UCD Handbook
Patrick Paul Walsh

M.Sc. in Sustainable Development in partnership with UN Sustainable Development Solutions Network (SDSN)

2023/24

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Contents

M.Sc. in Sustainable Development

Duration: one year full time, two years part time

In September 2015, the United Nations adopted Agenda 2030, an ambitious agenda to promote people, planet, and prosperity. Seventeen Sustainable Development Goals (SDGs) were adopted as part of Agenda 2030, setting forth an ambitious framework of action for countries around the world.

UCD has worked with the SDG Academy since its foundation. Prof Patrick Paul Walsh has served on her Academic Oversight Committee since 2012. UCD and the SDG Academy have identified a clear need and demand to offer a formal online Masters in Sustainable Development. The SDG Academy is the online education platform of the Sustainable Development Solutions Network (SDSN), a global initiative for the United Nations. UCD is ranked 14 in the Times Higher World Impact Ranking 2020 for SDG Partnerships (SDG 17) with clear focus on sustainability in the new strategic plan, rising to the future.

The recent Covid-19 crisis has also brought to UCD's attention, the clear need to offer a formal online Masters in Sustainable Development that brings together the best of online resources in the SDG Academy, UN SDSN academic "stars" and experts, with her partner UCD, a leading University in the area of Sustainable Development.

This MSc programme will be the first online, affordable, global programme of its kind, drawing on the expertise, credibility and network of its host institution to offer cutting edge, global, multi-disciplinary learning for the SDGs.

The course has the unique ability to address the large range of issues covered by the SDG agenda that will equip students to solve some of the most pressing issues of our times. Both organizations, with mandates to support the UN system through consultative status, are well-suited to establish and administer such a programme and provide students with a unique experience in access to global taught leaders, opportunities for excellent placements and careers in Sustainable Development.

Structure

MSc Sustainable Development is a 90-credit programme. Full time students must take three 10-credit modules in the autumn trimester, and three 10-credit modules in the spring trimester. Student will also complete a 30 credit SDG Research Project in the summer trimester.

Part time students take a total of 90-credits over the two-year duration of the part-time programme. It is advisable for students to take the core modules in Year 1. All modules are 10 credits unless otherwise specified.
Please contact your course coordinator about your part-time module choices.

**NB: ENVB30130 and DEV40010 MUST be taken together &
MEEN40900 and ENVB40380 MUST be taken together.**

Core and Option Modules for MSc Sustainable Development (credits in parentheses)

	Autumn Trimester	Spring Trimester
Core Modules	**POL42080** Global Classroom	**PLAN40390** Sustainable Cities
Optional Modules	**DEV40010** One Planet One Ocean **(5 credits)** **ECON42690** The Market for Labor, Land & SDGs **EDUC42940** Development & Societal Transition in complex, post-conflict situations **ENVB30130** Ecology & its Application **(5 credits)** **LAW42230** Natural Resources Law **MEEN40900** Energy Systems & Climate Change **(5 credits)** **BSEN40480** Sustainable Energy & Environment **LAW40120** Foundations of Environmental Law **PLAN40550** Fundamentals of Sustainability (Autumn and Spring Module)	**BSEN40790** Carbon & Sustainability **ECON42680** Competition & Industrial Policy for Sustainable Development **ENVB40380** Managing the Interface between Science and Policy **(5 credits)** **LAW41090** Climate Change Law and Policy **PHTY41040** Health in A Global Society **MEDN40080** Global Health **PLAN40550** Fundamentals of Sustainability (Autumn and Spring Module)
Summer Trimester	**POL42370** SDG Research Project **(30 credits)**	

Registration

Before you begin the academic year at UCD, you will need to fully register with the University (https://www.ucd.ie/students/registration/). Registration allows you to obtain your student card and gain access to the wide range of facilities available to our students.

Registration is carried out online and involves the following 3 stages:

- Programme registration: Confirmation of your personal details
- Module registration
- Payment of fees

Online Registration will be accessed by selecting **UCD Connect** and logging into you **SISWEB account.** (https://sisweb.ucd.ie/usis/W_WEB_WELCOME_PAGE). UCD Connect provides access to a wide range of University services and information. Accessed via the Internet, UCD Connect is available on and off campus. To access Connect, go to www.ucd.ie, and select UCD Connect at the top of the page. Your username will be your UCD Student Number (on your welcome letter). Your password in the first instance is your date of birth in the format ddmmyy, unless you are a continuing student and have already reset your password. Use the registration link (http://www.ucd.ie/students/registration.html) to access a step-by-step guide of the registration process.

If you have any queries concerning the registration process, please contact the student desk (http://www.ucd.ie/students/studentdesk/) and Tel: +353 1 716 1555 at Student Desk, Tierney Building, University College Dublin; Belfield; Dublin 4.

Module Assessment and Submission Procedures

The methods of assessment vary from module to module, but may contain a combination of written assignments, presentations, and/or final exams. Details can be found in the course outlines or from the module coordinator. Where exams take place, they will be at the end of each trimester, and are scheduled by the UCD Assessment and Logistics Unit.

All students will be required to submit assessed written work in the course of the semesters. The modalities for the submission process vary between courses. If a hard copy has to be submitted (instead or in addition to an electronic copy via Brightspace or email to the lecturer), a signed "Declaration of Authorship" form must be attached to the essay (and handed in to the location specified by the lecturer).

All written work must be submitted on or before the due dates. Submission deadlines can be found on the course outlines distributed in the first session of each module.

In accordance with the University's procedures for anonymous marking, please do not put your name on the work submitted. Please do ensure, however, that your student number, the module number and title for which work is being submitted, the lecturer to whom it is being submitted, all appear on any piece of work you submit.

Generally, coursework submitted at any time up to and including 5 working days after the due date will have the grade awarded reduced by one grade point (for example, from B- to C+). Coursework submitted more than five working days but up to and including ten working days after the due date will have the grade reduced by two grade points (for example, from B- to C).

The onus is on you to ensure that you receive a receipt for all work submitted and you should retain this receipt as proof of submission should it be needed at a later date. *If you have any questions about deadlines, contact your lecturer. If you have questions about submission receipts, contact the lecturer or the school office.*

All work submitted for assessment must comply with the policy on plagiarism (below) and the policy on re-use of assessed work (below).

Where circumstances beyond your control prevent you from submitting on time, please follow the **'Late Submission of Coursework'** procedure, as outlined below. Please note that module coordinators can extend deadlines for a **maximum of 10 working days**; for longer extensions, please follow the guidelines for extenuating circumstances below.

Late Submission of Coursework

Where circumstances beyond your control prevent you from submitting on time, please apply for a new deadline via the Google form available on the website. You should consult with your module coordinator in advance of submitting the Google form.

Please note that module coordinators can extend deadlines for a **maximum of 10 working days.**

Generally, coursework submitted at any time up to and including 5 working days after the due date will have the grade awarded reduced by one grade point (for example, from B- to C+). Coursework submitted more than five working days but up to and including ten working days after the due date will have the grade reduced by two grade points (for example, from B- to C). **A late submission application results in preventing these grade reductions, *as long as you submit by the new deadline.*** Note that if an extension of e.g. 8 days is awarded, this is 8 days *from the original deadline*. No coursework received more than ten working days after the due date is required to be accepted by the School.

Extenuating Circumstances

We understand that you might have circumstances outside your control which means that you will be unable to complete assessments and sit exams. The School of Politics and International Relations and UCD generally have a variety of excellent support services for students who are in need (see other sections on this page).

It is important that you advise us of problems **as early as possible**; preferably in advance of the deadlines that you are concerned about.

Problems of various kinds may be taken into account in marking work or considering whether or not a late penalty should apply for an essay. It is important that you speak to the module coordinator.

If you require a longer extension than 10 days, you should follow the guidelines for Extenuating Circumstances and submit an Online Extenuating Circumstances Application.

You will need to provide a form of proof for extenuating circumstances. In the case of illness, this must be in the form of a medical certificate (a letter from a GP or clinic specifying the dates of your illness or incapacity). Without proof, it is not possible to get extenuating circumstances. If you have questions about this, please contact the school office.

Module Assessment Scheme

Assignments are graded on a letter scale from A to FM. Ranges A to FM are further subdivided (A+, A, A-, etc.) For complete, up to date information on grading, please consult UCD Assessment

Grade range	
A	A deep and systematic engagement with the assessment task, with consistently impressive demonstration of a comprehensive mastery of the subject matter, reflecting; · a deep and broad knowledge and critical insight as well as extensive reading; · a critical and comprehensive appreciation of the relevant literature or theoretical, technical or professional framework · an exceptional ability to organise, analyse and present arguments fluently and lucidly with a high level of critical analysis, amply supported by evidence, citation or quotation; · a highly-developed capacity for original, creative and logical thinking.
B	A substantial engagement with the assessment task, demonstrating · a thorough familiarity with the relevant literature or theoretical, technical or professional framework

	· well-developed capacity to analyse issues, organise material, present arguments clearly and cogently well supported by evidence, citation or quotation; · some original insights and capacity for creative and logical thinking.
C	An intellectually competent and factually sound answer with, marked by, · evidence of a reasonable familiarity with the relevant literature or theoretical, technical or professional framework · good developed arguments, but more statements of ideas · arguments or statements adequately but not well supported by evidence, citation or quotation · some critical awareness and analytical qualities · some evidence of capacity for original and logical thinking
D	An acceptable level of intellectual engagement with the assessment task showing · some familiarity with the relevant literature or theoretical, technical or professional framework · mostly statements of ideas, with limited development of argument · limited use of evidence, citation or quotation · limited critical awareness displayed · limited evidence of capacity for original and logical thinking
D -	The minimum acceptable level of intellectual engagement with the assessment task with · the minimum acceptable appreciation of the relevant literature or theoretical, technical or professional framework · ideas largely expressed as statements, with little or no developed or structured argument · minimum acceptable use of evidence, citation or quotation · little or no analysis or critical awareness displayed or is only partially successful · little or no demonstrated capacity for original and logical thinking
FM	An unacceptable level of intellectual engagement with the assessment task, with · no appreciation of the relevant literature or theoretical, technical or professional framework · no developed or structured argument · no use of evidence, citation or quotation · no analysis or critical awareness displayed or is only partially successful · no demonstrated capacity for original and logical thinking

Policy on Plagiarism

Students are required to familiarise themselves with standard academic practice in the preparation and presentation of their written work. In short, all work you present as your own must be the result of your own efforts only. It is not permissible to submit an essay or project reproducing wholly or in part the essay or project of another student. Nor may any student pass on their own writings for such a use by others.

All students, when submitting an assessment project for examination purposes, will be required to sign a formal declaration that the work they are submitting is their own unaided and original work. All the sources on which you draw must be duly acknowledged in the text or in footnotes, and the full source cited in the bibliography. Direct quotes must be contained in quotation marks and duly referenced. If you paraphrase someone else's argument, you must indicate the source you have used, including page references. For guidance on how to reference correctly, please see the School's pamphlet *Guidelines for Essay Writing* and UCD's Plagiarism Policy. The bibliography should cite all the works you have consulted, and none that you have not personally used.

Failure to take account of these guidelines in their writing constitutes plagiarism. Plagiarism is defined as:
"The copying of another person's writings or works or ideas in any thesis, essay, project, laboratory report or other exercise which forms part of the requirements for an academic course, where such copying is either unauthorised by the copyright owner or unacknowledged in the thesis, essay, project, laboratory report or other exercise, or both." Failure to cite sources properly, and recourse to copying sections of text without proper referencing, counts as plagiarism just as much as use of another person's essay or project work.

Plagiarism is a serious breach of academic standards. The College regards plagiarism as cheating, and as such, a wholly unacceptable breach of discipline, as indicated in Section 6 of the Student Code for University College Dublin, which is given in full in the UCD Student Information Handbook.
Plagiarism will be penalised heavily and may result in no marks at all being given for a project or essay, exclusion from your examination, or expulsion from the programme. The School retains the right to refer suspected cases of plagiarism to the University's Disciplinary Committee. IF IN

DOUBT ABOUT ANY OF THESE GUIDELINES, YOU MUST CONSULT THE LECTURER FOR YOUR MODULE, IN PLENTY OF TIME BEFORE THE DATE OF SUBMISSION.

Guidelines on SDG Project -Report

All students are required to complete an SDG project. The project is a core feature of the degree programme. As a result, no student can be awarded a Masters degree without achieving a passing grade for the project.

The topic is first proposed by the student, and then discussed and approved by the UCD supervisor assigned by the Director of the program. The student is then responsible for arranging for feedback from the supervisor during the preparation and writing up of the project. The student should submit one draft of the report for feedback and sign off from the supervisor during the summer term.

In the end, the student is fully responsible for the topic, structure and content of the report that s/he submits. In the event that a student submits a report that lacks sufficient academic merit to earn a passing grade, s/he will be invited to resubmit. The student is responsible for any consequent examination and continuation fees.

Project Proposal
The first required step is to submit a clear and focused proposal to the Director of the program. For all MSc students, you should fill out a google sheet includes your name, student number, proposed working title and research question.

Report Submission
The deadline for submission this academic year is **25 August 2024** .

The report must be submitted on Brightspace with a signed "Declaration of Authorship" Coversheet (see Appendix here and [this page on the website](#)) should accompany the submission.

Failure to submit by this deadline may result in the automatic exclusion of the report from the examining process. Extensions may only be granted by the Director, based on a written request from the supervisor.

Applications for extenuating circumstances should also be directed initially to the supervisor and Director. Following discussion with your supervisor, an online application can be made by the student through SISWeb.

Length

The length of the report shall be 6,000-8,000 words in TOTAL length (including literature, footnotes, referencing, bibliography, tables etc.). Before submitting a report that departs from this rule by more than 500 words in either direction, students must receive formal authorisation from their supervisor.

Referencing

You must make sure that your referencing and bibliography reflect the highest academic standards. A report with poor referencing and bibliography will lose marks unnecessarily. Please see the information on the UCD Library website at:
http://libguides.ucd.ie/academicintegrity/referencingandcitation

The School has a preference for the Harvard referencing system (author, date, page), though supervisors may advise otherwise in individual cases. Whichever system you use, it must be fully adhered to and consistently implemented with appropriate typography.

For full details on the Harvard system: https://libguides.ucd.ie/academicintegrity/harvardstyle

Details on other referencing systems are at:
http://libguides.ucd.ie/academicintegrity/referencingandcitation

Layout

Report should be presented in double spacing, except for indented quotations, references and footnotes, where single spacing should be used. Only one standard typeface may be used throughout the report. Italics may be used for book titles, foreign terms and other cases that are appropriate in conjunction with the standard face used in the text. Italics are not recommended as a standard typeface. Text that is entirely in upper case is not acceptable. Symbols or special characters not found on computer keyboards should be drawn with a mechanical guide or stencil.

Margins should be 40mm at the binding edge and other margins should be not less than 20mm. Page numbers are placed without punctuation at the bottom centre of the page within the margin. Preliminary pages are numbered in consecutive lower-case roman numerals. The Title page number does not appear but the page is counted (as page 'i'). Pages appearing before the Table of Contents are numbered and counted but are not listed on the Table of Contents. The first page of the Introduction or first section of your report is numbered page 1; the rest of the Text and reference materials is numbered consecutively in Arabic numerals.

Preliminaries

The report preliminaries consist of the Title Page, Dedication (optional), Acknowledgements (optional), Table of Contents, List of Tables (optional), List of Figures (optional), Lists of Symbols, Abbreviations, Nomenclature (if these appear in the report); Glossary (optional) and Summary. These preliminaries should be numbered in consecutive lower-case roman numerals. If there is more than one volume in the report, each volume shall carry its own pagination.

Title Page (required)

(a) The full title of the report (including a subtitle, if any) which should describe the report contents concisely and accurately. The Title Page should not be numbered.

(b) The full name of the author, followed (if desired) by any prior qualifications

(c) The name of the school and university: School of Politics and International Relations, University College Dublin and any partners on the report.

(d) The following phrase: "This report is submitted in partial fulfillment of the requirements for the degree of M.Sc. in Sustainable Development in partnership with UN SDSN "

(e) The month and year of submission

Dedication and Acknowledgements

Most theses include a brief statement of appreciation or recognition of special assistance, and some include a dedication, but both are optional. Neither is listed in the Table of Contents. If a dedication is included it should be centred on the page and no heading is necessary on the page on which it appears. The Dedication is not listed in the Table of Contents. The Heading ACKNOWLEDGEMENTS, in capital letters, is centred without punctuation at the top of the page.

Table of Contents (required)

The Table of Contents page should follow the Title page unless a Dedication and/or Acknowledgements page has been included. The Page is headed TABLE OF CONTENTS (without punctuation) and all material following the Table of Contents is listed in it. The titles of parts, sections, sections and their principal subdivisions should be listed in the Table of Contents and must be worded exactly as they appear in the body of the report.

List of Tables

This is optional and if included follows the Table of Contents. The title LIST OF TABLES appears centred at the top of the page without punctuation. The List of Tables should use exactly the same numbers and captions as appear above the tables in the text or in the Appendices.

List of Figures

This is optional and follows the List of Tables. The title LIST OF FIGURES appears centred at the top of the page without punctuation. The List of Figures should use exactly the same numbers and captions as appear below the figures in the text or in the Appendices.

Lists of Symbols, Abbreviations, Nomenclature; Glossary

If needed in your report, these lists appear after the Lists of Tables and Figures in the Preliminaries. Examples of such lists can be found in textbooks.

Summary (required)
A summary of the report should be included and is typically of approximately 300 words. The title SUMMARY appears centred at the top of the page without punctuation. The summary should give a statement of the report focus, a brief exposition of the research, and a condensed summary of the findings. Mathematical formulas, diagrams etc. are not recommended for the summary. The Summary page should be numbered in lower case roman numerals.

The Text
The first section of the report may be the Introduction. Alternatively, an Introduction may precede the first section. Whichever option you choose, the first page of the introduction should be numbered as page 1 of the report. The introduction describes the nature of inquiry of the report and usually outlines the structure of the report: i.e., how the problem will be addressed and where the problem will be addressed.

The internal organisation of this material into sections and subsections is up to you and your supervisor.

The Summary and Conclusions are usually treated as the last major division of the Text. If all of the Notes have been deferred to the end of the report, their placement here constitutes the last major division of the Text.

Reference Material
The reference material consists of Bibliography or List of References and Appendices.

Bibliography or List of References
Any report that makes use of other works, either in direct quotation or by reference, must contain a bibliography listing these sources. Pertinent works that have been consulted but not specifically cited should be listed under the subheading General References. Do not list those works under the general Bibliography.

Appendices
This section, if needed, is usually added to contain supplementary illustrative material, original data, and quotations too long for inclusion in the Text or not immediately essential to an understanding of the subject. This section of the report is separated from the preceding material by a cover sheet with the heading APPENDICES, in capital letters (or APPENDIX if there is only one), centred and without punctuation. This sheet is neither counted nor numbered. The Appendices may be divided into Appendix A, Appendix B etc., depending on the kinds and amounts of material used. The letter and title for each Appendix should be shown at the top of

the first page of the individual Appendix. Each Appendix with its title should be listed separately in the Table of Contents as a first order subdivision under the heading APPENDICES. Tables and figures in the Appendices must be numbered and captioned and listed in the List of Tables and Figures in the Preliminaries.

Additional Resources

Please note that UCD offers excellent supports with regard to

- Referencing & Citation
  https://libguides.ucd.ie/academicintegrity/referencingandcitation
- Using referencing software
  https://libguides.ucd.ie/endnote
- Writing a literature review
  https://libguides.ucd.ie/litreview
- Thesis writing
  https://libguides.ucd.ie/academicintegrity/writingdissertationstheses
- Writing support
  https://www.ucd.ie/writingcentre/

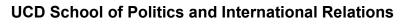You can find many further helpful guides through the UCD library:

https://www.ucd.ie/library/students/

Leave of Absence and Withdrawal

A Leave of Absence enables you to take an approved and specified period of time away from your programme. Please see here for additional information about the Leave of Absence process.

If you wish to Withdraw from the programme, please complete the online form via your SISWEB account.

Appendix – Sample Declaration of Authorship Form

UCD School of Politics and International Relations

Assessment Project: Declaration of Authorship

(SDG Project Cover Sheet)

A completed copy of this form must accompany every project submitted for assessment.

Module Code for which project is submitted**:** **POL** _____
Supervisor:
Title of Project:

I have read and understood the **Guidelines for the Preparation of Assessment Projects** issued by the UCD School of Politics and International Relations, and I hereby confirm that the work submitted for assessment in this project is my own original work in accordance with those guidelines. **Signature:**
Name in Block Capitals:
Student Number:
Date:

University College Dublin – School of Politics and International Relations

Student Information

Guidelines for the Preparation of Assessment Projects

Students writing essays and projects are required to familiarise themselves with standard academic practice in the preparation and presentation of their work. Please take careful note of the following points:

- All the sources on which you draw must be duly acknowledged in the text or in footnotes, and the full source cited in the bibliography. Direct quotes must be contained in quotation marks and duly referenced. If you paraphrase someone else's argument, you must indicate the source you have used, including page references. For guidance on how to reference correctly, please see the School's pamphlet *Guidelines for Essay Writing*.

- The bibliography should cite all the works you have consulted, and none that you have not personally used.

- All work you present as your own must be the result of your own efforts only.

- It is not permissible to submit an essay or project reproducing wholly or in part the essay or project of another student. Nor may any student pass on their own writings for such a use by others.

- Please note that all students, when submitting an assessment project for examination purposes, will be required to sign a formal declaration that the work they are submitting is their own unaided and original work.

Students must note that failure to take account of these standards in their writing constitutes **plagiarism**. Failure to cite sources properly, and recourse to copying sections of text without proper referencing, counts as plagiarism just as much as use of another person's essay or project work. This is a serious breach of academic standards. Furthermore, the College regards plagiarism as **cheating**, and as such, a wholly unacceptable breach of discipline, as indicated in Section 6 of the Student Code for University College Dublin, which is given in full in the Student Information Handbook. Plagiarism is defined as:

> " Plagiarism, that is the copying of another person's writings or works or ideas in any thesis, essay, project, laboratory report, oral, poster or slide presentation or other exercise, which forms part of the assessment requirement for a module or programme of study without due acknowledgement either wholly or in part of the original source of the material through appropriate citation. For further details on Plagiarism, please see UCD's Plagiarism Policy."

Plagiarism will be penalised heavily and may result in no marks at all being given for a project or essay, exclusion from your examination, or exclusion from your course.

Please note also that the School retains the right to refer suspected cases of plagiarism to the University's **Disciplinary Committee**.

IF IN DOUBT ABOUT ANY OF THESE GUIDELINES, PLEASE CONSULT <u>UCD'S PLAGIARISM POLICY</u>.

Annex II

The template is designed to help your submission, for more detailed information about *Scientific Reports* and its submission guidelines.

Submission notes:

- No strict word limits are imposed, but it is suggested that the main text (excluding the abstract, methods, reference, and figure legends) does not exceed 6,000 to 8,000 words. Additionally, the submission should be no more than 11 typeset pages in length.
- Figures may be inserted within the text at the appropriate positions or grouped at the end.
- Equations must be inserted as editable equations (i.e., $yy = mmmm + bb$) and not as images and identified by parenthetical numbers, such as (1), and should be referred to as "equation (1)" in the text.
- For the convenience of the peer review process, line number could be added in the manuscript.

Title (one complete sentence, no puns/idioms, no questions; max 20 words)

Abstract

The abstract must not include a heading. It should be no more than 200 words long and contain no references or subheadings.

Introduction

The introduction does not include a heading and should expand on the background of the topic, typically including in-text citations[1].

Methods

The methods section must contain sufficient detail to repeat experiments.

Results

The results section can include subheadings.

Discussion

The discussion must not contain subheadings.

Data availability

Scientific Reports requires the inclusion of a data availability statement with all submitted manuscripts, as this journal requires authors to make available materials, data, and associated protocols to readers.

References

1.

2.

E.g. Author 1, Author 2, Author 3 & Author 4. Title. *Journal name abbreviation*, **volume number**, page number (Year).

Figure legends (provided in numerical order)

Figure legends are limited to 350 words per figure. They should begin with a brief title sentence and include a short description of each panel and the symbols used (i.e., ▲— control group; ▲—treatment group 1; ▲—treatment group 2).

Tables

Table 1. Tables are submitted in the main article file in an editable format (see below) and not as images. Tables containing statistical data analysis require descriptions of standards of error analysis and ranges in the table caption (e.g., n=3, SD=standard deviation).

Parameter	A (±SD)	B (±SD)
X	1.01±.02	2.02±01

Acknowledgements (optional)

Author/Partner contributions

Names must be given as initials. For example: B.W. conceived the experiment(s). R.W. and D.W. conducted the experiment(s), and B.W. performed statistical analysis and figure generation. All authors reviewed the manuscript.