

# HDip in Business Information Systems

Programme Handbook 2021-22



NUI Galway  
OÉ Gaillimh

J.E. Cairnes School of  
Business & Economics

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## Welcome

We would like to welcome you to the HDip in Business Information Systems here in the J.E. Cairnes School of Business and Economics at NUI Galway and we hope your time here will be enjoyable.

This handbook should cover any queries you may have in regard to issues pertaining to the programme as well as giving guidance on other related issues in the university.

My contact details are as follows:

Name: Dr Eoin Whelan  
Email: [eoin.whelan@nuigalway.ie](mailto:eoin.whelan@nuigalway.ie)

Yours sincerely



Dr Eoin Whelan  
Programme Director  
HDip in Business Information Systems

## Programme Objectives

The main goal of Higher Diploma in BIS is to prepare graduates for employment in an ICT-related business context. This course will introduce students to the principles, methods, tools and architectures used in the development and management of ICT. Upon graduating, course participants will be equipped to manage digital technology across all industry sectors and in a range of business functions.

On successful completion of the programme you will be able to Apply effective decision making to global business problems; Identify analyse and solve applied problems in individual and team-based settings; Use a range of ICT skills and display mature literacy and comprehension of business, technology, and technology management subject matter that compares favourably with national and international peers; Identify, analyse and solve business, technology, and technology management problems in applied and other settings; Effectively manage the ICT resource in international contexts, and therefore demonstrate an understanding of the roles and management of ICT in organisations.

## Programme Structure

The programme is offered on a full-time basis over one academic year. The programme consists of lectures, practical classes, seminars and projects.

## Marks and Standards

To be eligible for the award of the HDip in Business Information Systems, candidates must successfully complete modules to a total of 60 ECTS. Students must pass all modules. The pass mark in each module is 40%.

## Award of Honours

Honours are awarded only on completion of the programme according to the following scheme:

- H1 70% on the aggregate
- H2.1 60% on the aggregate
- H2.2 50% on the aggregate
- H3 40% on the aggregate

Honours are awarded only on the aggregate performance at an Examination as a whole. Honours are not awarded on the basis of results obtained in individual modules.

## Module Weightings

### Semester 1

Module Code	Module	ECTS	
MS873	Management Information Systems	5	Core
Electives (choose 20 ECTS)			
AY5123	Accounting and Financial Analysis	5	Optional
AY872	Financial Management I	5	Optional
EC5133	Principles of Economics for Business	5	Optional
MG524	Management	5	Optional
MK204	Marketing Principles	5	Optional
MS111	Business Application Development I	5	Optional
MS222	Decision Modelling and Analytics	5	Optional

### Semester 2 (Choose 25 ECTS)

Module Code	Module	ECTS	
MS112	Business Application Development II	5	Optional
MS119	Business Data Communications	5	Optional
MS2100	Cybersecurity	5	Optional
MS2101	Managing Digital Transformation	5	Optional
MS319	Enterprise Systems	5	Optional
MS4100	Advanced Research Topics in Information Systems	5	Optional
MS4101	Implementing Digital Innovation	5	Optional
MS3109	Innovation, Creativity and Enterprise	5	Optional

### Semester 1 and 2

Module Code	Module	ECTS	
MS5116	Major Project	10	Core

## Teaching Staff

Please find below, contact details of your lecturers throughout the year - this list is subject to change

CODE	MODULE	LECTURER	EMAIL
AY5123	Accounting and Financial Analysis	Ms Natasha Caulfield	<a href="mailto:Natashalouise.caulfield@nuigalway.ie">Natashalouise.caulfield@nuigalway.ie</a>
AY872	Financial Management I	Mr Cathal O Curraoin Dr Geraldine Robbins	<a href="mailto:Cathal.ocurraoin@nuigalway.ie">Cathal.ocurraoin@nuigalway.ie</a> <a href="mailto:Geraldine.robbins@nuigalway.ie">Geraldine.robbins@nuigalway.ie</a>
EC5133	Principles of Economics for Business	Ms Breda Lally	<a href="mailto:breda.lally@nuigalway.ie">breda.lally@nuigalway.ie</a>
MG3109	Innovation, Creativity and Enterprise	TBC	
MG524	Management	Ms Geraldine Grady	<a href="mailto:Geraldine.grady@nuigalway.ie">Geraldine.grady@nuigalway.ie</a>
MK204	Marketing Principles	Ms Tina Flaherty	<a href="mailto:Tina.flaherty@nuigalway.ie">Tina.flaherty@nuigalway.ie</a>
MS111	Business Application Development I	Mr Neil Keane	<a href="mailto:Neil.keane@nuigalway.ie">Neil.keane@nuigalway.ie</a>
MS112	Business Application Development II	Mr Neil Keane	<a href="mailto:Neil.keane@nuigalway.ie">Neil.keane@nuigalway.ie</a>
MS119	Business Data Communications	Dr Anatoli Nachev	<a href="mailto:Anatoli.nachev@nuigalway.ie">Anatoli.nachev@nuigalway.ie</a>
MS222	Decision Modelling and Analytics	Dr Anastasia Griva Dr Eoin Whelan	<a href="mailto:Anastasia.griva@nuigalway.ie">Anastasia.griva@nuigalway.ie</a> <a href="mailto:Eoin.whelan@nuigalway.ie">Eoin.whelan@nuigalway.ie</a>
MS2100	Cybersecurity	TBC	
MS2101	Managing Digital Transformation	Dr Noel Carroll	<a href="mailto:Noel.carroll@nuigalway.ie">Noel.carroll@nuigalway.ie</a>
MS319	Enterprise Systems	Dr Murray Scott	<a href="mailto:Murray.scott@nuigalway.ie">Murray.scott@nuigalway.ie</a>
MS4100	Advanced Research Topics in Information Systems	Dr Eoin Whelan	<a href="mailto:Eoin.whelan@nuigalway.ie">Eoin.whelan@nuigalway.ie</a>
MS4101	Implementing Digital Innovation	TBC	
MS5116	Major Project	Dr Eoin Whelan Dr Jamal Nasir	<a href="mailto:Eoin.whelan@nuigalway.ie">Eoin.whelan@nuigalway.ie</a> <a href="mailto:Jamal.nasir@nuigalway.ie">Jamal.nasir@nuigalway.ie</a>
MS873	Management Information Systems	Mr Ronan Doyle	

## Term and Exam Dates 2021-22

<b>Semester 1</b>	Date From	Date To
Teaching	Monday 6 <sup>th</sup> September 2021	Friday 26 <sup>th</sup> November 2021
Study Week	Monday 29 <sup>th</sup> September 2021	Friday 3 <sup>rd</sup> December 2021
Semester 1 Exams	Monday 6 <sup>th</sup> December 2021	Friday 17 <sup>th</sup> December 2021
<b>Semester 2</b>	Date From	Date To
Teaching	Monday 10 <sup>th</sup> January 2022	Friday 1 <sup>st</sup> April 2022
Field Trips	Monday 4 <sup>th</sup> April 2022	Friday 8 <sup>th</sup> April 2022
Study Week	Monday 11 <sup>th</sup> April 2022	Friday 15 <sup>th</sup> April 2022
Semester 2 Exams	Tuesday 19 <sup>th</sup> April 2022	Friday 6 <sup>th</sup> May 2022
<b>Holidays</b>		
Easter	Good Friday 15 <sup>th</sup> April 2022	Easter Monday 18 <sup>th</sup> April 2022
Bank Holidays	Monday 25 <sup>th</sup> October 2021 / Thursday 17 <sup>th</sup> March 2022 / Monday 2 <sup>nd</sup> May 2022 / Monday 6 <sup>th</sup> June 2022 / Monday 1 <sup>st</sup> August 2022	

# Centre for Excellence in Teaching & Learning (CELT) Materials

From the beginning of your program, you should make use of the following materials which are recommended by the University's Centre for Excellence in Learning & Teaching (CELT) <http://www.nuigalway.ie/centre-excellence-learning-teaching/>:

- A basic introduction to learning online: <https://www.allaboardhe.ie>
- Tools for learning (not solely in an online environment): [https://www.allaboardhe.ie/AAlessons/learningtools/story\\_html5.html?lms=1](https://www.allaboardhe.ie/AAlessons/learningtools/story_html5.html?lms=1)
- Virtual learning environments (VLEs) / Learning management systems (LMSs): [https://www.allaboardhe.ie/AAlessons/VLEstudent/story\\_html5.html](https://www.allaboardhe.ie/AAlessons/VLEstudent/story_html5.html)

## Library

The library is currently open for registered students for click & collect and reserved study space only. Information on accessing the library can be found at <http://library.nuigalway.ie>

The username and password for your Library account is the same as the username and password for your campus account, i.e. what you use to log on to the University network and for your email. For further information on the library, please visit <http://www.library.nuigalway.ie/> Training sessions on a variety of topics all designed to help you gain the skills of finding, evaluating and using information more efficiently are conducted in the library in semester I.

Training and resources provided by the library can be found at <http://library.nuigalway.ie/help/teachinglearning/>

## Academic Writing Centre

The AWC offers free one-on-one tutorials on essay writing for NUIG students. Last year, AWC tutors helped over 500 students to overcome recurrent problems with grammar, punctuation, spelling, and essay structure. The AWC offers help and encouragement along the way. Everyone is welcome, regardless of level of experience or grade average. AWC tutors work with new entrants, final year students, and postgraduates alike. <http://library.nuigalway.ie/awc/>

## Computer Facilities (ISS)

The MSc Information Systems Management class has access to a shared computer suite located in the Cairnes building (CA244). Access is gained to this suite by swiping your student card and will be given to registered students within the first two weeks of the semester.

The Information Solutions and Services Department provides a comprehensive range of ICT services for students. Please visit <http://www.nuigalway.ie/information-solutions-services/services-for-students/> for further information on computer services.

## Blackboard

Blackboard is the Virtual Learning Environment (VLE) used in NUI Galway. All course materials, timetables, lectures and tutorials, tutorial groups, course outlines, course assignments, announcements and discussion groups will be made available on <https://nuigalway.blackboard.com>. Blackboard services for students can be found by visiting the following link <http://www.nuigalway.ie/information-solutions-services/services-for-students/>

## Academic Study Skills

A set of online study skills modules is now available within Blackboard. Called Skills4Study this resource includes the following modules:

- Getting ready for academic study
- Reading and note-making
- Critical thinking skills
- Writing skills
- Referencing and plagiarism

To access these modules, log on to [Blackboard](#) and self-enrol in the Learning Centre. Full details are available in the [Skills4Study Student Guide](#).

## Career Development Centre

The [Career Development Centre](#) (CDC) aims to provide students of NUI Galway with a quality career guidance and information service focused on facilitating and empowering you to manage your own career development and make effective career transitions. Support is provided on **Employability, Guidance and Opportunities**.

A large number of [events](#) are held each semester and have many graduate employers on campus. Students and recent graduates can use [Careers Connect](#) to view events, job / internship / funding opportunities and students can also use it to book an appointment with a member of the CDC team.

## J.E. Cairnes School of Business Student Advisor

The primary role of the Student Advisor is to look after the welfare and wellbeing of our students throughout their university experience. Please feel welcome to contact the student advisor at [businessstudentadvisor@nuigalway.ie](mailto:businessstudentadvisor@nuigalway.ie) if you have any worry or concern at all.

## Academic and Wellness Support

Being involved in a society, club or in volunteering programmes is a fun and interesting way to meet new people and build friendships. Having a sense of belonging and connection with others is a proven way to help you mentally and physically in your learning journey. You will find some key NUI Galway student support services at the links below.

Student Services: <http://www.nuigalway.ie/student-services/>

The HUB (Wellness, Entertainment, Leisure & Lifestyle): <http://www.hub.nuigstudents.ie/>

Student Supports: <https://www.nuigstudents.ie/supports>

Student's Union: Welfare and Equality Officer, 086 3853659 / [www.su.nuigalway.ie](http://www.su.nuigalway.ie) / [su.welfare@nuigalway.ie](mailto:su.welfare@nuigalway.ie)

## Parking and Bicycles

It is essential that you get a temporary parking permit and/or permanent student permit before you park in the university grounds. Without the permit you will be clamped, and the release fee is €60.00. **The clamping company makes no exceptions.** A Park and Ride facility is available from Dangan car park

You will find all details on parking in the University on this link <http://www.nuigalway.ie/buildings/parking.html>

Bicycle racks are located at the back of the Cairnes Building.

The secure bicycle compound (see the [Cycling Map](#) for location) is located to the west of the Arts Science Building. Anyone with a valid in date student / staff University ID card can access the compound. You must also swipe out. As part of ongoing improvements to cycle facilities additional covered bicycle racks have been installed in several places around campus

# Course Syllabi and Descriptions

## *AY5123 - Accounting and Financial Analysis*

This course is intended to develop in students the skills necessary to prepare, interpret and use accounting and financial information in a business context. It is designed for students who have not previously taken accounting. The course will provide a good basic foundation in Financial Accounting and Analysis. On course completion, students will be expected to be capable of preparing and interpreting simple financial statements.

## *AY872 - Financial Management I*

The objective of this course is to develop the participants' understanding of the theory and practice of financial management, and to develop their skills in the application of this knowledge to financial decision-making. It is designed for students who have not previously studied finance. The course will provide a good basic foundation in Financial Management for students not intending to specialise in finance. The course provides a broad understanding of the objectives and methods of financial management, from which students can progress to a more advanced study of corporate finance.

## *EC5133 - Principles of Economics for Business*

This module will start with an overview of Economics. This will be followed with an introduction to Microeconomics and Macroeconomics, the two streams of Economics. Microeconomics is the study of how households and firms make decisions and how they interact in specific markets. In this module you will learn the basic principles of Microeconomics. You will learn how demand and supply interact to determine market prices and how government intervention can affect market outcomes. You will also learn how firms make production decisions and become familiar with different types of market structures, such as monopoly and perfect competition. Macroeconomics is the study of the economy as a whole. In this module you will learn about measures used to measure an economy's performance and about short run fluctuations in the economy.

## *MG3109 - Innovation, Creativity and Enterprise*

This course has an underlying theme of innovative practice and is designed to educate students to recognise and develop opportunities for innovation in response to organisational changes. Delivered using a blended learning approach the course combines large-class lectures, small group workshops and a group project. The course will highlight current thinking and practice with respect to innovation, creativity and enterprise.

## *MG524 - Management*

The course is designed as an introduction to the role of management in organisational structures. Locate the history and foundations of management thought in dimensions of modern organisations. Explain and discuss the role, functions and skills of effective management. Derive a view on how management principles are applied in a range of organisational settings to explain the role of planned change through strategy, technology and innovative process. Provide exposure to the concepts, theories and techniques on which management is based. Application of management concepts across a wide range of business settings.

## *MK204 - Marketing Principles*

The object of this course is to introduce students to the key marketing concepts and their application in both an Irish and international context.

## *MS111 - Business Application Development I*

The objective of this course is to initiate and develop the knowledge and skills required to develop business software applications. The focus is on individual skills development and competence in software application development.

## *MS112 - Business Application Development II*

Building directly upon Business Application Development I, the objective of this course is to further develop, build and refine the knowledge and skills required to create business software applications. The focus is on both Individual and team skills development and competence in application development.

## *MS119 - Business Data Communications*

The objective of this course is to develop in students an understanding of the fundamentals of computer networks and communications essential to the information systems technologies. The course presents the technical foundations of networking and business data communications relating them to the business environment.

## *MS222 - Decision Modelling and Analytics*

In today's complex environment, people across many disciplines need to solve a wide variety of business problems in auditing, accounting and finance, marketing, operations, engineering, and IS/IT. This is true of both research and industry. Decision makers are very often faced with an abundance of unstructured and inherently complex data from a variety of sources. This course will enable students to become power users of Excel and to build models of unstructured problems so they can make better decisions and gain insight into the impact various factors have on those decisions. The vehicle used for developing such models is the familiar spreadsheet. Students will learn the creative process of constructing



spreadsheet models of business problems and decisions. In class and in the assignments students will apply the skills learned to real problems in their own discipline area e.g, auditing, accounting and finance, marketing, operations, engineering, and IS/IT.

#### *MS2100 - Cybersecurity*

The ability to secure information within a modern enterprise is a growing strategic importance. This course provides the foundation for understanding the key issues associated with protecting information assets. This module provides participants with a comprehensive understanding of the field of cyber security, and the knowhow to develop policies to implement information security controls.

#### *MS2101 - Managing Digital Transformation*

Digital transformation is a process that aims to improve an organisation by initiating significant changes through a combination of information, computing, communication, and connectivity technologies. Digital transformation has become a high global priority on organisational agendas. Organisations have growing expectations on digital transformations to make a strategic contribution to their business survival and success. Therefore, understanding how operations can be transformed within a shorter timeframes has become the basis of competitive advantage in many sectors of industry including the public sector. Future managers must differentiate between the key drivers and how to sustain transformations in the new digital economy. To do so, managers are also expected to identify digital transformation opportunities by leveraging digital and analytical technologies to create new or modify business processes, culture, customer experiences, and workplaces to meet continuously evolving business and market requirements.

#### *MS319 - Enterprise Systems*

The objective of the module is to develop students' understanding of Enterprise Systems. It will look at Enterprise Systems from different perspectives: why they are used; how they are used; the different sub-systems (Enterprise Resource Planning, Supply Chain Management, Customer Relationship Management) contained within the Enterprise Systems. It will also deal with how these systems are designed, implemented and updated.

#### *MS4100 - Advanced Research Topics in Information Systems*

This purpose of this course is to enable students become both consumers and producers of state-of-the-art research in the field of information systems. Students will be exposed to cutting edge research from the field, which they will critique and reflect upon. It aims to deepen the candidate's grasp of the theories, techniques and methods employed in emerging IS research. Participants will learn how to develop a research study and establish its relevancy for individuals, industry, or wider society.

#### *MS4101 - Implementing Digital Innovation*

The objective of this module is to explore the strategy and implementation of digital innovation in contemporary business organisations.

#### *MS5116 - Major Project*

The Major Project is the capstone element for the HDip Business Information Systems. The major project gives students the opportunity to work in teams and apply the learning from the BIS course to actual industry situations in the form of addressing a specific company problem, reflecting on a case study scenario, or developing an information system. The project provides an opportunity to engage with relevant practice-based issues and to contribute a piece of work which could have a real impact on for a client.

#### *MS873 - Management Information Systems I*

The objective of the module is to provide students with a broad understanding of the fundamental, and strategic importance of information systems in the operations and management of contemporary organisations.

# What is Plagiarism and how is it defined in the University?

**A session on plagiarism will be scheduled in October. Attendance is obligatory.**

Plagiarism is taking the credit for someone else's ideas and making out that you thought of these ideas yourself. This is a form of intellectual theft. In third level colleges, plagiarism is a serious offence. It merits a severe penalty. In some colleges, the student loses the entire marks for that assignment. In other colleges, the student is brought before the disciplinary committee. You need to be aware of how serious an offence plagiarism is, and take care to avoid it in your assignments, and particularly in a thesis.

**Plagiarism is defined by the Academic Council of the University as follows:**

1. Plagiarism is the act of copying, including or directly quoting from, the work of another without adequate acknowledgement. The submission of plagiarised materials for assessment purposes is fraudulent and all suspected cases will be investigated and dealt with appropriately by the University following the procedures outlined here [NUI Galway Code of Practice for Dealing with Plagiarism located at <http://www.nuigalway.ie/plagiarism>] and with reference to the Disciplinary Code.
2. 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.
3. 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 will be appropriately investigated and acted upon (See NUI Galway Code of Practice for Dealing with Plagiarism at <http://www.nuigalway.ie/plagiarism>).

The J. E. Cairnes School of Business & Economics has two plagiarism advisors, Dr Anatoli Nachev and Ms Mairéad Hogan, who are responsible for dealing with suspected and reported cases of plagiarism and acting in accordance with the University's Code of Practice for Dealing with Plagiarism. Please see <http://www.nuigalway.ie/plagiarism> for further details.

## Examples of plagiarising the work of other students

- Getting someone else to write your essay, report, assignment or thesis.
- Taking material written by someone else, putting your own name to it, and handing it in as your own work.
- Copying bits and pieces out of the work of another student/author and including them in your own essay, report or thesis without acknowledging the source.
- Taking ideas, theories, direct quotations, diagrams, statistics, tables, photographs, graphs from a published source or the Internet, and including them in your assignment without stating a source.
- Allowing another student to copy your work is also considered to be plagiarism and both students are subject to penalty.
- Plagiarised work in group assignments or projects can be caused by the contribution of a single student, but the group submits and is therefore fully responsible for that. The penalty affects all students in the group.

## Examples of plagiarism from published sources

- Direct quotation: Using the exact words of another person without giving them credit for it. Please note that if you use the exact words, you **MUST** enclose them in quotation marks **AND** cite the source using the appropriate style. Citing the source on its own is not sufficient.
- Paraphrasing: Putting someone else's ideas into your own words without giving them credit by citing the source for the ideas.
- Using statistics, tables or a graphic (diagram, figure, picture and so on) without citing a source.
- Summarising material from a source without acknowledging where the ideas came from.

Fair use: Remember, you cannot base your thesis on chunks of material "borrowed" from your reading materials. Instead, you must form your own opinions about the thesis topic and use your reading materials fairly to support your own ideas, making sure to cite the sources of everything you use.

To avoid plagiarism, you must give credit whenever you use: another person's idea, opinion, or theory; any facts, statistics, graphs, drawings - any pieces of information whatsoever that are not common knowledge; quotations of another person's actual spoken or written words; or paraphrase of another person's spoken or written words

Common Knowledge: A lot of information is considered "common knowledge", so you do not have to quote a source for it. For example, Galileo discovered that the earth goes around the sun. Up until his discovery, everyone thought that the sun circled the earth. Even though this new idea was thought up by Galileo, we do not need to cite him as the source - this information (fact) has become common knowledge, something that "everyone knows". As a rule of thumb, any fact that you would be able to find in ten different books, you do not need to cite a source for it. Such facts are "common

knowledge”.

You must, however, cite a source for any new facts; say for example recent information about the impact of global warming on the climate of Ireland. It is only facts that have become common knowledge that you can use without citing a source.

You must always cite a source for opinions - someone’s personal point of view about a fact.

For example, if you are doing an assignment/report/thesis on a social issue, like equality in the workplace, you will probably draw facts from a range of published works, use ideas drawn from your own experiences, and may carry out some primary research like a survey based on a questionnaire. You will need to cite sources for all the opinions and facts taken from your reading materials and explain clearly what information comes from your survey.

## **Citation and Referencing**

Remember, everything you write must be verifiable. If you cite no source for content in your assignment/report/thesis, this means you are claiming you thought of the ideas yourself. But, fresh ideas are rare. Most of our ideas have already been thought of by someone else, or they are based on the ideas of someone else. You need to acknowledge that by citing a source for any ideas you find in your reading materials. You do this by in-text citation linked to a List of Works Cited, or a Reference List placed at the end of your thesis, essay or report.

Each academic discipline has its own method for citing sources. You do not have to know all these different styles. Just be aware that they exist.

The following texts are useful for citing and referencing and are available in the University library and the University bookshop:

Pears, R. and Shields, G. (2004) “Cite them right: referencing made easy”, Northumbria University, Newcastle upon Tyne, England ISBN: 1-904794-02-5

Pears, R. and Shields, G. (2005) “Cite them right: the essential guide to referencing and plagiarism”, Northumbria University, Newcastle upon Tyne, England ISBN: 0-955121-60-4

## **Resources**

The library has a series of guides on academic integrity, including information on what plagiarism is, how to avoid it and good practice for citing and referencing. You are advised to familiarise yourself with these.

<https://libguides.library.nuigalway.ie/c.php?g=653961&p=4591731>

You can earn a digital badge from All Aboard by completing this short online course on Referencing, citations and Publications.

<https://www.allaboardhe.ie/referencing/>