Welcome from Dean of School

The National College of Ireland (NCI) has the reputation of being relevant to the needs of students and employers and hence developing excellence in the academic field.

The School of Computing has expanded greatly in the last few years, reacting quickly to changing needs and developments in the ICT sector.

Our Master’s students come from nearly every continent and bring with them a vast array of experience. Some of you are coming straight from your undergraduate programmes; some of you will be making the giant leap of choosing to return to education after a long period outside of formal education. In short, the NCI postgraduate students are diverse and unique bringing with them a host of different experiences and life lessons that, when shared, create a fantastic learning environment.

Our teaching faculty demonstrate a blend of in-depth industry experience and, academic and research excellence thereby reflecting the needs of our students to gain access to cutting edge academic rigour while developing the necessary skills to apply these new insights to real world situations. Our Master’s programmes are designed in such a way as to complement and advance the technical and research skill set of our students, to allow them to begin to shape their professional career trajectories in a meaningful way.

Postgraduate education is intense and challenging because it needs to be. There is much to learn in order to succeed in your chosen field of study. While the coming months will likely be filled with many long days, they should also be deeply satisfying. Studying as part of the School of Computing, you will learn about the latest technologies in dedicated computer labs. The School of Computing takes pride in the delivery of programmes using innovative problem solving strategies to enhance the learning experience of our students. We also encourage our students to make the most of the non-academic elements of their study programme. Networking is an increasingly important part of any career development plan. Here at the College we provide opportunities for our students to mix socially in order to develop and nurture those relationships during their time at the College and beyond graduation.

Ultimately NCI School of Computing is committed to providing an exceptional educational experience that will help you to achieve your goals. I hope that I will have the opportunity to meet you personally before I have the pleasure of shaking your hand at graduation. I wish you the very best in your studies at NCI and in your career beyond.

Dr Pramod Pathak,
Dean of School of Computing
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1. Introduction

This handbook is intended to provide postgraduate students with a first stop resource to completing the Internship module in part fulfilment of a MSc Degree at Level 9 of the Irish National Framework of Qualifications.

The aim of this module is for learners to consolidate the knowledge and skills acquired in other modules by carrying out a project that combines both research and technical skills within a workplace; to develop the practical competencies and communication skills necessary to function as a team member in a workplace. The learners will investigate, design, produce and evaluate an ICT solution related to the programme area.

The Internship is intended to be a central and integrating element of the MSc in Cyber Security programme at NCI. It is designed to afford postgraduate students the opportunity to exercise their creative, questioning, analytic, and writing skills as well as to develop research skills in a focused and practical manner. It is also intended to give students the chance to develop an in-depth understanding of some specific topics related to their chosen discipline and to apply research methods and techniques. One of the main features of an Internship is that it must be beyond mere description.

People working in different roles within organisations are often required to write and deliver descriptive reports to their managers. The research-focused Internship requires students to “move up a gear” from being a mere story or descriptive narrative to a critical analysis and evaluation of some topic. Typically, this “extra” dimension will require:

- One or more research questions in a particular domain to be identified
- The question(s) to have some theoretical backdrop
- The student to carry out both theoretical and empirical investigations
- To propose, design, implement, evaluate, analyse and discuss an ICT solution related to the programme domain that seeks out to find an answer to the identified research question(s)

The “question” element was initially addressed in the Research in Computing module and it will be dealt with in greater details in the Internship.

As Internship is part of a postgraduate course it is also required that students employ and develop their research knowledge and skills in an applied fashion. The Internship must involve the identification, generation, or collation of relevant primary or secondary data and the ability to analyse them in a meaningful and critical manner.

2. Research Theme in the MSc Programme

The research component of the MSc in Cyber Security is composed by three modules (see Figure 1):

- Research in Computing (mandatory 5-credit module)
- Research Methods (mandatory 5-credit module)
- Internship (mandatory 25-credit module)

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1 See http://www.nfq-qqi.com/
Learners must pass the Research in Computing module to commence the Internship. 

*Research in Computing* module prepares students for their Internship module. Students learn about research methods and will be enabled to carry out a research and development project independently.

*Research Methods* module enhances students’ critical thinking and skills relating to research, it provides them with knowledge on quantitative methodologies, approaches and tools used in research, and develops critical awareness around the selection and application of statistical measures in research.

*Internship* module gives students the chance to develop an in-depth understanding of some specific topics related to their chosen discipline, to apply research methods and techniques and to develop a software/product/artefact.

Through the research-oriented modules, students have the opportunity to engage in a capstone MSc Degree project.

The Internship runs over one semester. To support students in completing the Internship portfolio, students have an additional 3 weeks after the internship within the company.

In order to ensure the academic standards of all projects, every student will have an academic supervisor assigned for their project.

### 2.1 Special Regulations

A student must pass all modules from semester 1 and Research in Computing to be eligible to start the process of securing an internship within a company.

Also, a student must not repeat more than 10 credits at the end of semesters 2 to be eligible to register and start the Internship in semester 3.

A student that is unsuccessful at obtaining an internship with a company, will undertake the Academic Internship within NCI under the direction of the NCI academic supervisor.

If a student does not meet the requirements to register for the Internship, the student can apply to exit the course with a Postgraduate Diploma award (Level 9) subject to the condition to pass all the taught modules (60 credits in total) exempt Research Methods module. The Exit Award Form is available in Appendix B. The form should be submitted to Registrar.

If a student would like to pursue the Internship with a company/organization identified by the student, NCI approval is required prior to starting the Internship. Any interested student should provide the job description and discuss this option with the Course Director and
Careers Office before applying and engaging with the company. The internship work must be related to cyber security and approved by the Course Director in order to be officially considered as part of the MSc in Cyber Security degree.

A project must be researched and developed as part of the Internship.

2.2 Internship Committee

The Internship Committee consists of the Internship module owner, course directors, lecturers that teach on a given MSc programme, supervisors, career office team and other academic members involved in the examination process.

The Internship Committee is responsible for managing the Internship process, with responsibility for screening and approving the Internship positions, monitoring progress and ensuring completed internships are assessed and graded by a number of academics.

The chair of the Internship Committee (i.e., the Course Director) is responsible for describing the operation of the internship process to the students through the production of a handbook at the start of the academic year. This will involve describing the process to secure an internship, deliverables, due dates and the grading rubrics. The Internship proposal and outline will be screened and approved by the Internship Committee.

The chair of the Internship Committee and the Vice Dean of Postgraduate Programmes & Research will identify appropriate academic members to supervise the project developed as part of the internship and will communicate to the students the assigned supervisors. The academic supervisors will collaborate and will guide the students in researching, creating, implementing, testing and evaluation of the project.

The Internship Committee also assigns two examiners to each student. One of the examiners will be the supervisor. The examiners independently write a report on the internship project and agree a mark for the project. The report and the marks are reviewed and approved by Internship Committee.

3. Supervision

3.1 Appointment of Supervisor(s)

Students pursuing the Internship are assigned one academic supervisor. An industry supervisor will also be assigned by the company where the internship takes place. The academic supervisor assumes all the functions assigned to the ‘supervisor’ in these regulations.

The academic supervisor will be a full time academic member or an associate faculty member of the School of Computing, the holder of an award equivalent or higher than that being pursued and he/she has supervised to the pursued award level.

In exceptional circumstances the Internship Committee may approve a supervisor not meeting these requirements.
The chair of the Internship Committee and the Vice Dean of Postgraduate Programmes & Research will identify appropriate academic members, will allocate supervisors and will communicate to the students the assigned supervisor(s).

Students doing the Internship will have to attend group supervision classes as per the timetables published in advance on the NCI’s website.

### 3.2 The Supervisory Relationship

Each student embarking upon an Internship in the MSc course will be allocated a supervisor from within the School of Computing. However, it is important to note that your supervisor will not necessarily be an expert in your chosen research domain. The supervisor will have sufficient experience to provide adequate guidance to a student on the production of their internship project. A student however may approach any academic member or associate faculty within the School of Computing with a view to seeking out guidance on specific topics or issues pertaining to their research. However, it has to be understood that the first marker of an MSc project is the supervisor.

The supervisory relationship is an important one and it is essential therefore that good working relations are established and maintained at all times. There are a number of pointers that can help ensure that the relationship is a business-like and productive one for both parties. First, be sure to meet early on in the process, as soon as you have been assigned.

It is also important in the initial stages of the supervisory relationship that the supervisor and the student agree on the research topics to be investigated, a research plan and timescale, as well as the deadlines for submission of various milestones and deliverables part of the project.

Supervisors also like to read before a meeting any written material being brought by students. Therefore, from an early stage of your research work, make an attempt to always have some written material to bring along - written outline internship project topics/ideas to be explored, written lists of articles you have read, a brief description of the tasks you have worked on since last meeting, a possible table of contents for the internship project, a timetable for your work output, or individual chapters – whatever is appropriate for the stage you are at.

Students should also avoid giving their supervisor rough drafts or “material I have to do more work on”. There is nothing more annoying for a supervisor than correcting some written material only to be told on handing it back: ‘oh I’ve reworked that completely since I gave it to you’. Supervisors can only make an informed and useful call on your work if what you submit is your best effort at that point in time.

### 3.3 What can I expect?

In order to ensure as much clarity as possible around the roles of the student and the supervisor the following sections outline what are considered reasonable expectations of both parties.

The internship project is the sole responsibility of each student. Students must engage in a proactive manner when undertaking their own research. It is the student’s responsibility to 'drive' their own research and take ultimate responsibility for the decisions they make in
their research design and its implementation. The role of supervisor is similar to that of a consultant. They are assigned to offer students advice, counsel and feedback regarding the progress of their internship project.

3.3.1 Student Expectations of the Supervisor

Students can expect a supervisor to be committed to the internship process and act in a professional manner in order to ensure high academic and ethical standards of work. The supervisor will be in a position to advise the student on the suitability of their chosen research topic and determine whether or not it has sufficient merit and scope to be researchable for the purposes of an internship project in relation to the award of a Masters degree. Supervisor will primarily be accessible to students during the timetabled supervision classes, and students also need to understand that faculty members may not be available outside this time and any additional meetings need to be scheduled and agreed in advance. It is not acceptable to just knock at the supervisor’s office door every time you encounter difficulties with your research work and demand the supervisor to talk to you about the project.

At the start of the supervision process, the supervisor needs to discuss and agree with the student their mutual expectations. The supervisor and student need to agree a program of work and an initial timeframe of how often, when and how communication is to occur. It is advisable that the supervisor and student agree the ground rules (i.e., explain their mutual expectations to each other). They should also agree on a schedule of meetings/deadlines and a series of milestones and deliverables as part of the project. The School follows a group supervision model, where typically meetings between supervisors and students occur in timetabled slots and deadlines for deliverables are decided in advance by the Internship Committee.

Also, academic members of School may take leave during the period of supervision, in which case timetabled supervision classes may be rescheduled to another date. Supervisors are not required to be available to students at all times and hence it is prudent to ask your supervisor if, and when, they intend taking annual leave so that the student can plan adequately for this.

It is not the responsibility of the supervisor to ensure that their student completes and submits their internship project and the required documentation. This is the sole responsibility of the student. A supervisor is there to offer guidance, support and to act as a sounding board.

Students are solely responsible ultimately for the quality of the work they produce and the completion of their internship project.

3.3.2 Supervisor Expectations of the Student

In part fulfilment of the requirements for the award of a Masters, students are expected to undertake independent research and be responsible for their own research activity. This responsibility is the student’s and student’s alone.

Students are expected to attend all timetabled supervision classes, maintain regular contact with their supervisor, reply to any type of communication received from the supervisor, agree and keep deadlines and report regularly on their progress.
Full time students are expected to fully dedicate their time for completing their Internship and research project work and no holidays should be taken.

Students are also encouraged to document minutes of the meetings that take place with their supervisor and email them to the supervisor. This documentation will ensure that the student understands the feedback given to them each session.

Students also need to be aware of academic regulations and guidelines in relation to the submission of their internship project. It is not the responsibility of the supervisor to ensure that a student adheres to these however they may offer guidance on what these regulations are and where further information can be found.

Students are required to attend and to actively participate in all classes scheduled for the Research Methods module that will run in the same semester(s) as the Internship module.

3.3.3 Supervision Grievance Procedures

A student should make a complaint about the adequacy of supervision in the first instance to their supervisor. Often problems arise as both parties have different expectations of what is appropriate and required. A discussion around expectations and the issues experienced can often be enough to resolve the problem.

Where a problem persists or the parties cannot agree then the matter should be referred to the Course Director followed by the Vice Dean of Postgraduate Programmes & Research. Please note, however, that the College is not in a position to offer students a choice of supervisor and hence only serious issues of an academic nature will be tolerated. Complaints about the adequacy of supervision will not be entertained once the internship project has been presented for examination i.e. post submission.

4. Internship Objectives

The aim of the Internship module is for learners to consolidate the knowledge and skills acquired in other modules by carrying out a project that combines both research and technical skills within a workplace; to develop the practical competencies and communication skills necessary to function as a team member in a workplace. The learners will investigate, design, produce and evaluate an ICT solution related to the programme area (e.g. Cyber Security).

It is also expected that knowledge and skills gained will contribute not only to scholarship, but also to the generation of innovative solutions to intuitive research questions.

Specifically, the learning outcomes are:

- Apply knowledge, skills and competencies acquired during the programme of study to the analysis and solution of industry problems.
- Demonstrate initiative whilst working alone and/or part of a team and develop appropriate communication and interpersonal skills.
- Use the internal protocols and technologies of the industrial settings.
- Propose, architect and implement an ICT solution related to the programme area.
- Reflect on, analyse and document the learning experience resulting from internship.
- Present and defend the research findings through a viva, artefact/product demo and research paper style report.
Students have to submit a portfolio (as part of the module assessment) that consists of:

- a research paper style report,
- an artefact / product / software
- a configuration manual and
- a presentation to be defended in a viva.

Additionally, students that do the internship within a company have to submit a monthly activity report that describes student’s work activities in the designated business environment (see Appendix G).

More details on the required assessment components will be presented in the Assessment section.

4.1  **Internship Process**

For full-time students the duration of the internship is one semester, during which time students are required to work full-time within the company 4 days each week, and attend Research Methods and supervision classes 1 day each week. After the semester has finished, students are given 3 additional weeks to finalise the portfolio to be submitted. For part-time students the duration of the internship is six months and the supervision classes may be scheduled in the evening or weekends.

An academic supervisor will be assigned as the main supervisor. The industry supervisor assigned by the company will also be part of the supervisory team.

The project work shall build upon the practical work conducted in the company as part of the internship and extend this with the required research elements (e.g., research question, literature review, evaluation, etc.).

The student should engage as soon as possible with the industry supervisor and obtain details on their specific work they will have to do within the company. Moreover, students must attend the supervision classes in NCI and discuss with the academic supervisor on how to expand on that work and add research elements so that it has sufficient merit and scope to be researchable for the purposes of a research project in relation to the award of a MSc degree.

4.2  **Academic Internship**

In certain cases, a student may do the internship within the college environment (called academic internship), making use of the technologies and resources available in the college and provided thought the programme. The duration of the Academic Internship is one semester, and the internship will take place under the direction of the NCI academic supervisor only.

Some cases include:

- If a student has been unsuccessful at obtaining an internship position with a company, despite making every effort.
- For part-time students that do not work in the IT sector or cannot work on suitable Cyber Security project in their current work place.
- If a student has not become eligible for the Internship (e.g., due to special regulations mentioned in section 2.1), or has failed and repeats the Internship.

The research domain and topic are defined and shaped as part of the research activities required for the Research in Computing module. It is student’s responsibility to identify and propose the research topic of the Internship project. The lecturer that delivers Research in Computing module will provide guidelines and advice to the student on the suitability of their chosen research topic and determine whether or not it has sufficient merit and scope to be researchable for the purposes of a research project.

Based on the submitted research proposal as part of the Research in Computing, an academic supervisor(s) will be assigned. The student has the responsibility to participate in all timetabled supervision and research Methods classes.

5. Managing the Internship

This section provides students and supervisors with a framework in which to plan, write and complete the Internship.

5.1 Securing the Internship

The NCI Careers Development and Employability Office has a team of senior recruitment experts and guidance professionals that are experienced in providing tactical, customised and comprehensive career development and personal branding advice and guidance to mid-senior level professionals in areas including career acceleration, career change and career crisis.

NCI is also proud to have Winner of the AHECS Excellence in Employability Award for 2013 and 2014 and 2016 (http://www.ahecs.ie/about-ahecs/ahecs-awards/).

Each programme that incorporates an internship is assigned a dedicated internship advisor who is responsible for monitoring the students, conducting one to one career coaching sessions, CV preparation, interview preparation techniques and advice on job and internship suitability.

NCI Career Development and Employability office also provide extra support by organising on-site Career Fairs, Industry speakers and Life Coach Speakers; by arranging industry specific employability events such as a Whiteboard Interview Seminar where students get first-hand experience on the structure and procedure around whiteboard interviewing techniques.

The Career Development and Employability Office is the students’ partner in establishing crucial relationships with employers and alumni and the majority of our students credit the NCI Careers Service as their primary job source.

All learners enrolled into the MSc in Cyber Security programme are encouraged to engage in the internship process from the beginning of the programme. Internship positions are obtained by the Careers and Employability Office and are generally carried out over a period of three months.
The internship process consists of the following:

- Students submit final CVs to the internship advisor the semester before the internship commence.
- Employers advertise internship opportunities with the internship advisor.
- The internship advisor posts placement opportunities on the NCI portal.
- Students are expected to check the NCI student portal on a regular basis and to apply to the opportunities advertised by emailing a tailored CV to the internship advisor.
- The internship advisor will forward CVs to the employer.
- The employer will select the students they wish to interview.
- The internship advisor will contact the students that have been selected for interview and co-ordinate these interviews.
- The student will contact the internship advisor with interview feedback immediately after the interview.
- The internship advisor will liaise with the employer post interview, collate feedback and deliver offers to successful students.
- Students are required to attend all interviews arranged for them by the internship advisor. Failure to attend for interview may result in the student being eliminated from the internship process and subjected to disciplinary proceedings within NCI.

Getting an internship is a competitive process, thus students are encouraged to actively search and try to secure their own internship with a company. However, any student that identifies an internship position should provide the Internship Job Description and company/organisation contact details (see Appendix F), and discuss this option with the Course Director and Careers Office before applying and engaging with the company.

If the internship job description is approved by NCI and the student is successful in obtaining the internship, the agreement of the company/organisation to participate in the Internship programme is required prior to starting to work on the internship.

Part-time students that are working in the IT sector can undertake the Internship within the company they work for by being involved in a Cyber Security related project.

### 5.2 Internship Contract

A contract between learner, College and where applicable the employer describes the duties of each party (see Appendix D). Among other things, learners are required to bring any issues or barriers encountered to the attention of internship coordinator so that the College can intervene in time to make sure the learner is given the opportunity to complete their internship.

**Note:** If the student leaves his Internship position without NCI approval, no NCI support will be provided to secure another job. The student will also fail the Internship module.

### 5.3 Planning the Research Activities

The key to completing an Internship on time and without compromising quality is to carefully manage your time and undertake the research in a rigorous and professional manner. Planning your research involves identifying the tasks that need to be undertaken
as part of the research and planning where and when to work on particular aspects of the project. The Research in Computing and Research Methods modules teach the students research related concepts and develops skills on how to approach the following tasks: define a research question, create a literature review, research and development design and methodologies, and make use of statistical tools to critically assess research outputs and results. Therefore, students are required to use in the Internship the knowledge acquired in these modules.

As the project progresses toward the final stage, it is likely that it will become more focused on writing tasks. Starting to write at an early stage on the research report ensures that you get used to the routines of writing. This can help you to complete your Internship in a timelier manner.

It is also important to set realistic and achievable deadlines when working on the project and to be willing to revise them as the research progresses.

The Internship involves a high level of independent study and learning with a significant number of hours dedicated for the project work. By delaying getting started to work on the project or making excuses as reasons for not starting the work, the quality of the project will be compromised and deadlines may be missed.

The challenge, particularly for part-time students who are attempting to complete a research project while dealing with the day to day demands of daily life, is to find the time to dedicate to their study.

The key to success is setting aside adequate time on a weekly basis and being disciplined in terms of sticking to these commitments.

The use of GitHub is encouraged as a collaborative tool to enable students to work on the development of the project. It will also improve the transparency of projects for examiners as it will enable them to clearly identify the work carried out by students as part of the project.

5.4 Research Ethics

Any research involving human participants that is conducted by students or staff at the National College of Ireland should be done so in an ethical manner. The college has therefore developed an Ethics Committee, which acts as a sub-committee of the Research Committee, to ensure that ethical principles pertaining to research involving human participants are upheld and adhered to.

All students intending to use human participants, or data corresponding to individuals that is not secondary and public in nature, e.g. social media), as part of their Internship must consult the College’s Research Ethics Committee if the research project involves the following:

- direct experimentation on individuals;
- surveys or questionnaires administered to individuals;
- use of data derived from individual records where individuals might be identified;
- experimentation on animals.

Students must submit the Declaration of Ethical Consideration and/or the Ethical Review Application Form (see Appendix C) that will be assessed by the School Filter Committee at
research proposal stage. Information on the ethical process including the forms and the submission deadline is communicated on the Research in Computing and/or the Internship Moodle page.

Following consideration of research projects submitted for Ethical Review, the School Filter Committee will submit a report to the Ethics Committee summarising the applications considered and the decisions made regarding the ethical risk level.

For research that is deemed to fall under low ethical risk (Research Category A), a favourable outcome at the School Filter Committee will be sufficient to secure ethical approval. Research falling under the other two categories (Research Category B and C) must however be considered by the Ethics Committee before approval may be granted.

More details regarding Research Ethics and the procedures required for seeking ethical approval of research involving human participants can be found on the NCI student portal in the Ethical Guidelines and Policies for Research Involving Human Participants.pdf document available under the Academic Policies web page.

5.5 Problems with Academic Writing

Some students may encounter difficulties when they have to write an academic report. Most common problems faced while writing a document are: difficulty in formulating what to write, difficulty with bringing ideas into a coherent shape, not having the academic writing skills, etc. Issues of this nature need to be addressed at an early stage to prevent them from developing into serious difficulties.

Here are some practicable solutions that can be tried.

- Perform writing tasks at an early stage of your research project in order to increase confidence and writing skills. Examples of writing tasks are: reviews of literature create notes on your research findings/ test results, write brief analysis of the read papers/articles.
- Request feedback from your supervisor on what you have written. Supervisors can help by given guidelines on writing tasks, including the length, scope, content, structure and aims of each task.
- Meet and discuss with your colleagues the research findings, share writing experiences or discuss and critique an article.

Students may also look for support from the NCI Learning Development Service part of the NCI’s Student Services and Support Department. More details can be found on NCI student portal and NCI website (https://www.ncirl.ie/learningandteaching/academicsupport).

6. Assessment of the Internship

The following documents are required to be submitted electronically online on the Internship Moodle page, as part of the Internship (industry or academic) assessment, no later than the provided submission deadline.

- a research paper style report,
- an artefact/product/software,
• a configuration manual
• a presentation to be defended in a viva.
• a monthly activity report (exempted for Academic Internship)

The research paper style report shall comprise up to 20 pages (approx. 4,000 to 6,000 words), and describe the individual research outcome and production of an ICT solution. This report shall built upon the work/tasks conducted in the company or the work conducted as part of Research in Computing module (for Academic Internship), updated and revised based on feedback from supervisor(s).

The students may be penalised due to superfluous text and are strongly advised to stay within 10% of the given page limits.

It shall follow the structure of a research paper that includes: abstract, introduction, literature review, research methodology, design and implementation, evaluation, conclusion and discussion.

The configuration manual shall describe the required software tools and settings in order to successfully replicate the experimental setup. This manual is submitted separately from the research paper style report and it will not count towards the suggested word count. It should not discuss how to install standard software or tools.

The viva shall involve a presentation of the research work carried out and a demonstration of the final results to at least two academic examiners. A demo of the artefact/product developed will be required to be presented in the viva. The learner must attend the viva in order to pass the Internship module.

6.1 Marking Schema

The Internship module marks are determined using the following schema.

<table>
<thead>
<tr>
<th>PROJECT COMPONENT</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project specification</td>
<td>10%</td>
</tr>
<tr>
<td>Literature review</td>
<td>10%</td>
</tr>
<tr>
<td>Artefact/ Project Development</td>
<td>30%</td>
</tr>
<tr>
<td>Artefact/ Product evaluation, conclusion and future work</td>
<td>25%</td>
</tr>
<tr>
<td>Internship activity report, Configuration manual, document presentation, and references</td>
<td>15%</td>
</tr>
<tr>
<td>Viva</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>
Note: Out of the 15% for “Configuration manual, document presentation / structure, and referencing”, 5% for the configuration manual, and 3% for the internship activity report.

6.2 Internship Activity Report

The internship activity report is a monthly summary of what the student has learned. The internship activity report must be completed every month by the students, signed off by the industry supervisor and submitted on a monthly basis. A template of the internship activity report will be provided to the students (see Appendix G).

6.3 Research Paper Style Report

A research paper style report describes the individual research project specification and software/artefact development as well as the testing/evaluation results. A literature review should also be included to ensure the validity of the research area. Students are also required to critically analyse insights gained throughout evaluation of their software/artefact development.

The report template provided on the module’s Moodle page must be used when editing the research paper style report.

6.3.1 Report Structure

It is expected that the report to be submitted to consist of the following key components:

- **Abstract:** The role of the abstract is to summarise the project you have undertaken in a concise manner, highlighting the scope of the project, the objectives, the methodology and its finding and results.

- **Introduction:** the main purpose of the introduction is to motivate the contribution of the research work. It should include background on the research topic, the justification for the research and what gap in the literature it seeks to fill, the main research questions and hypotheses, and the organization of the study.

- **Up-to-date Review of the Literature/Background/ Literature Survey:** The literature review should demonstrate evidence of independent research critically analysing the potential of an application / idea and provide insights into how it can be implemented and evaluated. This component shall built upon the literature review work conducted as part of Research in Computing module, if possible, and shall be updated and revised based on feedback from supervisors and based on the final developed product.

- **Research Methodology:** The main purpose is to outlines the proposed research approach and method, justifies the choice of method(s) leveraging appropriate literature to substantiate choices / assumptions and/or key decisions, and considers the limitations and strengths of that approach, as well as demonstrating how the method will be applied to answering the research question(s).

- **Design Specification:** The techniques and/or architecture/framework that underlie the implementation and the associated requirements are identified.
• **Implementation/Solution Development**: The purpose is to describe only the final stage of the implementation. It must not contain code listings or a user manual/guide.

• **Evaluation**: A comprehensive analysis of the results and main findings of the study using multiple strategies as well as the implications of these finding both from academic and practitioner perspective are presented. For example, an algorithm may be comprehensively benchmarked using novel performance specific metrics on the Cloud Competency Centre facilities or external cloud providers; an internet application or mobile application may be evaluated using suitable usability testing techniques. Statistical tools should be used to critically evaluate and assess the experimental research outputs and levels of significance.

Due to page number limitation only the most relevant results are analysed and presented as an evidence to support or reject the hypothesis.

• **Conclusions and Discussion**: A brief reiteration of the main research questions addressed and what was found as outcome of the research work is provided. Insights gained throughout the development and evaluation of the proposed solution are critically analysed and discussed. In addition, further avenues for research and commercialization should be identified.

• **References**: Correct citation references must be included

• **Appendix**: Configuration manual should be provided as a different file from the research paper style report and it will not count towards the suggested word count.

Remember that all figures, tables, photographs etc. should be referenced and numbered in the report e.g. the graph (Fig 1) which complements the Table (Table 1).

It is highly recommended that students take some time at the start of the research process to go to the library and review other Masters Research projects. This will give you a feel for the type of appropriate research questions, the research approaches adopted and the format of the report.

The research report should NOT contain a table of contents. If appropriate, the configuration manual may contain a table of contents.

### 6.3.2 Literature Review

The purpose of the literature review is to convey to the reader what knowledge and ideas have been established on a set of research topics from a particular domain, and what their strengths and weaknesses are. It also gives you, the writer the opportunity to show your ability to identify, access, understand and critically evaluate relevant material in top rate academic journals.

The literature review must be defined by a guiding concept (e.g., the problem or issue you are discussing or your argumentative research project). **It is not a descriptive list of the material available, or a set of summaries.** It is not recommended to start every paragraph with the name of an author as this may mean that the literature is organised alphabetically or chronologically and not by concepts or topics investigated.
A succession of “cut and paste” article summaries is NOT a literature review either!
The following guidelines should be considered when writing the literature review section.

- The literature review should be organised around and related directly to the research project or research question you are developing.
- Any article discussed and analysed in the literature review must have a reference. The full reference should be included in the References section of the project report.
- The literature review should be as current and up to date as is practicable
- Do not cite any reference you have not read.
- The literature review should end with a summary of what is and is not known, should highlight “gaps” in the literature, either acknowledged or discovered, and should formulate questions that need further research

Tips on conducting a Lit Review:
- http://www.writing.utoronto.ca/advice/specific-types-of-writing/literature-review
- https://web.njit.edu/~egan/Writing_A_Literature_Review.pdf

6.3.3 Research Methodology

The aim of the Research Methodology section is to provide details regarding
- the steps followed in the research work (process);
- the data (e.g. database records, tools, software, algorithms, metrics, etc.) you need in order to be able to answer your research question;
- how you get and use those data;
- how the data and the results that are collected or measured in the project are analysed.

Usually the data requirements are specified in a number of research objectives. These objectives are a form of data “shopping list” and clarify what kind and amount of data you need to collect.

6.3.4 Design and Solution Development

The report should provide details on technologies, techniques and/or architecture/framework that underlie development and implementation of the solution proposed to answer the research question.

A description of the developed solution should present your technical work. Only the final stage of the developed solution should be presented.

Due to the space limitation (the report should not exceed 20 pages) code should not be included in the report. For example, if an algorithm was proposed, implemented and tested a pseudocode or word-based steps description of the algorithm may be included. The student can show and discuss the code of the algorithm during the demo run in the viva.
6.3.5 Evaluation and Results Analysis

A comprehensive set of tests should be run by the student in order to evaluate and validate the proposed solution. However, only the most relevant results should be presented in the report. All figures and tables should be numbered and referred in the text of the report. The meanings of the data (e.g. numbers) presented in the tables and figures should be explained in the report.

The students should also present in the project report a comprehensive analysis of the results the main findings of the study using multiple strategies as well as the implications of these finding both from academic and practitioner perspective are presented.

It is also important to situate findings in the literature. Do your findings support, contradict or modify the findings of those authors on whom you have drawn your research question?

6.3.6 Conclusion and Discussion

The conclusion and discussion section is a very important part of the report. It has to briefly reiterate the research question(s) addressed and to summarize the most important outcomes of the research work. Insights gained throughout the development and evaluation of the proposed solution are critically analysed and discussed.

In addition, further avenues for research that could be explored should be discussed.

The relevance of the research output to different stakeholders (e.g. companies, institutions services, end-users, clients, etc.) and potential for commercialization should also be discussed.

6.3.7 References

This should contain a full list of any source directly referred to or quoted in the text following the format provided in the research project template.

The NCI library has developed a number of useful tools to assist students with both their in-text referencing and the presentation of their reference lists. If you are unsure how to reference correctly, please consult these tools.

As the research project report should not have more than 20 pages you must select and refer in the text the most relevant references that related to your research topic and work.

6.3.8 Report Template

The research paper style report should comply with a specific presentation style and format as pre-defined by the report template provided on the Moodle page.

6.4 Oral Examination (Viva)

Students must attend an examination session ("viva") where they will give a presentation on their research work. A demonstration of the artefact/product developed and of the final results will be required to be presented during the viva.
The student must attend the viva.

This is a short individual oral presentation that students are required to deliver. The presentation should give insight into some aspects of your research interests and you should be prepared to answer questions from the audience on your presentation.

The presentation shall use visual aids as appropriate including slides (PowerPoint, LaTeX Beamer, etc.).

The student will be assessed by two examiners from School of Computing. One of the examiners will be the supervisor.

The date and time when the Viva will take place will be communicated to the student.

The viva should be organised / planned by the student (roughly) as follows (points 1, 2, and 3 should not exceed 30 min in total):

1. 10 min conference-style presentation that encompasses all key aspects of the work, i.e. all sections of the report;
2. 5-10 min live demo of key artefacts / components of the evaluation;
3. 10 min of questions by examiners;

10 min discussion time is allocated to the examiners to finalise the assessment in the absence of the student.

7. Plagiarism

Plagiarism arises when extracts from someone else’s work are used without acknowledgement, i.e. in the case of written work, not italicised, not set in quotation marks and not referenced. This is not limited to text but can also include graphics, tables, photographs, video, music, and computer code.

Plagiarism is also submitting the same piece of work for assessment under multiple modules;

Plagiarism is not an acceptable practice and will cause a piece of work to be penalised or regarded as null.

The submission of plagiarised materials for assessment purposes is fraudulent and all suspected cases will be investigated and dealt with appropriately by the College following the procedures outlined here and with reference to the Code of Discipline.

If perpetrated on a substantial scale, especially with intention, disqualification from an examination or award may occur.

Whilst some cases of plagiarism can arise through poor academic practice with no deliberate intent to cheat, this still constitutes a breach of acceptable practice, and requires to be appropriately investigated, and acted upon.

The official regulations regarding plagiarism are presented in the Plagiarism document available on the NCI Student Portal under Academic Policies and supplementary information is included on School notice boards and appropriate hand-outs to learners.

Students are required to sign a short declaration (See Appendix A – Project Submission Sheet) that the research paper style report submitted by them for assessment purposes is their own. This statement is attached to the report and requires acknowledgment that the student has read and understood the plagiarism regulations.
8. Library Resources

The Library Help Centre\(^2\) delivers classes and offers one-to-one consultations on a number of topics including online resources, referencing and conducting literature reviews.

8.1 Information Project Officer

The Information Project Officer offers one-to-one consultations to postgraduate students on a number of topics; if you have a detailed enquiry you are invited to make an appointment. Specific assistance is provided in the areas of (a) accessing the library webpage and using the library catalogue, (b) online databases, (c) research strategies, (d) academic writing, (e) referencing, (f) conducting a literature review and (g) accessing the past exam papers database and theses.

8.2 Citations

All work submitted by students for assessment purposes is accepted on the understanding that it is their own work and written in their own words except where explicitly referenced using the accepted norms and formats of the appropriate academic discipline. The style of referencing to be used is specified in the report template provided on the Moodle page.

Please refer to the How to Reference\(^3\) section of the NCI Library for further details.

At the end of the research paper style report, there should be a section marked “References” where all references should be listed in full.

9. Copyright, Intellectual Property and Commercialisation

Copyright in the Internship report resides with the student. All other intellectual property (including inventions, discoveries, copyright in computer software (including source and object codes) and other kinds of copyright, semiconductor mask works, trade secrets, know how, research data, tangible research property and similar property/rights) conceived, invented or reduced to practice by the student during, or as a result of, research undertaken at the College shall be the property of the National College of Ireland. College policy with respect to ownership and exploitation of intellectual property (IP) is set out in the current NCI Intellectual Property Policy (to which the attention of the candidate is drawn generally). The NCI Intellectual Property Policy document is available on the NCI student portal under Academic Policies web page (https://myncistudent.ncirl.ie/AcademicPolicies/Pages/default.aspx). Benefits accruing to the College from the subsequent commercialisation of the intellectual property referred shall be allocated in accordance with such policy.

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\(^2\) [http://libguides.ncirl.ie/staffguide/researchandteachinghelp](http://libguides.ncirl.ie/staffguide/researchandteachinghelp)

\(^3\) [https://www.ncirl.ie/Library/Library-Help-Centre/How-To-Reference](https://www.ncirl.ie/Library/Library-Help-Centre/How-To-Reference)
Students that wish to commercialise their research work or a project related technology have the opportunity to explore this path. In this case, students will be required to complete and submit to Programme Director the NCI Invention Discourse Form available from IP Policy Document published on the NCI student portal.

This document aims to identify the potential commercial opportunities, to explore the related markets and to justify the commercialisation of products or services as results of work done for the project.

Technology commercialisation applications will be reviewed by NCI Technology Transfer Office in terms of commercialisation potential. If application approved, NCI will provide protection for company spin-out, protection of the invention and support for negotiation of licence agreement.
10. Deadline Extensions, Exit, Withdrawal and Deferral of the Course

The Internship submission date is absolute and final. Applications for extensions will not be tolerated except in line with those circumstances as set forth in the College Regulations. Any student seeking to obtain an extension should first consult the College Regulations.

Occasionally and after consultation with the Course Director, a student may decide to withdraw or defer their studies prior to completion of their Internship. In this instance the student must consult the College Regulations in relation to deferrals and contact the Course Director to seek guidance on what the consequences of any such action may be.

If the student does not want to complete the Internship module may apply to be transfer to the Postgraduate Diploma course. An Exit Award Form (see Appendix B) must be submitted to Registrar. The student must achieve the required credits to exit with the Postgraduate Diploma once the transfer request was approved.

If the student wishes to withdraw from the course or to apply for deferral from the course he/she has to communicate this to the NCI Registrar and the Course Director.
## 10.1 Full Time MSc - Academic Internship commencing in September 2019

<table>
<thead>
<tr>
<th>MSc in Cyber Security (Academic Internship)</th>
<th>Thursday, 12th December 2019, 2pm</th>
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<td>Moodle online submission of the following</td>
<td>Moodle online submission of the following</td>
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<td>- ICT Solution</td>
</tr>
<tr>
<td>TWO printed spiral bound copies of the paper style report and configuration manual to be submitted to the School of Computing Office by Friday, 13th December 2019, 2pm</td>
<td>TWO printed spiral bound copies of the paper style report and configuration manual to be submitted to the School of Computing Office by Friday, 13th December 2019, 2pm</td>
</tr>
<tr>
<td>Project Submission Sheet to be signed and included (see page 2 of the templates provided on Moodle).</td>
<td>Project Submission Sheet to be signed and included (see page 2 of the templates provided on Moodle).</td>
</tr>
<tr>
<td>A Moodle submission receipt of the online report submission must be attached to each hard copy of the report.</td>
<td>A Moodle submission receipt of the online report submission must be attached to each hard copy of the report.</td>
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<th>Feedback</th>
<th>Wed 22nd January 2020 onwards</th>
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### 10.2 Full Time MSc - Internship commencing in September 2019

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<td>• ICT Solution</td>
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<td></td>
<td>• Configuration Manual Submission deadline</td>
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<tr>
<td></td>
<td>(independent to the Research Paper Report)</td>
</tr>
<tr>
<td></td>
<td>• Internship Activity report (to be included</td>
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<tr>
<td></td>
<td>in the Configuration Manual)</td>
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<td></td>
<td><strong>report and configuration manual</strong> to be submitted to the**</td>
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<td></td>
<td><strong>School of Computing Office by Thursday,</strong></td>
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<tr>
<td></td>
<td><strong>9th January 2020, 2pm.</strong></td>
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<td><strong>report.</strong></td>
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<tr>
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<td><strong>Mon 13(^{th}) January – Wed 15(^{th}) January 2020</strong></td>
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<td>Feedback</td>
<td><strong>Wed 22(^{nd}) January 2020 onwards</strong></td>
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<tr>
<td>Final version of the Research Paper style Report and Configuration Manual (electronic format)</td>
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10.3 **Full Time MSc - Academic Internship commencing in January 2020**

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<td><strong>ICT Solution</strong></td>
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<tr>
<td></td>
<td><strong>Configuration Manual Submission deadline</strong> (independent to the Research Paper Report)</td>
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### 10.4 Part Time and Top-up MSc - Academic Internship 
commencing in September 2019

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<tr>
<td></td>
<td>- Configuration Manual Submission deadline (independent to the Research Paper Report)</td>
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<td>Feedback</td>
<td>Wed 20th May 2020 onwards</td>
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## 11. Useful Contacts

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Telephone Number</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of School of Computing</td>
<td>Dr Pramod Pathak</td>
<td>4498611</td>
<td><a href="mailto:pramod.pathak@ncirl.ie">pramod.pathak@ncirl.ie</a></td>
</tr>
<tr>
<td>Vice Dean of Postgraduate Programmes and Research</td>
<td>Professor Christos Grecos</td>
<td>4498643</td>
<td><a href="mailto:christos.grecos@ncirl.ie">christos.grecos@ncirl.ie</a></td>
</tr>
<tr>
<td>Programme Director MSc Cyber Security (full-time)</td>
<td>Dr Arghir Nicolae Moldovan</td>
<td>6599209</td>
<td><a href="mailto:Arghir.Moldovan@ncirl.ie">Arghir.Moldovan@ncirl.ie</a></td>
</tr>
<tr>
<td>Programme Director MSc Cyber Security (part-time)</td>
<td>Dr Irina Tal</td>
<td>4498689</td>
<td><a href="mailto:Irina.Tal@ncirl.ie">Irina.Tal@ncirl.ie</a></td>
</tr>
<tr>
<td>Programme Co-ordinator: MSc in Cyber Security</td>
<td>Ms Margarete Silva</td>
<td>4498654</td>
<td><a href="mailto:Margarete.Silva@ncirl.ie">Margarete.Silva@ncirl.ie</a></td>
</tr>
<tr>
<td>Career Co-ordinator</td>
<td>Siobhan Mockler</td>
<td>4498558</td>
<td><a href="mailto:Siobhan.Mockler@ncirl.ie">Siobhan.Mockler@ncirl.ie</a></td>
</tr>
<tr>
<td>Project Information Officer</td>
<td>Mr Keith Brittle</td>
<td>4498645</td>
<td><a href="mailto:Keith.brittle@ncirl.ie">Keith.brittle@ncirl.ie</a></td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>Mr John McGarrigle</td>
<td>4498514</td>
<td><a href="mailto:jmcgarrigle@ncirl.ie">jmcgarrigle@ncirl.ie</a></td>
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<tr>
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<td>4498587</td>
<td><a href="mailto:examinations@ncirl.ie">examinations@ncirl.ie</a></td>
</tr>
<tr>
<td>International Office</td>
<td>Ms Sheila Mahon</td>
<td>4498695</td>
<td><a href="mailto:sheila.mahon@ncirl.ie">sheila.mahon@ncirl.ie</a></td>
</tr>
<tr>
<td>SoC Ethics Filter Committee</td>
<td>Dr Cristina Hava Muntean</td>
<td>4498623</td>
<td><a href="mailto:cristina.muntean@ncirl.ie">cristina.muntean@ncirl.ie</a></td>
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</table>
## 12. Appendix A - Project Submission Sheet

National College of Ireland  
Project Submission Sheet – 2019/2020  
School of Computing

<table>
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<tr>
<th>Student Name:</th>
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<td>Student ID:</td>
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<tr>
<td>Programme:</td>
<td>…………………………………………………………………………………Year: …………</td>
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<tr>
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<td>Submission Due Date:</td>
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</tr>
<tr>
<td>Word Count:</td>
<td>……………………Page Count:…………………………</td>
</tr>
</tbody>
</table>

I hereby certify that the information contained in this (my submission) is information pertaining to research I conducted for this project. All information other than my own contribution will be fully referenced and listed in the relevant bibliography section at the rear of the project. **ALL** internet material must be referenced in the bibliography section. Students are required to use the Referencing Standard specified in the report template. To use other author’s written or electronic work is illegal (plagiarism) and may result in disciplinary action. Students may be required to undergo a viva (oral examination) if there is suspicion about the validity of their submitted work. I agree to an electronic copy of my thesis being made publicly available on NORMA the National College of Ireland’s Institutional Repository for consultation.

| Signature: | ………………………………………………………………………………………………………………………………………… |
| Date:      | ………………………………………………………………………………………………………………………………………… |

**PLEASE READ THE FOLLOWING INSTRUCTIONS AND CHECKLIST**

<table>
<thead>
<tr>
<th>Attach a completed copy of this sheet to each project (including multiple copies)</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attach a Moodle submission receipt of the online project submission</strong>, to each project (including multiple copies).</td>
<td>☐</td>
</tr>
<tr>
<td><strong>You must ensure that you retain a HARD COPY of ALL projects</strong>, both for your own reference and in case a project is lost or mislaid. It is not sufficient to keep a copy on computer.</td>
<td>☐</td>
</tr>
</tbody>
</table>

Assignments that are submitted to the Programme Coordinator office must be placed into the assignment box located outside the office.

<table>
<thead>
<tr>
<th>Office Use Only</th>
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<tbody>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Penalty Applied (if applicable):</td>
</tr>
</tbody>
</table>
13. Appendix B - Exit Award Form

AWARD EXIT / TRANSFER FORM

This form should be used if you wish to transfer from one programme to another or if you wish to exit with an award from the National College of Ireland. The completed form must be submitted to the Registrar's Office, National College of Ireland, Mayor Street, IFSC, Dublin 1.

Name: ..............................................................................................................

Address: ..............................................................................................................

..........................................................

..........................................................

..........................................................

Student Number: ..........................................................

I wish to transfer from my current programme ..............................................

Transfer to [Programme Title]: ..............................................................

Transfer to [Programme Code]: ..............................................................

Year: ..............................................................................................................

OR

I wish to apply for an exit award from:

Exit Award [Programme Title]: ..............................................................

Exit Award [Programme Code]: ..............................................................

Year: ..............................................................................................................

Summarise briefly what programme you are applying to exit from / transfer to:

...................................................................................................................

...................................................................................................................

...................................................................................................................

Student Signature: ........................................ Date: .............................

ECTS Credits have been accumulated [Tick Box]: Yes No

Internal Approval: ........................................ Date: .............................
14. Appendix C – Ethics Declaration and Application Forms

National College of Ireland

DECLARATION OF ETHICS CONSIDERATION
School of Computing

Student Name: …………………………………………………………………………………………………………………

Student ID: ……………………………………………………………………………………………………………………..

Programme ……………………………………………………… Year: …………………

Module: ……………………………………………………………………………………………………………………….

Project Title: …………………………………………………………………………………………………………………

Please circle (or highlight) as appropriate

This project involves human participants  Yes / No

Introduction
Secondary data refers to data that is collected by someone other than the current researcher. Common sources of secondary data for social science include censuses, information collected by government departments, organizational records and data originally collected for other research purposes. Primary data, by contrast, is collected by the investigator conducting the research.

A project that does not involve human participants requires ONLY completion of Declaration of Ethics Consideration Form and submission of the form on module’s Moodle page.

A project that involves human participants requires ethical clearance and an Ethics Application Form must be submitted through the module’s Moodle page. Please refer to and ensure compliance with the ethical principles stated in NCI Ethics Form available on the Moodle page.

The following decision table will assist you in deciding if you have to complete the Declaration of Ethics Consideration Form or/and the Ethics Application Form.

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>Y</th>
<th>Y</th>
<th>Y</th>
<th>N</th>
<th>N</th>
<th>N</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Data</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Human Participants</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Declaration of Ethics Consideration Form</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethics Application Form</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please circle (or highlight) as appropriate
<table>
<thead>
<tr>
<th>The project makes use of secondary dataset(s) created by the researcher</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>The project makes use of public secondary dataset(s)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>The project makes use of non-public secondary dataset(s)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Approval letter from non-public secondary dataset(s) owner received</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

**Sources of Data:**

*It is students’ responsibility to ensure that they have the correct permissions/authorizations to use any data in a study. Projects that make use of data that does not have authorization to be used, will not be graded for that portion of the study that makes use of such data.*

**Public Data**

A project that makes use of public secondary dataset(s) **does not need ethics permission**, but **needs a letter/email from the copyright holder** regarding potential use.

Some websites and data sources allow their data sets to be used under certain conditions. In these cases, a letter/email from the copyright holder is NOT necessary, but the researcher should cite the source of this permission and indicate under what conditions the data are allowed to be used. See Appendix I for examples of permissions granted by Fingal Open Data, and Eurostat website.

Where websites or data sources indicate that they do not grant permission for data to be used, you will still need a letter/email from the copyright holder. For example, see Appendix II for an example from the Journal of Statistics Education.

**Private Data**

A project that makes use of non-public (private) secondary dataset(s) must receive data usage permission from School of Computing.

An approval letter/email from the owner (e.g. institution, company, etc.) of the non-public secondary dataset **must be attached to the Declaration of Ethics Consideration**. The letter/email must confirm that the dataset is anonymised and permission for data processing, analysis and public dissemination is granted.

**Evidence for use of secondary dataset(s)**

Include dataset(s) owner letter/email or cite the source for usage permission.
CHECKLIST

| Non-public/private secondary dataset(s) - Owner letter/email is attached to this form | Yes / No |
| Citation and link to the web site where permission is granted – provided in this form | Yes / No |

ETHICS CLEARANCE GUIDELINES WHEN HUMAN PARTICIPANTS ARE INVOLVED

The Ethics Application Form must be submitted on Moodle for approval prior to conducting the work.

Considerations in data collection

- Participants will not be identified, directly or through identifiers linked to the subjects in any reports produced by the study
- Responses will not place the participants at risk of professional liability or be damaging to the participants’ financial standing, employability or reputation
- No confidential data will be used for personal advantage or that of a third party

Informed consent

- Consent to participate in the study has been given freely by the participants
- Participants have the capacity to understand the project goals.
- Participants have been given information sheets that are understandable
- Likely benefits of the project itself have been explained to potential participants
- Risks and benefits of the project have been explained to potential participants
- Participants have been assured they will not suffer physical stress or discomfort or psychological or mental stress
- The participant has been assured s/he may withdraw at any time from the study without loss of benefit or penalty
- Special care has been taken where participants are unable to consent for themselves (e.g. children under the age of 18, elders with age 85+, people with intellectual or learning disability, individuals or groups receiving help through the voluntary sector, those in a subordinate position to the researcher, groups who do not understand the consent and research process)
- Participants have been informed of potential conflict of interest issues
- The onus is on the researcher to inform participants if deception methods have to be used in a line of research

I have read, understood, and will adhere to the ethical principles described above in the conduct of the project work.

Signature: ..............................................................................................................................................

Date: .......................................................................................................................................................

MSc Internship Handbook 2018/19, School of Computing, National College of Ireland.
Appendix I

1) Fingal Open Data: http://data.fingal.ie/About

Licence
Citizens are free to access and use this data as they wish, free of charge, in accordance with the Creative Commons Attribution 4.0 International License (CC-BY).

Note: From November 2010 to July 2015, data on Fingal Open Data was published in accordance with the PSI general licence.

Use of any published data is subject to Data Protection legislation.

Licence Statement
Under the CC-BY Licence, users must acknowledge the source of the Information in their product or application by including or linking to this attribution statement: “Contains Fingal County Council Data licensed under a Creative Commons Attribution 4.0 International (CC BY 4.0) licence”.

Multiple Attributions
If using data from several Information Providers and listing multiple attributions is not practical in a product or application, users may include a URI or hyperlink to a resource that contains the required attribution statements.

2) Eurostat: https://ec.europa.eu/eurostat/about/policies/copyright

COPYRIGHT NOTICE AND FREE RE-USE OF DATA

Eurostat has a policy of encouraging free re-use of its data, both for non-commercial and commercial purposes. All statistical data, metadata, content of web pages or other dissemination tools, official publications and other documents published on its website, with the exceptions listed below, can be reused without any payment or written licence provided that:

• the source is indicated as Eurostat
• when re-use involves modifications to the data or text, this must be stated clearly to the end user of the information

3) Appendix II


JSE Copyright and Usage Policy
Unlike other American Statistical Association journals, the Journal of Statistics Education (JSE) does not require authors to transfer copyright for the published material to JSE. Authors maintain copyright of published material. Because copyright is not transferred from the author, permission to use materials published by JSE remains with the author. Therefore, to use published material from a JSE article the requesting person must get approval from the author.
National College of Ireland

Ethical Guidelines and Procedures for Research involving Human Participants

SEPTEMBER 2017
1. Introduction
All research involving human participants that is conducted by students or staff at the National College of Ireland should be done so in an ethical manner. The college has therefore developed an Ethics Committee, which acts as a sub-committee of the Research Committee, to ensure that ethical principles pertaining to research involving human participants are upheld and adhered to. All researchers intending to use human participants as part of their projects are thus required to reflect upon any potential ethical issues and submit their research proposals for ethical review before commencing data collection.

This document gives an overview of the core ethical principles guiding research in NCI, while also documenting the procedures required for seeking ethical approval of research involving human participants.

Am I conducting research?

Research is defined as “the attempt to derive generalisable new knowledge by addressing clearly-defined questions with systematic and rigorous methods” (NHS Health Research Authority). Sometimes, we collect data in order to evaluate a service or practice we are engaged in (“service evaluation”). The main difference between research and service evaluation is in the aim: research is trying to create new generalisable knowledge, and service evaluation is trying to evaluate whether a delivered service/practice is working well. One project may have both aims included in it. It can be confusing if a service or intervention is involved, whether or not research is being conducted. If new or competing interventions are being evaluated, then it is likely to be research, whereas if an existing service is being conducted anyway, with an evaluative component, then it is likely to be a service evaluation. Research requires consideration of the below guiding principles, whereas service evaluation does not require approval from an ethics committee.

2. Guiding Principles
In line with other research institutions, there are three core guiding principles governing the ethical conductance of research involving human participants at NCI. These principles stem from the Belmont Report (1979) published by the National Commission for the Protection of Human Subjects of Biomedical and Behavioural Research. While it is recognised that these principles may be operationalised differently depending on the specific research discipline, it is recommended that these are consulted as a starting point for any research involving human participants.

2.1 Principle 1: Respect for Persons
This principle entails recognition that participants should be treated as autonomous individuals and hence should never be coerced or swayed into participating in a research project against their will. The participant’s right to
withdraw from a research study at any time should be respected, as well as their right to dignity and protection from harm.

Respect for individuals can often be implemented in practice via the process of informed consent, whereby potential participants are made fully aware of the requirements involved in participation. While it is recognised that in certain cases deception (i.e. the withholding of certain information from participants) may take place, this should only occur when it is robustly justified for the validity of the research. In cases where deception is justified, researchers should ensure that any potential risk resulting from this measure is minimised. Participants should also be fully debriefed on the nature of the research after it has taken place.

The principle of respect also requires researchers to protect individuals from vulnerable groups who may have diminished autonomy (see section 4.2 for more detail as to what constitutes vulnerable groups). Where full informed consent is not possible for such population groups, consent may instead be sought from their guardians. In all cases however clear assent, or willingness to participate, should be demonstrated from participants.

2.2 Principle 2: Beneficence and non-maleficence
This principle specifically focuses on the need to protect the well-being of participants. Any potential risk to participants should be minimised, whether that be risk of physical discomfort or of any psychological, emotional or social distress, while possible benefits should be maximised. Researchers adhering to this principle should thus ensure that any potential benefits derived from carrying out the study (e.g. in terms of knowledge gained) should outweigh potential risks. Even in cases where there is only a slight potential risk of harm, participants should be provided with appropriate support to alleviate this.

2.3 Principle 3: Justice
This principle emphasises the need to employ fairness in the distribution of benefits and risks to participants. The way in which participants are selected to take part in research should relate to the purpose of the study, as opposed to other factors such as availability or manipulability of participants. The exploitation of vulnerable populations should be avoided.

Where applicable, researchers are encouraged to consult guidelines stemming from their own professional bodies (e.g. The Psychological Society of Ireland) in addition to the general guiding principles above when planning their research. Researchers should also be sensitive to those issues which are specific to the population under investigation and the methodology that is employed in the project (e.g. qualitative methodologies involving the recording of data may raise issues relating to participants’ right to anonymity, as well as the ethical
management and use of data). Detailed consideration should be given to all these issues when planning research and when completing the Ethical Review Application form.

3. Ethics Committee
The NCI Ethics Committee was established by the Academic Council in 2012. Acting as a sub-committee to the Research Committee, its role is to oversee ethical issues arising from all research involving human participants that is conducted by students and staff of the college. The key purpose of this committee is to safeguard against any potential harm to participants, and to ensure that their rights are recognised in line with the guiding principles outlined above.

The Ethics Committee reviews all research proposals posing ethical risk to the participants involved, however the decision as to whether projects pose ethical risk is firstly made via the appropriate Filter Committee which operates at School level (see organisational structure in Figure 1 below). The Filter Committees may review and approve research proposals which are of low ethical risk, while referring those of high ethical risk to be considered by the Ethics Committee (see categories of ethical risk in section 4.1).

While the Filter Committees are made up of staff members with subject-specific knowledge, membership of the Ethics Committee should comprise of no less than five representatives from both the School of Computing and the School of Business, including representatives from the Research Committee.

![Diagram of Committee Structures](image_url)

Figure 1: Committee Structures.

4. Review Process
Any staff or student of NCI wishing to conduct a study involving human participants should first submit the Ethical Review Application Form (included at the end of this document), to the relevant School Filter Committee at proposal stage. This initial review will result in a graded categorisation of ethical risk, as outlined below.

4.1 Categorisation of Ethical Risk

Research category A
Research in this category poses little ethical risk to the participants involved. Specifically, it refers to research involving human volunteers, but excluding studies involving:
- therapeutic interventions
- new research methodologies
- vulnerable populations (see section 4.2)
- deception of the participants
- any other significant physical, social or psychological risk to participants

Research category B
Research in this category involves human volunteers including studies involving:
- therapeutic interventions
- new research methodologies
- vulnerable populations (see section 4.2)
- deception of the participants
- any potentially significant risk to participants

Research Category C
This specifically refers to research involving human volunteers who are service users, patients, staff, records, etc., within the sphere of the HSE or similar setting (but not including clinical trials of investigative medicinal products).

4.2 Vulnerable groups
There are a number of participant populations that may fall under the heading of ‘vulnerable groups’. These groups require consideration of unique ethical challenges regardless of the nature of the project. Research involving such populations should therefore always be reviewed by the Ethics Committee.

Groups that may be classed as vulnerable include, but are not limited to:
- Children (under 18 years of age)
- The older old (aged 85+)
- People with an intellectual or learning disability
- Individuals or groups receiving help through the voluntary sector
• Those in a subordinate position to the researcher (e.g. employees)
• Any other groups who might not understand the research and consent process

Note: in addition to the Ethical Review process, any researchers intending to work directly with children will be required to undergo Garda Vetting in advance of the proposed research.

4.3 Exemption from Full Ethical Review
In certain limited cases, researchers can apply for an exemption from full ethical review. In such cases, the Ethical Review Exemption form should be completed, explicitly detailing why the exemption is sought.

In completing this form, researchers must declare that the research does not involve any of the following:

• Vulnerable groups
• Sensitive topics
• Risk of psychological or mental distress
• Risk of physical stress or discomfort
• Any other risk to participants
• Use of drugs or invasive procedures (e.g. blood sampling)
• Deception or withholding of information from participants
• Conflict of interest issues
• Access to data by individuals or organisations other than the researchers
• Any other ethical dilemmas

4.4 Outcomes of Review Process
Following consideration of research projects submitted for Ethical Review, each Filter Committee will submit a report to the Ethics Committee summarising the applications considered and the decisions made.

For research that is deemed to fall under Research Category A (low ethical risk), a favourable outcome at the relevant Filter Committee will be sufficient to secure ethical approval. Research falling under the other two categories must however be considered by the Ethics Committee before approval may be granted.

On the basis of this review, four key outcomes may arise:

1. Research proposal approved (no recommendations)
2. Research proposal approved pending minor revisions (to be accepted by the Chair and Research Supervisor)
3. Research proposal approved pending major revisions (to be resubmitted and approved by the Ethics Committee)
4. Research proposal rejected (resubmission necessary)
A summary of the processes involved in applying for ethical approval can be seen in Figure 2.

Appeals

Appeals against the Committee’s decision may be made within ten working days. In this case, at least three members of the Ethics Committee, none of whom will have reviewed the initial application, may review this along with any additional information submitted by the applicant.

Figure 2: Process chart for seeking Ethical Approval
Ethics Application Checklist

To be submitted alongside the ethics application.

Please complete the below checklist, ticking each item to confirm that it has been addressed.

1. I agree to obtain informed written consent from all human participants aged over 18 who are involved in this research (or if circulating digitally, I will ensure that informed consent is completed, and will have the participants indicate their informed consent by continuing with their study engagement).

2. I agree to obtain informed written consent from the parents of anyone aged under 18 in this research (or from the schools if appropriate), and informed written assent from those under 18 in this research.

3. I include a letter of agreement from a clinically responsible individual agreeing to (where appropriate) help me recruit/provide clinical support in the event that participants become distressed/host the study data collection.

4. I append a letter of agreement from an external institution or organisation agreeing to host the study.

5. I agree to comply with NCI’s Data Retention Policy.

6. I have appended a) information sheet, b) consent form/assent form, c) debriefing sheet.

7. I have provided details of how non-anonymised data will be stored, in a safe and encrypted manner.

8. I have included my contact details and those of my supervisor (where appropriate). I have only included my NCI email address and not included any personal contact information.

9. I have given sufficient details on the proposed study design, methodology, and data collection procedures, to allow a full ethical review, and I understand that my failure to give sufficient detail may result in a resubmission being required.

10. I understand that if I make changes to my study following ethical approval, it is my responsibility to seek an ethics amendment if the change merits ethical consideration.
National College of Ireland

Human Participants Ethical Review Application Form

All parts of the below form must be completed. However, in certain cases where sections are not relevant to the proposed study, clearly mark NA in the box provided.

Part A: Title of Project and Contact Information

Name

Student Number (if applicable)

Email

Status:
- Undergraduate □
- Postgraduate □
- Staff □

Supervisor (if applicable)

Title of Research Project

Category into which the proposed research falls (see guidelines)
- Research Category A □
- Research Category B □
- Research Category C □

Have you read the NCI Ethical Guidelines for Research with Human Participants?
- Yes □
- No □

Please indicate any other ethical guidelines or codes of conduct you have consulted

Has this research been submitted to any other research ethics committee?
- Yes □
- No □

If yes please provide details, and the outcomes of this process, if applicable:
Is this research supported by any form of research funding?

Yes □
No □

If yes please provide details, and indicate whether any restrictions exist on the freedom of the researcher to publish the results:


Part B: Research Proposal

Briefly outline the following information (not more than 200 words in any section).

**Proposed starting date and duration of project**

**The rationale for the project**

**The research aims and objectives**

**The research design**

The research sample and sample size
Please indicate the sample size and your justification of this sample size. Describe the age range of participants, and whether they belong to medical groups (those currently receiving medical treatment, those not in remission from previous medical treatment, those recruited because of a previous medical condition, healthy controls recruited for a medical study) or clinical groups (those undergoing non-medical treatment such as counselling, psychoanalysis, in treatment centres, rehabilitation centres, or similar, or those with a DSM disorder diagnosis).

If the study involves a MEDICAL or CLINICAL group, the following details are required:

a) Do you have approval from a hospital/medical/specialist ethics committee?
If YES, please append the letter of approval. Also required is a letter from a clinically responsible authority at the host institution, supporting the study, detailing the support mechanisms in place for individuals who may become distressed as a result of participating in the study, and the potential risk to participants.

If NO, please detail why this approval cannot or has not been sought.

b) Does the study impact on participant's medical condition, wellbeing, or health?

If YES, please append a letter of approval from a specialist ethics committee. If NO, please give a detailed explanation about why you do not expect there to be an impact on medical condition, wellbeing, or health.

The nature of any proposed pilot study. Pilot studies are usually required if a) a new intervention is being used, b) a new questionnaire, scale or item is being used, or c) established interventions or questionnaires, scales or items are being used on a new population. If no such study is planned, explain why it is not necessary.

The methods of data analysis. Give details here of the analytic process (e.g. the statistical procedures planned if quantitative, and the approach taken if qualitative. It is not sufficient to name the software to be used).

Study Procedure
Please give as detailed an account as possible of a participant's likely experience in engaging with the study, from point of first learning about the study, to study completion. State how long project participation is likely to take, and whether participants will be offered breaks. Please attach all questionnaires, interview schedules, scales, surveys, and demographic questions, etc. in the Appendix.
Part C: Ethical Risk

Please identify any ethical issues or risks of harm or distress which may arise during the proposed research, and how you will address this risk. Here you need to consider the potential for physical risk, social risk (i.e. loss of social status, privacy, or reputation), outside of that expected in everyday life, and whether the participant is likely to feel distress as a result of taking part in the study. Debriefing sheets must be included in the appendix if required. These should detail the participant’s right to withdraw from the study, the statutory limits upon confidentiality, and the obligations of the researcher in relation to Freedom of Information legislation. Debriefing sheets should also include details of helplines and avenues for receiving support in the event that participants become distressed as a result of their involvement in this study.

Do the participants belong to any of the following vulnerable groups? (Please tick all those involved).

- □ Children;
- □ The older old (85+)
- □ People with an intellectual or learning disability
- □ Individuals or groups receiving help through the voluntary sector
- □ Those in a subordinate position to the researchers such as employees
- □ Other groups who might not understand the research and consent process
- □ Other vulnerable groups

How will the research participants in this study be selected, approached and recruited? From where will participants be recruited? If recruiting via an institution or organisation other than NCI please attach a letter of agreement from the host institution agreeing to host the study and circulate recruitment advertisements/email etc.

What inclusion or exclusion criteria will be used?

How will participants be informed of the nature of the study and participation?

Does the study involve deception or the withholding of information? If so, provide justification for this decision.

What procedures will be used to document the participants’ consent to participate?
Can study participants withdraw at any time without penalty? If so, how will this be communicated to participants?

If vulnerable groups are participating, what special arrangements will be made to deal with issues of informed consent/assent?

Please include copies of any information letters, debriefing sheets, and consent forms with the application.

Part D: Confidentiality and Data Protection

Please indicate the form in which the data will be collected.

- Identified
- Potentially Identifiable
- De-Identified

What arrangements are in place to ensure that the identity of participants is protected?

Will any information about illegal behaviours be collected as part of the research process? If so, detail your consideration of how this information will be treated.

Please indicate any recording devices being used to collect data (e.g. audio/video).

Please describe the procedures for securing specific permission for the use of these recording devices in advance.

Please indicate the form in which the data will be stored.

- Identified
- Potentially Identifiable
- De-Identified

Who will have responsibility for the data generated by the research?

Is there a possibility that the data will be archived for secondary data analysis? If so, has this been included in the informed consent process? Also include information on how and where the data will be stored for secondary analytic purposes.
If not to be stored for secondary data analysis, will the data be stored for 5 years and then destroyed, in accordance with NCI policy?

□ Yes □ No

Dissemination and Reporting

Please describe how the participants will be informed of dissemination and reporting (e.g. submission for examination, reporting, publications, presentations)?

If any dissemination entails the use of audio, video and/or photographic records (including direct quotes), please describe how participants will be informed of this in advance.

Part E: Signed Declaration

I confirm that I have read the NCI Ethical Guidelines for Research with Human Participants, and agree to abide by them in conducting this research. I also confirm that the information provided on this form is correct (Electronic signature is acceptable).

Signature of Applicant

Date

[Signature]

Signature of Supervisor (where appropriate):

Date

[Signature]

Any other information the committee should be aware of?
15. Appendix D – Internship Contract Tri-party

Internship Contract – Tri party
NATIONAL COLLEGE OF IRELAND
Contract for Internship

1 General
This contract regulates the modalities of the internship which forms part of the MSc in Cybersecurity at National College of Ireland.

2 Responsibilities of the contracting parties

1) The Company commits itself to:
   a) Host the student ________________________________________________(student name) for a three month period between ______________________(day/month/year) and _____________(day/month/year)
   b) Provide induction training including an outline of Health and Safety and emergency arrangements.
   c) Draw up the goals and job description for the internship in collaboration with The National College of Ireland.
   d) Provide adequate supervision and feedback for the Student during the internship.
   e) Sign the students monthly learning report.
   f) Allow a member of NCI academic staff to attend a company site visit to discuss student progress during the internship.

2) NCI commits itself to:
   a) Provide the Student with the necessary information on the internship.
   b) Provide adequate support for the student during the internship.
   c) Make the Student aware of the internship code of practice and their rights and responsibilities during the internship.

3) The Student commits herself/himself
   a) To make the most of the learning opportunities which the internship offers.
   b) To carry out carefully the tasks which he/she is assigned according to the goals and contents of the internship drawn up in advance.
   c) To follow the instructions of his/her Mentor in the Company.
   d) To follow the official rules and regulations of the Company and to inform the Company immediately in case of absence (such as in the case of sickness).
   e) To adhere to the Company’s pledge of confidentiality and to commercial sensitivity (e.g., copyright) to the same extent as any employee of the firm.

3. Supervision
The Company will assign ______________ (name) _______________ (title),
telephone __________________ email _______________________________ as the internship supervisor.

4. Remuneration (if applicable)
The Student will receive a salary of € _____________ per week.

5. Working hours
The Student will be required to work from ____________(am) to __________(pm)

6. Title of Role Student will have on internship: ____________________________________

7. Termination of the Contract
The contract can be terminated for reasons including: breach of discipline, unsatisfactory internship or internship conditions, inability to carry out the internship without prior notice by both the Company and the Student after consultation with the National College of Ireland.

8. Contract Copy
Three copies of this contract must be signed. Each contracting party will receive one copy.

___________________________________  ______________________________________
Signature on behalf of Company        Printed name (Capitals)

___________________________________  ______________________________________
Signature on behalf of NCI            Printed name (Capitals)

___________________________________  ______________________________________
Signature of student                  Printed name (Capitals)
16. Appendix E – Learner contract/ Code of good conduct

MSc Internship
Internship - Learning Contract

Prior to Placement we require that you:

- Read the Internship handbook and sign and submit online on Moodle the Learner Contract/Code of Good Conduct (see Appendix E)
- Meet all deadlines as indicated by the Internship Advisor.
- Provide a CV within the deadline as set by the Internship Advisor.
- To attend all Placement classes/appointments arranged or to notify the Internship Advisor beforehand of unavailability.
- To be available for work from May/June to August 2018
- Respond to Internship advertisements within 24 hours.
- Acknowledge that Internship is a joint effort – you will need to make sufficient number and variety of applications to ensure you achieve a placement by the required date.
- Ensure you properly researched the vacancies and companies before interview.
- To keep the Internship Advisor informed of any other Internship arrangements made directly by you and ensure the placement has been validated by the Internship Advisor and Course Director.
- To attend all interviews arranged by and agreed with, the Internship Advisor.
- To accept the first firm offer of employment received on your behalf by the Internship Advisor.
- If you have any concerns about your proposed host employer, you should raise these in advance with the Internship Advisor.
- Before arriving at the host employer you must undertake any programme of preparation offered by the College and attend pre-departure preparation or briefing meetings of which you are notified.

In order to market Internship to prospective employers, the Internship advisors and National College of Ireland give an assurance in good faith that our students will act in a professional and conscientious manner at all times during their Internship. The expectation is that attendance will be regular and punctual and that grooming and dress will be appropriate. Every year, NCI students participating in Internship have demonstrated these qualities and attributes and indeed, have in many cases exceeded the expectations of employers. We hope that this tradition will continue long into the future. It is important to remember therefore, that throughout the process you are not only representing yourself, but also National College of Ireland and you are paving the way for future generations of Internship students.

ON Placement, You are required:

- To contact Siobhan Mockler the Internship Advisor at NCI to confirm that you have commenced your Internship). Contact by email Siobhan.Mockler@ncirl.ie within 2 days of your start date with your placement contact details. Give your work phone and email as well as your work supervisor’s phone and email details.
- Students must act within all company policies and procedures of their employer.
- Please be aware of the company policy governing the use of email and the Internet. Your placement will be terminated for breaches of company policy in this regard.
- Please ensure you are aware of the company HR policies and have reviewed their handbook.
- Please be professional and respectful at all times in your communications with your Internship employer. Text speak, emails with slang terms or abbreviations are not acceptable in a work environment.
• Swear words are not acceptable within a work environment.
• Perfect time-keeping and attendance is expected by all employers and by NCI.
• Students are required to be well groomed and dressed appropriately for work.
• Every student is A REPRESENTATIVE of NCI within their employer’s workplace. It cannot be stressed strongly enough to behave in an appropriate and professional manner at all times. One must also be aware that the availability of future placement positions by employers will depend largely on the impression left by you.
• Keep the Internship Advisor and academic supervisor informed immediately of any problems that cannot be resolved at a local level or issues relating to the quality of the placement.
• It is best to discuss firstly with your work supervisor and then if needed with your Internship Advisor and academic supervisor. They will talk things through with you and advice you on how best to proceed. The aim is to assist you in any way we can. **It is not acceptable to leave an employer without prior permission from your academic supervisor. If the student leaves the employer without NCI approval he/she will fail the Internship module.**
• Students who have to sit repeat exams are required to take time out of their company holidays. Please discuss any required time off with your immediate company supervisor.
• Complete and return end of placement feedback questionnaires.
• The College does not accept liability for loss and/or damage to personal property, and students are required to make their own insurance arrangements in this respect.
• The College does not accept liability for third party claims arising out of the use by students of their own vehicles for course trips and travel to placements. Students must therefore inform their own individual insurance company/broker and have policies adjusted to reflect vehicle use outside the standard “social and domestic” cover.
• To monitor your progress the College will maintain contact with you (through email or other channels) during your Internship.
• Students will be required to submit their monthly reports on Moodle and organise a suitable time for site visit with the academic supervisor
• You may also be required to attend an interview to provide feedback on your Internship or to share your experiences whilst on work experience with the next year’s students.

**What you can expect of us:**
• An initial briefing on the placement process, inclusive of Guidelines, key dates and assessment.
• Presentation and advice on the production of CV’s
• Follow up CV’s clinics, to examine the structure, language and presentation of your CV and to highlight mistakes in grammar, punctuation and spelling. **WE WILL NOT WRITE OR REWRITE CV’s.**
• Presentation and advice on Interview Techniques.
• Mock Interviews where appropriate to support students with interview process.
• Appropriate support and guidance in students finding their own placements.
• Pre-placement talk on preparing students for placement.
• On-going support while on placement.
• The Internship advisor will act as point of contact with the student while on placement.
• Your academic supervisor will be assigned in May 2018, and you will have to attend weekly supervision classes as per the timetable. A site visit will take place by the end of June 2018.

**I have read, understand, and agree to abide by the above conditions.**

Signed:..................................................
Name: (printed).............................................................
Date:..................................................
17. Appendix F – Internship Job Spec Form

**Internship Job Description Form**

If you secure your own internship you must submit this form to Careers Office and Course Director for approval.

Student Name:  

Student Number:  

**Employer Details:**

Company name:  

Company address:  

Supervisor name:  

Supervisor title:  
(must be I.T.)

Contact email:  

Contact number:  

**Job Details:**

Title of position:  

Dates (from/to):  

Terms of employment:  
(pay/ hours of work)

Duties and responsibilities:  

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
18. Appendix G – Monthly Internship Activity Report

The Internship Activity Report is a 1 page monthly summary of the activities performed by you and what you have learned during that month. The Internship Activity Report must be signed off by your Company and uploaded to Moodle on a monthly basis.

Student Name: ____________________  Student number: ____________________
Company: ____________________  Month Commencing: ____________

Employer comments

Student Signature: ____________________  Date: ____________________
Industry Supervisor Signature: ____________________  Date: ____________________
19. Appendix H – Student Survey – Pre Internship

(A softcopy version of this survey will be sent to you prior to Internship commencement)

Student Survey – Pre Internship

Strongly agree [5]
Agree [4]
Neutral [3]
Disagree [2]
Strongly Disagree [1]

It was easy to find my Internship

I am looking forward to my Internship

I feel confident that I am well prepared for my Internship

I feel satisfied with the support given by NCI to help me prepare for my Internship

I have a clear understanding of the duties/tasks I will be expected to complete as part of my Internship

I feel confident in my abilities to undertake the duties and fulfill the requirements of my Internship

I feel satisfied with the length of my Internship

Comments
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
20. Appendix I – Student Self-Assessment Evaluation

Student’s Surname: 
Forename(s): 
Study Area: 
Student I.D. No: 
Company name: 

Ratings explained:

5 Excellent Always demonstrates this ability/consistently exceeds expectations
4 Good Usually demonstrates this ability/sometimes exceeds expectations
3 Fair Sometimes demonstrates this ability/ meets expectations
2 Poor Seldom demonstrates this ability/rarely meets expectations
1 Unsatisfactory Never demonstrates this ability/does not meet expectations

JOB DESCRIPTION: Assessment of performance in aspects of job as given in Internship Agreement.

Please rate your performance in each area by entering a number (1-5) in each box: 
If you have not performed any of the duties listed, indicate using N/A (not applicable).

<table>
<thead>
<tr>
<th>DUTY</th>
<th>Rating</th>
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Other: not specified in job description but undertaken whilst on Internship (please indicate):

Employability Skills: 

Looking back on your work experiences and learning from them is important in building up a greater self-awareness of the strengths and weaknesses in your skills-set. This assessment will assist you later in successfully projecting yourself at interviews. Please indicate in the form below the standard to which you feel you have developed each skill during your Internship.

Please rate your employability skills by entering a number (1-5) in each box:

1 Ability to Learn
   a Asks pertinent and purposeful questions [5] [4] [3] [2] [1]
   b Seeks out opportunities and utilises appropriate resources [5] [4] [3] [2] [1]
   c Accepts responsibility for mistakes and learns from experiences [5] [4] [3] [2] [1]
   d Seeks feedback on personal development from colleagues [5] [4] [3] [2] [1]

2 Reading/Writing/Communication Skills
a Reads/Comprehends/Follows written materials [5] [4] [3] [2] [1]
b Communicates ideas and concepts clearly in writing [5] [4] [3] [2] [1]
c Works within procedures appropriate to the job [5] [4] [3] [2] [1]

3 Listening and Oral Communications Skills
a Listens to others in an effective and attentive manner [5] [4] [3] [2] [1]
b Effectively participates in meetings and/or group settings [5] [4] [3] [2] [1]
c Demonstrates effective verbal communication skills [5] [4] [3] [2] [1]

4 Creative Thinking and Problem Solving Skills
a Breaks down complex tasks/problems into manageable pieces [5] [4] [3] [2] [1]
c Demonstrates an analytical capacity [5] [4] [3] [2] [1]

Professional Skills:

5 Professional and Career Development Skills
b Demonstrates ability to set appropriate priorities/goals [5] [4] [3] [2] [1]
c Exhibits professional behaviour and attitude [5] [4] [3] [2] [1]

6 Interpersonal and Teamwork skills
a Manages and resolves conflict in an effective manner [5] [4] [3] [2] [1]
b Supports and contributes to a team atmosphere [5] [4] [3] [2] [1]
c Demonstrates assertive but appropriate behaviour [5] [4] [3] [2] [1]

Organisational Skills

7 Organisational Effectiveness Skills
a Seeks to understand and support the organisations mission/goals [5] [4] [3] [2] [1]
b Fits in with the norms and expectations in the organisation [5] [4] [3] [2] [1]
c Works within appropriate decision-making channels [5] [4] [3] [2] [1]

8 Basic Work Habits
a Reports to work as scheduled and on time [5] [4] [3] [2] [1]
b Exhibits a positive and constructive attitude [5] [4] [3] [2] [1]
c Dress and appearance are appropriate for this organisation [5] [4] [3] [2] [1]
d Is clear about what the organisation expects [5] [4] [3] [2] [1]

9 Cultural Adaptation (International Internships only)
a Is conscious of different cultural values [5] [4] [3] [2] [1]
b Is sensitive to others with different cultural backgrounds [5] [4] [3] [2] [1]
c Uses the working environment to extend his level of cultural awareness [5] [4] [3] [2] [1]

ACADEMIC REQUIREMENTS:
Please indicate your status with respect to each of the following elements:
Completion of work-based learning elements  

GENERAL FEEDBACK/COMMENTS:

- Is the work challenging?  

- Is there appropriate support/supervision?  

- Are there well defined work targets to be achieved/projects to be completed  

- Career Goals – is the Internship helping to clarify career objectives  

- Would you consider that this has been a successful Internship, both from a Company and Student point of view? – Explain in terms of how you have both benefited from the Internship
  
  ___________________________________________________________
  ___________________________________________________________
  ___________________________________________________________
  ___________________________________________________________

- How do you feel this Internship will benefit you in the future
  
  ___________________________________________________________
  ___________________________________________________________
  ___________________________________________________________
  ___________________________________________________________

- Do you have any suggestions for other student Internships of this kind in the future?
  
  ___________________________________________________________
  ___________________________________________________________
  ___________________________________________________________
  ___________________________________________________________

Student’s Signature:  
Date:  
Title/Position:  
Telephone: