National University of Ireland, Maynooth

Centre for Media Studies

STUDENT HANDBOOK

MA Radio & Television Production

Academic Year 2013-2014
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WELCOME TO MEDIA STUDIES

Welcome to NUI Maynooth and the Centre for Media Studies.

This Handbook is intended to provide students on the MA in Radio and Television programme with an overview of the provisions and arrangements offered by the Centre for Media Studies for 2013/14. Students are requested to read it through thoroughly and to retain a copy of it for future reference. Copies are also available on the Centre for Media Studies website at http://mediastudies.nuim.ie/.

In particular, the Handbook provides you with a list of all modules to be completed each year, as well as guidance on where to find more information about each module. Full contact details for the Centre for Media Studies are also provided, along with an outline of the NUIM and Kairos Staff-Student Policies, as well as the Centre for Media Studies’ Plagiarism Policy. Any specific questions you may have throughout the year can of course be addressed to the relevant member of staff in the Centre.

The Centre for Media Studies is located in the Iontas Building on the North Campus. The entire ground-floor of this building is occupied by the School of English, Media and Theatre Studies – this means that this is your space. Please take some time as early as possible to have a look around, and make yourself at home.

You should note that the Centre for Media Studies has some autonomous administrative structures and some that it shares with the School. As well as the Centre for Media Studies Office, staffed by Anne Byrne, there is also a School Reception Office that is staffed by Tracy O’Flaherty. The School Reception Office is the place where you must submit essays and other projects.

We look forward to an enjoyable and productive year working with you,

Dr Denis Condon (Programme Coordinator)
### CONTACT DETAILS

<table>
<thead>
<tr>
<th>Media Studies Office</th>
<th>School Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anne Byrne</strong></td>
<td><strong>Tracy O’Flaherty</strong></td>
</tr>
<tr>
<td>Senior Executive Assistant</td>
<td>Executive Assistant</td>
</tr>
<tr>
<td>Centre for Media Studies</td>
<td>School Reception</td>
</tr>
<tr>
<td>Iontas 0.16</td>
<td>Iontas 0.17</td>
</tr>
<tr>
<td>Tel: (01) 708 3624</td>
<td>Tel: (01) 708 3667</td>
</tr>
<tr>
<td>Email: <a href="mailto:media.studies@nuim.ie">media.studies@nuim.ie</a></td>
<td>Email: <a href="mailto:semts@nuim.ie">semts@nuim.ie</a></td>
</tr>
</tbody>
</table>

**Website:** [http://mediastudies.nuim.ie/](http://mediastudies.nuim.ie/)

### Media Studies Office Hours

*Monday - Thursday: 09:30 – 13:00 and 14:00-17:00*

### School Reception Hours

*Monday – Friday 09.30 – 13.00 and 14.00 – 17.00*

<table>
<thead>
<tr>
<th><strong>Prof Maria Pramaggiore</strong> (Head of Media Studies from January 2014)</th>
<th><strong>Dr Kylie Jarrett</strong> (Lecturer in Multimedia,)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre for Media Studies</td>
<td>Centre for Media Studies</td>
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<tr>
<td>Iontas tbc</td>
<td>Iontas 0.24</td>
</tr>
<tr>
<td><strong>Tel:</strong> tbc</td>
<td><strong>Tel:</strong> 708 6948</td>
</tr>
<tr>
<td><strong>Email:</strong> tbc</td>
<td><strong>Email:</strong> <a href="mailto:kylie.jarrett@nuim.ie">kylie.jarrett@nuim.ie</a></td>
</tr>
</tbody>
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<tr>
<th><strong>Dr Gavan Titley</strong> (Lecturer in Media Studies, Doctoral Research coordinator)</th>
<th><strong>Dr Denis Condon</strong> (Lecturer in Film Studies, MA in Radio and Television Production Programme Coordinator)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre for Media Studies</td>
<td>School of English, Media and Theatre Studies</td>
</tr>
<tr>
<td>Iontas 0.23</td>
<td>Iontas 0.25</td>
</tr>
<tr>
<td><strong>Tel:</strong> 708 6422</td>
<td><strong>Tel:</strong> 708 6212</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:gavan.titley@nuim.ie">gavan.titley@nuim.ie</a></td>
<td><strong>Email:</strong> <a href="mailto:denis.j.condon@nuim.ie">denis.j.condon@nuim.ie</a></td>
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</tbody>
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<tr>
<th><strong>Dr Jeneen Naji</strong> (Lecturer in Digital Media, Multimedia/Digital Media Programme Coordinator)</th>
<th><strong>Dr Stephanie Rains</strong> (BA Media Studies Programme Coordinator, Head of Media Studies until January 2014)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre for Media Studies</td>
<td>Centre for Media Studies</td>
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<tr>
<td>Iontas 0.26</td>
<td>Iontas 0.15</td>
</tr>
<tr>
<td><strong>Tel:</strong> 708 3521</td>
<td><strong>Tel:</strong> 708 6980</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:jeneen.naji@nuim.ie">jeneen.naji@nuim.ie</a></td>
<td><strong>Email:</strong> <a href="mailto:stephanie.rains@nuim.ie">stephanie.rains@nuim.ie</a></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th><strong>Kairos Communications</strong></th>
<th><strong>Dr Anne O’Brien</strong> (Media Production Coordinator)</th>
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<tbody>
<tr>
<td><strong>Dr Anne O’Brien</strong> (Media Production Coordinator)</td>
<td>Kairos Communications</td>
</tr>
<tr>
<td>Kairos Communications</td>
<td>Moyglare Road, Maynooth</td>
</tr>
<tr>
<td><strong>Mobile:</strong> 087 6739163</td>
<td><strong>Tel:</strong> 628 6007</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:anneobrien@kairoscomms.ie">anneobrien@kairoscomms.ie</a></td>
<td><strong>Email:</strong> <a href="mailto:anneobrien@kairoscomms.ie">anneobrien@kairoscomms.ie</a></td>
</tr>
</tbody>
</table>
Programme Module Information

MA Radio and Television Production – MDE600
90 ECTS credits

**Semester 1**

5 ECTS Credits  Media Policy (MD608)
Dr Ann-Marie Murray

10 ECTS Credits  Audio Editing (MD611)
Madhu Kambamettu, Kairos Communications

7.5 ECTS Credits  Live Radio Production (MD612)
Simon Devilly, Kairos Communications

7.5 ECTS Credits  Crafted Programming: Radio (MD618)
John McKenna, Kairos Communications

**Semester 2**

5 ECTS Credits  Media Law (MD609)
Ewa Komorek

7.5 ECTS Credits  Advanced Media Theory and Research (MD613)
Dr Stephanie Rains

10 ECTS Credits  Documentary and Theory (MD614)
Dr Denis Condon

10 ECTS Credits  Video Editing (MD615)
Seamus Callaghy, Kairos Communications

**Semester 1 & 2**

7.5 ECTS Credits  Crafted Programming: Television (MD619)
Eleanor Cunney, Kairos Communications

**Summer**

10 ECTS Credits  Television Studio (MD616)
Bernadine Nic Giolla Phadraig, Kairos Communications

10 ECTS Credits  Television Drama Production (MD617)
Yvonne Mc Donald, Kairos Communications

Students must meet the minimum attendance requirements for all modules.
Timetables

Official university timetable information can be accessed from the following site: https://www.nuim.ie/timetable/

Timetables for each semester of the programmes are displayed on the Media Studies notice board on the ground floor of the Iontas Building.

Occasionally minor changes may have to be made to timetables after they have been published – when this occurs, the online version will be amended, and all affected students will also be notified of the change by email at the earliest opportunity.
Staff-Student Communications

Email
All NUIM students are issued with a college email account when they register, and retain the same account until they leave college. These NUIM email accounts are the primary mode of communication used by the Centre for Media Studies to keep in contact with students on both an individual and group basis. It is therefore your responsibility to check your email regularly, and we recommend that you do this at least once a day.

If you set up your NUIM email to forward messages to another email account, you must still regularly access your NUIM account to delete old messages. If you do not do this, your account will rapidly exceed its quota, and new messages will not be delivered until it has been cleared out.

Students wishing to make contact with a member of staff should use their NUIM email account only to send emails – messages from other email accounts may very well be delayed or removed by the spam-filter. All emails to any member of staff in the university should be treated as professional communications, and conducted accordingly. This means completing the subject heading of the message, addressing the recipient formally, and writing the message in clear, grammatical English. Emails sent to any recipient from an NUIM email account must also be respectful and non-abusive.

Website
The Centre for Media Studies website is at http://mediastudies.nuim.ie/. This website includes all programme information for the MA in Radio and Television Production, including links to detailed module descriptors showing module outlines and basic assessment information. The website also includes staff contact information, programme timetables and regular news/announcements. Please check the website on a regular basis.

Moodle
The Centre for Media Studies uses Moodle extensively to communicate with students and for detailed information on module content and assessment. All students are automatically registered for Moodle access to all the modules they are taking. Please check the Moodle
pages for your modules on a regular basis. Any difficulties with Moodle access should be reported to moodlesupport@nuim.ie, not to the Centre for Media Studies. Before using Moodle, please also consult its Acceptable Use Policy, available at https://2014.moodle.nuim.ie/login/index.php

**Notice board**

The Centre for Media Studies Notice Board on the ground floor of the Iontas Building is an important method of communication with students. Please ensure you check it on a regular basis as useful information will be posted there from time to time, including timetables.

**Access to Staff**

Students are encouraged to consult with lecturers on academic and other matters concerning their work in university and their general progress as students. All full-time lecturers have specific times set aside to meet students, and these times are posted on their individual pages on the Centre’s website, as well as on their office doors. If the times posted by a lecturer you wish to see clash with your classes, you can ask for an appointment to see the lecturer at a mutually convenient time. These requests should be made by email. In the case of an urgent need to speak to a lecturer, please contact Anne in the Media Studies Office.

**Subject Librarian**

Laura Connaughton will be able to assist you in the Library.
Email: laura.connaughton@nuim.ie
Phone: 01-7083429
CENTRE FOR MEDIA STUDIES

STAFF-STUDENT POLICIES

The Centre for Media Studies is committed to creating a safe and productive working environment for all students, faculty and staff of NUI Maynooth and Kairos Communications Ltd involved with the MA in Radio and Television Production. This Charter is intended to contribute to this aim.

1. All faculty and staff of the Centre for Media Studies and Kairos Communications Ltd. undertake to treat colleagues and students with respect. It is understood that all students undertake to treat their fellow students, faculty and staff of NUI Maynooth and Kairos Communications Ltd. with respect.

2. Communication: The Centre for Media Studies often sends important information to students by NUIM email. Please check your NUIM email account regularly.

3. Attendance: Students are expected to attend all timetabled classes. In particular, the following conditions will apply to all students:

   - Students must meet the attendance requirements for all Media Studies modules.
   - In particular, all students must attend at least 90% of all Media Studies lecture/seminars, and 100% of all production modules, unless exempted for documented medical or personal reasons agreed by the Programme Coordinator.

NB: Students failing to meet this standard may be required to repeat the module.
• Students who are unable to attend a timetabled class for a legitimate documented medical or personal reason must notify the Centre for Media Studies of such absences at the earliest opportunity (if possible, prior to such an absence).

• Documentation supporting reasons for such absences may not be accepted after the end of the semester in which the absence has occurred.

• The Centre for Media Studies will undertake to ensure that all classes take place as timetabled. Should unavoidable circumstances necessitate the cancellation or rescheduling of a class, every effort will be made to notify students promptly.

4. Students must submit all the assignments specified for a module. A module will be regarded as incomplete unless all assignments are submitted.

5. Students are responsible for the submission of all assignments. In particular, the following conditions will apply to all students:

• **Submission**: Assessments for Kairos must be signed in by students on the day of submission during office hours. Kairos will not take responsibility for assignments which have not been signed and logged with an administrator. Centre for Media Studies assignments must be placed in the essay submission box near the stairs in the Iontas building with an appropriate cover sheet attached and signed. Assignments are collected daily and date-stamped.

• **By email**: Where written assignments are assigned, emailed submissions will not be accepted unless agreed with the module coordinator in advance. All written assignments should clearly display a cover sheet (available at Centre for Media Studies Administration office) with student name and the details of the module and assignment.

• **Email field**: Where module coordinators request a submission by email, the file should have the name of the student and the module code in the file name. The email subject field should name the module and the assessment and should be mailed to media.studies@nuim.ie not to the module coordinator
• **Submission date**: All assignments must be received on the date on which they are due. Late assignments will be penalised at a rate of 5% per working day unless exempted for documented medical or pressing personal reasons agreed by the programme Director.

• **Late submissions**: No assignment will be accepted after the end of teaching and exam periods in the semester in which such work falls due, unless exempted for documented medical or personal reasons agreed by the programme Coordinator.

• **Date-stamping**: The Centre for Media Studies will date-stamp all received assignments.

• **Retained Copies**: The Centre for Media Studies requires each student to retain an exact copy of each piece of work (both written and production-based) submitted for assessment. Submitted work is not returned to the student. In the event of submitted work being mislaid, the student will be expected to provide a replacement copy when asked. If you store your work electronically, you must be sure to maintain a back-up copy.

6. **Plagiarism**: The Centre for Media Studies has a strictly enforced policy on plagiarism. Plagiarism is regarded as a serious offence in the Centre and in the University, please read this policy carefully available at [http://examinations.nuim.ie/rules.shtml](http://examinations.nuim.ie/rules.shtml). Students who have a specific question regarding correct referencing should always seek the advice of the relevant lecturer in advance of submitting their work.

7. **Style and referencing of submissions**: All written assignments should be submitted in Times New Roman, 12pt, 1.5 spacing, have numbered pages, a detailed cover sheet and full references and a bibliography. Referencing should be done according to the Harvard system of referencing (details are available on the Media Studies website; [http://mediastudies.nuim.ie/currentstudents/plagiarismpolicy](http://mediastudies.nuim.ie/currentstudents/plagiarismpolicy)).

8. **Equipment procedures**: When signing out equipment from Kairos Communications Ltd., students undertake to be responsible for such equipment, and to use such equipment in a safe and responsible manner.
In cases of wilful misuse or gross negligence resulting in loss or damage of equipment, such actions will be reflected in the student’s continuous assessment mark. Moreover, the Centre for Media Studies may refer the matter to the Disciplinary Committee of NUI Maynooth, who may impose a penalty up to and including withdrawal from the University.

**Safety:** The Centre for Media Studies will undertake to ensure that all students are fully instructed in the safe and correct use of all equipment. Any student can refuse without prejudice to undertake an assignment if that student does not feel capable of making safe and competent use of the necessary equipment.

9. **Content of audio-visual material:**
   - All students will act responsibly when producing visual and audio materials for any programme. In particular, the following conditions will apply to all students:
     - No student will deliberately produce any material that may be subject to legal proceedings (including material that is libellous, pornographic, incites hatred or is in breach of previously existing copyright).
     - Kairos Communications Ltd. reserves the right to withhold copyright on all material produced by students as part of their programme.
     - The Centre for Media Studies will seek to ensure that students are aware of the legal and ethical issues relevant to media production prior to completion of the programme.

10. No provision contained herein contravenes a student’s statutory rights, including such rights conferred by virtue of being enrolled as a student of NUI Maynooth.

11. The Centre for Media Studies, acting in conjunction with Kairos Communications Ltd., undertakes to implement these policies in a reasonable manner, taking due account of any exceptional circumstances not expressly defined herein.

**Addendum to contract for services between NUI Maynooth and Kairos Communications Ltd.**
In addition to the obligations on all students of the University encoded in the *Code of Discipline for Students*, for those students undertaking courses related to the Media Studies Programmes the following may constitute a serious breach of the Code

"Malicious or reckless damage or theft of University property or any other property on the University grounds, *or any property contracted for use of the University*. Misuse of University property, *or any property contracted for use of the University*, including library materials or private material on the campus”.

The words in italics indicate the amendment to the relevant clause (bullet point 7) in the *Code of Discipline*.

J. A. Walsh,
Vice-President: Innovation and Strategic Initiatives

21 September 2006
CODE OF PRACTICE FOR
KAIROS COMMUNICATIONS LTD.

Students may access Kairos through the entrance at the arch or the door at the rear car park. The code for these doors will be announced in class.

Kairos is open to students from **09:00 to 21:00 Monday to Friday** and students should not be in the building outside of these times.

All equipment available to students can be booked in advance. Equipment can be collected and returned between **09:00 – 12:30 and 13:30 - 16:30 hrs.**

Students are responsible for the submission of all assignments. All project assignments must be handed in at reception and signed in. Kairos staff will not take responsibility for assignments which have not been signed in. See Centre for Media Studies staff student policies above.

All work will be deleted from the hard drives of Kairos computers two weeks after an assignment deadline. Students are responsible for backing up their own work.

Students must attend all production lectures unless exempted for documented medical or personal reasons by the programme Director either in advance of the lecture or at the earliest opportunity. Documentation supporting reasons for such absences may not be accepted after the end of the semester in which the absence has occurred. Attendance will be recorded at all sessions, it is the responsibility of the student to sign relevant attendance sheets.

There is a coffee machine in the student break room, which can be used at any time from 9am to 9pm. Students are requested to leave this space as they find it. Food and drinks are not to be consumed in any of the classrooms or production facilities.

Students are encouraged to make use of their designated facilities during the allocated times (Mon-Fri, 9am-9pm or otherwise as stated) but students should not enter parts of the building or production facilities not designated for their use.
If students have any problems with any equipment or need some help with any project work they can text for technical support from 9am-1pm and 2pm-5pm. The text number will be announced in class. For any other help, they should approach Dr Anne O’Brien, Mobile: 087 6739163 Tel: 628 6007 or Email: anneobrien@kairoscomms.ie, who is available to students for consultation on all matters pertaining to the production modules of the course, during office hours in Kairos. Should students wish, they may make specific appointments to see Anne through the receptionist, Phil in Kairos.
References

Staff members will normally act as referees when requested to do so by students with whose work they are familiar. It should be remembered that recommendations normally take account of interpersonal skills as well as academic skills, and accordingly observing the following recommendations will help staff members to do justice to students’ applications.

Requests for references should be made by formal email, full details being given of the nature of the course or appointment for which an application is being made. Full documentation relating to the course or appointment should be supplied (in the form of web-links where possible). Referees should have details of the applicant’s address and telephone number to facilitate communication.

Every request for a reference should specify whether the reference required is to be by a letter, a reference form (printed or online), and whether printed references should be forwarded directly to the applicant or to the institution or employer concerned. In either case, a full postal address must be supplied to the referee.

As much notice as possible should be given to referees, the final date for submission of the reference being clearly specified. At least a week’s notice before this final date is required.

It is essential that the referee is also supplied with an updated copy of the applicant’s CV. It should indicate subjects and modules studied, along with results received to date, and also relevant extracurricular activities, such as voluntary work, relevant work experience, etc.

All of the above information should be supplied in one email to your proposed referee.

An ‘open reference’ may be of more limited value than the confidential reference relating to a specific application for a specific course or appointment.

Staff members appreciate a brief note informing them of the outcome of applications.
Marks and Standards for Student Work

NUI Maynooth has a detailed Marks and Standards policy document for all undergraduate degrees, which may be downloaded at [http://examinations.nuim.ie/marks_standards.shtml](http://examinations.nuim.ie/marks_standards.shtml). All students should refer to this document at the earliest opportunity. However, the most important information regarding marking is summarised here:

All student work is marked according to the following classifications:

- **First Class Honours**: 70-100%
- **Second Class Honours Grade I**: 60-69%
- **Second Class Honours Grade II**: 50-59%
- **Third Class Honours**: 45-49%
- **Pass**: 40-44%

Any mark below 40% is a failing mark, although depending upon their full spread of marks in all modules, students may be able to ‘pass by compensation’ modules up to half the subject credit-weighting, where they have received marks of 25-39%. This process will be calculated by the Media Studies Office in consultation with the Programme Coordinators and Subject Leader.
The following guidelines on the awarding of specific marks to specific standards of work should be noted:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Description</th>
<th>Representative %</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>A++</td>
<td>Answer which could not be bettered</td>
<td>100</td>
<td>1:1</td>
</tr>
<tr>
<td>A+</td>
<td>Exceptional answer displaying unexpected insight</td>
<td>90</td>
<td>1:1</td>
</tr>
<tr>
<td>A</td>
<td>Undoubtedly first class, flawless answer, demonstrating originality</td>
<td>80</td>
<td>1:1</td>
</tr>
<tr>
<td>A-</td>
<td>Almost flawless answer demonstrating some originality</td>
<td>70</td>
<td>1:1</td>
</tr>
<tr>
<td>B+</td>
<td>Extremely high competence, perhaps displaying limited originality or technical flaws or minor errors</td>
<td>68</td>
<td>2:1</td>
</tr>
<tr>
<td>B</td>
<td>Fundamentally correct and demonstrating overall competence</td>
<td>65</td>
<td>2:1</td>
</tr>
<tr>
<td>B-</td>
<td>Competent performance, substantially correct answer but possibly containing minor flaws or omissions</td>
<td>60</td>
<td>2:1</td>
</tr>
<tr>
<td>C+</td>
<td>Awarded on the basis of the answer being somewhat better than a C but below a B-</td>
<td>58</td>
<td>2:2</td>
</tr>
<tr>
<td>C</td>
<td>Basically correct, answer with minor errors or one major error/omission.</td>
<td>55</td>
<td>2:2</td>
</tr>
<tr>
<td>C-</td>
<td>Awarded on the basis of the answer being somewhat below a C but better than a D+</td>
<td>50</td>
<td>2:2</td>
</tr>
<tr>
<td>D+</td>
<td>No more than adequate answer</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>Adequate answer with serious errors or omissions</td>
<td>45</td>
<td>Pass</td>
</tr>
<tr>
<td>D-</td>
<td>Lowest passing grade, barely deserving to pass</td>
<td>40</td>
<td>Pass</td>
</tr>
<tr>
<td>E+</td>
<td>The answer is inadequate and does not deserve to pass</td>
<td>38</td>
<td>Fail</td>
</tr>
<tr>
<td>E</td>
<td>The answer fails to address the question properly but displays some knowledge of the material.</td>
<td>35</td>
<td>Fail</td>
</tr>
<tr>
<td>E-</td>
<td>Fails to address the question</td>
<td>30</td>
<td>Fail</td>
</tr>
<tr>
<td>F+</td>
<td>Little relevant or correct material but some evidence of engagement with question</td>
<td>20</td>
<td>Fail</td>
</tr>
<tr>
<td>F</td>
<td>Very little relevant or correct material</td>
<td>10</td>
<td>Fail</td>
</tr>
<tr>
<td>F-</td>
<td>Totally irrelevant answer</td>
<td>0</td>
<td>Fail</td>
</tr>
</tbody>
</table>

For the sake of consistency, the Centre for Media Studies marks in percentage grades.
Useful Resources

Remember that we will contact you by email, so please check your NUI account regularly.

Centre for Media Studies Notice board

The Centre’s Notice Board outside the Media Studies Administrative office is an important method of communication with students. Please ensure you check it on a regular basis as useful information will be posted there from time to time. Also check the Centre for Media Studies Website for regular updates: [http://mediastudies.nuim.ie](http://mediastudies.nuim.ie). If you need any further information, please visit the Media Studies office where Anne is more than happy to be of assistance.

Subject Librarian

Laura Connaughton (01 7083429) is the subject librarian and will be able to assist you in the Library. The Library also offers training to develop your information seeking, researching, referencing and study skills. See what is available by checking the Subject and Information Skills page on the library website ([http://library.nuim.ie/](http://library.nuim.ie/)).

Student Support Services

Managing your life at University can be a challenge.

Not only do you have to manage the new ideas of your subject, you must also find ways to manage the workload among your other activities and your finances. Negotiating your way around the policies, procedures and processes of the institution can be a frustrating experience as you may not know who to ask or what you need to know. It is also common for students to experience personal and emotional difficulties that affect their study.

But you are not alone in dealing with these problems. NUIM has an array of student services and offices that can help you manage these or any other problems you may encounter during your studies. See the list of Student Services on the Current Students ([http://www.nuim.ie/students/](http://www.nuim.ie/students/)) page of the University website to find out who can help you.