School of Computer Science and Statistics

Undergraduate Handbook

2020–2021 Academic Year
Contents

Contents .......................................................................................................................... 3
Introduction ....................................................................................................................... 5
Notes: ............................................................................................................................... 5
1 General Information ...................................................................................................... 6
   1.1 Trinity College Dublin ............................................................................................. 6
   1.2 Student Supports ..................................................................................................... 6
       1.2.1 Personal or Academic Concerns: Tutors ...................................................... 6
       1.2.2 Personal Concerns: Other sources of Assistance ......................................... 7
       1.2.3 Academic Concerns: Programming Centre .................................................. 7
       1.2.4 Academic Concerns: Student Learning Development ................................... 7
       1.2.5 Academic Concerns: Maths Help Room ....................................................... 8
       1.2.6 Academic Concerns: Other sources of Assistance ....................................... 8
   Figure 1: Student to Student services .......................................................................... 9
   1.3 Co-curricular activities ......................................................................................... 10
   1.4 Student organisations ............................................................................................ 10
   1.5 Emergency Procedure .......................................................................................... 10
   1.6 Data Protection ..................................................................................................... 10
   1.7 First Year in University ........................................................................................ 10
   1.8 Important information on COVID-19 restrictions and modes of teaching and learning .... 12
2. Contact Details ........................................................................................................... 14
   2.1 Key Dates ............................................................................................................... 14
   Academic Year Structure 2020-21 ............................................................................ 15
   2.2 Timetables ............................................................................................................. 16
   2.3 Key Locations and means of communication ....................................................... 16
   2.4 Health and Safety ................................................................................................. 16
3. Teaching & Learning ................................................................................................ 17
   3.1 Plagiarism ............................................................................................................. 17
   3.2 European Credit Transfer System ......................................................................... 17
   3.3 Module Assessment ............................................................................................... 18
   3.4 Viewing examination scripts and appealing results ............................................ 18
3.5 Graduate Attributes........................................................................................................19
3.6 Module Descriptors..........................................................................................................21
3.7 Attendance requirements..................................................................................................21
3.8 Non-Satisfactory Attendance or Performance............................................................21
3.9 Non-submission of Coursework and Absence from Examinations.............................21
3.10 Relevant University Regulations....................................................................................22
4 Research Ethics..................................................................................................................22
5 Scholarships and Prizes......................................................................................................23
  5.1 General examinations prizes..........................................................................................23
    5.1.1 Book Prize................................................................................................................23
    5.1.2 Lucy Gwynn Prize .....................................................................................................24
    5.1.3 Gold medal...............................................................................................................24
  5.2 Foundation Scholarship..................................................................................................24
Appendix: College regulations governing plagiarism.................................................................26
  82 General............................................................................................................................26
  83 Examples of Plagiarism......................................................................................................26
  84 Plagiarism in the context of group work........................................................................26
  85 Self plagiarism................................................................................................................27
  86 Avoiding plagiarism.........................................................................................................27
Introduction

This is the course handbook of all the undergraduate courses that are offered in the School of Computer Science and Statistics in Trinity College Dublin. This handbook contains information and regulations for all undergraduate degree programme students. It provides a guide to what is expected of you at the undergraduate level, and the academic and personal support available to you. Please retain it for future reference.

We are confident that you will find the courses challenging and demanding, and we hope that you will find your studies at Trinity College Dublin both stimulating and rewarding. Our courses have been designed to offer students a dynamic, structured and coherent learning experience. Our programmes have several features which we believe will contribute to your studies being an effective and enjoyable period of personal and academic development.

If you are a new student to university, we invite you to read First Year in University, on page 5, which may help you understand what you need to do to have an enjoyable and productive time at college. You are also very strongly recommended to meet your tutor (see page 2) as he or she is your advocate in College and can also provide you with support should you have any difficulties.

We wish you every success in the coming year.

Dr Jonathan Dukes, Director of Undergraduate Teaching and Learning
Dr Vasileios Koutavas, Associate Director of Teaching and Learning
Dr Lucy Hederman, Course Director Ba (mod) Computer Science and Business
Dr Kenneth Dawson Howe, Course Director Ba (mod) Computer Science
Dr Martin Emms, Course Director Ba (mod) Computer Science and Language
Dr Mike Brady, Course Director Computer Engineering

Notes:

Information provided in this handbook is believed to be accurate at the time of preparation except where noted. 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 available from the School of Computer Science and Statistics website. A hard copy of this document is available from the School Reception office on request.
1 General Information

1.1 Trinity College Dublin
Trinity College Dublin (TCD) - the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin - was founded in 1592 by Queen Elizabeth I. Trinity is sometimes referred to as the University of Dublin or Dublin University. Today, Trinity has nearly 800 academics catering for more than 16,500 students (of whom over 25% are postgraduates). TCD is recognized internationally as Ireland’s premier university and ranks very highly among European and world universities.

1.2 Student Supports
Trinity College provides a wide range of personal and academic supports for its' students.

1.2.1 Personal or Academic Concerns: Tutors
A tutor is a member of the academic staff who is appointed to look after the general welfare and development of the students in his or her care. Whilst your tutor may be one of your lecturers, the role of tutor is quite separate from the teaching role. Tutors are a first point of contact and a source of support, both on arrival in college and at any time during your time in college. They provide confidential help and advice on personal as well as academic issues or on anything that has an impact on your life. They will also, if necessary, support and defend your point of view in your relations with the college. If you cannot find your own tutor, any other tutor will help as will the Senior Tutor (phone +353 (01) 896 2551).
1.2.2 Personal Concerns: Other sources of Assistance

- The Student Counselling Service, 3rd Floor, 7–9 South Leinster Street, College. Opening hours: 9:15 am to 5:10 pm Monday to Friday during lecture term. Phone: 8961407. Email: student-counselling@tcd.ie
  Web: http://www.tcd.ie/Student_Counselling.
- Niteline (Thursday to Tuesday during term time only, 9.00pm–2.30 am) Phone: 1800 793 793. Web: http://www.niteline.ie/.
- The College Health Service, House 47, College. Medical Director: Dr David McGrath. Phone:+353(01) 896 1591 or +353 (01)8961556.
- The Welfare Officer, Students' Union, House 6, College.
  Email: welfare@tcdsu.org;
- The Chaplains, House 27, College.
  Peter Sexton SJ (Catholic) +353 (01) 896 1260
  Steve Brunn (Church of Ireland) +353 (01) 896 1402
  Julian Hamilton (Methodist) +353 (01) 896 1901
  Web: http://www.tcd.ie/chaplaincy
- Any student, member of staff or other person with whom you feel able to discuss your concerns;
- Disability Services Coordinator, Mr Declan Treanor, Room 3055, Arts Building, phone: +353 (01) 896 3475, email: dtreanor@tcd.ie

1.2.3 Academic Concerns: Programming Centre

The Programming Centre is available to all School of Computer Science and Statistics 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/ugpc/.

1.2.4 Academic Concerns: Student Learning Development

Student Learning Development provides learning support to help students reach their academic potential. They run workshops, have extensive online resources and provide individual consultations. The service is offered by the College's Student Counselling Service. To find out more, visit their website at http://www.tcd.ie/Student_Counselling/student-learning/
1.2.5 Academic Concerns: Maths Help Room

The Maths Help Room offers free assistance to students who are having difficulty with Mathematics, Statistics or related courses. It runs every week of term and at certain times out of term. The Maths helproom is a drop in centre, where you can bring in a maths or stats question and get some help. It is run by the School of Mathematics and further information is available at https://maths.tcd.ie/outreach/helproom/.

1.2.6 Academic Concerns: Other sources of Assistance

- Other students in the class.
- The course lecturer.
- Your class representatives.
- Your tutor (or any other tutor if you cannot find yours), or the Senior Tutor.
- The Course Director or the Course Coordinator.
- The Students' Union Education Officer, email education@tcdsu.org), web http://www.tcdsu.org.
- Peer Mentors. Junior Freshmen are introduced to their Peer Mentors during Freshers' Week. The Student to Student Service runs also provides peer mentoring for the other years. For information about all Student to Student services, please email student2student@tcd.ie or phone +353 (01) 896 2438. See Figure 1.

**NOTE: IF YOU HAVE A CONCERN OF ANY SORT, PLEASE TALK TO SOMEONE STRAIGHT AWAY**
**Figure 1: Student to Student services**
1.3 Co-curricular activities
Trinity College has a significant number of diverse student societies which are governed by the Central Societies Committee. They provide information on the societies including how to get involved and even how to start your own society! See http://trinitysocieties.ie/ for more details. Students are encouraged to get involved. Trinity College also has a huge range of sports clubs which are governed by the Dublin University Athletic Club (DUCAC). See https://www.tcd.ie/Sport/ for more details.

1.4 Student organisations
The Trinity College Students' Union (TCDSU) is run for students by students. TCDSU represent students at college level, fight for students' rights, look after students' needs, and are here for students to have a shoulder to cry on or as a friend to chat with over a cup of tea. Students of Trinity College are automatically members of TCDSU. It has information on accommodation, jobs, campaigns, as well as information pertaining to education and welfare. For more information see https://www.tcdsu.org/.
The Trinity Graduate Students' Union (TCD GSU) is the main representative body for postgraduate students in Trinity College. For more information see https://www.tcdgsu.ie/.

1.5 Emergency Procedure
In the event of an emergency, dial Security Services on extension 1999 (+353 1 896 1999 from a mobile phone or an external landline). Security Services provide a 24-hour service to the college community, 365 days a year. They are the liaison to the Fire, Garda and Ambulance services and all staff and students are advised to always telephone extension 1999 (+353 1 896 1999) in case of an emergency. Should you require any emergency or rescue services on campus, you must contact Security Services. This includes chemical spills, personal injury or first aid assistance. It is recommended that all students save at least one emergency contact in their phone under ICE (In Case of Emergency).

1.6 Data Protection
Trinity College Dublin uses personal data relating to students for a variety of purposes. We are careful to comply with our obligations under data protection laws and we have prepared a short guide (available at https://www.tcd.ie/info_compliance/data-protection/student-data/) to ensure you understand how we obtain, use and disclose student data in the course of performing University functions and services.

1.7 First Year in University
Everybody says college is different from school. Of course, in lots of obvious ways it is different, and no doubt you'll enjoy finding out just what those differences are. In not-so-obvious ways though, college is very different from school, and in this section we concentrate on how the academic side of university life is different and what you need to
do about it.

1. You are not at school. We want you to do more than simply reproduce what you are told in a lecture. You need to get a good command of the material. In computing-related disciplines, the best way to do this – and the best way to know that you have really learned something is to apply your new knowledge to solving new problems; not just the examples done in class, but to similar problems you'll find in textbooks or elsewhere (later on, as a professional computer scientist, you will have to apply your knowledge to problems you have never seen before - now is the time to start).

2. Expect the material to be covered much faster than at school. Lecture time is at a premium, so it must be used efficiently. You cannot be taught everything in lectures and tutorials. It is your responsibility to learn the material. Most of this learning will take place outside the classroom, and you must be willing to put in the study time necessary to ensure that this learning takes place. If you do fall behind in a course – that is, if you can't continue to understand the lectures as they are given - then you really need to make the effort to catch up right away. Don't be tempted to think that you can somehow catch up at the end of the year - it's almost impossible.

3. A lecturer's job is primarily to provide you with a framework, with some of the particulars, to guide you in doing your learning of the concepts and methods that comprise the material of the course. It is not to 'programme' you with isolated facts and problem types or to monitor your progress. Your job is to fill out that framework with a thorough understanding of the material.

4. You are expected to read the textbook for comprehension. It gives the detailed account of the material of the course. It also contains many examples of problems worked out, and these should be used to supplement those you see in the lecture. The textbook is not a novel; you cannot simply skim through it from start to finish. Reading the textbook must often be slow-going and careful; frequently you'll need to use pencil and paper to work through the material, but you can work at your own pace.

5. As for when to read the textbook, it's a good idea to read the appropriate section ahead of the lecture. This way, although you may not understand it fully, you'll be prepared for the lecture, and you'll have a good idea what areas to ask questions about. If you haven't looked at the book beforehand, pick up what you can from the lecture (absorb the general idea and/or take thorough notes) and count on sorting it out later while studying the book and transcribing your notes.

6. Laboratories and tutorials are far more important than the marks you might get for them, because they give you a chance to develop your understanding of the subject. They
are also a good `reality check' for you to see just how much you really do understand. Use them wisely.

7. In examinations, the examiners set out to probe your mastery of the material in the course. Primarily, they will be looking for your command of the material, as noted above. You'll probably have to solve problems you've never seen before. (To be sure, you'll have encountered similar problems, but they won't be the same.) Hence, preparing for examinations simply by remembering lots of answers without understanding them simply won't work; examinations test your understanding of the material as well.

This section is adapted from Teaching at the University Level by Steven Zucker in Notices of the AMS August 1996.

1.8 Important information on COVID-19 restrictions and modes of teaching and learning

In order to offer taught programmes in line with government health and safety advice, teaching and learning in Semester 1 for your programme will follow a blended model that combines online and in-person elements to be attended on campus. This blended model will include offering online lectures for larger class groupings, as well as in-person classes for smaller groups: the differing modes of teaching and learning for particular modules are determined by your home School. Information on the modes of teaching and learning in Semester 2 will be available closer to the time.

Trinity will be as flexible as possible in facilitating late arrivals due to travel restrictions, visa delays, and other challenges arising from the COVID-19 pandemic. If you expect to arrive later than 28th September, please alert your course coordinator as early as possible.

For those students not currently in Ireland, according to current Government health and safety guidelines, please note that these students are expected to allow for a 14-day period of restricted movement after arrival and prior to commencement of their studies, and therefore should factor this into their travel plans.

For those students currently on the island of Ireland, we remind you of the Irish Government’s advice that all non-essential overseas travel should be avoided. If you do travel overseas, you are expected to restrict your movements for 14 days immediately from your return, during which time you will not be permitted to come to any Trinity campus.
Therefore, as you are required to be available to attend College from the beginning of the new teaching year on 28 September, please ensure you do not return from travel overseas any later than 13 September.

College is expecting you to physically attend whatever face-to-face teaching is provided, as you would be under normal circumstances. If you wish to request to study remotely for the semester, you should contact your Tutor or the Senior Tutor’s Office. College has informed the School that such requests will be considered on a case-by-case basis and granted only in exceptional circumstances (financial hardship, underlying documented medical condition (including students who are immunocompromised) and/or disability). SCSS will provide a remote alternative for face-to-face activities if you have received permission to study remotely for the semester.

Students in Year 5 Computer Science, Year 5 Computer Engineering or the MSc in Computer Science may apply directly to the School to attend remotely by emailing teaching-unit@scss.tcd.ie
2. Contact Details

The School, created following the amalgamation of the Department of Computer Science and the Department of Statistics in 2005, is centred in the O'Reilly and Lloyd Institutes at the east end of the campus. Since its formation, it has grown to become one of the largest Schools in the University with a community of over 700 undergraduates, over 200 postgraduates and in excess of 150 members of staff.

The School offers or contributes to a wide range of undergraduate courses encompassing subjects such as computer science, statistics, management science, business, European languages, computer engineering, electronic engineering and mathematics. Our five year Master's level degree in Computer Science, accredited by Engineers Ireland, includes a six month internship in the fourth year. The School also offers a dynamic range of research led taught Master's level programmes and a structured PhD programme.

Students joining us can look forward to a friendly atmosphere with world-class academic staff supported by a state-of-the-art teaching and research environment. The success of our School depends on the enthusiasm and ingenuity of our staff and students. We will work hard to foster your creativity and, in return, we are sure you will enjoy your time with us and help contribute to our reputation as a leading centre for academic excellence.

Reception is beside Room G.8 in the O'Reilly Institute.

**Opening hours** during lecture terms are 9:15 am to 11:00 am, 11:30 am to 1:00 pm and 2:00 pm to 4:30 pm.
Tel +353 (01) 896 1765
Fax +353 (01) 677 2204
Email [enquiries@scss.tcd.ie](mailto:enquiries@scss.tcd.ie)
Web [http://www.scss.tcd.ie/](http://www.scss.tcd.ie/)
Address School of Computer Science and Statistics, O'Reilly Institute, Trinity College Dublin, Dublin 2. Ireland.

2.1 Key Dates

The key dates of the Academic Year are specified by the College at [https://www.tcd.ie/calendar/academic-year-structure/](https://www.tcd.ie/calendar/academic-year-structure/). Check your timetable and the School's Teaching and Learning website (teaching.scss.tcd.ie) for more information.

**Note that in 2020-21 only, due to Covid-19, study week for some modules (mainly those taught to year 3 students) will be the week of 16 November instead of the week of 9 November. Check your timetable for more information.**
# Academic Year Structure 2020-21

## Academic Calendar 2020-21

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Week beginning</th>
<th>2020/21 Academic Year Calendar</th>
<th>Term/Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>UG continuing years / PG all years</td>
<td>UG new first years</td>
</tr>
<tr>
<td>1</td>
<td>31-Aug-20</td>
<td>Working/Results</td>
<td>1st Michaelmas Term begins/Semester 1 begins</td>
</tr>
<tr>
<td>2</td>
<td>07-Sep-20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>14-Sep-20</td>
<td>Appeals</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>21-Sep-20</td>
<td>Enrolment (2021-22)</td>
<td>2nd Michaelmas teaching term begins</td>
</tr>
<tr>
<td>5</td>
<td>28-Sep-20</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>05-Oct-20</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>12-Oct-20</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>19-Oct-20</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>26-Oct-20</td>
<td>Teaching and learning (Mon/Pub. Holiday)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>02-Nov-20</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>09-Nov-20</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>16-Nov-20</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>23-Nov-20</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>30-Nov-20</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>07-Dec-20</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>14-Dec-20</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>21-Dec-20</td>
<td>Christmas Period - College closed</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>24-Dec-20</td>
<td>24 December 2020 to 3 January 2021 inclusive</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>04-Jan-21</td>
<td>Revision</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>11-Jan-21</td>
<td>Assessment**</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>18-Jan-21</td>
<td>Assessment**/ Foundation Scholarship**</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>25-Jan-21</td>
<td>Marking/Results</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>01-Feb-21</td>
<td>Teaching and learning</td>
<td>1st Easter teaching term begins/Semester 2 begins</td>
</tr>
<tr>
<td>24</td>
<td>08-Feb-21</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>15-Feb-21</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>22-Feb-21</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>01-Mar-21</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>08-Mar-21</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>15-Mar-21</td>
<td>Study/Review (Week, Public Holiday)</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>22-Mar-21</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>29-Mar-21</td>
<td>Teaching and learning (Fri, Good Friday)</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>05-Apr-21</td>
<td>Teaching and learning (Mon, Easter Monday)</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>12-Apr-21</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>19-Apr-21</td>
<td>Teaching and learning</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>26-Apr-21</td>
<td>Trinity Week (Mon, Trinity Monday)</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>03-May-21</td>
<td>Revision (Mon, Public Holiday)</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>10-May-21</td>
<td>Assessment**</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>17-May-21</td>
<td>Assessment**</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>24-May-21</td>
<td>Marking/Results</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>31-May-21</td>
<td>Marking/Results</td>
<td>2nd Easter teaching term begins/Semester 2 ends</td>
</tr>
<tr>
<td>41</td>
<td>07-Jun-21</td>
<td>Research (Mon, Public Holiday)</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>14-Jun-21</td>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>21-Jun-21</td>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>28-Jun-21</td>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>05-Jul-21</td>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>12-Jul-21</td>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>19-Jul-21</td>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>26-Jul-21</td>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>02-Aug-21</td>
<td>Research (Mon, Public Holiday)</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>09-Aug-21</td>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>16-Aug-21</td>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>23-Aug-21</td>
<td>Research</td>
<td></td>
</tr>
</tbody>
</table>

*Note: Additional vacation days may be required outside of the terms shown above/assessment weeks.*

*Note: It may be necessary to hold some exams in the preceding week.*
2.2 Timetables
Timetables are provided through your online portal at [https://my.tcd.ie/](https://my.tcd.ie/).

2.3 Key Locations and means of communication
The School of Computer Science and Statistics is based in the O'Reilly Institute as are some of the laboratories and small meeting rooms. Most of the lectures/tutorials take place in the Hamilton building, the Lloyd building or in Goldsmith Hall although they can be scheduled anywhere within the University. A searchable online campus map is provided at [https://www.tcd.ie/Maps/map.php](https://www.tcd.ie/Maps/map.php).

Communications from many College services will be sent to you via your online portal at [https://my.tcd.ie](https://my.tcd.ie), which will give you access to an `in tray` of your messages. You can view your timetables online, both for your teaching and for your examinations. Fee invoices and payments, student levies and commencement fees will be issued online and all payments will be carried out online. You can view your personal details in the new system - some sections of which you may edit yourself.
The `TCD Blackboard` online learning system is accessible via [http://mymodule.tcd.ie](http://mymodule.tcd.ie). Examination results are published online by the Examinations Office via [https://my.tcd.ie](https://my.tcd.ie). Lecturers, tutors and support staff may contact you using your College email address, which you can access through [http://myzone.tcd.ie](http://myzone.tcd.ie). It is expected that you will check your College email regularly. The use of other email addresses for official communication is discouraged.
The Academic Registry (see [https://www.tcd.ie/academicregistry/about/](https://www.tcd.ie/academicregistry/about/)) provides central academic administrative services in support of Undergraduate and Postgraduate Admissions, Fees & Payments, Annual Student Registration, Lecture Timetables, Erasmus & Study Abroad, Examinations, Assessment & Progression and Commencements & Graduation.

2.4 Health and Safety
The Faculty of Engineering, Mathematics and Science (FEMS) of which our school is Part - publishes a Health & Safety Guidance Manual. It can be viewed online at [https://ems.tcd.ie/faculty-health-safety.php](https://ems.tcd.ie/faculty-health-safety.php).
3. Teaching & Learning

3.1 Plagiarism

It is important to highlight that all work submitted must be your own, and not taken directly from the internet or other sources. Submitting another student’s work as your own is also plagiarism and attracts severe penalties.

The School of Computer Science and Statistics and the College take plagiarism very seriously. Where a suspicion of plagiarism is upheld, a range of penalties can be applied, including failing a module outright and being required to sit supplemental (repeat) examinations in the Summer. The most serious suspected cases of plagiarism will be referred to the Junior Dean of the College who may apply more severe penalties.

Please familiarise yourself now with the College plagiarism policy.\(^1\)

The College regulations governing plagiarism are available in the college calendar and are copied in the Appendix. 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 here. Please note that our School may use tools such as Turnitin to identify plagiarism. 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.

3.2 European Credit Transfer System

The European Credit Transfer System (ECTS) is an academic credit transfer and accumulation system representing the student workload required to achieve the specified objectives of a study programme. The ECTS weighting for a module is a measure of the student input or workload required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and

\(^1\) http://www.tcd.ie/teaching learning/assets/pdf/PlagPolicy02-06-2016.pdf
private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty.

In College, one ECTS unit is defined as 20 to 25 hours of student input so a five-credit module will be designed to require 100/125 hours of student input including class contact time and independent or group work. Each year of the programme is composed of modules worth a total of 60 credits with 30 credits in each Semester. Where there is the option to choose from a range of modules, it is the responsibility of the student to ensure that they successfully complete modules worth 60 credits.

ECTS credits are awarded to a student only upon successful completion of the course year. Progression from one year to the next is determined by the course regulations; if you don’t successfully complete the year, according to the regulations, you don’t accrue the credits of any modules you may have passed.

Exceptions to this rule are one-year and one-semester visiting students, who are awarded credit for individual modules successfully completed.

3.3 Module Assessment

The form of assessment at annual and supplemental examination stages varies between modules and may include a combination of coursework, written examination or other forms of assessment. The method of assessment and criteria for passing each module is set out the module descriptor, which may be found on the Online Portal and on the School website.

3.4 Viewing examination scripts and appealing results

Once the results are published students can discuss their examination/assessment performance with the examiners to understand why a specific mark was awarded. This is their right and, if they wish to do so, the student should contact the Teaching Unit (by emailing teaching-unit@scss.tcd.ie) who will instruct them on how to arrange a meeting with the examiner. Please note that these consultations should be individual meetings where the topic is confined to the students’ performance in the examination. They are not an opportunity to negotiate an increase of marks. Lecturers cannot independently change any marks once they have been approved by the Court of Examiners.

Students are entitled to view their script when discussing their examination or assessment.

If a student is still unhappy with their result and has reason to believe that:

a) the grade is incorrect because of an error in calculation of results,
b) the examination paper contained questions on subjects which were not part of the course prescribed for the examination, or
c) bias was shown by the examiner in marking the script,
They should contact their Tutor to discuss the situation. Their Tutor can request a re-check (a) through the School's Director of Teaching and Learning or a re-mark (b) or (c) through the College’s Senior Lecturer.

Students can appeal a decision of a Court of Examiners on their end-of-year result (academic progress) by taking an appeal. Appeals are first presented to the Court of First Appeal for your School. If unsuccessful, your case may be taken to the Academic Appeals Committee. If your Tutor is unwilling to act on your behalf you can contact the Senior Tutor in House 27.

There are 3 grounds on which you can take an appeal:

a) Your case/situation is not adequately covered by College regulations
b) The regulations were not properly applied
c) Ad misericordiam grounds, such as illness, bereavement, serious personal crisis, etc.

Please note that an appeal cannot change exam results or marks but can change the effect of the results.

3.5 Graduate Attributes
Throughout their time at Trinity, our students will be provided with opportunities to develop and evidence achievement of a range of graduate attributes that support their academic growth. Graduate attributes can be achieved in academic and co- and extra-curricular activities. More information on the Trinity Graduate attributes can be found here.
A TRINITY GRADUATE
- Acts on the basis of knowledge and understanding
- Is self-motivated and able to take responsibility
- Remains true to deal with complexity
- Is an effective participant in teams
- Has a global perspective
- Is ethically aware

A TRINITY GRADUATE
- Has a deep knowledge of an academic discipline
- Can do independent research
- Thinks creatively
- Thinks critically
- Approaches knowledge beyond their chosen field
- Analyses and synthesises evidence

A TRINITY GRADUATE
- Can present work through all media
- Is expert in the communication tools of a discipline
- Connects with people
- Listens, communicates and collaborates
- Has digital skills
- Has language skills

A TRINITY GRADUATE
- Has a position to continue learning
- Builds and maintains oner readiness
- Continues professional development through reflection
- Has the confidence to take measured risks
- Is capable of adapting to change
3.6 Module Descriptors
Links to the module descriptors for modules take in each year of the programme are provided on the course webpages (See https://teaching.scss.tcd.ie). The school reserves the right to amend the list of available modules and, in particular, to withdraw and add modules. Timetabling may restrict the availability of modules to individual students.

3.7 Attendance requirements
Students are required to attend all lecture, laboratory, tutorial or other sessions associated with their programme of study 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. Students who are absent for medical reasons should notify their tutor and will usually be required to provide a medical certificate to their tutor. Note that the use of laptops (and other devices) in lectures, laboratory and tutorial sessions is at the lecturer’s discretion.

3.8 Non-Satisfactory Attendance or Performance
At the end of Michaelmas term and during the study week of Hilary term, students whose attendance has not been satisfactory may be reported to the Senior Lecturer’s Office as non-satisfactory for that term (see College Calendar, Part II, General Regulations). 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. For modules in the School of Computer Science and Statistics, unless otherwise specified for an individual module, a student’s attendance and participation will be deemed to be non-satisfactory if they do not attend at least two thirds of the scheduled sessions.

3.9 Non-submission of Coursework and Absence from Examinations
Students must complete and submit the assessment components specified for the modules in their programme, including both continuous assessments and examinations. Each module will specify the minimum number of assessment components that are required to be submitted (e.g. 6 out of 8 lab exercises).

If you fail to submit the specified minimum number of assessment components for a module, you may be required to submit any missed components at the reassessment session and your mark for those components will be capped at the pass mark. If you fail to
submit the specified minimum number of assessment components in modules amounting to more than 20 credits, you may be required to repeat the year in full.

For modules in the School of Computer Science and Statistics, where the assessment of a module includes an examination or test, and unless otherwise specified for the module, the examination or test will be a required assessment component that must be submitted. (In other words, you are required to sit all examinations.)

For modules in the School of Computer Science and Statistics, unless otherwise specified, you must submit at least two-thirds of the continuous assessment components for the module.

If you are experiencing a short-term difficulty preventing you from submitting coursework on time, you may seek an extension from the module lecturer. Your lecturer may require you to submit such requests through your tutor. If you are experiencing more serious difficulties, you should consult with your tutor to seek a deferral to the reassessment session during the Summer.

For further information, please refer to the College policy on “Assessment: procedures for the non-submission of coursework and absence from examinations”.

**3.10 Relevant University Regulations**

College regulations are set out in the University Calendar, which may be consulted in any College Library, the Enquiries Office, any academic or administrative office or online at http://www.tcd.ie/calendar/. The two most relevant extracts of the Calendar, entitled General Regulations and Information and Faculty of Engineering, Mathematics and Science, are handed out at registration at the beginning of the year. You are expected to be aware of the various regulations. Ignorance of the regulations is not a valid reason for failure to comply. Please note that the Undergraduate Regulations in the Calendar apply equally to Year 5 of the Integrated Computer Science programme (as it is part of the Integrated Programme).

**4 Research Ethics**

Any research project that involves human participation conducted through the courses (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 reflect on the possibility for participation prior to being asked to sign an informed consent form. For research associated with the School of Computer Science & Statistics, ethics applications should be submitted to the online system at https://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. 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 http://www.tcd.ie/about/policies/assets/pdf/TCDGoodResearchPractice.pdf.

5 Scholarships and Prizes
Various studentships, scholarships, exhibitions, and other prizes are awarded to students on the results of honor and other examinations, provided that sufficient merit is shown. Monetary awards are sent direct to prize-winners unless otherwise stated under the regulations for the prize. For details please refer to the University Calendar. Those mentioned below apply across all degree programmes in the School. For further similar awards that are specific to particular programmes please refer to the Handbooks for those programmes.

5.1 General examinations prizes

5.1.1 Book Prize
At the annual examinations, a book prize (under review) is awarded to each candidate obtaining an overall first class honors grade in Years 1, 2 and 3 of an honor or professional course. These prizes, which are issued in the form of vouchers, can be exchanged by the student at designated booksellers. Book prizes are issued by the Examinations Office and are posted to recipient students at their home address (See https://www.tcd.ie/academicregistry/exams/prizes/).
5.1.2 Lucy Gwynn Prize
This prize was founded in 1948 by subscription in memory of Lucy Gwynn, First Lady Registrar. It is awarded annually in Michaelmas term to a Junior Sophister woman student for distinction in her College course. Professional as well as arts studies are taken into account. The award is made by two women on the University staff nominated by the Board, and one of the female tutors. The value of the prize is £1,207. Students must apply typically around the middle of November during their Junior Sophister year (See https://www.tcd.ie/academicregistry/exams/prizes/ for full details and the deadline).

5.1.3 Gold medal
Gold medals are awarded by the Board to candidates of the first class who have shown exceptional merit at the annual degree examination in honor or professional courses (i.e. in Year 4 of our programme). See the Handbooks for specific degree programmes and https://www.tcd.ie/academicregistry/exams/assets/local/gold-medal-criteria.pdf for details.

5.2 Foundation Scholarship
Foundation scholarship - (“Schol”) - is a College institution with a long history and high prestige. The objective of the foundation scholarship examination is to identify students who, at a level of evaluation appropriate to Year 2, can consistently demonstrate exceptional knowledge and understanding of their subjects. The examination requires candidates to demonstrate skill in synthesising and integrating knowledge across the full range of the set examination materials; to demonstrate rigorous and informed critical thought; and, in appropriate disciplines, to demonstrate a highly-developed ability to solve problems and apply knowledge. Attempting the scholarship examination is highly recommended. For more information, please visit Academic Registry (scholarships).
Appendix: College regulations governing plagiarism

The following regulations are copied from the College Calendar:

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.

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 con_rming 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 x2.

If the Director of Teaching and Learning (Undergraduate), or designate, forms the view that plagiarism has taken place, he/she must decide if the o_ence 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 x87 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 x2.

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.
Provided that the appropriate procedure has been followed and all parties in x87 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 offence. 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 x2.
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.