COM6905
Research Methods and Professional Issues

Lecture 3: Ethics & Risk

Logistics: Lectures

Lectures: 1hr per week (*Wed 12:00-12:50*)

- **Lecture 1 (12th Feb): *Project Management (PW)***

- Lecture 2 (**19th Feb**): *Finding & Referencing Information (EH)*

- Lecture 3 (**26th Feb**): *Risk & Ethics (PW)*
  [4th, 11th March – No COM6905 lectures (moved to 18th/25th)]

- Lecture 4 (**18th March**): *Academic Writing (ML) –*

- Lecture 5 (**25th March**): *Intellectual Property & Contracts (RM)*

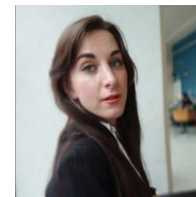- Lecture 6 (**Mid/end August**): *Preparing & Presenting a Poster (PW)*

Emily Herron   **Mark Lawrence**   **Ruth Mallalieu**

GUEST LECTURES

University Library   *ELTC*   *Scholarly Communications Licensing Manager*

Recap: COM6905

https://www.sheffield.ac.uk/dcs/postgraduate-taught

COM 6905 is 15 Credit CORE MODULE for:

MSc Advanced Computer Science
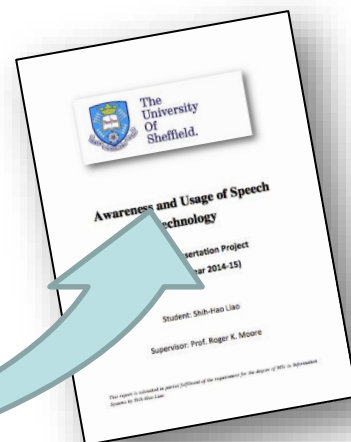
MSc Advanced Software Engineering

MSc Computer Science with Speech and Language Processing

Now

MSc Dissertation project title

How?

16th Sept 2020

- Help you prepare well for MSc dissertation

(good technical work & **professional report**; tips & techniques to succeed).

 - More generally: background and professional issues that arise in industry/academia.

Logistics: COM9605 Assessment

- **Assessment 1**

  – peer review exercise (*worth 20%)*

  (looking at previous dissertations and commenting on quality using skills developed during course)

Release:	Wed 18th March 2020 *(after Lecture 4*)
hand-in:	Wed 1 April 2020 (*via MOLE*)

  Assessment 2:

  project background report (*worth 80% of COM6905*)

Release:	Wed 12 Feb 2020
hand-in	Wed 20 May 2020, 3pm (*via MOLE*)

Latex

COM6905 - Project Background Report Instructions

Enabled: Statistics Tracking

Attached Files: COM6905_Background_Report_Instructions.pdf (80.541 KB)
COM6905_Background_Report_Template.pdf (299.833 KB)
overleaf_latex_template_background_report.zip (153.31 KB)

Instructions for project background report for COM6905 (worth 80% of marks for this module).

Please read carefully.

A latex template for the report is attached. Use of this LaTeX template to produce your background report for COM6905 (and final dissertation for COM6906) is strongly encouraged.

LaTeX (https://www.latex-project.org/) is a profession document-processing system. Using LaTeX's companion program BibTeX also makes citations much easier to use and format correctly - it does the formatting for you.

To use the latex template, you can:

- use an online Latex editor, e.g. Overleaf (https://www.overleaf.com/for/authors). Once registered for overleaft, create a 'New Project' and upload the attached zipfile.

Alternatively, if you want to install latex on your PC/laptop:

- Windows users can download everything they need in a single package from the proTeXt web site (http://www.tug.org/protext/)

- Mac users from Tex Live http://www.tug.org/texlive/. It should take around an afternoon to teach yourself the basics.

Who has read the COM6905 report instructions?

Who has used latex (Overleaf)?

Who has complied the template
to produce a template report ?

Who has edited the template ?

Who has obtained a copy of the recommended textbook ?

Ebook or softcopy: https://www.springer.com/gb/book/9781447166382

Google search: 'Writing for computer science Zoebel pdf'

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Risks & Ethics: Relevance for MSc Project

Project Background Report
(worth 80% of module assessment)

Dr. Paul Watton
Department of Computer Science, University of Sheffield

Introduction and Aims

The aim of this project background report is to help you prepare for the summer MSc project. The main component of the report is an extensive literature survey (or similar technology/mathematical survey for certain types of project). In addition, the report should contain a clear presentation of what the project is aiming to achieve, and a description of the work done so far. It should also include a detailed plan, including consideration of how risk will be managed during the project.

You will receive feedback on this report from your supervisor and second marker, which will help you to prepare your final MSc dissertation. Much of what is written for this report will probably be reused in a modified form in the final dissertation.

You are strongly advised to submit a draft of your report to your supervisor two weeks before the hand-in date for comment; experience shows that this is the best way of avoiding common pitfalls.

Report Structure

The report should be no more than 20 pages long, not including references and appendices. The font size should be 11pt or 12pt. Use of the LaTeX template provided on MOLE is **strongly encouraged.**

There is some flexibility regarding the structure of the report, depending on the requirements of your particular project. The following structure will suit most projects; please discuss with your supervisor if you want to deviate from it. Please note that sections on risk analysis and ethical/legal issues are necessary to satisfy BCS accreditation requirements, and **must** be included.

Title page	Title, name, supervisor, module code, date, and the following statement: *This report is submitted in partial fulfilment of the requirement for the degree of [Degree Title] by [Full Name].*
Signed declaration	The second page should be the following signed declaration: *All sentences or passages quoted in this report from other people's work have been specifically acknowledged by clear cross-referencing to author, work and page(s). Any illustrations that are not the work of the author of this report have been used with the explicit permission of the originator and are specifically acknowledged. I*

Assessment 2:
project background report
(*worth 80% of COM6905*)

Max 20 pages
Abstract; Contents
Chapter 1: Introduction
Chapter 2: Literature Survey
Chapter 3: Analysis
Chapter 4: Planning
Chapter 5: Conclusions
References & Appendices

The University Of Sheffield.

(Max 20 pages)
Abstract; Contents
Chapter 1: Introduction
Chapter 2: Literature Survey
Chapter 3: Analysis
Chapter 4: Planning
Chapter 5: Conclusions
References & Appendices

COM6905 Research Methods and Professional Issues
Spring Semester 2017–2018

Project Background Report
(worth 80% of module assessment)

Dr. Paul Watton
Department of Computer Science, University of Sheffield

Introduction and Aims

The aim of this
project. The n
technology/mat
contain a clear p
work done so fa
will be managed

You will receive
help you to pre
probably be reu

You are strong
before the hand
common pitfalls

Report Structu

The report shou
The font size s
strongly encou

There is some
requirements c
please discuss v
on risk analys
requirements, a

Title page

Signed
declaration

Chapter 3: Analysis

Detail the aims and objectives of your project and analyse individual parts in detail.

Subsection: Ethical, Professional and Legal Issues associated with project.

A clearly-labelled subsection in this chapter should address ethical, professional and legal issues associated with the project:

**Project Background Report
(worth 80% of module assessment)**

Dr. Paul Watton
Department of Computer Science, University of Sheffield

Introduction and Aims

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Report Structure

(Max 20 pages)
Abstract; Contents
Chapter 1: Introduction
Chapter 2: Literature Survey
Chapter 3: Analysis
Chapter 4: Planning
Chapter 5: Conclusions
References & Appendices

| Chapter 4: Planning (Risk Analysis and Work Plan) | This chapter should:
 - **begin with an analysis of risk in the project**; include a risk assessment and indicate how risks will be managed (e.g., prototyping, contingency planning).

 - give a detailed plan of work, including a Gantt chart and a brief description of each activity in the work breakdown structure. |

Risk

What do we mean by Risk?

Risks & Hazards

- A **hazard** is something that might go wrong

  Piece of equipment bursts into flames

- A **risk** is any threat to the achievement of a project goal

- A risk involves …
  – A hazard
  – the likelihood that a hazard will occur
  – the (negative) consequences and impact that the hazard will have if it occurs

Types of Hazards in MSc Projects

Startup
- – failure to understand the requirements
- – failure to understand the constraints

Planning
- – incomplete or unworkable plan
- – omission of a key task
- – overlooked dependencies between tasks
- – under/overestimation of the time to complete tasks

Implementation
- – insufficient contact with supervisor
- – failure to monitor progress
- – failure to update plans
- – ineffectual methodology

Analysing & Managing Risk

Risk analysis:
- identification
  - *list all the hazards that can affect the project*
- estimation
  - *assess the likelihood and impact of each hazard*
- evaluation
  - *rank and prioritise the risks to manage*

Risk management:
- contingency plans   (a provision for a possible event)

- prototyping   early sample/model/release of a product built to test a concept or process or to act as a thing to be replicated or learned from.

- monitoring

- control

Identifying Risks

Generic Risks

– common to all projects

Specific Risks

– specific to your project
– obtain suggestions from your supervisor
– consider risks for completion of each task in your plan

Risk Register

A risk register for a project is a numbered list of risks, which identifies for each …

– what the hazard is
– likelihood and impact of hazard
– what can be done to manage it

Risks are commonly stated using **condition-transition-consequence** (CTC) format

> Given that *<condition>* then there is a concern that (possibly) *<consequence>*

<condition> is a description of the current conditions (or hazard) prompting concern

<consequence> is a description of the potential outcome

Gluch, D. P. (1994) *A construct for describing software development risks*. Software Engineering Institute, Pittsburgh, PA CMU/SEI-94-TR-14.

Example Risks: (*CTC format*)

<condition/hazard>   *<consequence>*

Given that *the graphical user interface (GUI) must be coded using Tcl/Tk and I do not have experience of using Tcl/Tk* then there is a concern that (possibly) *the GUI will not be completed on time and will be inefficient*

Given that *the required equipment has not yet been purchased* then there is a concern that (possibly) *it will not be delivered in time and I will not meet the deadline*

Given that *no-one has run this experiment before* then there is a concern that (possibly) *the results may not be as expected*

Gluch, D. P. (1994) *A construct for describing software development risks.* Software Engineering Institute, Pittsburgh, PA CMU/SEI-94-TR-14.

Example Risks: (short-hand *CTC format*)

Given that *the graphical user interface (GUI) must be coded using Tcl/Tk and I do not have experience of using Tcl/Tk* then there is a concern that (possibly) *the GUI will not be completed on time and will be inefficient*

The graphical user interface (GUI) must be coded using Tcl/Tk and I do not have experience of using Tcl/Tk; the GUI may not be completed on time and may be inefficient

Given that *the required equipment has not yet been purchased* then there is a concern that (possibly) *it will not be delivered in time and I will not meet the deadline*

The required equipment has not yet been purchased; it may not be delivered in time and I might not meet the deadline

Given that *no-one has run this experiment before* then there is a concern that (possibly) *the results may not be as expected*

No-one has run this experiment before; the results may not be as expected

Quantifying Risk:
Exposure, Likelihood, impact

Likelihood

1	Very unlikely: probably safe to ignore the hazard
2	Unlikely: the hazard will probably not arise
3	Likely: the hazard probably will arise, but may not
4	Very likely: the hazard is almost guaranteed to arise

Impact

1	Negligible effects on cost or time
2	Some cost or time penalty for the project
3	Expensive in cost or time
4	Threatens the whole project

Risk Exposure takes into account risk likelihood and risk impact

Exposure = Likelihood x Impact

Prioritising Risks:

Eliminate, Mitigate, Recognise
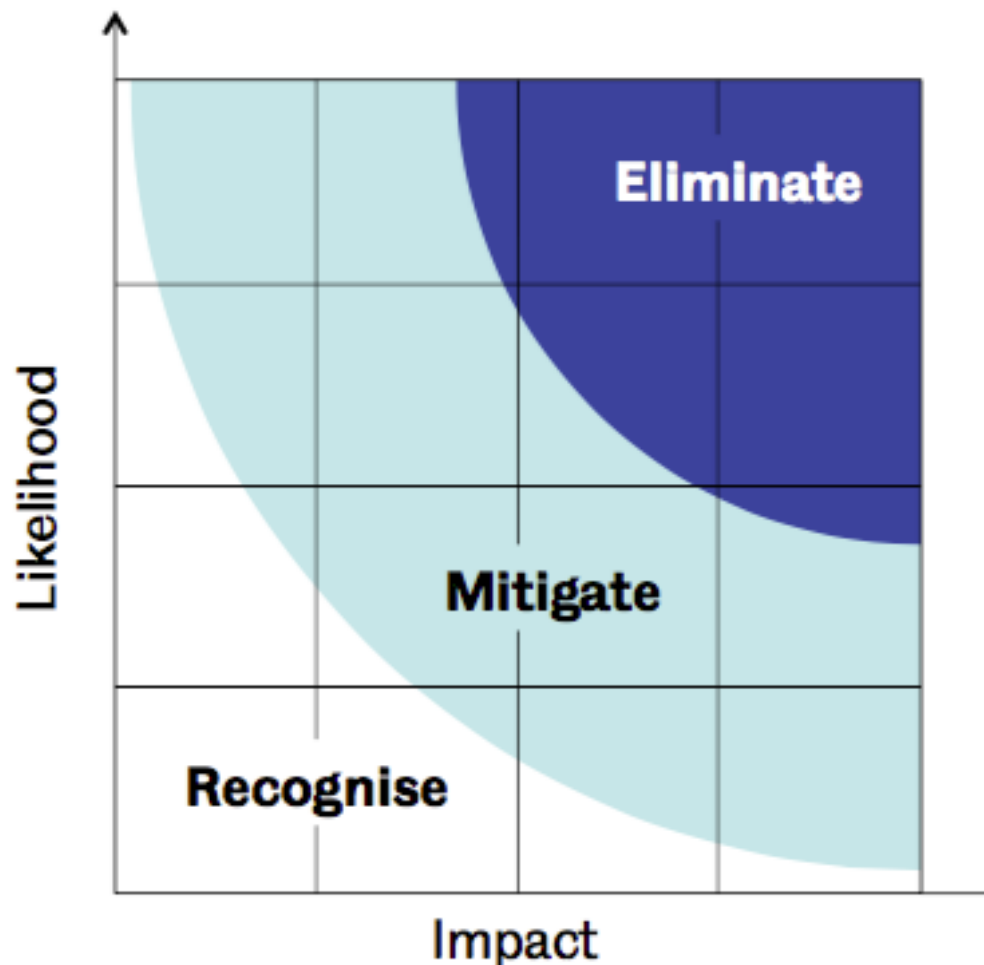
Risks with high Exposure: Eliminate

Risks with moderate exposure: Mitigate (make plans to reduce impact)

Risks with low exposure: Recognise.

Managing Risk

Hazard prevention
– e.g. risk of your supervisor being unavailable can be prevented by scheduling meetings early

Likelihood reduction
– e.g. likelihood of late changes to requirements can be reduced by prototyping

Risk avoidance
– e.g. avoid project overrun by reducing functionality or increasing duration estimates

Risk transfer
– e.g. impact of risks can be transferred away from the project by contracting out or insurance

Contingency planning
– some risks are not preventable, so draw up plans to reduce impact should hazard occur, e.g. taking backups, using version control

Example Risk Register

CTC format

Ranked by exposure

Rank	Hazard/Impact	Likelihood	Impact	Exposure	Action
1	Client changes requirements; may lead to delay in completing project				W
2	High performance requirements; they may not be achievable				P ... nd
3	Uncertainty about the GUI required; may require redesign				D ... a ... pat...
4	Novel hardware may not work; project cannot be completed				N

(NB: Include a table like this in your MSc Dissertation background report)!!!

Exercise: Making a Cup of Tea

Rank	Hazard/Impact	Likelihood	Impact	Exposure	Action

Exercise: Making a Cup of Tea

Likelihood

1	Very unlikely: probably safe to ignore the hazard
2	Unlikely: the hazard will probably not arise
3	Likely: the hazard probably will arise, but may not
4	Very likely: the hazard is almost guaranteed to arise

Impact

1	Negligible effects on cost or time
2	Some cost or time penalty for the project
3	Expensive in cost or time
4	Threatens the whole project

Exercise: Making a Cup of Tea

Rank	Hazard	Likeli hood	Impact	Expo sure	Action
1					
2					
3					
4					
5					

Exercise: Making a Cup of Tea

Rank	Risk	Likelihood	Impact	Exposure	Action
1	Hot water could be spilled from kettle; leading to burns	2	2	4	Take care when lifting and pouring from the hot kettle
2	Hot tea could spill on clothes; causing burns or staining clothes	2	2	4	Sit down when drinking tea; don't overfill the cup
3	Incorrectly plugging and turning on kettle; causing shock	1	3	3	Make sure that hands are dry, and plug in before switching on
4	Kettle could boil over; causing burns	1	2	2	Ensure that kettle is filled no higher than maximum level

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Top 10 Risks in Student Projects

Risk item	Risk management technique
Overriding other people's work, not having the latest versions of code	Use a version control system effectively
Lack of exposure to and/or experience with technologies	Take time to learn tools and technologies, seek help from teaching staff
Being overwhelmed by work in other classes	Have a project management plan with deadlines and ownership, update it frequently
Common meeting times	Determine all possible common times to meet based on class schedules and other commitments
Requirements understanding	Meet with, e-mail, or phone customer
Lack of communication	Set up a group web page, group e-mail accounts, trade instant messaging IDs, meet regularly
Project organization	Assign each team member a role, break down work in project management plan
Loss of a team member	Effective use of version control, pair programming
Difficulty integrating work	Increase communication, integrate often
Planning taking up too much time	Don't get more detailed than necessary with the planning

Williams, L. (2004) *Risk management*.

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Top 10 Risks in the Software Industry

Risk item	Risk management technique
Personnel shortfall	Staffing with top talent, job matching, team building, key personnel agreements, cross training
Unrealistic schedules and budgets	Detailed milestone cost and schedule estimation, design to cost, incremental development, software reuse
Developing the wrong functions and properties	Organizational analysis, mission analysis, user surveys, user participation, prototyping, early users' manuals
Developing the wrong user interface	Prototyping, scenarios, task analysis, user participation
Gold-plating (e.g. implementing "neat features" not asked for by customer)	Requirements scrubbing, prototyping, cost-benefit analysis, designing to cost
Continuing stream of requirements changes	High change threshold information hiding, incremental development (deferring changes to later increments)
Shortfalls in externally-furnished components (e.g. component reuse)	Benchmarking, inspections, reference checking, compatibility analysis
Shortfalls in externally performed tasks (e.g. worked performed by a contractor)	Reference checking, pre-award audits, award-fee contracts, competitive design or prototyping, team building
Real-time performance shortfalls	Simulation, benchmarking, modeling, prototyping, instrumentation, tuning
Straining computer science capabilities	Technical analysis, cost-benefit analysis, prototyping, reference checking

Ethics

Ethics

What do we mean by Ethics ?

What is the relevance for Computer Science ?

Ethics

'Ethics' concerns the discussion of assumptions about *right vs. wrong*, *good vs. evil*, *virtue vs vice, justice and crime* considered as general ideas and applied in society and the private life of individuals
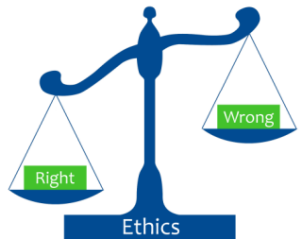
'Professional Ethics' means issues of right and wrong and good and bad as applied to the behaviour of individuals within a particular profession (*e.g. computer science*)

Your MSc project is a piece of science, and science is based on trust:

– scientists are expected to be honest

– research is assumed to be undertaken ethically

e.g. Don't make up results, steal/copy other work

Ethical Issues in Computer Science
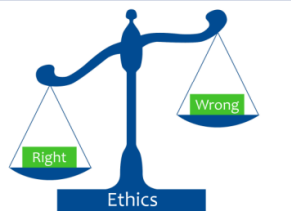
- ## Privacy

  Mobile phone: GPS tracking – do you want people to know where you are all of the time? Potential for ethical misuse of this data.

- ## Data confidentiality

  Banks/Companies hold personal data - we expect it to be held securely put potential for misuse.

- ## Computer misuse

  Hacking – opportunity for people who are not ethical to take advantage.

- ## Intellectual property

  - Information owned by someone. Everything on internet is owned by somebody. So if you grab something off the internet you are taking it from someone (stealing).

Ethical Issues in Computer Science
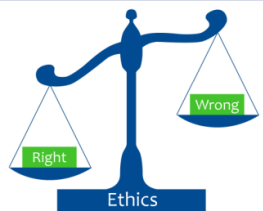
- ## AI/decision making

  Autonomous cars: what happens if there is an accident ? Who is
  Responsible - the car manufacturer or the person who wrote the software ?

- ## Software theft

  Software has an owner, it can be stolen. Just like property theft is
  considered unethical so is computer software.

- ## Military applications

  ethical issues if techniques find way into military

- ## Computer Crime

  Hacking/Virus/Ransom

- ## Responsibility for computer errors

  Who is responsible ?

Ethics in Computer Science

How do ethical problems arise?

– computers alter relationships between people

Vs Email (*e.g. email – is it secure ?*
Receiver gets it; who else ?)

– power that can be abused

(*e.g. people have access to data: financial, personal. We expect them to be ethical*)

– the nature of electronic information

(*rapid copying, plagiarism, eavesdropping, invasion of privacy*)

– society is vulnerable

(*general public & clients often don't understand
how computer systems work & risks*)

– conflict between obligations to society, employers,
clients and other professionals

(GOOD/BAD - not clear cut – grey areas.
conflicting viewpoints on ethics. Debate/discussion)

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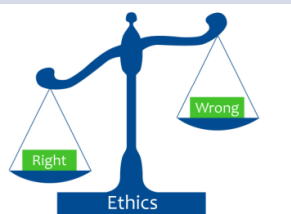
Professional Codes of Conduct

Professional associations have codes of conduct. By signing up to an association you are agreeing to their codes of conduct.

Older professions, such as medicine and law, have had centuries to establish their codes of ethical conduct

Computing is a new field, so the profession has not had the time or organisational capability to establish a binding ethical code on all its members

A number of professional computing organisations have ethical codes:

– British Computer Society (BCS)
– Association for Computing Machinery (ACM)
– Institute of Electrical & Electronics Engineers (IEEE)

MSc Project: Ethical Issues

- Research integrity

  May require ethical approval

  – safeguard human participants

  – protect confidential personal data
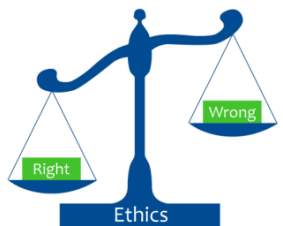
- Unfair means

  Can lead to disciplinary action and expulsion

  – plagiarism

  – collusion/sharing

  – misrepresentation

Unfair Means

- **Plagiarism**: "*The act of presenting another's work or idea as one's own*"
  - copying a paragraph because you don't think it can be improved upon
  - using an illustration from the internet without permission from (*or giving credit to*) the author
  - contract cheating

- **Misrepresentation**
  - fraudulent or exaggerated claims
  - inaccurate or cherry picked data
  - misleading presentation of data
  - inadequate detail to allow results to be reproduced
  - failing to report unsuccessful experiments
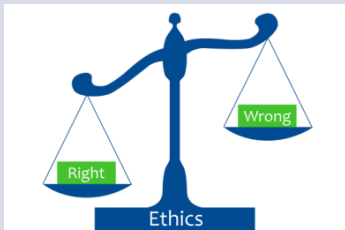
Misrepresentation of Data
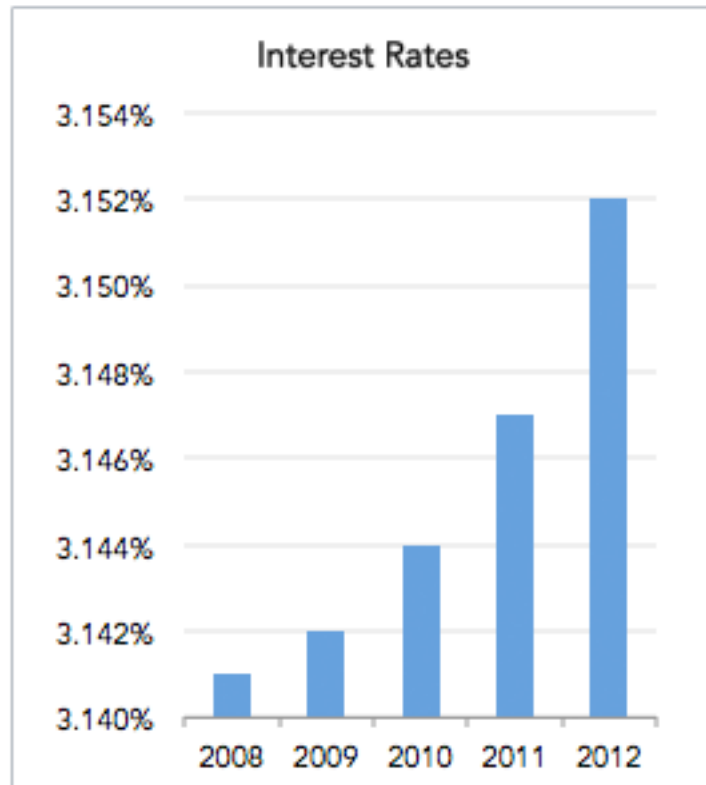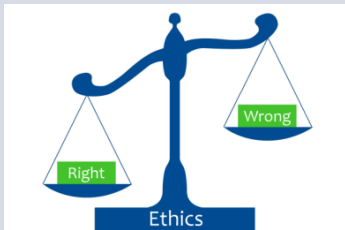
Misrepresentation of Data

Same data, different Y axis
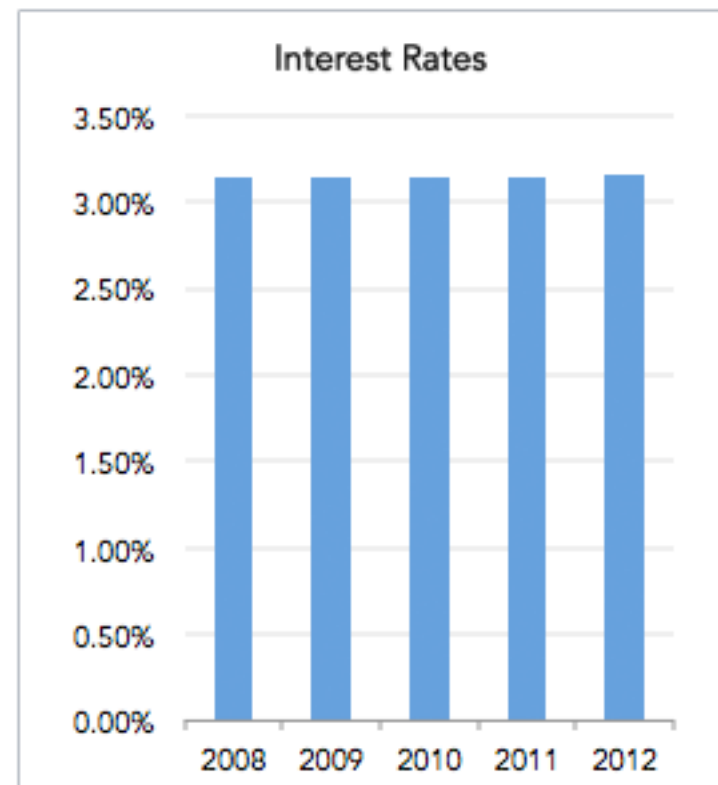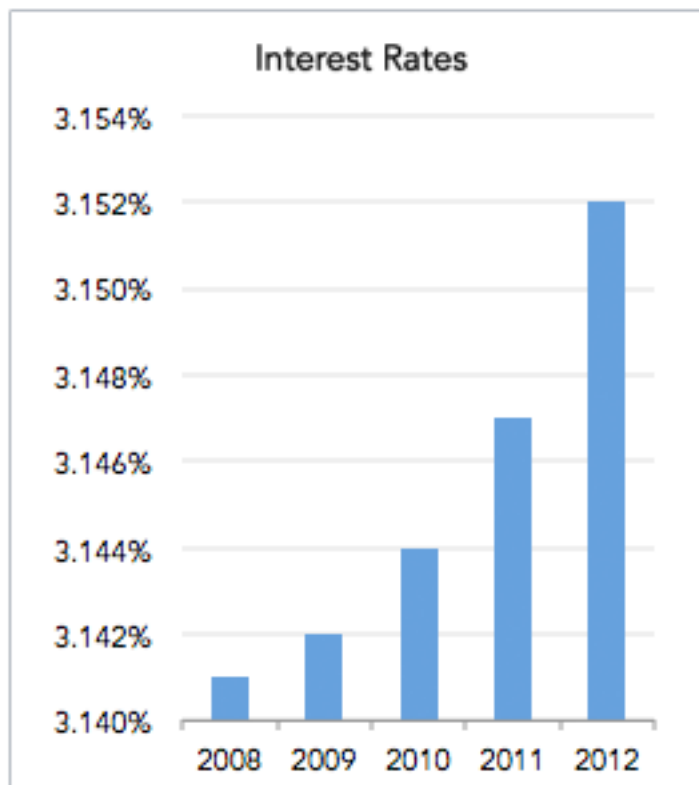
Misrepresentation of Data

Successful business ?

https://blog.heapanalytics.com/how-to-lie-with-data-visualization/
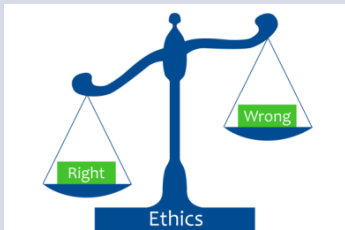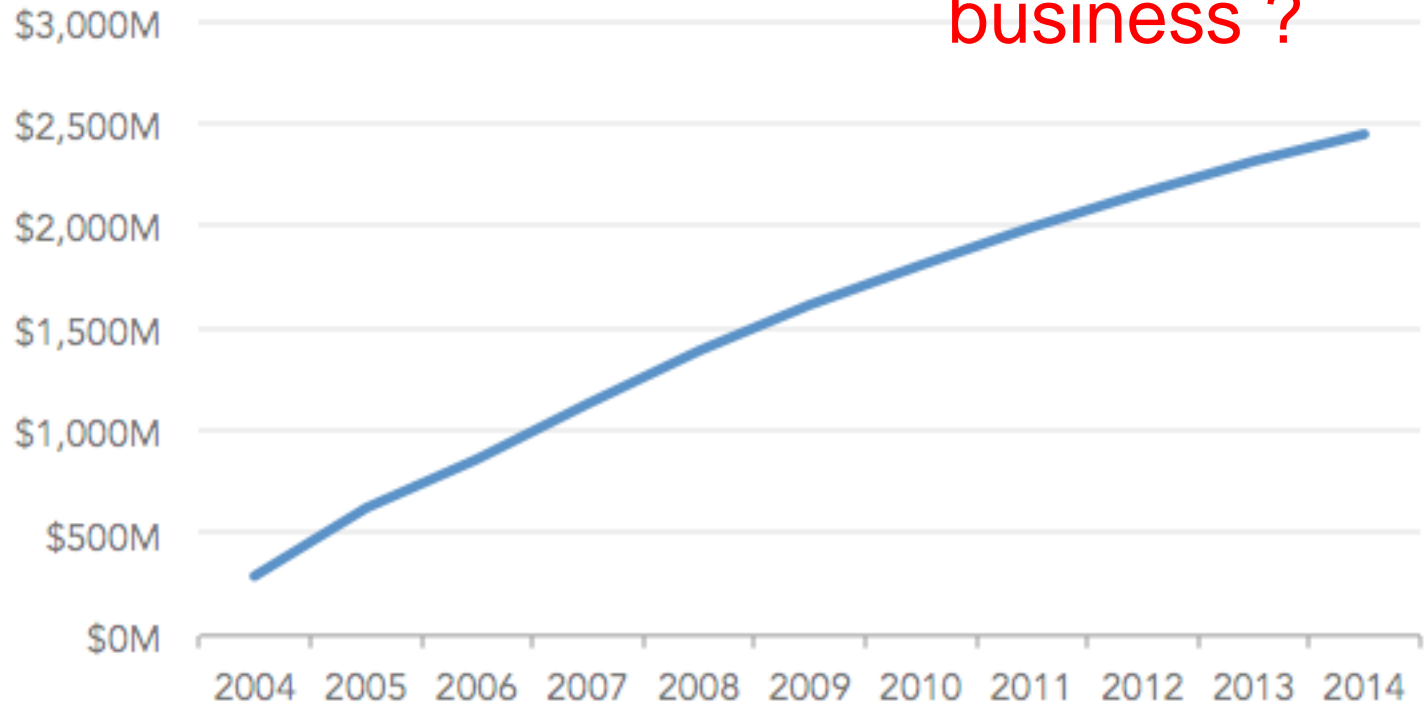
Misrepresentation of Data
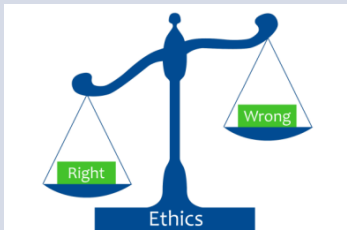
Annual Revenue

Profits reducing year on year

Ethics

Will I need ethical approval for my MSc project?
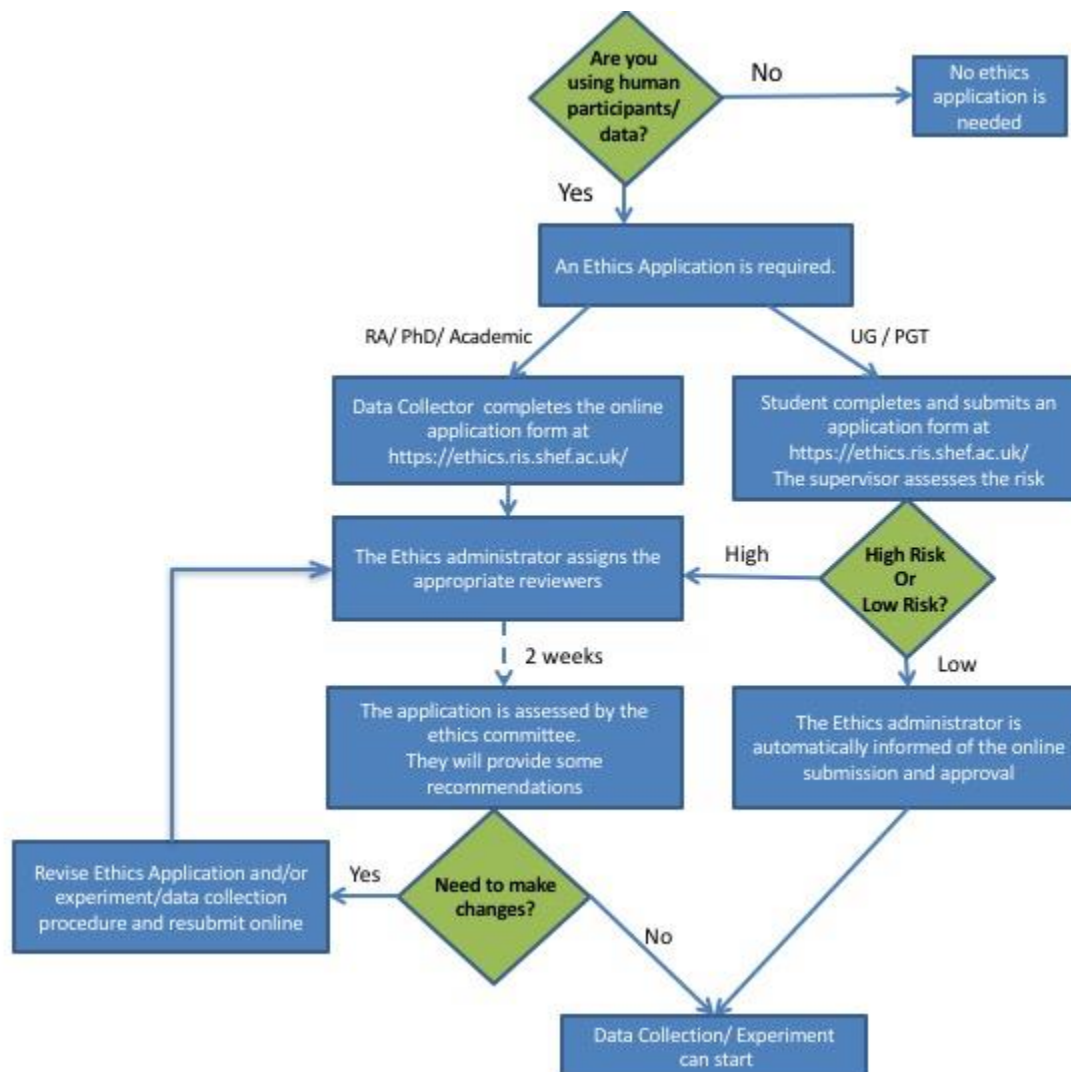
Ethics Review Procedure

Ethics Review Procedure

Are you using human participants/data ?

NO → No ethics application is needed.

YES →

an ethics application is needed.

(UG/MSc) Discuss with supervisor **(NOW!!!)**.
Student completes and submits an application form at
https://ethics.ris.shef.ac.uk The supervisor assesses the risk
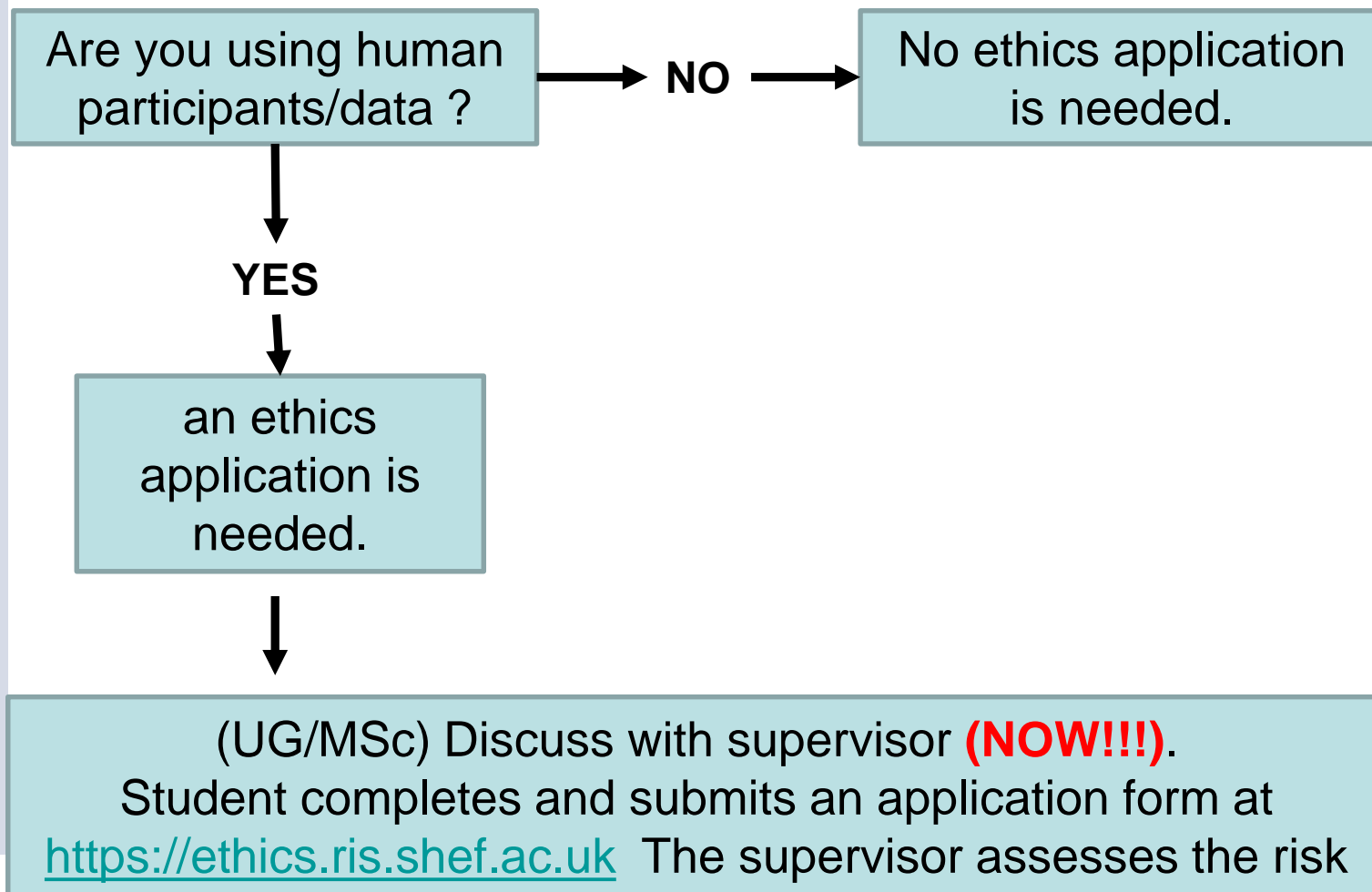
ETHICS POLICY GOVERNING RESEARCH INVOLVING HUMAN PARTICIPANTS PERSONAL DATA AND HUMAN TISSUE:

The paramount principle governing all University of Sheffield research involving human participants, personal data and human tissue is respect for the participants' dignity, rights, safety and well-being.

1.1 Participants' rights Participants have a right to:
- **consent** to participate, withdraw from, or refuse to take part in research projects;
- **confidentiality:** personal information or identifiable data should not be disclosed without participants' consent;
- **security of their data:** data and samples collected should be kept secure and anonymised where appropriate;
- **safety:** participants should not be exposed to unnecessary or disproportionate levels of risk.

1.2 Researchers' obligations
Researchers have an obligation to ensure that their research is conducted with:
- **honesty;**
- **integrity;**
- **minimal possible risk** to participants and to themselves;
- **respect** for other people, their values and their cultures.

Guidance on the interpretation and application of these principles is detailed in this Policy document.

https://www.sheffield.ac.uk/polopoly_fs/1.755691!/file/Ethics_Policy_Senate_Approved.pdf

(UG/MSc) Discuss with supervisor.
Student completes and submits an application form at
https://ethics.ris.shef.ac.uk The supervisor assesses the risk

HIGH

LOW

The ethics administrator is automatically informed of the online submission and approval

(Quick)

Data collection
Experimentation can start

Research Ethics: Useful Links

Online Ethics Application system: https://ethics.ris.shef.ac.uk/

- Flowchart guiding ethics PGT and UG applications:
https://www.sheffield.ac.uk/polopoly_fs/1.563232!/file/Online_Ethics_Guide_PGt_UG_Applicant.pdf

- University of Sheffield Research Ethics Policy (full document):
https://www.sheffield.ac.uk/polopoly_fs/1.755691!/file/Ethics_Policy_Senate_Approved.pdf

This is basically "**the bible**" where you should be able to find the answers. Particularly useful are the *Research Ethics Policy Not*es (15 in total) that are at the end of the document. They deal with particularly "delicate" topics, e.g. no 14 (pp 63-66) deals with *'Research involving social media data'*.

- Various useful links with practical stuff about applications:
https://www.sheffield.ac.uk/rs/ethicsandintegrity/ethicspolicy/educationresources/onlinesystem

- More links regarding ethics when it involves human participants:
https://www.sheffield.ac.uk/rs/ethicsandintegrity/ethicspolicy

- Main website for Research Integrity and Ethics:
https://www.sheffield.ac.uk/rs/ethicsandintegrity

At our University, it is the University Research Ethics Committee (UREC) who deals with most ethics issues and are actually able to support researchers in this process:
https://www.sheffield.ac.uk/rs/other/committees/ethicscommittee

BCS Code of Conduct

1. **Public Interest**

2. **Professional Competence and Integrity**

3. **Duty to Relevant Authority**

4. **Duty to the Profession**

Relevance for MSc Project

Chapter 3: Analysis
Subsection: Ethical, Professional and Legal Issues associated with project.

- You should identify issues in the project that relate to the BCS code of conduct or relevant legislation (e.g., confidentiality, if dealing with an external client).

Public Interest

BCS Code of Conduct

- have due regard for public health, privacy, security and wellbeing of others and the environment

- have due regard for the legitimate rights of Third Parties (other people)

- conduct your professional activities without discrimination on the grounds of sex, sexual orientation, marital status, nationality, colour, race, ethnic origin, religion, age or disability, or of any other condition or requirement

- promote equal access to the benefits of IT and seek to promote the inclusion of all sectors in society wherever opportunities arise

    (Computer science has an impact on society at large, everybody deserves to benefit from this

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BCS Code of Conduct

Professional Competence and Integrity

- only undertake to do work or provide a service that is within your professional competence

- Do NOT claim any level of competence that you do not possess

- develop your professional knowledge, skills and competence on a continuing basis, maintaining awareness of technological developments, procedures, and standards that are relevant to your field

- ensure that you have the knowledge and understanding of Legislation and that you comply with such Legislation, in carrying out your professional responsibilities

- respect and value alternative viewpoints and, seek, accept and offer honest criticisms of work

- avoid injuring others, their property, reputation, or employment by false or malicious or negligent action or inaction

- reject and will not make any offer of bribery or unethical inducement

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BCS Code of Conduct

Duty to Relevant Authority

- carry out your professional responsibilities with due care and diligence in accordance with the Relevant Authority's requirements whilst exercising your professional judgment at all times

- seek to avoid any situation that may give rise to a conflict of interest between you and your Relevant Authority

- accept professional responsibility for your work and for the work of colleagues who are defined in a given context as working under your supervision

- NOT disclose or authorise to be disclosed, or use for personal gain or to benefit a third party, confidential information except with the permission of your Relevant Authority, or as required by Legislation

- NOT misrepresent or withhold information on the performance of products, systems or services (unless lawfully bound by a duty of confidentiality not to disclose such information), or take advantage of the lack of relevant knowledge or inexperience of others

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Duty to the Profession

BCS Code of Conduct

- accept your personal duty to uphold the reputation of the profession and not take any action which could bring the profession into disrepute

- seek to improve professional standards through participation in their development, use and enforcement

- uphold the reputation and good standing of BCS, the Chartered Institute for IT

- act with integrity and respect in your professional relationships with all members of BCS and with members of other professions with whom you work in a professional capacity

- notify BCS if convicted of a criminal offence or upon becoming bankrupt or disqualified as a Company Director and in each case give details of the relevant jurisdiction

- encourage and support fellow members in their professional development

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BCS Code of Conduct

Remember:

Relevance to your future career.

If you become a member of BCS, you are signing up to their Code of Conduct

Relevance to Background Report for dissertation…

Chapter 3: Analysis
Subsection: Ethical, Professional and Legal Issues associated with project.

A clearly-labelled subsection in this chapter should address ethical, professional and legal issues associated with the project:

- **You should identify issues in the project that relate to the BCS code of conduct or relevant legislation (e.g., confidentiality, if dealing with an external client).**

TO DO: You should be able to update your background report to include this subsection.

This lecture has covered …

- Risks & hazards
- Analysing & managing risk
- Risk register
- Ethics review process
- Unfair means
- Misrepresentation of data
- Professional codes of conduct

Logistics: Lectures

Lectures: 1hr per week (*Wed 12:00-12:50*)

- **Lecture 1 (12th Feb): *Project Management (PW)***

- Lecture 2 (**19th Feb**): *Finding & Referencing Information (EH)*

- Lecture 3 (**26th Feb**): *Risk & Ethics (PW)*
  [4th, 11th March – No COM6905 lectures (moved to 18th/25th)]

- Lecture 4 (**18th March**): *Academic Writing (ML) –*

- Lecture 5 (**25th March**): *Intellectual Property & Contracts (RM)*

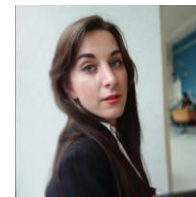- Lecture 6 (**Mid/end August**): *Preparing & Presenting a Poster (PW)*

Emily Herron   **Mark Lawrence**   **Ruth Mallalieu**

GUEST LECTURES

University Library   *ELTC*   *Scholarly Communications Licensing Manager*

The University Of Sheffield.