School of Computer Science and Statistics

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PART I - Information

1. Welcome

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

If you have any queries during the year you are welcome to drop into my office in Room 1.32 in the Lloyd Institute or email me at aideen.keaney@tcd.ie.

I wish you every success in the coming year.

Aideen Keaney
Course Director, MSISS.

2. A Note on this Handbook

This handbook contains information and regulations for Senior Freshman students on the BA (Mod) Management Science and Information Systems Studies in the 2015-16 academic year. Please retain it for future reference.

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

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

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

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

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

3.1. Term Dates

The following table lists the duration of each term and the start and end dates for teaching in each term for the 2015-16 academic year. No lectures are held during the reading weeks in each term.

<table>
<thead>
<tr>
<th>Term</th>
<th>Duration</th>
<th>Start and End Dates (2015-16)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michaelmas Term (MT)</td>
<td>12 weeks</td>
<td>28th September 2015 – 18th December 2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Study Week: 9th November – 13th November 2015)</td>
</tr>
<tr>
<td>Hilary Term (HT)</td>
<td>12 weeks</td>
<td>18th January 2016 – 8th April 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Study Week: 29th February – 4th March 2016)</td>
</tr>
</tbody>
</table>

Annual examinations will take place from 2nd May to 27th May 2016. Examination dates will be posted on the College web site in due course. It is the student's responsibility to determine dates, times and locations of examinations.

3.2. Contact Information

BA (Mod) Management Science and Information Systems Studies Administration

Course Director          Dr Aideen Keaney       aideen.keaney@tcd.ie
Course Administrator     Gillian Long           Gillian.Long@scss.tcd.ie
3.3. Dealing with Problems

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

3.3.1. Personal Problems

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

3.3.2. Administrative Matters

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

3.3.3. Academic Matters

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

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

3.3.4. Programming Centre

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

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

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

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

3.3.6. Other Sources of Support and Help in College

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

**REMEMBER**

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

4. Overview of Regulations

This part of the Course Handbook sets out the examination regulations that apply to the BA (Mod) Management Science and Information Systems Studies in the 2015-16 academic year.

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

- General Regulations that apply to all degree programmes in the University;
- General Faculty Regulations that apply to courses within the Faculty of Engineering, Mathematics and Science;
- Regulations that apply specifically to the Moderatorship in Management Science and Information Systems Studies.

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

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

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

4.1. Rules for Handing in in-term Assessments

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

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

The coversheet includes the declaration:

| I have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at http://www.tcd.ie/calendar. |
| I have also completed the Online Tutorial on avoiding plagiarism ‘Ready Steady Write’, located at http://tcd-ie.libguides.com/plagiarism/ready-steady-write. |
The MSISS rules for handing in and marking of assessments are summarised below.

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

Otherwise the default rules as set out below will apply.

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

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

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

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

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

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

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

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

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

### 4.2. Teamwork Assessment

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

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

### 4.3. Individual Work and Plagiarism

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

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


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


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

To rise from one year to the next year of the programme, Senior Freshman students must satisfy their examiners subject to the regulations set out in this section.

1. The examinable subjects are as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST2004</td>
<td>Applied Probability I</td>
<td>5</td>
</tr>
<tr>
<td>ST2005</td>
<td>Applied Probability II</td>
<td>5</td>
</tr>
<tr>
<td>ST2006</td>
<td>Management Science Methods</td>
<td>10</td>
</tr>
<tr>
<td>MA2E01</td>
<td>Engineering Mathematics III</td>
<td>5</td>
</tr>
<tr>
<td>MA2E02</td>
<td>Engineering Mathematics IV</td>
<td>5</td>
</tr>
<tr>
<td>BU2530</td>
<td>Introduction to Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BU2550</td>
<td>Introduction to Finance</td>
<td>5</td>
</tr>
<tr>
<td>CS2010</td>
<td>Algorithms and Data Structure</td>
<td>10</td>
</tr>
<tr>
<td>ST2002</td>
<td>Introduction to Regression</td>
<td>5</td>
</tr>
<tr>
<td>ST2001</td>
<td>Software Applications II</td>
<td>5</td>
</tr>
</tbody>
</table>

These are examined during the annual examination period.

The mark in each subject is generally a combination of an exam mark and a coursework mark, but some courses, for example ST2001 are assessed by coursework only. The method which is used to combine exam and assignment marks into the overall mark is at the discretion of the course lecturer. In some courses to pass students must pass BOTH the written examination AND the coursework component. Students should make themselves aware of the rules governing assignments at the beginning of each course.

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

3. To pass candidates must achieve a mark of 40% or more in each of the subjects.
4. Candidates may also pass by compensation if and only if:
   - They achieve an overall average mark of 40% or more and either;
     - pass modules totalling 55 credits, and get a minimum mark of 30% in the failed module
     - or
     - pass modules totalling 50 credits, and get a minimum mark of 35% in the failed module(s) (either one 10-credit module or two 5-credit modules).

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

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

Where appropriate, transcripts will show “by compensation”.

6. Students who do not pass the year at the annual examination session will be required to sit supplemental examinations or complete supplemental coursework in those modules failed in the Annual Examination Session.

7. To pass the supplemental examination candidates must achieve a minimum of 40% in each of the subjects examined. Candidates may also pass by compensation if and only if:
   - They achieve an overall average mark of 40% or more and either;
     - pass modules totalling 55 credits, and get a minimum mark of 30% in the failed module
     - or
     - pass modules totalling 50 credits, and get a minimum mark of 35% in the failed module(s) (either one 10-credit module or two 5-credit modules).

A student's overall mark will be calculated as the average of each module's mark weighted by its ECTS rating. Where a module has been examined more than once, the mark achieved in the most recent examination will be used. The overall end of year result for a student who is eligible to progress on the basis of marks attained at a supplemental examination will be recorded as “Pass at Supplemental”.

8. A student who does not pass by either of the methods above is required to repeat the year in full. This includes completing all assessment elements of all modules (e.g. all continuous assessment requirements).

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

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

5. An Overview of the Senior Freshman Year

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

<table>
<thead>
<tr>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Probability I</td>
</tr>
<tr>
<td>Applied Probability II</td>
</tr>
<tr>
<td>Management Science Methods</td>
</tr>
<tr>
<td>Engineering Mathematics III</td>
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</tr>
<tr>
<td>Introduction to Regression</td>
</tr>
<tr>
<td>Software Applications II</td>
</tr>
</tbody>
</table>

5.1. ST2004 Applied Probability I

Uncertainty and/or variation that is random or unpredictable is a central challenge in devising efficient systems. Examples include a Google search, student progression given imprecise marking, a pension scheme, the evaluation of financial derivatives, and more generally planning in an uncertain environment given imprecise or inadequate data. This course aspires to build confidence in the manipulation of uncertain information. Additionally randomness is deliberately introduced in security systems, and exploited in computer graphics. The central tool is the use probability to model or approximate a system.

In this course we take a novel approach that replaces mathematics with the use of ‘random numbers’ in a spread sheet – or more generally an algorithm; this is known as the Monte Carlo method (http://en.wikipedia.org/wiki/Monte_Carlo_method). Students will rapidly acquire the facility to model quite complex random (or stochastic) systems. They will subsequently learn the language of probability which can sometimes by-pass the algorithms, or render them more efficient.
5.2. **ST2005 Applied Probability II**

This module develops several important ideas in statistical analysis making use of some of the ideas introduced in ST2004. It acts as a bridge to the sophister years by introducing the fundamental ideas that are used in the more advanced statistics modules that will take place then.

The module will cover the derivation of the confidence interval and tests of hypothesis for normal data; the difference between a confidence interval and a prediction interval; the Central Limit Theorem and what it says about confidence intervals and tests of hypothesis; the bootstrap approach to confidence intervals and tests of hypothesis; introduction to maximum likelihood estimation and computation through Excel; the q-q plot and transforming data to make it more Gaussian; introduction to multivariate distributions; and statistical reasoning: bias in statistical studies (selection bias, Rubin's propensity).

5.3. **ST2006 Management Science Methods**

This course is based on developing and solving mathematical models of real life problems. In the first semester, students receive a theoretical introduction to the fundamental elements of a mathematical model. Modelling techniques are taught to solve problems in many domains. In the second semester students are introduced to the concepts, ideas and techniques involved in simulation.

5.4. **MA2E01/MA2E02 Engineering Mathematics III and IV**

These modules are a natural continuation of the Junior Freshman Modules MA1E01 Engineering Mathematics I and MA1E02 Engineering Mathematics II.

Engineering Mathematics III introduces students to further fundamental ideas and methods of mathematics for engineering, covering the areas of multivariate calculus, integration and Laplace transforms. The aim of the module is to provide the necessary background and to teach the students to use it efficiently.

Engineering Mathematics IV introduces and illustrates the fundamental ideas and methods of linear algebra and fourier analysis. The module also introduces the concept of n-dimensional vectors and shows their role and importance in practice; shows the interrelations between linear systems, linear transformations and their matrices. The module aims to promote mathematical confidence and sensibility and to enable students to apply their knowledge to new situations.
5.5. **BU2530 Introduction to Accounting**

This module deals with the construction and interpretation of five key financial statements – the balance sheet, the income statement, the statement of comprehensive income, the statement of changes in equity and the cash flow statement. Underlying concepts relating to matching, income measurement and asset valuation are explored in detail and the principles of sound financial management are developed as the module progresses.

The overall goal of the module is that students obtain a sound understanding of 'money in organisations' and – more specifically – learn how to judge (a) whether organisations are performing well and are financially healthy or (b) whether there are weaknesses in their financial performance/financial structure.

5.6. **BU2550 Introduction to Finance**

This module introduces fundamental concepts and techniques of modern finance. It starts with reviewing the nature and role of financial markets, institutions and securities. The module proceeds with the presentation of the key tools used by financial managers and investors in analysis and decision making. The theoretical models and assumptions underlying the development of modern financial techniques will also be examined. On completion of the module students should be able to understand the principles underlying the working of most financial markets, to carefully evaluate investment opportunities and understand associated risks.

5.7. **CS2010 Algorithms and Data Structure**

The aim of the module is threefold:

1. To teach effective programming and problem solving, using a core toolset of classical algorithms and data structures.
2. To introduce the methods for evaluating the performance and requirements of programs written by the students.
3. To promote effective software engineering by using well-established techniques for code modularity, structuring, debugging and readability, such as Design by Contract, and unit testing.

5.8. **ST2002 Introduction to Regression**

Regression is probably the most widely used tool in statistics. When students have successfully completed this module they should: understand the concepts involved in simple and multiple linear regression analysis; understand how to use MINITAB software for regression; understand the pitfalls in analysis and understand its limitations.
5.9. **ST2001 Software Applications II**

The purpose of this course is to give students experience in advanced computer applications. This will include the advanced applications of Excel. The course will introduce students to database technology using Microsoft Access. Students will use Visual Basic for Applications (MS Office 2010).
Appendix A

Plagiarism

82 General

It is clearly understood that all members of the academic community use and build on the work and ideas of others. It is commonly accepted also, however, that we build on the work and ideas of others in an open and explicit manner, and with due acknowledgement.

Plagiarism is the act of presenting the work or ideas of others as one’s own, without due acknowledgement.

Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and 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.

Calendar 2015-16
87 If plagiarism as referred to in §82 above is suspected, in the first instance, the Director of Teaching and Learning (Undergraduate), or their designee, 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 designee, 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 designee, may refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to under CONDUCT AND COLLEGE REGULATIONS §2.

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

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

(a) Level 1: Student receives an informal verbal warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will be assessed and marked without penalty.

(b) Level 2: Student receives a formal written warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will receive a reduced or capped mark depending on the seriousness/extent of plagiarism;

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

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

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

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