



Trinity College Dublin

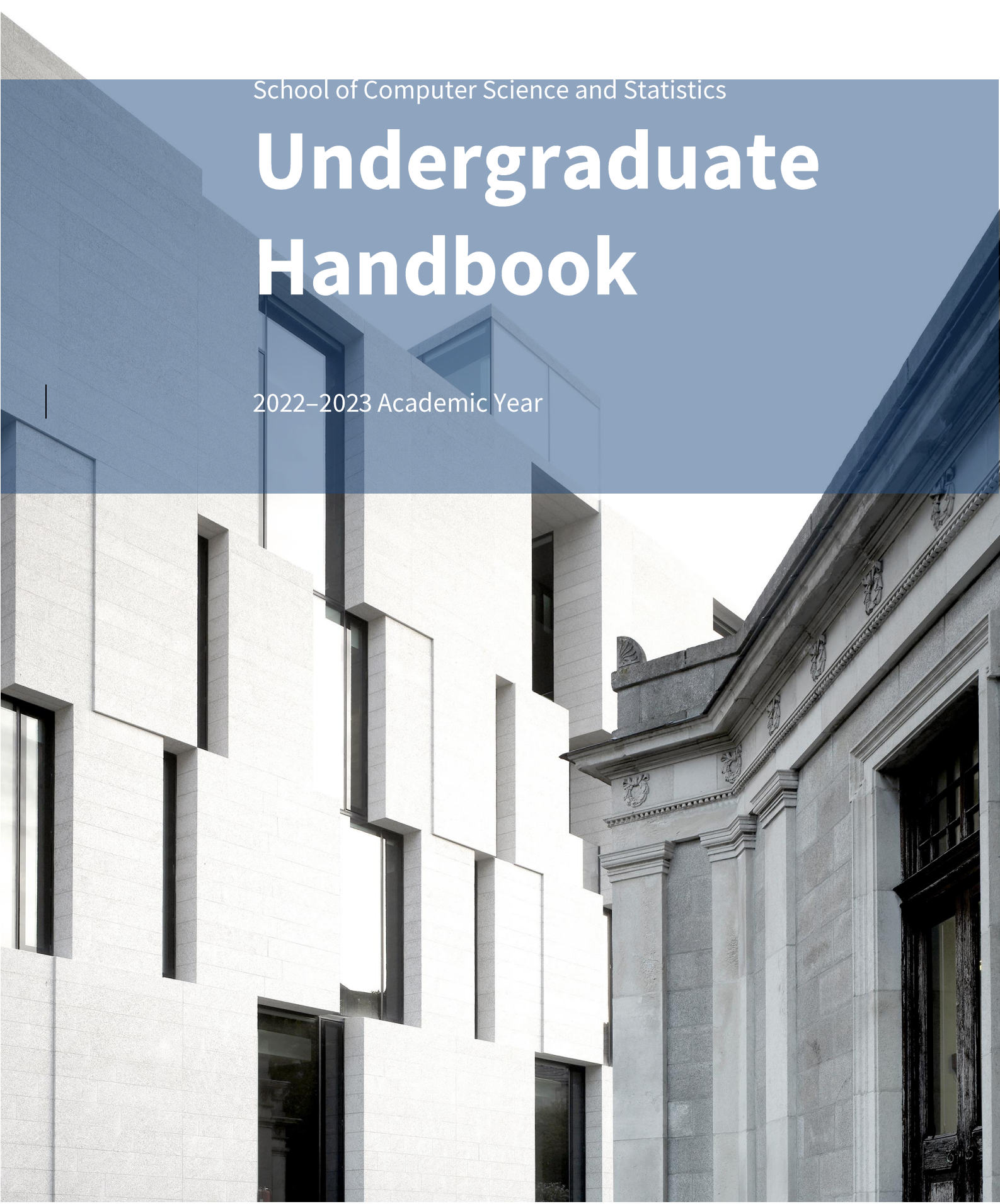
Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Computer Science and Statistics

Undergraduate Handbook

2022–2023 Academic Year





Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin



1	INTRODUCTION	5
1.1	University Calendar	6
1.2	Trinity College Dublin and the School of Computer Science and Statistics	6
1.3	School Contact Information	7
1.4	teaching.scss.tcd.ie	8
2	STUDENT SUPPORTS	9
2.1	Your Tutor – Personal or Academic Concerns	9
2.2	Personal Concerns: Other Sources of Assistance	9
2.3	Academic Concerns	10
2.3.1	Undergraduate Programming Centre	10
2.3.2	Student Learning Development	10
2.3.3	Maths Help Room	10
3	STUDENT ORGANISATIONS	13
3.1	TCD Students' Union	13
3.2	Societies and Sports Clubs	13
4	IMPORTANT INFORMATION	14
4.1	Covid-19	14
4.2	Emergency Procedure	15
4.3	Data Protection	15
4.4	Health and Safety	15
5	ORGANISATION AND ADMINISTRATION OF TEACHING AND LEARNING	16
5.1	Academic Year	16
5.2	Academic Registry and the my.tcd.ie Portal	16
5.3	Teaching Timetables and Venues	17
5.4	Communication from College (myzone.tcd.ie)	17
5.5	Blackboard Virtual Learning Environment (mymodule.tcd.ie)	18
5.6	Examination Timetables and Results	18
5.7	Covid-19 Arrangements for Teaching	
6	PROGRAMME STRUCTURE AND REGULATIONS	19
6.1	Programme Structure	19
6.1.1	European Credit Transfer System	19
6.2	Module Descriptors	19
6.3	Module Assessment	20
6.4	Penalties for Late Submission	20
6.5	Marking Scale	21
6.6	Progression	21

6.7	Plagiarism	23
6.8	Attendance Requirements and Absences	24
6.9	Non-submission of Coursework and Absence from Examinations	24
6.10	Use of Laptops and Other Devices in Class	25
6.11	Discussing Your Performance in a Module	25
6.12	Re-checks or Re-marks in Specific Modules	26
6.13	Appealing Your Overall End-of-Year Result	26
7	STUDY ABROAD	27
7.1	Eligibility for Study Abroad	27
7.2	Timing and Duration of Study Abroad	28
7.3	Calculation of Results	28
8	RESEARCH ETHICS	29
9	SCHOLARSHIPS AND PRIZES	30
9.1	General Examination Prizes	30
9.1.1	Book Prize	30
9.1.2	Gold Medal	30
9.2	Lucy Gwynn Prize	30
9.3	Foundation Scholarship	30
10	GRADUATE ATTRIBUTES	32
11	YOUR FIRST YEAR IN UNIVERSITY	33
12	APPENDIX: PLAGIARISM REGULATIONS	35

1 Introduction

This is the School of Computer Science and Statistics Undergraduate Handbook. It contains important information for students on all of the School's undergraduate and integrated (combined undergraduate and Master's) programmes, as well students studying individual undergraduate modules offered by the School. This handbook:

- provides a guide to the organisation and administration of teaching in the School,
- lists the academic and personal supports that are available,
- explains where you can find information and who to contact if you have a query or concern, and
- sets out what is expected of you as a student, including the regulations that apply to undergraduate studies in the School.

You should familiarise yourself with the contents of the handbook and retain it for future reference.

Your degree programme will also have its own *Course Handbook*, which you should read in conjunction with this *Undergraduate Handbook*. Your course handbook contains information and regulations specific to your degree programme. You can find your Course Handbook online at <https://teaching.scss.tcd.ie>.

The School of Computer Science and Statistics offers the following programmes:

- **Integrated Computer Science:** a single honours computer science programme with optional, integrated master's year;
- **Joint Honours Computer Science**, which can be combined with another Trinity Joint Honours subject (Business, Geography or Linguistics);
- **Computer Science, Linguistics and a Language:** a multidisciplinary programme combining Computer Science, Linguistics and either French, German¹, Spanish² or Modern Irish;
- **Management Science and Information Systems Studies:** a programme combining the study of information technology and systems with business, management and quantitative methods;
- **Computer Engineering:** a strand within Trinity's Engineering programme with an optional, integrated master's year;
- **Statistics (minor subject):** a minor subject available to Mathematics students.

If you are a new student to university, we invite you to read [Your First Year in University](#) ~~Year in University~~ on page 33, which offers some advice for an enjoyable and productive time at college. You are also very strongly recommended to meet your Tutor (see page 9) as he or she can

1 For new entrants up to and including 2020-2021

2 For new entrants from 2021-2022 onwards

provide you with support should you have any academic or personal questions or difficulties will be your advocate in College.

We wish you every success in the coming year.

Goetz Botterweck

Director of Undergraduate Teaching and Learning

Vasileios Koutavas

Associate Director of Undergraduate Teaching and Learning

Alessio Benavoli

Course Director, Management Science and Information Systems Studies

Brendan Tangney

Associate Director of Undergraduate Teaching and Learning

Stephen Barrett

Course Director, Integrated Computer Science

Tim Fernando

Course Director, Computer Science, Linguistics and a Language

Lucy Hederman

Course Director, Joint Honours Computer Science

Marco Ruffini

Course Director, Computer Engineering

Athanasios Georgiadis

Course Director, Minor Award in Statistics

1.1 University Calendar

Information and regulations that apply throughout College are contained in the *University Calendar*, which is published annually and can be found online at <https://www.tcd.ie/calendar>. The two most relevant parts of the Calendar for students studying in the School of Computer Science and Statistics are the section on *General Regulations and Information* and the Section on the *Faculty of Science, Technology, Engineering and Mathematics*.

Undergraduate Regulations set out in the University Calendar apply equally to Year 5 (the Master's year) of the Integrated Computer Science and Integrated Engineering programmes.

In the event of any conflict or inconsistency between the University Calendar and the information contained in this handbook or your course handbook, the provisions of the University Calendar will prevail.

Information provided in this handbook is believed to be accurate at the time of publication. Any necessary revisions will be notified by college email and a revised version will be published on the School website.

1.2 Trinity College Dublin and the School of Computer Science and Statistics

Trinity College Dublin (formally “the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin”) was founded in 1592 by Queen Elizabeth I. Trinity, or TCD, is sometimes referred to as the University of Dublin or Dublin University. Today, Trinity has over 800 academics catering for more than 18,000 students (of whom over 25% are postgraduates) from more than 120 countries. TCD is recognized internationally as Ireland’s premier university and ranks very highly among

European and world universities.

Trinity is structured as 24 Schools, which are grouped into three faculties:

- Arts, Humanities and Social Sciences (AHSS)
- Science, Technology, Engineering and Mathematics (STEM)
- Health Sciences

The School of Computer Science and Statistics is one of eight schools in the Faculty of Science, Technology, Engineering and Mathematics (STEM). Our School is ranked in the top 25 in Europe and top 100 in the World for Computer Science and Information Systems (Source: QS World University Rankings).

The Head of the School of Computer Science and Statistics is Professor Gregory O'Hare. Ms Olivia Lombard is the School's Administrative Manager.

Internally, the School of Computer Science and Statistics is organised as five disciplines:

- Artificial Intelligence
- Graphics and Vision
- Networks and Distributed Systems
- Statistics and Information Systems
- Software and Systems

Teaching and research in the School is supported by a number of administrative units:

- Teaching Unit
- Research Unit
- Accounts Unit
- Technical Support Team (network, equipment, hardware, etc.)
- Systems Support Team (software, services, user accounts, etc.)

1.3 School Contact Information

For administrative queries related to your studies, you can contact the School's Teaching Unit by email at teaching-unit@rt.scss.tcd.ie. This includes, for example, queries related to:

- **your results**
- **elective module choice**
- **your class and exam timetables**
- **obtaining transcripts of your results**

For technical queries related to IT services provided by the School of Computer Science and Statistics (online services ending with scss.tcd.ie), SCSS computer labs and your SCSS user account and password, contact help@rt.scss.tcd.ie.

Note that the School technical support teams cannot assist you with services provided by College (e.g. my.tcd.ie, Blackboard, your College email, College WiFi, College computer labs). For assistance with these services, please visit <https://www.tcd.ie/itservices/>.

Your Course Director will be able to answer queries and offer advice related to your degree programme. The Course Directors for the current academic year are listed at the start of this handbook.

Contact details for all staff and administrative units in the School of Computer Science and Statistics can be found on our website: <https://www.scss.tcd.ie/personnel/>.

School Reception

Location	adjacent to Room G.8 in the O'Reilly Institute (map)
Opening Hours	9.15 am to 11.00 am 11.30 am to 1.00 pm 2.00pm to 4.30 pm (other opening may apply outside teaching term)
Email	enquiries@rt.scss.tcd.ie (or teaching-unit@rt.scss.tcd.ie for queries related to teaching)
Web	https://www.scss.tcd.ie
Telephone	+353 (01) 896 1765
Fax	+353 (01) 677 2204
Address	School of Computer Science and Statistics, O'Reilly Institute, Trinity College Dublin, Dublin D02 PN40, Ireland.

1.4 Teaching.scss.tcd.ie

General information for students studying in the School of Computer Science and Statistics, including detailed information about your degree programme and your individual modules, can be found on the School's Teaching and Learning website at <https://teaching.scss.tcd.ie>.

2 Student Supports

Trinity College provides a wide range of personal and academic supports for its students.

**IF YOU HAVE A CONCERN OF ANY SORT, PLEASE
TALK TO SOMEONE YOU TRUST STRAIGHT AWAY**

2.1 Your Tutor – Personal or Academic Concerns

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 interactions with the College.

If you cannot find your own tutor, any other tutor will help, as will the Senior Tutor's Office (phone: +353 (01) 896 2551, email: stosec@tcd.ie, web: <https://www.tcd.ie/seniortutor/>).

2.2 Personal Concerns: Other Sources of Assistance

Student Counselling Service

3rd Floor, 7–9 South Leinster Street, College

Hours: Monday to Friday during lecture term, 9:15 am to 5:10 pm

Phone: +353 (01) 896 1407

Email: student-counselling@tcd.ie

Web: https://www.tcd.ie/Student_Counselling/

Niteline

Hours: Thursday to Tuesday during term time only, 9.00pm–2.30 am)

Phone: 1800 793 793

Web: <http://www.niteline.ie/>.

College Health Service

House 47, Main College Campus

Hours: 9.30am–12.00pm and 2.00pm–4.00pm

Phone: +353 (01) 896 1591 (general enquiries)

Phone: +353 (01) 896 1556 (Covid-19 enquiries only)

Web: <https://www.tcd.ie/collegehealth/>

Students' Union

House 6, Main College Campus

Phone: +353 (01) 6468431

Email (general enquiries): frontoffice@tcdsu.org

Welfare Officer: [Chloe Staunton \(welfare@tcdsu.org\)](mailto:welfare@tcdsu.org)
Education Officer: [Zoe Cummins \(education@tcdsu.org\)](mailto:education@tcdsu.org)
Web: <https://www.tcdsu.org>

Disability Service

Room 2054, Arts Building
Email: askds@tcd.ie
Web: <https://www.tcd.ie/disability/>

S2S (Student2Student)

7-9 South Leinster Street
Phone: +353 (1) 896 2438
Email: student2student@tcd.ie
Web: <https://student2student.tcd.ie>

College Chaplains

House 27, Main College Campus
Peter Sexton (Catholic) +353 (01) 896 1260
Alan O'Sullivan (Catholic) +353 (01) 896 1260
Steve Brunn (Anglican) +353 (01) 896 1402
Julian Hamilton (Methodist) +353 (01) 896 1901
Email: chaplaincy@tcd.ie
Web: <http://www.tcd.ie/chaplaincy>

You can also talk to any member of staff, student or other person with whom you feel able to discuss your concerns. Don't keep a concern to yourself – talk to someone.

2.3 Academic Concerns

2.3.1 Undergraduate Programming Centre

The Programming Centre is available to all School of Computer Science and Statistics students free of charge.

For further information, please visit: <https://teaching.scss.tcd.ie/general-information/ugpc/>

2.3.2 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.

Website: http://www.tcd.ie/Student_Counselling/student-learning/

2.3.3 Maths Help Room

The Maths Help Room offers free assistance to students who are having difficulty with

Mathematics, Statistics or related courses. It is run by the School of Mathematics and further information is available at <https://maths.tcd.ie/outreach/helproom/>.



Student2Student

Peer Support

how it works

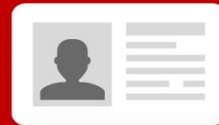


Fancy a chat

with someone who's not going to judge, tell you what to do or tell everyone what you've said?

Phone, email or go online

to request a meet-up with a Peer Supporter



And you can go for a coffee or a walk and talk to them

Your Peer Supporter will get in touch to arrange a **meet-up**

You can even look at our **profiles** and let us know who you'd like to talk to, or what you're looking for in a Peer Supporter



It doesn't matter if you just need one hour, or if you'd like to make regular arrangements

You can call in to our **drop-in** instead or as well

We're highly **trained** (get it?) and here for you



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

<http://student2student@tcd.ie>
student2student@tcd.ie
01 896 2438



Helping you on your own path to success!



3 Student Organisations

3.1 TCD Students' Union

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/>.

3.2 Societies and Sports Clubs

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.

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.

4 Important Information

4.1 Covid-19

Every day before coming on to campus, complete the 5-point daily check:

- 1. A recent cough?*
- 2. Shortness of breath?*
- 3. New respiratory illness?*
- 4. Fever?*
- 5. Have I been advised to self-isolate in the last 14 days since I came to college?*

If the answer is “yes” to any of these, do not come on to campus.

If you receive a positive covid test result you should stay at home

Follow the guidelines provided by the HSE. Do not come on to campus.

For further details of Covid-19 procedures in the School of Computer Science and Statistics, refer to: <https://teaching.scss.tcd.ie/covid/>.

For College-wide information on Covid-19, refer to:
<https://www.tcd.ie/about/return-to-campus/>

4.2 Emergency Procedure

In the event of an emergency on campus, dial College Security at +353 (1) 896 1999 (or extension 1999 from an internal College phone). This includes chemical spills, personal injury or first aid assistance.

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 for all emergencies on campus and will ensure that emergencies can access the campus, know where to go and ensure that the way is clear.

Do not call the emergency services directly without first trying to call College Security on +353 (1) 896 1999.

It is recommended that all students save emergency contact details in their phone.

4.3 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.

4.4 Health and Safety

The Faculty of Science, Technology, Engineering and Mathematics publishes a *Health & Safety Guidance Manual*. It can be viewed online at <https://www.tcd.ie/stem/faculty-health-safety.php>.

5 Organisation and Administration of Teaching and Learning

5.1 Academic Year

Dates for teaching and assessment in the 2022-23 academic year are published on the *College Calendar* website: <https://www.tcd.ie/calendar/>.

For undergraduate students in their first year, orientation will take place in the week of 19th September and teaching will begin on 26th September.

Note that teaching in all first year undergraduate modules delivered by the School of Computer Science and Statistics will take place over 10 weeks (including Study Week) in Semester 1, instead of the usual 12 weeks. As a result, teaching in these modules will end on Friday 2nd December. This is an exceptional arrangement for the 2022-2023 academic year and only applies to modules taken by first year students.

For students in all other years, teaching will begin on 12 September and will end on 2nd December.

In Trinity, years 1, 2, 3 and 4 are traditionally referred to as:

- Junior Freshman (or JF, Year 1)
- Senior Freshman (or SF, Year 2)
- Junior Sophister (or JS, Year 3)
- Senior Sophister (or SS, Year 4)

Teaching is organized around two semesters (or terms). Each semester lasts 12 weeks, including one *Study Week* (or *Reading Week*). You are expected to be available to attend classes for the entirety of both semesters. Semester 1 – Michaelmas Term; Semester 2 – Hilary Term

Examinations and other assessments are scheduled after the end of each semester and you are expected to be available to attend all examinations and other assessments scheduled during these assessment periods.

There is a further reassessment period that is usually scheduled at the end of August and beginning of September for students who are required to take reassessments or who have deferred their original assessments and such students are expected to also be available for this reassessment period.

5.2 Academic Registry and the my.tcd.ie Portal

Academic Registry (or AR) is a central College administrative unit that is responsible for services supporting the complete student lifecycle – from application to graduation. This includes managing your initial application, publishing your teaching and examination timetables, publishing your results, maintaining your student record, maintaining your fees account and issuing your student ID card.

You will use the my.tcd.ie portal to access your personal information, including your student record, class and exam timetables and your results. You can find the portal at <https://my.tcd.ie>. Many of the functions of the my.tcd.ie portal can also be accessed through the Trinity Live app (<https://trinitylive.tcd.ie>). The information in your portal is maintained by Academic Registry.

Academic Registry Contact Details

Students can contact Academic Registry through the Service Desk and contact details are available on the Service Desk website: <https://www.tcd.ie/academicregistry/service-desk/>.

The quickest and easiest way for current students to contact the Academic Registry Service Desk is through ask.tcd.ie.

<https://ask.tcd.ie>

Location	Watts Building (East end of the main campus)
Web	https://www.tcd.ie/academicregistry/
Phone	+353 (1) 896 4500
Email	academic.registry@tcd.ie

5.3 Teaching Timetables and Venues

Teaching timetables are provided through the my.tcd.ie portal at <https://my.tcd.ie> and on the Trinity Live app (<https://trinitylive.tcd.ie>).

The School of Computer Science and Statistics is based in the O'Reilly Institute at the East end of the main TCD campus. Most staff have their offices in the O'Reilly Institute, Lloyd Institute, South Leinster Street, Oriel House or in the Stack B building on Custom House Quay.

Most of your classes (lectures, labs, tutorials, etc.) will take place in the Lloyd Building (opposite the O'Reilly Institute on the main campus), the Trinity Central Building (on Pearse Street, beside Pearse Street train station), on the lower ground floor of the O'Reilly Institute (main campus) or in the Museum Building (main campus).

A searchable online campus map is provided at <https://www.tcd.ie/Maps/map.php>.

5.4 Communication from College (myzone.tcd.ie)

Communications from many College services will be sent to you via your my.tcd.ie portal at <https://my.tcd.ie>, which will give you access to an "inray" of your messages. Once you have access to your College email (<http://myzone.tcd.ie>) your inray messages will also appear in your College email.

It is important that you check your College email regularly and we will assume that you will do this.

5.5 Blackboard Virtual Learning Environment (mymodule.tcd.ie)

Most of your modules will make teaching material available to you through *Blackboard*. This can include lecture slides, continuous assessment (coursework) exercises and assignments, videos and other material. In some modules, your provisional coursework results will also be published on Blackboard. You can find Blackboard at <https://mymodule.tcd.ie>.

Your lecturers may also communicate with you and other students in your class using Blackboard Announcements. These announcements will also appear in your College email.

You may also be asked to submit your work for a module through Blackboard and you may be assessed online using Blackboard Tests.

5.6 Examination Timetables and Results

Examinations take place at the end of both Semester 1 and Semester 2. Modules that conclude at the end of Semester 1 will have an examination at the end of Semester 1. Modules that run throughout the academic year or begin and end in Semester 2 will have an examination at the end of Semester 2. Examination timetables are provided through the my.tcd.ie portal at <https://my.tcd.ie>.

Not all modules will have an examination as some modules are assessed entirely through coursework.

Provisional results for Semester 1 examination are published in the first half of Semester 2. These results remain provisional and subject to change until your full set of results is published at the end of the academic year. Examination results are also published through the my.tcd.ie portal at <https://my.tcd.ie>.

Useful information about examinations, including past papers, can be found on the Academic Registry website at <https://www.tcd.ie/academicregistry/exams/>.

6 Programme Structure and Regulations

6.1 Programme Structure

Each year of your degree programme is organised as a set of modules. Modules may be either core (mandatory modules that you must take) or elective (where you choose one or more modules from a set of modules). Each module has an associated ECTS credit weighting (typically 5 or 10 credits, with some project modules in later years weighted at 20 or 30 credits, see 6.1.1 below).

In each year you will take modules worth a total of 60 credits, with 30 credits in each semester. **It is the responsibility of the student to ensure that they are registered for and complete modules worth 60 credits in each academic year.**

Details of the modules taken in each year of each degree programme can be found in your Course Handbook or on the School's Teaching and Learning website (<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.

6.1.1 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 private study time, laboratory classes, examinations, and so on as appropriate to the module. There is no intrinsic relationship between the credit volume of a module and its level of difficulty.

One ECTS credit is associated with 20 to 25 hours of student input. This means that a five-credit module will be designed to require 100 to 125 hours of student input including class contact time and independent or group work. (Hint: if you find yourself falling behind in a module, first ask yourself are you spending enough time on independent study for the module, based on its credit weighting.)

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 your 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.)

6.2 Module Descriptors

Detailed information about each module is contained in a *module descriptor*. You will find a module descriptor for each of your modules on <https://teaching.scss.tcd.ie>. The module

descriptor includes a description of the module, its *Learning Outcomes* (the things you should be able to do after completing the module), the methods of teaching and assessment that will be used and the relative weight attached to each assessment component.

6.3 Module Assessment

The methods of assessment used will vary between modules. In many of your modules, you will be assessed through a combination of continuous assessments (or coursework) and a final examination. Many modules, however, will only use continuous assessment while some modules only have a final examination. The nature of the continuous assessment in a module may also vary, with some modules requiring you to complete shorter, more frequent exercises while other modules will set more substantial projects. Students should make themselves aware of the rules governing assessment at the beginning of each module.

The continuous assessment for a module may require you to work either individually or in groups. It is important that you understand whether you are expected to work individually or in a group. If you are expected to work in a group but instead work individually, you may lose marks. Conversely, if you are expected to work individually but submit work done collaboratively in a group, you may also lose marks (if you explicitly acknowledge working in a group) or may be committing academic misconduct (if you do not acknowledge working in a group), for which the penalty can be significant (see section 6.7).

It is the responsibility of each student to retain a copy of any coursework that they submit.

If you fail a module, at the end of Semester 1 or Semester 2, you may need to sit reassessment examinations or complete reassessment coursework. Reassessments take place in the “supplemental” or “reassessment” period, usually at the end of August or beginning of September. The method of reassessment in modules may differ from the original methods of assessment that were used. You can find details of the reassessment methods for each module in the Module Descriptor.

6.4 Penalties for Late Submission

Penalties for late submission of coursework may be specified for each module but in the absence of any such specification the following penalties may be applied:

- In the case of fourth and fifth year final year project reports, dissertations and internship reports, late submissions are penalised by 5% per ‘day’, and a mark of 0% is awarded if the submission is more than 2 weeks after the deadline.
- In fourth and fifth year, late submissions of coursework other than final year project reports, dissertations and internship reports are penalised by 10% per ‘day’ and a mark of 0% is awarded if the submission is more than 2 weeks after the deadline for submission.
- In all other years, late submissions are penalised by 20% per ‘day’ and a mark of 0% is awarded if the submission is more than 1 week after the deadline for submission.

- In the case of electronic submission, a ‘day’ is taken to be a 24 hour period (or any part thereof). In the case where physical submission is required, a ‘day’ is taken to be a working day (Monday to Friday) or any part thereof. For the purposes of this regulation, a working day ends at the latest time that work can be submitted to the School Office. In all cases a week is a calendar week.
- For coursework which must be submitted in both electronic and physical form, the larger of the two penalties will be applied.

6.5 Marking Scale

Grades for individual modules and the overall grade achieved at the end of years 1 to 4 of undergraduate programmes, as well as the grade of honours bachelor’s degrees awarded at the end of a programme are based on the following marking scale:

Grade		Mark (%)
I	“First Class” or “First”	70-100
II.1	“Second Class, Upper Division” or “Two-One”	60-69
II.2	“Second Class, Lower Division”, or “Two-Two”	50-59
III	“Third Class” or “Third”	40-49
F ₁	Fail	30-39
F ₂	Fail	0-29

The marking scale used in Year 5 of the Integrated Computer Science and Integrated Engineering programmes is provided in the handbooks for those programmes.

6.6 Progression

Academic progression is the transition from one year of your degree programme to the next year or to the award of a degree. The University Calendar sets out the regulations that apply generally to progression for undergraduate programmes. **Your Course Handbook contains detailed academic progression regulations for your degree programme.** The following is a restatement and explanation of the regulations in the University Calendar.

The pass mark in years 1 through 4 of undergraduate programmes in the School of Computer Science and Statistics is 40 per cent. The pass mark in year 5 of the Integrated Computer Science programme is 50 per cent.

Important Note: Additional regulations for progression to Year 5 of the Integrated Computer Science programme are set out in the Handbook for that programme.

Important Note: The progression regulation that apply to Engineering students, including

Computer Engineering, are set out by the School of Engineering. The regulations below do not apply to the Engineering programme.

In order to progress from one year to the next or to the award of a degree, you must achieve, at a minimum, an overall credit-weighted average pass mark for the year and either:

- (a) accumulate 60 credits by achieving at least the pass mark in all modules
or
- (b) pass by compensation. All modules and components within modules are compensatable.

To pass a year by compensation where the pass mark is 40 per cent, you must achieve the pass mark in modules carrying a minimum of 50 credits and obtain a module mark of at least 35 per cent in any remaining module(s). You may accumulate a maximum of 10 credits at qualified pass where the mark lies between 35-39 per cent.

Explanation: You can progress from one year to the next or to a degree award if you have failed one or more modules as long as those failed modules are worth no more than 10 credits and as long as you have a mark of at least 35 per cent in any failed modules.

To pass a year by compensation where the pass mark is 50 per cent, you must achieve the pass mark in modules carrying a minimum of 50 credits and obtain a module mark of at least 45 per cent in any remaining module(s). You may accumulate a maximum of 10 credits at qualified pass where the mark lies between 45-49 per cent.

Explanation: You can progress from one year to the next or to a degree award if you have failed one or more modules as long as those failed modules are worth no more than 10 credits and as long as you have a mark of at least 45 per cent in any failed modules.

Progression is on an annual basis. Within a year you may carry failed modules from one semester to the next but not from one academic year to another; that is, you will not be able to rise to the next year of your programme until you have successfully completed the preceding year(s).

Explanation: You need to pass one year before moving on to the next. You cannot “carry” or re-take a module that you have failed while also starting your next year.

You are required to present for reassessment in modules when:

- (a) you obtain in excess of 10 credits at qualified pass (i.e. marks between 35-39 per cent where the pass mark is 40 per cent; or 45-49 per cent where the pass mark is 50 per cent);
- (b) you fail any module (i.e. achieving marks below 35 per cent where the pass mark is 40 per cent; or below 45 per cent where the pass mark is 50 per cent);
- (c) you do not obtain an overall pass mark for the year;
- (d) any combination of (a) - (c) occurs.

If you have both fail and qualified pass grades at the first sitting or have exceeded the 10 credit limit allowed for compensation and are not permitted to rise with your year, you must present for

reassessment in all failed components of all modules for which they obtained a fail and/or a qualified pass.

*Explanation: If you have not met the requirements to proceed from one year to the next or to a degree award, you are required to present for reassessment **in all modules where you have not achieved the pass mark of 40 per cent (or 50 percent in year 5)**, including modules where you have achieved a compensatable mark of 35-39 per cent (or 45-49 percent in year 5).*

The same progression and compensation regulations as outlined above apply at the reassessment session. The overall credit-weighted average for the academic year will be calculated using the most recent marks achieved.

Explanation: the calculation of your end-of-year result will combine your marks in modules that you passed at the first attempt with the most recent marks that you achieved in any modules where you were required to take reassessments.

If you have not met the requirements to proceed from one year to the next (or to a degree award) you are required to repeat the year in full (i.e. all modules and all assessment components).

There are exceptions to this regulation that can be made in certain circumstances and you can discuss this with your Tutor.

You are permitted to repeat any year of an undergraduate programme subject to not repeating the same year more than once and not repeating more than two academic years within a degree course, except by special permission of the University Council. The maximum number of years to complete an undergraduate degree is six years for a standard four-year programme and seven years for a five-year programme.

You can repeat any year just once. You can repeat any two years in a degree programme.

6.7 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 (either extracts, methodologies or the complete 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](#)³.

The College regulations governing plagiarism are available in the college calendar and are reproduced as an appendix of this handbook. You are expected to be familiar with these regulations and to understand what is considered plagiarism. Before beginning your first assignment, you must complete the online tutorial on avoiding plagiarism **Ready, Steady, Write**, which you can find here: <https://libguides.tcd.ie/plagiarism/ready-steady-write>.

Please note that our School may use tools such as TurnItIn or SafeAssign to identify 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.

6.8 Attendance Requirements and Absences

You are required to attend all lecture, laboratory, tutorial or other sessions associated with your programme of study and to participate fully in the academic work of your class.

You must notify the lecturer concerned or your Tutor as early as possible if you are unable to attend. (Some lecturers may tell you if it is unnecessary to notify them of occasional, short absences.) If you are absent for medical reasons, you should notify your Tutor and you may be required to provide a medical certificate. This is particularly important if you will miss required assessment components (e.g. in-class tests or demonstrations of your work).

Students whose attendance has not been satisfactory in either semester may be reported to the Senior Lecturer's Office as “non-satisfactory” for that semester (see College Calendar, Part II, General Regulations). Students who are returned as “non-satisfactory” for both semesters in a year may be refused permission to take semester two assessments or examinations and may be required to repeat the year in full.

Unless otherwise specified for a programme or an individual module, a student's attendance and participation will be deemed to be “non-satisfactory” if they miss more than one third of their course of study in a semester.

6.9 Non-submission of Coursework and Absence from Examinations

You must complete and submit the assessment components specified for your modules, including both continuous assessments (coursework) and examinations. Individual modules may specify the minimum number of assessment components that are required to be submitted (e.g. 6 out of 8 lab exercises).

³ <https://www.tcd.ie/teaching-learning/ug-regulations/Plagiarism.php>

For modules in the School of Computer Science and Statistics, where the assessment of a module includes an examination or in-class 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 and tests.)

You should not attempt an examination or test if you are medically unfit. Instead you should seek medical attention and obtain a medical certificate to cover the period of the exam or test. You must also notify your Tutor that you will be missing the exam or test. If you cannot contact your Tutor, you should contact the Senior Tutor's office or the School Office right away.

For assessment components other than examinations and in-class tests and unless otherwise specified, you must submit assessment components on time that are worth at least two thirds of the marks available for these assessment components. (Submitting an assessment component is interpreted as making a reasonable attempt at the component.)

If you fail to submit the specified minimum assessment components for a module, you may be required to submit any missed components at the reassessment session and your mark for those components may 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.

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](#)".

6.10 Use of Laptops and Other Devices in Class

The use of laptops (and other devices) in lectures, laboratory and tutorial sessions is at the lecturer's discretion.

6.11 Discussing Your Performance in a Module

Once results are published, you can request to discuss your examination or other assessment performance in a module with your lecturer to understand why a specific mark was awarded. If you wish to do this, you should email the School's Teaching Unit (teaching-unit@rt.scss.tcd.ie) providing your name, student ID, degree programme and year and details of the module for which you wish to discuss your results. The Teaching Unit will respond with instructions to arrange a meeting with your lecturer.

You may request to discuss your performance after the publication of your provisional results after Semester 1 or after the publication of your formal, overall results after Semester 2.

During a meeting with a lecturer to discuss your performance, you are entitled to view your examination script and other assessment material that you have submitted.

Please note that a discussion of your performance with a lecturer is not an opportunity to argue for an increase in your mark. Lecturers cannot independently change any marks once they have been approved by the School's Court of Examiners.

6.12 Re-checks or Re-marks in Specific Modules

If after discussing your performance in a module (see 6.11 above) you believe there is a mistake in your result for that module and have 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,

you should contact your Tutor to discuss the situation. Your 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.

6.13 Appealing Your Overall End-of-Year Result

You can also appeal a decision of a Court of Examiners in relation to your overall 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 College Academic Appeals Committee. Appeals must be lodged by your Tutor. If your Tutor is unwilling or unable to act on your behalf, you can contact the Senior Tutor (see *Your Tutor* on page 9).

There are 3 grounds on which you can make 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.

Note that an appeal cannot change the result in a specific module but can change the effect of those results on your overall end-of-year result.

7 Study Abroad

The School of Computer Science and Statistics encourages students to consider studying abroad in one of Trinity's partner universities. There are two types of opportunities to study abroad.

1. Erasmus/EU Exchanges
2. Non-EU Exchanges, also referred to as International Exchanges

Whether you are embarking on an Erasmus/EU exchange or a non-EU exchange, it is important that you fully consider the impact that studying abroad will have on your studies.

Detailed information, including application instructions, internal School deadlines and key contacts in the School can be found on the School's Teaching and Learning website: <https://teaching.scss.tcd.ie/study-abroad/>.

It is essential that you begin your application to study abroad well ahead of the relevant deadlines. Your preparations should include investigating host institutions, discussing your intentions with key members of staff in the School and attending any presentations provided by the School or by the College's Global Relations office.

The School will set internal School application deadlines in advance of College deadlines and late applications will not be considered for approval by the School.

As a rule of thumb, if you are considering a non-EU programme in your third year, you should be investigating your options when your Senior Freshman year begins. If you are considering an EU/Erasmus programme, you should be investigating your options by Study Week in the first semester of your Senior Freshman year.

7.1 Eligibility for Study Abroad

To be eligible for either an Erasmus/EU exchange or another non-EU, international exchange, you must achieve an overall II.1 standard in your first attempt at assessments in the year prior to making an application to study abroad. If you are intending to study abroad in the Junior Sophister year and will apply during your Senior Freshman year, this means that you must have achieved an overall II.1 standard at your first attempt at Junior Freshman assessments.

If you are a Computer Science Joint Honours student, you must achieve an overall II.1 standard in the Junior Freshman year of the Computer Science subject but will otherwise be subject to overall College study abroad requirements and any additional requirements specified for your other subjects.

If you are a Computer Science, Linguistics and a Language student, you are exempt from achieving both the School and College requirements for study abroad due to the mandatory nature of Erasmus in your Junior Sophister year.

Eligibility to commence your year abroad is conditional on you being in *good standing* before you begin your studies in your chosen host institution. If you are required to present for TCD assessments during the reassessment session (either reassessments or deferred first assessments), the timing of these assessments and the date of publication of your results may disrupt the start of your year abroad and it may be necessary to seek to defer or withdraw from the exchange programme.

7.2 Timing and Duration of Study Abroad

Normally if you are intending to study abroad you will do so in your Junior Sophister year (applying during your Senior Freshman year) and this is the College expectation. Special arrangements permitting study abroad in the Senior Sophister year apply to Engineering.

If you are applying to study abroad under the EU/Erasmus programme, you should spend a full academic year abroad.

If you are intending to study abroad under a non-EU, international exchange programme, you can study abroad for a full academic year or for just one semester.

In most SCSS curricula, the Junior Sophister year is fully “semesterised” with no full-year modules and this more readily facilitates studying abroad for just one semester. The exception to this is the Junior Sophister year of the MSISS programme and MSISS students who are considering studying abroad for just one semester are advised to discuss this with their course director.

When considering studying abroad, you should be aware that the TCD academic year structure may conflict with the academic year structure of your intended host institution, particularly in relation to assessments and reassessments. You must prioritise completion of any mandatory TCD assessments at the start of a study abroad programme and must prioritise the completion of any mandatory host institution assessments at the end of a study abroad programme. You should fully investigate the implications of this for the commencement of both your year abroad and your year in TCD when you return.

7.3 Calculation of Results

Your final degree result will be calculated as a weighted combination (30:70) of your Junior and Senior Sophister results. If you spend your Junior Sophister year studying abroad, your overall result from your year abroad will contribute in the same ratio to your degree result.

The School will calculate your overall Junior Sophister result for a year or a semester spent studying abroad. This calculation will use the grade conversion table provided by Global Relations ([link](#)). Your result will be a credit-weighted average of the converted grades achieved in modules worth 45 credits (22.5 credits for a single semester abroad), taking modules in descending grade order. (Where the final module to be included in the calculation would cause the credits counted to exceed 45 (22.5), its credit weighting will be capped at the credits required to total exactly 45 (22.5) credits, for the purposes of the calculation.)

8 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>.

9 Scholarships and Prizes

Various studentships, scholarships, exhibitions, and other prizes are awarded to students on the results of honour and other examinations, provided that sufficient merit is shown. Monetary awards are sent directly 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 Course Handbooks for those programmes.

9.1 General Examination Prizes

9.1.1 Book Prize

At the annual examinations, a book prize (under review) is awarded to each candidate obtaining an overall first class honours grade in Years 1, 2 and 3 of an honours 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. Contact Academic Registry for more information.

9.1.2 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 honours or professional courses. See the Handbooks for specific degree programmes the following website for further details: <https://www.tcd.ie/academicregistry/exams/assets/local/gold-medal-criteria.pdf>.

Note that in degree programmes where the overall degree result is based on a combination of results from years 3 and 4, recommendations for a Gold Medal are based on overall degree results and not on the Year 4 result alone.

9.2 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. Contact Academic Registry for more information.

9.3 Foundation Scholarship

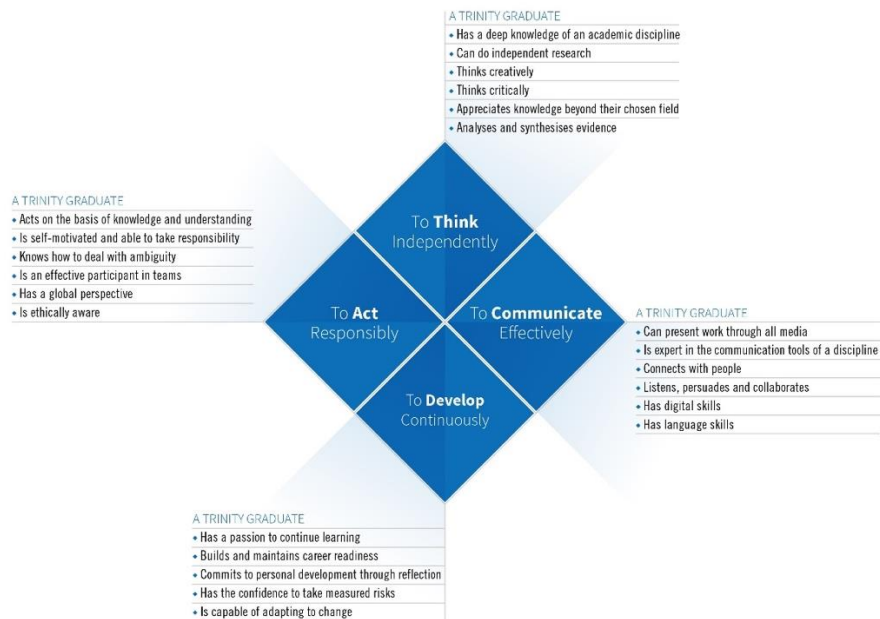
Foundation scholarship ("Schol") is a College institution with a long history and high prestige. The objective of the foundation scholarship examination is to identify students who, at a level of evaluation appropriate to Year 2, can consistently demonstrate exceptional knowledge and understanding of 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: <https://www.tcd.ie/academicregistry/exams/scholarship/>.

10 Graduate Attributes

Throughout your time at Trinity, you will be provided with opportunities to develop and evidence achievement of a range of graduate attributes that support your 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](#).



11 Your 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.

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 and statistics 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 or statistician, you will have to apply your knowledge to problems you have never seen before – now is the time to start.

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 find yourself falling behind – that is, if you can't continue to understand lectures or assessments – then you need to work hard to catch up right away. Try to catch up by yourself first as this is the best way to learn. **If you feel you are still struggling, talk to a lecturer, demonstrator, teaching assistant, student, or someone else who may be able to help you.** (See [Student Supports](#) on page 9). Don't be tempted to think that you can “cram” to catch up at the end of the year.

A lecturer's job is primarily to provide you with a framework, with some of the particulars, to guide you in 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 closely monitor your progress. Your job is to fill out that framework with a thorough understanding of the material.

Where textbooks, lecture notes or other reading material are required reading for a module, you are expected to study the material in your own time. Studying the material must 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 and go back over it as often as you need. As for when to read the material, it's a good idea to do this ahead of lectures, tutorials, labs or other sessions where the material will be relevant. This way, although you may not understand it fully, you'll be prepared for the session, and you'll have a good idea what areas to ask questions about. If you haven't looked at the material beforehand, pick up what you can from the session (absorb the general idea and/or take thorough notes) and count on sorting it out later while studying the book and transcribing your notes.

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.

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. (You will have encountered similar problems, but they won't be the same.)

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.

12 Appendix: Plagiarism Regulations

College Calendar information and regulations on Plagiarism, 2021-2022.

Plagiarism

95 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.

96 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.

97 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 collaboration 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. In order to avoid plagiarism in the context of collaboration and group work, it is particularly important to ensure that each student appropriately attributes work that is not their own.

98 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.

99 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://libguides.tcd.ie/plagiarism>.

100 If plagiarism as referred to in §95 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.

101 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 §100 above must state their agreement in writing to the Director of Teaching and Learning (Undergraduate), or designate. If one of the parties to the informal meeting withholds his/her written agreement to the application of the summary

procedure, or 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.

102 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 with corrections. Instead, the student is required to submit a new piece of work as a reassessment during the next available session. Provided the work is of a passing standard, both the assessment mark and the overall module mark will be capped at the pass mark. Discretion lies with the Senior Lecturer in cases where there is no standard opportunity for a reassessment under applicable course regulations.

103 Provided that the appropriate procedure has been followed and all parties in §100 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 may approve, reject, or vary the recommended penalty, or seek further information before making a decision. If the Senior Lecturer considers that the penalties provided for under the summary procedure are inappropriate given the circumstances of the case, he/she may also refer the matter directly to the Junior Dean who will interview the student and may implement the procedures as referred to under CONDUCT AND COLLEGE REGULATIONS §2. Notwithstanding his/her decision, the Senior Lecturer will inform the Junior Dean of all notified cases of Level 2 and Level 3 offences accordingly. The Junior Dean may nevertheless implement the procedures as referred to under CONDUCT AND COLLEGE REGULATIONS §2.

104 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](#).