

BA PSYCHOLOGY & COMPUTING (CK121)

First Year Handbook

School of Applied Psychology &
School of Computer Science and Information Technology
UNIVERSITY COLLEGE CORK

Welcome first-year students!

Welcome to the BA Psychology & Computing degree programme. We are very excited about this new programme, which was many years in planning and preparation, and accepted its first intake of students in September 2018. We hope that your time at UCC will be productive and happy. This handbook gives essential information about the BA Psychology & Computing Year 1 for the current academic year. Other useful information can be obtained from student guides available from the College of Arts, Celtic Studies, and Social Sciences ([CACSSS](#)) and the College of Science, Engineering and Food Science ([SEFS](#)).

Please note that you are undertaking a degree programme that is run collaboratively by two different academic units; the School of Applied Psychology, and the School of Computer Science and Information Technology. In some cases, the rules and procedures will differ across the School of Applied Psychology and the School of Computer Science and Information Technology. We will try to keep everything as simple as possible for you, but in all cases, if you are unsure, please consult this handbook first. If the handbook does not provide the answer, contact your module director or programme leader.

Information on the School of Applied Psychology

Head of School: Professor Carol Linehan

BA Psychology and Computing Director: Dr Conor Linehan

BA Psychology and Computing Programme Administrator: Stephen Cullen

The School is located in the Cork Enterprise Centre, about 10 minutes' walk from the main campus if you use the walkway and footbridge over the river, which is located opposite the College Gates on Western Road. This walkway is normally closed during the hours of darkness (at around 16.30 in winter). Alternatively, you can walk along the Western Road and then turn left going towards the Mercy Hospital. The Cork Enterprise Centre is just over the footbridge having left the Mercy Hospital to your right. It is building number 61 on the campus map:

https://www.ucc.ie/en/media/siteassets/contentassets/maps/UCC_CAMPUS_MAP_23_11.pdf

Office opening hours for first year students are:

09.30-11.30 Monday to Friday

Information on the School of Computer Science and Information Technology

Head of School: Professor Cormac Sreenan

BA Psychology and Computing Director: Dr. Ian Pitt

BA Psychology and Computing Programme Administrator: school administration team

The School is located in the Western Gateway Building on the Western Road. It is building number 81 on the campus map:

https://www.ucc.ie/en/media/siteassets/contentassets/maps/UCC_CAMPUS_MAP_23_11.pdf

Office opening hours for first year students are:

9.00am – 1.00pm and 2.00pm – 5.00pm Monday to Friday

Students should only attend the office by prior appointment via csoffice@cs.ucc.ie

Message regarding Covid 19

The world is in an unprecedented place regarding the health and welfare of our people. Ireland and UCC are working hard to control the COVID 19 virus, and have measures in place to minimise its effects. Controlling the virus is a joint responsibility and we are asking you to take your responsibility seriously and follow national and UCC guidelines.

For reliable information, please refer to national and UCC sources of information only:

Health Service Executive: <https://www2.hse.ie/coronavirus/>

Health Protections Surveillance Centre: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>

Coronavirus (Covid 19) <https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>

UCC will post information for students on its FAQ page: <https://www.ucc.ie/en/emt/covid19/student-faq/>

At all times, students are expected to observe the national guidelines to reduce the spread of Covid 19:

- physical distancing
- coughing and sneezing etiquette
- handwashing with soap and water for at least 20 seconds – HSE video:
<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

If have the symptoms of COVID 19 or suspect that you have them, DO NOT COME TO THE UNIVERSITY, contact your GP or UCC Health on 021 4902311 and follow their advice. For emergencies, call 112 or 999.

Please be aware that the situation regarding the virus, COVID 19, is dynamic and advice and guidelines may change from time to time.

Please be assured that the School of Applied Psychology and the School of Computer Science and Information Technology are working constantly to protect its staff and students as far as practically possible. In addition to your programme coordinator and lecturers, UCC have many services available to support students.

SUPPORTING UCC STUDENTS IN 2020/21

SUPPORT TREE SHOWING STUDENT SERVICES

The "Acorn to Mighty Oak" has come to symbolise students' academic, personal and professional development journey throughout their time at UCC. In alignment with this rich metaphor, the support services available to students are presented in the form of a **Support Tree**.

This tree depicts the support services currently available to students and provides links to further information about each service.



Semester Dates 2020/2021

Autumn Semester 2020 (Semester 1)

Autumn Semester Dates:	Monday 28th September – Friday 18th December 2020
Study Review Week:	Monday 4th January - Friday 8th January 2021
Autumn Examinations:	Monday 11th – Friday 15th January 2021
Christmas Recess:	Saturday 19th December 2020 – Sunday 3rd January 2021

Spring Semester 2021 (Semester 2)

Spring Semester Dates:	Monday 25th January – Friday 23rd April 2021
Easter Recess:	Friday 2nd April – Sunday 11th April 2021
Study Review Week:	Monday 26th April – Thursday 29th April 2021
Final Examinations:	Friday 30th April – Friday 14th May 2021

Orientation Day is scheduled on 22nd September 2020. You will have access to orientation material on Canvas – our learning management platform - from early in the morning. Note that all the material in this handbook is also included and explained in your orientation materials. See:

<https://www.ucc.ie/en/study/undergrad/firstyear/orientation/>

There is an online Q&A session with lecturers from the teaching team from 2pm-2.45 on 22nd September 2020. Bring along any questions that you have over the first semester of your college journey.

Your email address, Canvas and other means of keeping you informed

You will have been issued with a student number and student email at registration. It is very important that you check your student email on a regular basis as this is how the Schools and the University communicate with you.

Vital information relating to your course is held on the Canvas system at <https://www.ucc.ie/en/canvas/> and is regularly updated by your lecturers. You will submit coursework via Canvas or as directed by your lecturer. Details on logging on to Canvas can be found in the IT services: student guide that can be accessed at <https://www.ucc.ie/en/sit/services/>

If you are experiencing any difficulties please email the Student Helpdesk at sit@ucc.ie or the Learning Technology Unit at ltu@ucc.ie.

Details of the online resources available and the mechanisms for gathering in assignments, etc., will be given during the introductory lectures for individual modules.

The School of Applied Psychology website is at <http://apsych.ucc.ie>. It has course timetables and other useful information.

The School of Computer Science and Information Technology website is at <https://www.ucc.ie/en/compsci/> and likewise, has useful information for all first year students.

Contacting academic staff

In order to ensure that all students are treated equitably, it will not be possible for academic staff to enter into individual email correspondence about issues of course content, structure or assessment. If you have a question, your first action should always be to check your module handbook and your course handbook. It is very likely that your question has already been answered in one of those documents. If you cannot find the answer, please bring your query up with the lecturer immediately after the lecture or via Canvas - to which everyone has access - as appropriate. If you have personal issues to bring up with a mentor or tutor then it would probably be best to arrange a meeting during their office hours.

All members of academic staff have student consultation hours. If you wish to discuss your work then you should arrange to meet them during these hours.

Attendance

Due to coronavirus, COVID 19, lectures will be delivered in different formats for the 2020-21 academic year and subject to change if government and or UCC impose restrictions. The formats include:

1. on campus (face to face)
2. online synchronous
3. online asynchronous
4. blended – a combination of the above

Every student is expected to attend all lectures, tutorials, laboratory classes etc. In the case of absence through illness, a student must, if possible, give notice of each absence in writing to the Lecturer responsible. In the case of such absence for more than four lecture days the student must, on resuming attendance, notify the Lecturer concerned in writing and, if required by the Lecturer to do so, lodge a medical certificate with the main office that in turn will send a copy to the Student Records and Examinations.

On-campus face to face lectures will be recorded via the Panopto system and linked on the relevant Canvas module in order to facilitate those who cannot attend due to health reasons.

Please note for AP1104: As students must participate in practical research work and practice research skills in an ethical way, attendance at practicals is compulsory and recorded by a class register. Practical report(s) for which the student has not attended the requisite classes will be assigned a mark of zero unless the absence is excused and the attendance requirement waived by the School Teaching and Learning Committee. Students who are absent from more than 2 lectures or practical sessions over the year will meet with the Module Coordinator to discuss their progress in the module. In order to pass the module a minimum of 6 practical reports must be passed and an overall module mark of 40% attained.

Course content

Module descriptions (including information about assessments and teaching staff) can be found in the Book of Modules <https://www.ucc.ie/admin/registrar/modules/>

Set texts for first year

Each Psychology module will have a recommended textbook, set by the lecturer. Where possible, we have recommended textbooks that will be useful across a number of modules. For example, your core HCI textbook (Rogers, Preece and Sharp, 2015) will be crucial for both AP1046 and AP1107 in first year, and will remain useful for HCI modules in second and third year. We appreciate that these books can be expensive, so while we strongly recommend purchasing these textbooks, there are also copies in the library (both hard copies and electronic versions) or you may wish to purchase a shared copy with a classmate.

It may also be necessary to purchase/borrow textbooks for some Computing modules. For other modules, all the necessary resources are available online (for example, courses covering web software development may use resources from the World Wide Web Consortium website – <https://www.w3.org> - since these materials are updated more frequently than any textbook could be). Lecturers will provide a list of the books and/or web resources to be used for individual modules.

The recommended texts are by no means the only source of knowledge that you are expected to consult. Your lecturers will put reading material on the relevant Canvas pages, and your tutors will introduce you to other material throughout tutorials. Excellence is achieved by going beyond the given information and by doing your own research using the library and the Internet.

BA Psychology and Computing – Year 1 modules

No student may register for Second Arts (Psychology and Computing) until the First University Examination in Arts (Psychology and Computing) has been passed.

These are the modules you will be taking in Year 1. Note the module codes – some begin with AP, while some begin with CS.

AP1022 Social Psychology (5 credits) – Semester 2

AP1035 Introduction to Neuroscience, Perception and Attention (5 credits) – Semester 2

AP1040 Research Design and Statistical Analyses I (5 credits) – Semesters 1 & 2

AP1046 People and Technology (5 credits) – Semester 1

AP1104 Research Methods in Psychology I (5 credits) – Semesters 1 & 2

AP1107 User Experience (UX) Design (5 credits) – Semester 2

CS1021 Relational Databases I (5 credits) – Semester 1

CS1022 Introduction to Programming and Problem Solving (15 credits) – Semesters 1 & 2

CS1023 Introduction to Human-Centred Computing (5 credits) – Semester 1

CS1111 Systems Organisation (5 credits) – Semester 1

Timetable

Please note that due to coronavirus, COVID 19, delivery of lectures, tutorials and labs is subject to change, based on public health advice. The most up to date timetable is available at:

<https://www.ucc.ie/en/compsci/incomingstudents/undergraduate/bapc/>

Your module lecturer will inform you if a change is required and the alternative delivery method/time. Your lab and tutorial timetables will be communicated by your module lecturer.

Submission of course work

Most continuous assessment must be submitted electronically via Canvas. In the case of written assignments, this will be via links on the relevant Canvas page. Other mechanisms may be used to gather in programming and other practical assignments (e.g., those involving submission of a number of files). In such cases, Lecturers will provide details of the mechanism to be used for submitting an assignment. See also the note below regarding AP1040.

Receipts will be issued for work submitted electronically via Canvas. Acknowledgment of work submitted electronically via other systems may vary depending upon the type of assignment, etc. - module lecturers will provide information regarding the arrangements for individual assignments.

Please note that we NEVER accept work submitted via email under ANY circumstances. Please **do not** submit work via email to lecturers, tutors or the admin team. Work submitted in this way will not be acknowledged, receipted or recorded as received.

AP1040 only: All weekly homework assignments are to be written by hand and submitted to the white post boxes next to the Research Meeting Room (CEC G.01A). They will be due the Monday following class, at 11am. Please note that in order to pass the module submission of all weekly coursework exercises is required.

For all work submitted for psychology modules, please ensure that you include a front sheet to your work clearly giving

- Your name and student number
- The code and title of the module
- The title or number of your assignment
- Due date for your assignment

You are also required to put the following declaration on this front sheet

DECLARATION OF ACADEMIC HONESTY: I declare that the content of this assignment is all my own work. It has not been submitted in respect of any other course/module. Where I have used the work of others it is acknowledged and referenced accordingly.

Word counts

Please note that the word count for assessments does **not** include the following: references which appear at the end of an essay; front-page matter (student name, assignment details etc) and appendix material. However, the word count **does** include titles, headings and words inside figures/tables. There is usually a discretionary 5% word count above and below the stated word count. However, please be aware that module-specific guidelines in this matter will supersede this general ruling so please do read very carefully the specifics for the module concerned.

A warning about plagiarism

All work will be checked for plagiarism. Students who are guilty of plagiarism will go on record as having plagiarised and this record will be kept for the duration of their degree programme. Second and subsequent plagiarism cases are dealt with very seriously indeed.

When writing essays/reports and other continuous assessment assignments, you will of course need to refer to both printed and online books, papers and resources. The work you submit however must be in your own words, with direct quotations or reference to other people's work supported by proper references and a bibliography. Direct copying or paraphrasing of another person's words or ideas without appropriate acknowledgement, constitutes plagiarism. In order to maintain academic integrity, UCC takes plagiarism very seriously. If you are found to have plagiarised other people's ideas or words you will lose some or all marks for the relevant piece of work. The UCC policy on the issue can be found at <https://www.ucc.ie/en/exams/procedures-regulations/>

You will be asked to make a declaration that you are aware of the plagiarism policy on every piece of work that you submit *"I declare that I have read and understood the UCC Plagiarism Policy as well as the School of Applied Psychology's Plagiarism Policy. I understand my obligations regarding plagiarism."*

Of course, when you are under pressure with competing deadlines it can seem very easy and very tempting to cut and paste material directly from the internet into your own work. Please do not do this; not only will a change of style be immediately obvious to the lecturer correcting your work, but UCC also avails of an electronic checking system (TURNITIN), which will detect and give a full report on the source that has been copied from, be that a paper already submitted by another student, or a chunk of text copied from Wikipedia or some other online journal or resource.

Similar rules apply in the case of software and other practical assignments. In most cases you will be expected to prepare all elements of the assignment yourself. For certain assignments it may be appropriate to include pieces of code written by other people (e.g. open-source code downloaded from the web) but in such cases you **MUST** indicate which parts of the assignment were not written by you and acknowledge the source(s) used. If you fail to do this you will lose some or all marks for the relevant piece of work. Lecturers will indicate whether or not it is permissible to use externally-sourced code when setting assignments.

Best practice in academic writing

Our aim is to promote best practice, and also of course to help you in developing and improving your academic writing skills, so please feel free to contact your module co-ordinator for clarification on any issue surrounding plagiarism. There are many excellent student guides that deal with the issue, including *The Good Study Guide* by Andy Northedge (OU, 2005). There are copies of this book in the library, or you could purchase the most recent print or Kindle editions of this text.

The library website contains many useful resources for supporting your learning. Please do take time to look at these online resources as they will answer most questions you may have on plagiarism.

Late assignments

Please take careful note of deadline dates and times set for assignments.

There are serious lateness penalties as per the book of modules, which states that: **"Work which is submitted late shall be assigned a mark of zero"**

School of Applied Psychology

The School policy is that there are no extensions on work set.

The Turnitin link for all assignments in modules in the School of Applied Psychology will close at 11.00am. You may still submit your assignment to this link but please note that all work submitted to this link after 11.00am will automatically be given a grade of zero unless you apply for, and are granted, a waiver of the late penalty. If you are submitting late, the link will bring you automatically to an electronic waiver

application form which also prompts you to email your supporting documentation where necessary to stephen.cullen@ucc.ie No assignments will be accepted more than two weeks after the initial deadline.

Late assessment forms are reviewed by the school teaching and learning committee and waivers will normally be given in cases of serious illness or family bereavement. Appropriate documentation, such as a doctor's certificate covering the time specified, must be provided. In respect of other reasons for late work, the committee will consider each lateness application on a case by case basis.

School of Computing and Information Technology

The School policy is that there are no extensions on work set.

The deadline for each assignment is set by the module Lecturer and may vary between modules and assignments. The deadline will normally be posted on the module web-page (e.g., on Canvas). Where submission is via Canvas, the assignment will be time-stamped to indicate when it was submitted. It will be possible to submit assignments for a period after the deadline (normally one week), but late submissions will be awarded a mark of zero UNLESS the student has been granted a waiver of the lateness penalty (e.g., for medical reasons). Applications for waivers should be accompanied by medical certificates or other documentation as appropriate and addressed to the relevant lecturer.

Information on exams

Details of Assessment for each module: <https://www.ucc.ie/admin/registrar/modules/>

Exam Procedures and Regulations: <http://www.ucc.ie/en/exams/>

Autumn repeat examinations

For psychology modules, all notifications regarding repeat continuous assessment assignments for Autumn will be distributed via Canvas. Notifications regarding repeat examinations will be issued by student records and exams. Please make sure to check your student e-mail and student profile.

For Computer Science modules, notifications regarding repeat examinations will be issued by student records and exams. However, note that it is not usually possible to repeat continuous assessment for Computer Science modules (many of which involve the use of laboratory facilities, etc.).

Deferral

Your circumstances may be such that you are unable to sit for exams or submit continuous assessment during the Summer Exam Session. If this is the case, then you may apply for a deferral. If granted it means that you can take your exams in the Autumn Exam Session without the usual capping of 40% being applied to your results. See <https://www.ucc.ie/en/exams/procedures-regulations/> for further information and to access a copy of the Mitigation Application Form

Mitigation

If you fail exam(s) or continuous assessments in the Winter/Summer Exam session and you feel that the reasons for your failure are exculpatory, then you may apply for Mitigation. If your application is successful it means that you can retake exam(s) without the usual capping of 40% being applied to your results. See <http://www.ucc.ie/en/exams/procedures-regulations/> for further information and to access a copy of the Mitigation Application Form.

UCC Formal Appeals Processes

An appeal of an examination result will be considered only if:

- there is evidence of substantive irregularity in the conduct of an examination or the student, on stated grounds, considers that the mark assigned in an examination is erroneous (Student's contention that he/she ought to have done better cannot ground a claim under this head) or
- there were circumstances of which the Examination Board was not aware when its decision was taken.

The completed form should be returned within 2 weeks of the issuing of exam results with a fee of €70.00 which is refundable if the appeal is upheld. The result of an appeal will be communicated in writing.

The Examinations Appeals Officer is: Mr Daniel Blackshields at d.blackshields@ucc.ie

Further information and the Examination Appeal Application form is available at <http://www.ucc.ie/en/exams/procedures-regulations/>

Student advisor and ombudsman

The purpose of the post of Student Advisor and Ombudsman is to advise and assist students with the resolution of difficulties, complaints or grievances involving staff or services of the University in an informal manner. All enquiries to the Student Advisor and Ombudsman will remain confidential, except in cases of serious threat to life or property.

The current Student Advisor and Ombudsman is Professor Fred Powell. Professor Powell welcomes enquiries from students by email at studentombudsman@ucc.ie. The services provided for by this post are complementary to a range of existing student services and the Student Advisor and Ombudsman may refer relevant student issues for resolution by those services as appropriate.

UCC Skills Centre

UCC Skills Centre provides a dedicated, responsive and active learning space for the enhancement of study skills and offers a wide range of workshops as well as one-to-one advisor sessions. See <http://skillscentre.ucc.ie/>

Boole Library

A series of workshops for incoming students will run Boole Library staff throughout September and October. Booking can be made online here: <https://libguides.ucc.ie/library-learning-teaching/Students>

Workshops include:

Library essentials

How to search the catalogue & website to find books & articles for your modules & assignments

Referencing and plagiarism

How to cite & reference properly and avoid plagiarism

Deadlines

Code	Name	Semester	Exam	Continuous Assessment	Deadline for Continuous Assessment	Coordinator
AP1040	Research Design & Statistical Analyses I	1&2	50%	50%	TBC	Marica Casarino
AP1104	Research Methods in Psychology	1&2	N/A	100%	4 practical dates, details explained in class	Samantha Dockray
CS1022	Introduction to Programming and Problem-Solving	1&2	225 Marks (75%)	75 Marks (25%)	Will be explained in class	Maurizio Mancini
AP1046	People and Technology	1	N/A	Assessment 1: Essay Assessment 2: Essay	Monday 9 th November Monday 7 th December	Conor Linehan
AP1035	Introduction to Neuroscience, Perception & Attention	2	100%	N/A	N/A	Jason Chan
CS1110	Computer Hardware Organization	1	80 Marks (80%)	20 Marks (20%)	Will be explained in class	John Morrison
CS1021	Introduction to Relational Databases	1	70 Marks (70%)	30 Marks (30%)	Will be explained in class	Steve Prestwich
CS1023	Introduction to Human Centered Computing	2	75 Marks (75%)	25 Marks (25%)	Will be explained in class	Ian Pitt
AP1037	Social Psychology	2	100%	N/A	N/A	Anna O'Reily-Trace
AP1107	Methods for user centered design	2	N/A	Assessment 1: blog posts Assessment 2: Essay	Monday 19 th April, 2021 Monday 26 th April, 2021	Sarah Foley