



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

School of Social Sciences and
Philosophy

Postgraduate Diploma in Applied Social Data Science 2022-2023

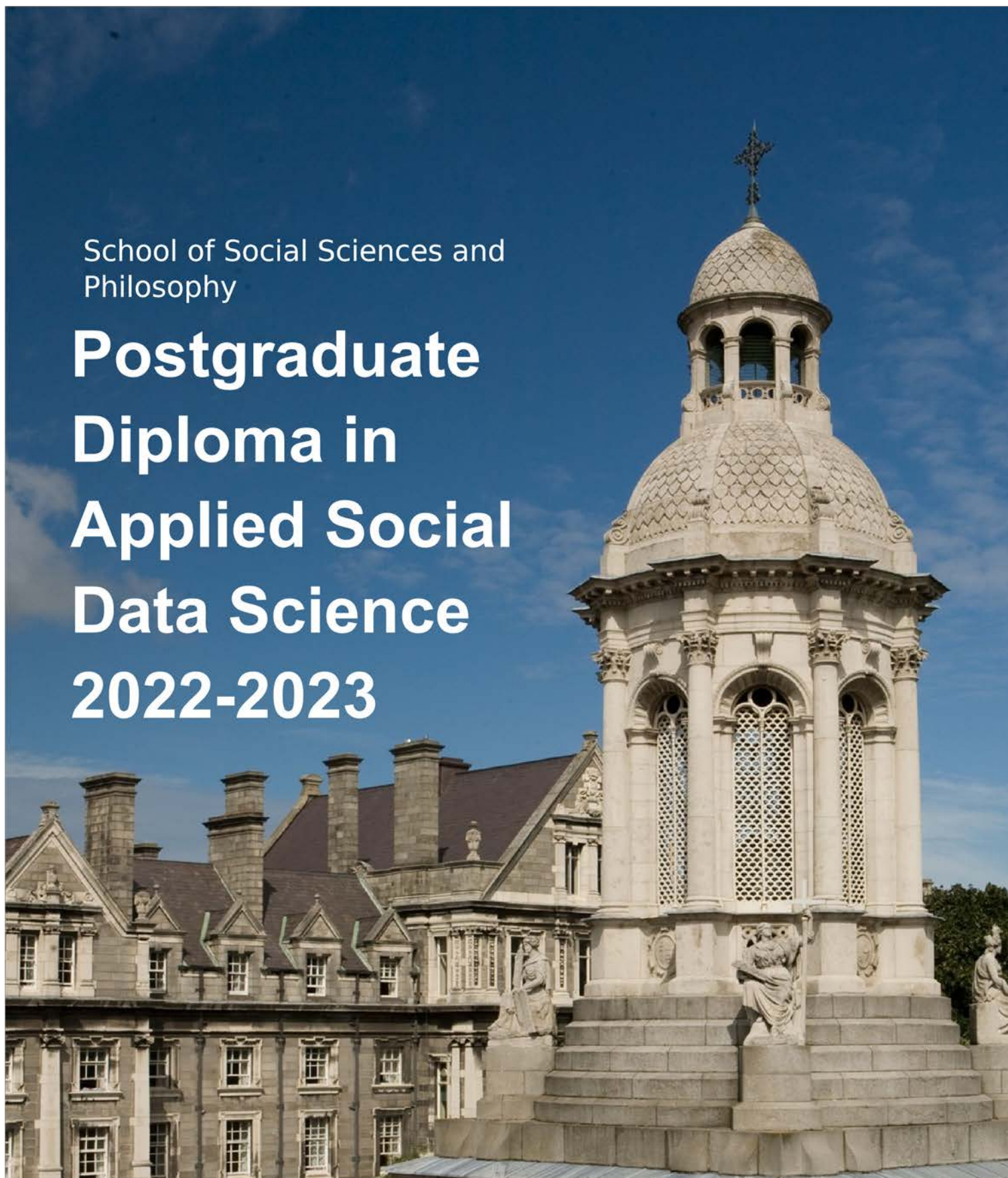


Table of Contents

1	GENERAL COURSE INFORMATION	3
1.1	Introduction	3
1.2	Contact Details	4
1.3	Programme-Specific Locations.....	4
1.4	Key dates	5
1.5	Timetable	6
2	ACADEMIC WRITING	6
2.1	Plagiarism and Referencing Guide.....	6
2.2	Research Ethics	8
3	TEACHING AND LEARNING.....	9
3.1	Course Structure	9
3.2	Course Workload.....	9
3.3	Module Descriptors	10
3.4	Learning Outcomes	10
3.5	Coursework Requirements.....	11
3.6	Attendance Requirements.....	11
3.7	Marking Scale, Assessment, and Progression	12
3.8	External Examiner	14
3.9	Student Feedback and Evaluation.....	14
3.10	Postgraduate Supports for Students with Disabilities.....	14

1 GENERAL COURSE INFORMATION

1.1 Introduction

Welcome to the Postgraduate Diploma in Applied Social Data Science course at Trinity College Dublin. We are delighted you have decided to study with us.

As you know, our Postgraduate Diploma course in Applied Social Data Science offers postgraduate students rigorous training the application of state-of-the-art analytic approaches from the fields of statistics and machine learning to the study of social scientific questions. Graduates of the course will acquire a rich repertoire of social scientific research design skills and data analytic methods that are in high demand in the private, public, and non-profit sectors.

You will find in this handbook a detailed description of the work you need to complete in the course of our programme. Your individual timetable will be available to you via your online student portal at my.tcd.ie.

Please read this handbook carefully, especially the parts dealing specifically with course content and our expectations of postgraduate students. We are of course happy to answer any questions you may have.

Welcome to Trinity College Dublin, and I look forward to your time with us.

Dr Constantine Boussalis

Course Director, Postgraduate Diploma in Applied Social Data Science

1.2 Contact Details

Staff Name	Role/Title	Contact
Prof. Paul O'Grady	Head of School	pogradey@tcd.ie
Dr Marvin Suesse	Director of Teaching & Learning – PG	suessem@tcd.ie
Dr Peter Stone	Head of Department	pstone@tcd.ie
Dr Constantine Boussalis	Course Director	boussalc@tcd.ie
Sarah Smullen	Course Administrator	pgdip-asds@tcd.ie

1.3 Programme-Specific Locations

Please see interactive campus maps [here](#).

- The Political Science Department is located on the fourth and fifth floors of 1 College Green building, just off the west end of the main campus. All instructors for the course can be found here unless otherwise indicated.
Note: 1 – 5 College Green is a combined building, the main entrance is at 3 College Green. Turn left on exiting the main lift or staircase in order to reach 1 College Green. If taking the lift to the fifth floor of 1 College Green, press *four* ; if taking the lift to the fourth floor of 1 College Green, press *three* .
- The Arts Building, East End Development, and Lloyd Institute (on the main campus) host the majority of lectures. For information on building locations, you may access the College Maps interactive page here: <https://www.tcd.ie/Maps/map.php> The Course Administrator can be found in room 3023, 3rd Floor, Arts Building, Trinity College Dublin.
- Blackboard is the College online learning environment, where lecturers will give access to material like lecture notes and discussion forums. The use of Blackboard varies from module to module and individual lecturers will speak to you about the requirements for their module. In order to access a module on Blackboard you should be registered to the module by your Course Administrator. Blackboard can be accessed here: <https://tcd.blackboard.com/webapps/login/>
- Your @tcd address **only** will be used for correspondence. You should check your email on a regular basis. When emailing the Administration, make sure to include your TCD Student ID Number.
- My.tcd.ie allows students to view their own central student record containing all relevant information related to the course for which you are registered. To access the

system you will need your College username and network password. If any details on your timetable/module list are incorrect, you should contact the Course Administrator.

- Academic Registry (“AR”) manages course registration and fees. Their website can be accessed here: <https://www.tcd.ie/academicregistry/>. If your personal student information listed on SITS is incorrect, you should email academic.registry@tcd.ie. Academic Registry is located in the Watts Building, on the east side of the main campus.

1.4 Key dates

Please see the Academic Year Structure here:

<https://www.tcd.ie/calendar/academic-year-structure/>

Michaelmas Term

5th September 2022	Voluntary 5-day Coding Camp
9th September 2022	Mandatory Orientation Session for all incoming Pg. Dipl. Applied Social Data Science students
12 th September 2022	MT instruction begins
2 nd December 2022	MT instruction finishes

Hilary Term

23 rd January 2023	HT instruction begins
14 th April 2023	HT instruction finishes
6 th May 2023	Assessment period finishes

Please note that coursework and assignments may be expected during the period between the end of MT and HT (i.e. over the Christmas break). Further, assignments and assessments may continue to be due up to 6th May 2023, after which (unless reassessments are required) students are free to take on new activities.

1.5 Timetable

The course timetable will be available on the Departmental website (www.tcd.ie/Political_Science) shortly before the start of the Michaelmas term. Personal timetables will be available to students through my.tcd.ie.

2 ACADEMIC WRITING

2.1 Plagiarism and Referencing Guide

It is clearly understood that all members of the academic community use and build on the work and ideas of others. It is commonly accepted, however, that we build on the work and ideas of others in an open and explicit manner, and with due acknowledgment. Plagiarism is the act of presenting the work or ideas of others as one's own, without due acknowledgment. Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences. It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism. Plagiarism is considered to be academically fraudulent, and an offence against academic integrity that is subject to the disciplinary procedures of the University.

Plagiarism can arise from actions such as:

- a copying another student's work;
- b enlisting another person or persons to complete an assignment on the student's behalf;
- c procuring, whether with payment or otherwise, the work or ideas of another;
- d quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format, including websites and social media;
- e paraphrasing, without acknowledgement, the writings of other authors.

Examples (d) and (e) in particular can arise through careless thinking and/or methodology where students:

- i. fail to distinguish between their own ideas and those of others;
- ii. fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;
- iii. fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain, and information which might be widely known, but which nevertheless requires some sort of acknowledgement;
- iv. come across a distinctive methodology or idea and fail to record its source.

All the above serve only as examples and are not exhaustive.

Plagiarism in the context of group work

Students should normally submit work done in co-operation with other students only when it is done with the full knowledge and permission of the lecturer concerned. Without this, submitting work which is the product of collusion with other students may be considered to be plagiarism. When work is submitted as the result of a group project, it is the responsibility of all students in the group to ensure, so far as is possible, that no work submitted by the group is plagiarised.

Self-Plagiarism

No work can normally be submitted for more than one assessment for credit. Resubmitting the same work for more than one assessment for credit is normally considered self-plagiarism.

Avoiding Plagiarism

Students should ensure the integrity of their work by seeking advice from their lecturers, tutor or supervisor on avoiding plagiarism. A general set of guidelines for students on avoiding plagiarism is available at <http://tcd.ie.libguides.com/plagiarism>, where students must also complete the Online Tutorial 'Ready Steady Write'.

If plagiarism as defined above is suspected, the Director of Teaching and Learning (Postgraduate) or his/her designate will arrange an informal meeting with the student, the student's Supervisor and/or the academic staff member concerned, to put their suspicions to the student and give the student the opportunity to respond. Students may nominate a Graduate Students' Union representative or PG advisor to accompany them to the meeting. The student will be requested to respond in writing stating his/her agreement to attend such a meeting and confirming on which of the suggested dates and times it will be possible for them to attend. If the student does not in this manner agree to attend such a meeting, the Director of Teaching and Learning (Postgraduate), or designate, may refer the case directly to the Junior Dean, who will interview the student and may implement the relevant procedures.

If the Director of Teaching and Learning (Postgraduate) forms the view that plagiarism has taken place, he/she must decide if the offence can be dealt with under the summary procedure set out below. In order for this summary procedure to be followed, all parties noted above must be in agreement and must state their agreement in writing to the Director of Teaching and Learning (Postgraduate) or designate. If one of the parties to the informal meeting withholds his/her written agreement to the application of the summary procedure, or if the facts of the case are in dispute, or if the Director of Teaching and Learning (Postgraduate) feels that the penalties provided for under the summary procedure below are inappropriate given the circumstances of the case, he/she will refer the case directly to the Junior Dean.

If the offence can be dealt with under the summary procedure, the Director of Teaching and Learning (Postgraduate) will recommend one of the following penalties:

Level 1: Student receives an informal verbal warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised

elements. Other content should not be altered. The resubmitted work will be assessed and marked without penalty;

Level 2: Student receives a formal written warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will receive a reduced or capped mark depending on the seriousness/extent of plagiarism;

Level 3: Student receives a formal written warning. The piece of work in question is inadmissible. There is no opportunity for resubmission.

Provided that the appropriate procedure has been followed and all parties are in agreement with the proposed penalty, the Director of Teaching and Learning (Postgraduate) should in the case of a Level 1 offence, inform the Course Director and, where appropriate, the Course Office. In the case of a Level 2 or Level 3 offence, the Dean of Graduate Studies must be notified and requested to approve the recommended penalty. The Dean of Graduate Studies may approve or reject the recommended penalty, or seek further information before making a decision. If he/she considers that the penalties provided for under the summary procedure are inappropriate given the circumstances of the case, he/she may also refer the matter directly to the Junior Dean who will interview the student and may implement the procedures as referred to under conduct and college. Notwithstanding his/her decision, the Dean of Graduate Studies will inform the Junior Dean of all notified cases of Level 2 and Level 3 offences accordingly. The Junior Dean may nevertheless implement the procedures as set out in Section 5 (Other General Regulations) of the [Calendar](#).

If the case cannot normally be dealt with under summary procedures, it is deemed to be a Level 4 offence and will be referred directly to the Junior

Dean. Nothing provided for under the summary procedure diminishes or prejudices the disciplinary powers of the Junior Dean under the 2010 Consolidated Statutes.

2.2 Research Ethics

We wish to draw your attention to the need for you to comply with the School's research ethics policy. Full details can be found at <http://www.tcd.ie/ssp/research/ethics/>. The most consequential aspect of this is that, should you be planning to observe, interview, poll, or experiment on human beings, you will need to get ethics approval. This involves completing a form that you will find via the link above and then having it approved/signed by the Department's Research Ethics representative. **Failure to comply with the School's research ethics policy could result in penalties, up to and including a zero mark for the assignment in question.**

3 TEACHING AND LEARNING

3.1 Course Structure

The Pg. Dipl. Applied Social Data Science course is designed to run for one year on a full-time basis. The course commences on the Monday of the first teaching week in the College's academic year structure in mid-September. The programme concludes on the last day of teaching week in Hilary Term.

The course is structured around two terms, each of which is compulsory. In each term, students take modules summing to 30 ECTS. Thus, the degree programme sums to 60 ECTS. Most modules in the ASDS programme are taught around weekly lectures and tutorials, with assessment based upon participation, short assignments (e.g., problem sets), and papers. Students are expected to attend class and tutorial every week. In addition, please note that written work can be assigned during study week and between term times.

The final Pg. Dipl. is awarded in accordance with University convention as either Pass, Merit, or Distinction (see section 3.7 below). The Postgraduate Diploma is a [level nine QQI – NFQ](#) qualification.

The Department reserves the right to change or cancel any module for reasons of low enrolment.

3.2 Course Workload

The European Credit Transfer and Accumulation System (ECTS) is an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study. It is designed to enable academic recognition for periods of study, to facilitate student mobility and credit accumulation and transfer. The ECTS is the recommended credit system for higher education in Ireland and across the European Higher Education Area.

The ECTS weighting for a module is a measure of the student input or workload required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty. The European norm for fulltime study over one academic year is 60 credits. 1 credit represents 20-

25 hours estimated student input, so a 10-credit module will be designed to require 200-250 hours of student input including class contact time, assessments and examinations.

ECTS credits are awarded to a student only upon successful completion of the programme year. Progression from one year to the next is determined by the programme regulations. Students who fail a year of their programme will not obtain credit for that year even if they have passed certain components. Exceptions to this rule are one-year and

part-year visiting students, who are awarded credit for individual modules successfully completed. The core compulsory modules in the ASDS programme are as follows:

Module Code	Module Title	Term	Weighting
POP77001	Computer Programming for Social Scientists	MT	10 ECTS
POP77003	Applied Statistical Analysis I	MT	10 ECTS
POP77011	Research Design for the Social Sciences	MT	10 ECTS
POP77004	Applied Statistical Analysis II	HT	10 ECTS
CSP7001	Introduction to Machine Learning	HT	5 ECTS
POP77034	Experimental Methods for Social Scientists	HT	5 ECTS
POP77022	Quantitative Text Analysis for Social Scientists	HT	5 ECTS
POP77014	Social Forecasting	HT	5 ECTS

3.3 Module Descriptors

Module descriptors and timetables will be available on the Departmental website shortly before the start of each term:

https://www.tcd.ie/Political_Science/postgraduate/pg-dip-applied-social-datascience/course-content/

3.4 Learning Outcomes

The course aims to provide students with the necessary skills for a range of research-related careers, as well as careers in other areas. It is suitable for students who wish to progress to doctoral research, or to pursue careers in applied data science research, the civil service, international organisations, non-governmental organisations, or the media. After successfully completing this course, students should be able to:

- Acquire an understanding of fundamental components of applied data science, computational methods, including computer programming, and quantitative research methods.
- Demonstrate fluency in a range of programming languages and practical research applications with R and Python.
- Critically engage with, evaluate and appraise quantitative social scientific literature.
- Effectively manage and manipulate large datasets using cutting edge data management techniques.
- Apply social scientific research methodologies to effectively design and execute social science research projects.

3.5 Coursework Requirements

The coursework requirements for each individual module will be detailed in the relevant module syllabus.

Documentation

The Department does not require that sources be documented in any particular format. If you are unsure about what reference format to use, however, we recommend the American Political Science Association Style Manual, at <https://connect.apsanet.org/stylemanual/>. This style manual is generally an excellent resource for writing social science papers.

Late Work

All late work, unless excused in advance by the module lecturer, or justified by medical certificate or tutor's note, will be penalised at a rate of 5 marks per day. Under no circumstances will work be accepted after the set work has been marked and handed back to other students, or after the end of Hilary teaching term.

Plagiarism Declaration

Each coversheet that is attached to submitted work should contain the following completed declaration:

"I have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at <http://www.tcd.ie/calendar>.

I have also completed the Online Tutorial on avoiding plagiarism 'Ready Steady Write', located at <http://tcd-ie.libguides.com/plagiarism/ready-steadywrite>."

The College plagiarism policy can be downloaded here: <https://www.tcd.ie/teaching-learning/academic-policies/assets/plagiarismmar2020.pdf> and the College Calendar here: <https://www.tcd.ie/calendar/>

3.6 Attendance Requirements

Attendance is not optional. Absences should be cleared with the relevant instructor, who should be provided with medical or other documentation as appropriate.

See Part III of the Calendar for College regulations regarding attendance and 'Off-Books' status: <https://www.tcd.ie/calendar/>

3.7 Marking Scale, Assessment, and Progression

The ASDS Postgraduate Diploma uses the following grading scheme for overall module assessment:

- Excellent: 70 – 100
- Good: 60 – 69
- Fair: 50- 59
- Condonable Fail: 40 – 49
- Uncondonable Fail: 0 – 39

The final mark for the course is based on a credit-weighted average of the mark awarded in each module. Students must obtain credit for the academic year of their course by satisfactory completion of all course requirements. The postgraduate diploma is awarded in accordance with University convention as either Pass or Distinction. In addition, the Department of Political Science may award the predicate Merit to a student whose overall performance falls between these categories.

Pass	<p>The pass mark for the programme is 50%. To obtain a Postgraduate Diploma, students must achieve <u>all</u> of the following:</p> <ul style="list-style-type: none">• an overall (weighted) average pass mark in the taught elements of the course;• pass marks in individual modules amounting to at least 50 ECTS• pass marks in Applied Statistical Analysis I and II• a mark of not less than 40% in the remaining modules
Merit	<p>The Department may recommend that the Postgraduate Diploma be awarded with the predication 'Merit' to students who achieve an overall (weighted) average mark across all taught modules of at least 60%, where modules amounting to at least 30 credits have a mark of 60% or above.</p> <p>A merit cannot be awarded where the candidate has failed any credit during the course.</p>
Distinction	<p>The Department may recommend that the Postgraduate Diploma be awarded with the predication 'Distinction' to students who achieve an overall (weighted) average mark across all taught modules of at least 70%, where modules amounting to at least 30 credits have a mark of 70% or above.</p> <p>A distinction cannot be awarded where the candidate has failed any credit during the course.</p>

To qualify for the postgraduate diploma award, students must, as a minimum:

- 1 Achieve an overall pass mark which is normally the credit-weighted average mark for all taught modules taken, and
- 2 Achieve a pass mark in all modules designated as non-compensatable. Regulations regarding compensation are described below.

Students who have failed to pass the requisite taught modules as provided for in the course regulations will be deemed to have failed the course.

The following information relates to all examination results:

- 1 All postgraduate examination results are published anonymously under a student's registered number.
- 2 Students who successfully complete their programme will have the qualification, where appropriate, awarded under their registered name and within grade.

Note that all marks given during the year are provisional and subject to change by the external examiner at the end of the year. After a lecturer has returned marks to students at the end of a module, they may not be changed other than at the Court of Examiners meeting at the end of the year.

Grades and comments for module work should be returned in a prompt manner, and students should politely approach instructors for module grades if they have not been provided by the end of first week of the following term (end of first week of HT for MT grades).

Supplemental re-assessment/examinations and compensatable/noncompensatable modules

Supplementals:

- Students who fail to achieve an overall pass mark even after the application of compensation regulations to the annual results will be allowed to take supplemental assessments for each of the failed modules. The supplemental assessment for each module will consist of a local examination which will be scheduled to take place in May.
- The Supplemental assessment for each failed module, if required, will account for 100% of the supplemental module mark. Supplemental marks will be capped at the pass mark.
- Candidates who are unsuccessful at the supplementals will not be permitted to repeat the year.

- Students who have passed at the annual session are not permitted to present at the supplemental session in order to improve their performance.

Non-compensatable and compensatable modules:

- Module marks between 40-49% may be 'compensatable fails' across modules, except for modules designated as "non-compensatable".
- Applied Statistical Analysis I and II are non-compensatable
- All components within modules, including Applied Statistical Analysis I and II, are "compensatable". Students must achieve a weighted average of 50% in the module to pass.
- These compensation regulations apply to both the annual and supplemental sessions.

Supplemental reassessments/examinations will be scheduled in due course and will take place in May.

3.8 External Examiner

Dr Travis Coan, University of Exeter.

3.9 Student Feedback and Evaluation

Evaluation of courses and their constituent modules is an important component of College's commitment towards improving the quality of teaching and the support of learning. To this end, all postgraduate programmes that are taught by the School of Social Sciences and Philosophy are evaluated on a yearly basis using an online survey. This survey is anonymous, and the results are used in reviewing and improving aspects of each programme and its delivery.

3.10 Postgraduate Supports for Students with Disabilities

Postgraduate students (both taught and research) who have a disability are encouraged to apply to the Disability Service for reasonable accommodation.

Supports for Postgraduate Students includes:

- Academic Support
- Assistive Technology
- Occupational Therapy
- Support on Placements and Internships
- Preparation for Viva Voce examinations

An application can be made through my.tcd.ie via the 'My Disability Service' tab. Additional information is available in a step-by-step [How to apply for Reasonable Accommodations guide](#).

Any postgraduate student in Trinity (or prospective student) is welcome to contact the Disability Service to informally discuss their needs prior to

making a formal application. Please email askds@tcd.ie or visit the Disability Service [Contact page](#).

<https://www.tcd.ie/disability/contact/>

<https://www.tcd.ie/disability/current/Postgrad.php>