Coláiste na hEolaíochta agus na hInnealtóireachta
College of Science and Engineering

Scoil na Ríomheolaíochta
School of Computer Science

Ollscoil na Gaillimhe
University of Galway

OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Coláiste na hEolaíochta agus na hInnealtóireachta
College of Science and Engineering

DDV1
Data Analytics and Visualisation
Postgraduate Diploma
cs.UniversityofGalway.ie

PDip. Data Analytics and Visualisation

STUDENT HANDBOOK 2023 | 2024

(version 2)

School of Computer Science, Computer Science (CS) Building, University of Galway

Welcome!

Welcome to the School of Computer Science at University of Galway! We are delighted that you have chosen our programme and our school to continue your further education. All students are most welcome and we hope you will all enjoy the challenges and opportunities afforded to you by this programme. We wish all of you success and hope that you will find this booklet useful as you begin your course, and throughout the year.

The University has many resources available to help you should you run in to personal or academic problems during the year – please reach out and ask for help if you need it.

Please note that the University of Galway School of Computer Science requires all students to have exclusive use of a laptop for use in lectures and labs, for the completion of assignments and participation in any online sessions that may be organised.

The minimum and recommended specifications are detailed at
https://www.universityofgalway.ie/science-engineering/school-of-computer-science/currentstudents/laptops/

We also operate a **laptop loan scheme** for students who cannot afford a suitable laptop (Please see the above address for details and to apply).

For those of you on Springboard HCI funding, it is very important that you re-confirm your status when asked. Please check your University of Galway email account regularly and respond promptly when asked to re-confirm your status. Otherwise, you may lose your funding.

Le dea ghuí,

School of Computer Science

Table of Contents

Please note: This handbook is for information only and is correct at time of compilation. However, processes and procedures may change throughout the academic year. Please contact the relevant websites and administrative offices for up to date information.

Section 1:   Programme Description

PDip. (Data Analytics & Visualisation)

This course is designed to reskill and upskill graduates to prepare them to take up the increasing opportunities to work as data analysts, who are in demand across multiple sectors, including Financial, Government, Manufacturing, Food, Health and Media.

The course emphasises the development of strong theoretical and applied foundations, and builds on our existing strengths in Data Science and Analytics in the School of Computer Science and the Insight Institute, and our experience in running a successful Masters in Data Analytics.

The programme is delivered over a 12-month period. The first two semesters consist primarily of taught modules, which have a high continuous assessment and practical aspect. The first semester focuses on creating a strong foundation in the Computer Science and statistical techniques. The second semester focuses on deepening skills and applying them to real-life problems.

A major aspect of the programme is the Data Analytics and Visualisation Project in which students work on a real-life data analytics and visualisation problem.

On completion of the programme, graduates will be eligible to take our highly successful MSc in Data Analytics or MSc Artificial Intelligence, providing a deeper and more specialised training in advanced Data Science or Artificial Intelligence topics such as Machine Learning.

Section 2: General Information

2.1 Academic Calendar 2023-2024

The Academic Calendar is available on:
https://www.universityofgalway.ie/registry/academic-term-dates/#d.en.186426

Academic Year 2023-2024	
Semester 1	
Start of Teaching (UG years (excluding Year 1) and Postgraduate Taught programmes)	Monday 4th September 2023
End of Teaching all years	Friday 24th November 2023
Semester 1 Exams	Monday 4th December – Friday 15th December 2023
Semester 2	
Teaching (All Years, UG & PGT)	Monday 8th January – Thursday 28th March 2024
Easter	**Good Friday 29th March – Easter Monday 1st April 2024**
Field Trips	Tuesday 2nd April – Friday 5th April 2024
Study Week (All Years, UG & PGT)	Monday 8th April – Friday 12th April 2024
Semester 2 Exams	Monday 15th April – Wednesday 1st May 2024
Autumn Repeat Exams	Tuesday 6th August - Friday 16th August 2024
Easter Holidays: Good Friday 29th March to Easter Monday 1st April 2024 **Bank Holidays: Monday 30th October 2023 / Monday 5th February 2024 / Sunday 17th March 2024 / Monday 1st April 2024 / Monday 6th May 2024 / Monday 3rd June 2024 / Monday 5th August 2024**	

2.2   Key Contact Details

Programme Director

Programme	Programme Director	Room	E:mail
PDip. Data Analytics & Visualisation	Dr Adrian Clear	408	adrian.clear@universityofgalway.ie

Administrative and Technical Staff

Administrative Staff		Room	E-mail
Ms Geraldine Healy	Administrative Assistant	414	Geraldine.healy@universityofgalway.ie
IT Technical Staff			
Mr Peter O'Kane	Chief Technical Officer	435	Peter.okane@universityofgalway.ie
Mr Joe O'Connell	Senior Technical Officer	434	Joe.oconnell@universityofgalway.ie

The School of Computer Science is located in the Computer Science (CS) Building, Floor 3
For directions to the CS Building please click (Ctrl+Click) here

Student Registry Help Desk

The Student Registry Help Desk provides the following services:

- Admissions, Registration, Exams and Conferring queries

- Prospectus pick up

- Replacement ID Cards

- Exam Transcript requests

- Course Withdrawal / Leave of Absence

- Validation and Stamping of Forms e.g. social welfare, medical card application

- Change of Name/ Change of Address requests

- Registration and Statements

- Employment and verification requests

Student Registry Help Desk: Location: Ground floor, Áras Uí Chathail, which is situated on the main campus. Tel: (091) 495999 / askregistry@universityofgalway.ie

Registered Students can visit the Front Desk service which is open Monday to Friday 9:30am-12:30pm & 1:30pm-4:00pm. Web link for further details as follows: https://www.universityofgalway.ie/student-registry-helpdesk/

Useful Contact Numbers (https://www.universityofgalway.ie/about-us/contact-us/)

Student Registry Help Desk	(091) 495999
ISS Help Desk	(091) 495777
Admissions Office	(091) 495999
Accommodation & Welfare Office	(091) 493540
Disability Support Service	(091) 492813
Fees Office	(091) 492386
Health & Safety Office	(091) 492678
Campus Security / Emergency	(091) 493333
Student Counselling	(091) 492484
Student Health Unit	(091) 492604
Students Union Shop	(091) 492411
General Emergency	999 / 112
Local Garda Station	(091) 538 000
Hospital (UHG)	(091) 524222
Samaritans	116 123 (freephone 24/7)

Student Support

For a summary of supports and services available to students please click (Ctrl+Click) here

College of Science & Engineering Student Support Officer

Kelly Moore is the Student Advisor in the College of Science & Engineering, and provides support for students during their time at university. The role of the Student Advisor is to provide confidential, non-judgmental support and an empathetic space for students to share their concerns. In addition, a student advisor can offer personal support and advice on topics such as study planning, time management and any personal challenges that may compromise their ability to study. For further details please visit the following web link: https://www.universityofgalway.ie/cosestudentadvisor/

Student Support Officer: Location: Mondays, Wednesdays and Thursdays in Room 218, Arts/Science Concourse Building. Tuesdays in Room 1046, Alice Perry Engineering Building. Fridays available remotely via online meetings.
Direct Tel: 086 0834435 / Email: kelly.l.moore@nuigalway.ie

2.3   Registration

Online registration opens on **Thursday 17th August** for postgraduate taught students. Details of relevant dates can be found on: (https://www.universityofgalway.ie/registration/quick-links/registration-dates/). Students will receive an email from Registration before online registration opens inviting students to register online. Students should register as soon as possible for their programme and following receipt of an email from ISS, activate their University of Galway campus account (see paragraph 2.4 below). Further registration details can be found on: https://www.universityofgalway.ie/registration/how-to-register/newstudentpostgrad/

2.4   Activating your University of Galway Campus Account

New students will receive a welcome email from ISS "*Activating your new University of Galway campus account*" which will be sent to a student's personal email address following registration.

This email will provide students with a **University of Galway email address** and a **temporary activation password**. It also describes the steps new students need to take to activate their new University of Galway campus account. A campus account will allow students to access many important services during their time at University of Galway.

Further details on the steps to follow to activate a new student campus account can be found here: https://www.universityofgalway.ie/information-solutions-services/studentrecordssystem/studentaccess/newstudents/

For existing students, please follow the steps outlined in the following link: https://www.universityofgalway.ie/information-solutions-services/studentrecordssystem/studentaccess/existingstudents/

2.5   Maps

University of Galway Campus maps can be located on the University's website at:
https://www.universityofgalway.ie/buildings/maps/

2.6   Examinations

The Examinations Office posts all results to the home address of each candidate. It is the responsibility of students to ensure that their home address is correct on their record. Click on the link for info on how to register an address change. Please note you must allow 2 weeks for your change of address request to be processed.

Results
Results will **NOT** be given on the telephone to candidates, or to anyone acting on their behalf.

Examination Timetables
Examination timetables may be viewed on the University of Galway web page at the following address: https://www.universityofgalway.ie/exams/timetable-advice/examtimetable/. Students personalised timetables will be available on the WEB **here** on a date to be advised by the Exams Office and Exam Timetable and Amendments can only be accessed either On-Campus or via Remote Access.

Timetables will NOT be posted to students.

Please be advised:
- Check the Amendments web page OFTEN as changes may occur up to day of exam.
- Revisions to timetables will be published only on the Examinations Office web page.
- Revisions to timetables will not be posted to individuals or appear on personal timetables.

Repeat, Appeals and Re-checks
Strict deadlines apply for appeals and re-checks and completed online application forms must be submitted to the Examinations Office by the relevant deadlines as detailed on the website links as follows: https://www.universityofgalway.ie/exams/results/appeals/ and https://www.universityofgalway.ie/exams/results/rechecks/. A fee must be lodged with both the Appeal and Re-check Forms. Fees are refunded if the outcome is positive. Further detailed information is provided in the above links.

Exam Board Sittings
The examinations board will sit in June and October where relevant examination, project and theses grades will be processed by the College of Science & Engineering.

Deferral of Exams

A guide for exam deferrals is available at: https://www.universityofgalway.ie/exams/timetable-advice/deferrals/. This guide is to assist students with the process and provides a direct link to the College of Science & Engineering's Specific Deferral Form as follows: College of Science & Engineering.

2.7   Student Services

Coming to University is a major milestone in your life and a point of changeover in your life. You are facing into some challenges and many opportunities. You will encounter the enjoyment and challenges of independence and decision-making and responsibility for your own well-being and lifestyle.

Student Services is a team that are core to the personal and academic development of students. Student Services is under the management of the Vice President for the Student Experience.   Student Services is committed to enhancing the individual student experience by providing an excellent service which supports the holistic development of the person, thereby enabling each student to achieve their full academic potential. Through valuing, recognising and supporting each staff member and by forging strong alliances within the University Community, Student Services will assist University of Galway to become a truly Student-Centred University.

Student Services provides many services as follows:

- Access Centre; Career Development Centre; Societies and Sports; Welfare and Wellbeing.

Further detailed information and contact details on all the Student Services offered by University of Galway may be found at: https://www.universityofgalway.ie/student-services/

2.8   Student Counselling

The counselling service is part of a network of support services offered by University of Galway. It provides professional counselling, which is **free** and **confidential** to all students of University of Galway. Life as a student is exciting and challenging, an achievement usually gained after much hard work and preparation. It can also be stressful at times. You may find you are experiencing personal difficulties which are affecting your ability to study and to take full advantage of the opportunities available to you at University of Galway. This is where student counselling can help. Student counselling are a team of qualified and experienced counsellors and psychotherapists. The service operates within the Code of Ethics and Practice agreed by their respective accrediting bodies including IACP, IAHIP and PSI. The services provided include:

- Pre-counselling assessment, individual counselling and psychotherapy
- Group work
- Information and referral

- A consultation service for those who may have concerns about a student.

Further information including available online services and emergency contact details can be located on the following weblink: https://www.universityofgalway.ie/counsellors/

Counselling Services: Location: No. 5 Distillery Road, University of Galway
Direct Tel**:** 091 492484 Ext**.** 2484
E-mail**:** counselling@universityofgalway.ie

2.9   International Students

The **International Office** provide advice, information and support service for all International Students. For incoming international students information is available on https://www.universityofgalway.ie/international-students/

All international students are strongly encouraged to attend English for Academic Purposes (EAP) classes which are specifically designed to equip international students with specific English skills to help them with their studies. Please refer to https://www.universityofgalway.ie/englishlanguage/ for more details.

The International Student Officer, Ms. Louise Kelly may be contacted at International Office, University of Galway, Tel 353 91 493581, E-mail: louise.kelly@universityofgalway.ie. Ms. Kelly acts as an identifiable point of contact with the various Student Services in the University to ensure that any problems of adjustment are minimised. Louise helps International Students adjust as quickly as possible to their new environment, so that they can derive maximum benefit and enjoyment from their life at University of Galway.

2.10   Computer Science Account and Swipe Card Access to Labs

The School of Computer Science has several undergraduate and postgraduate rooms which are available for use by our students. The rooms have hot swap desks, with laptop docking stations allowing use of external monitor, keyboard, mouse and the high-speed network. Students must provide their own laptops https://www.universityofgalway.ie/science-engineering/school-of-computer-science/currentstudents/laptops/. All students who are taking a module/course with the School of Computer Science are entitled to use the open access labs in the CS Building outside of scheduled timetable use (Note: IT 106 is available to all University of Galway students using main University of Galway account). Depending on their course, they may also have swipe card access to further project rooms in the CS Building.

Computer Science students are also given access to print on our shared printers, and to use our web and database servers which can be used for course or project work. To gain access to these resources, students will be given Computer Science accounts automatically after a student registers for one of our modules/courses, and students will receive an email to their University of Galway email to indicate the account is ready for use. The initial password is included in the

email. Students can login to our intranet to setup the web/database/linux resources https://web1.cs.universityofgalway.ie/intranet/

Students who have issues with their Computer Science computer account, docking stations, monitors or swipe card access in the Computer Science Building should log a call to Computer Science Technical officers at: support@cs.universityofgalway.ie. Useful links for further related info: https://www.universityofgalway.ie/science-engineering/school-of-computer-science/currentstudents/.

Students who have issues with their main University of Galway account, Wi-Fi, Canvas, personal laptops or any PC/printer on the rest of campus should refer to the University of Galway helpdesk: https://www.universityofgalway.ie/information-solutions-services/services-for-students/.

2.11   DISC - Computer Programming Drop-In Support Centre

Computer DISC is a Computer Programming Drop-In Support Centre for all University of Galway students who are taking any programming/software development courses. The DISC is a free service that supports all students with their self-directed learning in computing topics at all years and levels in University of Galway. The centre is located in Room 205 on 1st floor of the Computer Science (CS) Building.

What services does Computer DISC provide to students?
- Facilities for students to sit and work on programming problems
- One-to-one advice and support for students, and focused small group tutorials
- Books, courseware, web links, and other learning resources for programming students
- A website with information and an email service for all queries
- Advice for students who wish to learn new programming languages autonomously
- Assistance with new technologies for project work such as Final Year Projects

DISC Website: https://www.universityofgalway.ie/science-engineering/school-of-computer-science/currentstudents/computerdisc/

2.12   Canvas

Canvas is the new Virtual Learning Environment (VLE) at University of Galway. Canvas is a modern, user-friendly VLE that allows students to access learning materials, reading lists, assessment information and other course-related content.
https://universityofgalway.instructure.com/

When a student registers for a course or module with the University of Galway, they are automatically enrolled on the corresponding course on Canvas. Enrolments are recognised by Canvas within 24 hours of registration. If students have problems accessing Canvas, they should

contact the Library and IT Service Desk. The Service Desk can assist students with queries regarding problems with their password, e-mail account or logging in to Canvas.

If students are unable to see courses when they log into Canvas, they will need to check their registration statement to ensure they are correctly registered. Within Canvas, University of Galway students have access to 24x7x365 support via the Help menu. This Canvas support team can answer most queries related to the Canvas environment including how to submit assignments, how to see the gradebook, and where to access course materials. They also provide advice on how Canvas features can be used.

2.13   Plagiarism

Plagiarism refers to copying another author's work without due reference or acknowledgement of the author. Plagiarism is not acceptable. It is essential that the candidate acknowledge other people's work, when used by the student. The submitted work must be prepared by the candidate alone, and must be the result of the candidate's own effort, skills and knowledge. It is unacceptable for candidates to knowingly permit others to copy their work. University of Galway has a strict code of practice for dealing with plagiarism, please refer to the following link for further details: https://www.universityofgalway.ie/plagiarism/ - scroll down to *QA220 Academic Integrity Policy*.

2.14   Information Solutions and Services (ISS)

ISS aim to provide students with access to the ICT facilities which they need to succeed in their studies at University of Galway. These facilities include high speed Internet access, a University of Galway email account, and access to the resources of the James Hardiman Library and assist with access to Canvas, the virtual learning environment. These services are accessible from the on-campus PC suites and from suitably equipped laptops using the on-campus wireless network.   A Campus Account (CASS) provides students access using a single User ID and Password to all computing services, other than E-mail. To activate your Campus Account *(see paragraph 2.4 above),* students should follow the instructions as outlined in the following weblink: https://www.universityofgalway.ie/information-solutions-services/studentrecordssystem/studentaccess/.

ISS Service Desk: Location: Foyer of the James Hardiman Library
Contact by raising a service ticket: Service Desk Ticketing System
Direct Phone: 091 495777 or the Library & I.T. Service Desk: 091 495399

2.15   Career Development Centre

The Career Development Centre provides students of University of Galway with a quality career guidance and information service focused on facilitating and empowering students to manage their own career development and empowering students to make successful transitions towards fulfilling careers*.*

Details of the services provided to students by the Career Development Centre include:
Guiding students in their career journey through:

- One-to-one career guidance
- Career seminars and events
- Psychometric testing
- Dedicated careers information hub for students (on-campus and virtual)
- Self-guided modules

Connecting students with employers through:
- Jobs fairs and employer events
- Job vacancy system
- Networking opportunities

Helping students to compete in the jobs market to the best of their ability through:
- CV workshops, e-learning, and unlimited AI feedback
- Interview skills workshops, e-learning, and software to practice and improve
- Applications advice: including Postgraduate and Job Applications
- Employment skills workshops and employability award

Further information on the range of services provided by the Careers Development Centre can be found at: https://www.universityofgalway.ie/career-development-centre/.

Career Development Centre: Location: Arts/Science Building (1st Floor)
Tel: +353 (0)91 493589

2.16   Out of Hours Working

Out of hours work refers to all University operations conducted outside normal hours.

For up to date details on the University's Safety Statement Policy and Out of Hours Working, please click on the following web link: University of Galway Safety Statement

2.17   Parking on Campus

Parking spaces in University of Galway fall into a number of categories:

- Staff Only; Student Only; Shared use (staff & student permit holders); Visitor/non-permit holder; Pay-and-display/Pay by Phone (P&D) spaces; "Reserved" spaces and loading bays.

Student parking permits are available for registered students, details as below.

To purchase/renew your Student Parking Permit carefully read the instructions contained in the following guide University of Galway Permit Applications 2022-2023 then visit the Online Payment System to book your permit.

If you park in a "Pay and Display" space, you must buy a ticket from the nearby machines or use the Pay by Phone option and display your ticket on your dashboard face up, regardless of what other type of permit you might have. If you buy a P&D ticket you can only park in spaces marked with blue lines and text ("P&D/Í&T"). Should you have any queries, please consult the *Frequently Asked Questions* on: https://www.universityofgalway.ie/buildings/faqs/

A park and ride service operates from Dangan car park. Further information and timetable details are available from: Park & Ride Timetable

Parking at University of Galway is operated by APCOA Ireland. If you have a parking related query please contact: Ireland.permits@apcoa.ie or telephone: 0818 462899.

2.18 Library

The Student ID card also acts as a Library card.   Students must have a current card in order to gain entrance to the Library.   Details on the services provided by the library are available at https://library.universityofgalway.ie/usingthelibrary/accessingthelibrary/.   The Library and IT Service Desk is located on the ground floor of the library and provides advice and support to students on both Library and IT services (e.g., User ID/passwords, book loans, printing Wifi access).

Information on the Library online and remote services available can be found on: https://library.nuigalway.ie/usingthelibrary/onlineservices/. The Library guide has tips on remotely accessing the Library catalogue and other online Library resources which you may find useful.

2.19   Module Descriptions

Semester I Modules

Module Name	Module Description	Credits
CT5196 **Data Analytics and Visualisation Project (SI & II)**	Applied Data Analytics and Visualisation project, may be in collaboration with industry and placement partner where a placement has been obtained in time. The final project deliverables are due in August.	Credits: 15
CT5200 **Fundamentals of Python Programming**	Introduction to Programming in Python (Algorithms and Information Processing, Control Structures, Modular Programming, Object-Oriented Programming, File Input/Output, Data Structures, Graphics and Graphical User Interfaces).	Credits: 5
CT511 **Databases**	This module will provide the student with the information and technical know-how to establish, manage and optimally use databases. This will be essential information for those interested in Clinical Research administration.	Credits: 5
CT870 **Internet Programming**	Design and implement web pages. Connect a website to a database. Create dynamic web content.	Credits: 5
CT5197 **Interaction Design**	This module is an introductory interaction design course. It is concerned with the design of effective interactions between people and computers. Students will complete the course armed with understandings of the principles and methods required to create excellent interfaces to digital technologies.	Credits: 5
ST2001 **Statistics for Data Science 1**	The course provides an introduction to probabilistic and statistical methods needed to make reasonable and useful conclusions from data. Topics include probabilistic reasoning, data generation mechanisms, modern techniques for data visualisation, inferential reasoning and prediction using real data and the principles of reproducible research. The course will rely heavily on R (a free open source language) and will include examples of datasets collected in a variety of domains.	Credits: 5

Semester II Modules

Module Name	Module Description	Credits
CT5198 **Programming for Data Science**	Using the R and Python programming languages and relevant libraries for exploratory data analysis, data visualisation, data modelling, data transformation, and machine learning.	Credits: 5
CT5199 **Business Data Analytics**	Data mining; Data Integration and ETL (Extract, Transform, Load) concepts and tools; Data Modelling; Exploratory Data Analysis; Business Intelligence, KPIs (Key Performance Indicators), Dashboarding, Querying and Reporting, using Power BI and Tableau; Predictive Analytics techniques and tools (classification, regression, clustering, forecasting) using Python libraries; Introduction to Prescriptive Analytics techniques.	Credits: 5
CT5196 **Data Analytics and Visualisation Project (SI & II)**	Applied Data Analytics and Visualisation project, may be in collaboration with industry and placement partner where a placement has been obtained in time. The final project deliverables are due in August.	Credits: 15
ST2002 **Statistics for Data Science 2**	This course will provide an introduction to commonly used techniques in statistics when analysing data from experiments and observational studies. Topics include classical and modern methods in interval estimation, regression models for prediction problems, modern approaches for visualising multivariate data and the principles of reproducible research.	Credits: 5
CT5100 **Data Visualisation**	This module with teach the fundamentals of data visualization. It will cover basic design principles and the principles underlying human perception, color theory and narrative. It will focus on the use of open standards for the presentation of data on the Web such as HTML, CSS, SVG, JavaScript through the use of libraries such as D3.js, jQuery.js and Dimple.js.	Credits: 5

For more information on the modules please click (Ctrl + Click) **here**

2.20   Industry Placement

As part of the Postgraduate Diploma in Data Analytics and Visualisation students are strongly encouraged and supported to pursue a placement with a host organisation. Some important points on how the internship process will work:

- Internship begins (at the earliest) in May 2024.
- This is a paid internship. However, students must cover the costs of relocation, accommodation and travel.
- **Your internship may be in any part of the Republic of Ireland**. **Consider this when you make your accommodation arrangements in September.**
- For more details please see the Internship booklet.

There are two internship options:

1. **Placement process organised by the Placement Officer and Career Development Centre at University of Galway:**
   - Students **must commit fully to the placement process, beginning in September**.
   - Students must apply for roles with their CV via the application process outlined by the placement officer.
   - The **option** for Internship as part of your **Diploma is not guaranteed** as roles are filled at the **discretion of the employer**. The employing organisation will interview a short-list of candidates. The organisation decides if they want to interview and hire the student.
   - Students MUST attend if they are selected for an interview and **MUST accept** their first offer. **Failure to attend an interview or accept an offer will result in removal from the internship process.**
   - It is vital that students maximise their success by **engaging fully in all internship preparation** (Advisory Session, CV & Interview Skills workshops) and comply with Placement Officer guidance.
   - Successful students have been those who engage fully with the Internship process. Internships will be available for a variety entry level roles that meet the needs of your Internship learning outcomes. **This process does not aim to provide a permanent job.**
   - Grainne Carey, our Placement Officer, works to source positions and manage the internship process.

2. **Self-source process:**
   - If you have a specific role in mind or have relevant contacts in your chosen Industry, you can **source your own internship**.
   - The **organisation and role must be reviewed and approved in advance** by the Placement Officer and Programme Director to make sure that they comply with the programme guidelines and learning outcomes.
   - Contact the Placement Officer, Grainne Carey grainne.carey@universityofgalway.ie as soon as possible so that she can complete the review process quickly.
   - You will be given a self-source deadline.

You the student will decide which option you would like to choose. Placement work should be aligned with the CT5196 Data Analytics and Visualisation Project, where possible. Please note if you **do not secure** a placement, your project supervisor will have to approve a relevant project topic for your project.

We have attached a Placement Handbook for further information. Read the Handbook so that you fully understand everything that is expected of you. The Handbook provides detailed information to inform your understanding of the internship process.

The agreement below will be emailed to you all. If you wish to pursue a placement, please complete the agreement to confirm that you understand and agree to the internship process that operates at University of Galway. Please send by e-mail attachment to our Discipline Administrator **by 5pm on 15th September**: geraldine.healy@universityofgalway.ie.

Note that if you do not complete and return the agreement by the above deadline, you will not be included in the placement process.

Agreement

I commit to pursuing a placement.

I agree to adhere to the following placement rules:
- **Full engagement with the placement process, attending all workshops and adhering to deadlines.**
- **Applying for roles via the process outlined by the Placement Officer.**
- **Attending interviews when selected.**
- **Accepting first offer of placement and completing the 12 week duration.**

I acknowledge that I have read, understood, and accept this course offer and the terms and conditions contained in the attached schedules (welcoming letter and handbook), and agree to be bound by the terms and conditions of engagement as outlined therein.

_____
Name (Print)

_____
Signature

_____
Date