

**First Year Induction Booklet  
2017 – 2018**

**DC121  
B.Sc. In Computer Applications**

**School of Computing**



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## 1. Introduction to School & Faculty

Welcome to the B.Sc. in Computer Applications (CA) at Dublin City University (DCU)! The CA degree is one of the three undergraduate degrees delivered by the School of Computing. The other undergraduate degrees are the B.Sc. in Enterprise Computing (EC), the B.Sc. in Problem Solving and Software Development and the B.Sc. in Data Science. The CA degree focuses on developing skills you will require as a software engineering professional.

The School of Computing is one of the three schools that constitute the Faculty of Engineering and Computing. Our sister schools in the Faculty are the School of Electronic Engineering and the School of Mechanical and Manufacturing Engineering. The Faculty is also home to several national and international research centres.

Some key people within the Faculty and the School of Computing are shown below.

| Role                                | Name                   | Email                                                                    | Location |
|-------------------------------------|------------------------|--------------------------------------------------------------------------|----------|
| Dean of Faculty                     | Prof. Lisa Looney      | <a href="mailto:Lisa.Looney@dcu.ie">Lisa.Looney@dcu.ie</a>               | L118     |
| Faculty Manager                     | Ms. Michele Pringle    | <a href="mailto:Michele.Pringle@dcu.ie">Michele.Pringle@dcu.ie</a>       | L108     |
| Head of School                      | Prof. Rory O'Connor    | <a href="mailto:Rory.OConnor@dcu.ie">Rory.OConnor@dcu.ie</a>             | L122     |
| School Secretary                    | Ms. Patricia Lacey     | <a href="mailto:officemail@dcu.ie">officemail@dcu.ie</a>                 | L121     |
| CA Programme Board Chair            | Dr. Martin Crane       | <a href="mailto:Martin.Crane@dcu.ie">Martin.Crane@dcu.ie</a>             | L251     |
| CA 1 <sup>st</sup> Year Coordinator | Ms Jane Kernan         | <a href="mailto:Jane.Kernan@dcu.ie">Jane.Kernan@dcu.ie</a>               | L247     |
| EC Programme Board Chair            | Dr. Markus Helfert     | <a href="mailto:Markus.Helfert@dcu.ie">Markus.Helfert@dcu.ie</a>         | L2.26    |
| Subject Librarian                   | Ms. Michaela Hollywood | <a href="mailto:Michaela.Hollywood@dcu.ie">Michaela.Hollywood@dcu.ie</a> | Library  |

### Who to talk to?

There are great many support people and services in DCU to help you, however it is important to ensure to talk to the correct people. For general support issues (Careers Service; Chaplaincy; Counselling and Personal Development; Health; Financial Assistance Service, etc.) check the services available from the "Student Support & Development" office <http://www.dcu.ie/students/support.shtml>

In relation to your academic studies, if you have an issue with a specific module you should talk to the module lecturer directly, either after a lecture, or contact them via email for an appointment. For other general matters you should contact the Year Head and/or Personal Tutor. For further assistance contact the Programme Board Chair.

## 2. Academic Calendar 2017/18

The following provides an overview of the basic academic calendar for 2017/2018. More detailed information can be found at:

[https://www4.dcu.ie/timetabling/ac\\_17\\_18.shtml](https://www4.dcu.ie/timetabling/ac_17_18.shtml)

| <b>Semester 1 2017/2018</b> |                       |                                                              | <b>Semester 2 2017/2018</b> |                       |                                                  |
|-----------------------------|-----------------------|--------------------------------------------------------------|-----------------------------|-----------------------|--------------------------------------------------|
| <b>Week No.</b>             | <b>Week beginning</b> |                                                              | <b>Week No.</b>             | <b>Week beginning</b> |                                                  |
| 1                           | 18-Sep-17             | Lectures Begin                                               | 20                          | 29-Jan-18             | Lectures Begin                                   |
| 2                           | 25-Sep-17             | Change Of Module Choice                                      | 21                          | 06-Feb-18             | Change Of Module Choice to 12-Feb                |
| 3                           | 02-Oct-17             | Late Change Of Module Choice (fee applies)                   | 22                          | 13-Feb-18             | Late Change Of Module Choice (fee applies)       |
| 4                           | 09-Oct-17             |                                                              | 23                          | 20-Feb-18             |                                                  |
| 5                           | 16-Oct-17             | Closing Date for Receipt of Deferral of Academic Year 20-Oct | 24                          | 27-Feb-18             |                                                  |
| 6                           | 23-Oct-17             |                                                              | 25                          | 05-Mar-18             |                                                  |
| 7                           | 30-Oct-17             | Public Holiday Reading Week (for Faculties with this Option) | 26                          | 12-Mar-18             | Reading Week (for Faculties with this Option)    |
| 8                           | 06-Nov-17             |                                                              | 27                          | 19-Mar-18             | Public Holiday                                   |
| 9                           | 13-Nov-17             |                                                              | 28                          | 26-Mar-18             | 30-Mar Good Friday Holiday                       |
| 10                          | 20-Nov-17             |                                                              | 29                          | 02-Apr-18             | Public Holiday Easter Monday                     |
| 11                          | 27-Nov-17             |                                                              | 30                          | 09-Apr-18             |                                                  |
| 12                          | 04-Dec-17             | Lectures end 08-Dec                                          | 31                          | 16-Apr-18             |                                                  |
|                             |                       |                                                              |                             |                       |                                                  |
|                             | 08-Jan-18             | Semester 1 exams                                             |                             | 07-May-18             | Public Holiday Semester 2 exams 08-May to 21-May |
|                             | 15-Jan-18             | Semester 1 exams                                             |                             | 14-May-18             | Semester 2 exams                                 |

### 3. Understanding your Timetable

Your Timetable is available via your Portal Page, details of which you will have received at Registration. Please note that timetables may change slightly during the first few weeks of Semester and it is advisable to check your portal regularly.

In order to assist you in reading your timetable – especially during the first few weeks of Semester - we have provided a description (below) of each of the items you may see when you view the timetable on your Portal Page, hopefully this will provide some clarity.

The screenshot shows a web browser displaying a student timetable. The browser window title is "student Timetable - Microsoft Internet Explorer". The address bar shows the URL: <http://www.dcu.ie/timetables/feed.php?prog=BS&per=1&week=1&week=2&hour=1-20&template=student>. The page content includes a navigation bar with "Seminar Practical Tutorial Lecture" and days of the week. Below is a grid titled "BS1 Programme Timetable" with columns for time slots (9:00 to 18:30) and rows for days (Mon to Fri). A callout box highlights a cell for Monday at 10:30, showing details for a lecture: "Lec. O'Riordan C, CAG23, GE101[1] 1-12". Another callout box provides a detailed view of a cell, showing "Activity: Lecture/Tutorial/Seminar/etc", "Module code" (e.g., GE101[1]), "Location" (e.g., QG13), and "Weeks" (e.g., 1-5, 7-12).

As you can see above, each cell on the timetable provides the following information:

- **Activity** – Lecture (Lec or L) or Tutorial (Tut or T)  
**Module code** - In the timetabling system, modules are typically referred to by their *codes* not their names. For example, CA students will see references to CA106 on their timetable rather than the module name of *Web Design*.
- **Location** – The first letter in the location descriptor indicates the building (Q = Business School; C = Henry Grattan; L = Computing etc). The second item

indicates the floor (G = ground floor, 1 = first floor etc) and finally the room number is given.

- **Weeks** - Activities may not take place in every week of semester. For example, if the timetable cell displays 3, 5, 9, 11 for a tutorial, this means that the tutorial will take place in weeks 3, 5, 9 and 11 only. Confirm these dates with your lecturer at your first tutorial.

### Overview of Buildings in DCU where classrooms are located

|        |                        |
|--------|------------------------|
| C / CA | Henry Grattan Building |
| H      | School of Nursing      |
| L      | School of Computing    |
| N      | Physics (Block 2)      |
| Q      | Business School        |
| S      | Engineering & Research |
| T      | Larkin Lecture Theatre |
| X      | Science Building       |

**For 2015-2016 and thereafter, room numbers in the timetable will be prefixed by a campus code, as outlined below:**

- GLA – DCU Glasnevin Campus
- SPD – DCU St Patrick's Campus (SPD.AH... indicates that the room is in All Hallows College)
- MDI - Mater Dei Institute

## 4. Programme Structure

In the First Year of your programme, you are required to complete 60 credits worth of modules. As you will see below all of the 60 credits in Year 1 of the **BSc in Computer Applications** are made up of 'Core Modules', which you are *required* to register for and attend.

Kindly check your portal page to ensure that you have registered correctly. It is the responsibility of the student to correctly register for both core and optional modules and any inaccuracies should be discussed with the **Registry** immediately.

Detailed Module Descriptors<sup>1</sup> can be found at:

[http://www.dcu.ie/registry/module\\_programme.shtml](http://www.dcu.ie/registry/module_programme.shtml)

### Year 1 Core Modules:

| Code  | Title                                | Credit | Semester   | Exam % | CA % |
|-------|--------------------------------------|--------|------------|--------|------|
| CA103 | Computer Systems                     | 5      | Semester 1 | 75     | 25   |
| CA106 | Web Design                           | 5      | Semester 1 | 60     | 40   |
| CA116 | Computer Programming I               | 10     | Semester 1 | 40     | 60   |
| CA117 | Computer Programming II              | 10     | Semester 2 | 80     | 20   |
| CA169 | Networks & Internet                  | 5      | Semester 2 | 50     | 50   |
| CA170 | Introduction to Operating Systems    | 5      | Semester 2 | 70     | 30   |
| MS121 | IT Mathematics                       | 10     | Year long  | 55     | 45   |
| CA115 | Digital Innovation Mgmt & Enterprise | 5      | Semester 2 | 0      | 100  |

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<sup>1</sup> Useful for seeing module content, resit category, exam/ continuous assessment breakdown etc

## 5. Loop – DCU’s Virtual Learning Environment

Loop is DCU’s online learning environment that allows DCU staff to provide students with access to electronic teaching and learning materials (such as lecture notes and links to useful websites) and activities (such as discussion forums, group assignments, reflective journals and quizzes).

The use of Loop in DCU varies from module to module - in some cases Loop resources and activities may be additional supplements to your lectures and tutorials, in others, Loop activities may be fully integrated into your coursework.

Individual lecturers will speak to you about the Loop requirements for their module. It is essential to become comfortable with this environment as soon as possible, as it will be used throughout your studies at the University.

Weblink: <http://Loop.dcu.ie/>

There is a special section of Loop which is dedicated to all (ie. EC and CA) computing first year students. Here you will find information pages, notification of events, chat forums and lots of other useful things. You should select course **2018\_CA1 (2017/2018 Computing First year)**





## 6. Computer Equipment

### General Information

The School of Computing has 5 laboratories (rooms: LG25, LG26, L101, L116 and L125) exclusively for use by the school's undergraduate students. A total of 290 computers are available. All systems run both Windows & Linux operating systems. Wireless network coverage is available throughout the School of Computing and laser printing is available in all labs. Students are welcome to use the labs for work and study outside scheduled laboratory sessions. Technical Support offices are located off laboratories L101 & L116. Laboratories are open seven days a week. Opening times are 8.00a.m to 10.00p.m Monday to Friday and 8.00a.m to 6.00p.m Saturday & Sunday.

### Email

- Your DCU email address supplied at registration is the address that the School of Computing will use for all correspondence.
- Your School of Computing lecturers will use this email address to communicate with you. Check your email account regularly.

### Printing

- Printing is based on the campus-wide PaperCut pay printing system.
- Print jobs are immediately sent to the default printer in nearest lab and are charged against your PaperCut account.

### IT Support

IT information and support queries can be found on the School's Support home page.

### Report a problem

To report a problem, please use the Support Helpdesk System webpage.

<http://www.computing.dcu.ie/helpdesk/index.php> A link to this page is on the desktop of both Windows and Linux workstations.

## **7. Examinations and Assessments:**

### **Module Assessments:**

All modules are assessed individually through continuous assessment, examinations or a mixture of both. For all assessment components and component elements, the assessment methodology, set of assessment criteria and weightings are provided in advance to students.

In a marked module, the final mark will be calculated in accordance with the assessment breakdown outlined in the approved module descriptor (details at: [http://www.dcu.ie/registry/module\\_programme.shtml](http://www.dcu.ie/registry/module_programme.shtml)). The required pass mark in such a module is 40% of the maximum marks available. Where different components of assessment within a module (continuous assessment and final exam assessment) contribute to the final mark, the module will not require that either one of these components be passed separately.

### **Handing in Assignments:**

Each lecturer will inform you of the procedures for submitting each assignment and the cut-off dates for each assignment. Please ensure that you are clear about procedures and cut-off dates for assignments and discuss any difficulties you may have with your module lecturer or Programme Chairperson well in advance of this date.

### **Progression & Awards**

There is automatic progression from Semester 1 to Semester 2 in any academic year. In order to proceed to the next academic year of study, a student must have passed all modules taken in that academic year, as prescribed by his/her programme of study.

At the end of each academic year, a Progression & Award Board, comprising the examiners of all modules, reviews the results of each student on the degree programme. For each student, the Board considers the overall weighted average mark and approves the overall classification.

### **Regulations pertaining to Progression, Compensation and Repeats:**

- Progression is determined according to the approved academic requirements of the programme of study.
- A programme of study may contain specified, approved modules to which compensation cannot be applied.
- A programme of study may contain specified, approved modules whose credits may not be counted for the application of compensation; in such cases, compensation is applied on a pro rata basis.
- Compensation is only applied when all of the following conditions are met:
  - i. the modules are being attempted for the first time, i.e. where a full set of exam marks is presented for the first time; compensation is not applied in relation to modules being attempted at a second or subsequent sitting
  - ii. a minimum precision mark of 45% must be obtained

- iii. a maximum of 1/6 of the available marked ECTS credits have been failed (regardless of the semester in which the failure(s) occur or of how these ECTS credits are made up in terms of modules) in the academic session
  - iv. the marks obtained in the individual failed module(s) is/are greater than 35%
- A Progression and Award Board may in exceptional circumstances recommend that a final decision on a student's progression be deferred to enable the student to complete specific outstanding credit requirements of the programme.
  - Any deferral of a decision in relation to a student's result shall be for a limited time, not exceeding one academic session.
  - Where a student has failed a module, s/he may, in order to acquire the credits for the module, repeat the module (or its equivalent) in the next academic session or re-sit the assessment for that module in the current academic session, if a re-sit is offered.  
Only one repeat academic session is allowed. A student may be required to register for an alternative module to a failed module if the failed module is not available in the next academic session.
  - Any re-sit opportunity must take place within the academic session. In order to determine if there is a resit category for a module, you must review the module descriptor. These can be found at [www.dcu.ie/registry/module\\_contents.php?function=4&programme=CA](http://www.dcu.ie/registry/module_contents.php?function=4&programme=CA)
  - Where a module has a final exam assessment component, a re-sit of the exam assessment component must be offered within the academic session.
  - Where a module has a continuous assessment component, a re-sit of the continuous assessment may not be feasible within the academic session in all cases. For information relating to Resits please visit : [www.dcu.ie/registry/examinations/resits.shtml](http://www.dcu.ie/registry/examinations/resits.shtml)
  - Marks for all attempts by a student at a module, including re-sit assessments and repeat attempts, in the course of a programme of study, must be recorded in the transcript.

*For each student who has passed all modules (including pass by compensation) at the first attempt, the Board determines the honours classification and confirms progression to the next year of study or graduation. Where a student has failed one or more modules, the Board confirms the need to re-present for assessment in those modules.*

### **Award Classification**

Progression and Award Boards may consider candidates eligible for an award when they have met all the requirements of the programme of study leading to that award. An award will not be granted to any student who is disqualified in any way by the University.

### **Level 8 Bachelor Degree:**

To be eligible for consideration for the award of a Level 8 Bachelor Degree, a student must accumulate the requisite credits as specified in the Award Descriptor. The mark to be used to determine the grade of classification is the precision mark based on the first attempt at the relevant, approved modules. Where the original precision mark is less than 40%, and the student subsequently successfully completes the requisite credits, the student will be awarded a Third Class Honours degree irrespective of the final marks achieved.

The overall precision marks achieved across some or all years of the programme of study may contribute to the classification of the award.

Where a precision mark is calculated, the students' results will be classified in accordance with the standards set out below.

**Please visit the University's Marks and Standards at: (as Marks and Standards: <https://tinyurl.com/NewM-S-pdf>) and also the Programme Specific Regulations for the BSc in Computer Applications:**

[www4.dcu.ie/registry/examinations/Engineering\\_Computing.shtml](http://www4.dcu.ie/registry/examinations/Engineering_Computing.shtml)

### **Absence from Examinations:**

See the *Notes on Different Types of Forms* section of the Appendix.

### **Appeals:**

Students have the right to appeal the decisions of a Progression and Award Board. Such Appeals will be processed in accordance with the procedures detailed by Academic Council: <http://dcu.ie/ovpli/ac.shtml>

### **Plagiarism and University Regulations:**

- Plagiarism and University Regulations:
- Plagiarism is a major offence in the University
- It is the act of taking and using another person's thoughts or work as your own.
- It includes inadequate referencing, reproducing the work (even with small changes) of another taken from books, journals, articles, TV programmes, the Internet, lectures and so on.
- It also includes copying another person's work, with or without his/her consent.
- Also included is collusion where a group of people collaborate or collude to present an assessment or a substantial part thereof, when the examiner required individual research and outcome.
- These offences will be dealt with by the University with the utmost gravity.
- You should be very clear how to reference your assessed work.
- You should not use another student's assessed work -either with or without their consent unless you attribute it to him/her.
- You should not give your assessed work to another student for him/her to copy.

- You should familiarise yourself with the University's Regulations on Plagiarism, Copying and Collusion (see Registry Website): <http://www.dcu.ie/registry/examinations/plagiarism.shtml>
- You must sign and submit the declaration which is included on the Regulation on Plagiarism, Copying and Collusion with EACH piece of assessed work you submit.
- You can expect a penalty concomitant with the seriousness of an offence against the Regulation

The University Library offers an e-tutorial on Information Literacy for students that require assistance with the correct procedures for citing and referencing. Link: [http://www.dcu.ie/library/classes\\_and\\_tutorials/citing.shtml](http://www.dcu.ie/library/classes_and_tutorials/citing.shtml)

## 8. Finding Answers to your Queries:

You will already have been supplied with quite an amount of information through the School, Faculty, Administrative and Student Support Units. The following websites may also be of particular relevance during your initial period at DCU:

### Important Websites:

All administrative forms can be downloaded from the Registry Website at:

<http://www.dcu.ie/registry/index.shtml>

The detailed Academic Calendar is located at:

<http://www.dcu.ie/registry/timetables.shtml>

Student Support Services:

<https://www4.dcu.ie/students/index.shtml>

### Frequently Used Contacts during First Year:

|                                                                             |                                                                                                                                                                   |
|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Letters confirming you are a student                                        | Registry                                                                                                                                                          |
| Getting letters stamped for child allowance purposes                        | Registry                                                                                                                                                          |
| Questions on Grant Payments                                                 | Registry                                                                                                                                                          |
| Academic Advice                                                             | Chairperson / Personal Tutor / Year Head / Individual Lecturers / Student Advice Centre (in reverse order!)                                                       |
| Advice on optional modules                                                  | Chairperson / Personal Tutor / Year Head / Individual Lecturers (in reverse order!)                                                                               |
| Online Academic Support                                                     | Full range of services detailed at Student Learning:<br><a href="http://www.dcu.ie/studentlearning/index.shtml">http://www.dcu.ie/studentlearning/index.shtml</a> |
| Careers Advice                                                              | Careers Office<br><a href="http://www.dcu.ie/careers/index.shtml">http://www.dcu.ie/careers/index.shtml</a>                                                       |
| Integrating into First Year                                                 | Year-Long Online Orientation -<br><a href="http://www.dcu.ie/students/orientation/index.shtml">http://www.dcu.ie/students/orientation/index.shtml</a>             |
| Personal problems (loneliness, difficulty settling in, disorientation etc.) | Student Advice Centre, Henry Grattan Building / Students' Union / Personal Tutor / Year Head                                                                      |
| Medical Assistance                                                          | DCU Health Centre / your own doctor                                                                                                                               |
| Accommodation problems                                                      | Campus Accommodation / Student Advice Centre / Students' Union                                                                                                    |
| Fees Issues                                                                 | Fees Office <a href="http://www.dcu.ie/finance/index.shtml">http://www.dcu.ie/finance/index.shtml</a>                                                             |
| Joining a Club or Society                                                   | Open Days in The Hub Student Centre                                                                                                                               |

**If you have an issue please talk to someone; most issues can be solved but very few will get resolved by ignoring them.**

**Student Portal Page:** The DCU Student Portal Page is your personalised portal, which provides crucial information at all times of the year. You should regularly check your portal pages for postings that may be of interest / important to you.

## 9. Communications with DCU Staff and Students

### E-mail Correspondence

Many interactions between students and between students and staff will occur over e-mail. E-mail can be a very efficient and effective means of communication and participants should ensure that they regularly check their DCU e-mail account for important programme/module related information.

Students are expected to use e-mail in a professional and courteous manner and refrain from any comments which could be regarded as disrespectful or offensive. Students should bear in mind that e-mails can be easily misunderstood and therefore it is important that the writer ensures the message conveys the intended tone (i.e. professional, friendly, courteous). Think of your correspondence over e-mail as practice for the work environment after university. Below are some useful tips for the effective use of e-mail communication.

### ***Some General Tips for Writing Effective E-mails:***

1. Begin the e-mail by addressing the person you are writing to (e.g. 'Dear Susan/Hi Tom'). It is impolite to begin an e-mail without a salutation
2. In the body of the e-mail, state who you are (e.g. student in the CA106 module), the purpose of your e-mail, make a polite request, thank the receiver and sign off properly (e.g. kind regards, best wishes)
3. Adopt a friendly and personable tone
4. Do not write anything that you would not be happy for everyone to see
5. Do not write anything that you would not say to the recipient's face
6. Proof-read your e-mail before you send it. Do not give the impression that you do not wish to take the time to write properly.
7. Be careful with your user name or tagline on your e-mail ('lazysod' as a tagline may be amusing to friends, but is not appropriate if the email is sent to DCU staff or potential employers).
8. Avoid text abbreviations such as 'b4', 'gr8' etc. in an e-mail
9. When you receive a response to a query it is polite to send a return e-mail to thank the receiver for responding
10. Before sending an e-mail, consider whether you could find out the answer to the query yourself (e.g. from the Registry website)
11. Remember to include an informative "Subject Title" in the subject line box
12. It is not appropriate to send the SAME general query to a number of different people at the same time. This leads to duplication of work.

### **Making Appointments with DCU Staff:**

Although members of staff may not have any issue with you dropping in if you have an issue to discuss, the best way to make an appointment with members of staff at DCU is to send an email requesting this. You may be able to provide some details regarding what you need to discuss, which will make the meeting more productive. If you have a personal issue to discuss, simply state this in the e-mail. Public Offices (e.g. Registry Student Information Point / Student Advice Centre / School Offices) have Opening Hours which are clearly marked on the doors and on the relevant website.



## **Appendix**

### **Notes on Different Types of Forms:**

1. **Deferring a Module:** Where a student has experienced issues or problems (extenuating circumstances) that impact on their ability to complete assessment or attend examinations, deferral of an overall module mark will be considered where there are (certified) extenuating circumstances. A module is then deferred to the next available opportunity. The *R30 Extenuating Circumstances* form should be filled out as soon as possible, the Chair's signature obtained and the form submitted to *Registry*. Where a student knows they will be unable to take part in exams or submit assessment, the *R33 Postponement of Examination* form should be filled out, the CA Chair's signature obtained and the form submitted 2 weeks before assessment or exam.
2. **Deferring a Year:** Occasionally (for financial, medical or other reasons, for example) it may be necessary for a student for some reason to defer the year. This requires the *R32 form* to be filled out, the CA Chair's signature obtained and the form submitted before October 24<sup>th</sup> (provisional). The year deferred will still count towards the student's academic registration period.

### **School of Computing Staff-Student Charter**

Welcome to the School of Computing in Dublin City University. You have joined a community of students (undergraduate and postgraduate), researchers and academic and non-academic staff. In order to function as a community we have certain expectations of each other.

#### **What you can expect from us.**

- A supportive and stimulating learning environment.
- A clear statement of the requirements to successfully complete a module when the module starts.
- A consistent and efficient administrative support for your course and modules.
- Staff members are available for consultation. You may need to contact a staff member to arrange a mutually suitable time.
- Staff are contactable by phone, email and electronic forums.
- Staff will try to answer a query, either by phone or email, as soon as possible. A staff member may have prior commitments and imminent deadlines in addition to your query but they will try to answer your question as soon as they can, usually within a week.
- Fair and timely assessment of and feedback from continuous assessment.
- Regular meetings to review progress with project supervisors.
- A clear definition of unacceptable behaviour (such as plagiarism, cheating, collusion and breach of copyright).
- A clear and fair mechanism for appeals.

**What we expect from you.**

- Treat every member of the community with respect and dignity.
- Respect the property of others.
- Make yourself aware of DCU's and the School of Computing's regulations, and to observe them.
- Make yourself aware of all course and module requirements, and to observe them.
- Participate fully in all modules. This means attending all scheduled lab sessions, and participating in lectures and tutorials.
- You should inform the School Office if you cannot attend a scheduled lab session.
- Complete all continuous assessment on time. If you cannot complete a piece of continuous assessment on time due to illness, you should provide a certified doctor's note. An extension can then be discussed with the lecturer involved.
- Make use of the resources available within the university to answer academic questions, e.g. lectures, tutorials, web pages, the library, forums, etc. If none of these are appropriate, contact the appropriate staff member.
- When you are completing continuous assessment, you are expected to only submit your own work unless work from other sources is clearly referenced.
- Your conduct in lectures or labs should not interfere with other students.
- Comply with notices placed throughout the School.
- Follow the instructions of staff in the event of an emergency.
- Provide constructive feedback to help us improve the learning experience for all.
- Attend meeting organised by your tutor or project supervisor.
- Use the course support systems provided, such as Loop.
- General class issues should normally be directed through a class representative.