

MSc Information Systems Management

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 MSc Information Systems Management 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.

Our contact details are as follows:

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Yours sincerely



Dr Noel Carroll
Programme Director
MSc Information Systems Management



Ms Melissa O'Hea
Programme Administrator
MSc Information Systems Management

Programme Objectives

The MSc Information Systems Management aims to equip students with a range of applied technical and business skills needed for the management, use and development of information systems to enable organisations to function successfully in the modern globally interconnected workplace.

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; Synthesise, evaluate and critically analyse technology solutions within a global context; Employ appropriate strategies, tools and technologies to develop and manage contemporary business information system solutions, and; Demonstrate awareness of socially responsible and ethical factors within information systems development and management.

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 MSc Information Systems Management, candidates must successfully complete modules to a total of 90 ECTS. Students must pass all modules. The pass mark in each module is 40%.

A candidate who has passed all modules, other than the Major Project, within a period of two years from commencement of the programme shall be eligible for the award of a Postgraduate Diploma in Information Systems Management.

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		ECTS
MS804	Systems Development & Project Management	5
MS805	Database Systems	5
MS806	Business Applications Programming	5
MS807	Information Systems Management	5
MS820	Interactive Systems Design	5
MS5107	Business Modelling & Analytics	5

Semester 2		ECTS
MS801	Web Design & Development	5
MS803	Business Data Communications	5
MS809	Enterprise Systems	5
MS821	Applied Systems Analysis	5
MS5118	Cloud Computing	5
Elective Modules - Choose one (subject to availability)		
MS810	Information Systems Security & Ethics	5
MS5114	Advanced Programming for Business	5

Year Long		ECTS
MS812	Project	30

Term and Exam Dates 2021-22

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

Teaching Staff

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

Module Code	Module	Lecturer	Email
MS801	Web Design & Development	Dr Murray Scott Dr Brent Kelly	Murray.scott@nuigalway.ie Brent.kelly@nuigalway.ie
MS803	Business Data Communications	Dr Anatoli Nachev	Anatoli.nachev@nuigalway.ie
MS804	Systems Development & Project Management	Dr Anastasia Griva	Anastasia.griva@nuigalway.ie
MS805	Database Systems	Dr Michael Lang	Michael.lang@nuigalway.ie
MS806	Business Applications Programming	Mr Neil Keane	Neil.keane@nuigalway.ie
MS807	Information Systems Management	Prof Tom Acton	Thomas.acton@nuigalway.ie
MS809	Enterprise Systems	Dr Murray Scott	Murray.scott@nuigalway.ie
MS810	Information Systems Security	Dr David Krepps	David.krepps@nuigalway.ie
MS821	Applied Systems Analysis	Ms Mairéad Hogan	Mairead.hogan@nuigalway.ie
MS5107	Business Modelling and Analytics	Dr Anatoli Nachev	Anatoli.nachev@nuigalway.ie
MS5114	Advanced Programming for Business Analytics	Dr Anastasia Griva Dr Noel Carroll	Anastasia.griva@nuigalway.ie Noel.carroll@nuigalway.ie
MS5118	Cloud Computing	Dr Jamal Nasir	jamal.nasir@insight-centre.org
MS812	Project	Ms Mairéad Hogan Dr Noel Carroll	Mairead.hogan@nuigalway.ie Noel.carroll@nuigalway.ie

HPE Chris Coughlan Prize in Systems Analysis

The HPE Chris Coughlan Prize in Systems Analysis (originally established in 1996 for the Higher Diploma in Systems Analysis) is awarded for academic excellence in the core systems development modules on the programme. Specifically, the prize is awarded to the student obtaining the highest aggregate mark in the modules MS804 (Systems Development and Project Management), MS821 (Applied Systems Analysis) and MS805 (Database Systems). The award consolidates the relationship between Hewlett-Packard and NUI, Galway in the common ambition to promote excellent practice in the key field of information systems development, in order to produce efficient and effective computer-based business information systems. It is an exit award and eligible students must graduate from either the full-time or part-time mode of the MSc Information Systems Management.

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
- Virtual learning environments (VLEs) / Learning management systems (LMSs): 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](#).

SAP Certification

Students of the MSc Information Systems Management are entitled to participate in SAP certification courses. SAP are now offering CRM and Business Intelligence courses as well as their basic ERP course. These certification courses represent a great opportunity for you to gain highly competitive skills. Our strategic alliance with SAP enables us to offer these modules to you as a registered student of NUI Galway. Once you graduate you will no longer be able to avail of them. Full details are provided at <http://www.erp4students.co.uk>. Please contact Murray Scott for further information murray.scott@nuigalway.ie

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 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 / 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

International Students - Before you arrive

NUI Galway looks forward to welcoming all International Students to Galway. These are the steps to take to ensure that your arrival goes as smoothly as possible:

Pre-Arrival Checklist	
1. Visit our COVID 19 FAQs page.	All students should visit our COVID-19 FAQs page for more information. Learn More: http://www.nuigalway.ie/international/covid-19/
2. Accept your offer	Refer to your offer letter for instructions on how to accept your offer. If you are not sure about how to accept your offer, please email internationaladmissions@nuigalway.ie for postgraduate queries and internationalmarketingrecruitment@nuigalway.ie for undergraduate queries.
3. Pay your deposit or tuition fee	Refer to your offer letter for instructions on how to pay any deposit that may be required by the University. The rules regarding payment and deposits may vary depending on the programme you have been accepted to. Your initial deposit will be deducted from your tuition fee, which unless otherwise stated in your letter of offer, is to be paid in full before you can register as a student. Please see the tuition fees section for more information.
4. Purchase Health Insurance	Proof of medical expenses insurance is required for all non-EU students for immigration purposes. Please refer to the Health Insurance section of our website for more information.
5. Prepare your immigration/travel documents	All non-EU/EEA nationals are subject to immigration control at the point of entry to the Irish State, so please ensure you comply fully with Irish Immigration Regulations and that you have all the required documentation ready for inspection immigration officials. COVID-19: What do I need to do before I travel? <ul style="list-style-type: none"> <input type="checkbox"/> Familiarise yourself with all travel-specific public health guidelines related to your journey. Full details available at https://www.gov.ie/en/campaigns/75d92-covid-19-travel-advice/ <input type="checkbox"/> Immigration officials at your port of arrival may request documentary evidence from you that you are required to physically attend the NUI Galway campus. You will need to have this in your possession on arrival in the event of an immigration official requesting it. You will receive this letter from our International Teams in the coming weeks. If you do not receive this letter please contact international@nuigalway.ie <input type="checkbox"/> You must complete a COVID-19 Passenger Locator Form and present it to an immigration officer at your point of entry. This form is available here. <input type="checkbox"/> Students must complete this mandatory form for NUI Galway to confirm their travel and accommodation arrangements. See more detail below on transport and accommodation options available.
6. Book your accommodation	Please refer to the accommodation section of our website for information on how to book student accommodation.
7. Make travel arrangements	Check the Academic Calendar for your term dates refer to the "Getting Here" tab above for information and advice on getting to Galway. Visit our COVID-19 FAQs page for information on traveling to NUI Galway, including our Greet + Transfer service at Dublin Airport, and accommodation for the restricted movement period.
8. Pack your things	Check out the list of useful items to pack for Galway. The most important thing to remember is to pack light. Make a list of things you will actually need to see you through the first few weeks in Galway and discard everything else.
9. Plan your budget	It is important to understand all the costs involved, including tuition fees and day-to-day living costs . Budgeting is one of the key skills you will develop during your time at university and once you learn how to manage your money, you will be able to enjoy university life to the full.
10. Keep in touch :-)	We hope you find this pre-arrival section of our website useful in helping you prepare for your stay at NUI Galway. If you are unsure about anything, please contact the International Affairs Office T: + 353 91 495277 E: international@nuigalway.ie You can also follow us on Twitter for the latest news and updates

Course Syllabi and Descriptions

MS801 - Web Design & Development

The objective of this module is to provide students with applied skills in web development and multimedia object development. Topics may include: Web development concepts and techniques; HTML; CSS; CSS page design; web development for multiple devices and mobile web development. Multimedia development tools will include Dreamweaver, Fireworks and Photoshop.

MS803 - Business Data Communications

The objective of this course is to develop in students an understanding of the fundamentals of modern data communication technologies and to combine them with applications and practices related to a business environment. Topics may include: network concepts; transmission media; OSI and TCP/IP; LAN technologies; network and Internet connectivity; Internet communication model and application layer services; hosting solutions; IP addresses and domain name system; network security technologies – problems and solutions.

MS804 - Systems Development & Project Management

The objective of this course is to develop in students an understanding of the fundamentals of project management within the context of information systems development. Topics include the systems development life cycle, project integration, requirements analysis and scope management, time management, cost management, risk management, communications management etc. In addition, different IS development methods will be covered (Waterfall, SDLC, RAD, and Agile methods) as well as business process modelling techniques (e.g. DFDs).

MS805 - Database Systems

The objective of this module is to provide students with an understanding of business and technical issues in the development of database systems. Topics may include: database management systems; data modelling techniques e.g. normalisation, entity-relationship modelling, class diagrams; logical and physical database design; data quality and integrity; data definition; Structured Query Language (SQL); transaction management; distributed databases; emerging topics and issues.

MS806 - Business Applications Programming

The objective of the course is to develop your knowledge and competence in object-oriented programming for the business environment using visual C# programming language.

MS807 - Information Systems Management

The objective of this course is to develop students' understanding of how to manage an IS function within an organisation to create business value for the business. That is - how IS and IS trends are managed in organisations, the impact of IS within organisations, how to manage and fund the IS function, so that it contributes to business value, and how to manage the IT capability. Topics covered may include IS Management issues such as: IS concepts and challenges; IS Governance; IS and organizational change; the impact of IS on organizations; IS and the changing competitive environment; how IS/IT delivers new ways of doing business; outsourcing; trends in information systems; and current issues in the management of the information systems resource.

MS809 - Enterprise Systems

The objective of this course is to develop students' understanding of Enterprise Systems in business. Topics include: Information systems in functional areas including information systems to support finance, marketing, human resources and manufacturing; ERP systems; frameworks for deploying ERP; Benefits realisation in the ERP setting; enterprise architecture management; ERP Implementation; Supply Chain Management (SCM); Digital Transformation and emerging directions in Enterprise Systems such as fintech innovation, cryptocurrencies, blockchain, gamification and enterprise personal analytics.

MS810 - Information Systems Security & Ethics

Information Systems Security and Ethics is an advanced second Semester module. The objective of this course is to provide students with an in-depth understanding of the management of security risks facing the individual operator or organization. The topics covered are designed to give information systems professionals a background overview of the IS Security domain and an overview of tools required to manage threats to the organisation or business. Furthermore, the concept of ethics in the information age is explored with historical and philosophical perspectives from the social sciences provided.

MS820 - Interactive Systems Design

The objective of this course is to develop the students' understanding of the issues involved in designing interactive systems. The course imparts practical knowledge of the skills and techniques used to design interactive systems. The design of interactive systems relies on an understanding of the capabilities and needs of people and an understanding of the kinds of technologies available. It also relies on the ability to identify requirements and to transform them into an appropriate design. There are a wide variety of interfaces available today and it is important that interaction designers have an appreciation and understanding of these. Newer interfaces include robotic, wearable, shareable, mixed reality and mixed-modal interfaces while more traditional interfaces such as desktop, multimedia and web interfaces are still, and will continue to be, widely used.

MS821 - Applied Systems Analysis

Applied Systems Analysis is an advanced second Semester course in systems analysis. The objective of this course is to provide students with an in-depth understanding of systems analysis in an applied context. The topics covered include: the evolution of systems analysis; the discipline of systems analysis; systems theory and systems thinking in IS development; systems development methodologies and techniques; structured and object-oriented systems analysis approaches; the use of computer-aided systems engineering (CASE) tools; design and specification of requests for proposals; evaluation criteria for proposals; software and hardware contracts; project and systems documentation; cost benefit analysis; advanced systems modelling; case studies in systems analysis and design, emerging issues in systems analysis.

MS5107 - Business Modelling & Analytics

The objective of this course is to develop students understanding of the role of business analytics in decision making and equip them with solutions used to create scenarios, understand realities, and predict future states. The course focuses on three types of business analytics: descriptive analytics used to gain insight from historical data; predictive analytics used to forecast future business performance; and prescriptive analytics used to recommend decisions using optimisation, simulation etc. Students are introduced to core concepts and technologies of business analytics, such as modelling, analysis, optimisation; data exploration and data mining; forecasting models; decision trees; neural networks; clustering techniques; etc. The course uses real business cases, to illustrate the application and interpretation of these methods. An important feature of the course is the use of MS Excel, an environment familiar to business analysts. All discussed models are provided by the Excel add-ins Analytic Solver Platform and XLMiner plus illustrative examples.

MS5114 - Advanced Programming for Business Analytics

Understanding key computational models and concepts for business analytics is important in today's data-driven business environment. In this module, learners will be introduced to computational thinking, experimental methodologies, and empirical methods for training, validation, and testing models within an analytics context. This module will provide learners with a working knowledge of how to prepare datasets, present data visualisations, and support decision-making using data analysis programming.

MS5118 - Cloud Computing

The objectives of this course are to develop an understanding of cloud computing in the overall strategy of businesses, and to examine the impacts of cloud computing for individuals and society. Topics may include: salient issues in cloud computing; cloud business models, management & governance; cloud service models; cloud security, privacy and identity; data storage in the cloud; mobile cloud; virtualisation; app development for the cloud; transitioning business to the cloud; impacts of cloud computing; Ethics, Responsibility and Sustainability in cloud computing; emerging topics in cloud computing.

Project – MS812

This project is a capstone for your Masters degree and you will be expected to demonstrate your full depth and breadth of skills, integrating all your learning across the whole programme

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/>