February 2023

FHS in Computer Science,
FHS Mathematics and Computer Science,
FHS Computer Science and Philosophy

Data Visualisation mini project
Hilary Term 2023

NOTICE TO CANDIDATES

Full particulars of the examinations are given in the Examination Regulations, and the Examination Conventions for 2022-23 will be found at

http://www.cs.ox.ac.uk/teaching/examinations.

One course is scheduled for examination at the end of Hilary Term 2023. This notice gives information about what to hand in and when, and guidelines for mini-projects (Appendix A).

1. Submitted Mini-project(s)

Release Date
The mini-project (take-home assignment) for course may be downloaded from Inspera (https://oxford.inspera.com/) from 12:00 noon (UK time) on the date shown:

Friday of week 8, Hilary Term (10th March 2023):

- Data Visualisation

Submitting a mini-project
The mini-project must be submitted online through Inspera. We do not accept printed copies. Please name your file with your candidate number and the name of the assignment.

Please note that your candidate number should be the only means of identification of your work. Please ensure that you include your candidate number on the front page of each mini-project submitted. **DO NOT include your name or Student Number.** You can obtain your candidate number through Student Self Service (for guidance on using the Student Self Service, please visit: http://www.ox.ac.uk/students/selfservice/).
Should you encounter any problems doing this then please contact academic.administrator@cs.ox.ac.uk.

Once mini projects have been published they are not to be shared or discussed with other students or anybody else. Please note, where mini-projects are set for candidates studying a different degree programme the material covered in the mini-project may be similar but may not be identical.

Submission Date

Submission Date: 12.00 noon, Tuesday 11th April 2023

Guidelines for mini-projects
Please refer to Appendix A.

2. Late submission or failure to submit coursework

Under the provisions permitted by the regulations, late submission of coursework (i.e. mini-projects) where there are no extenuating circumstances may result in the following penalties:

Lateness	Cumulative penalty
Up to 12 hours	10 marks
12 – 48 hours	20 marks
48 – 72 hours	30 marks
72 – 96 hours	40 marks
96 hours – 14 days	50 marks
More than 14 calendar days after the notice of non-submission	Fail

Failure to submit a required element of assessment will result in the failure of the whole of Part A or B. Where permission for late submission has been granted by the Proctors, no penalty will be imposed.

3. Results

Results will be available after the final examiners' meeting in Trinity Term 2023. You will be able to view your results by logging on to Student Self Service, using your single sign-on.

4. Problems

If you wish to report any errors or omissions, you MUST NOT contact any member of the Examination Board, or the lecturer in charge of the course with any queries about the mini-project. You may consult your tutor, who may be able to help you determine whether there is a genuine error, but will not help you with the completion of the assignment. You or your tutor may address any queries about errors or omissions to academic.administrator@cs.ox.ac.uk, who will advise you of the next steps. You must do so no later than 12 noon on Friday 24th March 2023.

For questions about exams in general, please feel free to contact academic.administrator@cs.ox.ac.uk.

Head of Department: Professor Leslie Ann Goldberg
Direct Line Tel: +44 (0)1865 283503
Email: head-of-dept@cs.ox.ac.uk

Head of Administration & Finance: Sophie Gibbons
Direct Line Tel: +44 (0)1865 283668
Email: haf@cs.ox.ac.uk

Head of Academic Administration: Rachel Breward
Direct Line Tel: +44 (0)1865 273833
Email: academic.administrator@cs.ox.ac.uk

If other problems arise (e.g. personal issues, health issues, bereavement) please consult your tutor in the first instance. It is possible to apply for an extension of time to complete your mini-projects due to reasons like the ones listed above. In such cases, you must apply via your College as soon as possible, and please also inform academic.administrator@cs.ox.ac.uk that you are doing so. Your College will then write to the Proctors to request an extension. Please note that evidence will be required.

Dr Michael Spivey
Chair of Examiners for Part A and B,
FHS in Computer Science
FHS in Computer Science and Philosophy
FHS in Mathematics and Computer Science

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DEPARTMENT OF COMPUTER SCIENCE

Appendix A

A mini-project will normally take the form of a tutorial sheet containing several questions on the course, and will also contain new exercises. While you are free to work until the hand-in date, the expectation is that you will spend around 3/4 days per mini-project, including preparatory reading.

1. If you plan to complete your mini-projects away from Oxford, make sure that you have access to adequate computing resources, including email.

    Please note that some of your mini-projects have page limits, as set out in the rubric of the exam paper. Even if there is no page limit, you should aim at writing no more than 10 pages.

2. If prior to entering for your exams, you think you will have trouble with completing all the mini-projects you planned to do, and want to drop one of them, discuss this with your supervisor. If you do decide to drop a mini-project, make sure you advise us at **academic.administrator@cs.ox.ac.uk** and inform the class tutor. The same applies if you change your mind about which mini-projects you want to take, or if you want to complete an additional one. To change an option outside the examination entry window you must apply for permission in writing through your senior tutor or college officer. Please note that a payment will be required. For more information on this, please visit: http://www.ox.ac.uk/students/academic/exams/entry. Failure to submit a required element of assessment will result in the failure of the assessment.

3. When submitting your mini-projects, you will have to complete a Declaration Form attesting that they are your own work, except where indicated. For assessed work submitted online, the declaration will be an on-screen form. Failure to correctly acknowledge your sources is plagiarism, which is treated as a very serious disciplinary offence. Please consult the University website regarding plagiarism, and the detailed guidance on plagiarism in your student handbook.

    YOU SHOULD NOT show your mini-project to, or discuss it with, any other student or anybody else. **YOU SHOULD NOT** ask or seek to look at anybody else's work.

    If you use material from any other source such as textbooks, lecture notes or the web, then you should reference it explicitly at the relevant point. Your supervisor can give you guidance on proper referencing, or for more guidance see

    https://www.ox.ac.uk/students/academic/guidance/skills and
    http://www.cs.ox.ac.uk/files/3161/Referencing.pdf