



NUI Galway
OÉ Gaillimh

School of Law

First Year Student Handbook

2009 – 2010

Scoil an Dlí

Lámhleabhar an Choláiste do Mhic Léinn na Chéad Bhliana

2009 – 2010

Head of School's Welcome

Welcome to First Year Bachelor of Civil Law and Bachelor of Corporate Law Students

Dear Student,

I warmly welcome you to the School of Law. The next few years at National University of Ireland, Galway will present you with opportunity and challenge, but it is our hope and wish for you that they will be years of success, fulfillment and personal as well as intellectual growth.

The staff of the School will endeavour within their means to provide you with the best possible legal education, training and guidance. In addition to the provision of formal instruction through lectures and tutorials, the School's commitment to its students is reflected in other important ways, such as the availability of its teaching staff for informal consultation with students, the organisation of seminars and advisory sessions on careers and further study, and the encouragement of extra-curricular activities such as participation in moot court and essay competitions. Your success is not, however, dependent solely on our efforts.

The benefits which you will receive from your academic programme also depend on your enthusiasm, efforts and diligence. We encourage you to avail of the privilege and opportunity which university education affords to acquire a confidence and mastery of the law which will stand to you in the future.

My colleagues and I wish you every success in the year ahead and in the future.

Prof Liam O'Malley, Head of School.
September 2009



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School of Law

1. Location of School

The School of Law is located on Floor 2 and Floor 3 of Tower Two. Access may be gained through the stairways and lift located at the Bank of Ireland end of the Concourse.

The School secretariat is located in Room 406, Floor 2 of Tower Two. The Office opening times are from 9.15 a.m. to 1.00 p.m. and from 2.15 p.m. to 5.15 p.m. Monday to Friday. The office of the School Administrator, Mr. Des McSharry, is located on the Concourse, behind the O'Flaherty Theatre, in Room 206. All questions relating to course and examination regulations should be raised with Mr. McSharry in the first instance.

2. Law School Administration

Prof. Liam O'Malley Head of School	(091) 492388	liam.omalley@nuigalway.ie
Mr. Des McSharry Administrative Officer	(091) 492615	des.mcsharry@nuigalway.ie
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Ms. Carmel Flynn Administrative Assistant	(091) 492389	carmel.flynn@nuigalway.ie
Ms. Tara Elwood Administrative Assistant	(091) 492752	t.elwood@nuigalway.ie
Ms. Lisa Barry Administrative Assistant	(091) 492752	t.elwood@nuigalway.ie
Mr. Michael Coyne IT Administrator	(091) 494067	michael.coyne@nuigalway.ie
School Fax Number	(091) 494506	
School Web Address		http://www.nuigalway.ie/law/

3. Law Academic Staff

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Mills, Dr. Oliver	oliver.mills@nuigalway.ie
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O'Connell, Mr. Donncha (on sabbatical leave)	donncha.oconnell@nuigalway.ie
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Quinn, Professor Gerard	gerard.quinn@nuigalway.ie
Smyth, Ms. Ciara	ciara.m.smyth@nuigalway.ie

4. General Information for Students

4.1 Class Advisor for First Civil Law and First Corporate Law

Ms. Nicola Murphy
Room 413
Tower 2, Floor 2.
T: +353 91 493001
nicola.murphy@nuigalway.ie

4.2 Change of Mind Date for Registration of Optional Subjects

The 'change of mind' dates for First Year Law students who wish to change their optional course registration will be **Monday 28th, Tuesday 29th and Wednesday 30th September**. The venue will be posted up on the Registration website at www.nuigalway.ie/registration/index.html

4.3 Lecture and Tutorial Attendance

Students are required to attend and participate at lectures and tutorials, as timetabled. Please note that tutorials are not scheduled in the lecture timetable. Information on tutorial times and venues will be given to students by their lecturers.

4.4 Staff-Student Liaison

A meeting between School members and representatives of each year of the B.A., B.Corp. Law, B.C.L and LL.B. programmes is held at least once a semester. Each class will be requested to nominate one or two representatives early in the academic year. Likewise, the Library User Forum meets once a semester and consists of Library staff, the Law School member on the Library Committee and student representatives.

4.5 Availability of Photocopied Material

Some of the reading required for certain courses is available on a pay-as-you-get basis in photocopied form, and can be purchased from the Media Services Centre which is located on the main concourse (adjacent to Smokey Joes coffee area). The opening hours are 9.15 to 1.00pm and 2.15 to 5.00pm. To facilitate evening students, the Centre will open on Tuesday evening from 7.45 p.m. – 8.15 p.m. and on Thursdays from 5.30 – 6.30 p.m.

4.6 Withdrawing from a Course

If you are thinking about withdrawing from your programme it is really important to speak to your class advisor or School Administrator, who will discuss the difficulties you are encountering and perhaps reach a solution that enables you to continue.

If you decide that you have no other option then you may apply to deregister by filling in a withdrawal form at the Student Contact Centre.

4.7 Studying Abroad under the Erasmus Programme

B.Corp, B.C.L and LL.B. students who would like to spend a semester or year of their law studies abroad may do so as part of the School's involvement in the ERASMUS programme. Law subjects are taught through English in the universities of Leuven in Belgium, Leiden and Groningen in Holland and Aarhus in Denmark. For those with a high standard of spoken and written French, courses can be taken in Poitiers, Toulouse, Clermont-Ferrand or Aix-en-Provence; for those with German, in Gottingen or Wurzburg; Italian, Siena; Spanish, Salamanca and Granada. Brochures are available from Tara Elwood in the School Office and a meeting of interested students will be called by the School Administrator, Des McSharry, early in the second semester. LL.B. students also have the possibility of spending a semester or year at the University of Maine in the United States. Places on both exchange programmes are limited.

4.8 Irish Law Firms

The School encourages representatives of the leading Irish Law firms to make presentations to students. Invitations are being issued to the bigger Dublin-based law firms to visit us again this year.

5. The Library

Effective use of the library is a crucially important part of legal education. Students should take advantage of every opportunity to familiarise themselves with the library and the services it offers. Nowadays many excellent services are available through electronic sources (located on the ground floor of the library). Training sessions are available and details may be obtained from the information desk in the Library.

Law Librarian

Mr. Hugo Kelly

T: +353 91 493359

hugo.kelly@nuigalway.ie

6. Examinations (including repeats and deferrals)

Students must present for the first sitting of their examinations. Repeat examinations are confined to those who fail at the first attempt or who have permission to defer. However it is important to note that deferral of any examination is a very grave matter and students will not normally be granted a deferral except for the most serious of situations.

Deferrals are only permitted at the discretion of the Head of the School, on bona fide grounds of ill-health, or bereavement of close family members, or serious personal circumstances which can be verified independently.

Requests for exam deferral must be made on a special deferral application form available in the Law School Office. Students must provide documentary letters, medical certificates or other support material from medical doctors, student counsellors or others along with their application. The School reserves the right to verify the stated grounds for deferral.

Only the courses listed on the form will be considered for deferral and students should contact the Law School Office to be informed of the outcome of their application.

7. Lecture and Tutorial Attendance

Students are required to attend at lectures. The venues, times and frequency of lectures are outlined on student timetables.

7.1 Lectures provide:

- An introduction to the topic being discussed
- An overview of the main themes and issues
- An opportunity to learn how a lecturer has interpreted the information and research available on a given topic
- A guide to further reading in an area

During a lecture you should:

- Focus on listening to the lecturer
- Make notes of the main themes and points made
- Raise and answer questions, interacting with the lecturer and fellow students where appropriate
- Avoid the temptation to try and write down everything that is said

Many lecturers make 'class notes' available on Blackboard or in the Media Services Centre on the Concourse in advance of lectures. These notes usually provide a summary of the main points to

be made during a lecture, the names of cases, case citations, quotations and references to further reading. They are a teaching tool and are not intended to be a comprehensive summary of the lecture and should not be treated as such.

The aim of a lecture is not to give a definitive and comprehensive set of facts on the subject that student will learn by rote. Instead you are expected to supplement the lecture with reading and interpretations of your own, developing your own set of notes on a particular topic by reference to the lecture material and the recommended reading. Course outlines will give an estimated study time required in each subject (please see individual course outlines but a workload of approximately 5-6 hours per week per subject is typical).

Should you miss a lecture due to illness or for any other reason you should notify the lecturer concerned. It is your responsibility to inform yourself of the content of any lectures missed.

7.2 Tutorials

Many subjects require attendance at tutorials. Course outlines and lecturers will provide guidance as to the venues, times, frequency and content of tutorials.

Tutorials provide an opportunity to meet in small groups (20 - 30) to discuss a topic in detail in an interactive way. Tutorials are facilitated by a tutor who guides the tutorial and answers any questions you might have. Generally speaking the tutorial discussion is structured around a set of questions and/or a case-study. It is vital that you prepare in advance for tutorials by completing the recommended reading and preparing notes to address the questions posed. As the questions and case-studies reflect the types of questions posed in examinations active participation in tutorials is also a valuable way to prepare for exams.

Before a tutorial you should:

- Review the relevant lecture,
- Complete the required reading,
- Prepare an answer to the tutorial questions,
- Clarify what you do not understand and prepare questions to be raised during the tutorial.

During a tutorial you should:

- Listen to the discussion on the material,
- Make contributions on the material discussed,
- Raise questions on issues you do not understand or wish to have clarified.

8. Advisory

It can be difficult adjusting to University life as well as being away from home and friends. There are people you can talk to within the School of Law and within the NUI Galway wider community including the student health and the counselling services. You are encouraged to avail of any such services if you are finding it all a bit overwhelming and lonely. This is a common feeling in first year so don't hesitate to approach someone to talk about it.

Both Civil and Corporate Law programmes have class advisors and programme directors who can refer you to other appropriate supports if necessary. Indeed the staff of the School of Law are friendly and helpful and would be glad to discuss issues and assist any student who might have a difficulty.

All lecturers set aside regular times for consultation with students, and these times are usually posted on their office doors. You can contact lecturers by email or phone to arrange a meeting or discuss issues of concern to you. Likewise Administrative staff have an open door policy in dealing with students.

First Law Regulations

9. Regulations for First B.C.L.

1. Courses for the First Year are as follows:

Code	Subject	Semester	ECTS
LW117	Constitutional Law	Year	10
LW118	Contract	Year	10
LW262	Law of Torts	Year	10
LW108	Irish Legal System	1	5
LW123	Intensive Legal Methods and Research	Year	10
LW122	Legal Procedure	2	5
GR106	Legal German	Year	10
LW312	or Family Law	Year	10
			Total 60

2. (a) Irish Legal System will be examined in December. Constitutional Law, Contract, Tort, Family Law, Legal Procedure and Legal German are examined at the April/May Examination session; Intensive Legal Methods and Research is examined by means of regular assignments and an essay.

(b) In general, up to 25% of the marks in a subject may be awarded for mooting exercises, essays or other work completed during the year.
3. Repeat examinations will be held at the August examination session.

(a) A candidate must have successfully completed 60 ECTS in First Year to proceed to the Second Year of the Programme. The Pass standard is 40% in each subject. However compensation may be allowed at 35% in subjects to a maximum of 10 ECTS provided the candidate has excess marks above the pass standard in the other subjects equivalent to double the deficiency.

(b) Where a candidate has failed in the examination as a whole, but has obtained 40% in one or more modules, these pass marks may be carried forward to subsequent examinations within the two-year time limit.

Honours are awarded in individual subjects to candidates who have successfully completed 60 ECTS, in accordance with the following standard: First Class Honours, 70%; Second Class Honours Grade One 60%; Second Class Honours Grade Two 50%; Pass 40% in each subject.

The First Year Examination must be passed within two academic years from the date of entering the Course, except that students who are permitted to transfer to the First Year of the programme, having failed in another school, must pass the First Year Examination within three terms or one academic year of entering the Course.

10. Regulations for First Corporate Law

1. Courses for the First Year are as follows:

		ECTS
LW118	Contract	10
LW262	Law of Torts	10
LW131	Irish Legal System (First Semester)	5
LW107.ii	Legal Methods & Research (Second Semester)	5
AY102	Accounting	10
EC118	Economics	10
MS102	Management Information Systems	10
	or	
GR106	Legal German	10
	or	
LW109	Legal French	10
	or	
SH140/SH102	Spanish	10
		Total 60

2. (a) In general, up to 25% of the marks in a subject may be awarded for mooting exercises, essays or other work completed during the year. However, in respect of Commerce subjects in the Bachelor of Corporate Law programme, up to 50% of the marks may be allotted to continuous assessment.

(b) In the case of such Commerce subjects, a minimum of 35% is required in the written examination before marks for year's work may be included in the overall mark for the particular subject/module.
3. Irish Legal System will be examined in December. The subject Legal Methods and Research is examined by means of regular assignments and an essay. The remaining subjects are examined at the April/May examination session.
4. Repeat examinations will be held at the August examination session.
5. (a) A candidate must have successfully completed 60 ECTS in First Year to proceed to the Second Year of the Programme. The Pass standard is 40% in each subject. However compensation may be allowed in subjects to a total of 20 ECTS at 35% provided the candidate has excess marks above the pass standard in the other subjects equivalent to double the deficiency.

(b) Where a candidate has failed in the examination as a whole, but has obtained 40% in one or more modules, these pass marks may be carried forward to subsequent examinations within the two-year time limit.

Honours are awarded in individual subjects to candidates who have successfully completed 60 ECTS, in accordance with the following standard: First Class Honours, 70%; Second Class Honours Grade One 60%; Second Class Honours Grade Two 50%; Pass 40% in each subject.

The First Year Examination must be passed within two academic years from the date of entering the Course, except that students who are permitted to transfer to the First Year of the programme, having failed in another school, must pass the First Year Examination within three terms or one academic year of entering the Course.

11. Notes on First Civil Law Timetable

1. Obligatory courses are shaded on timetable.
2. In addition to the obligatory courses students must choose ONE of the following:

GR106 Legal German OR LW312 Family Law

S1 means first Semester;

S2 means second Semester.

Timetables are available from the Law School office and also on <http://www.nuigalway.ie/law/>

12. Notes on First Corporate Law Timetable

1. Obligatory courses are shaded on timetable.
2. In addition to the obligatory courses students must choose ONE of the following four:
LW109 Legal French OR MS102 MIS OR GR106 Legal German OR SH140 Spanish (Intermediate)/SH102 Spanish (Beginners).
3. Economics through Irish is available—details from the Department of Economics.
4. AY102 Accounting A: Students who HAVE studied AY102 Accounting to Leaving Cert. Level.
AY102 Accounting B: Students who HAVE NOT studied AY102 Accounting to Leaving Cert. Level.
5. SH102 students have Four Spanish language classes, one Spoken class and one Lab session per week for further details contact the Spanish Department, (Top Floor, Arts Millennium Building)

SH140 Spanish (Intermediate) students have three Spanish language classes and one Spoken class (to choose between A, B and C) per week for further details contact the Spanish Department.

S1 means first Semester;

S2 means second Semester.

Timetables are available from the Law School office and also on <http://www.nuigalway.ie/law/>

First Year Bachelor of Civil Law – Timetable 2009/2010					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00-10.00			GRI06 Legal German (Lang.Lab/Multimedia Lab) (AM119)	LW312 Family Law S2 (IT204)	
10.00-11.00			LW108 Irish Legal System S1 (AC215)	LW312 Family Law S1 (Tyndall Theatre)	
11.00-12.00					LW118 Contract (S1:Kirwan; S2:IT250)
12.00-1.00		LW117 Constitutional Law (AC215)			
1.00-2.00		LW262 Tort (AM150 O'Tnuathail Th)	LW117 Constitutional Law (AC214)	GRI06 Legal German (AM112)	
2.00-3.00				LW262 Tort S1 (IT250)	
				LW118 Contract S2 (D'Arcy Thompson)	
3.00-4.00	LW312 Family Law S1 (IT202)	LW122 Legal Procedure S2 (IT202)	GRI06 Legal German (AM122)		
4.00-5.00	GRI06 Legal German (AM105)	LW123 Intensive Legal Methods & Research (IT250)	LW118 Contract S1 (AM150) LW262 Tort S2 (IT250)		
5.00-6.00	LW122 Legal Procedure S2 (AC202)	LW123 Intensive Legal Methods & Research S1 (AC214) S2 (Larmor)		LW108 Irish Legal System S1 (AC215) LW312 Family Law S2 (AC204)	

First Year Bachelor of Corporate Law – Timetable 2009/2010

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00-10.00		AY102 Accounting A (O'hEocha Th) AY102 Accounting B (IT250)	GR106 Legal German (Lang.Lab /Multimedia Lab AM119)	EC118 Economics (Comm.) (O'Flaherty)	
10.00-11.00	LW109 Legal French [Lecture] (AM104) SH102 Spanish Lab B (AM118)	LW109 Legal French [Lecture] (AM112)			
11.00-12.00	SH140 Spanish (AM109)		EC118 Economics (Comm.) (O'Flaherty)	LW131 Irish Legal System S1 (AC201) LW107.ii Legal Methods & Research S2 (IT125)	LW118 Contract (S1:Kirwan; S2:IT250)
12.00-1.00	SH102 Spanish (AC215) SH140 Spanish Spoken A (AM122)	LW109 Legal French [Tutorial - Group 1] TB303 SH102 Spanish (Spoken) IT206	LW131 Irish Legal System S1 (Larmor Th)	SH102 Spanish (IT203)	
1.00-2.00	AY102 Accounting A (Cairnes)	LW262 Tort (O'Thuathail Th)	MS102 M.I.S. (Kirwan)	GRI06 Legal German (AM112)	
2.00-3.00	EC118 Economics (Comm.) S1 (Kirwan)	SH140 Spanish (Spoken) AM105	AY102 Accounting A (O'hEocha S1) (Fottrell S2) AY102 Accounting B (Kirwan S1) (O'hEocha S2)	LW262 Tort S1 (IT250) LW118 Contract S2 (D'Arcy Thompson)	
3.00-4.00	EC118 Economics (Comm.) S2 (Kirwan)	AY102 Accounting B (O'hEocha Th)	GRI06 Legal German (AM122)	SH140 Spanish (AM122)	
4.00-5.00	GR106 Legal German (AM105) SH102 Spanish B[Spoken] (AM121)	LW109 Legal French (AM117 Lang Lab - Group 2] SH102 Spanish (AC213)	LW118 Contract S1 (AM150) LW262 Tort S2 (IT250)	LW109 Legal French [Tutorial - Group 2 (AM112)] LW109 Legal French (AM117 Lang Lab - Group 1] MS102 M.I.S. (O'hEocha)	
5.00-6.00	AY102 Accounting B S1 (Cairnes)			LW107.ii Legal Methods & Research S2 (AM150)	