



THE INSTITUTE
OF **IRISH STUDIES**

Irish Language Classes

HANDBOOK

Effective from September 2025



UNIVERSITY OF
LIVERPOOL

Contents

1. Welcome	4
2. Contact Information	5
3. Getting Started – a guide to registration and IT systems	5
3.1 An overview of the process	6
3.2 The online store	8
3.3 Your Student ID Number	8
3.4 Your Computing IT account and MWS (Managed Windows Service) username	9
3.5 About Canvas	10
3.6 My Liverpool	10
3.7 My Liverpool app	10
3.8 Two Factor Authentication	11
3.9 Welcome to Canvas	12
3.10 Virtual Classrooms with Zoom	15
3.11: Using Zoom with a University IT MWS account	16
3.12: Using Zoom without a University IT MWS user account	17
3.13: In Your Zoom Session	18
3.14: More on My Liverpool and the benefits of being a UoL student	19
4. STUDYING, RESOURCES & SUPPORT	19
4.1 Study Skills Support	19
4.2 What to expect	20
4.3 What we expect from you	20
4.4 If you encounter a problem	21
4.5 Health & Safety	21
4.6 Equality, Diversity and Inclusion (EDI)	21
4.7 Disability & additional support	21
4.8 Absence	22
5. ENGAGEMENT, ATTENDANCE AND ASSESSMENT	22
5.1 Engagement and Attendance	22
5.2 Certificate of Engagement	22
5.3 Assessment	22
5.4 Submission guidelines & deadlines	23
5.5 Extenuating Circumstances	23
5.6 Marking and results	23
5.7 Referencing, plagiarism & collusion	23
5.8 Appeals	24
6. REVIEW, REFLECT & WHAT NEXT?	24
6.1 Course evaluation	24
6.2 Compliments & complaints	24
6.3 Choosing your next course	24
7. Location, directions & parking	25
8. Administration, Terms and Conditions	25
8.1 Our courses	25
8.2 Who can join?	25
8.3 How to enrol	26
8.4 Registration	26
8.5 Fees	26
8.6 Course cancellations	26
8.7 Refund request or withdrawal from a course	27
8.8 Personal information and data security	27
8.9 IT and information security	28
8.10 Means of communication	28
8.11 Declaration of criminal convictions	28
8.12 Student conduct	29
8.13 The University's general regulations	29

8.14 Complaints -----	30
8.15 Intellectual property-----	30
8.16 Health, safety and wellbeing-----	31
8.17 The University's liability to you -----	32
8.18 Circumstances outside the University's control -----	32
8.19 Termination of this Contract -----	33
8.20 Other important terms-----	33

1. Welcome

Welcome to the Irish Language classes hosted by the Institute of Irish Studies at the Irish Cultural Institute, Hammersmith (ICC), and online. We are grateful to The Department of Rural and Community Development and the Gaeltacht (An Roinn Forbartha Tuaithe, Pobail agus Gaeltachta) for their generous support of these classes, enabling us to offer the courses to members of the public (aged 16 and over).

Please read this handbook carefully as it contains information about the terms and conditions of your study.

We are delighted that you have chosen to study Irish with the Institute of Irish Studies at the University of Liverpool and our partners, Irish Cultural Centre. Hammersmith. This guide is designed to answer your questions and help ensure that you have an enjoyable and positive learning experience.

We offer most of our programmes as blended learning, with weekly teaching either at ICC or online, supported by additional learning materials in Canvas, our virtual learning environment. Using Canvas as a key part of our blended learning programme allows us that flexibility and makes use of the latest technology-enhanced learning styles. If your course is online, your weekly live classes will also take place in Canvas using Zoom.

We hope you find this handbook useful. Your comments are very welcome and should be sent to us at irishlang@liverpool.ac.uk.

Very best wishes for success with your studies.

2. Contact Information

Our main information page, including the enrolment portal, is our website <https://www.liverpool.ac.uk/irish-studies/about/irish-language-classes-icc>.

If you have any queries not answered on our webpage, please email us at irishlang@liverpool.ac.uk. Please note that we are a small team that has taken on the administration of the Irish Language courses in addition to our other duties. We endeavour to respond to queries quickly, but it may take a short while. We do not recommend you use posted mail as means of communication as we are working hybrid and may not pick up any mail for several days.

Irish Language Team at the Institute of Irish Studies:

Strategy and Innovation Officer	Gerry Diver
University Teacher in Irish	Dr Eoghan Ahern
PA to the Director and Marketing and Administrative Assistant	Viola Segeroth

3. Getting Started – a guide to registration and IT systems

While you may be a part-time student on a short course, you are still joining the University of Liverpool. So that you can access the same systems (and additional benefits!) as our full-time students we need to process your registrations in the same way. This can sometimes seem a bit complex, or even unnecessary, but the good news is you only have to do most of it once per course, so we hope you will feel the benefits are worthwhile.

Once fully registered, for the duration of your studies you will have access to:

- a University of Liverpool student email account;
- a University of Liverpool Student ID card;
- The University of Liverpool library, including its online resources;
- study skills support;
- and access to some software such as Canvas, Zoom and Microsoft Office.

We know it can seem a bit overwhelming navigating your way around new IT systems, so we have tried to make this as detailed as possible. For some of you, creating accounts and using new systems will already be familiar, you may skip through it very quickly and be up and running and no time at all. Others may need to go over things more at their own pace and may not even get it right the first time.

If you do get confused, our best advice is to take a deep breath, re-read the relevant section and try again (possibly even after a cup of tea!) – but if you really get stuck you can contact us, and we will do our best to assist you.

3.1 An overview of the process

What the registration process looks like - the terms in bold are explained in the sections below. You will encounter a number of different IT systems as you enrol, it is important to make a note of the different usernames and passwords for the different systems.

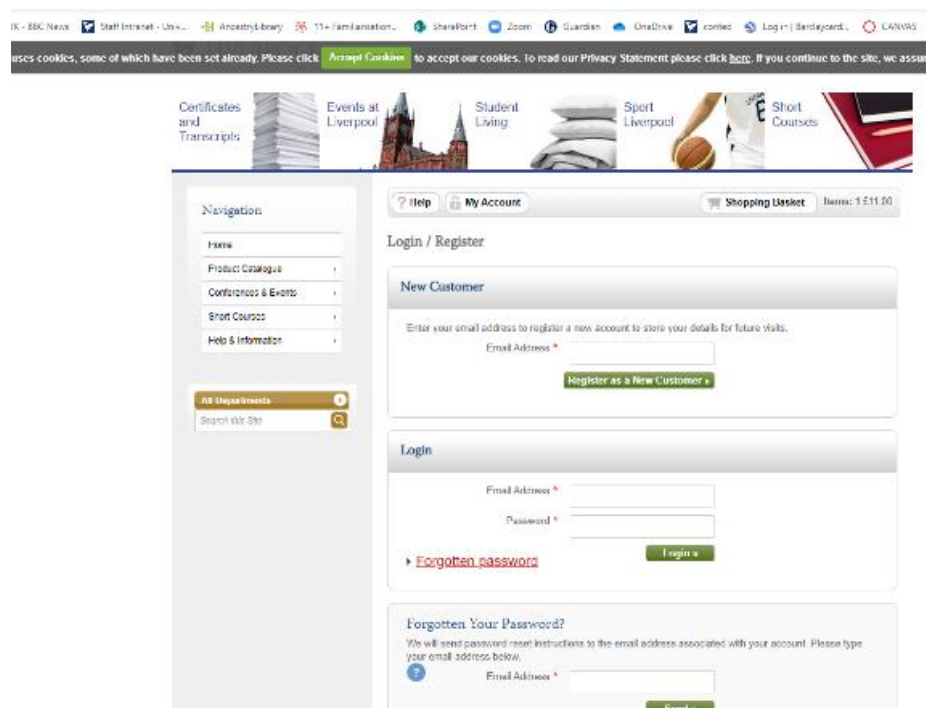




Access Canvas and Zoom link (if course is online)

3.2 The online store

In order to register for an Irish Language class at ICC, you need to create a username and password to use on the online store to pay and register – in a screen like this one:

The screenshot shows the top of a web browser with several tabs open. A cookie consent banner is at the top. Below it is a navigation bar with links like 'Certificates and Transcripts', 'Events at Liverpool', 'Student Living', 'Sport Liverpool', and 'Short Courses'. The main content area is divided into a left sidebar with a 'Navigation' menu (Home, Product Catalogue, Conferences & Events, Short Courses, Help & Information) and a search bar. The main area has a 'Login / Register' section. It includes a 'New Customer' registration form with an email address field and a 'Register as a New Customer' button. Below that is a 'Login' form with email and password fields and a 'Login' button. At the bottom of the login section is a 'Forgotten Your Password?' link and a form to request a password reset.

Most people use their personal email address as their username, and you create your own password. That username and password are only for the online store payment and registration system – you will need them to enrol for future courses and if you choose to go on the Dingle Field Trip, but they are not part of the system you use to set up your University IT account or access the online course content.

You will get two emails from the store once you have paid, a receipt for the payment and a confirmation showing that we have received your registration. Please check your junk mail folder if you do not get these emails within a few hours of paying.

Please note that our emails will come from irishlang@liverpool.ac.uk or one of the above staff members' own university email, but you will also get emails from other central University departments as an essential part of your registration and you should make sure you check your email junk folder for messages from noreply@liverpool.ac.uk and any other emails from various addresses @liverpool.ac.uk.

3.3 Your Student ID Number

Once our Team have processed your registration, which is done manually, you should receive an email from the University containing your student ID number if you are a brand-new student. This may be several days or even a week or two after you register and pay, especially if there is a weekend or bank holiday. This is a 9-digit number– i.e. 202123456.

For continuing students, your student ID number does not change throughout your student journey, so you will not receive this email, however, please do contact us via irishlang@liverpool.ac.uk if you are having trouble regaining access to your student account.

You need to keep a careful note of your student ID number and remember it for future use.

3.4 Your Computing IT account and MWS (Managed Windows Service) username

Once you have a student ID number, you can activate a University IT Computing account and create an MWS username. If you have been a student at University of Liverpool before, your previous account may still be active or may need re-activating.

The activation process can take 24 hours to process – if you activate your MWS IT account after you receive the course welcome email, please email us so we can manually add you to Canvas.

Go to <https://register.liv.ac.uk>

The screenshot shows the 'Activate your account' page on the University of Liverpool Computing Services website. The page has a sidebar on the left with links: 'Your Computing Account', 'Activate your account', 'Change your password', 'Forgotten your password', 'Change secret question, mailname and alternative email', 'Manage Mail Forwarding', 'Student IT Quickstart', 'A-Z index', 'Help & Support', and 'Regulations and Guidelines'. The main content area is titled 'Activate your account' and includes the following text: 'If you are a current student or member of University staff you can get started with using our IT services and systems by activating your account online. By using University of Liverpool IT facilities, you agree to abide by the [IT Acceptable Use Policy](#).' Below this, it says 'We will need some details from you first:' and provides fields for 'Surname: (i.e. your Family name)', 'Staff Number/Student ID:', and 'Date of Birth:' (with dropdowns for Day, Month, and Year). There is also a 'Visual Verification:' section with a CAPTCHA and a 'Next' button. At the bottom, there is a note: 'If unable to use the audio alternative to the visual verification, then please contact the CSD Service Desk for assistance - Email: servicesdesk@liv.ac.uk. Telephone: +44 (0) 151 794 4567.'

Follow the instructions onscreen to activate your MWS IT account (or check your previous account is active or change your password if you have forgotten it). You will be given an MWS username. This will usually be 8 characters and will include initials from part of your first and last name. You will need to set a password.

Make sure you keep a record of your IT account username and the password you create.

Important Note: your username needs to be in different formats depending on the system that you are trying to log in to

For example, if your username is abastuxz:

To manage your IT account e.g change password - abastuxz

To login to Canvas / Student Email account / Zoom - abastuxz@liverpool.ac.uk

But - they do all have the same password as they are all linked to your student account

3.5 About Canvas

When you enrol on a short course, you will receive an email confirmation with a link to your courses' Canvas space. Canvas is the University of Liverpool's Virtual Learning Environment (VLE) – think of it as a webspace for your course through which you can access learning materials, find links to online lectures, message other students, and more.

Even if your course is delivered in-person, you will still have a Canvas space for your tutor to share materials.

If your course is online, you will access your live online classes and supporting materials via Canvas.

3.6 My Liverpool

In My Liverpool, you can make changes to your personal details and create a digital student ID card by uploading your photo and updating your term time address. Once your photo has been verified, your digital ID card can be accessed via the My Liverpool app.

Click on this link <https://my.liverpool.ac.uk/> to log into My Liverpool. You will need to have activated your University computing account first (see section 3.4).

3.7 My Liverpool app

Your student ID card is accessed digitally as we no longer produce physical ID cards. Click on this link <https://www.liverpool.ac.uk/it/app-directory/my-liverpool/> to download and access the My Liverpool app, or search for My Liverpool on your mobile phone's app store.

To login to the app, you will need to use your MWS username and password.

My Liverpool

The University of Liverpool

5K+ Downloads | Everyone

Install

Add to wishlist



The My Liverpool app gives you the ability to view your digital ID card, your Library ID card and access information and support. The digital ID card can be used for identification and contains your student ID number, programme of study and duration of study. The library ID QR code allows you to pass through our entry and exit barriers by scanning your phone. Any books you have on loan will be listed, so that you can see due dates and can renew books directly from the app. See Section 3.14 for more information about My Liverpool and the benefits of being a University of Liverpool student.

3.8 Two Factor Authentication

Two-factor authentication (2FA) provides an additional layer of security beyond a username and password. It is commonly used for online services such as banking, Microsoft, and Apple accounts, and works by having more than one method of confirming your identity. For example, by using a mobile app or text message sent to a trusted number that you have enrolled with the service.

The University has partnered with industry experts at Duo Security to implement two-factor authentication. 2FA is being introduced across a number of University systems and you are likely to be asked to use it to login to some systems. It is a really simple process to enrol your mobile phone and to use Duo two-factor authentication to access services. You get the smoothest experience if you download the Duo Mobile app, but you can opt to use SMS text messages if you prefer.

Why are we introducing Duo two-factor authentication?

There has been a substantial rise in security attacks against UK universities, some of which severely impacted the target organisation's ability to function. Duo 2FA is just one of a number of cutting-edge solutions being introduced as part of our IT security programme to help protect our services and data.

You can find more information and FAQs on the Student Intranet pages: <https://www.liverpool.ac.uk/it/quickstart/two-factor/>

This includes how to access technical support if you do not have access to a mobile phone or other suitable device to set up 2FA.

You can find further information, guidance and advice in the self-service knowledge base: <https://liverpool.service-now.com/sp/?id=search&t=kb&q=duo> (This requires student account login).

If you require assistance with accessing services protected by two-factor authentication, you can also contact the IT Service Desk via the self-service portal. <https://servicedesk.liverpool.ac.uk/> (This requires student account login). Alternatively, please contact servicedesk@liverpool.ac.uk for assistance.

3.9 Welcome to Canvas

About a week before the course start date, you will receive an email confirmation with a link to your courses' Canvas space. Canvas is the University of Liverpool's Virtual Learning Environment – think of it as a web space for your course through which you can access learning materials, find links to online lectures, and more.

You can also access Canvas via the student intranet or using the app.

You will need to login to Canvas with your username in the format username@liverpool.ac.uk and password to be able to use all the functions on Canvas.

For some courses, particularly those that are a single online session, you can just use the Virtual Classroom to watch the online lecture without needing to login and use some of the other features in Canvas, but for most courses that run for more than one session, we recommend you create an MWS username and login to Canvas to get the best use and functionality.

Please note that we add all the existing student usernames for each class to the Canvas course page a few days before the class starts. If you enrol very close to the class start dates and/or if you did not set up your MWS username (step 3.4 above) until after your first class, you will need to contact us to get your MWS username added to your Canvas course page.

This is an example of what a Canvas page might look like -

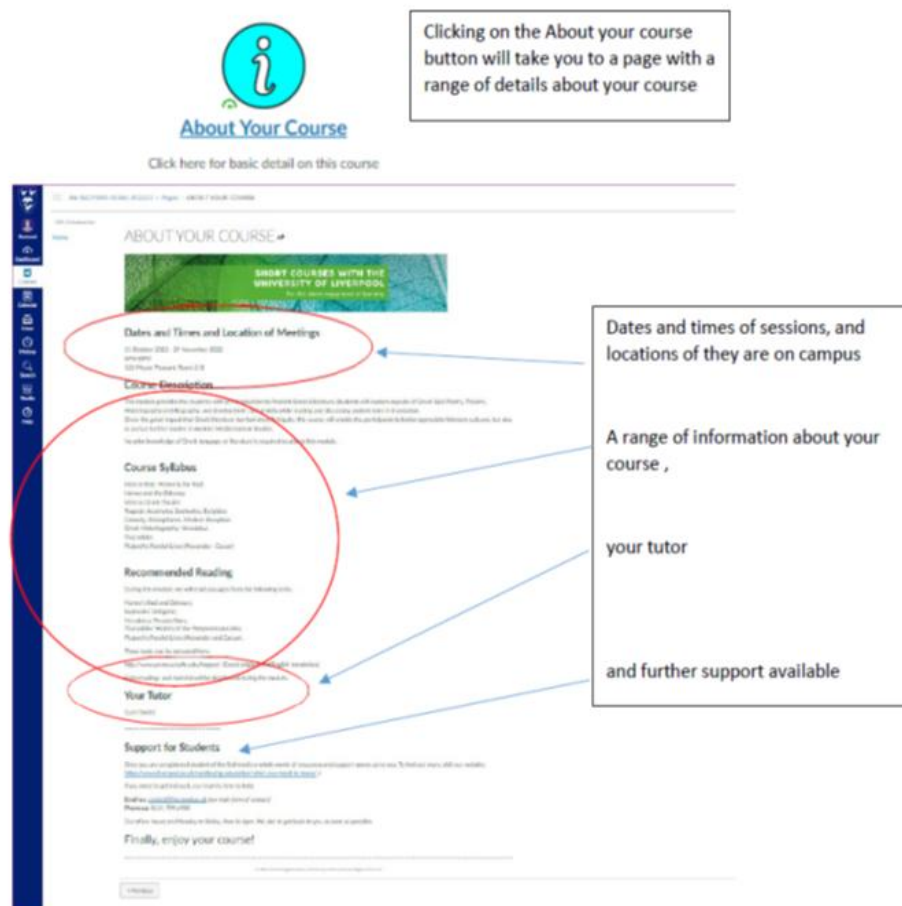
The screenshot shows a Canvas course page in a web browser. The browser address bar shows the URL: liverpool.instructure.com/courses/52131. The page title is "202223-JW-ALG000-25361 - Introduction to Greek Literature". The page content includes a header with a banner image and the text "LIFE-ENHANCING LEARNING". Below this is a "Welcome to your course" message. At the bottom, there are three buttons: "About Your Course", "Course Resources", and "Virtual Classroom". Red circles and arrows highlight these elements, with text boxes providing instructions: "Simply click the link to your course and this page will open up in your browser", "This is your course's homepage", "There is an image and a title at the top, a message in the middle. And then 3 buttons that can be clicked. We will look at these in turn".

Simply click the link to your course and this page will open up in your browser

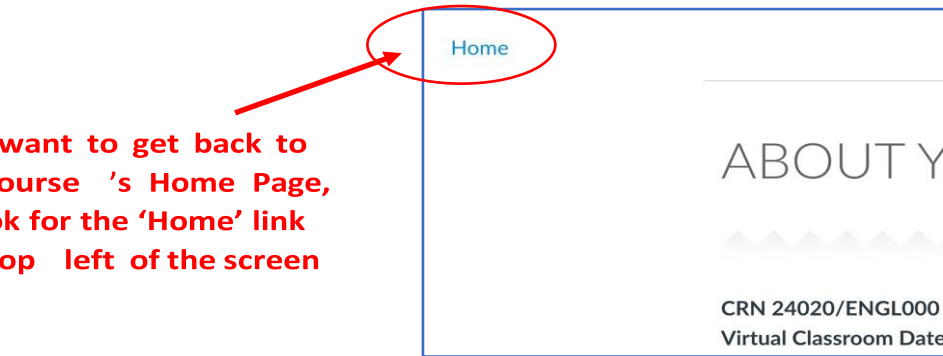
This is your course's homepage

There is an image and a title at the top, a message in the middle. And then 3 buttons that can be clicked. We will look at these in turn

The 'About Your Course' Button



TIP:
If you want to get back to your course's Home Page, just look for the 'Home' link at the top left of the screen



The screenshot shows a course page layout. On the left, there is a vertical navigation bar with a 'Home' link at the top, which is circled in red. A red arrow points from the text 'TIP:' to this 'Home' link. The main content area on the right has a header 'ABOUT YOUR' and a sub-header 'Virtual Classroom Dates and Times'.

The 'Course Resources' Button



Course Resources

This link will take you to a series of folders for each session of your course. Look inside for handouts, links and other resources posted by your tutor.

Clicking on the course resources button will take you to a series of weekly folders for each session

JW-ALCY000-25361-202223 > Pages > SESSION BY SESSION

2022-23 Academic Year

[Home](#)

SESSION BY SESSION



during your course, your tutor may upload handouts, articles, presentations, links to webpages, or other resources. You can use the links below to explore these resources. Your course may only be a single session, or it may be 10 sessions long, or anything in between; your tutor will only use the session folders that your course is taught across.



[Session 1](#)



[Session 2](#)



[Session 3](#)



[Session 4](#)



[Session 5](#)



[Session 6](#)



[Session 7](#)



[Session 8](#)



[Session 9](#)



[Session 10](#)

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[Previous](#)

SESSION 9

If your tutor provides you with handouts, recommended reading, or other resources, you will find them in the appropriate weekly folder. Simply click on a folder to see what's inside.

The 'Virtual Classroom' Button (for online courses only)



Virtual Classroom

This option will only be relevant if your course includes online sessions. If your course is to be taught on campus or at Ness Gardens, please see the 'About Your Course' page for details. For online courses, whenever it's time to enter your classroom, this link will take you to straight into your Zoom meeting. If you'd prefer to use the direct Zoom link, simply click on, or copy and paste into your browser, the link below:

.....

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If your course is online, the virtual classroom will take you to the weekly online sessions

Whenever it is time for you to join your tutor and classmates in a session, simply click 'Join' at the appropriate date and time, and you will be admitted into your virtual classroom.

zoom

Your current Time Zone is (GMT+01:00) London. [📍](#)

[Upcoming Meetings](#) [Previous Meetings](#) [Cloud Recordings](#) [Get Training](#) [🔗](#)

Start Time	Topic	Meeting ID	Join	Invitation
Fri, Oct 2 (Recurring) 3:30 PM	Timon of Athens and Sharing in Shakespeare	964 8805 0330	Join	Invitation
Fri, Oct 9 (Recurring) 3:30 PM	Timon of Athens and Sharing in Shakespeare	964 8805 0330	Join	Invitation
Fri, Oct 16 (Recurring) 3:30 PM	Timon of Athens and Sharing in Shakespeare	964 8805 0330	Join	Invitation
Fri, Oct 23 (Recurring) 3:30 PM	Timon of Athens and Sharing in Shakespeare	964 8805 0330	Join	Invitation
Fri, Oct 30 (Recurring) 3:30 PM	Timon of Athens and Sharing in Shakespeare	964 8805 0330	Join	Invitation
Fri, Nov 6 (Recurring) 3:30 PM	Timon of Athens and Sharing in Shakespeare	964 8805 0330	Join	Invitation

< 1 >

Your virtual classroom is a Zoom meeting. Many of you have used Zoom before, but if you have not, see below...

We recommend you do set up an account to get the most out of your course, and it is easiest if you have already set this up by following section 3.4 of this guide above, then follow the instructions on Using Zoom with a University IT MWS account in section 3.10 below.

3.10 Virtual Classrooms with Zoom

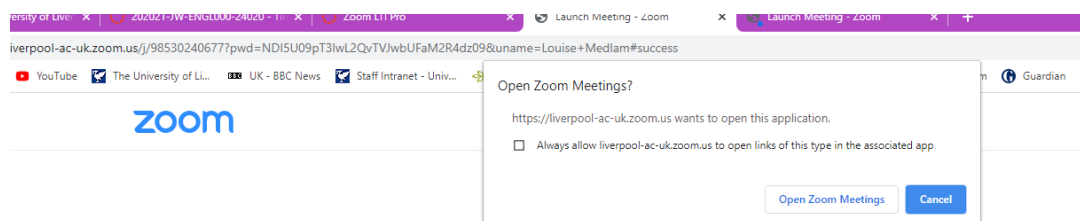
How you enter Zoom will depend on whether you have a University of Liverpool student IT user MWS account.

If you have not yet set up a student user IT MWS account, you can still access your live taught sessions as a 'guest' by following the Zoom link without a University IT user account instructions in section 3.11 below.

Whichever access instructions you use, it's a good idea to download the Zoom app to your device before you start if you haven't used it before – you can find it in the app store or at www.zoom.com. Also check you have given Zoom permission in your device settings to access your microphone and camera.



If you do not have Zoom installed before you start you may get this message – you can download Zoom by clicking on the link to get to zoom.com



When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

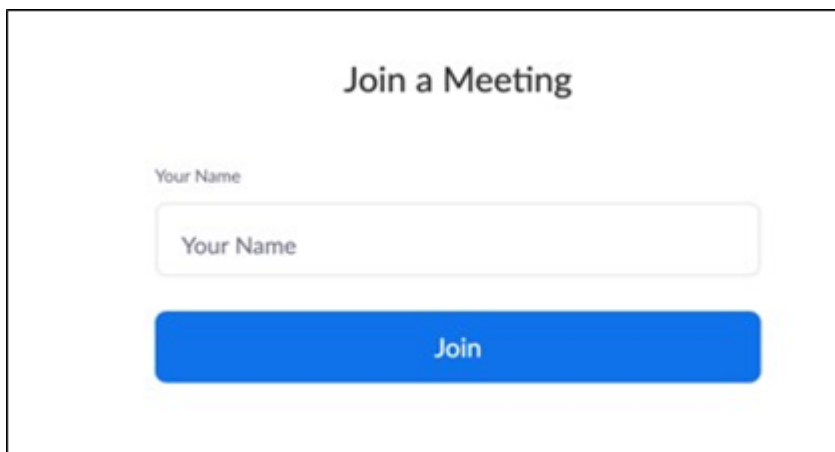
3.11: Using Zoom with a University IT MWS account

When you first click to enter a Virtual Classroom session, you may be asked to sign in with your University of Liverpool credentials – in the format [username@liverpool.ac.uk](#)

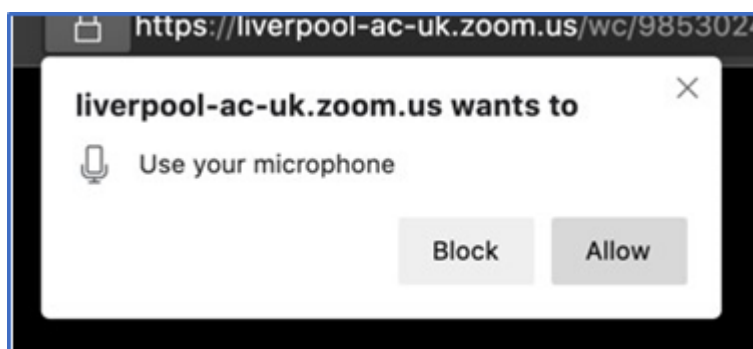
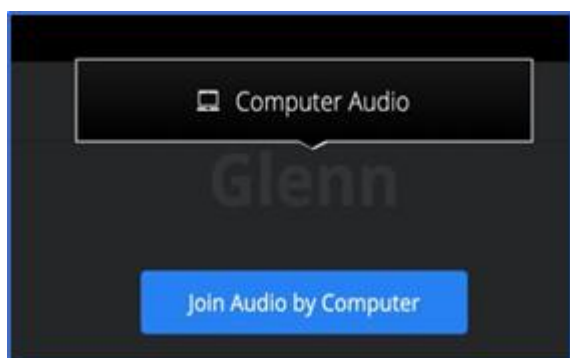
If you have logged in before, you may just be asked to reconfirm permissions.



Next, you might be asked to type your name – this is the name that will be displayed by your image so that your tutor and classmates know who you are.

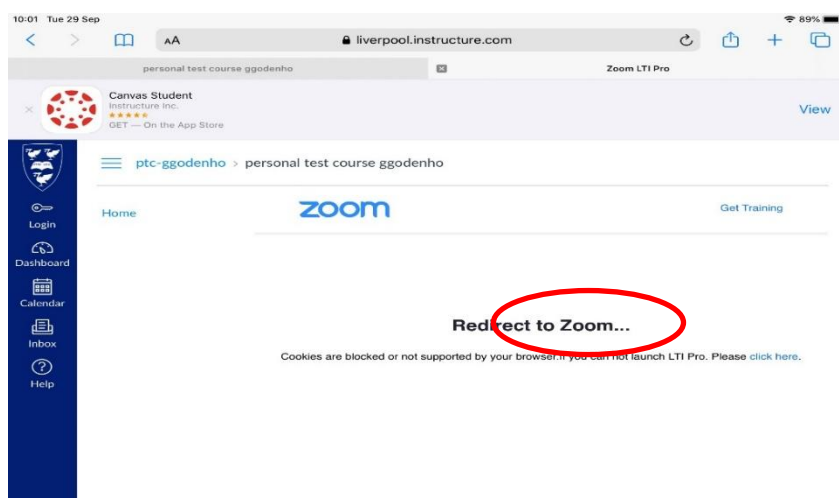


Following this, you might be given a series of options. If so, be sure to allow microphone and video so that you can be seen and heard.

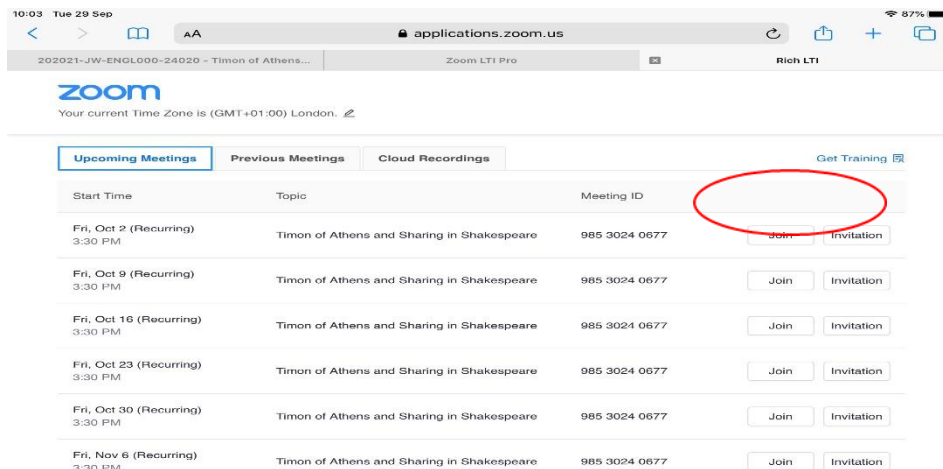


3.12: Using Zoom without a University IT MWS user account

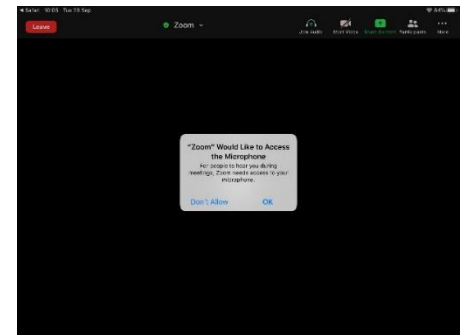
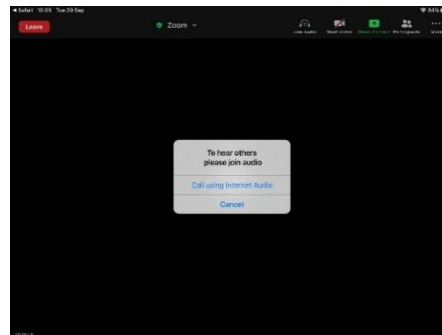
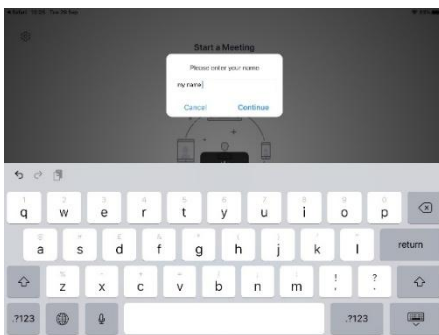
When you click on the Virtual Classroom button, you might get a message like this – just click on the link



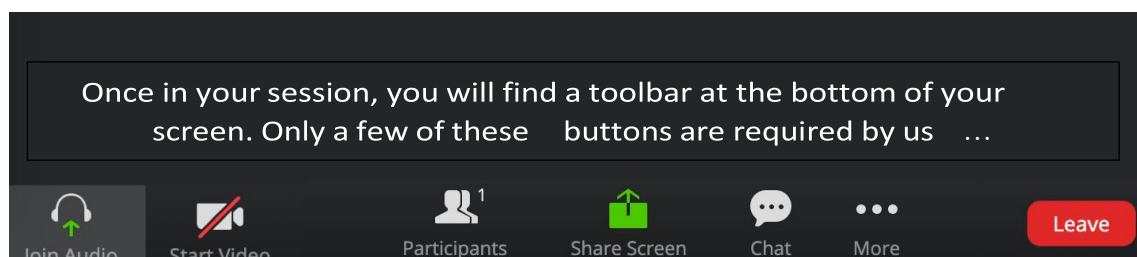
And you will then be able to see the weekly classes listed - pick the week you need and click join



You will then get a series of prompts asking you to allow the camera and microphone to be used, and to enter a screen name – this name will be visible to the tutor and other students.



3.13: In Your Zoom Session



Clicking the audio and video buttons allows you to turn the microphone and camera on and off

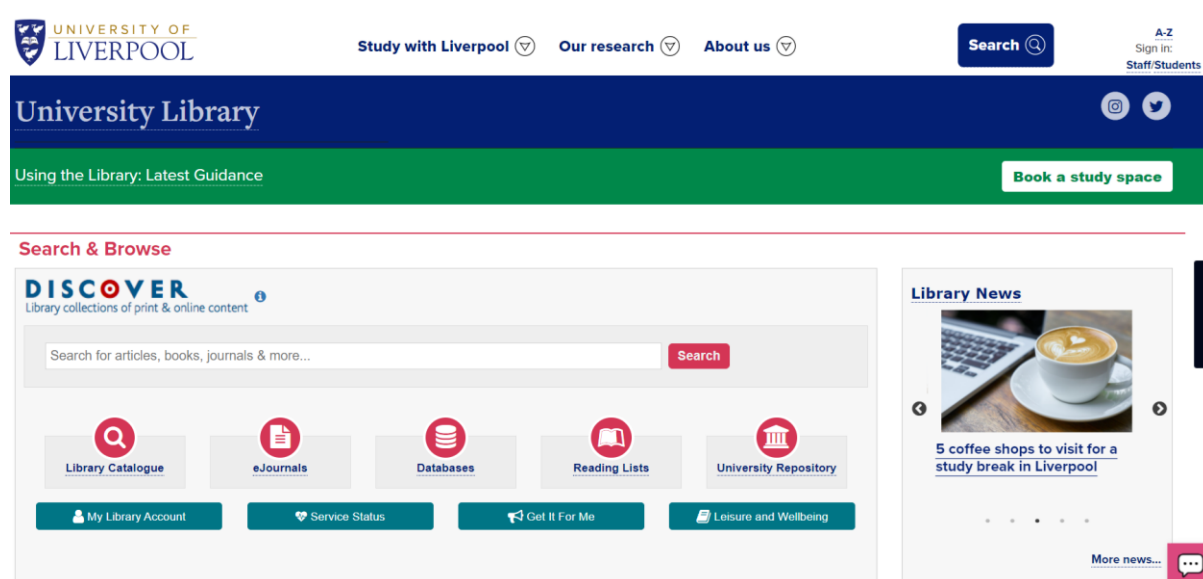
The chat buttons allow you to type messages to your tutor and classmates

At the end of the session just click leave to exit

3.14: More on My Liverpool and the benefits of being a UoL student

Your student card is useful form of photo ID and that's not all! The UoL Student ID card opens even more opportunities for you. It can be used to access discounted (sometimes even free) entrance to paid exhibitions in some local museums and galleries, and many local shops offer a discount to UoL students. The Student ID card can be used as a payment card for the Campus cafes if you register with our Loyalty Plus scheme, where you will earn rewards and discounts, such as 10% off hot drinks, loyalty points and a free coffee when you have bought nine <https://www.liverpool.ac.uk/food-and-drink/loyalty-plus/>

Having a student account also gives you access to the University Library - <https://libguides.liverpool.ac.uk/library/>



This allows you to view the online catalogues; reserve books for collection; book a PC or a study space to use; and read online books and journals. Make sure you set up your library account via My Liverpool to make the most of this fantastic additional resource available to you as part of your studies.

Your digital ID card will have an end date which reflects your length of study; this can be reactivated at any point upon registering for any future courses.

4. STUDYING, RESOURCES & SUPPORT

4.1 Study Skills Support

Once you are registered as a student, you will be able to access [KnowHow](https://libguides.liverpool.ac.uk/knowhow) (<https://libguides.liverpool.ac.uk/knowhow>) which is an online resource designed to help you develop the appropriate skills that you need to study successfully at university level.

[Writing@Liverpool](#) is a free service that can help all Humanities and Social Sciences students to develop their academic writing skills. Our Writing Tutors are postgraduate

researchers and expert academic writers who are specially trained in tutoring students. Visit <https://libguides.liverpool.ac.uk/knowhow/writing> for further information.

4.2 What to expect

We hope that you will find the Irish Language classes to be welcoming, informal and that they provide an encouraging environment in which to learn. Your tutor will outline the course syllabus, aims and objectives and provide professional support materials (as appropriate) as the course progresses. We aim to enhance your study experience by promoting the friendly discussion and exchange of ideas, and to equip you to take an active role in your own learning.

Irish Language classes are not credit-bearing, but they do include regular formative assessment and feedback. This optional assessment provides opportunities for students and tutors to review progress and development. There are usually 9 weeks of teaching followed by the optional final assessment in the 10th week; the cost of the course is the same whether you choose to take the final assessment or not.

Although assessments are optional, we do require a certain level of commitment if you wish to progress in your learning.

Certificates of Engagement are issued to students who successfully pass all assessments or who obtain an attendance record of at least 70% in all scheduled teaching sessions.

4.3 What we expect from you

Enthusiasm for the subject and respect for tutors, staff and fellow students are essential requirements. Homework and the submission of assignments are optional, although students who engage in this way often enjoy their studies more and get the most benefit from them.

The University takes students' wellbeing very seriously and works to create a safe, supportive and respectful learning community. To ensure that our learning environment remains inclusive and welcoming to all, we expect high standards of behaviour: our students are respectful of others and look out for one another.

You should be aware that your behaviour on and off campus, online and offline, is expected to reflect the values of our community of learning and abide by the Student Conduct Policy. You agree to the terms of this Policy upon receipt of confirmation of your course place. You can read the Policy at <https://www.liverpool.ac.uk/student-administration/policies-procedures/conduct-discipline/>

You should also be aware that the University operates an Academic Integrity Policy which is concerned with the ethical code applied to standards by which the academic community operates. This covers issues such as plagiarism, referencing, and cheating. https://www.liverpool.ac.uk/media/livacuk/tgsd/code-of-practice-on-assessment/appendix_L_cop_assess.pdf

4.4 If you encounter a problem

We hope your experience will be a wholly positive one, however in the rare instance that a problem arises we are here to help. In the first instance, you should talk to your tutor. They will provide guidance relating to academic difficulties and advise you on other issues. If your query is a general enrolment or administrative matter, seek advice from irishlang@liverpool.ac.uk.

You should be reassured that any complaint will be considered by the relevant member of senior staff, and you will receive a response within 10 working days.

If you wish to make a formal complaint when all informal communication channels have been exhausted, please visit <https://www.liverpool.ac.uk/student-administration/policies-procedures/complaints/> to complete a student complaints proforma.

4.5 Health & Safety

Ensuring the well-being of students, staff and visitors is a priority for the institution which acts in accordance with all health and safety legislation to ensure a safe working and study environment.

Please take care for the safety of yourself and others while on University premises. Read fire procedure notices and locate fire exits, report accidents, near misses or dangerous conditions to a staff member and co-operate with health and safety instructions.

You should make yourself familiar with all the University's procedures and regulations relating to health and safety, including the University's Safety Policy (available at <https://www.liverpool.ac.uk/safety/universitysafetypolicy/>) and any specific rules that apply to your programme or the building in which you are located. All health and safety procedures and regulations must also be followed when you are studying off campus.

Further information is available at <https://www.liverpool.ac.uk/intranet/safety/what-you-need-to-know-and-latest-news/student/>

4.6 Equality, Diversity and Inclusion (EDI)

Please help the University provide a positive learning environment for students irrespective of gender, race, disability, age, religion or sexual orientation. If you encounter any difficulties with discriminatory behaviour, please make your course lecturer aware.

Find out more at <https://www.liverpool.ac.uk/equality-diversity-inclusion/>

4.7 Disability & additional support

The University is committed to creating an accessible and inclusive environment to meet the needs of all students. Your tutor will be keen to support you in your learning so please ensure that they are aware of any special need you have.

If your class is being held at ICC, please be assured that ICC is fully accessible and features good facilities for disabled students.

If you require any additional support, please contact us at irishlang@liverpool.ac.uk.

4.8 Absence

If you have to miss a class due to illness or other circumstances, please let your tutor know in advance, if possible, by emailing them directly.

5. ENGAGEMENT, ATTENDANCE AND ASSESSMENT

5.1 Engagement and Attendance

Our courses will engage you, challenge you – and encourage you to take the lead in your own learning. Students who take an active role in their learning, and who participate in class discussions and activities, are often the ones who get the most out of their course. Attendance in scheduled sessions is recorded, as one way of measuring engagement.

The Irish Language classes are extracurricular modules that are not credit-bearing, but they do include regular formative assessment and feedback. The optional assessment provides opportunities for students and tutors to review progress and development.

Please note that to ensure your own progress and enjoyment of the course, we require a certain level of commitment and responsibility to ensure a consistent standard for the whole group. Therefore, although taking part in homework and assessment is optional, it is highly recommended that you do so to keep up with the pace of work.

5.2 Certificate of Engagement

We recognise the achievement of students who have engaged well in their course with a Certificate of Engagement. These are issued to students who successfully pass all assessments and/ or who obtain an attendance record of at least 70% in all scheduled teaching sessions.

5.3 Assessment

Assessment can take many forms and will be appropriate to the subject and course that you are studying. It can include, for example, the completion of an online activity, written and/or oral exams. Your course lecturer will provide information about the assessment process, and it will be included in the module handbook. Your tutor will also provide you with feedback on your assessment and this will help you focus on areas for future improvement.

There are usually 9 weeks of teaching each term with some in-class assessment as you go along, followed by the optional final assessment in the 10th week; the cost of the course is the same whether you chose to take the final assessment or not.

5.4 Submission guidelines & deadlines

Your lecturer will provide precise instructions about assessments, including the academic expectations and submission date. These vary according to your specific course.

For electronic submissions, we encourage all students to use a word processing software such as Microsoft Word. Hand-written assignments must be legible, and, in all cases, students must keep a copy of their work. Penalties can be applied for the late submission of work but if you have difficulty in meeting a deadline talk to your lecturer in confidence.

5.5 Extenuating Circumstances

We realise that students sometimes have unexpected events and are sympathetic to individuals with mitigating circumstances and to requests for extensions. Please direct any enquiries to your tutor and irishlang@liverpool.ac.uk in the first instance as modules are not credit-bearing.

5.6 Marking and results

Although the way your work is assessed will vary according to subject, the marking criteria applied will always be in accordance with University standards:

70 to 100: Work which provides evidence of good critical analysis and/or an original contribution with a command of data or literature which is either broad or intense.

60-69: Work which is thorough, clear and shows evidence of understanding of context and the efficient and competent use of data or literature.

50-59: Work in which the treatment of data or literature is basically sound but underdeveloped.

40-49: Work that shows some understanding, but which offers a basic treatment using a limited range of data, methodologies, and arguments which contain some flaws.

35-39: Work that fails by a small margin to achieve the standards required for a pass.

Under 35: Work that is unstructured, ill-presented, contains serious omissions/errors and which fails to demonstrate adequate knowledge, understanding or sustained argument.

5.7 Referencing, plagiarism & collusion

Plagiarism includes a failure to reference sources, close paraphrasing without acknowledgement and, in the most serious cases, copying or downloading another's work verbatim and presenting it as your own. Collusion occurs when there is unauthorised and unacknowledged collaboration. Penalties for plagiarism and collusion vary but could result in serious mark reduction or a mark of 0%.

To avoid plagiarism, take good care to reference your work well and completely. Your lecturer will provide guidance, or you can find out more at <https://libguides.liverpool.ac.uk/referencing>

5.8 Appeals

If you have concerns about your assignment or marking procedure, in the first instance speak to your tutor.

6. REVIEW, REFLECT & WHAT NEXT?

6.1 Course evaluation

Your views on your studies and learning experience are vitally important to us.

You will be asked to give us feedback during or after your course. You may also be invited to provide feedback at an earlier stage. Please ensure that you follow the guidance provided about how to complete the questionnaire, as your feedback is very important in helping us develop future courses.

6.2 Compliments & complaints

We are keen to hear your comments about any aspect of the programme, including compliments, complaints and information about the types of classes you would like to see in the future. Please contact us by emailing irishlang@liverpool.ac.uk.

6.3 Choosing your next course

If our Irish Language classes have inspired you to continue learning, there are other opportunities offered by the University that you may like to consider.

Continuing Education at the University of Liverpool has been offering courses to the local community in the city and wider region for over 100 years and also has an extensive online offering. The exciting and diverse range of courses, lectures and events covers topics from across the University's subject areas. Drawing on the experience and expertise of the University's academic community its purpose is to build a stimulating and enjoyable learning environment for all – whether you are studying for advancement or for the sheer pleasure of learning. Please visit their website at <https://www.liverpool.ac.uk/continuing-education/> for more information about other courses. You can also sign up for our CE newsletter or find us on Facebook by searching for 'Continuing Education at University of Liverpool.'

Go Higher is an intensive one-day a week, one-year course for adults who want to return to education with a view to going on to a degree course either at the University of Liverpool or elsewhere. No formal qualifications are required. For information visit <http://www.liverpool.ac.uk/humanities-and-social-sciences/go-higher/>.

The Institute of Irish Studies at the University of Liverpool offers part-time and full-time programmes at both undergraduate or postgraduate level, for more information, please see our webpage at <https://www.liverpool.ac.uk/irish-studies/study/>.

7. Location, directions & parking

We work on a hybrid/remote pattern, on our office days we are in the Institute of Irish Studies offices at 1 Abercromby Square, University of Liverpool. L69 7WY. While on very rare occasions staff may be in London this will likely be for other engagements, so we aim to resolve all issues by email.

8. Administration, Terms and Conditions

This Contract sets out the terms and conditions (the Contract) between the University of Liverpool (the University) and students (you/your) enrolled on the Irish Language courses at the Irish Cultural Centre Hammersmith (ICC) and run and administered by the Institute of Irish Studies, University of Liverpool (the Institute), on standalone basis. You should review this Contract carefully before enrolling on an Irish Language course at ICC course delivered by Open Languages. Copies and alternative formats may be obtained from the Institute on request.

This section sets out the process of enrolment and fee payment, and outlines the terms and conditions that apply to your study with Open Languages (OL). The Contract set out below applies specifically to students who are paying a separate fee to study standalone or extracurricular OL courses.

8.1 Our courses

Our courses are listed on the Irish Studies website at <https://www.liverpool.ac.uk/irish-studies/about/irish-language-classes-icc/>. All information provided is correct at the time of publication and is subject to change.

If you require more in-depth detail about the course content than that offered on the website, please contact us at irishlang@liverpool.ac.uk.

The Institute reserves the right to change, due to unforeseen circumstances, a course tutor or to revise the content or delivery of courses from those set out. Any course changes will be notified as soon as it is practical and reasonable to do so.

8.2 Who can join?

We welcome anyone aged 16 and over who can benefit from the opportunities available at the University. Our students come from all walks of life; some have no previous experience of higher education. There are no formal entrance requirements – all that is required is interest and a real love of learning. You should have an IT device (mobile phone/laptop/tablet/computer) that can connect to the internet. Additionally for online courses, you will need an IT device that has a camera and microphone.

Please be aware that Irish Language Classes are designed as an adult learning environment, where discussions are at a mature level and self-motivation is essential. Very occasionally, course content may not be suitable for under-18s.

If you are under 18 years of age, we need to ask you to supply written permission to participate from your parent or legal guardian. A standard form is available for the purposes of giving permission. The person giving permission will also need to supply an emergency telephone number. We are not able to admit those under the age of 16.

8.3 How to enrol

All our enrolment takes place online. Visit our website at <https://www.liverpool.ac.uk/irish-studies/about/irish-language-classes-icc/> and follow the link to browse and book the class on offer.

Please enrol as soon as possible as we operate a 'first come, first served' policy. You need to enrol in advance of the course start date.

For security reasons, we are not able to accept paper enrolments either in person or by post, and we are unable to accept cash or cheques.

8.4 Registration

We cannot register you onto a course unless you fully complete the online enrolment form and have paid the appropriate fee via our online store.

8.5 Fees

Fee details are included in each course description.

Any additional course costs, such as textbooks and the optional Gaeltacht field trip, will be in addition to the course fee. Please note that the Irish Language Classes require the purchase of a textbook.

We are grateful to The Department of Rural and Community Development and the Gaeltacht (An Roinn Forbartha Tuaithe, Pobail agus Gaeltachta) for their generous support of these classes. As the course fees are already subsidised, we will not be offering concessionary fees.

Irish Language classes at ICC are not eligible for University credits, and do not contribute towards any award. However, regular formative assessment and feedback is undertaken to allow students and tutors to measure and discuss progress. The fee for this assessment is already incorporated into the course fee and is non-refundable even if students decline to participate in assessments, as formative assessment is integral to the course design.

8.6 Course cancellations

Courses require a minimum number of students to run; this can vary by course. Where a course is cancelled by the University due to low numbers, a full refund will be issued to the same card that was used to pay the fee. Refunds will be identified on bank and credit/debit card statements as being from the University of Liverpool. We reserve the

right to change a course tutor or withdraw a course in the event of unforeseen circumstances.

Classes are taught over 3 10-week terms, with a weeklong break in the middle of each term, but on occasion planned dates may need to be rearranged, postponed or cancelled due to unforeseen or unavoidable circumstances such as staff illness, industrial action or local/government restrictions. Usually, any missed classes are added to the weeks immediately following the affected term, but other arrangements will be made as necessary.

We recommend that you do not purchase any books or other equipment for your course until we have confirmed the course is definitely running. Decisions are usually made around 7 days prior to the course starting.

8.7 Refund request or withdrawal from a course

If you wish to withdraw from a course, an emailed application for a refund must be sent to irishlang@liverpool.ac.uk a minimum of 14 days prior to the course start date. No refunds will be issued after this date. All withdrawal refunds are subject to an administrative charge of 10% of the relevant fee.

This does not affect your statutory right to cancel this contract at any time within the 14 days immediately following your registration on a course, without giving any reason. In such a circumstance, you will be entitled to a refund of any course fee you have paid to the University prior to your decision to cancel.

All notices of cancellation must be made in writing.

8.8 Personal information and data security

The Student Enrolment and Registration Form collects information that is required by the Higher Education Statistics Agency (HESA) by law, and which is used as the basis for your student record and the University's monitoring of equal opportunities. We are not able to enrol you if you do not complete all sections of the enrolment form.

When you enrol onto the Irish Language Classes, you accept that the University will collect, retain and process certain personal data about you, which may include sensitive personal data about you (for example, data concerning your racial/ethnic origins, criminal convictions, health and wellbeing). The University will hold and process these data in accordance with its legitimate interests and the lawful basis of 'public task,' in order to exercise its responsibilities, and to fulfil its education and support obligations to you.

The University will hold and process your personal data in compliance with our obligations as Data Controller under the General Data Protection Regulation and Data Protection Act 2018. We will not share your data with third parties unless we have an appropriate consent from you, are under a statutory or regulatory obligation to do so (such as with Liverpool Guild of Students, Office for Students, Higher Education Statistics Authority, Student Loans Company, Skills Funding Agency, local authorities

or the Police), or are otherwise permitted to do so under the aforementioned Acts of Parliament.

In the interests of transparency, the University maintains a series of Privacy Statements which outline in more detail how it collects, retains and processes your personal data, which may be updated from time to time. These are available at www.liverpool.ac.uk/legal/data_protection/privacy-notices/.

8.9 IT and information security

You must comply with all regulations, policies and codes of practice in relation to the use of IT during the course of your studies. These can be found on the University's [website](#).

By using University IT facilities, you agree to abide by the [IT Acceptable Use Policy](#), including when you use any of your own devices. The University will not be liable for any damage that is caused by your use of IT equipment and/or connection to the University's network, except in the case of any foreseeable damage resulting directly from the University's negligence or failure to comply with this contract.

The use of computing devices and the University's network for, amongst other things, any illegal activity, the creation or transmission of offensive or obscene material, or the creation or transmission of any material which infringes the IP rights of another person is strictly prohibited. The University may monitor the use (including any personal use) of its network and systems (including telephone, email, voicemail, internet, other communications, and computer systems) and review or restrict information transmitted using them as reasonably necessary to ensure the appropriate use of its services and to comply with its legal obligations.

8.10 Means of communication

Email is the primary form of communication for all course matters. Please ensure that the Irish Language Team has your current email address and that you check your email account regularly, including your junk folder.

You are entitled to create a University of Liverpool student email account, and we would encourage you to do so and to check this account regularly. Further information about this process is available at on the [IT Services website](#).

8.11 Declaration of criminal convictions

The main aim of the University of Liverpool is to admit students with the ability to benefit from the opportunities available at the University. Possession of a criminal conviction will not necessarily mean that an application to study with us will be unsuccessful. It is, however, important that this aim is achieved without prejudice to the safety and well-being of other members of the University community, and there may be occasions where this has to be placed ahead of all other considerations. Decisions regarding the admission of an applicant with criminal convictions are taken fairly and only after the implications of any conviction have been fully explored.

We require all applicants who have a *relevant* criminal conviction to declare this to us. A relevant criminal conviction is one which involves offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant. You can find more information on this at <https://www.liverpool.ac.uk/media/livacuk/study/undergraduate/applying/criminal-convictions-policy.,2022.pdf>

It is important to note that a failure to declare a relevant unspent criminal conviction is taken very seriously and could result in expulsion from the University. You should therefore seek advice before enrolling if you are in any doubt about what you might need to declare.

8.12 Student conduct

The University takes students' wellbeing very seriously and works to create a safe, supportive and respectful campus community. In order to ensure that our campus environment remains inclusive and welcoming to all, we expect high standards of behaviour on and off campus: our students are respectful of others and look out for one another.

You should be aware that your behaviour on and off campus, online and offline, is expected to reflect the values of our community of learning and abide by the Student Conduct Policy. You agree to the terms of this Policy when you enrol on a course. You can read the Policy at www.liverpool.ac.uk/student-administration/policies-procedures/conduct-discipline/.

8.13 The University's general regulations

By enrolling on our courses, you accept and agree to be bound by the terms of this document, by the University's instrument and articles of government, by the University's regulations, policies and procedures, by any additional agreement that is required as part of your course, and by the other documents referred to in these terms and conditions. All of these documents can be found on the University's website and, unless otherwise agreed, the latest versions of these documents will apply.

In particular, you accept and agree to be bound by all [Statutes](#), [Ordinances](#), Regulations, Rules, Policies and Codes of Practice of the University, as they may be updated from time to time, including and where appropriate, but not exclusive to:

- [Student Complaints Policy and Procedure](#)
- [Student Conduct Policy](#)
- [IT Acceptable Use Policy](#)
- [Library Regulations](#)

- [Diversity and Equality of Opportunity Policy](#)
- [Bullying and Harassment Policy](#)
- [Policy and Code of Practice Regarding Freedom of Speech](#)

The University may change this document, any one of the above regulations, policies, procedures or codes of practice, or any other elements of your contract from time to time in order to ensure that it operates efficiently for students, is consistent with best practice, and/or complies with any legal or regulatory requirements. The University will ensure that any important changes to these documents are notified to you as soon as possible.

8.14 Complaints

If you wish to proceed with a complaint, then you may invoke the Student Complaints Policy and Procedure. The Policy and Procedure sets out how you may seek to have your complaint addressed.

It should be recognised that the vast majority of concerns can be handled fairly, amicably and to the satisfaction of all concerned on an informal basis. Only when informal means have been exhausted should a complaint be pursued.

The Student Complaints Policy and Procedure, as well as a pro-forma for the submission of a complaint, is available at www.liverpool.ac.uk/student-administration/policies-procedures/complaints/ or from irishlang@liverpool.ac.uk.

8.15 Intellectual property

Intellectual property (IP) refers to creations of the mind, such as inventions; literary and artistic works; designs etc.

Subject to the remaining provisions of this section, where you are enrolled on one of our courses, and where you are **not** also considered to be an employee of the University, you will own all Intellectual Property (“IP”) that you create and/or develop while you are studying at the University, subject to the exceptions prescribed below.

Exceptions to your sole ownership of IP may include, yet not be exclusive to:

- Where you generate IP as part of an activity where a third party requires ownership (e.g. where on a placement your host requires ownership, or where your studies are sponsored, and the sponsor requires ownership);
- Where you generate IP that builds upon existing IP generated by employees of the University;
- Where you generate IP that you jointly create and/or develop with employees of the University;
- Where you generate IP outside the normal teaching and learning activities of your course, and with more than incidental use of University resources;

- Where you are recruited on a programme of study under the specific understanding that, due to the particular commercial or IP-sensitive environment, your IP position is varied.

Where your situation falls within the exceptions prescribed above, the University may require you to assign your IP rights to the University whereupon you will have access to the revenue sharing scheme applicable to employees of the University. More information on this process can be found at www.staff.liverpool.ac.uk/research/ip-commercialisation/.

The University will share with you any financial benefit accruing to it from the commercial application of University-owned IP which you create and/or develop, in accordance with its [Intellectual Property Policy](#) from time to time in place.

You acknowledge that during the course of your studies you may have access to confidential information belonging to the University or a third party and you agree that you will not use such confidential information other than in connection with your studies (and then only upon such terms and conditions as may have been agreed) and will not without the prior consent of the University or the third party to whom it belongs disclose such confidential information.

8.16 Health, safety and wellbeing

The University will act in accordance with all health and safety legislation and regulations to provide a safe working environment for you during the course of your studies. This applies to all campuses where staff and students may be working or studying, or to the virtual learning environment for blended or distance learning programmes delivered online.

The University will monitor health and safety to ensure continuous improvement, to reduce the risk of an accident and to prevent injury and ill-health. If you are studying remotely from your own home/office/non-university location, you are responsible for the health and safety of your own physical environment.

The University will provide such information, instruction, training and supervision as is reasonably necessary to ensure the health and safety of its staff and students.

You must make yourself familiar with all of the University's procedures and regulations relating to health and safety, including the University's [Safety Policy](#) and any specific rules that apply to your programme or the building in which you are located. All health and safety procedures and regulations must also be followed when you are studying off campus. If you fail to follow health and safety procedures and regulations, the University may take disciplinary action against you.

You must inform the University if you have any mobility issues or if there is any other reason which would affect your ability to follow any health and safety procedures or regulations whilst on the campus or organised field trips. The University will make any reasonable adjustments and provide you with additional support to ensure your safety and wellbeing.

8.17 The University's liability to you

If the University fails to comply with its contract with you, the University is responsible for any loss or damage you suffer that is a foreseeable result of the University's breach of contract or failure to use reasonable skill and care. However, the University is not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if it is an obvious consequence of the University's breach or if it was contemplated by you and the University at the time the contract was entered into.

The University does not exclude or limit in any way its liability for:

- death or personal injury caused by the negligence of the University or its employees, agents or sub-contractors;
- fraud or fraudulent misrepresentation; or
- any other act or omission, liability for which may not be limited by law.

Subject to the points immediately above, the University's total liability to you (whether in contract, tort (including negligence), breach of statutory duty, or otherwise), in connection with your contract with the University shall be limited to the value of the course fees paid by you or on your behalf or the amount, if any, that the University receives from its insurers in respect of a particular loss, whichever is the greater.

The University will not be liable to you for any lost or unreturned work submitted for assessment. It is important that you follow any instructions from the University in submitting work and that you retain copies of work submitted.

You will not be liable to the University for any failure or delay in performing your obligations under this contract which is due to any cause beyond your reasonable control. Similarly, the University will not be liable to you for any failure or delay in performing its obligations under this contract which is due to any cause beyond its reasonable control (including, but not exclusive to, those circumstances described in paragraph below).

8.18 Circumstances outside the University's control

The University shall not be liable to you in circumstances outside the University's control which could not have been foreseen or prevented, even if the University had taken reasonable care, as long as the University has taken reasonable and proportionate steps to mitigate the impacts of these events.

It may be necessary for the University to:

- revise the terms, content or delivery (such as replacing physically attended activities with synchronous and/or asynchronous online teaching) of courses from those set out on the website and/or relevant course literature; or
- discontinue, suspend, merge or combine options within courses; or introduce new options within courses,

These circumstances may include (yet are not exclusive to) the lack of availability of key personnel without whom the University cannot provide its services; under-demand

from students; lack of funding; the acts or omissions of placement providers and other third parties; cancellation of third party licences; changes in the requirements of a commissioning or accrediting body; and other events such as government restrictions, global and/or national pandemics and/or epidemics, civil unrest, severe weather or failure of public or private communications networks.

If the University's services to you are affected by such an event the University will give you as much notice as possible and, where necessary, take reasonably practicable steps to mitigate the effects on the services it provides to you, which will involve every effort being made to preserve the continuation of your study.

8.19 Termination of this Contract

We may terminate this Contract with immediate effect in writing and terminate your registration as a student with the University in any one or more of the following circumstances:

- If, in our reasonable opinion, you provide us during the process of your admission to the University with information which is fraudulent, untrue, inaccurate, incomplete and/or misleading;
- If you voluntarily withdraw from your course;
- If your studies are terminated as a result of your failure to adhere to the rules which regulate the conduct of students, following an appropriate course of disciplinary action taken in accordance with the Policy on Student Conduct and Discipline;
- If your continued registration with the University places the University in breach of any of our legal obligations, including under UK immigration law;
- If you materially breach any of the provisions contained within this agreement;
- If your studies are terminated for any other reason permitted by the Statutes, Ordinances, Regulations, Rules, Policies and Codes of Practice of the University, as they may be updated from time to time.

A decision to terminate your registration as a student will mean that you shall be required to cease studying on your course and to leave the University with immediate effect.

This contract will terminate automatically if you withdraw from your programme of study.

8.20 Other important terms

If there is any conflict or inconsistency between this document and the other documents which form part of your contract with the University, the various documents will apply in the following order of priority

- this document;
- the University's website;
- any agreement relevant to your programme.

The University may transfer its rights and delegate its obligations under this document to another organisation. However, the University will always notify you in writing if this happens and will ensure that no such transfer or delegation will affect your rights under this document.

Your contract with the University (of which this document forms part) is between you and the University. No other person shall have any rights to enforce any of its terms.

Each of the provisions of your contract operates separately. If any court or relevant authority decides that any provision is unlawful (in whole or part), it shall be deemed to have been modified to the minimum extent necessary to make it lawful and the remaining provisions will be unaffected and will remain in full force and effect.

If you are in breach of your contract with the University and the University decides to waive that breach or refrains from, or delays in, enforcing its rights against you or requiring you to perform your obligations, that will not mean that the University has waived its rights against you for that or any other breach, nor that you have been released from those obligations.

This document is governed by English law. You and the University both agree to submit to the exclusive jurisdiction of the English courts.