester 1 results are issued in late January; End of year results are issued in mid May. Results for the May repeat and resit Examinations will be notified in late June.

2011	Week No.	September							Week No.	October							
		M	T	W	T	F	S	S		M	T	W	T	F	S	S	
					1	2	3	4							1	2	
Orientation		5	6	7	8	9	10	11	Change of subjects deadline	3	3	4	5	6	7	8	9
Introductory Lectures		12	13	14	15	16	17	18		4	10	11	12	13	14	15	16
Formal Teaching begins	1*	19	20	21	22	23	24	25		5	17	18	19	20	21	22	23
	2	26	27	28	29	30				6	24	25	26	27	28	29	30
										7	31						
	Week No.	November							Week No.	December							
		M	T	W	T	F	S	S		M	T	W	T	F	S	S	
	7		1	2	3	4	5	6		11				1	2	3	4
	8	7	8	9	10	11	12	13	Study Week	12	5	6	7	8	9	10	11
	9	14	15	16	17	18	19	20	Semester 1 Exams		12	13	14	15	16	17	18
	10	21	22	23	24	25	26	27	Christmas Holidays		19	20	21	22	23	24	25
	11	28	29	30						26	27	28	29	30	31		
2012	Week No.	January							Week No.	February							
		M	T	W	T	F	S	S		M	T	W	T	F	S	S	
Christmas Holidays								1		4			1	2	3	4	5
		2	3	4	5	6	7	8		5	6	7	8	9	10	11	12
	1	7	10	11	12	13	14	15		6	13	14	15	16	17	18	19
	2	16	17	18	19	20	21	22		7	20	21	22	23	24	25	26
Semester 1 Results	3	23	24	25	26	27	28	29		8	27	28	29				
	4	30	31														
	Week No.	March							Week No.	April							
		M	T	W	T	F	S	S		M	T	W	T	F	S	S	
	8				1	2	3	4									1
	9	5	6	7	8	9	10	11	Easter Holidays Study Week		2	3	4	5	6	7	8
St. Patrick's Day	10	12	13	14	15	16	17	18	Bank Holiday		9	10	11	12	13	14	15
	11	19	20	21	22	23	24	25	Semester 2 Exams		16	17	18	19	20	21	22
Teaching Ends	12	26	27	28	29	30	31			23	24	25	26	27	28	29	
										30							
	Week No.	May							Week No.	June							
		M	T	W	T	F	S	S		M	T	W	T	F	S	S	
			1	2	3	4	5	6						1	2	3	
Semester 2 Results		7	8	9	10	11	12	13	Bank Holiday		4	5	6	7	8	9	10
Sem 1 Repeat Exams		14	15	16	17	18	19	20			11	12	13	14	15	16	17
Sem 2 Repeat Exams		21	22	23	24	25	26	27			18	19	20	21	22	23	24
		28	29	30	31				Release of Repeat results		25	26	27	28	29	30	

1.2 Schedule

<p>1. Orientation</p>	<p>An Orientation Programme for new students will take place on Saturday 10th September in the Bailey Allen Hall, Áras na Mac Léinn:</p> <p>9.30 a.m. – 10.30 a.m. Surnames A-Ma 11:30 a.m. – 12:30 p.m. Surnames Mb-Z</p> <ul style="list-style-type: none"> • Welcome from the Secretary of Academic Affairs • Presentation by the Vice-Dean for the First Arts Experience • Quick guide to Student Services, Peer Mentoring, Library and Computer Services • Introduction to the Students' Union <p>Both sessions will be followed by a Campus Tour</p> <p>10:30am – 15:00pm Subject Information Academics and students from each Discipline in the College of Arts, Social Sciences, and Celtic Studies will be available in the Foyer of Áras na Mac Léinn to discuss subject options.</p> <p>Sunday 11th September – a range of social activities from 10am campus wide</p>
<p>2. Registration</p>	<p>Online Registration must be completed at http://www.nuigalway.ie/registration</p>
<p>3. Introductory Lectures in all Subjects</p>	<p>Monday 12th September to Friday 16th September (see timetable section 7)</p>
<p>4. Lectures formally commence</p>	<p>Monday 19th September (see timetable Section 9)</p>
<p>5. Registering for your four Subjects</p>	<p>You will choose your subjects when you register online. However, there is a period up to September 30th when you may amend your subject choice online.</p> <p>You must discuss your subject choice with your Advisor and submit the Advisor Form before this deadline (see Section 2).</p> <p>Any changes after this date must be approved by Catherine McCurry, Room 217a, Arts Millennium Building. No changes will be accepted after Friday October 7th. Please note that this is an absolute deadline.</p>

2. Advisory Service for New Entrants

To guide you through the transition to Third Level and to help you settle in quickly, every student is provided with an Academic Advisor for the duration of their BA studies. Your Academic Advisor is a member of the full-time academic staff, and is dedicated to providing academic service and support. He or she will be your personal contact, and you will be one of a small handful of students they advise. We want you to come to know them as an individual, someone uniquely ‘in your corner’ who can give you the support you will need from time to time in settling in and making progress with your programme. Use them early and often! Details will be issued to your **NUI, Galway email address** after orientation week. **It is important to check your emails regularly.**

The following are ways you might make use of your Academic Advisor:

- Selecting your subjects may be difficult for you, and it is an important decision. Of course you need to attend the Introductory Lectures in the first week and you should drop into the Careers Service also, and approach your lecturers at the end of lectures too, but talking things through with your Advisor is a very smart move. You **must** discuss your subject choice with them and submit the Student Advisor Form to them. The form is included at the back of this handbook and is also available at: www.nuigalway.ie/faculties_departments/arts/firstyearba.html
- You may feel that you don’t understand how to study properly or what is expected from you in writing essays, coursework, or in the examinations at the end of Semester. We have lots of support in this area, and you should firstly talk to your lecturers, because they are the people setting you the tasks and examinations. You could also contact the Vice-Dean for the First Arts Experience or the Office of the College of Arts, Social Sciences, and Celtic Studies [see below for details]. These will all have invaluable advice, but a chat with your Academic Advisor will give you an objective and detached viewpoint.
- You may feel alienated and removed from your studies, or feel awkward approaching your lecturers or the other support staff mentioned above. A word with your Advisor and s/he may be able to make the call that connects you with the support you need.
- You may simply need to talk things through over a coffee, just to rehearse your views and decisions as you go through the year.

The staff of the College Office will be happy to direct you to your Academic Advisor’s office. The Advisor details will be sent to your NUI, Galway email address. If you have any queries please contact Catherine McCurry at the College Office, Room 217a in the Arts Millennium Building.

2.1 The Vice-Dean for the First Arts Experience

In order to support new students through their first year, the Dean has appointed a Vice-Dean to manage the support systems that are needed. The Vice-Dean will be working closely to identify what students need and to ensure every student has the opportunity to engage in a meaningful way with their programme. It will always be better to look for local solutions, firstly by talking with lecturers, in particular, or with your Advisor. No issue is too small, however, to be brought to the Vice-Dean and College staff, and once a matter is brought to the Vice-Dean, it will be addressed.

The College Office, Room 217a in the Arts Millennium Building, is where all of the activities of the disciplines that teach on your BA come together. The Office deals with the regulatory and management issues that assist the smooth running of your BA. **Catherine McCurry** in that office has special responsibilities working with the Vice-Dean for the First Arts Experience. The Vice-Dean and Catherine may be contacted as follows:

Catherine McCurry
Room 217a, Arts Millennium Bld.
catherine.mccurry@nuigalway.ie
T: +353 91 493958

3. College and Discipline Office Locations

Discipline	Location	Extension
College Office	Room 217A, Floor 1, Arts Millennium Building	3958 /3954
Archaeology	ARC217, Arts/Science Building	2167
Celtic Civilization	Room 105/ Room 215, Floor 2, Áras na Gaeilge	2550/2564
Classics	Room 508, Floor 3, Tower 2, Arts/Science Building	5448
Economics	Room 201/238, Floor 1, J E Cairnes Graduate School	2177/2501
English	Room 511, Floor 3, Tower 1, Arts/Science Building	2567/3339
French	Room 313, Floor 2, Arts Millennium Building	2397
Geography	Room 107, Ground Floor, Geography Wing, Arts/Science Building	2643
German	Room 306, Floor 2, Arts Millennium Building	2226
History	Room 405, Floor 2, Tower 1, Arts/Science Building	2537
Information Technology	Room 414/ 444, IT Building	3143/ 3836
Irish	Room 215, Floor 2, Áras na Gaeilge	2564
Italian	Room 310, Floor 2, Arts Millennium Building	3792
Legal Studies	Room 406, Floor 2, Tower 2, Arts/Science Building	2389
Mathematics	Room C118, Ground Floor, Áras De Brún	2342
Philosophy	Ground Floor, Morrisroe House, 19 Distillery Road	2382

Political Science and Sociology	Room 308, Floor 2, Áras Moyola	2290
Psychology	Room 228, Floor 1, St. Anthony's	3101
Spanish	Room 309, Floor 2, Arts Millennium Building	2626
Welsh	Room 105, Áras na Gaeilge	2550

4. Selecting and Registering for Four Subjects

You will be able to go on-line once you accept your CAO offer to register and you may select your subjects then. This can be done using any PC connected to the internet, whether at home or in any of the PC Suites located at NUI Galway. To register on-line you will need your Student Registration Number and your Personal Identification Number (PIN) to select your subjects. These numbers will be issued to you by Admissions Office.

By registering on-line you are formally deciding the subjects you will be taking during the year. You must have informed yourself fully and attended the subjects you have selected prior to the subject selection deadline of October 7th. You must have discussed your choice with your Academic Advisor and submitted the Advisor form to them. The form is available at:

www.nuigalway.ie/faculties_departments/arts/firstyearba.html.

In no case will a change of mind be considered by the College Office after October 7th.

Registering your subjects sets you up on the system so that you appear on the class lists, and are properly scheduled for Examinations. It is, therefore, an important transaction to be completed.

Many subjects have conditions or regulations attached to them which are set out in detail in this Section. Please read patiently through them, it is important to be fully informed so as to avoid difficulties or disappointments later on.

Introductory material will be available in each subject at:

- Special Introductory Lectures (see section 7)
- During the scheduled lectures (see section 9) in the first weeks of the Semester. Students are advised to attend as many subjects as they have an interest in over this period.
- By podcast at http://www.nuigalway.ie/faculties_departments/arts/webcasts.html

It will be helpful to bear the following points in mind:

4.1 Number of Subjects

Four subjects, and four only, must be selected in First Arts and students proceed to study two of these in Second Arts.

4.2 Limitations on Subject Choice

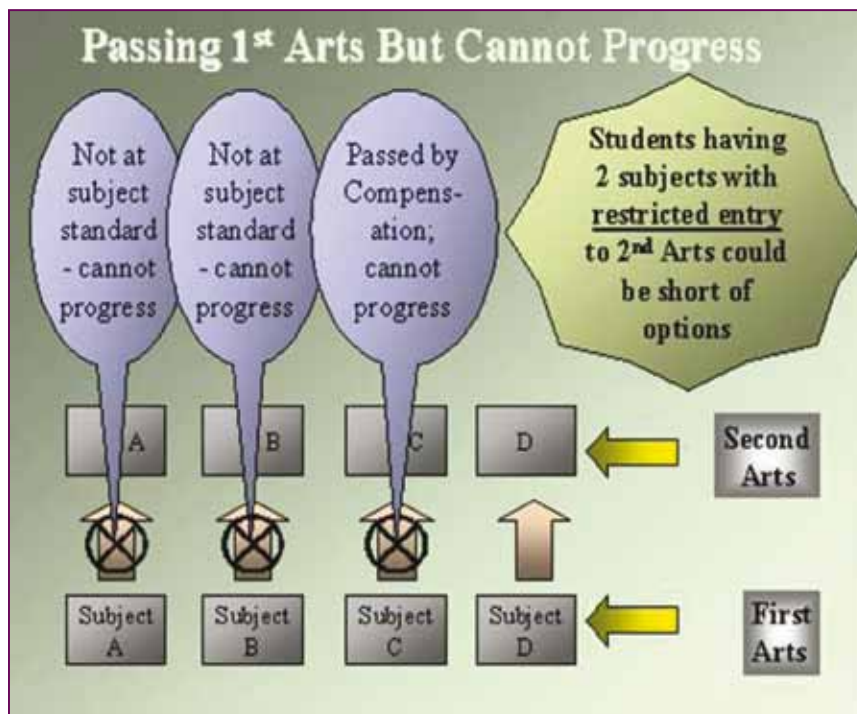
4.2.1 Subject Groupings (see section 5)

The subjects in each group are lectured on/examined at the same time, and consequently **not more than one subject may be selected from any one group.**

4.2.2 Special Progression Requirements

Certain subjects have special progression requirements in order to take them in Second Arts, these include Léann An Aistriúcháin, Legal Studies, Beginners' German, Psychology and Mathematics. For a full list of programme requirements please see the notes in section 5 Subject Groupings

Students are not permitted to combine any two of these subjects in order to avoid the risk that they may have no opportunity to progress with two subjects in Second Arts (refer diagram below and note 4.3.1 on Passing by Compensation)



4.3 Passing First Arts

First Year Students 2011/2012 will be required to pass **each** of their four individual subjects. If a student fails one or more module(s) in Semester 1 or Semester 2 or does not present for examinations they will be required to take repeat examinations in May [see schedule in Section 1 above].

4.3.1 Passing By Compensation

Compensation may be allowed at both the First and Second Sitting (repeat) examinations where, within one Subject only, up to 15 ECTS may be passed by compensation at 35% or above, providing the result achieved in that subject is 35% or higher and providing the student has achieved a surplus of marks equal to the deficiency in the failed Subject across the other three subjects passed. Students who pass a subject by compensation may not carry that subject into Second Arts.

4.4 Language of Instruction

Some subjects may be taken through Irish as well as through English. Information will be provided by disciplines in their introductory material.

4.5 Pass and Honours Courses

All subjects are taught at a common level where pass or honours may be awarded depending on the marks attained.

4.6 Eligibility to Take a Subject at Second Arts

Any subject passed outright at First Arts (40% or higher) may be taken in Second Arts subject to the restrictions referred to in Section 4.7 below. You must obtain a clear pass (40% or higher) in a subject at First Arts to be allowed take that subject at Second Arts and also meet the progression requirements where stipulated.

Students registering for Modern Languages or Gaeilge should note that in addition to passing the subject overall they will be required to pass (40% or higher) the language module(s) of the subject in order to progress to Second Arts in that subject.

4.7 Admission to Second Arts: German, Legal Studies, Léann an Aistriúcháin, Psychology/ Psychological Studies and Mathematics

Students who take *Beginners' German* must achieve 50% in the subject while passing First Arts to be eligible to take *German* at Second Arts.

Students who take *Léann an Aistriúcháin* must achieve 60% in the subject while passing First Arts to be eligible to take *Léann an Aistriúcháin* in Second Arts.

There are limits in the numbers of students admitted to **Second Arts** in *Legal Studies* (100) and *Psychological Studies* (100). Places for *Legal Studies* will be decided on academic merit, based on the results of the **First Sittings** (Semester 1 and Semester 2) of the First Arts Examinations in the student's first year of attendance, where the student must have passed First Arts by passing all four subjects outright. Places for *Psychological Studies* will be decided on academic merit, based on the results of the First Sitting (Semester 1 and Semester 2) of the First Arts Examinations in the student's first year of attendance (2011 – 2012), where the student must have passed First Arts by passing all four subjects outright.

Students must achieve 45% in Mathematics in First Arts to progress to Mathematical Studies in Second Arts and 60% in Mathematics to progress to Mathematics in Second Arts.

Students may **not** combine two or more such subjects in First Arts even where the Subject Grouping allows it (refer 4.2.2 above).

4.8 Repeat Students

4.8.1 Repeat students will be required to contact the First Year Coordinators of their individual subjects and to register officially with the disciplines concerned. Should they wish to change their subject selection in the repeat year, they must discuss this with Catherine McCurry in the College of Arts, Social Sciences, and Celtic Studies Office.

4.8.2 Students will be required to attend all modules in which they failed the previous year. The repeat fee for 2011 – 2012 is €2,350.

4.9 Beginners' Languages

German, Italian, Spanish and *Welsh* may be taken at beginners' level. Languages at beginners' level are only for those "good at languages". *Welsh* is only available in First Arts and students can not progress with it into Second Arts.

Students wishing to take First Year Advanced *Spanish* will be expected to have attained a Grade C3 or higher in the Leaving Certificate Honours Spanish paper or equivalent.

4.10 Psychology

There are various options in the study of *Psychology*:

- 4.10.1** Students admitted to the **BA (Psychology) - CAO Code GY104** will take the subject *Psychology* in First Arts together with three other subjects. Having passed First Arts successfully, students will study *Psychology* as a stand-alone subject in Second and Final Arts.
- 4.10.2** Students of the **BA (Omnibus) - CAO Code GY101 and the BA CONNECT programmes (CAO Code GY110, GY111, GY114, GY115)** who successfully complete *Psychology* at First Arts may proceed in Second Arts with the subject *Psychological Studies* and one other of the subjects completed at First Arts. There are limits in the numbers of students admitted to Second Arts in *Psychological Studies* (100). Places will be decided on academic merit, based on the results of the First Sitting (Semester 1 and Semester 2) of the First Arts Examinations in the student's first year of attendance, where the student must have passed First Arts by passing all four subjects outright.
- 4.10.3** There are **fifteen (15) places** available to students of the BA (Omnibus) who complete *Psychology* at First Arts and who wish to transfer to the BA (Psychology) in Second Arts. Places will be decided on academic merit, based on the results of the **First Sitting** (Semester 1 and Semester 2) of the First Arts Examinations in the student's first year of attendance, where the student must have **passed First Arts by passing all four subjects outright**. Students will not be allowed repeat First Arts Psychology with a view to improving performance.
- 4.10.4** Recognition of Prior Learning (RPL) is a process that allows students to gain exemptions/credits from some parts of a programme, based on demonstrated learning achieved prior to admission. If you have evidence of completing a Level 7 award you may be considered for a subject exemption at First Arts. Due to progression issues in Psychology/Psychological Studies and Legal Studies in Second Arts students who avail of a subject exemption may not compete for a place in one of the above.

4.11 BA CONNECT Programmes

Students admitted to the BA *CONNECT* Programmes (CAO Codes GY110, GY111, GY112, GY113, GY114, GY115, GY116, GY117) will take the relevant programme specialism in First Arts together with three other subjects. Having passed First Arts successfully, students will study their

specialism and two other subjects in Second Arts. Year Three of the programme is devoted to the specialism and in Final Year students continue the study of the two traditional subjects. Students will be assessed by continuous assessment only in the area of their specialism within the BA *CONNECT* programmes.

4.12 Period Abroad for Students of Modern Languages

Final Year in French/German/Italian/Spanish assumes a deep understanding of language and society. For this reason the School of Languages, Literatures, and Cultures strongly recommends that modern language students spend a prolonged period immersed in a culture where the language is widely spoken. The following are the preferred routes:

- (i) BA (International) which includes a formal period of study in a foreign University that is integral to the programme.
- (ii) Work or voluntary service overseas which would include placements on BA *CONNECT* programmes or as a foreign language assistant

In exceptional circumstances, the College of Arts, Social Sciences, and Celtic Studies, in consultation with the School of Languages, Literatures, and Cultures, may grant permission to allow a student to spend a shorter period of residence abroad and to continue with the BA (Omnibus) programme. In such cases, prior to entering the Final Year, students are required to spend an approved period of time in a country or region where the language is widely spoken. This period must be a minimum of 3 months (consistent with Teaching Council requirements outlined below) and ideally should be approximately six months.

[Students should note that the Teaching Council requires that in order to be registered as a language teacher a candidate must, in addition to holding the relevant degree and Postgraduate Diploma in Education, have spent at least three months residency in a country where the language is the spoken language].

In the case of students taking **two modern languages** a minimum of 3 months (consistent with Teaching Council requirements outlined below) is required for each language.

[Students should note that the Teaching Council requires that in order to be registered as a language teacher a candidate must, in addition to holding the relevant degree and Postgraduate Diploma in Education, have spent at least three months residency in a country where the language is the spoken language for each language that the candidate wishes to teach].

Furthermore, students who have not followed either of the preferred routes (detailed at (i) and (ii) above) will be required to furnish the School with satisfactory documentary evidence of the time spent abroad before they will be permitted to register for Final Year. (A list of suitable evidence is available from the School Office and website). Students completing the preferred routes will be deemed to have satisfied this requirement.

The established practice is that students spend an academic year (in the case of students taking two modern languages, one half year each) in the relevant country or countries. Students who have already resided in such countries prior to commencing their studies may be considered for exemption from these requirements (see also Section 6 below).

4.13 Attendance at Lectures

It is the duty of a student, under University regulations, to attend every lecture and to attend/undertake other academic activities (such as essay assignments, laboratory classes, project work, seminars, tutorials etc.) as required in each subject of her/his course, unless prevented by some unavoidable cause of absence.

4.14 Information Technology Support for Arts Students (ITSArts)

ITSArts is an Information Technology training facility for staff and students of the College of Arts, Social Sciences, and Celtic Studies. Any student who is concerned about their IT skills should contact ITSArts for assistance. The following training is available to BA students:

- **Web Resources Information Sessions**

The Web Resources sessions are included in the timetable for First Year Introductory Lectures, during the week beginning 12/09/2011. You **must** attend one of these sessions to familiarise yourself with the online resources available to students.

- **Beginners' Information Technology Training Courses**

Novice computer users, or inexperienced computer users, should contact the office (details below) at the beginning of the first semester to register for Beginners' IT training courses, or you can register in person after any of the Web Resources sessions. Subject to demand, these courses will take place in October.

- **Online training**

ITSArts provides online training in MS Office packages from beginners to advanced level. You can access these courses by self enrolling on the Online Computer Training Blackboard course (details on www.nuigalway.ie/arts/itoffice)

- **European Computer Driving Licence (ECDL)**

ITSArts is an accredited ECDL test centre. We offer all NUIG students the opportunity to gain the ECDL qualification at a minimal cost. Students use on-line training material to study ECDL modules in their own time. Exams are carried out (also on-line) in Room 102, IT Training Room, Arts Millennium Building. On successful completion of the 7 ECDL examinations, students receive an ECDL certificate. If you have started, but not completed, ECDL before entering NUIG,

call to ITSArts to arrange completion of your exams. For further information, please see:
www.nuigalway.ie/arts/itoffice/ECDL.html.

For further information go to www.nuigalway.ie/arts/itoffice.
colleageartscit@nuigalway.ie T: +353 91 493046

5. Subject Groupings

Students choose four (4) subjects, not more than one (1) from any of the following groups:

Group 1	Group 2	Group 3	Group 4
Archaeology	Legal Studies ^{1,7}	Classics	English
French ^{9,10}	Psychology ^{1,6,7}	Geography	Economics
Mathematics ^{1,11}	Celtic Civilization	German ^{1,3,5,9,10}	<i>Childrens Studies</i> ^{6,8}
	<i>Human Rights</i> ⁸	<i>Irish Studies</i> ^{6,8}	
	<i>Film Studies</i> ⁸		
	<i>Global Womens Studies</i> ⁸		
	<i>Latin American Studies</i> ^{4,8}		

Group 5	Group 6	Group 7
Sociological & Political Studies	History	Gaeilge ⁹
Information Technology ²	Spanish ^{5,9,10}	Italian ^{5,9,10}
Welsh ⁵		Philosophy
Léann an Aistriúcháin ¹		
<i>Creative Writing</i> ^{6,8}		
<i>Theatre and Performance</i> ^{6,8}		

Notes:

(1) Restricted Entry Subjects

Students should note that they may choose only ONE from the following traditional Arts subjects:

Beginners' German
 Mathematics
 Léann an Aistriúcháin
 Legal Studies
 Psychology

Each of the above subjects has restrictions on entry to Second Arts based upon performance in First Arts. Therefore successful completion of the subject in First Arts may not guarantee progression to Second Arts in that subject. For this reason, the College does not permit any student to register for more than ONE restricted entry subject.

(2) A class limit of 120 places operates in *Information Technology* in First Arts. Places are offered in the first week of registration. In order to progress to second arts students will be required to pass the CT112 module at 40% or higher in addition to passing the subject overall.

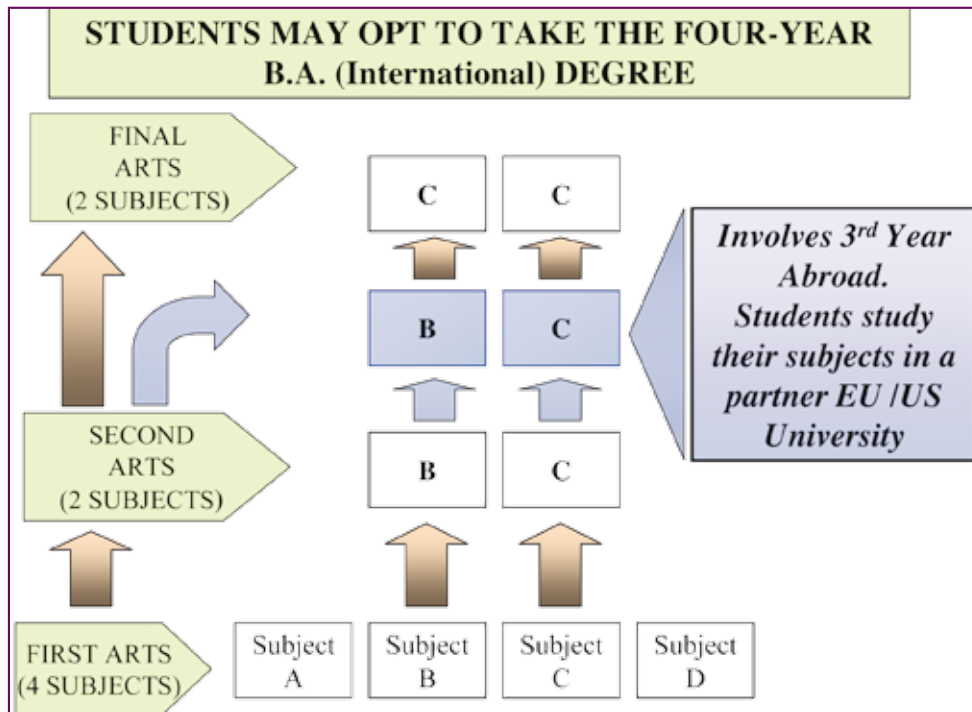
- (3) Only students obtaining at least 50 per cent in Beginners' German will be admitted to Second Arts German.
- (4) Students registered for BA with Latin American Studies must select Spanish as one of their three traditional subjects in addition to the Specialism of Latin American Studies.
- (5) *Italian, German, Spanish and Welsh* may be taken at First Arts without previous knowledge of those languages. N.B. Students should note that the subject *Welsh* is only available as a First Arts subject.
- (6) The subject *Psychology* is offered at First Arts of the BA Degree (Omnibus Entry – CAO Code GY101), the BA *CONNECT* programmes (CAO Code GY110, GY111, GY114, GY115), the subject *Psychological Studies* is offered to Degree level in Second Arts and Final Arts and is taken as a subject in combination with one other subject. of the BA Omnibus and relevant *CONNECT* programmes only. The subject *Psychology* is offered as a double subject in Second and Final Arts of the BA (Psychology) – CAO Code GY104, to students who entered First Arts of that programme the previous year and completed the year successfully (refer Section 4.10).
- (7) There are limits to the number of students admitted to Second Arts in *Legal Studies* (100) and *Psychological Studies* (100). Places for *Legal Science* will be decided on academic merit, based on the results of the First Sittings (Semester 1 and Semester 2) of the First Arts Examinations in the student's first year of attendance (2011–12), where the student must have passed First Arts by passing all four subjects outright. Places for *Psychological Studies* will be decided on academic merit, based on the results of the First Sitting (Semester 1 and Semester 2) of the First Arts Examinations in the student's first year of attendance (2011–12), where the student must have passed First Arts by passing all four subjects outright.
- (8) Subjects in italics are Specialisms that are only available in the relevant BA *CONNECT* programme.
- (9) Students registering for Modern Languages or Gaeilge should note that they will be required to pass (40% or higher) the language module(s) of the subject in order to progress to Second Arts in that subject.
- (10) Requirements on choosing a Modern Language

Students should note that choosing to study a Modern Language to Degree level involves spending a period, normally a year, abroad in a country or region where the language for which they are registered is widely spoken. In the case where a student is registered for two Languages, the student will normally be required to spend six months in each of the relevant countries/regions. Therefore after having successfully completed the Second Arts Examination and in advance of registering for Final Year studies of the BA programme, students will be required to spend a period abroad in order to prepare them for the demands of the Final Year of their degree studies in a Language.

Students should also be aware that when studying a Language in First, Second and Final Arts that, in addition to passing the subject overall, students must clearly pass (40% or higher) the language module(s) of the subject in order to progress to their subsequent year of programme.
- (11) Students must achieve 45% in Mathematics in First Arts to progress to Mathematical Studies in Second Arts and 60% in Mathematics to progress to Mathematics in Second Arts.

6. BA (International)

The BA (International) is a four-year version of the BA programme (BA (Omnibus), BA (Public and Social Policy), and BA (Psychology) only). It involves a period of study in another country in the third year of the programme, before progressing Final Arts. (Detailed information for students of Modern Languages in section 4.12).



Objective

The BA (International) will enable suitably qualified students to study, in the third year of the programme, both of their academic subjects at an overseas University. A student taking the BA (International) programme with at least one modern language to degree level would be obliged to spend the year abroad studying that language and its literature, together with their other subject(s) in the EU country where it is spoken. Non-language students may apply to participate on the Year Abroad in the U.S. or on European exchanges where programmes are available through English.

Admission

Admission to the programme takes place during the Second Arts year. An information evening is held in February and applications are invited at that time.

Programme Content

Students may be considered for admission to the BA (International) where their degree subject(s) are drawn from the following:

Archaeology, Celtic Civilization, Classics, Economics, English, French, Geography, German, History, Information Technology, Irish, Italian, Léann an Aistriúcháin, Legal Science, Mathematical Studies, Mathematics, Philosophy, Psychology (denominated), Psychological Studies, Sociological and Political Studies, Spanish.

Quota of Places

The overall number of places on the programme is limited and there is also a limitation on the number of places available for each modern language.

Selection

Selection will be made in accordance with academic standing of the applicant and the compatibility with subjects available in the overseas University. An overall pass at the First Arts Summer Examination is a prerequisite.

Fee Payment

During their year abroad students will register at NUI, Galway and continue to pay appropriate fees at NUI, Galway. They will not normally be required to pay fees at the host university.

Courses Taken Abroad

Subject to the approval of the relevant disciplines, credit will be given for modules taken and examinations passed by the student while in the host University. It is compulsory that students successfully complete modules in both their subjects during the Year Abroad. Failure to meet these requirements may result in students not being awarded the BA (International)

7. Introduction to Subjects and Subject Choice

AM = Arts Millennium Building; CA = JE Cairnes Business School; AC = Concourse – Arts/Science Bldg.

Time	Monday 12 September	Tuesday 13 September	Wednesday 14 September	Thursday 15 September	Friday 16 September
9.00 – 10.00	Economics O'Flaherty Theatre (AC)	Information Technology Patrick F. Fottrell Theatre (AM200)	Legal Studies O'Flaherty Theatre (AC) Celtic Civilisation AC201	Spanish Siobhan McKenna Theatre (AM214)	
10.00 – 11.00	French Patrick F. Fottrell Theatre (AM200) Archaeology IT250 (FirstFloor)	Archaeology Colm Ó hEocha Theatre (AM250) Mathematics Tyndall Lecture Theatre (AC) Web Resources Siobhan McKenna Theatre (AM214)	Archaeology IT250 (First Floor) French Siobhan McKenna Theatre (AM214)	Mathematics Dillon Lecture Theatre (AC)	History O'Flaherty Theatre, (AC)
11.00 – 12.00.	History Kirwan Theatre (AC) Spanish Siobhan McKenna Theatre (AM214)	Sociological & Pol. Studies Kirwan Theatre (AC)	Spanish Siobhan McKenna Theatre (AM214)	Sociological & Pol. Studies Kirwan Theatre (AC) Léann an Aistriúcháin Téatar Chearbhalláin Áras na Gaeilge	German AC203 Geography Kirwan Theatre (AC)
12.00 – 13.00	Italian Charles McMunn Theatre (AC) Web Resources Siobhan McKenna Theatre (AM214)	Psychology O'Flaherty Theatre (AC)	Geography O'Flaherty Theatre (AC) Web Resources Siobhan McKenna Theatre (AM214)	Classics Máirtín Ó Tnúthail Theatre (AM150) Web Resources Siobhan McKenna Theatre (AM214)	Sociological & Pol. Studies O'Flaherty Theatre (AC) Information Technology IT250 (FirstFloor)
13.00 – 14.00	Archaeology IT250 (First Floor) French 102, Aras Uí Chathail Mathematics Máirtín Ó Tnúthail Theatre (AM150)	English O'Flaherty Theatre (AC)	Sociological & Pol. Studies O'Flaherty Theatre (AC) Léann an Aistriúcháin Téatar Chearbhalláin Áras na Gaeilge	Spanish D'Arcy Thompson Theatre (AC)	English O'Flaherty Theatre (AC)

14.00 – 15.00	Information Technology IT250 (First Floor) Léann an Aistriúcháin Téatar Chearbhalláim Áras na Gaeilge	Economics Kirwan Theatre (AC)	Classics Patrick F. Fottrell Theatre (AM200) Geography Cairnes Theatre (AC) German AM 109	History Kirwan Theatre (AC)	Philosophy O'Flaherty Theatre (AC)
15.00 – 16.00	Classics Mairtín Ó Tnúthail Theatre (AM150) German Siobhan McKenna Theatre (AM214) Geography Colm Ó hEocha Theatre (AM250)	Psychology Cairnes Theatre (CA)	Gaeilge Colm Ó hEocha Theatre (AM250) Italian AM112 Philosophy Kirwan Theatre (AC)	Economics O'Flaherty Theatre (AC)	
16.00 – 17.00	Psychology Kirwan Theatre (AC) Celtic Civilization Mairtín Ó Tnúthail Theatre (AM150)	Gaeilge Patrick F. Fottrell Theatre (AM200) Italian Siobhan McKenna Theatre (AM214)	Legal Studies IT250 Psychology O'Flaherty Theatre (AC)	Legal Studies Patrick F. Fottrell Theatre (AM200) Celtic Civilization Joseph Larmor Theatre (AC)	
17.00 – 18.00	Gaeilge Patrick F. Fottrell Theatre (AM200) Philosophy Kirwan Theatre, (AC)	Classics Mairtín Ó Tnúthail Theatre (AM150)		English O'Flaherty Theatre, (AC)	

Notes

The Web Resources Introductory Lecture introduces the web-based resources available to you as a student. It includes: navigating the University website, using the PC Suites, Blackboard, the library on-line, and other web-based resources you will need at University. These lectures will be useful for every student and you should aim to attend one during the first week

You will register your subject choice online by **October 8th** and you need to have informed yourself fully, and attended the subjects you choose before then. You must have met with your Advisor and submitted the Advisor form to them before then (available at www.nuigalway.ie/faculties_departments/arts/firstyearba.html).

Introductory material will be provided in each subject to help you choose.

- **At special Introductory Lectures (Schedule above)**
Each subject will cover introductory material, repeated in each of the time-slots allocated, so you can attend the introductory lecture for all subjects.
- **During the scheduled lectures in the first week of the Semester**
Students are advised to attend as many subjects as they have an interest in over this period. While the material taught in this week is part of the formal courses, it has an introductory quality, and will provide a 'flavour' to the student. Focus on the subjects you have the greatest interest in, and build up an early attendance pattern. Remember you have examinations at Christmas so the sooner you engage seriously with your subjects, the better prepared you will be.
- By podcast at http://www.nuigalway.ie/faculties_departments/arts/webcasts.html
- So if you haven't already done so.... See your Advisor!

8. Plagiarism

When students begin to provide essays or write answers in examinations, they need to be aware of this issue.

Definition:

Plagiarism means presenting the words of another writer as if they were your own. It refers to stealing, without acknowledgement, from any other writer, including fellow students. Copying another student's essay is as reprehensible as plagiarising a literary critic. This is a serious matter, and if it is detected in your essay it may result in an automatic failure mark. The way to avoid plagiarism is very simple: always put quotation marks around someone else's words, credit them to their source, and discuss in your view their merits. If you borrow ideas from another writer, say so. In this way you can impress an examiner by showing that you have done some research. You do not always have to appear utterly original!

Some examples of plagiarism:

- Maire and Sean are participating in a study group. The group share ideas, notes and information about their subject. Maire is organising the Arts Ball and falling behind in her work. Essay deadline approaching fast, she asks Sean for his notes. Demand for tickets to the Ball is huge,

so Maire spends the day distributing them around Galway. In order to get the essay in on time, she adopts Sean's notes verbatim (providing two additional sentences of her own) and submits it as her own work. When both students are called in to explain, Maire confesses, and a severe penalty is applied to the work.

- Paddy consults internet sources as part of his research for his seminar essay. Little realising that internet plagiarism detection services exist, and are known to his seminar leader, Paddy decides to submit an internet essay under his own name. Paddy receives a fail.
- Siobhan is consulting a secondary source as part of her research for an essay. She forgets to indicate, as she takes her notes, which sections are taken word-for-word from the book she's consulting. When writing her essay, Siobhan realises her mistake. Luckily, she still has time to return to the library to check the source. She checks her source and acknowledges it in her essay, thus avoiding plagiarism.

8.1 Best Practice to Avoid Plagiarism

- When making notes, always use quotation marks to distinguish between your own notes and the words of the writer you are reading. Additionally, always keep a record of the page number, publication details, etc.
- Inform yourself about the submission dates for your written work, and leave yourself time to do the work yourself.
- When correctly acknowledging the words of another writer, engage with what that writer is saying or arguing, rather than using them as a substitute for your own argument.
- **ASK YOUR LECTURER FOR ADVICE IF YOU ARE UNCERTAIN ABOUT ANY ASPECT OF REFERENCING OR PLAGIARISM.**

Code of Practice for dealing with Plagiarism

All students should familiarise themselves with the guidelines relating to Plagiarism and the University's Code of Conduct Website:

www.nuigalway.ie/current_students/university_code_conduct/index.php#7

9. First Arts Timetable 2011/12 – Allocation of Hours to Subject Groupings

Students wishing to take First Year Welsh should contact Scoil na Gaeilge
 S1= Semester 1; S2=Semester 2; TBA (to be advised of venue – contact Discipline);
 AM =Arts Millennium Building; CA = JE Cairnes Business School; TB = Tower Block; AC = Concourse - Arts/Science Building;

Time	Monday	Tuesday	Wednesday	Thursday	Friday
09.00 – 10.00	Economics O'Flaherty Theatre (AC)	Information Technology Patrick F. Fottrell Theatre (AM) (S1)	Legal Studies O'Flaherty Theatre (AC) Celtic Civilisation AC201 (S1) D'Arcy Thompson Theatre (AC) (S2)	Spanish AM105/AM107/ AM110/ IT202/ IT204	Italian AM104
10.00 – 11.00	French Patrick F. Fottrell Theatre (AM) Archaeology IT250, First Floor	French (TBA) Archaeology Colim Ó hEocha Theatre (AM) Mathematics Tyndall Theatre (AC)	French (TBA) Archaeology IT250, First Floor Mathematics Patrick F. Fottrell Theatre (AM)	Mathematics Dillon Theatre (AC) French (TBA)	Spanish AM104/AM105/AM107/ AM109/AM110/IT207/ CA001 History O'Flaherty Theatre(AC)
11.00 – 12.00	History Kirwan Theatre (AC) Spanish AM107/AM108/AM110/ IT202/IT203/AC202/ AC214	Sociological & Pol. Studies Kirwan Theatre (AC) Information Technology IT250 (S2) Creative Writing TB304 Theatre & Performance (TBA)	Spanish AM104/AM105/AM108/ AM109/IT207/AC204	Sociological & Pol. Studies Kirwan Theatre (AC) Information Technology IT250 (S2) Léann an Aistriúcháin Téatar Chearbhalláin Áras na Gaeilge Creative Writing AC214 (S1) IT203 (S2) Theatre & Performance (TBA)	German (Beginners) AC203 German (Advanced) AC203 Geography (O) Kirwan Theatre (AC)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	
12.00 – 13.00	<p>Italian Charles McMunn Theatre (AC)</p> <p>Psychology(E) O'Flaherty Theatre (AC) (S1)</p> <p>Human Rights Irish Centre for Human Rights (Seminar Room)</p> <p>Global Women's Studies Seminar Room, Women's Studies Bld, 10 Upper Newcastle Road.</p>	<p>Geography* (E) O'Flaherty Theatre (AC))</p> <p>German (Beginners) AM112</p> <p>German (Advanced) IT203 /AM107</p>	<p>Classics Máirtín Ó Tuúthail Theatre (AM)</p> <p>German (Beginners) AM112</p> <p>German (Advanced) AM109/ AM107</p> <p>Irish Studies Centre for Irish Studies</p> <p>Geography* (E) MRA 201. MRI Theatre</p>	<p>Sociological & Pol. Studies O'Flaherty Theatre (AC)</p> <p>Information Technology IT250 (S1)</p> <p>Theatre & Performance (TBA)</p> <p>Creative Writing AM107 (S2)</p>	5	
13.00 – 14.00	<p>Archaeology IT250, First Floor</p> <p>French Aras Uí Chathail 102 (S1)</p> <p>IT125G (S2)</p> <p>Mathematics Máirtín Ó Tuúthail Theatre (AM)</p>	<p>English O'Flaherty Theatre (AC)</p> <p>Children's Studies CA101 Cairnes Building</p> <p>Léann an Aistriúcháin Téatar Chearbhalláin</p> <p>Áras na Gaelige <i>Theatre & Performance</i> (TBA)</p>	<p>Sociological & Pol. Studies O'Flaherty Theatre (AC)</p> <p>Information Technology LAB (TBA)</p> <p>History B (TBA)</p>	<p>Spanish D'Arcy Thompson Theatre (AC)</p> <p>Italian AM122</p>	<p>English O'Flaherty Theatre (AC)</p> <p>Children's Studies AM105</p>	4
14.00 – 15.00	<p>Information Technology IT250</p> <p>Léann an Aistriúcháin Téatar Chearbhalláin</p> <p>Áras na Gaelige <i>Creative Writing</i> CA114 (S1)</p> <p>Psychology (E) Kirwan Theatre (AC) (S2)</p>	<p>Economics Kirwan Theatre (AC)</p> <p>Children's Studies CA101 Cairnes Building</p>	<p>Classics Patrick F. Fottrell Theatre (AM)</p> <p>Geography* (O) Cairnes Theatre (AC)</p> <p>German (Beginners) AM122</p> <p>German (Advanced) AM109 /AM107</p>	<p>History Kirwan Theatre (AC) (S1)</p> <p>O'Flaherty Theatre (AC) (S2)</p>	<p>Italian AM107/AM108</p> <p>Philosophy O'Flaherty Theatre (AC)</p>	7

Time	Monday	Tuesday	Wednesday	Thursday	Friday
15.00 – 16.00	<p>Classics Mairtín Ó Tnúthail Theatre (AM)</p> <p>German (Beginners) TB303</p> <p>German (Advanced) AM109/ AM110</p> <p>Irish Studies Centre for Irish Studies</p> <p>Geography *(E) Colm Ó hEocha Theatre</p> <p>3</p>	<p>Psychology (O) Cairnes Theatre (AC) (S1)</p> <p>Human Rights Irish Centre for Human Rights (Seminar Room) (S1)</p> <p>IT206 (S2)</p> <p>Film Studies Huston School Bubble 3 (S1) AM104 (S2)</p> <p>Global Women's Studies Seminar Room, Women's Studies Bld, 10 Upper Newcastle Road</p> <p>Latin American Studies AM105</p> <p>2</p>	<p>Gaeilge Colm Ó hEocha Theatre (AM) (S1)</p> <p>Patrick F. Fottrell Theatre (S2)</p> <p>Italian AM105/AM112/AM108</p> <p>Philosophy Kirwan Theatre (AC)</p> <p>7</p>	<p>Economics O'Flaherty Theatre (AC)</p> <p>Children's Studies IT204</p> <p>4</p>	<p>French Patrick F. Fottrell Theatre (AM)</p> <p>1</p>
16.00 – 17.00	<p>Psychology(O) Kirwan Theatre (AC)</p> <p>Celtic Civilisation Mairtín Ó Tnúthail Theatre (AM) (S1)</p> <p>IT202 (S2)</p> <p>Human Rights Irish Centre for Human Rights (Seminar Room)</p> <p>Film Studies AM 107 (S2)</p> <p>Latin American Studies AM122</p> <p>2</p>	<p>Gaeilge Patrick F. Fottrell Theatre (AM)</p> <p>Italian AM107/AM110/AM109</p> <p>Psychology (E) Kirwan Theatre (AC) (S2)</p> <p>7</p>	<p>Legal Studies IT250 (S1)</p> <p>Patrick F. Fottrell Theatre (AM) (S2)</p> <p>Psychology(E) Kirwan Theatre (AC) (S1)</p> <p>Psychology(O) Ó Flaherty Theatre (AC)</p> <p>Film Studies Huston School Bubble 3</p> <p>Latin American Studies AC203</p> <p>Global Women's Studies Seminar Room, Women's Studies Bld, 10 Upper Newcastle Road.</p> <p>2</p>	<p>Legal Studies Patrick F. Fottrell Theatre (AM) (S1)</p> <p>Cairnes Theatre (AC) (S2)</p> <p>Psychology(O) Kirwan Theatre (AC)</p> <p>Celtic Civilisation Joseph Larmor Theatre (AC) (S1)</p> <p>D'Arcy Thompson Theatre (AC) (S2)</p> <p>2</p>	

Time	Monday	Tuesday	Wednesday	Thursday	Friday
17.00 – 18.00	<p>Gaeilge Patrick F. Fottrell Theatre (AM)</p> <p>Italian AM104, AM105 & AM112</p> <p>Philosophy Kirwan Theatre (AC)</p> <p>Film Studies Mairtín Ó Tnúthail Theatre (AM) (18:00 - 21:00)</p>	<p>Classics Mairtín Ó Tnúthail Theatre (AM)</p> <p>Irish Studies Centre for Irish Studies</p> <p>Geography *(O) Cairnes Theatre (AC)</p> <p>German (Beginners) AM109</p> <p>German (Advanced) AC216</p>	<p>Psychology (E) Kirwan Theatre (AC) (S2)</p> <p>Psychology (E) Ó Flaherty Theatre (AC) (18.00 – 19.00)</p> <p>Latin American Studies AC203</p> <p>Global Women's Studies Seminar Room, Women's Studies Bld, 10 Upper Newcastle Road.</p>	<p>English Ó Flaherty Theatre (AC)</p> <p>Psychology (O) Ó Flaherty Theatre (AC) (18.00 – 19.00)</p>	
	7	3	2	4	

*Please note that venues will change for Lectures in Semester 2

E denotes: Students whose ID number is EVEN

O denotes: Students whose ID number is ODD

10. Guide to Campus Locations

VENUE	LOCATION
The Quadrangle (Quad)	Located at the main entrance to the University. An old building with a clock tower and archway.
The Concourse	The main campus, Arts/Science Building. Where many lecture theatres are located. Access to College of Law, Careers Office, History, English, Archaeology, Classics and IT Disciplines.
Arts Millennium Building	<p>Located opposite the main entrance to the concourse. Modern Language Disciplines are located on the second floor. Multimedia Laboratories are on the ground floor.</p> <p>Dean of Arts, Social Sciences, and Celtic Studies and the College Office are located on the first floor. Siobhán McKenna Theatre is located on the first floor at the end of the College corridor. Other theatres – Fottrell, O hEocha and Ó Tnuathail are located on the first floor.</p>
Áras na Gaeilge	Scoil na Gaeilge located here. Pass the Archway and continue straight ahead through the trees. Located to your right. Grey building with a flat roof.
Áras de Brún	Maths Discipline. Pass the Archway. Building to your left.
JE Cairnes Building / (St Anthony's)/ School of Nursing	Located on the Newcastle road. Pass the AIB Bank on your right, continue to the Statoil station and go straight through the traffic lights. St Anthony's is on the right not far past the traffic lights. Psychology and Economics Disciplines.
Áras Moyola	Located beside St Anthony's and the Cairnes Business School. Sociological and Political Studies Discipline.
Distillery Road	Turn onto the campus at the AIB Bank, Newcastle. Philosophy Discipline. Counsellors' Offices.
James Hardiman Library	Large building on the main campus. Pass the Archway and continue straight ahead. Located on the right. Yellow sculpture outside the main entrance.
Áras Uí Chathail	Pass the Archway and continue straight ahead. Follow the path to the right, past Áras na Gaeilge to the large building with a green roof. Admissions Office, Fees Office, Disability Office and Accommodation Office are located here.

College of Arts, Social Sciences, and Celtic Studies 2011/2012
Coláiste na nDán, na nEolaíochtaí Sóisialta, agus an Léinn Cheiltigh

Greamaigh an
 grianghraf anseo/
 Affix photograph
 here

An Chéad Bhliain/First Year Foirm Chomhairle/Advisory Form

Caithear an fhoirm seo a líonadh, greamaigh grianghraf beag di agus tabhair do do Chomhairleoir Acadúil (Seolfar ainm an chomhairleora chuig do chuntas ríomhphoist). **BAIN ÚSÁID AS BLOCLITREACHA**

This form must be completed, attach a passport size photograph, and bring to your Academic Advisor (Advisor name will be sent to your email account). **PLEASE USE BLOCK CAPITALS**

Ainm an mhic léinn _____ Uimh. aitheantais _____
 Student's name _____ N.U.I., Galway. student no. _____

Dáta breithe _____ F/B Náisiúntacht _____
 Date of birth _____ M/F Nationality _____

Seoladh baile/ _____
 Home Address _____

Seoladh i nGaillimh/ _____
 Galway address _____

Uimh. theil. sa bhaile _____ Uimh. theil. i nGaillimh _____
 Home tel. no. _____ Galway tel. no. _____

Email Address. _____
 Deontas/scoláireacht (más ann dóibh) agus eagraíocht a mbronnta: Grant/scholarship, if any, and awarding body _____

Scoil dheireanach ar ar fhreastail tú _____
 Last school attended _____

AN CHÉAD BHLIAIN: ROGHNÚ ÁBHAR/FIRST YEAR SUBJECT CHOICE

Sula liostaí tú na hábhair atá roghnaithe agat, scrúdaigh go géar grúpaí na n-ábhar atá luaite sna cáipéisí iniata. Liostaigh ceithre ábhar agus ná liostaigh níos mó ná ceann amháin as aon ghrúpa. Má bhíonn aon amhras ort faoi seo, téigh chun cainte le do chomhairleoir.

Please consult the subject groupings available at http://www.nuigalway.ie/faculties_departments/arts/firstyearba.html before listing your subject choice. List four subjects, no more than one from any one of the seven groupings given. If you have questions in this regard, please consult your advisor.

LE LÍONADH AG AN MAC LÉINN TO BE FILLED BY THE STUDENT	COLÚIN LE HAGHAIDH ÚSÁID AN CHOMHAIRLEORA AMHÁIN COLUMNS FOR THE ADVISOR'S USE ONLY		
Ábhair roghnaithe i gCéad Dána/ Subjects selected for First Arts	Rogha dheireanach/ Final choice	<u>Torthaí/ Results</u> 1 Dána 2 Dána B.A. 1 st Arts 2nd Arts B.A.	

PLEASE CUT ALONG DOTTED LINE



TORTHAÍ DEIREANACHA SCRÚDAITHE (MEÁNSCOIL)
FINAL SCHOOL EXAMINATION RESULTS (SECONDARY SCHOOL)

Bliain Scrúdaithe _____ Ainm Scrúdaithe _____
 Year of examination _____ Name of Examination _____

Pointí Gnóthaithe sna scrúduithe/Total points gained for university entry _____
 Líon uaireanta a shuigh tú an scrúdú/No. of times the examination was taken _____
 Luaigh más mac léinn aibí thú/Please tick if you are a mature student _____

Luaigh grád a baineadh amach i ngach scrúdú agus leibhéal scrúdaithe **O** (Gnáthleibhéal) agus **H** (Onóracha). Bain úsáid as na boscaí folmha le hábhair (agus torthaí) eile nach bhfuil ar an liosta cheana a lua. Má shuigh tú na scrúduithe faoi dhó, roinn na colúin chun an dara toradh a scríobh.

Give the grade achieved in each subject and indicate whether **O** (Ordinary level) or **H** (Higher level). Uses the spaces provided to list subjects taken (and results) which are not included below. If you sat the examination twice, divide the columns to record both results.

Ábhar/Subject	Grád/ Grade			Grád/ Grade	
	O	H		O	H
Gaeilge/Irish			Bitheolaíocht/Biology		
Béarla/English			Cuntasóireacht/Accountancy		
Matamaitic/Mathematics			Ceimic/Chemistry		
Clasaicigh/Classics			Fisic/Physics		
Fraincis/French			Fisic agus Ceimic/ Physics and Chemistry		
Gearmáinis/German			Staidéar Gnó/Business Studies		
Iodáilis/Italian			Ceol/Music		
Spáinnis/Spanish			Ealaín/ Art		
Stair/History			Eacnamaíocht Bhaile - Sóis. & Eol./Home Economics - Soc. & Sci.		
Tíreolaíocht/Geography					

Cúrsa iar-Ardteistiméireachta ar ar fhreastail tú/Post-Leaving Certificate course, if any taken

 Ainm agus seoladh an choláiste/
 Name and address of college

 Torthaí gnóthaithe (luaigh ábhair agus torthaí)/Results achieved (subjects and grades)

 Síniú an mhic léinn/ Student's signature _____

 Dáta/ Date _____

 Síniú an chomhairleora/Signature of Advisor _____

PLEASE CUT ALONG DOTTED LINE

