

BA PSYCHOLOGY & COMPUTING

First Year Handbook

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

Welcome first-year students!

Welcome to the brand-new BA Psychology & Computing degree programme. We are very excited to get started with this new programme, which has been many years in planning and preparation. 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. Your classes will be divided across two campuses (15-20 minutes walk apart). 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 John McCarthy

BA Psychology and Computing director: Dr. Conor Linehan

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. You will find a map at [How to get to the School of Applied Psychology](#).

Office opening hours for First Year students are:

09.00-11.00 Monday to Friday

Information on the School of Computer Science and Information Technology

Head of Department: Professor Cormac Sreenan

BA Psychology and Computing director: Dr. Ian Pitt

The School is located in the Western Gateway Building on the Western Road.

Office opening hours for First Year students are:

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

Term Dates Academic Year 2017-2018

Semester 1	Semester 2
10 th September – 30 th November 2018	14 th January – 5 th April 2019
Review Week: 3 rd December – 7 th December 2018	Review Week: 8 th April – 12 th April 2019*
Exams: 10 th December – 21 st December 2018	Exams: 26 th April – 10 th May 2019

*Note Easter recess 13th April -25th April 2019

Your email address, Blackboard, Moodle 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 the Psychology component of the course is held on the Blackboard system at <http://blackboard.ucc.ie> and is regularly updated by your lecturers. You will submit all of the course work for Psychology modules via Blackboard. Details on logging on to Blackboard can be found in the IT services: student guide that can be accessed at

<http://www.ucc.ie/en/media/support/computercentre/ltu/bbstudentguide.pdf>

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

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

Information relating to Computing modules is available from various sources. Many lecturers in the School of Computer Science and Information Technology use Moodle (<https://cs4.ucc.ie/moodle/>) to distribute course material and gather in assignments, etc. However, some staff may use other websites or Virtual Learning Environments. 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 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 can't find the answer, please bring your query up with the lecturer immediately after the lecture or via Blackboard or Moodle - 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

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.

Please note for AP1040: 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 - 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 Blackboard/Moodle 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

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

Semester 1 & 2

CS1022 Introduction to Programming & Problem-Solving (15 credits)

AP1040 Research Design and Statistical Analyses I (5 credits)

AP1104 Research Methods in Psychology I (5 credits)

Semester 1 only

AP1046 Introduction to Human-Computer Interaction (5 credits)

CS1110 Systems Organization 1 (5 credits)

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

CS1021 Introduction to Relational Databases I (5 credits)

Semester 2 only

AP1107 Methods for User Centred Design (5 credits)

AP1037 Social Psychology (5 credits)

CS1023 Introduction to Human-Centred Computing (5 credits)

Submission of Course Work

Most continuous assessment must be submitted electronically via BlackBoard or Moodle. In the case of written assignments, this will be via Turnitin links on the relevant 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 Blackboard. Acknowledgment of work submitted electronically via Moodle or 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.

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/>

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.

UCC also has some really good guides to help you with studying, note-taking, writing and avoiding plagiarism at <http://www.ucc.ie/en/red/>

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 deadline time for all assignments is 11am. The Turnitin link for each assignment will close at 11.00 and you will be unable to submit your assignment to this link after the deadline has passed. A new late assignment link will be available for two weeks after the initial deadline to which you can submit your assignment if it was not possible for you to submit on time. Please note that all work submitted to this late link will automatically be given a grade of zero unless you apply for, and are granted, a waiver of the late penalty. No assignments will be accepted more than two weeks after the initial deadline. If you have missed the second deadline please contact the School Manager, Dr Tara Singleton: tara.singleton@ucc.ie.

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.

The late assessment form can be found at the end of this handbook, online on the School website (<https://www.ucc.ie/en/media/academic/appliedpsychology/latewaiverform/LateAssessmentForm.docx>) or a copy can be picked up from the main office.

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 Moodle). Where submission is via Moodle, 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 Blackboard. Notifications regarding repeat examinations will be issued by student records and exams. Please make sure to check your student e-mail and student profile.

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 <http://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 in the Boole Library throughout September. No need to book, just turn up on the day. It is important that you attend these workshops as they are a vital resource in your studies, and you will receive guidelines on all aspects of academic writing.

Venue: Library Creative Zone, Ground Floor, Boole Library

1: Library Essentials

Find what you need to get started for your modules and assignments.

Date	Monday 17th Sept. 2018	Wednesday 19th Sept. 2018	Tuesday 25th Sept. 2018	Thursday 27th Sept. 2018
Time	10:00,12:00, 14:00	10:00,12:00,14:00	10:00,12:00,14:00	10:00,12:00,14:00

2. Referencing and Plagiarism

Introduction to Referencing and Plagiarism.

Date	Tuesday 18th Sept. 2018	Thursday 20th Sept. 2018	Monday 24th Sept. 2018	Wednesday 26th Sept. 2018
Time	10:00, 12:00, 14:00	10:00,12:00,14:00	10:00,12:00,14:00	10:00,12:00,14:00

Timetable

Your timetable is available to view online at: <https://mytimetable.ucc.ie/>

For any questions on how to use the timetable app, see the FAQ here:
<https://www.ucc.ie/en/sit/timetable/>

Deadlines

Code	Name	Semester	Exam	Continuous Assessment	Deadline for Continuous Assessment	Coordinator
AP1040	Research Design & Statistical Analyses I	1&2	50%	50%	Weekly assignments	Jason Chan
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	Introduction to Human-Computer Interaction	1	N/A	Assessment 1: Essay Assessment 2: Essay	Monday 15 th October Monday 12 th November	Conor Linehan
AP1035	Introduction to Neuroscience, Perception & Attention	1	100%	N/A	N/A	Jason Chan
CS1110	Systems Organisation	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	Katie Crowley
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	4 separate dates, explained in class Monday 8 th April	Nadia Pantidi

SCHOOL OF APPLIED PSYCHOLOGY

APPLICATION FOR A LATE PENALTY WAIVER

Please return completed application and supporting documentation to Stephen.Cullen@ucc.ie

Please note: Assignments/practicals must be submitted to Blackboard before this form is used. *This form is not for those who have missed end of year examinations.*

NAME: _____

STUDENT NUMBER: _____

MOBILE NUMBER: _____

MODULE CODE: _____

COURSE (EG. Applied Psychology/BA1/BSCOT1): _____

ORIGINAL DUE DATE OF ASSIGNMENT/CLASS TEST: _____

ACTUAL DATE OF SUBMISSION ON BLACKBOARD: _____

MISSED ASSIGNMENT

MISSED PRACTICAL

MISSED CLASS TEST

OTHER (Please specify):

REASON FOR NON-SUBMITTAL/NON-ATTENDANCE:

MEDICAL CERT/SUPPORTING DOCUMENTATION SUBMITTED:

YES

NO

For Office Use Only:

Date Received:

Decision: