School of Computer Science and Statistics

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PART I - Information

1. Welcome

Welcome back. I hope you had a good break. Congratulations on getting through JS.

If you have any queries during the year you are welcome to drop into my office in Room 1.33 in the Lloyd Institute or email me at simon.wilson@tcd.ie.

I wish you every success in the coming year.

Simon Wilson
Course Director, MSISS.

2. A Note on this Handbook

This handbook contains information and regulations for Senior Sophister students on the BA (Mod) Management Science and Information Systems Studies in the 2016-17 academic year. Please retain it for future reference.

Information provided in this handbook is accurate at time of preparation. Any necessary revisions will be notified by college email. Please note that, in the event of any conflict or inconsistency between the General Regulations published in the University Calendar and information contained in course handbooks, the provisions of the General Regulations will prevail. The University Calendar is available at

http://www.tcd.ie/calendar/

This handbook is also available from the School of Computer Science and Statistics website at

https://www.scss.tcd.ie/undergraduate/msiss/ss/

It is strongly recommended that you keep this booklet safely. You may need to refer to it during the year.
3. General Information

3.1. Term Dates

The following table lists the duration of each term and the start and end dates for teaching in each term for the 2016-17 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 (2016-2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michaelmas Term (MT)</td>
<td>12 weeks</td>
<td>26th September 2016 – 16th December 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Study Week: 7th November – 11th November 2016)</td>
</tr>
<tr>
<td>Hilary Term (HT)</td>
<td>12 weeks</td>
<td>16th January 2017 – 7th April 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Study Week: 27th February – 3rd March 2017)</td>
</tr>
</tbody>
</table>

Annual examinations will take place from 1st May to 26th May 2017. Examination dates will be posted on the College web site in due course. It is the student’s responsibility to determine dates, times and locations of examinations.

3.2. Contact Information

BA (Mod) Management Science and Information Systems Studies Administration

Course Director                  Professor Simon Wilson   simon.wilson@tcd.ie

Course Administrator            Gillian Long            Gillian.Long@scss.tcd.ie
3.3.  Dealing with Problems

If you have problems, it saves you and us a great deal of hassle if they are directed to the right source. In general enquiries should be directed as follows:

3.3.1. Personal Problems

Most matters including all personal problems and/or requests for special treatment (e.g. seeking permission to take a year off, obtaining details of your examination marks or appealing an examination result) should be taken to your tutor, whose job it is to help you. Going to other staff members or the course administrator will only result in your being re-directed. If your tutor cannot be found, you should approach one of the other tutors or in an emergency, the Senior Tutor.

3.3.2. Administrative Matters

Administrative matters (e.g. replacement of lost timetables or requests for transcripts) should be addressed to Gillian Long Gillian.Long@scss.tcd.ie or to teaching-unit@scss.tcd.ie.

3.3.3. Academic Matters

Academic issues (e.g. “I don’t understand this”, “Can we arrange a revision class?”) should be taken to the lecturer concerned. Lecturers are here to help you. **If you are in difficulties you should ask for help.** Be aware however that lecturers are generally only willing to help students who attend lectures regularly (unless the students concerned are absent for some genuine reason). Many academic staff, including the Director of Studies, have ‘office hours’, i.e. times when they are available in their rooms to meet students without a prior appointment. These are usually posted on their office door. It is helpful to staff if a problem can wait until one of these times.

Programme or wider course issues (e.g., books are not available in the library, you can’t hear a certain lecturer because he/she does not speak clearly) should be taken to the class representative who should in turn take them up with the Director of Studies, Simon Wilson. If in doubt, speak to your tutor first.

3.3.4. Programming Centre

The Programming Centre is available to all MSISS students free of charge. The centre operates as a drop-in service where you can get help with any problems you might have with programming in your courses. For further information, please visit http://www.scss.tcd.ie/misc/psc/
3.3.5. Students with Disabilities

If you have a general or a specific learning disability (such as dyslexia) you may want to register with Student Disability Services. A variety of supports are available to disabled students within the College. Further information on these services can be found at [http://www.tcd.ie/disability/](http://www.tcd.ie/disability/).

You can make an appointment to see staff of Student Disability Services:

- By Phone: (01) 896 3111
- By Text (Deaf Students): 086 3442322
- By Email: disab@tcd.ie
- On the website
- Or, by calling into the office (Room 2054, The Arts Building).

3.3.6. Other Sources of Support and Help in College

- Student Counselling Service – 3rd Floor 7-9 South Leinster St., Tel: 01 896 1407, or email: student-counselling@tcd.ie. Emergency appointments are available. This service is confidential and free to students. See [http://www.tcd.ie/Student_Counselling/](http://www.tcd.ie/Student_Counselling/).
- Chaplains - House 27, chaplaincy@tcd.ie. Tel: Peter Sexton and Paddy Gleeson : 01 896 1260; Julian Hamilton : 01 896 1901 and Darren Mc Callig at 01 896 1402. The Chaplains run a Bereavement Support Group for those who have experienced loss. The Chaplains will also help you make contact with other religious communities in Dublin. See [http://www.tcd.ie/Chaplaincy/index.htm](http://www.tcd.ie/Chaplaincy/index.htm)
- College Health Service - House 47 (beside the rugby pitch), Tel: 01 896 1556. Appointments may be made in person or by telephone. This service is free to most students. [https://www.tcd.ie/collegehealth/](https://www.tcd.ie/collegehealth/)
- College Tutors and Senior Tutor’s Office, House 27. Tel: 01 896 2551. stosec@tcd.ie. You can find your tutor’s name and contact number through the my.tcd.ie portal.
- Welfare Officer, Students’ Union, House 6, College 01 646 8437, welfare@tcdsu.org;
- Niteline - A confidential help-line for students run by students is available during term-time, by telephone between 9pm and 2.30am at 1800 793 793.

**REMEMBER**

If you are in difficulties of any sort, seek help as soon as possible. The staff and College support services are here to help you.
PART II - Regulations

4. Overview of Regulations

This part of the Course Handbook sets out the examination regulations that apply to the BA (Mod) Management Science and Information Systems Studies in the 2016/2017 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 Management Science and Information Systems Studies.

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](http://www.tcd.ie/calendar).

You are expected to be aware of the various regulations. Ignorance of the regulations is not a valid reason for failure to comply.

4.1. Rules for Handing in in-term Assessments

Many MSISS modules include an element of continuous assessment. Different departments have their own rules on assessments and homework. You should make sure that you are familiar with these rules and that you understand them.

A coversheet should be completed and attached to **ALL** work submitted in hard or soft copy or via Blackboard. A template is available at: [https://www.scss.tcd.ie/undergraduate/msiss/ss/](https://www.scss.tcd.ie/undergraduate/msiss/ss/)

The coversheet includes the declaration:

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).

The MSISS rules for handing in and marking of assessments are summarised below.

1. Unless otherwise stated, the deadline for all MSISS continual assessment work will be 12.00 noon on a Monday. The Lecturer-in-Charge must give written or e-mail notice of alternative deadlines. Where non standard procedures apply, (s)he must also give written or e-mail notice of:
   - the deadline;
   - where and how assessments are to be handed in;
   - the penalties for late submission;
   - the procedures for granting permission for late submissions.

   Otherwise the default rules as set out below will apply.

2. The default procedure for assignment submission is as follows.

   All module work must be handed in to the School office. When handing in an assignment or project, you must sign the “Student Assessment Sign-in” sheet in the presence of the course administrator. The date and time the assessment is handed in is noted on this sheet. Assessments must be clearly labelled and show:
   - Your name;
   - The correct description of the assignment (e.g. Applied Prob. Exercise 3);
   - The name of the appropriate lecturer.

   At the end of the week, the tray will be cleared and all assignments and the sign-in sheet will be handed to the lecturer.

   If the office is closed you should put your assignment in the box provided and sign the sign-in sheet. Clearly write your name, the name of the assignment, the name of the lecturer, and the time you signed in.

3. **Penalties** for late submission are as follows. Material submitted late will be down marked 20% of the mark that would otherwise have been awarded for each day (or part thereof) that it is late. Thus work that is late at all will incur a penalty of 20%, work submitted more than 24 hours late will incur a penalty of 40% and so on. Work submitted more than 96 hours late will receive a mark of zero. For MSISS this means that work submitted after 12.00 noon on the Friday of the relevant week will receive a mark of zero.

4. **Extensions** are normally granted only if you can present a good reason for not being able to submit on time. If you need an extension you should speak to your tutor not to the Lecturer. Lecturers will normally grant you an extension following a letter from your tutor who must ask for a specified number of days extension. Tutors will only recommend extensions if the difficulties could not have been foreseen.

   Sometimes, where there is a general problem, a Lecturer may award an extension to the entire class. In this case, the details of the extension will be posted or e-mailed to all
students. The penalty will operate as before, after the extension. If the assessment in question is a team project, and the extension is sought - through the tutor - by one team member, the maximum extension that can be given is 1 week.

5. **You should always retain a copy of everything submitted in case of dispute; a paper copy is recommended.** If kept in electronic form, you should have a backup copy. This is important. If, for example, a Lecturer says he/she never received your submission and you do not have a copy, it may be difficult to prove that you ever submitted it!

6. If you have really exceptional problems (for example, your tutor is ill), you should speak to the Director of Studies.

### 4.2. Teamwork Assessment

During your time in MSISS you will be required to work in teams and prepare assessments which will be graded and contribute to your final examination results. Your attention is drawn to the following regulation, instituted in an effort to be equitable to all team members:

> "In the case of project work conducted by teams, the work of each team will be assessed as a team. Individual students’ assessment grades will be based primarily on the team assessment grade. In addition, students may be asked to submit an individual report on perceived contributions, per cent, of all team members. Adjustments to individual grades may be made in the light of these reports. In the event of discrepancy, the lecturer may consult some or all group members."

### 4.3. 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 A. 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


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


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.
4.4. Research Ethics

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.

Individual applications are considered on their own merits. A basic principle is that prospective participants should be fully informed about the research and its implications for them as participants, with time to reflect on the possibility for participation prior to being asked to sign an informed consent form. Informing prospective participants fully includes declaring potential conflicts of interest that the researcher may have in conducting the research, detailing how participants may withdraw data associated with their participation from further analysis within the study, explaining the preservation of their anonymity within the study, warning them about potential consequences of discovery during the study of issues that would necessarily have precedence over assurances of anonymity, and so on.

Application forms, with guidelines, can be found here:

https://www.scss.tcd.ie/Local/research_unit/ethics/

The Research Ethics Committee will consider each application and normally provide a response within two weeks but not more than one month later.

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.

To apply for research ethics approval, you should email your application to research-ethics@scss.tcd.ie. You will not receive an automated acknowledgement that your application has been received (therefore, you can be certain that when you receive mail about your application, it has been addressed).

All applications must be reviewed and signed by the research Supervisor or Principal Investigator on the project. This signature confirms an assertion that the application is complete in terms of its formal requirements; it does not stand as proxy for ethical approval. Forms which are not signed or presented to an acceptable standard (e.g.: incomplete; excessive typographical or grammatical errors) will be returned and may therefore incur delays for the researchers involved.

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.

http://www.tcd.ie/about/policies/assets/pdf/TCDGoodResearchPractice.pdf
4.5. Examination Regulations – Senior Sophister

1. The examinable subjects are as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST4001</td>
<td>Final Year Project</td>
<td>20</td>
</tr>
<tr>
<td>ST4003</td>
<td>Data Analytics</td>
<td>10</td>
</tr>
<tr>
<td>ST4004</td>
<td>Management Science in Practice</td>
<td>10</td>
</tr>
<tr>
<td>ST4500 or ST4502</td>
<td>Strategic Information Systems</td>
<td>10 or 5</td>
</tr>
<tr>
<td>Option</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

These are examined during the annual examination period.

The mark in each subject is generally a combination of an exam mark and a coursework mark. The method which is used to combine exam and assignment marks into the overall mark is at the discretion of the course lecturer. In some courses to pass students must pass BOTH the written examination AND the coursework component. Students should make themselves aware of the rules governing assignments at the beginning of each course.

2. The overall average mark in the annual examination will be a weighted average of each modules mark. The weights used will be the ECTS value for each subject.

3. To pass candidates must achieve a mark of 40% or more in each of the subjects.

4. Candidates may also pass by compensation if and only if:

- They achieve an overall average mark of 40% or more and either;
  - pass modules totalling 55 credits, and get a minimum mark of 30% in the failed module
  - or
  - pass modules totalling 50 credits, and get a minimum mark of 35% in the failed module(s) (either one 10-credit module or two 5-credit modules).

5. A grade based on the overall average mark will be returned for students who pass as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>70%-100%</td>
</tr>
<tr>
<td>II.1</td>
<td>60%-69%</td>
</tr>
<tr>
<td>II.2</td>
<td>50%-59%</td>
</tr>
<tr>
<td>III</td>
<td>40%-49%</td>
</tr>
</tbody>
</table>

Where appropriate, transcripts will show “by compensation”.

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6. **Submission of Project report**

Project reports must be submitted by the deadline given. Where a student has difficulties meeting the deadline due to illness, personal circumstances or a particular problem with the project, the student or the student’s tutor may make an application to the Course Coordinator for an extension of the deadline. Applications for extensions cannot be made retrospectively. The decision to grant such an extension is at the sole discretion of the Course Coordinator.

Where a project report is submitted late, the following rules will apply:

- Five marks will be lost immediately for the first day the project report is overdue. For each subsequent day of the first week overdue, one mark will be deducted for each working day (Monday through Friday) or part of a working day that the project report is late.
- For the second and third weeks overdue, 2 marks per working day or part thereof will be deducted.
- A project report which is more than three weeks overdue will have 0 marks awarded for it.

The project mark is derived as an agreed mark between the internal examiner and the supervisor. If agreement cannot be reached another examiner will be appointed to adjudicate. The external examiner will also be consulted as to the grade.

The student who achieves the highest mark in the project shall be awarded the IBM David Dier Memorial Prize.

7. **Any candidate may be required to present themselves for an oral examination in the presence of the external examiner. The decision to call candidates will be made at the preliminary meeting of the board of examiners but is subject to confirmation by the external examiner.**

The candidate will be informed as to the reason for the oral. The most common reason is that the candidate is close to a grade boundary and the board of examiners judges that the interview may result in the award of the higher grade. However the board may decide on an oral for any other reason.

8. **If the candidate passes all courses the moderatorship mark will be computed as: 65% of the SS mark + 35% of the JS mark. This mark will be rounded to the nearest whole number and converted into a grade as defined in section 5.**

9. **No supplemental examinations are permitted in the SS year. Should a candidate fail the SS year she/he is entitled to an ordinary BA degree.**

10. **Failure to present at College examinations without good reason will result in a student being excluded from the course.**

Students who do not make a serious attempt at their examinations may be excluded from the course.
Part III – Programme Structure

5. An Overview of the Senior Sophister Year

This section lists the Senior Sophister subject modules and a brief description of each is given. Detailed module descriptors are available to view on the student portal, my.tcd.ie. Note: the brief module descriptions may be subject to change. Please refer to my.tcd.ie for the most up to date versions.

Note: the following options listed are subject to change for academic year 2015/16.

5.1. ST4001 Final Year Project

The aims of the project are to integrate the theoretical and practical knowledge of the student across all of the years of their study and provide a practical demonstration of their capability in executing a challenging and large-scale project for a real world client.

5.2. ST4003 Data Analytics

The aim of the module is to introduce the students to a set of techniques including classification trees, neural networks, ensemble methods and support vector machines. Some techniques will be discussed in detail whilst a brief overview will be given for others. Methods to evaluate models will also be discussed.

5.3. ST4004 Management Science in Practice

This course will look into some of the topics covered in the earlier management science courses at greater depth, with emphasis on how the methods can be practically implemented, principally through Excel. The module covers: Performance Measurement; Risk Management; Simulation in complex modelling; Parametric elicitation; Supply Chain Management; Multi-objective, Multi-Criteria decision making; CPM and PERT analysis; Stochastic linear programming; Decision theory; Dynamic programming; Utility of money; Futures and options.

5.4. ST4500 Strategic Information Systems

The objective of this module is to present students with a broad overview of the business and social impacts of contemporary developments in information systems and technology and to enable students to think critically about business and societal impacts and implications of ICT today and going forward. Specific topics addressed in this module will be drawn from a range of topics including, but not limited to: Enterprise resource planning systems; Customer relationship management systems; Knowledge management; IS management and governance; Outsourcing; IS evaluation; Strategic IS planning; IS project management; e-Government; e-Democracy; The
information society; e-Business infrastructures; Mobile business and location awareness; Privacy and trust; Enterprise architectures; Service oriented architectures; Open systems; Emerging technologies; and Technology forecasting.

5.5. **ST4502 Strategic Information Systems (5 ECTS MT ONLY)**

This module has to be taken by students that are taking a 15ECTS elective such as BU4530 Financial Reporting and Analysis.

5.6. **[Option] BU4530 Financial Reporting and Analysis**

The aim of this module is to develop students' understanding of external financial reporting (principally by publicly quoted companies). The module is designed to follow the accounting principles module BU2520a and to develop students' understanding of external financial reporting (principally by publicly quoted companies).

5.7. **[Option] EC3010 Economic Analysis**

This module builds on the foundations of EC2010 Intermediate Economics, developing some of the topics from that module, and introducing some new ones.

Module 1 covers Microeconomics: topics include general equilibrium and welfare; consumer's surplus, and extensions; risk and insurance; the portfolio problem; intertemporal choice; business financial decisions; Modigliani and Miller theorems on capital structure.

Module 2 covers Macroeconomics: intertemporal consumption and labour supply; investment theory; money demand; the analysis of business cycles; monetary policy; fiscal policy.

5.8. **[Option] EC3050 Investment Analysis**

This module analyses, at both a practical and theoretical level, the process of investment in financial markets. Its aims are to introduce students to the various types of financial instruments in common use and to the economic theories that explain how they are priced. The types of securities considered include interest-bearing securities, equities and derivatives (options, futures, etc.). The focus for the first half of the module will be on fixed income securities and derivatives. As we will see, the principles to be discussed and the analytical tools to be presented have a much wider application in making decisions under conditions of uncertainty. Students are also required to complete a project involving the collection and analysis of financial data. The second half of the module explores how financial markets operate and how securities are bought and sold. The trade-off between higher average returns and more ‘risky’ pay-offs is then discussed. The problem of determining an optimal investment strategy, given beliefs about the probability distribution of
returns, is also addressed. Other issues considered include the informational efficiency of financial markets and systematic pricing failures, the role of behavioural biases, and the relative usefulness of fundamental analysis and technical analysis in predicting price movements. This module does not assume previous knowledge of financial economics and for the most part the level of mathematics and statistics does not extend beyond SF Maths and Stats. Students should note, however, that this is an analytical economics module that makes constant use of tools derived from mathematical and statistical concepts. Students interested in working in areas related to investment and finance are likely to find the course of value for their career.

5.9. [Option] ST3453/54 Stochastic Models in Space and Time I and II

Stochastic Processes are widely used to model processes which change randomly in space and/or time. They form the basis of most forecasting procedures. This module will provide an introduction to the general concepts such as stationarity and Markov processes and will subsequently concentrate on the models underlying linear processes as used in time series modelling, in spatial regression and in geostatistics. The basic building block is a family of multivariate random variables \( \{Y(t); t = t_1, t_2, \ldots \} \) indexed by time \( t \). Special cases include processes which are: Bernoulli (binary \( Y: 0/1 \)), Poisson (\( Y \) denoting the locations of events) and Gaussian (\( Y \) denoting a continuous random variable). An important special subset is Markov Chains, and more generally Markov Processes.

5.10. [Option] ST3455/ST3456 Modern Statistical Methods I and II

ST3455 aims to introduce statistical inferential approaches by means of probabilistic computation. Specific methods will be explored to illustrate these approaches. These include: Survival Analysis; The Bootstrap and other resampling methods; Simulation based inference and Markov Chain Monte Carlo Methods.

ST3456 will describe several topics of a more advanced nature in probability modelling and statistics. Module contents include:

- Survival Analysis: systems of components, reliability of systems, failure rate, lifetime distributions, inference, censoring;
- Extreme Value Theory: modelling extrema, extreme value theorem, inference, extrema under non-random and random censoring;
- The Bootstrap: review of Monte Carlo simulation, the jackknife, the simple bootstrap, extensions.
5.11. [Option] ME4B06 Manufacturing Systems and Project Management (formerly known as 3MEMS5 Project and Operations Management)

This module provides a general introduction to operations management of manufacturing systems. It will explore strategies for operating and optimising the production of products in different varieties and volumes with limited resources and in competitive environments. The impacts of design decisions on manufacturing performance and the physical organisation of plants are explored through various DFM and plant layout strategies.

Formal project management methods will be introduced reflecting the growing use of continuous improvement through project management.

5.12. [Option] CS4051 Human Factors

Students will understand the main issues underlying the usability of systems, and the main techniques and processes for interface design and evaluation. They will also gain a basic understanding of the theories which account for human performance. Specific topics addressed in this module include: Usability User capabilities; Interaction models; User interface design process; Task analysis; Evaluation; User Interface Architectures; Co-operative work and groupware; Cognitive modelling; Human error; Interaction in context/Knowledge in the world views.

5.13. [Option] CS4081 Entrepreneurship and High Tech Venture Creation

This module introduces the fundamentals of technology entrepreneurship. It will cover the process technology entrepreneurs use to start companies. This involves taking a technology idea and finding a high-potential commercial opportunity, gathering resources such as talent and capital, figuring out how to sell and market the idea and managing rapid growth.
Appendix A

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 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://tcsl.ie.libguides.com/plagiarism.

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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.

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