University College Dublin
An Coláiste Ollscoile, Baile Átha Cliath

School of Social Policy, Social Work and Social Justice
Scoil an Pholasaí Shóisialta, na hOibre Sóisialta
agus na Córa Sóisialta UCD

DEGREE OF MASTER OF SOCIAL SCIENCE
(MSocSc)

STUDENT HANDBOOK
for
MSocSc (Social Work, Welfare and Justice) Students

2016 - 2017

School of Social Policy, Social Work and Social Justice
Hanna Sheehy Skeffington Building, UCD
Belfield, Dublin 4

Tel: + 353 1 716 8198
Fax: + 353 1 716 1197

CONTENTS **Page**

Introduction **3**

Staff list **4**

Academic Calendar **5**

Master of Social Science (Social Work, Welfare and Justice) **6**

Useful Information, Regulations and Guidelines **8**

- Our Office Building
- Student Complaints
- UCD Student Code
- Extenuating Circumstances
- Instructions for the Submission of Coursework
    - Late Submission of Coursework
    - Extenuating Circumstances
- Plagiarism
- Leave of Absence
- Withdrawal from the Programme
- Academic Reference

Assessment **11**

- Assessment of Academic Performance
- Modular Grades
- Assessment Appeal

Appendix A: Late Submission of Course Work (Form) **13**

INTRODUCTION

Welcome to UCD School of Social Policy, Social Work and Social Justice – centre of excellence for research, teaching and professional training in social policy, social work and social justice.

We offer diverse programmes including BSocSc, H.Dips, certificate and diploma courses in drugs/alcohol work, MSocSc (Social Work), MSc (Equality Studies), MSocSc (Social Work, Welfare and Justice), and MA (Women, Gender and Society) and PhDs in social work, social policy and social justice.

Our staff are dedicated to ensuring that our students have a rewarding experience when studying at UCD and that, through their three years of study, they grow to become competent and confident, while acquiring knowledge, skills and abilities necessary for a professional life or further study.

The information contained in this Handbook is crucial to this learning. It provides important explanations about academic qualification, systems of quality assurance, methods of assessment. For these reasons we want you to read and constantly refer to the Handbook, and be diligent in accessing the websites we refer you to. Our experience is that those students who pay attention to these details are more likely to do well.

We wish you well as you embark on your studies.

Dr Michelle Norris
Head of School of Social Policy, Social Work and Social Justice

SCHOOL OF SOCIAL POLICY, SOCIAL WORK AND SOCIAL JUSTICE

STAFF LIST

Our programmes are delivered in the new School of Social Policy, Social Work and Social Justice which was established in September 2015. It is important that you take time to read the staff details below.

For Staff Office Hours, please go to our School website, as the rota may be subject to change.

Administrative / Research Support Staff	Email	Extension
Mr Dominic Shellard (Room A002)	dominic.shellard@ucd.ie	**8682**

For further information, please visit http://www.ucd.ie/socialpolicyworkjustice/contact/

Academic Staff (Alphabetical order)	Email	Extension
Dr Ursula Barry	ursula.barry@ucd.ie	8405
Prof Jim Campbell	jim.campbell@ucd.ie	8210
Dr Sarah Donnelly	sarah.donnelly@ucd.ie	8593
Professor Tony Fahey	tony.fahey@ucd.ie	8231
Professor Bryan Fanning	bryan.fanning@ucd.ie	8578
Dr Marie Keenan	marie.keenan@ucd.ie	8319
Dr Naonori Kodate	naonori.kodate@ucd.ie	8472
Dr Stephan Köppe	stephan.koeppe@ucd.ie	8275
Professor Kathleen Lynch	kathleen.lynch@ucd.ie	7623
Dr Mary McAuliffe	mary.mcaulif@ucd.ie	8338
Dr Marie Moran	marie.moran@ucd.ie	8572
Dr Sarah Morton	sarah.morton@ucd.ie	8582
Dr Thomas Murray	t.murray@ucd.ie	8680
Dr Michelle Norris	michelle.norris@ucd.ie	8203
Dr Michael Rush	michael.rush@ucd.ie	8255
Dr Judy Walsh	judy.walsh@ucd.ie	7504
Dr Elaine Wilson	elaine.wilson@ucd.ie	8209
Dr Nessa Winston	nessa.winston@ucd.ie	8261

For further information, please visit:
http://www.ucd.ie/socialpolicyworkjustice/about/staffprofiles/

USEFUL CONTACTS

School's Programme Administration:
For administrative support/queries, contact Mr Dominic Shellard (Postgraduate and Marketing Manager) via Email at dominic.shellard@ucd.ie or via telephone in the School office on 01-716-8682. For academic support/queries, contact Dr Naonori Kodate (MSocSc SWWJ Programme Co-ordinator) via Email at naonori.kodate@ucd.ie or via telephone on ext. 8472.

College's Programme Office:
Your School is the first point of contact for students with queries associated with their chosen programme of study.

The School of Social Policy, Social Work and Social Justice is in the College of Social Science and Law and the College of Social Sciences and Law's Graduate School Board provides oversight of the programme at a College level.

Graduate School Board	Email	Extension
Dr Enda Murphy (Chair)	enda.murphy@ucd.ie	2810
Ms Margaret Brindley (Graduate School Manager)	margaret.brindley@ucd.ie	8268

Academic Calendar 2016-2017
Semester One
12th September 2016 – 2nd December 2016 in UCD Exam periods: Saturday 10th December – Thursday 22nd December 2016
Semester Two
23rd January 2017 – 28th April 2017 in UCD Exam periods: Monday 8th May – Saturday 20th May 2017
Academic Calendar 2017 – 2018
Semester One
TBC
Semester Two
TBC

MSocSc SOCIAL WORK, WELFARE AND JUSTICE (MSocSc SWWJ)

The MSocSc Social Work, Welfare and Justice is designed for practising social workers interested in refining their analytical and management skills through post-qualifying studies, and anyone who wishes to pursue research careers in policy making and analysis in the fields of social policy and social justice. The programme focusses on a range of topics of relevance to policy makers and practitioners.

In recent years, the work environment for social work practitioners is becoming globalized. In addition social justice and equality issues are an increasingly prominent concern in social sciences research. The programme provides a range of learning opportunities across a wide range of topics including: housing, health and social care, drugs and alcohol in the community, theory and practice in social work, gender equality, environment, migration, family and social protection.

The programme has a standard 60 credits taught modules plus 30 credits thesis or 90 credits of taught modules. You will attend lectures and seminars and engage in project-based learning, instruction and independent study.

Core modules include:

- Social Work in Health and Addictions
- Evidence-based Policy Making
- Economics of Inequality
- Human Rights Law and Equality

For optional modules, please see full list online.

If you decide to opt for 30 credits dissertation, you have to write a minor thesis of circa 15,000 words. Students are not required to do primary field research (interviews, surveys, etc.) but, if

they choose to, may carry out some small-scale, illustrative research, subject to approval from their thesis supervisor. The School arranges 3 thesis workshops generally in the November of the academic year in which you write your thesis (dates to be announced), and are aimed at guiding students through the process of writing a thesis. In addition, the students will be allocated a supervisor to guide them through the process of writing a thesis.

Writing Skills

Students who are unfamiliar with the conventions of academic writing, or who feel they may need some support in essay writing, should organise a visit to the UCD Writing Centre. This is an excellent service which is well worth availing of if you have any concerns about your writing skills. http://www.ucd.ie/students/guide/writing.html

USEFUL INFORMATION, REGULATIONS & GUIDELINES

Our Office Building

Hanna Sheehy Skeffington Building / Agnes McGuire Social Work Building.
You can find the building on the following UCD Belfield Campus Map at:
http://www.ucd.ie/maps/ucdmap_eng.html (No.25 / No.1, E9)

Student Complaints

The School takes seriously student complaints. If you have any complaints you should refer to the University policy.

UCD Student Code

Please find the UCD Student Code from the following links.
http://www.ucd.ie/registry/academicsecretariat/regs_sc.html
http://www.ucd.ie/registry/academicsecretariat/docs/student_code.pdf

Instructions for the Submission of Coursework

1. Essay cover sheets must be completed in full and signed. These are available opposite Room A001a Hanna Sheehy-Skeffington Building. Assignments without fully completed cover sheets may not be accepted.

2. All essays/projects must be typed. Handwritten essays will not be accepted. Students must keep a copy of their essays; the original will be retained in the School of Applied Social Science. In the case of any problems about submission students may be asked for additional hard copy.

3. All essays/ projects must be submitted into the assignment submission box outside Room A001a Hanna Sheehy-Skeffington Building on the due date and submitted on Blackboard on the same due date. The online submission confirmation is a receipt, which must be retained by the student for production in case of any dispute. It is the responsibility of the student to ensure they submit their assignments on time in both formats. Essays/projects must not be left in staff postboxes or posted under doors.

4. In line with UCD policy, coursework received any time within one week after the due date will be deducted 10% of the allocated marks. Coursework received after one week but within two weeks of the due date will be deducted 20% of the allocated marks. Coursework submitted more than two weeks late will not be accepted. Coursework submitted two weeks after the due date may only be accepted with the agreement of the Module Coordinator and will be deducted 50% of the allocated marks. (See Appendix B: Late submission of course work).

Late mid-term and end-of-term assignments will be penalised as follows:

- Submitted any time within one week of the due date, the assessment will be marked down by two grade points (e.g. a B will become a C+).
- Submitted more than one week late but less than two weeks late, it will be marked down four grade points (e.g. a B becomes a C-).
- Work submitted more than two weeks after the due date will not be graded, as suggested by UCD policy, unless you have been granted an extension.

5. Extenuating circumstances can be used where students are applying for permission to submitted work after the due date and in situations where students are requesting excused absence.

5-1. Late Submission of Coursework

Students may apply for an extension to the submission date if they are unable to submit the work on time due to some extenuating circumstances (for example in terms of illness or family bereavement). Applications must be made **in advance of** the deadline using the required form in Appendix A of the Handbook. Students must complete Sections A & B. Where appropriate, supporting documentation (such as medical certificate, death certificate, i.e. official letters/documentation from an appropriate third-party) should be submitted at the same time.

It is also the student's responsibility to request Module Coordinators to complete Section C. The completed, signed form must be returned to the School Office. The application will be considered by a committee and the student will then be informed as soon as possible whether or not their application was successful.

Where an extension has not been granted, any work submitted after the deadline has passed will be subject to the following penalties described above. On submission of the late work, the student must ensure that the School administrator is made aware that the work has been submitted.

For more information, please refer to the University policies on late submission of work (https://www.ucd.ie/registry/academicsecretariat/latesub.htm).

5-2. Penalty for late submission

A penalty of 5% will apply to work that is above or below the word limit by 10%.

5-3. Extenuating Circumstances

Extenuating circumstances are "serious unforeseen circumstances beyond your control which prevented you from meeting the requirements of your programme" (UCD Guidelines, p.2).

In the event of these extenuating circumstances, students should refer to University policy (http://www.ucd.ie/registry/academicsecretariat/extc.htm) and must also complete an excused absence form and submit it to the School office. Supporting documentation (such as medical certificate, death certificate, i.e. official letters/documentation from an appropriate third-party) is or will be required where appropriate.

Students should familiarise themselves with the University policies on extenuating circumstances (http://www.ucd.ie/registry/academicsecretariat/docs/extcstudent_g.pdf).

6. Students have to be accurate and thorough in referencing sources. Everything that is referenced in the body of an assignment should appear in the List of References at the end. There should be rigorous attention to the spelling of the authors' names, dates of the

books/journals, publisher and place of publication. Students are required to follow the Harvard Referencing style.

Please look at the guidelines: http://libguides.ucd.ie/academicintegrity/harvardstyle

Plagiarism

Plagiarism constitutes a serious breach of discipline. This is involves the copying of another person's writings or works or ideas in any thesis, essay, project, laboratory report or other exercise, which forms part of the requirements for an academic course where such copying is unauthorised by the copyright owner or unacknowledged in the thesis, essay, project, laboratory report, or exercise, or both. Plagiarism is taken very seriously by the School and by the University. The University has formal disciplinary procedures for dealing with instances of plagiarism.

The University's policy on plagiarism is available at:
www.ucd.ie/t4cms/Plagiarism_Policy_Academic_Policy_2005.pdf

For more information on plagiarism, including advice for students, see the following websites:
https://www.ucd.ie/library/supporting_you/support_learning/plagiarism/
http://www.ucd.ie/registry/academicsecretariat/plagiarism.htm

Leave of absence

A leave of absence is an extended period of time away from the programme of study. This is requested by the student and approved by the relevant Programme Board/Graduate School Board. The purpose of a leave of absence is to enable and facilitate a student to take an approved and specified period of time off before returning and completing the programme. Students are expected to apply for a leave of absence before the start of the requested leave of absence period. Retrospective applications will only be approved in extenuating circumstances. For further information see relevant UCD web pages. Please visit
http://www.ucd.ie/students/leaveofabsence/index.html

Withdrawal from the Programme

UCD recognises that for a variety of reasons a student may need to withdraw from their programme and the university. This procedure document is intended to provide students who are thinking of withdrawing from their studies with important information about what it means to withdraw, including where they can seek further support and advice. The document clarifies the procedures for withdrawing and applying for re-admission and provides information regarding cancellation and deactivation of a student's registration. For further information see http://www.ucd.ie/registry/academicsecretariat/wd.htm.

Academic Reference

An academic reference can be requested by contacting socialpolicy@ucd.ie.

Assessment

Assessment of academic performance:

(i) Students are assessed across a variety of topics, using a number of methods during period of the Programme, leading to an overall grade. Students must, where applicable, complete the appropriate anonymised cover sheet when submitting assignments.

(ii) Results are presented to the Examination Board of the University.

Modular grades

Component Grade Scale

		Pass Mark is 40%			
Grade	**Lower**	**Upper**	**Calculation Point**	**Grade**	**Grade Point (GP) Values**
A+	76.67	100	78.33	A+	4.2
A	73.33	76.66	75.00	A	4
A-	70	73.32	71.67	A-	3.8
B+	66.67	69.99	68.33	B+	3.6
B	63.33	66.66	65.00	B	3.4
B-	60.00	63.32	61.67	B-	3.2
C+	56.67	59.99	58.33	C+	3
C	53.33	56.66	55.00	C	2.8
C-	50.00	53.32	51.67	C-	2.6
D+	46.67	49.99	48.33	D+	2.4
D	43.33	46.66	45.00	D	2.2
D-	40.00	43.32	41.67	D-	2
E+	36.67	39.99	38.33		
E	33.33	36.66	35.00	E	1.6
E-	30.00	33.32	31.67		
F+	26.67	29.99	28.33		
F (FM)	23.33	26.66	25.00	F (FM)	1
F-	20.00	23.32	21.67		
G+	16.67	19.99	18.33		
G	13.33	16.66	15.00	G	0.4
G-	0.02	13.32	11.67		
NG	-	0.01	0.00	NG	0

Greater than or equal to **3.68 First Class Honours**
From **3.08 to 3.67** inclusive **Second Class Honours, Grade 1**
From **2.48 to 3.07** inclusive **Second Class Honours, Grade 2**
From **2.00 to 2.47** inclusive **Pass**

Grading conventions

Under the UCD system of grading, each piece of work is assigned a grade based on an overall qualitative judgement, as follows:

Aggregating grades

Grade	Description
A+ A A-	Excellent
B+ B B-	Very Good
C+ C C-	Good
D+ D D-	Acceptable
E+ E E- F+ F F- G+ G G- NG	Fail

Further details are available on the University's website:
http://www.ucd.ie/registry/assessment/.

Assessment Appeal

There is a process in place whereby you can appeal your assessment results. However, appeals of assessment results must be lodged within 30 days of your final results becoming available. You cannot appeal a provisional result.
For more information, please go to: http://www.ucd.ie/appeals/exam_appeal.htm.

Appendix A
Application form for the late submission of coursework

Requests for extensions of deadlines should be sought in advance of submission dates.
This form should be submitted where a student knows that for good reason that a deadline cannot be met IN ADVANCE – it is expected that such requests will normally be the exception rather than the rule. The circumstances under which such a request would be considered are likely to be on the basis of a known extended period of absence from the University for serious personal and/or family reasons or where a student is representing their country or UCD.

Supporting documentation (e.g. medical certificate, i.e. official letters/documentation from an appropriate third-party) should be submitted, where appropriate.

Students must ensure that they are aware of the UCD Policy on Submission of Coursework as described in the Handbook.

STUDENTS MUST COMPLETE SECTIONS A & B

SECTION A	
Student Name *(please print name)*	
Student Number	
Assessment component Type/Title *(e.g. essay/title)*	
Student contact information *(phone number / email address)*	
Module Code	
Module Title	
Module Co-ordinator	
Tutor (if applicable)	
Due Date of Submission	

SECTION B
Requested new date for submission:
State reason for extension request (e.g. illness, family bereavement)
Student Signature: **Signed:…… / Date:……**

MODULE CO-ORDINATORS MUST COMPLETE SECTION C

SECTION C
Permission granted ❑ **YES** ❑ **NO**
Penalty? *(please tick one, if yes state penalty to be applied. See paragraph 4 of Policy on Submission of Coursework)* ❑ **YES** ❑ **NO**
Agreed new submission date:
Reason for decision/Comments, give details
Module Co-ordinator Signature: **Signed:……...** **Date:……**

Procedures
Forms may be obtained from the School Office / Academic Secretariat Website

Students must complete Sections A & B. (NB: It is the student's responsibility to ask Module Coordinators to complete Section C). The Module Coordinator should return the form to the student. *Students should notify the School Office of the new submission date*. Students should attach the original, completed form to their coursework before submission. (NB this form should be submitted in addition to the coursework submission form/School cover sheet, which contains a declaration of authorship).

Module coordinators may, on receipt of a student request for an extension to a submission deadline decide to:

- Refuse permission for extension, giving reasons; or
- Grant permission for extension with no penalty; or
- Grant permission for extension with a penalty, as guided by the Policy for late submission.