GUIDELINES BA CONNECT WITH HUMAN RIGHTS

2023-2024



***Irish Centre for Human Rights***

CONTENTS

[WELCOME NOTE 3](#_Toc106104138)

[PROGRAMME DIRECTOR 4](#_Toc106104139)

[ENQUIRIES OFFICE 4](#_Toc106104140)

[STUDENT REPRESENTATIVES 5](#_Toc106104141)

[PROGRAMME STRUCTURE 5](#_Toc106104142)

[FIRST YEAR STUNDETS 5](#_Toc106104143)

[SECOND YEAR 6](#_Toc106104144)

[THIRD YEAR 6](#_Toc106104145)

[Placement with international or national human rights organization 7](#_Toc106104146)

[Study abroad 7](#_Toc106104147)

[Applied human rights project 7](#_Toc106104148)

[COURSEWORK AND ASSESSMENT 8](#_Toc106104149)

[ESSAY SUBMISSION GUIDELINES 8](#_Toc106104150)

[COURSEWORK - LAYOUT 8](#_Toc106104151)

[EXTENSIONS 9](#_Toc106104152)

[PENALTIES 10](#_Toc106104153)

[PLAGIARISM 10](#_Toc106104154)

[STYLE 11](#_Toc106104155)

[SUBMISSION DATES 11](#_Toc106104156)

[ADDITIONAL INFORMATION 12](#_Toc106104157)

[UNIVERSITY SERVICES 12](#_Toc106104158)

[DISABILITY SUPPORT SERVICES 12](#_Toc106104159)

[ACADEMIC WRITING CENTRE 13](#_Toc106104160)

[HEALTH UNIT 13](#_Toc106104161)

[JAMES HARDIMAN LIBRARY – TERM & SUMMER OPENING HOURS 13](#_Toc106104162)

[NUIG STUDENTS' UNION 13](#_Toc106104163)

[INTERNATIONAL AFFAIRS OFFICE 14](#_Toc106104164)

[CONTACT INFORMATION 14](#_Toc106104165)



# WELCOME NOTE

Welcome to the BA Connect with Human Rights degree programme. The BA Connect with Human Rights is an interdisciplinary four-year degree programme, combining Arts subjects with human rights. The programme is the only undergraduate course of its kind in the Republic of Ireland, and allowing undergraduates to specialise in a field that was previously reserved for postgraduate study.

The Irish Centre for Human Rights is one of the world's premier academic human rights institutions, dedicated to the study and promotion of human rights, international humanitarian law and international criminal law. Since its establishment, the Centre has developed a global reputation for excellence in the field of human rights teaching, research and advocacy. Our program of conferences and other events attracts high-level human rights policy makers, practitioners and academic experts from across the world.

Few years ago, we decided to expand the teaching programmes of the Centre to include a course specifically designed for undergraduate students. It is with great pleasure that we now welcome you into this vibrant community of acclaimed human rights scholars and advocates.

The Centre regularly runs seminars and activities on human rights issues and we hope that you will become regular participants in the life of the Centre throughout your time at NUI Galway.

Included in this booklet is a description of the human rights programme, its structure and content, in addition to some general information about the University.

**Professor Siobhan Mullally,**

**Director and Established Professor of Human Rights Law**

**Irish Centre for Human Rights**

# PROGRAMME DIRECTOR

Dr Anita Ferrara,

Lecturer at the Irish Centre for Human Rights,

Room 201

Earl’s Island,

University Road

Galway

Tel: +353 91 492819

Email: [anita.ferrara@universityofgalway.ie](mailto:anita.ferrara@universityofgalway.ie)

Mary Cairns is the Student Advisor for BA in Human Rights students, you can access her contact details here: <https://www.universityofgalway.ie/artsstudentadvisor/>

# ENQUIRIES OFFICE

All information will be sent to you in the form of e-mails so it is vital that we have **your most up to date e-mail address.** Please activate and check your NUI Galway email address. This will be used for email correspondence once registered, and is also used for correspondence via Canvas by staff.

Please e-mail all your queries to [humanrights@universityofgalway.ie](mailto:humanrights@nuigalway.ie) All academic enquiries must be directed to your programme director and all administrative enquiries must be directed to the enquiries office. Queries related to a particular module shall be directed to the Lecturer teaching the module.

Queries regarding registration or payment of fees must be directed to the Student Information Desk or Fees office.

**Student Information Desk (SID):**

The Student Contact Centre is located on the ground floor of Áras Uí Chathail (right-hand side), which is situated on the main campus

Email: [sid@universityofgalway.ie](mailto:sid@nuigalway.ie)

Phone: +353 91 495999

**Registration contact details:** Email: [reghelp@universityofgalway.ie](mailto:reghelp@nuigalway.ie)

Phone: +353 91 495999

**Fees Office contact details:** Email: [fees@universityofgalway.ie](mailto:fees@nuigalway.ie)

Phone: 353 91 492905

**Disability Support Services -** LENS - If you are a student who has had a LENS assessment with the Disability Support Services, please note that you can liaise with your Programme Director, your individual lecturers and academic mentor, about your specific support requirements, including extra time for assessments.

# STUDENT REPRESENTATIVES

The Student Representatives function is to liaise with staff members here at the Centre on your behalf for any issues which may arise. Two students will be chosen to represent the BA students for each year. The representatives must attend the monthly staff meetings where they can voice issues on your behalf. The Student Representatives will be chosen by the BA students in the first two weeks of the year.

# PROGRAMME STRUCTURE

# FIRST YEAR STUNDETS

First Year modules provide an introduction to human rights law and analyse the philosophical basis and historical development of human rights. Students will familiarize with the major universal human rights treaties and their modes of implementation.

**Format:**

The Courses will be taught in a two-hour class per week over twelve weeks, and one hour tutorial. Students are expected to prepare for class and to participate in class discussion and activities. A period of the class may be devoted to discussion and analysis of the main human rights issues and developments raised by events that have taken place in the world over the previous seven days.

Material for these classes will be available on Canvas. Students are expected to check Canvas every week and to do the prescribed readings set out in the syllabus. It is important to be well prepared for class discussion and debate.

**Timetable: 1st Year**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Semester 1 | Time | Room | | Monday | 4-5 | Seminar room ICHR | | Wednesday | 3-5 | AC202 | | Semester 2 | | | | Monday | 4-5 | Seminar room ICHR | | Wednesday | 3-5 | IT202 | |

# SECOND YEAR

Second year modules focus on the **Regional Protection of Human Rights and on Contemporary issues in Human Rights.**

Students will become familiarwith the main regional structures and instruments, including the Inter-American, the European, the African and Asian Systems of Human Rights.

In the second semester, the module aims to provide students with knowledge and understanding of some contemporary human rights issues such as migrants and refugees rights, LGBTQ+ rights and women’s rights.

**Format:**

The Courses will be taught in a two-hour class per week over twelve weeks. Students are expected to prepare for class and to participate in class discussion and activities.

Material for these classes will be available on Canvas. Students are expected to check Canvas every week and to do the prescribed readings set out in the syllabus. It is important to be well prepared for class discussion and debate.

**Timetable: 2st Year**

|  |  |  |
| --- | --- | --- |
|  | Time | Room |
| Semester 1 | | |
| Thursday | **1-3** | **Venues noted below** |
| Semester 2 | | |
| Thursday | **1-3** | **Charles McMunn theatre, Concourse** |
|  |  |  |

HR2101 venues:

7th September - THB-G010

14th September - 1-2pm - MY127

                                2-3pm - no venue as yet

21st September - THB - G010

28th September - 1-2pm MY127

                                2-3pm MY129

5th October - THB-G010

12th October - THB-G011

19th October - no venue as yet

26th  October - THB-G011

2nd November - THB-G011

9th November - THB-G011

16th November - THB-G011

23rd November - MY127

# THB-G010/G011 – Hardiman Building

# MY127/MY129 – Aras Moyola

# THIRD YEAR

The third year of the BA Connect Programme is fully dedicated to human rights.

**In the first semester**, students have a number of optional modules from which they can chose, including, EU Law, Criminal Law Administrative Law, Health Law and Policy, Irish Legal Systems, Constitutional Law and Legal Methods and Research.

Please check the information related to the modules at:

[http://www.universityofgalway.ie/courses/undergraduate-courses/arts-with-human-rights.html#course\_outline](http://www.nuigalway.ie/courses/undergraduate-courses/arts-with-human-rights.html#course_outline)

**In the second semester**, students will have the opportunity to either undertake work placement with a human rights organisation, study abroad or undertake an Applied Human Rights Project.

Students shall register **for 30 ECTS credits** for each semester, thus completing a total of 60 ECTS in the academic year**.**

**Semester 2 options are:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Code* | *Module* | *Semester* | *ECTS* |
| HR304 | Study Abroad / Erasmus: Semester 2 | 2 | 30 |
| HR302 | Internship Semester 2 | 2 | 30 |
| HR3101 | Applied Human Rights Project S2 | 2 | 30 |

## Placement with international or national human rights organization

The internship can take place over one semester. Students are required to complete a minimum of 200 hours of work placement (approx. twenty hours per week) with an approved human rights organisation in Ireland or abroad. The objective of the work placement experience is for students to be involved in, and learn from, the work that is carried out by the organization. In order for the experience to be successful for both the student and the organization, the organization is expected to assign a supervisor for the student. Clear objectives and learning goals should be set with the student at the start of the placement. These objectives will be developed, signed by the student and the supervisor and will be sent to the course director.

## Study abroad

The study abroad module may be taken by language students. This option will be discussed and arranged with the language coordinators in the College of Arts.

**Method of assessment:** Students must obtain 20/25 ECTS during their semester abroad. They are required to complete the examinations and assignments set by the host university in fulfillment of the requirements for the module, and must pass the requisite number of modules in order to satisfactorily complete the year.

## Applied human rights project

**Course description:** This module requires students to research and prepare a project on a human rights issue of their choice. Students have the option to conduct a human rights project over one semester or two semesters

Students are required to present a research project on a human rights issue of their choice. They should:

* Provide a comprehensive assessment of the relevant legal framework;
* Critically analyze the context of the human rights issue in question;
* Assess the effectiveness of the human rights framework concerning the research topic, and
* Demonstrate thorough knowledge of the chosen research topic and secondary literature relating to this topic.

# COURSEWORK AND ASSESSMENT

The modules will be assessed through a combination of the following:

|  |  |
| --- | --- |
| **Assessment** | 1. **Class participation and attendance** 2. **Continuous assessment:**  * Group work activities * Oral presentations * Journals and other activities assigned by the individual lecturer.  1. **Written assignment/**Final essay |

Marks will be given for participation and engagement in class activities that will be organised by the lecturer and the tutor throughout the academic year. This is an important part of the learning and assessment process for these modules.

In addition to the BA Connect modules, students are encouraged to participate in the online events which will take place at the Irish Centre for Human Rights on a regular basis.

# ESSAY SUBMISSION GUIDELINES

All coursework is to be submitted online only, via Canvas. Please follow the instructions given by individual lecturers.

Questions related to a particular module should be directed to the lecturer delivering the module. Submit an essay in a single file, not a combination of files. **Make sure that the file is properly identified, indicating your name, date, and the nature of the file. Please include your name and course title in the file name, and do not submit files that are entitled only 'essay'.**

## COURSEWORK - LAYOUT

1. Your coursework must be submitted in the name you registered in, i.e. the name of the student’s ID card, which reflects the name on the student’s birth certificate.

2. The first page should contain the following information, in the following order:

• **Title of the essay**

**• Name of Candidate**

**• Programme Title**

**• Year and course**

**• Name of Module instructor**

3. The table of contents shall immediately follow the title page.

4. An easily readable layout is recommended for the body text. More compact formats with smaller font sizes are usually appropriate for certain sections such as reference lists, bibliographies and some kinds of appendices. Diagrams, graphs, photographs and tables should be properly located in relation to the text.

5. The assignment should be accompanied by a bibliography of the works consulted in its composition. Please refer to the guidance given for each module by the instructor.

6. Word limits for all coursework will be set by the individual lecture and guidelines provided for module assessments must be strictly observed. Again, please follow the guidance given by your module instructor, and refer any questions to her/ him.

# EXTENSIONS

*Information Note for Staff and Students in School of Law on Extenuating Circumstances Policy QA209*

University of Galway has introduced a new policy for students requesting extensions for continuous assessment (where the assessment constitutes 20% or more of their total grade for that module) and examinations. The policy also applies where performance in an exam or assessment may have been affected by exceptional circumstances outside of the student’s control.

The policy states that extenuating circumstances comprise the following:

1. Involvement in an accident or serious incident

2. An acute illness, injury or trauma

3. Deterioration in an ongoing medical or health condition, or adverse change in a

fluctuating condition

4. Life-threatening illness or death of a person with whom you have a close relationship

5. Significant adverse personal or family circumstances

6. Serious or abrupt upheaval, such as a house fire, burglary, or eviction; or upheaval with respect to geopolitical change related to period(s) of study abroad or international study trip(s)

7. A victim of crime or threatening behaviour

8. Other significant and relevant exceptional factors for which there is evidence that academic performance has been impaired

Previously, students could request extensions from individual lecturers or programme directors, but under this new policy, this is no longer the case. Instead, students must fill out the form at this link: <https://forms.office.com/r/PfkZxWB2G4> and their request will be assessed by a Committee established within the College of Business, Public Policy and Law. Note that students will normally be required to supply documentary evidence supporting their application.

The policy also means that staff marking assessments or exams should not adjust grades to make allowances for any extenuating circumstances that may apply. Any such allowances will now be determined by the College Committee in light of the evidence supplied.

The Disability Support Service has advised that where a student has a LENS report which already indicates that the student needs flexibility with extensions as a reasonable accommodation due to their disability, **the student will not need to re-apply for extensions under the Extenuating Circumstances Policy.** However, if that student experiences a new situation which would be covered by the policy and which affects their assessment performance, e.g. a bereavement, or a serious deterioration of an ongoing condition, then they should apply for this to be taken into consideration using this form.

It is vital that staff make students aware of the new policy and encourage students to use the form to make extension requests as soon as they know that they will need one. This should preferably be done as early as possible before the assessment date/ deadline, but if this is not possible the policy states that normally these requests should be made as soon as possible after the deadline has passed. In the case of formal exams, the final deadline is normally within 7 days of the date of the final exam. The School is liaising with the Disability Support Service to ensure that staff are fully aware of any students with LENS reports who require extensions as a reasonable accommodation due to their disability.

# PENALTIES

Penalties for Late Submission of Essays and/or other coursework:

Up to and including 7 days late:

• Where course work, essay(s) or minor thesis are submitted up to and including 7 days late, 5% will be automatically deducted from the mark achieved.

Up to and including 14 days late:

• Where the work is submitted up to and including 14 days late, 10% will be automatically deducted from the mark achieved.

More than 14 Days Late:

• Work submitted more than 14 days late will not be accepted.

**Repeating a module**

If a fail mark is awarded for a module in Semester 1 or Semester 2, students will be required to resubmit the assessment in advance of the UG examination board.

For details on examination appeals please see: [http://www.universityofgalway.ie/exams/results/appeals/](http://www.nuigalway.ie/exams/results/appeals/)

# PLAGIARISM

Any copying of material from work by others, including by directly or indirectly quoting without acknowledging the source, is likely to be deemed an act of plagiarism. Plagiarism is defined by the **NUI Galway Plagiarism Code of Practice** as “the act of copying, including or directly quoting from, the work of another without adequate acknowledgement” and is a serious offence. The University guidelines state that “[t]he submission of plagiarized materials for assessment purposes is fraudulent and all suspected cases will be investigated and dealt with appropriately by the University.

In other words, when you use someone else’s work and present it as your own, it is plagiarism. Essays are monitored (including with the use of special plagiarism identifying software programmes) and lecturers will spot cases in which you submit work that is not your own. The penalty for plagiarism can be failing a course for which the essay was submitted or even expulsion from the programme. Please take measures to ensure that you are careful to properly use citations.

**Please note the following:**

1. Where you have quoted from a source, you must use quotation marks to indicate the sections of the text that you are citing. It is NOT enough to just place a footnote at the end of the quote or paragraph. If the quote is verbatim (that is lifted directly from the text), then you must place the text inside quotation marks. This tells the reader not just that you derived the information from another source but that the words you are providing are the author's and not your own summary. After each end quote, you must place a footnote.

2. If you have paraphrased a statement or argument from another author (that is you are taking information from an article, book or data analysis from another author but are not quoting word for word, but rather summarizing the arguments in your own words) you do not need to place this text within quotes (as it is not a direct quotation) but you still must provide a footnote to signal that the argument or data is not yours, but from another author It is much better to over cite, than under cite. So use footnotes appropriately. Again, if the material is derived from a source other than your own thoughts, analysis or data, then you must so indicate.

Students should familiarize themselves with the basics of academic referencing in order to ensure that they are not in breach of the **Plagiarism Code of Practice**. A guide to academic writing and referencing is provided at:

[http://www.universityofgalway.ie/engineeringinformatics/undergraduatestudents/plagiarism/](http://www.nuigalway.ie/engineeringinformatics/undergraduatestudents/plagiarism/)

# STYLE

In addition, make sure you structure your essays clearly, and use correct styling when referencing. If your lecturer has asked you to use a particular style, then you must use what they have requested. If the lecturer is not requesting a specific style, then make sure you use a recognised style and that you use it correctly and consistently.

The most commonly used style for legal research is OSCOLA (Oxford University standard). The OSCOLA guide to citation is available at:

<https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf>

Of particular importance for international law is the OSCOLA Guide to International Law citation available at:

<https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_2006_citing_international_law.pdf>

OSCOLA Ireland is available at: <http://legalcitation.ie/>

The website of the School of Law has a style sheet document and a footnote document that might be useful also and uses the OSCOLA standard for legal citation:

[http://www.universityofgalway.ie/law/students/legal-writing](http://www.nuigalway.ie/law/students/legal-writing)

There are also plenty of sources for assistance with writing (some of which are mentioned in the Law School document).

See also the guide available from the NUI Galway Hardiman Library:

[https://library.universityofgalway.ie/media/jameshardimanlibrary/Legal-Citation-Handout-.pdf](https://library.nuigalway.ie/media/jameshardimanlibrary/Legal-Citation-Handout-.pdf)

# SUBMISSION DATES

All essays/dissertations must be submitted on the date listed by 4 p.m.

**Semester 1 submission date: 04 December 2023**

**Semester 2 submission date: 16 April 2024**

Where other assessment methods are used, such as class presentations, moot court or shorter assignments, the submission dates will be provided by the individual lecturer and in module materials. A lecturer may request that outlines or other material be submitted earlier and that is at the discretion of that lecturer.

# ADDITIONAL INFORMATION

**Attendance and Engagement**

Regular attendance is mandatory for all modules and lecturers will keep a record of attendance. If for any reason you are unable to attend a session, please e-mail the lecturer of the relevant module as soon as possible (preferably in advance) to explain your absence.

Students are encouraged to attend lunchtime seminars and similar events at the Irish Centre for Human Rights. A full calendar of events taking place at the Centre is available via this link: [https://www.universityofgalway.ie/irish-centre-human-rights/newsevents/](https://www.nuigalway.ie/irish-centre-human-rights/newsevents/)

According to university guidelines, modules worth 10 ECTS should equate to approx. 13 hours of student engagement per week. Thus, while the number of weekly contact hours per module are relatively few, students shall undertake a significant amount of independent study in the form of weekly assignments, recommended reading and project work. This work is mandatory and forms part of the overall workload for each individual module.

# UNIVERSITY SERVICES

The University offers a variety of services and opportunities, which will support you in your studies and enhance your college experience.

# DISABILITY SUPPORT SERVICES

NUI Galway offers a range of disability support services, including on use of technology to support your learning and engagement with University services and resources, as well as a range of social support services

A full overview of the services provided is at the link below:

[**https://www.universityofgalway.ie/disability**](https://www.nuigalway.ie/disability)

Information on how to register with the DSS is available at**:**

[**https://www.universityofgalway.ie/disability/register/**](https://www.nuigalway.ie/disability/register/)

**We strongly encourage students to engage with the DSS at the earliest stage possible if you think that you may require support throughout your programme.**

# ACADEMIC WRITING CENTRE

The academic writing centre is located in the Library, and provides workshops and support services to students at all levels. We would strongly encourage you to engage with their services, particularly if you have been away from formal education for some time. Many of our postgraduate students have benefited greatly from the guidance and training provided.

**Further information at:** [**https://library.universityofgalway.ie/awc/**](https://library.nuigalway.ie/awc/)

Further details on their online resources (currently available) is at the link below:

[**https://library.universityofgalway.ie/awc/onlineresourcesguides/**](https://library.nuigalway.ie/awc/onlineresourcesguides/)

# HEALTH UNIT

There is a clinic available on campus for all students. This is located at The Health Unit is located upstairs in Aras na Macleinn, accessible by lift or stairs.

Website: [**www.universityofgalway.ie/student\_services/health\_unit/**](http://www.nuigalway.ie/student_services/health_unit/)

**Tel: 091-492604**

# JAMES HARDIMAN LIBRARY – TERM & SUMMER OPENING HOURS

**Check online at** [**http://www.library.universityofgalway.ie/usingthelibrary/openinghours/Library**](http://www.library.nuigalway.ie/usingthelibrary/openinghours/Library)

The library will be able to offer advice and support with regard to any research queries you may have when undertaking your essays. During term time, the Academic Skills Hub team provide weekly training **'Smart Searching for your Assignment'.**

These sessions will cover:

• Navigating the library website

• Using library guides to identify sources for assignments

• An introduction to databases

• Using Google Scholar to find information

For more info please see

[**https://libguides.library.universityofgalway.ie/ld.php?content\_id=32362848**](https://libguides.library.nuigalway.ie/ld.php?content_id=32362848)

# NUIG STUDENTS' UNION

[www.su.universityofgalway.ie/](http://www.su.nuigalway.ie/)

University of Galway Students' Union is an autonomous body which represents its members' interests in the University and elsewhere. Every student who registers at University of Galway automatically becomes a member of the Students' Union on payment of the Student Levy - a total of over 12,000 members. Members are entitled to numerous benefits including representation and advice from the Students' Union officers, membership of the Students' Union Club and access to a wide range of Students' Union commercialservices.

# INTERNATIONAL AFFAIRS OFFICE

[www.universityofgalway.ie/international/](http://www.nuigalway.ie/international/)

The International Affairs Office was created especially to cater to those of you from areas outside of Ireland. They offer a wide variety of services from maps, immigration information, fees…the list goes on.

# CONTACT INFORMATION

If you have any queries in relation to the BA Connect with Human Rights programme, contact the Programme Director:

For general queries, please contact the HUIMAN RIGHTS administration Office,

**Tel: +353 91 493609**

E-mail: [humanrights@universityofgalway.ie](mailto:humanrights@universityofgalway.ie)

Website: <http://www.universityofgalway.ie/human_rights>

Follow us on Facebook: <https://www.facebook.com/IrishHumanRights>

Follow us on Twitter: <https://twitter.com/IrishCentreHR>