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Introduction

Welcome to the Chemistry Department at Maynooth University, Maynooth.

The contents of this handbook are designed to give you an introduction to the modules on offer in the current year by the Chemistry Department. It also explains certain rules and regulations, and various arrangements that affect you. Information is accurate at the time of production. This handbook should be consulted in tandem with the following information sites:

Departmental website	http://maynoothuniversity.ie/chemistry
1st year notice-board	Located beside the 1 st year laboratory
Moodle	linked via http://www.nuim.ie

If you have any further queries please contact the Chemistry Department Executive Assistant, Carol Berigan, in Room 2.65, Science Building - please see details below.

CHEMISTRY DEPARTMENT OFFICE
Room 2.65, First Floor, Science Building, North Campus (*end of corridor*)

Office Hours:

Monday to Thursday

9.30 am - 1.00 pm

2.00 pm - 5.00 pm

Friday

9.30am to 1pm

(Office is closed to students on Friday afternoon)

Telephone: (+353 1) 7086060 / 3770

Fax: (+353 1) 7083815

Email: Carol.berigan@mu.ie

We hope that you enjoy your studies with us and that you find your time here both productive and stimulating.

Chemistry Department, Maynooth University
Academic Year 2019 - 2020

Health and Safety

All 1st year students must be fully aware of the safety issues pertaining to their laboratory work. In the practical learning of the subject of chemistry you deal with substances of a hazardous nature and so due caution must always be exercised. 1st year students are all issued with a laboratory manual, containing a set of Safety Instructions; this must be read as soon as possible.

Only after reaching a satisfactory level in the Health and Safety test will you be allowed to start laboratory work. Care should be taken when using any chemicals and you should always read the safety information which outlines the Health Hazards and the Control Measures you need to take in relation to the chemicals you will be using during your laboratory session. This information is also available in your Laboratory Manual and must be read prior to your laboratory session.

The day-to-day administration of safety matters is managed by the Department's Health and Safety Officer, Ria Collery-Walsh (ria.walsh@mu.ie).

Calendar 2019 – 2020

FIRST SEMESTER

Approx. Wednesday 18th September
Monday 16th September to Friday 20th September
Monday 23rd September
Monday 28th October to Friday 1st November
Monday 4th November
Friday 20th December
Monday 23rd December to Friday 3rd January 2020
Monday 6th January to Thursday 9th January
Not before Friday 10th January

First-Year Registration
First Year Orientation
Lectures commence
Study Week
Resumption of Lectures
Conclusion of First Semester Lectures
Christmas Vacation
Study Period
Examination period commences

SECOND SEMESTER

Monday 3rd February
Monday 16th March to Friday 20th March
Monday 13th to Friday 17th April
Monday 20th April
Friday 8th May
Monday 11th to Thursday 14th May
Not before Friday 15th May

Lectures resume
Study Week
Easter Vacation
Resumption of Lectures
Conclusion of Second Semester
Study Period
Examination period commences

RE: Course Registration (September 2019 / February 2020)

Students can change their **First Semester Selections in the first THREE weeks of Semester 1** and in the **first TWO weeks of Semester Two for all Second Semester Selections.**

Changes **will not be made after these deadlines** and students will have to take the modules they had initially registered for on the University System.

EXAMINATION TIMETABLE

Semester One January Examinations:

Not Before Friday, 10th January 2020

Semester Two Summer Examinations

Not before Friday, 15th May 2020

Autumn Examinations

Mid-August 2020

Module name	Credits	Semester	Module
<i>Semester 1 - Modules</i>			
General Chemistry	7.5	1	CH101
<i>Semester 2 - Modules</i>			
General Chemistry	7.5	2	CH102

Module CH101

Course Lecturers:

Dr Eithne Dempsey
 Professor John Lowry / Ms. Maryanne Dalton
 Dr Jennifer McManus / Dr Maryanne Ryan
 Dr Tobias Krämer (1st year coordinator)

Course Content:

This module covers these important areas in chemistry:

(i) Introduction to Chemistry

Elements and their physical characteristics. Introduction to Atomic Theory - physical mixtures versus chemical compounds. Covalent and Ionic bonding, the naming of chemical compounds, expression of chemical reactions. The mole concept. The chemical equation. Relative atomic mass. Stoichiometric calculation and balancing chemical equations using mole quantities. The ideal gas equation and units. Empirical and molecular formulae of compounds from elemental analysis. The determination of relative atomic mass from chemical reaction data. Solutions, concentration, molarity. Calculations using titrimetric data. Stoichiometric calculations for reactions involving solid, dissolved and gaseous reagents.

(ii) Chemistry in Solution

Acid and base reactions: Lowry-Brønsted theory of acids and bases; Strong and weak acids; pH of strong and weak acids/bases; Titration curves; Indicators; Buffer Solutions; pH of salt solutions. Redox reactions: Concept of oxidation state and reactions involving a change in oxidation state.

(iii) Atoms, Molecules and the Periodic Table

The topics covered in this section are: Historical development of atomic structure; Bohr theory; Ionization potentials; Atomic quantum number; Aufbau principle; Electronic basis of the Periodic Table; Groups, periods and blocks; Basic chemistry of the elements based on the electronic structures of atoms; Electronegativities; Wave mechanical theory of the H-atom; Schrödinger's equation (angular and radial functions, radial distribution functions); Shapes of orbitals; Pauli principle, electron spin and Hund's rules; Simple concepts of chemical bond formation (ionic/covalent bonds); Lewis model; Valence shell electron-pair repulsion (VSEPR) theory; Orbital hybridisation and the prediction of geometries for polyatomic molecules.

(iv) Metatheses reactions and solubility rules.

(v) Physical Trends in the Periodic Table.

Atomic and ionic sizes, ionisation energy, electron affinity, electronegativity; Variation in the type of compound formed across the table – some relationships between position on the periodic table and bond strength.

Module CH102

Course Lecturers:

Professor John Lowry / Ms. Maryanne Dalton

Dr Elisa Fadda

Dr Robert Elmes

Dr Denise Rooney

Course Content:

This module explores four important areas in chemistry:

(i) Thermodynamics and Equilibrium

The course starts with the concept of internal energy and changes in the internal energy of reactants and products as a reaction proceeds. The enthalpy function, exothermic and endothermic reactions, Hess's law and bond energies are introduced. The concept of chemical equilibrium and the equilibrium constant is then introduced.

(ii) Chemical Trends in the Periodic Table

General properties of metals, non-metals and metalloids. Metal and non-metal oxides, and oxide trends across/down the Periodic Table. Chemical Group trends in the s-Block metals, including reactions with water, formation of various oxyanions, characteristic flame colours. Chemistry of hydrogen. P-Block chemistry: sequential Group discussion (Groups 18-13) to include outer electronic configurations for the Groups and typical chemical reactions of selected main members of the Groups.

(iii) Chemical Kinetics

This course starts with the introduction of the rate of a reaction and how this can be measured. Then, material on the rate law, reaction order, the Arrhenius equation, the activation energy and the influence of temperature on the rate of a reaction is covered.

(iv) Organic Chemistry

Material covered includes: Chemistry of alkanes, alkenes and alkynes; Cycloalkanes; Nucleophilic substitution reactions; Elimination reactions; Chirality and the CIP rules; Alcohols, ethers and amines.

Lecture Timetable 2019 – 2020

CH101 – Semester one LECTURE locations and times

		Iontas Theatre 1 (North Campus)	Iontas Theatre 1 (North Campus)	Iontas Theatre 1 (North Campus)
Week	Date	Tuesday 10am	Tuesday 1pm	Wednesday 1pm
1	24 th & 25 th September	CH101 Introduction	CH101 Introduction	Basic Concepts
2	1 st & 2 nd October	Basic Concepts	Basic Concepts	Basic Concepts
3	8 th & 9 th October	Basic Concepts	Basic Concepts	Basic Concepts
4	15 th & 16 th October	Basic Concepts	Acids & Bases	Acids & Bases
5	22 nd & 23 rd October	Acids & Bases	Acids & Bases	Acids & Bases
STUDY PERIOD - Monday 28th October – Friday 1st November 2019				
6	5 th & 6 th November	Acids & Bases	Acids & Bases	Acids & Bases
7	12 th & 13 th November	Atoms & Molecules	Atoms & Molecules	Atoms & Molecules
8	19 th & 20 th November	Atoms & Molecules	Atoms & Molecules	Atoms & Molecules
9	26 th & 27 th November	Atoms & Molecules	Atoms & Molecules	Atoms & Molecules
10	3 rd & 4 th December	Atoms & Molecules	Atoms & Molecules	Atoms & Molecules
11	10 th & 11 th December	Physical Trends in Periodic Table	Physical Trends in Periodic Table	Physical Trends in Periodic Table
12	17 th & 18 th December	Physical Trends in Periodic Table	Physical Trends in Periodic Table	Physical Trends in Periodic Table
CHRISTMAS VACATION - Monday 23rd December – Friday 3rd January 2020 (inclusive)				
STUDY PERIOD - Monday 6th January – Thursday 9th January 2020				
Commencement of First Semester Examinations - Not before Friday 10th January 2020				

CH102 – Semester two LECTURE locations and times

		Iontas Theatre 1	Iontas Theatre 1	Iontas Theatre
Week	Date	Tuesday 10am	Tuesday 1pm	Wednesday 1pm
1		Thermodynamics & Equilibrium	Thermodynamics & Equilibrium	Thermodynamics & Equilibrium
2		Thermodynamics & Equilibrium	Thermodynamics & Equilibrium	Thermodynamics & Equilibrium
3		Organic Chemistry	Organic Chemistry	Organic Chemistry
4		Organic Chemistry	Organic Chemistry	Organic Chemistry
5		Organic Chemistry	Organic Chemistry	Organic Chemistry
6		Organic Chemistry	Organic Chemistry	Organic Chemistry
STUDY WEEK - Monday 16th – Friday 20th March 2020				
7		Organic Chemistry	Organic Chemistry	Periodic Table
8		Periodic Table	Periodic Table	Periodic Table
9		Periodic Table	Periodic Table	Periodic Table
EASTER WEEK - Monday 13th – Friday 17th April 2020				
10		Periodic Table	Chemical Kinetics	Chemical Kinetics
11		Chemical Kinetics	Chemical Kinetics	Chemical Kinetics
12		Chemical Kinetics	Chemical Kinetics	Chemical Kinetics
STUDY PERIOD - Monday 11th - Thursday 14th May 2020				
Commencement of Second Semester Examinations - Not before Friday, 15th May 2020				

Semester One

Introduction course and Basic Concepts course given by Dr Eithne Dempsey.

Acids & Bases (Chemistry in Solution) course given by Ms. Maryanne Dalton.

Atoms & Molecules course given by Dr Maryanne Ryan.

Physical Trends in the Periodic Table course given by Dr Tobias Krämer.

Semester Two

Chemical Kinetics course given by Ms. Maryanne Dalton.

Thermodynamics and Equilibrium course given by Dr Elisa Fadda.

Organic Chemistry course given by Dr Robert Elmes.

Chemistry and the Periodic Table course given by Dr Denise Rooney

1st Year Chemistry Practical Timetable 2019/2020

Week N ^o	Lab Session	Dates	Practical / Workshop	Name of Practical
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First Semester

1		September 26	Lab & Tutorial Sign-up	Lab & Tutorial Sign-up day
2	1	Oct 2, 3 & 4		Foundation/Introduction
3	2	Oct 9, 10 & 11	1	Precision and Accuracy in volumetric Analysis
4	3	Oct 16, 17 & 18	Workshop 1	Introduction to Chemistry
5	4	Oct 23, 24 & 25	2	Acid/Base Titrations using Std solutions
Study Week		Oct 30, 31 & Nov 1	Study Week	Study Week
6	5	Nov 6, 7 & 8	3	Potentiometric Acid/Base Titrations
7	6	Nov 13, 14 & 15	4	Ionic compounds: Their Dissolution, Precipitation and Solubility
8	7	Nov 20, 21 & 22	5	Laboratory Tutorial
9	8	Nov 27, 28 & 29	6	Oxidation Reduction rxns involving a Std Ethandioate solution
10	9	Dec 4, 5 & 6	Workshop 2	Atomic Orbitals & VSEPR
11	10	Dec 11, 12 & 13	Exam	Practical exam
12	11	Dec 18, 19 & 20	No Lab	No Lab

Second Semester

1	1	Feb 5, 6 & 7	7	The Enthalpy of neutralisation of Acids & Bases
2	2	Feb 12, 13 & 14	8	The Harcourt and Esson Experiment
3	3	Feb 19, 20 & 21	9	Inorganic Chemical puzzle- Identifying solutions of unlabelled compounds
4	4	Feb 26, 27 & 28	10	Preparation of Aspirin
5	5	March 4, 5 & 6	11	Characterization of Aspirin
6	6	Mar 11, 12 & 13	Workshop 3	3-D Structures
Study Week		Mar 18, 19 & 20	Study Week	Study Week
8	7	Mar 25, 26 & 27	12	Preparation of 2-chloro-2methylpropane & its purification by simple distillation
9	8	Apr 1, 2 & 3	Workshop 4	Curly Arrows
10		Apr 8, 9 & 10	Good Friday	No Labs this week
EASTER		Apr 15, 16 & 17	EASTER	EASTER
11	9	Apr 22, 23 & 24	Exam	Practical Exam
12	10	Apr 29, 30 & May 1	Workshop 5	Chemical Trends in the Periodic Table
13	11	May 6, 7 & 8	Clean Up	Clean Up

Wednesday	No AM Lab	PM	15.10 – 17.10
Thursday	AM 10.10 – 12.10	Thursday	PM 15.10 – 17.10
Friday	AM 10.10 – 12.10	Friday	PM 14.10 – 16.10

PLEASE NOTE: Practical's are **2 hours** in duration,
Workshops are **3 hours** in duration

Tutorial Timetable 2019 - 2020

Week Number	Tutorial Session & Group	Dates (Monday, Tuesday or Wednesday)	Tutorial Description
First Semester			
1		September 26 th	Tutorial/Lab sign up in 1 st year lab
2			
3	Tutorial 0 (All groups) Group A,B,C,D – 1 st half hour Group E,F,G,H – 2 nd half hour	October 7 th , 8 th & 9 th	Tutorial A/C Registration
4	Tutorial 1 (Groups A,B,C, D)	October 14 th , 15 th & 16 th	Introduction
5	Tutorial 1 (Groups E, F, G, H)	October 21 st , 22 nd & 23 rd	Introduction
Study Week – Monday 28th October to Friday 1st November 2019			
6	Tutorial 2 (Groups A, B, C, D)	November 4 th , 5 th & 6 th	Solution Chemistry
7	Tutorial 2 (Groups E, F, G, H)	November 11 th , 12 th & 13 th	Solution Chemistry
8	Tutorial 3 (Groups A, B, C, D)	November 18 th , 19 th & 20 th	Atoms & Molecules
9	Tutorial 3 (Groups E, F, G, H)	November 25 th , 26 th & 27 th	Atoms & Molecules
10	Tutorial 4 (Groups A, B, C, D)	December 2 nd , 3 rd & 4 th	Bonding
11	Tutorial 4 (Groups E, F, G, H)	December 10 th , 11 th & 12 th	Bonding
12	Tutorial 5 (All groups) Group A,B,C,D – 1 st half hour Group E,F,G,H – 2 nd half hour	December 16 th , 17 th & 18 th	Periodic Table
Second Semester			
1			
2			
3	Tutorial 6 (Groups A, B, C, D)	February 17 th , 18 th & 19 th	Thermodynamics and Equilibrium
4	Tutorial 6 (Groups E, F, G, H)	February 24 th , 25 th & 26 th	Thermodynamics and Equilibrium
5	Tutorial 7 (Groups A, B, C, D)	March 2 nd , 3 rd & 4 th	Organic 1
6	Tutorial 7 (Groups E, F, G, H)	March 9 th , 10 th & 11 th	Organic 1
Study Week – Monday 16th to Friday 20th March 2020			
7	Tutorial 8 (Groups A, B, C, D)	March 23 rd , 24 th & 25 th	Organic 2
8	Tutorial 8 (Groups E, F, G, H)	March 30 th , 31 st & April 1 st	Organic 2
9			
EASTER Week – Monday 13th to Friday 17th April 2020			
10	Tutorial 9 (Groups A, B, C, D)	April 20 th , 21 st & 22 nd	Periodic Table
11	Tutorial 9 (Groups E, F, G, H)	April 27 th , 28 th & 29 th	Periodic Table
12	Tutorial 10 (All Groups) Group A,B,C,D – 1 st half hour Group E,F,G,H – 2 nd half hour	May 5 th & 6 th	Chemical Kinetics

Computer Session Locations:

Monday 5 – 6pm – Long Corridor (Computer Room), Stoyte House, South Campus.

Tuesday 5 – 6pm – Long Corridor (Computer Room), Stoyte House, South Campus.

Wednesday 4 – 5pm / 5 – 6pm – Long Corridor (Computer room), Stoyte House, South Campus.

Students will be divided up in to groups, and each group will attend a different computer session. All groups will rotate tutorials on alternative weeks.

Once allocated to a group you will not be moved.

Coordinator(s) for Academic Year 2019 – 2020

1st Year Coordinator:



Dr. Tobias Krämer

Room Number: 2.110
1st Floor, Callan Building

Contact Details:

Email: Chemistry.firstyear@mu.ie

Phone: +353 1 4747517

Consultation Times: Tuesday 2pm – 4pm

International Student Coordinator:



Dr. Robert Elmes

Room Number: 2.71
(Chemistry Department – Office Corridor)

Contact Details:

Email: Robert.elmes@mu.ie

Phone: +353 1 7084615

Consultation Times: Tuesday 11am – 1pm

MAP Advisor:



Dr. Eithne Dempsey

Room Number: 15
(Map Lodge – Beside Student Services)

Contact Details:

Email: Eithne.dempsey@mu.ie

Phone: +353 1 4747172

Students wishing to make appointments to see coordinators outside of designated hours or indeed wishing to meet with any member of staff may contact them directly (contact details for all staff members are available on the departmental website: www.chemistry.nuim.ie) to schedule a mutually suitable time. **Only a Maynooth University email account should be used to contact any member of staff in the Chemistry department.**

Any student wishing to make an appointment to see the Head of Department, Dr. Jennifer McManus, must make an appointment through the Executive Assistants in the departmental office, room 2.65 by either phone +353 1 70836060 / 7083770 or email: chemistry.department@mu.ie

Programme Advisory Office

Brief Introduction to Programme Advisory Office:

The Programme Advisory Office is available to advise you on any choices you might have to make related to your programme including subject choice.

The Programme Advisory Office can be contacted via

Email: programme.choices@mu.ie

Telephone: 01 474 7428

In person: please see their website for information about meeting a member of the Programme Advisory Team: www.maynoothuniversity.ie/programme-advisory-office

Overview of PAO for publications

The Programme Advisory Office, within the Office of the Dean of Teaching and Learning, is available to advise you on any choices you might have to make related to your programme including subject choice. The Programme Advisory Office acts as a guide to students as you navigate your own way through your programme options. The Programme Advisory Office consists of the Programme Advisor, Caitriona McGrattan, who is supported by a team of PG students during peak times.

Incoming first year students are briefed by the Programme Advisor during Welcome Week about the programme choices you will be asked to make during your academic journey at Maynooth University. The Programme Advisory Team are available in person to answer any follow up questions students may have: details of times and location are available on the PAO website. Continuing second year students may also avail of the service if you are unsure about your programme options for example if you have any questions about the difference in major/minor pathways or whether or not to choose to take an Elective.

The Programme Advisory Office can be contacted via

Email: programme.choices@mu.ie

Telephone: 01 474 7428

In person: please see their website for information about meeting a member of the Programme Advisory Team: www.maynoothuniversity.ie/programme-advisory-office

REGULATIONS CONCERNING PRACTICAL and TUTORIAL CLASSES

Attendance

- (1) Undergraduate chemistry is a largely practical subject. It is **compulsory** that you attend **all** classes and perform the exercises for each class.
- (2) Practical Classes will begin at exactly 10:10 for morning sessions and 15:10 for afternoon sessions (14:10 Friday afternoon). Students are expected to be present and prepared with necessary safety protection by this time. For health and safety reasons **absolutely no** admittance will be allowed after these times.
- (3) If you are absent from a practical or tutorial session, an **original** medical certificate must be handed in to the departmental office **within one week of absence** to account for your absence from the class. Receipt of the cert will be documented, a copy will be made and the original will be returned to the student. *Few other excuses will be tolerated.* Failure to present an original medical certificate (or relevant equivalent) for a missed practical session within a reasonable period of time will result in a zero mark being awarded for that session.

Note that: No photocopies of certificates will be accepted.

No back dated medical certificates will be accepted.

Only certificates signed by a Medical Doctor or Dentist will be accepted.

- (4) No more than **two** absences per semester, *regardless* of medical certificates, will be accepted for each continuous assessment component. Where medical certificates or relevant equivalent are presented, your absence will not negatively affect your average mark.
- (5) **Only ONE** Inter-Varsity sports form, per semester, will be accepted as an absence.

NOTE: Anything more than **two absences** per semester, *regardless* of medical certificates, per continuous assessment component, will result in an **automatic failure** of continuous assessment, *regardless* of whether or not you have achieved 40%. In such cases, the final mark of the module will be capped at 35% resulting in failure of the associated module (see 11). This may impinge on your eligibility to sit written examinations.

- (6) Any student who is in receipt of a Maynooth University sports scholarship **must** inform the Department at the beginning of Semester 1 and provide a confirmation letter from their corresponding scholarship co-ordinator.

Plagiarism

Plagiarism is the passing off of another person's work as your own. It includes copying without acknowledgement from a published source (print or electronic), or from unpublished sources (e.g. another student's essay, write-up or notes). Plagiarism occurs when material is copied word for word, but not only in that circumstance. Plagiarism also occurs when the substance or argument of a text is copied even with some verbal alterations, such as in paraphrase or translation, without acknowledgement. Plagiarism includes unacknowledged use of material from books or periodicals, from the internet, from grind tutors, or from other students, without full acknowledgement of the sources.

Please refer to the First Year Chemistry Handbook, (page 18) for more information on Plagiarism.

- (7) Plagiarism in any form will not be tolerated. The department reserves the right at all times to fail any student who they believe to have dishonestly obtained grades pertaining to any area of their

course work. In serious cases, the plagiarism will be reported to the Supervisor of Examinations and Committee of Discipline.

- (8) **PLEASE NOTE THAT THE UNIVERSITY PLAGIARISM POLICY APPLIES TO PRACTICAL CLASSES AND ALL ASSOCIATED REPORT WORK.**

Behaviour

- (9) Students are expected to behave in a respectful and mannerly fashion at all times both to staff and fellow students. Bullying or harassment of any sort **is not** tolerated and will be dealt in an appropriate and stern manner. In serious cases, offenders may be removed from the department.

Results

- (10) Marks are *not* given for laboratory reports handed in for classes from which you have been absent or for tutorials from which you have been absent.
- (11) The pass mark for practical classes is **40%**, and the pass mark for tutorial classes is **40%**. Each component of continuous assessment, either practical or tutorial, is a standalone component and each must be passed independently of the other. As with the current Maynooth University grading systems, any mark below 40% in practical or tutorial classes will result in the final mark of the module being capped at 35% resulting in failure of the associated module.
NOTE: While this does not affect any pass marks that you may have obtained in other modules, it may impact your ability to progress into the following year of your studies in Chemistry.
- (12) **IMPORTANT:** If you fail either practical classes or tutorial classes, you will fail your continuous assessment. **You must pass both independently.**

NOTE: Anything more than two absences per semester, regardless of medical certificates, per continuous assessment component, will result in an automatic failure of continuous assessment, regardless of whether or not you have achieved 40%. In such cases, the final mark of the module will be capped at 35% resulting in failure of the associated module (see 11). This may impinge on your eligibility to sit written examinations.

Laboratory Reports

- (13) Laboratory reports must be handed in for correction at your next assigned practical session. Your reports must be presented in the form of formal records of each experiment, i.e. with a description of the chemistry involved and the method applied, all the results obtained and a clear exposition of their processing together with any conclusions or other appropriate observations that you may have noted. Any exercises given in the laboratory manual accompanying the practical details must be completed and returned along with the laboratory report.
- (14) Ensure that all reports are handed in at the next week's practical session. It's your responsibility to ensure that the report is handed to your demonstrator.
- (15) Each student has a responsibility to ensure that all laboratory reports are returned with a definite mark/grade by their demonstrator. Any errors should be made known immediately to the demonstrator and/or laboratory co-ordinator. ***Mistakes cannot be rectified once grades are uploaded onto the University system!***
- (16) Late reports:
a) Lab reports that are handed in late because of an unexcused absence from the lab when the report was due (i.e. no medical certificate) are automatically capped at 40%.

- b) If a student misses a lab in which the write-up was due to be handed in but provides a medical certificate (or relevant equivalent), the lab report must be handed in to either your demonstrator at the next assigned practical session, or to Carol Berigan in the departmental office, whichever is the earliest. It will be corrected like any regular report submitted on time, no penalty on marks given.
- c) Decisions on late write-ups for which the student claims legitimate reasons, (excluding Medical Certificates) are left at the discretion of the module coordinator.

Health and Safety

- (17) Health and safety procedures must be adhered to at all times. Instruction from demonstrators, tutors and technical staff must be obeyed at all times. Failure to do so will result in automatic expulsion from the laboratory or tutorial and the forfeit of any grades associated with that session and an “unexplained absence” will be awarded. ***Repeat offenders will receive an automatic failure of continuous assessment.***
- (18) The Chemistry Department would appreciate if any student with a medical condition/allergy, or who is pregnant/breastfeeding, would inform the department while filling out the on-line ‘First Year Chemistry Safety Test’.

If the medical condition changes during the year, please inform your laboratory technician or laboratory co-ordinator.

All staff involved in this process will respect the confidentiality of the students, ensuring that this information is provided to the relevant personnel on a need-to-know basis only.

Departmental Registration

All students must register with the department for practical classes and tutorial classes. Students will be informed of relevant registration dates, costs etc. and given any necessary forms, in lectures. The onus is on the student to ensure that they register for these **compulsory course components**. Students should carefully note the times of any tutorials / practical's they have registered for in order to prevent clashes between subjects.

Student Attendance

With reference to the University regulations regarding attendance, quoting directly from the University Student Handbook,; *"A student entered for a course or courses is **expected** to attend **all** lectures, tutorials, laboratory classes and all other requirements given in each course for which he/she is registered."*

In relation to practical and tutorial sessions, poor attendance alone can result in module failure and potentially total failure of an academic year, as previously detailed in the section on continuous assessment. It is no more obvious than here the importance of attending and completing all necessary coursework and the very serious impact lack of attendance can have on a student's degree.

As such, the department naturally takes a strong view on attendance. We believe that the benefits of good attendance is not alone evidenced in better module marks at the end of semester examinations, but it also increases a student's potential for academic success during their progression through their degree and beyond.

Student Conduct

Students are expected to conduct themselves in a considerate and respectful manner at all times, both towards all staff members and fellow classmates.

Talking in lectures will result in immediate confiscation of students cards. In these circumstances, students will be required to make an appointment with the Head of Department to explain themselves in order to retrieve their card.

Students should follow the instructions of their demonstrators and technical staff **at all times** while in laboratory practical sessions.

Rudeness and disregard for health and safety regulations will not be tolerated under any circumstances.

Staff - Student Communications

Website:

The department's website is located at <http://www.chemistry.nuim.ie> and is an important source of information for both undergraduate students and potential postgraduate students.

Notice boards:

There are undergraduate notice boards as well as a general notice board within the chemistry department and these should be consulted on a regular basis as they may contain important information in the shape of notices, relevant advertisements etc. The 1st year notice board is located on the ground floor of the department outside of the 1st year teaching laboratory.

E-Mail Account:

All students are assigned a Maynooth University e-mail account, **only this email account should be used to contact any member of staff in the Chemistry department.** Students should also check this regularly, as the Department and other University offices also use e-mail to communicate information to students.

Please Note: *Email account details will be required for on-line tutorial registration.*

Access to staff:

Students are encouraged to consult with lecturers on academic or other matters concerning their work in university and their general progress as students. All year coordinators have specific times set aside to meet with students, and these times are indicated outside of their offices (the consultation times of the 1st year coordinators are also indicated in this handbook on pg 9). If any of the times posted clash with lectures, labs or tutorials, you can ask for an appointment to see the lecturer at a mutually convenient time.

Coordinators are there as sources of general information and guidance, and are happy to help with problems concerning a student's academic studies as much as is possible. It is important to inform staff of any significant ongoing issues, personal or otherwise, that may be affecting your studies, so they can help you deal with such issues by directing you to the proper channels e.g. counsellors, medical centre staff, academic advisory office etc.

Contact details for all of our staff are available on our website cited above.

For some modules, lecturers will also be making use of Moodle, the university's virtual learning environment and may be contactable directly through that system.

Moodle:

Moodle is Maynooth University's online learning system. It acts as a supplement to face-to-face learning, allowing students to access further material and/or lecture material outside of the lecture hall environment. It is also used to post up tutorial exercises and important notifications so it is a good practice to check the system regularly.

Module/Course Evaluations:

Towards the end of lecture courses, students may be invited by the lecturer to complete a questionnaire evaluating various aspects of the course. Please complete this form as fully as you can. Lecturers are pleased to have the benefit of your comments in helping them to assess their work and to integrate improvements.

University Marks & Standards

The following is a link to the University Marks and Standards document to be found on the examinations office website: http://examinations.nuim.ie/documents/MarksandStandards_001.pdf. Below is an excerpt taken from the aforementioned document regarding the University's rules and regulations with relation to marks and standards for undergraduate students:

Rules for Progression and Passing

Each programme is divided into years of study.

The pass mark in a module is 40%. The pass mark in a subject is 40%. The subject mark is the weighted average of the most recent marks of the modules (other than industrial work placement modules on CSSE, EE) that constitute the programme of study for that subject in the year in question.

The pass mark in a year of study is 40%. The year mark is the weighted average of the most recent marks of the subjects involved.

*In order to progress to the next year of study a student must achieve the pass mark **and** fulfill all the requirements of their current year of study.*

In order to pass a year of study and progress to the next year (or graduate) a student must pass each subject that forms part of that year of study.

There is an exemption to the above rule relating to First Year Science which is detailed below in an abridged version:

*In First Year Science, students may **pass the year by compensation** by*

1) passing three of their subjects,

2) obtaining at least 30% in their fourth subject and

3) obtaining at least 40% on aggregate (in total) in the four subjects.

*Such a student may **not** continue with the failed subject in second year **unless** they obtained **at least 35% in that subject**. Therefore if the failed subject has below 35% and is a requirement in the second year of the programme (such as Biology or Chemistry in the Biotechnology programme, Experimental Physics in the Astrophysics programme, or Mathematics in programmes involving Computer Science, etc) students must either repeat the failed subject in order to meet the requirements or seek to switch to another programme (if any) for which they are qualified.*

***In order to pass a Chemistry 1st year module**: The pass standard is 40%, and a minimum mark of 40% in both practical class work and tutorial work (satisfactory attendance at practical and tutorial classes is also a requirement) must be obtained. A student who fails to complete any of the required components of the module will have their mark capped at 35%. There is no option to repeat continuous assessment.*

***In order to pass a subject** a student must:*

- Pass all required modules without compensation.
- Obtain 40% on aggregate (in total) in the subject.
- Pass modules to a credit value of at least half the credit value of the subject.
- Not fall below 35% in any module.

A student who fails to fulfil all the above requirements, will not be assigned a subject mark, but will be assigned a technical fail grade or incomplete as appropriate.

A subject mark will not be allocated to a student who has insufficient credits - either by not being registered or by not attending the relevant examination.

Policy on Plagiarism

Definition of Plagiarism

Plagiarism is the passing off of another person's work as your own. It includes copying without acknowledgement from a published source (print or electronic), or from unpublished sources (e.g. another student's essay, write-up or notes). Plagiarism occurs when material is copied word for word, but not only in that circumstance. Plagiarism also occurs when the substance or argument of a text is copied even with some verbal alterations, such as in paraphrase or translation, without acknowledgement.

Plagiarism includes unacknowledged use of material from books or periodicals, from the internet, from grind tutors, or from other students, without full acknowledgement of the sources.

The policies of the University apply within the Department of Chemistry, as contained within the University Calendar (pp.95-96), informed by the following view: "Plagiarism is a form of academic dishonesty and will be treated with the utmost seriousness wherever discovered." (Maynooth University, *Calendar 2008-09*, p.96).

This policy will be implemented in the following manner:

1. Dealing with Suspected Cases of Plagiarism: Assignment markers will refer suspected cases of plagiarism to the Year Head (or in the case of practical assignments, in first instance to the Academic in charge of practical module); "Any student submitting written work for continuous assessment can be asked by the marker or the department to take a further test. This may take the form of an oral examination on the assignment in question and related issues, or the writing of a test paper in controlled conditions. Requiring a student to take such a test does not necessarily imply that plagiarism is suspected." (Maynooth University, *Calendar 2008-09*, p.96)

2. Dealing with Proven Cases of Plagiarism: If there is evidence of plagiarism, the matter will be turned over to the Year Coordinator, who will determine the disciplinary consequences following the guidelines outlined below. **In each case the student may be invited to explain in person** to the Year Coordinator the origin of the material contained in the work in question.

2a. Minor Plagiarism: In cases of minor plagiarism, the following University statutes will apply: "In instances where an element forming part of an assignment is found to be plagiarised*, marks will be deducted for that assignment, there will be no possibility of submitting a 'make-up' assignment, and previous and subsequent work submitted in connection with the course may be subject to particular scrutiny. While the amount of marks deducted will be proportionate to the extent of the plagiarised material, the deduction will be severe." (Maynooth University, *Calendar 2008-09*, p.96) *Source material for several sentences extracted from a source without citation and/or proper rephrasing.

2b. Major Plagiarism: In cases of major plagiarism, the following University statutes will apply: "In instances where a significant part or all of an assignment is found to be plagiarised, zero marks may be awarded for that assignment, there may be no possibility of submitting a "make-up" assignment, and previous and subsequent work submitted in connection with the course may be subject to particular scrutiny. In serious cases the plagiarism will be reported to the Supervisor of Examinations and the Committee of Discipline." (Maynooth University, *Calendar 2008-09*, p. 96)

In those instances in which a module contains both continuous assessment and a final examination, and the failed continuous assessment component constitutes a significant percentage of the overall mark, students may find that they are not advised to write the relevant Winter or Summer Examinations for that module, as any mark achieved on these exams would necessarily have to be foregone in order for the candidate to register for the Autumn Examination in the relevant module. Students will be permitted to repeat all module components in the Autumn examination period.

2c. Postgraduate Students: Instances of postgraduate plagiarism will be referred directly to the project supervisor or member of faculty responsible for the relevant postgraduate programme. "Plagiarism in postgraduate or research material is a particularly serious offence. Penalties imposed may involve suspension or expulsion from the course and from the University, in addition to the deduction of marks. Early offenders may be required to attend educative classes." (Maynooth University, *Calendar 2008-09*, p.96)

3. Reporting: All cases of plagiarism will be reported by the Year Coordinator to the Head of Department.

4. Recording: All cases of plagiarism will be recorded by the Year Coordinator on the student's permanent record. All members of the Department providing a reference for a student **may be obliged to mention an instance of major plagiarism, or two or more instances of minor plagiarism**, when providing a reference for the student.

5. Appeals Procedure: All students have a right of appeal to the Head of Department. Students may only appeal on the grounds that the allegation of plagiarism is unfounded, and appeals must be made in writing in the first instance. Medical, personal, or other circumstances do not constitute a defence in cases of plagiarism. In the case of an unsuccessful appeal of the Head of Department, the student has the right to appeal to the Examinations Appeal Board.

Past Examination Papers

Examination papers from previous years are available on the Maynooth University Library website at <http://www.nuim.ie/cgi-bin/library/index.cgi>

You are advised that past examination papers are merely a guide and may not provide a reliable indication to the format or content of future examinations. Courses are revised frequently, so a better guide to the kind of questions you should be able to deal with is provided by the tutorial exercises and any class assignments.

Student facilities – public access computer rooms

Location of Computer Rooms:

Public Access Computer Rooms (North Campus)

Arts Facility

Rye Hall

Callan Foyer

Internet Pod

Public Access Computer Rooms (South Campus)

Long Corridor *[In Stoyte house - location for 1st year tutorial computer sessions]*

Computer Centre Teaching Room 1 (CS1)

For details on this service please refer to the Computer Centre website.

<http://computercentre.nuim.ie/students/pacrs.shtml>

