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PART I - Information

1 Introduction
The BA Moderatorship in Computer Science and Business is a four year honours degree course jointly run by the School of Computer Science and Statistics and the Trinity Business School.

This handbook contains information and regulations for all BA (Mod) Computer Science and Business students in the 2017-18 academic year.

1.1 Term Dates
Teaching is conducted in two academic terms with a total of twenty four weeks. The following table lists the duration of each term and the start and end dates for teaching in each term for the 2017-18 academic year. No lectures are held during the reading weeks in each term.

<table>
<thead>
<tr>
<th>Term</th>
<th>Duration</th>
<th>Start and End Dates (2016-17)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michaelmas Term (MT)</td>
<td>12 weeks</td>
<td>25th September 2017 – 15th December 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Reading Week: 6th November – 10th November 2017)</td>
</tr>
<tr>
<td>Hilary Term (HT)</td>
<td>12 weeks</td>
<td>15th January 2018 – 6th April 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Reading Week: 26th February – 2nd March 2018)</td>
</tr>
</tbody>
</table>

1.2 Contact Information

Course Administration
Joint Course Director Dr. Hugh Gibbons hugh.gibbons@scss.tcd.ie
Joint Course Director Dr Mairead Brady Mairead.Brady@tcd.ie
Course Administrator Teaching Unit teaching-unit@scss.tcd.ie
1.3 General Information

1.3.1 Academic Issues
If you experience any academic problems, below are some sources of assistance:

- the course lecturer;
- other students in the class; your personal tutor (or any other tutor if you cannot find yours), or the Senior Tutor [http://www.tcd.ie/Senior_Tutor/](http://www.tcd.ie/Senior_Tutor/)
- Course Director;
- Head of School or Director of Teaching and Learning (Undergraduate);
- Class representatives;
- Students’ Union Education Officer, (01) 646 8439, education@tcdsu.org

1.3.2 Personal Issues
If you experience any personal problems, below are some sources of assistance:

- your tutor (or any other tutor if you cannot find yours), or the Senior Tutor;
- Student Counselling Service, 7-9 South Leinster Street, student-counselling@tcd.ie; (01) 896 1407 or Niteline (Thursdays to Sundays during term only, 9pm - 2.30am) at 1800 793 793;
- Student Health Service, House 47 - Medical Director: Dr David McGrath 01 896 1556; Health Promotion Officer: Ms Martina Mullin 01 896 1556; Physiotherapist: Ms Karita Cullen 01 896 2565;
- Welfare Officer, Students’ Union, House 6, College (01) 646 8437, welfare@tcdsu.org:
- Chaplains, House 27, College: Fr Alan O'Sullivan (Roman Catholic) 896 1260; Rev. Steve Brunn (Church of Ireland) 01 896 1402; Rev. Julian Hamilton (Methodist) 896 1901; Fr Peter Sexton (Roman Catholic) 01 896 1260;
- Any student, member of staff or other person with whom you feel able to discuss your problems;
- Disability Services, Mr Declan Treanor, Room 3055, Arts Building (01 896 3475), disab@tcd.ie
- College Emergency 01-8961999.

1.3.3 Student 2 Student
From the moment you arrive in College right the way through to your end of year exams Student 2 Student (S2S) is here to make sure your first year is fun, engaging and a great foundation for the rest of your time in Trinity. You'll meet your two S2S mentors in Freshers' Week and they'll make sure you know other people in your course before your classes even start. They'll keep in regular touch with you throughout your first year and invite you to events on and off campus. They'll also give you useful information about your course and what to look out for. Mentors are students who have been through first year and know exactly what it feels like, so you never have to worry about asking them a question or talking to them about anything that's worrying you.

S2S also offers trained Peer Supporters if you want to talk confidentially to another student or just to meet a friendly face for a coffee and a chat. S2S is supported by the Senior Tutor’s Office and the Student Counselling Service.

http://student2student.tcd.ie, E-mail: student2student@tcd.ie, Phone: + 353 1 896 2438

1.4 About School of Computer Science and Statistics in Trinity
The School of Computer Science and Statistics originated from the Department of Computer Science and the Department of Statistics and forms part of the Faculty of Engineering, Mathematics and Science. The Department of Computer Science was founded in 1969 and the BA Moderatorship in Computer Science had its first intake of students in 1979.

The School currently runs four full-time and one part-time degree programme with over 700 undergraduate students. The School also offers a range of postgraduate courses, with over 300 students. In addition, over 150 postgraduate students are studying for research degrees in the School.

The School is a vibrant centre of research. The School, with Electrical Engineering, leads the Centre for Telecommunications Value-Chain Research (CTVR), a Science Foundation Ireland (SFI) Centre for Science, Engineering and Technology (CSET). It is also a major partner in two other important CSETs: LERO (the Irish Software Engineering Research Centre); Smart and Sustainable Cities; and ADAPT.

Research activity is channelled through our five research disciplines:
• Computer Systems Discipline, led by Prof Donal O’Mahony;
• Intelligent Systems Discipline, led by Dr. Declan O’Sullivan;
• Software Systems Discipline, led by Dr David Gregg;
• Statistics Discipline, led by Prof Brett Houlding;
• Information Systems Discipline, led by Prof Brendan Tangney.

We have two Research Centres: the Centre for Research in Information Technology in Education and the Centre for Health informatics.

1.5 About the Trinity Business School
The Trinity Business School was founded in 1925 and has had an innovative role in management education and research which both serves and influences industry. Over the years, our School has played a pioneering role in bringing the MBA to Europe and has created one of Europe’s most sought after undergraduate business degree programmes including the Bachelor of Business Studies, BBS which is very popular. We have a series of top ranked MSc programmes including programmes in marketing, finance, management and data analytics. We also have a vibrant PhD programme with successful graduates working across the globe and generating impact through their research. The Trinity Business School enjoys a strong international profile and maintains excellent relationships with Irish and global organisations in the private, public and voluntary sectors. The Trinity Business School is ranked 1st in Ireland, and 16th in Western Europe (Eduniversal Deans’ Ranking 2016).

The School’s mission is to educate the most able undergraduates, postgraduates and experienced managers, providing each with the best disciplinary competence in management as well as a critical and inquiring understanding of organisations. Our students, faculty, staff and alumni comprise one of the finest business school communities in Europe.

Undergraduate: The School’s undergraduate programmes are characterised by focus and unique curricula. The B.B.S. degree allows undergraduates to specialise in Business, while the B.A. Moderatorship in Economic and Social Studies (BESS) enables undergraduates to combine Business with Economics, Political Science or Sociology to honours level. The Business Studies and a Language degree combine business studies with French, German, Spanish, Polish or Russian. Two of the most popular undergraduate programmes are Law and Business as well as your degree choice Computer Science and Business.

Research: The Trinity Business School has a globally-recognised track record in all areas of Business research, most particularly international business, public service management, entrepreneurship and finance. The Business School fosters individual research and scholarship by all members of staff and has over 50 PhD students. Research in Trinity Business School is both a collective and individual endeavour. The basic element of research is the inquisitive individual mind, seeking answers to managerially relevant questions. Much of our work is carried out individually, but much
also is undertaken in local, national or international collaborations.

**Masters Programmes:** The Trinity Business School has extended its suite of Masters Degrees to incorporate 8 one-year full-time Masters to include a M.Sc. in Finance, M.Sc in International Management, M.Sc. Digital Marketing, M.Sc. in Management, M.Sc. Marketing and M.Sc. Financial Risk Management.

**Trinity MBA:** The Trinity MBA is one of Europe’s longest established full time, one-year international MBA programmes, with a multinational student body representing 15 or more nations. It has a global reputation consistent with Trinity’s four hundred year old tradition. The Trinity Business School has also more recently established the Trinity part-time MBA, which is offered over two years and is designed for delivery to busy managers, executives and business owners who need to balance their study with work commitments.

**Programme Learning Goals**

The following programme learning goals exist for the CS &B Business School subjects:

1. Identify, critically evaluate and synthesise the substantive theories, frameworks and models, both qualitative and quantitative, that are used in fields of enquiry related to business, management and the social sciences
2. Analyse and solve a variety of problems in the private and public sectors from a multi-disciplinary knowledge basis of theories, tools and techniques in business and the social sciences
3. Communicate effectively in oral and written modes in professional and academic settings
4. Apply knowledge and understanding of the social and ethical dimensions of management and research in both the public and private sectors of society and to apply this knowledge effectively in management and research contexts
5. Work effectively as an individual and in teams
6. Demonstrate the ability to engage productively with a changing social, cultural and technological environment
PART II - Regulations

This part of the Course Handbook sets out the examination regulations that apply to the BA (Mod) Computer Science and Business in the 2016/17 academic year.

The College Calendar, which is published annually at the beginning of each academic year, contains the following additional regulations:

- General Regulations that apply to all degree programmes in the University
- General Faculty Regulations that apply to courses within the Faculty of Engineering, Mathematics and Science
- Regulations that apply specifically to the Moderatorship in Computer Science and Business

If any discrepancy exists between the regulations in this document and the College Calendar, the College Calendar takes precedence.

The Calendar is available online at http://www.tcd.ie/calendar

2 Regulations Applying to All Years
The following regulations apply to all Computer Science and Business students.

2.1 Attendance and Participation
Students are required to attend all lectures, laboratory and tutorial sessions associated with their course and to participate fully in the academic work of their class.

Students must notify the lecturer concerned or their tutor as early as possible if they are unable to attend lectures, laboratories or tutorials or to submit coursework for any reason. Students who are absent for medical reasons should notify their tutor and will usually be required to provide a medical certificate.

College regulations on Attendance can be found in the College Calendar: General Regulations and Information or online at:


2.2 Non-satisfactory Attendance or Performance
At the end of each teaching term, students whose attendance or performance in coursework has not been satisfactory may be reported to the Senior Lecturer's Office as non-satisfactory for that term. Normally, where students are non-
satisfactory in a course for two terms in the year they may be refused permission to take their annual examinations and may be required to repeat the year.

2.3 Coursework
It is the responsibility of each student to retain a copy of any coursework that they submit. Please consult the module descriptors for details on the different types of assessment for each module.

2.4 Plagiarism

Individual Work and Plagiarism
It is important to highlight that all work submitted must be your own, and not taken directly from the internet or other sources. The College takes plagiarism seriously. The College regulations governing plagiarism are available in the college calendar and are copied in Appendix 1. You are expected to be familiar with these rules and to understand what is considered plagiarism.

Before beginning your first assignment, you must complete the online tutorial on avoiding plagiarism 'Ready, Steady, Write', located at

http://tcd-ie.libguides.com/plagiarism/ready-steady-write

You are also encouraged to use the College Library’s repository of resources on plagiarism and its avoidance at

http://tcd-ie.libguides.com/plagiarism

In the case of group work, groups should establish some mechanism to ensure that no member engages in plagiarism. Do not sign the Group Assignment Declaration if you have not assured yourself that the whole assignment is original.

We reserve the right to use plagiarism detection technology to investigate suspicions of plagiarism.

2.5 Examination Regulations
Please note that some JS and SS annual examinations are held in the Winter Examination session in early January. All other examinations are held in the normal Annual Examination session.

All regulations pertaining to examinations can be found online in the College Calendar in Section 50:


2.5.1 Serious Attempt
Students who do not make a serious attempt at their examinations may be excluded from the course.
2.5.2 Overall Grade

Students who pass their annual examinations are awarded an overall honours grade for the year based on the overall average mark achieved. Students who pass their examinations at supplements are awarded an overall pass grade for computer science and statistics subjects and are awarded the grade achieved for the business subjects.

<table>
<thead>
<tr>
<th>Grade or Description</th>
<th>Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class Honors</td>
<td>I</td>
<td>70% and above (annual examination only)</td>
</tr>
<tr>
<td>Second Class, First Division Honors</td>
<td>II.1</td>
<td>60 – 69% (annual examination only)</td>
</tr>
<tr>
<td>Second Class, Second Division Honors</td>
<td>II.2</td>
<td>50 – 59% (annual examination only)</td>
</tr>
<tr>
<td>Third Class Honors</td>
<td>III</td>
<td>40 – 49% (annual examination only)</td>
</tr>
<tr>
<td>Pass</td>
<td>P</td>
<td>Passed all courses or has compensated for failure in a single course</td>
</tr>
<tr>
<td>Fail</td>
<td>F</td>
<td>Failure in one or more subjects</td>
</tr>
<tr>
<td>Absent</td>
<td>A</td>
<td>A – Absent without explanation</td>
</tr>
<tr>
<td></td>
<td>a</td>
<td>a – Absent with permission</td>
</tr>
<tr>
<td>Deferred</td>
<td>Def</td>
<td></td>
</tr>
<tr>
<td>Excluded</td>
<td>Excl</td>
<td>Excluded from programme</td>
</tr>
<tr>
<td>Medical certificate</td>
<td>MC</td>
<td>Absent on medical grounds</td>
</tr>
<tr>
<td>Non-satisfactory</td>
<td>NS</td>
<td>Non-satisfactory performance during year</td>
</tr>
<tr>
<td>Off books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repeat year</td>
<td></td>
<td>Students who have failed a year for the first time may repeat their studies if they have achieved an acceptable minimum standard (supplemental examinations only)</td>
</tr>
<tr>
<td>Withdrew</td>
<td>WD</td>
<td>Withdrawn from programme</td>
</tr>
<tr>
<td>Withheld</td>
<td>RW</td>
<td>Results withheld for academic or administrative reasons</td>
</tr>
</tbody>
</table>

2.5.3 Publication of Examination Results

Annual and supplemental examination results are published anonymously in numerical order by student number on the School of Computer Science & Statistics notice board. The results for individual courses will be coded according to the table above. Results are also available through the my.tcd.ie portal.

2.5.4 Discussion of Examination Performance

College regulations on *Access to scripts and discussion of performance* can be found in the College Calendar, online in Section 51:

2.5.5 Appeals
Students may appeal their examination results using the Faculty and College appeals process of the administering faculty. College regulations on Re-check/re-mark of examination scripts and Academic Appeals can be found using this link:

https://www.tcd.ie/academicregistry/exams/results/recheck/

2.6 Module Descriptors
All module descriptors are available to view through the my.tcd.ie portal and on the course website: https://www.scss.tcd.ie/undergraduate/computer-science-business/

2.7 Senior Sophister Final Year Project
Details on the final year project are available here: https://www.scss.tcd.ie/StudentProjects/index.php

Previous final year project reports are available at https://www.scss.tcd.ie/publications/projects/fyp-index.14.php

2.7.1 Research Ethics for Senior Sophister Final Year Projects

Any research project that involves human participation conducted through this course (for example, a questionnaire or survey, or system user-evaluation, etc.) must have independent review by a Research Ethics Committee before its commencement.

A basic principle is that prospective participants should be fully informed about the research and its implications for them as participants, with time to react on the possibility for participation prior to being asked to sign an informed consent form.

The online system, with further information and guidelines, can be found here: http://www.scss.tcd.ie/undergraduate/ethics/
It takes time to prepare an application for research ethics approval, to have the application considered, and to respond to feedback on the application where issues are raised. You should plan in your work for the time it takes to obtain research ethics approval.

If this is your first time to apply for ethical approval it is suggested that you should prepare your application and then make a special appointment with your supervisor to go through the ethical application.

As your supervisor will have had previous experience in preparing applications, and has to sign the application, this should hasten the process, and reduce or eliminate any amendments required.

Retrospective approval will not be granted. Please also note, research conducted in the School of Computer Science and Statistics should be undertaken with cognisance of the TCD Guidelines for Good Research Practice; see

Appendix 1: Plagiarism

82 General

It is clearly understood that all members of the academic community use and build on the work and ideas of others. It is commonly accepted also, however, that we build on the work and ideas of others in an open and explicit manner, and with due acknowledgement. Plagiarism is the act of presenting the work or ideas of others as one’s own, without due acknowledgement. Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences. It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism. Plagiarism is considered to be academically fraudulent, and an offence against academic integrity that is subject to the disciplinary procedures of the University.

83 Examples of Plagiarism

Plagiarism can arise from actions such as:
(a) copying another student’s work;
(b) enlisting another person or persons to complete an assignment on the student’s behalf;
(c) procuring, whether with payment or otherwise, the work or ideas of another;
(d) quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format, including websites and social media;
(e) paraphrasing, without acknowledgement, the writings of other authors.

Examples (d) and (e) in particular can arise through careless thinking and/or methodology where students:
(i) fail to distinguish between their own ideas and those of others;
(ii) fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;
(iii) fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain, and information which might be widely known, but which nevertheless requires some sort of acknowledgement;
(iv) come across a distinctive methodology or idea and fail to record its source.

All the above serve only as examples and are not exhaustive.

84 Plagiarism in the context of group work

Students should normally submit work done in co-operation with other students only when it is done with the full knowledge and permission of the lecturer concerned. Without this, submitting work which is the product of collusion with other students may be considered to be plagiarism. When work is submitted as the result of a group project, it is the responsibility of all students
in the group to ensure, so far as is possible, that no work submitted by the group is plagiarised.

85 **Self plagiarism** No work can normally be submitted for more than one assessment for credit. Resubmitting the same work for more than one assessment for credit is normally considered self-plagiarism.

86 **Avoiding plagiarism** Students should ensure the integrity of their work by seeking advice from their lecturers, tutor or supervisor on avoiding plagiarism. All schools and departments must include, in their handbooks or other literature given to students, guidelines on the appropriate methodology for the kind of work that students will be expected to undertake. In addition, a general set of guidelines for students on avoiding plagiarism is available on http://tcd-ie.libguides.com/plagiarism.

87 If plagiarism as referred to in §82 above is suspected, in the first instance, the Director of Teaching and Learning (Undergraduate), or their designate, will write to the student, and the student’s tutor advising them of the concerns raised. The student and tutor (as an alternative to the tutor, students may nominate a representative from the Students’ Union) will be invited to attend an informal meeting with the Director of Teaching and Learning (Undergraduate), or their designate, and the lecturer concerned, in order to put their suspicions to the student and give the student the opportunity to respond. The student will be requested to respond in writing stating his/her agreement to attend such a meeting and confirming on which of the suggested dates and times it will be possible for them to attend. If the student does not in this manner agree to attend such a meeting, the Director of Teaching and Learning (Undergraduate), or designate, may refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to under CONDUCT AND COLLEGE REGULATIONS §2.

88 If the Director of Teaching and Learning (Undergraduate), or designate, forms the view that plagiarism has taken place, he/she must decide if the offence can be dealt with under the summary procedure set out below. In order for this summary procedure to be followed, all parties attending the informal meeting as noted in §87 above must state their agreement in writing to the Director of Teaching and Learning (Undergraduate), or designate. If the facts of the case are in dispute, or if the Director of Teaching and Learning (Undergraduate), or designate, feels that the penalties provided for under the summary procedure below are inappropriate given the circumstances of the case, he/she will refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to under CONDUCT AND COLLEGE REGULATIONS §2.

89 If the offence can be dealt with under the summary procedure, the Director of Teaching and Learning (Undergraduate), or designate, will recommend one of the following penalties:

(a) Level 1: Student receives an informal verbal warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will be assessed and marked without penalty;
(b) Level 2: Student receives a formal written warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will receive a reduced or capped mark depending on the seriousness/extent of plagiarism;

(c) Level 3: Student receives a formal written warning. The piece of work in question is inadmissible. There is no opportunity for resubmission.

90 Provided that the appropriate procedure has been followed and all parties in §87 above are in agreement with the proposed penalty, the Director of Teaching and Learning (Undergraduate) should in the case of a Level 1 offence, inform the course director and where appropriate the course office. In the case of a Level 2 or Level 3 offence, the Senior Lecturer must be notified and requested to approve the recommended penalty. The Senior Lecturer will inform the Junior Dean accordingly. The Junior Dean may nevertheless implement the procedures as referred to under CONDUCT AND COLLEGE REGULATIONS §2.

91 If the case cannot normally be dealt with under the summary procedures, it is deemed to be a Level 4 offence and will be referred directly to the Junior Dean. Nothing provided for under the summary procedure diminishes or prejudices the disciplinary powers of the Junior Dean under the 2010 Consolidated Statutes.
School of Computer Science and Statistics

Assessment Submission Form

<table>
<thead>
<tr>
<th>Student Name</th>
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<tbody>
<tr>
<td>Student ID Number</td>
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<tr>
<td>Course Title</td>
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<tr>
<td>Module Title</td>
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<tr>
<td>Lecturer(s)</td>
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<tr>
<td>Assessment Title</td>
<td></td>
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<tr>
<td>Date Submitted</td>
<td></td>
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<tr>
<td>Word Count</td>
<td></td>
</tr>
</tbody>
</table>

I have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at: [http://www.tcd.ie/calendar](http://www.tcd.ie/calendar)

I have also completed the Online Tutorial on avoiding plagiarism 'Ready, Steady, Write', located at [http://tcd-ie.libguides.com/plagiarism/ready-steady-write](http://tcd-ie.libguides.com/plagiarism/ready-steady-write)

I declare that the assignment being submitted represents my own work and has not been taken from the work of others save where appropriately referenced in the body of the assignment.

Signed ............................ Date ..............................
Author Declaration for Group Assignments

Assignment Number: ______
Module Number: ______
Title of Assignment:

Word Count: ______

<table>
<thead>
<tr>
<th>Student Number</th>
<th>Student Name</th>
<th>Nature of Contribution</th>
<th>Percentage contribution</th>
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We have read and we understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at: http://www.tcd.ie/calendar

We have also completed the Online Tutorial on avoiding plagiarism ‘Ready, Steady, Write’, located at http://tcd-ie.libguides.com/plagiarism/ready-steady-write

We declare that this assignment, together with any supporting artefact is offered for assessment as our original and unaided work, except in so far as any advice and/or assistance from any other named person in preparing it and any reference material used are duly and appropriately acknowledged.
We declare that the percentage contribution by each member as stated above has been agreed by all members of the group, and reflects the actual contribution of the group members.

Signed and dated:

_________________________                     __________________________

_________________________                     __________________________

_________________________                    __________________________

_________________________                     __________________________