

School of Computer Science

1st Year Welcome Guide

2016/17

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Introduction

What's in this Guide?

This guide **summarises** key information that can be found in the School of Computer Science undergraduate handbook, see:

plus details → <http://studentnet.cs.manchester.ac.uk/ugt/study-curriculum.php>

It is important that you read the handbook very carefully as it contains information relevant to your degree programme¹.

Welcome Week Activities

IMPORTANT This covers information regarding the **activities scheduled during your first week** (called Welcome Week). The Welcome Week timetable can be found online at:

→ <https://studentnet.cs.manchester.ac.uk/ugt/year1/firstweeks>

Please attend ALL your scheduled activities. Floor plans showing the locations of rooms can be found at the end of this guide.

General information

Information about our degree programmes, the structure of the academic year, course units, options, VLEs, assessment & progression etc. Most of this information will also be covered during the introductory lectures.

Help and Advice

Details of who you can talk to if you are experiencing any problems.

Health & Safety

Details of Health & Safety for our students.

Maps

The School of Computer Science occupies two buildings on the University campus, the Kilburn Building (building no. 39) and the Information Technology (IT) Building (building no. 40). Floor plans of these buildings are included to help you find your way around

¹Please note that this welcome document is intended as a guide. **Definitive information** on dates, progression rules, policies etc. is contained in the Undergraduate Handbook and relevant University policies. If you have any doubts about key dates or policies, please ask us.

Welcome Week Checklist

To get you started, here is a checklist of actions:

Have you completed the University online registration?

Complete the University registration process otherwise you will not be able to use a PC within the School. You can complete the registration process using any University PC through your my.manchester account:

<http://my.manchester.ac.uk/>

← utiliser l'ordi

Once you have completed your registration it will take 24 hours for your Computer Science account to be created.

Have you picked up your student card?

Once you have registered you can collect your University swipecard – see the University Welcome site for details of locations

Carte du SWQ

<http://www.welcome.manchester.ac.uk/get-ready/registration/new-students/>

Do you know what you are doing during Welcome week?

Read this document!

If you are experiencing problems with the registration process then the University's registration helpline is 0161 306 5544 (65544 on an internal phone). Help is available from 9am-5pm Monday to Friday. It is important that you complete the University registration process as soon as possible.

Feedback

If you have any comments or suggestions about this document, please let me know via email:

sean.bechhofer@manchester.ac.uk

Welcome Week Activities

The Welcome Week timetable details activities that have been arranged for you during Welcome Week. The activities you attend during Welcome Week depend on your degree programme. There are core activities that all students must attend; these are clearly identified.

There are additional activities that have been arranged by the School of Mathematics just for Computer Science and Mathematics (CM) students.

Activities are highlighted in the timetable as follows:

- **All students** – highlighted in yellow – all students should attend the activity.
- **CM students** – highlighted in green – activity is for Computer Science and Mathematics students only, other students should not attend.
- **HCI students** – highlighted in purple – activity is for Computer Science (Human Computer Interaction) students only, other students should not attend.
- **Groups 1/2/3/4** – highlighted in blue – introductory labs on Monday/Tuesday are arranged according to surname/family name for all students apart from CM & CSBM students. CM & CSBM students have their own allocated slot (shown in dark blue).

Group 1 Surname/Family name starting: A — D

Group 2 Surname/Family name starting: E — L

Group 3 Surname/Family name starting: M — R

Group 4 Surname/Family name starting: S — Z

- **Laboratory/Tutorial Groups (Y₁, M₁, X₃, Z₂ etc.)** – highlighted in red and orange on the timetable – the laboratory and tutorial groups will be published on Wednesday 21st September. It is important that you know your laboratory/tutorial group (Y₁, M₂, Z₄ etc.) as the activities on Thursday and Friday will be arranged by these. Please make sure that you attend the activities for YOUR assigned tutorial group.

Teaching activities from Monday 26th September will be arranged by laboratory (Y, M, Z etc.) group.

Scheduled Activities

There are a range of activities scheduled during Welcome Week. An up to date version of the Welcome Week timetable can be found online:

<http://studentnet.cs.manchester.ac.uk/ugt/year1/firstweeks/>

Please attend ALL your scheduled activities.

Welcome Talk

- When: 11am on Monday 19th September
Where: Kilburn Building LF1.1
What: An introductory talk and welcome to the School. If you have a copy of this document, it's likely you've already been to this!

Welcome laboratory

- When: Sessions on Monday 19th September and Tuesday 20th September
Where: Kilburn Building LF31 (Lower First floor)
What: You will log in to Windows for the first time and configure your email for all your devices and receive your Raspberry Pi kit. Sessions are timetabled according to degree programme, and surname/ family name in the case of single honours students.

15h

School registration

- When: Tuesday 20th September at 10am
Where: Kilburn Building Lower First floor
What: Complete the School registration form. It is important that you attend the School registration session, as we need to know who has arrived (and who hasn't!). Registration will be in two groups. Those with second or family names beginning with M-Z at 10:00, then A-L at 10:45.

10h

Introductory Talks and Presentations

- When: Wednesday 21st September starting at 10am
Where: Kilburn Building Lecture Theatre 1.1 (Lower First floor)
What: You will learn useful information about life in the School, as well as information about laboratories etc. Plus other presentations from UMSU, SPORT, and more.

10h

Meet your tutor buffet lunch

- When: Wednesday 21st September starting at 1pm
Where: Kilburn LF floor, Collab, LF15/17, IT407, G102 (depending on tutorial group).
What: Lists of tutorial groups will be provided in Lecture Theatre 1.1 on Wednesday morning. You must attend the appropriate buffet (depending on your tutorial group) to meet the other members your tutorial group and your tutor. Tables will be labelled according to tutorial group.

13h

COMP10120 group activities

- When: Sessions on Thursday 22nd September and Friday 23rd September
Where: IT407 – 4th floor of the IT building (across the bridge from the 1st floor of Kilburn building).
What: Get to know your tutorial group and prepare for the first year team project that runs throughout the year. Sessions are arranged by tutorial group (see the Welcome Week timetable).

Intro Lab 1

- When: Sessions on Thursday 22nd September and Friday 23rd September
Where: Kilburn Building LF31 (Lower First floor)
What: In this laboratory you will start using your Raspberry Pi kit to explore Linux.

Computer Science and Mathematics (CM) students have a number of activities arranged by the School of Mathematics – these are identified on the timetable. CM students also begin lectures on Friday 23rd September.

Introductory Labs

In the first lab (Monday/Tuesday) you will log on to Windows for the first time and set up your University email. You will also receive a Raspberry Pi (RPi) computer and associated components (power

supply, case etc) and start the processing of setting it up.



A Raspberry Pi²

The RPi will then be used in the Thursday/Friday introductory labs in future COMP10120 labs in order for you to improve your understanding of the Linux operating system.

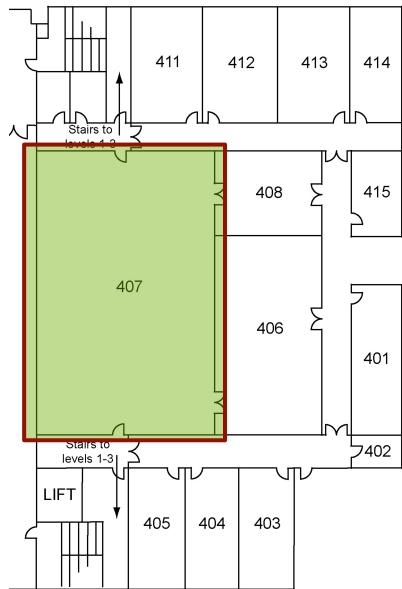
The benefit of using the Raspberry Pi is that it is relatively simple to reinstall the operating system if you manage to “break” it – this is much more difficult to do using a PC!

²http://commons.wikimedia.org/wiki/File:Raspberry_Pi_Model_B_Rev._2.jpg

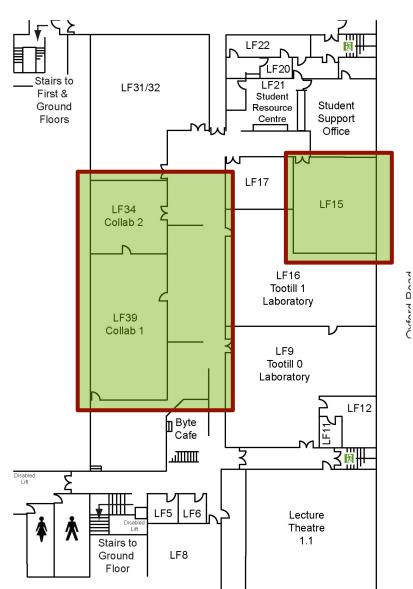
Meet Your Tutor Lunch – Wednesday

The *Meet Your Tutor* lunch is a **free lunch on us!** It gives you the **opportunity to meet your tutorial group members and your tutor**. On the morning of Wednesday 21st September a list identifying your tutorial group will be handed out, which will also tell you where your *Meet Your Tutor* lunch will be held. There will be several buffets organised at various locations (IT407, LF area/Collabs, LF15 and G102) around the School, the one you attend depends on your degree programme/tutorial group.

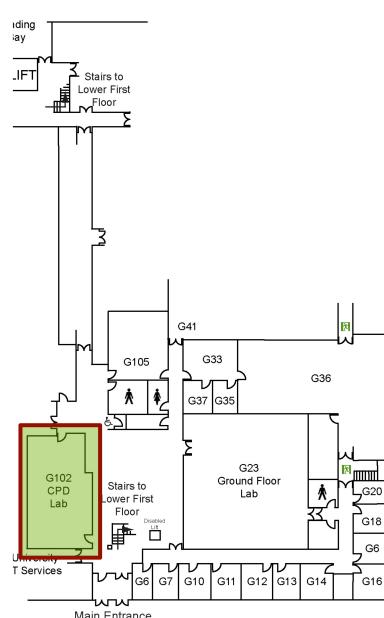
Please make sure you go to the correct location! If you are confused, members of staff will have lists of tutorial allocations and lunch locations to help you out.



(a) IT Building



(b) Kilburn Lower First



(c) Kilburn Ground Floor

Lunch Locations

On Wednesday after the morning talks have finished, make your way to the location of your buffet,

grab some food and find the table for your tutorial group - all tables will have signs on them.

What you do in this time is up to you. You can discuss whatever you want, maybe your tutor will explain where their office is located (see the maps in this guide), or explain what happens in the tutorials.

What else can I do this week?

Manchester is a **wonderful city** with many opportunities and attractions including clubs, live music, sport, food, drink, theatre and arts. It's also **very close to some beautiful countryside**. You will have plenty of free time on your hands during Welcome Week, so it's a fine time to begin exploring!

- See the Visit Manchester website for ideas of places to visit, maps and what's on:

<http://www.visitmanchester.com>

<http://www.visitmanchester.com/what-to-do/maps/>

<http://www.visitmanchester.com/what-to-do/what-s-on/>

- Have a look around the campus - **check out the Welcome Week activities at the Students' Union building on Oxford Road.**

<http://manchesterstudentsunion.com>

The Union have over **350 clubs and societies covering sports, games and religious, cultural and political groups**. The Student Fair in Welcome Week is a great opportunity to find out about these and join up:

<http://manchesterstudentsunion.com/societies>

CSSoc (Computer Science Society) will also be running activities during Welcome Week. Look out for information posted in the School.

<http://www.cssoc.co.uk/>

- For some **culture** check out the **museums** and **art galleries** in Manchester:

- The Manchester Museum on Oxford Road

<http://www.museum.manchester.ac.uk>

- The Museum of Science & Industry, MOSI, Castlefield

<http://www.mosi.org.uk>

- Manchester Art Gallery

<http://www.manchestergalleries.org>

- Use the **147 bus (free to students on campus)** to explore.

General Information

Detailed information for undergraduate students can be found in the School undergraduate handbook:

<http://studentnet.cs.manchester.ac.uk/ugt/study-curriculum.php>

The purpose of the handbook is to provide information for students who have been admitted to undergraduate degree programmes in the School of Computer Science. This information will be useful throughout your programme of study and so you should read the handbook carefully and keep it available for future reference.

The following information is simply a summary of key information in the handbook. It is not exhaustive – you should still have a look through the handbook. It is your responsibility to be aware of the rules and regulations that apply and the expectations we have of you, along with your expectations of us. Ignorance of the law is no defence!

Degree Programmes

We run the following degree programmes in the School, some of which are joint with other Schools. You will see the abbreviations used in various documents.

Single Honours Degree Programmes

- Artificial Intelligence (AI) {+4, +wIE}
- Computer Science (CS) {+4, +wIE}
- Software Engineering (SE) {+4, +wIE}
- Computer Systems Engineering (CSE) {+4, +wIE}
- Computer Science (Human Computer Interaction) (HCI) {+4, +wIE}



The CS, AI, CSE, SE and CSE degree programmes all have a common first year.

Interdisciplinary Degree Programmes (Single & Joint Honours)

- Computer Science & Maths (CM) {+wIE}
- Computer Science with Business & Management (CSBM) {+wIE}

In all degree programmes there are the following variants:

- +4: indicates the 4-year MEng option
- +wIE: indicates the 4-year with Industrial Experience option

It can be possible (depending on your entrance qualifications) to change to/from the interdisciplinary programmes. This must be done within the first few days however, so if you would like to consider this, please discuss it with Sean Bechhofer or Andrea Schalk as soon as possible.

Key Dates

The academic year is split into two semesters. Each semester consists of a period of 11 weeks of teaching, followed by a period of examinations.

Important dates for each semester are:

Semester 1

The first semester runs from Monday 19th September to Friday 27th January.

Teaching period

Monday 26th September to Friday 16th December.

Reading Week

Monday 31st October to Friday 4th November.

Christmas Vacation

Saturday 17th December to Sunday 15th January.

Examination period

Monday 16th January to Friday 27th January.

The exam timetable is published during the week commencing 5th December. The January examination results are published in late February.

) teaching
) reading
) VACATION
) exam (hurrg)

Semester 2

The second semester runs from Monday 30th January to Wednesday 7th June.

Teaching period

Monday 30th January to Friday 9th June, with a break for Easter.

Easter Vacation

Saturday 1st April to Sunday 23rd April.

Examination period

Thursday 18th May to Wednesday 7th June.

) teaching
) VACATION
) exam

The exam timetable is published during the week commencing 3rd April. The final examination results are published in mid July.

Resit Period

If you have resit exams because you have failed course units during the year then these are scheduled during the period 21st August to 1st September.

Further details on key dates can be found on the University site:

<http://www.manchester.ac.uk/discover/key-dates/>

During each semester activities on the teaching timetable are identified according to a number (1 – 12) and a letter A, B. The identification of each teaching week cycles between A and B. It is important that you are familiar with the way weeks are identified by number and letter as activities and submission of work are timetabled according to these. The current week, A or B, is displayed in the Student Resource Centre on the Lower First (LF) floor of the Kilburn Building.

Note that in semester 1, Week 6 is known as *Reading Week*, has no scheduled activities and is thus neither an A or a B week. So do not assume that even weeks are A and odd weeks are B!

Full details can be found on the School studentnet:

<http://studentnet.cs.manchester.ac.uk/ugt/timetable/cscalendar.php>

The Teaching Timetable

The full teaching timetable starts on **Monday 26th September** and your individual timetable depends on your lab group. Timetables can be found on the School intranet pages:

<http://studentnet.cs.manchester.ac.uk/ugt/timetable/>

Your lab group depends upon your degree programme as follows:

CS, AI, SE, CSE	Groups W, X, Y, Z
HCI	Group Z
CSBM	Group X
CM	Group M

to be decided

Within each lab group there are a number of tutorial groups known as X1, X2, M1, M2 etc. You will find out which tutorial group you belong to when the tutorial group lists are published on **Wednesday 21st September**.

Engineering Labs

For most practical activities, the **timetable is organised by lab groups**, so for example all students in an X tutorial groups will have COMP16121 labs at the same time. **The engineering labs (COMP12111) are a little more complex.** There is a “virtual” lab group V which is made up of selected tutorial groups from X, Y and Z. Don’t worry too much about this – we will aim to **explain it during Welcome Week!**

In the School timetable, teaching activities are identified by **course code (to the left)** and **location (to the right)** – see the example Group W semester 1 timetable in Figure 1. For example, the Monday COMP16121 lecture takes place at 2pm in lecture theatre 1.1 in the Kilburn building. However, lectures can also take place in locations outside of the Kilburn Building, for example in the timetable shown, the Monday 4pm COMP15111 lecture takes place in the Stopford Building.

Some labs and examples classes have a two week cycle, known as Week A and Week B. Activities may thus also be identified by the week they run. For example, note that while the COMP16121 and COMP15111 labs are timetabled at the same time on Monday, they are in fact on different weeks, as identified by the A and B (see previous page).

Course units taught by different Schools are identified by the course code, i.e. **COMPxx - Computer Science, BMANxx - Business School, MATHxx - Maths, etc.**

It is important you know your timetable *before* teaching starts on **Monday 26th September**. Once you know your lab group on Wednesday look at your timetable at your earliest opportunity. It’s your responsibility to know where and when you should be attending activities.

You can print your timetable from the School timetable webpage by clicking the **Printable Timetable** button in the top left-hand corner of the timetable.

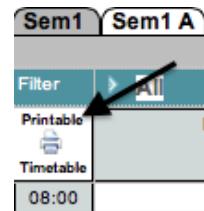


Figure 2: Printable timetable

Group W - (CS,SE,DC,AI,CSE) Timetable 2016-2017						Level 1
	All	Lectures	Labs	Examples/Tutorials/Workshops		
Printable Timetable	Monday	Tuesday	Wednesday	Thursday	Friday	
08:00	-	-	-	-	-	-
09:00	-	-	-	-	-	-
10:00	M+W UG-Intro[w1] WCOMP15111[B] M+W COMP16121[A w3+]	G23 G23 G23	-	COMP15111	1.1 COMP12111	1.1
11:00	M+W UG-Intro[w1] WCOMP15111[B] M+W COMP16121[A w3+]	G23 G23 G23 W 1st Yr Tutorial	COMP16121	1.1 COMP10120[w1-5,7-10,12] Schuster_RUTHERFORD TH COMP16121 1.1		
12:00	COMP11120[w8] Crawford House_TH 1 COMP11120[w1-5,7,9-12]	COMP11120 Sam Alex_SAMUEL ALEXANDER	COMP-PASS [w2-5,7-12,19-27,31-33]	Collab		
13:00				M+W UG-Intro[w1] M+W COMP16121[w2+]	G23 WCOMP15111 G23 [A w3+]	LF15
14:00	COMP12111	1.1 M+W COMP10120[w2+]	LF31 LF31	M+W UG-Intro[w1] M+W COMP16121[w2+]	G23 WCOMP11120 G23 G102	
15:00	COMP16121	1.1 M+W COMP10120[w2+]	LF31 LF31	WCOMP12111[w2+]	Toot 1	
16:00	COMP15111	Stopford_TH 3	-	WCOMP12111[w2+]	Toot 1	
17:00	-	-	-	-	-	-
Notes						
Key	Lecture	Laboratory	Examples-Class	Workshop	Team-Study	Tutorial

Figure 1: Sample Timetable

Course Units and Credits

Our degree programmes are modular and consist of a number of course units. Each course unit typically consists of some lectures (usually 22) plus associated laboratories, where you can put into practice the knowledge you have learnt in lectures. Most course units are linked to themes.

Each course unit is identified by a course code, i.e. COMP16121. Here COMP identifies the School running the course (Computer Science). In the School of Computer Science the course number can provide some information about the course unit:

- the 1st digit tells you the year (1 is 1st year),
- the 2nd digit tells you the theme the course unit belongs to,
- the 3rd digit is a unique identification number,
- the 4th digit is the number of credits divided by 10 (so 2 means 20 credits), and
- the 5th digit tells you the semester the course units runs (1 is 1st semester, 2 is 2nd semester, 0 is both semesters).

Other Schools use different numbering schemes for their course units.

Course units are typically worth 10 or 20 credits (except some MATHS course units which are worth 15 credits). You need to complete 120 credits of course units per year - 60 credits per semester.

If you have any optional course units to choose, it is important that you ensure that you have an equal number of credits over the two semesters and that the total number of credits is 120.

Themes

What are Themes?

A theme is a collection of course units (over a number of years) that together provide key skills in a focused area; examples include computer architecture, mobile computing & networks etc.

Why?

To ensure that material is covered in sufficient depth and in relevant areas. Degree specific programmes are associated with specific themes, or a number of themes, that must be taken by students following that degree programme.

Implications?

Depending on your degree programme you will have to follow a number of specified themes throughout your degree programme. This isn't so much of a problem in the 1st year as your course units are largely dictated to you. However, as you progress to the 2nd and 3rd years, your optional choices will become important in order for you to follow specific themes to their conclusion.

More information of themes can be found here

<http://studentnet.cs.manchester.ac.uk/ugt/options.php>

Core and Optional Course Units

Each degree programme has core course units that are fundamental to the degree programme.

Optional course units allow you to customise and specialise your degree.

The number of optional course units depends on your degree programme and current year. In the 1st year the option choices are:

AI, CS, SE, CSE	no options, common first year
HCI	no options
CSBM, CM	some options

The number of optional course units available will increase as you progress through your degree programme. However, you must still follow the themes appropriate to your degree programme. Later options may be based on what you choose now – see 2nd and 3rd year course units. More information on course unit choices and themes can be found here:

<http://studentnet.cs.manchester.ac.uk/ugt/options.php>

If you have to select optional course units you must do so before the 4th October. Instructions on how to make your choices can be found here:

<http://www.studentnet.manchester.ac.uk/selfservice/course-unit-selection/>

What do we expect from you?

You typically have 20 hours of timetabled activities per week:

20 h total
2 lectures

Lectures

usually 2 per course unit per week

Laboratories

most course units have labs associated with them, each usually **2 hours long**

Tutorials

one per week (for COMP10120)

Examples Classes

for some course units

PASS sessions

one session per week

Transferable Skills

essays, presentations etc.

40 h de travail

In addition, we expect you to **undertake private study outside of timetabled activities** – an additional 20 hours.

So we expect you to devote **40 hours per week** to your studies (not all of this is timetabled of course!). This may seem a lot compared to other degree programmes in the University, but it compares well with other science-based practical subjects.

Computer Accounts: Username and Password

You are issued with **two accounts within the School**. Windows and Linux both use the **same user-name (University username m******)** and **password**, which are the same as your University login details.

Email is made available through the **University Office365 system** and can be accessed through the my.manchester portal:

<http://my.manchester.ac.uk>

Details on how to access email through lab machines will be covered during the introductory labs. You use your University login details to access your email.

The file stores on the Windows and Linux accounts are different, and you cannot move files between them. However, you will find that for almost all labs you will be using the Linux environment.

If you have any problems logging in to the lab machines, or you have forgotten your username/password then you can visit the IT Account Manager page at

<http://iam.manchester.ac.uk/>

if you have internet access through a mobile device. A help desk will also be available on the lower first floor of Kilburn during Welcome Week, which will have a PC with a browser running on it.

You can also ask for help from the IT services help desk in the Joule Library or the Main Library, or by phoning 0161 306 5544 (internal phone: 65544).

See

<http://www.itservices.manchester.ac.uk/contacts/>

for further details.

It is important that you keep your password secret, and do not let anyone else use your account. The security of your data is your responsibility. Keep regular backups of your work in a secure location.

Code of Practice for Computer Use

When you register with the School you will sign a document to say that you agree to the code of practice for using the computers in the School. In particular, you **MUST NOT:**

- use the computers to tamper with other users' files;
- set up persistent processes that continue to run once you have logged out of a machine;
- broadcast offensive messages;
- display or store any offensive materials (pictures or text);
- send any obscene or offensive email;
- send spam emails by sending email to groups of people (Moodle forums are available for this);
- occupy a machine to play games when other students require its use for completing work; or
- eat or drink (apart from bottled water) in any laboratory.

Breaches to the code of practice will be treated seriously and may result in disciplinary action. Further information can be found in the School handbook.

Communication

Our preferred method of communication is by email, via your University email account. It is your responsibility to regularly check your University email account (at least **once a day**) – even outside of term time. If you don't regularly check your University email then you may miss important announcements. Messages may also be posted on the notice boards located on the Lower First floor, or on Moodle the School virtual learning environment.

The Director of Undergraduate Studies, Toby Howard, sends out a weekly email to students (called the *Monday Mail*) that contains announcements and information relevant to all undergraduate students. The Monday Mail is archived on the School website.

<http://studentnet.cs.manchester.ac.uk/ugt/mondaymail/>

Lectures

Most course units will consist of a number of lectures along with supporting practical activities. Lecturing styles vary considerably and will depend on particular members of staff and the nature of the material being taught.

Many lecturers will provide handouts to accompany the lectures. Note that in many cases these will not contain *all* the relevant information. You should not just rely on the lecture handouts to pass course units. Lectures are extremely important and can provide additional understanding that you may not gain from just reading notes.

When in lectures, please be considerate of others. Talking can be a distraction to both the lecturer and your fellow students.

Many units make use of the University's lecture podcast service. This records audio from lectures along with screen capture. You can access podcasts at:

<https://video.manchester.ac.uk/lectures>

You shouldn't treat the podcasts as a substitute for attending lectures.

Practicals

Computer Science is a subject that is learnt by *doing*. Thus almost all course units have practical sessions associated with them. The nature of these practical sessions will differ depending on the topic. For example, COMP16121 has a collection of programming exercises that will help you develop your understanding of Object Oriented programming in Java, while COMP11212 has examples classes that require you to work through pen and paper exercises that help illustrate the theoretical concepts being presented in that unit.

The practical components not only contribute towards final assessment marks (for example the final mark for COMP12111 is 50% exam and 50% lab) but also help in cementing the concepts and ideas that are being taught. Our experience shows that those students who do not attend labs perform less well than those students that do.

Tutorials

During your first week you will be assigned a tutorial group and tutor (who is an academic member of staff). Tutorial group lists will be published on the morning of Wednesday 21st September.

Each tutorial group consists of (typically) 6 students and will meet every week in the tutor's office. Tutorial groups are identified by a letter and unique number, i.e. X1. The letter depends upon your degree programme/laboratory group. A contact list of tutors is provided at the end of this guide.

The tutorials will mainly concentrate on the first year team project (COMP10120), for which tasks are timetabled on a weekly basis; detailed information on this can be found on the COMP10120 pages.

Tutorials are not lectures, YOU (the tutorial group) drive them; they are not led by your tutor. Consequently you should be prepared beforehand. As a University student, you are expected to take ownership and control of your own learning – this is particularly the case for COMP10120.

Tutorials also allow an opportunity for the group to discuss issues and seek help, as well as offer feedback on course units, lectures etc. to your tutor.

Tutorials rely on your participation, so it is important you prepare beforehand so that you can contribute effectively to the activity.

Feedback

As well as being awarded marks for your work, you will also receive feedback. This feedback is important – it should help you understand what is required and what you did wrong. We aim to return work with feedback within two weeks. If you don't receive feedback in the timeframe specified – ask for it! Let your tutor know if you have problems.

Feedback runs in both directions, and we are always keen to know what you think about your studies. In general, if you have *any* problems, please let us know so that we can take some action. If we don't know, we are unlikely to do anything. Use your SSC reps (see later) to report problems or the suggestion box on the lower first floor. Alternatively let your personal tutor or year tutor know.

At the end of each semester, the University will collect information through Unit Surveys. Please do fill these in and provide us with comments. This information is useful to us and will aid us in improving the student experience in future years.

Attendance

Attendance is COMPULSORY for ALL timetabled teaching activities.

- We monitor attendance for teaching activities in the School in the 1st year.

- We check attendance records weekly, and you will be chased if your attendance falls below an acceptable standard.
- Poor attendance **will** affect your performance – every year we see a direct correlation between the level of attendance and the level of achievement at the end of the year. The majority of those students who have resits have a poor attendance record and have failed to submit sufficient course/laboratory work during the year.
- If you are here on a student visa, poor attendance may put your right to remain in the country at risk.
- See the following page for general advice on absence reporting:

<http://studentnet.cs.manchester.ac.uk/student-services/absence.php?view=ug>

- If you miss a lab session due to illness, please speak in the first instance to the lab supervisor.
- If you miss a tutorial due to illness, please let your tutor know.
- For long periods of absence, such as an illness, please submit a mitigating circumstances form to report your absence - we can then do something to help, such as removing late flags on submitted work, excusing absences. The mitigating circumstances form can be found via the above URL.
- Persistent absence with no explanation may result in you being withdrawn from your degree programme.

How to be a successful student



To succeed as a student and ultimately achieve a high class degree is your responsibility. A good degree will invariably lead to a good, high-paid job on graduation. To succeed you must:

1. Attend ALL your scheduled lectures - don't just rely on the handouts!
2. Attend ALL your scheduled laboratories and example classes – this is where you will put all the knowledge you have gained into practice, you will also get feedback on your work/progress.
3. Be engaged in tutorials and be an active group member for the COMP10120 group project.
4. Be an active learner – ask questions, read your notes before a lecture, examples class or laboratory, make use of examples sheets and past exam papers.
5. Take responsibility for your learning – reflect on what you know and what you don't know, if you are having problems then do something about it.
6. Structure your time effectively – make sure you find time for study and socialising. Keep to deadlines; don't let particular courses (such as the Java courses) dominate your time.
7. If you get stuck, ask for help – it feels good to solve a problem on your own, but if you're having problems ask for help from your lecturer, tutor, lab demonstrator etc., do not copy from your friends!
8. Don't leave your revision until the end of the course – keep on top of your work, identify problem areas, and do something about it before the exams.
9. Enjoy yourself – your degree isn't just about work, it's about meeting new people and doing new things (within reason!), make the most of your time at Manchester, but be careful not to let your work suffer.

To pass the 1st year and progress to the 2nd year you must:

1. pass a **minimum of 40 credits** at the minimum pass mark of **40% at the first attempt**;
2. achieve a minimum pass mark of **40%** in at least **80 credits of course units** – in the remaining 40 credits you must achieve a mark in the compensation zone of 30-39%, which can be compensated to a pass mark (although the original mark will stand in your transcript) – a maximum of **40 credits per year** can be compensated in this way;
3. achieve a minimum of **40% in both the core course units COMP16121 and COMP16212**, with a minimum mark of **40%** in the individual laboratory and examination components.

Figure 3: Progression Rules

Assessment & Progression

We assess your performance in a number of ways:

- Exams at the end of each semester
- Laboratories/coursework
- Other activities such as essays, presentations etc.

Further information on how we assess individual course units can be found on the School undergraduate studentnet pages:

<http://studentnet.cs.manchester.ac.uk/ugt/>

Your **first year performance** does **not count towards your final degree**. However, success in later years depends on a good understanding of the material covered in Year 1 – hence **it is important that you work hard and succeed in the 1st year**. Your Year 1 transcript will also play a large part in an application for a placement if you are on one of the “with Industrial Experience” programmes.

To pass the year and progress to the 2nd year you must accumulate the required number of 120 passed credits. Basic progression rules are outlined in Figure 3. There are some additional rules that apply to Computer Science & Maths and Human Computer Interaction students – see the handbook for details³.

Decisions about progression are not made until the exam board meets in June. If you fail to reach the conditions stated in 1) (passing a minimum of 40 credits) then you will have NO opportunity to resit course units and will have failed the year. If you fail to reach the conditions stated in 2) and 3) then you will be required to resit the required course unit(s) during the resit period – you MUST attend the scheduled resit exam.

You may be allowed to submit missing laboratory work/coursework for a course unit that is being reexamined if the mark for that component is less than 40%. In some course units it may not be possible to submit missing coursework. Any laboratory work/coursework that is submitted as part of the resit examination will be capped at a maximum mark of 40%, unless the School is aware of any mitigating circumstances.

³Please note that the rules do change from year to year and you should thus be careful about relying on advice from other students from previous years!



Any remaining compensation credits (after the June examinations) may be applied to any course units that have been re-examined until the maximum 40 credits of compensation have been used up. Please note, as COMP16121 and COMP16212 are core course units in the first year they cannot be compensated.

The process of compensating marks and full details of the progression rules are given in the undergraduate handbook:

<http://studentnet.cs.manchester.ac.uk/ugt/study-curriculum.php>

Be very careful about any advice your friends may give you about progression requirements⁴. Every year we have students who “were told by a friend that it was ok to fail a couple of units” and subsequently end up with a nasty surprise. If you have questions, please ask us. We know the rules – we wrote them!

The First Year Team project

The First Year Team Project forms part of the compulsory course unit **COMP10120**, and forms an integral part of the 1st year tutorial system in the School. During the **first semester you will develop the skills needed for the main development part of a project**, which will take part in the second semester. The project will involve the **development of a web-based database application**. Here we hope you will develop technical skills in areas such as web design, web application design and databases. **Technologies introduced here will include HTML, PHP and SQL**.

In addition, the first year team project will allow you to **develop transferable skills**, such as group working skills, communication and presentation skills, project management, professional writing skills, etc.

You will be required to present your work in the tutorial group setting as well as to a larger audience, which will be assessed.

You will find out more about the first year team project at the COMP10120 activity sessions scheduled for Thursday 22nd September and Friday 23rd September, which are timetabled according to tutorial group. This will be the first time you will work together as a group.

We expect you to use your RPis for the project development, with the final product being deployed on the RPi acting as a webserver.

Academic Malpractice

Academic Malpractice or AMP is a term used to describe a number of offences such as **plagiarism or collusion**. Any form of cheating is taken seriously by the University. If you are found guilty then as a

⁴In particular, be wary of advice from students in their second or third year. Rules do change, and they may have been assessed under a different set of regulations.

minimum **your work will be zeroed**. If the case is serious then it may prevent you from graduating – this has happened to students in the past. Please see the handbook for more guidance.

What is Plagiarism?

Plagiarism is passing the ideas, work, thoughts or writing of others as your own. The University does not tolerate plagiarism in any form. We devote significant effort to the detection of plagiarism in essays AND code!

What is Collusion?

Collusion occurs intentionally or accidentally when a number of students work together on an assignment, and normally occurs as a result of working too closely in groups (and running short of time). Try to avoid collusion in your group work – be clear what work is your own when working in a group environment.

Don't be an accessory – **DO NOT let anyone copy your work, as you will be punished too!**

DO NOT use external websites to solicit help with your work (such as stack overflow) and do not store your work on insecure websites (such as pastebin).

You will be required to undertake a compulsory plagiarism test as part of the course unit COMP10120. We monitor submitted work for all forms of cheating and make use of external systems such as TurnitinUK.



**WARNING: ACADEMIC MALPRACTICE CAN RESULT
IN YOU BEING WITHDRAWN FROM STUDY!**

Virtual Learning Environments

Virtual Learning Environments (VLEs) provide **online resources in support of lecture material**. The University operates the **Blackboard VLE** and all course units in the University have a presence on **Blackboard**, which can be accessed via your student portal:

<http://my.manchester.ac.uk/>

The School also uses the **Moodle VLE** in support of course units in the School:

<http://moodle.cs.man.ac.uk/>

Course units could use either VLE, or both. In addition, extra material may be found on webpages associated with course units, further information can be found on the syllabus pages.

<http://studentnet.cs.manchester.ac.uk/ugt/syllabus.php>

Access to both is using your University log in details.

Reporting Faults

The School has invested a considerable amount of money to provide the latest facilities in undergraduate labs; these are for **YOUR benefit, so please look after the facilities provided!**

If you experience **any problems** with the computers in the labs, then you **should report this to IT services by contacting the help desk on 0161 306 5544**, see the IT services pages for further details:

<http://www.itservices.manchester.ac.uk/contacts/>

IT Services also have a Help Desk on the ground floor of the Kilburn Building.

If you experience any problems with the environment in the School, such as the labs being too hot or cold, broken chairs etc, then please contact the School's environment team by email:

environs@cs.man.ac.uk

When contacting the environs team please make sure you are clear when you describe the problem and the location.

Remember: **NO FOOD OR DRINK** (apart from bottled water) is allowed in **ANY** of the School laboratories: this is for your benefit – if keyboards stop working, you can't do your work!

Facebook Page

Keep up in touch using the School undergraduate Facebook page:

<http://www.facebook.com/groups/CSUGMan/>

Application Questionnaire

The School welcomes feedback on everything we do. Currently, we are hoping to **receive your feedback regarding the application process.**

You will have already been asked to complete a questionnaire about your experience as an applicant in a pre-registration communication. If you have not yet filled it in please can I encourage you to take time to do so. The information we receive will be used to improve the application process for future applicants. Thank you.

The survey can be found here:

<http://tinyurl.com/nej4cxg>

Help & Advice

If you are experiencing any problems, academic or personal, then please talk to someone.

In the first instance you can talk to your personal tutor, or if you prefer you can talk to a year tutor. The most important thing to remember is that we are here to help and that if you are having any problems talk to someone!

The University offers a number of support mechanisms for dealing with problems such as finding accommodation, dealing with harassment, personal counselling and medical advice. Information and help can be found on the Student Support Site:

<http://www.studentsupport.manchester.ac.uk/health-and-wellbeing/>

Problems? Who to talk to...

If you are experiencing problems then you can talk to:

- A member of Academic Staff;
- A member of the Student Support Office (SSO) Staff;
- Your Personal Tutor;
- Your Year Tutor.

For academic problems you can talk to:

- The academic responsible for the course unit;
- Teaching assistants/lab demonstrators/lab supervisor;
- Your Personal Tutor;
- Your Year Tutor.

For personal problems you can talk to:

- Your Personal Tutor
- A member of the Student Support Office Staff;
- Your Year Tutor.

Please note: **any problems discussed any member of staff will be treated in the strictest confidence.**

If you feel you are struggling with your work then it is vital that you speak to someone – a course unit lecturer, your tutor etc. – before you fall behind. If we know you are struggling, then we can help.

Other Support Services

The Atrium in University Place

<https://uomtheatrium.wordpress.com/>

is home to a number of University support services, including the Careers Service, the International Programmes Office and the Information, Advice & Guidance Team.

The University Counselling Service provides support services to help students who are facing difficulties. They also run regular workshops and drop-in sessions supporting wellbeing, relaxation techniques, mindfulness and so on:

<http://www.counsellingservice.manchester.ac.uk/>

The Students' Union can also offer advice on academic, personal and financial issues:

<http://manchesterstudentsunion.com/adviseservice>

Mitigating Circumstances

Any long term absences, illness or other problems should be reported to the Student Support Office. If these problems affect your academic performance, then you should fill in and submit a mitigating circumstance form:

<http://studentnet.cs.manchester.ac.uk/assessment/mitigatingcircumstancesform.pdf>

so that we have a record of your illness/problems and how the circumstances have affected you (in confidence). It is important that you discuss your problems with your year tutor before submitting the form. The following are examples of matters that may affect your work: illness, personal or family issues, or financial difficulties. Please note: requirements by funding bodies for you to pass the year are NOT classed as mitigating circumstances.

The deadlines for submitting mitigating circumstances are:

Semester 1	Teaching	16th January
	Exams	30th January
Semester 2	Teaching	18th May
	Exams	9th June
Resit Period	Exams	4th September

Mitigating circumstances ~~must~~ be submitted by these deadlines. If not, they may not be considered.

The Undergraduate Team

The Undergraduate Team are responsible for the welfare of all first year students in the School. Your year tutor depends on your degree programme. It is important that you talk to a year tutor if you are experiencing any serious problems that are having an impact on your studies.

Director of Undergraduate Studies: **Toby Howard**

Toby is responsible for the welfare of all under-graduate students in the School of Computer Science.

Office: KB 2.96, 2nd Floor Kilburn Building

Tel: 0161 275 6274 (Internal: 56274)

Email: toby.howard@manchester.ac.uk

Deputy Director of Undergraduate Studies: Paul Nutter

Paul shares responsibility for the welfare of undergraduate students in the School of Computer Science.

Office: IT119, Ground Floor IT Building
Tel: 0161 275 5709 (Internal: 55709)
Email: p.nutter@manchester.ac.uk

1st Year Tutor: Sean Bechhofer

Sean is responsible for the welfare of all first year undergraduate students in the School of Computer Science (apart from those registered on any CM degree programme).

Office: 2.14, 2nd Floor Kilburn Building
Tel: 0161 275 6282 (Internal: 56282)
Email: sean.bechhofer@manchester.ac.uk

important dude

CM Tutor: Andrea Schalk

Andrea is responsible for the welfare of all students registered on CM degree programmes within the School of Computer Science.

Office: 2.34, 2nd Floor Kilburn Building
Tel: 0161 275 6174 (Internal: 56174)
Email: andrea.schalk@manchester.ac.uk

If you are experiencing any academic or personal problems, thinking of changing or leaving your degree programme, or want to discuss course options etc., then the year tutors are here to offer you help and advice.

Tutors can be contacted at any time by email. However, to make sure that students can talk directly to us, we operate an open-door policy at the following times

Sean Bechhofer Wednesday 12:30-13:30pm

Andrea Schalk Wednesday 12:30-13:30pm

where you can call in to see us to discuss ANY problems relating to your studies, or any issues you would like to raise with us regarding life in the school.

The year tutors are here to help **YOU!** Everything you discuss with a year tutor will be treated in the strictest of confidence.

The Student Resource Centre

The student resource centre is located in LF21, on the lower first floor of the Kilburn Building. Here you can find:

- undergraduate printers;
- the school library - the majority of recommended course unit textbooks can be reserved for short-term loan;
- additional course notes and handouts; and
- the Student Support Office (SSO).

Printing

Printing in the School is provided by the University using the Pull printing service. We have a number of these printers located throughout the School, although you can retrieve your prints from any Pull printer in the University.

When you print from a computer your document is held in a queue. You access your printing by swiping your card on any printer with a card reader, select your document from the queue and then print it. See:

<http://www.itservices.manchester.ac.uk/printing/pullprinting/>

for further details.

Details of printing costs are available on the IT Services web site.

<http://www.itservices.manchester.ac.uk/students/printing/payment/>

Each academic year the School will provide students with a print allocation – details of this can be found in the handbook. You will be required to purchase additional credits once this allocation is used up.

The Student Support Office (SSO)

The Student Support Office (SSO) is located in the student resource centre and provides administrative support and advice for all undergraduate students from registration to graduation. You can contact SSO by email: sso@cs.man.ac.uk, or by calling in to speak to someone. Further details can be found in the undergraduate handbook.

English Language Skills

If you are a non-native English speaker it is vitally important that you have a good grasp of the English language in order to succeed in your degree. Even though you will have been accepted on the basis of a recognised English qualification we find that some students still struggle with the demands of being taught a (demanding) degree in English. It is your responsibility to ensure that your language skills are at a sufficient level. Problems with language will **not** be considered a mitigating circumstance or grounds for seeking a repeat of Year 1 should you fail to progress to Year 2.

You can obtain help with written or spoken English from the University Language centre:

<http://www.langcent.manchester.ac.uk/>

who also offer tests and language support.

Peer Assisted Study Sessions: PASS

What are peer assisted study sessions?

These are weekly one-hour sessions where you will meet in small groups with second and third year students. The point of PASS is to give you mentors in the form of your PASS leaders, who will be students who have progressed further with their studies. PASS is there to help you with topics where you have problems understanding unit material, to further explore computing-related topics that you are interested in, and to help you adjust to being a university student. PASS also helps with finding placements (mostly for Year 2 students), and preparing students for the application process.

When is PASS?

PASS takes place on **Wednesdays from 12.00 to 1.00 in a number of rooms**. You will receive your allocation of room and group just before the first session. If you're unsure where to go, ask in the Collabs on the Lower First floor.

What can we do in PASS?

PASS is there to support your studies, but it is completely flexible so it is up to your group to decide what you want to do each week. Note that the PASS leaders (and the other members of your group) must not help you with specific assessed exercises, but they can help you with understanding what you need to do, and the general ideas of a unit.

Further information can be found on the PASS website:

<http://studentnet.cs.manchester.ac.uk/ugt/pass/>

Staff Student Committee: SSC

The Staff Student Committee (SSC) is a committee consisting of staff and students from the School that exists to **allow students to make their views known to the School**, and for **the School to learn at first hand what the students feel about the way the School is run**. Students are elected on to the committee by the student body and their role is to report issues/concerns/suggestions from the student body (which should happen throughout the year). The committee **meets informally twice a semester to review the problems raised and the action taken, with a pizza lunch provided**.

If you would like to be considered as a representative on SSC, then you need to send an email to **Paul Nutter confirming your nomination by 12:00, Monday 3rd October**. You must also provide a brief statement stating why you should be considered as a representative. Your name, along with your statement will be published on the voting website.

Once the nomination process has closed. **A ballot will be run in Blackboard - further information will be sent out nearer the time. The ballot will close at 12:00, Friday 14th October.**

A training session for SSC members will be held on Wednesday 19th October.

Please consider standing for the committee – the committee wants to hear YOUR views, and YOU can influence how the School is run. Please feel free to ask Paul Nutter (p.nutter@manchester.ac.uk) for any further information, or if there are any questions you would like to ask.

More information about being a SSC rep can be found on the School studentnet:

<http://studentnet.cs.manchester.ac.uk/student-services/studentreps>

Information about SSC and lists of issues can be found via the *CS UG Community* section of Blackboard.

Computer Science Society: CSSoc

The Computer Science Society is run by Computer Science students for Computer Science students. The society organises a **wide variety of events and activities giving you the chance to get to know other students from across Computer Science and from many of the other Schools in the University**.

Arranged activities food nights (including Curry Nights and Oriental buffets), various pub crawls, a photo treasure hunt, and an annual ball.

More information can be found at:

<http://www.cssoc.co.uk/>

or their Facebook page

<http://www.facebook.com/cssoc.man>

CSSoc will run activities during Welcome Week – look out for further details.

Ask Me!

If you have any questions during Welcome Week then simply ask anyone wearing an *Ask Me* badge.



Health & Safety

The School is committed to maintaining a high standard in health and safety provision to protect staff, students and visitors from injuries and ill health. Details of the School Health & Safety policy can be found on the School intranet:

<http://staffnet.cs.manchester.ac.uk/committees/health.php>

The School Health & Safety officer is Tony McDonald, who can be contacted by email:

Tony.McDonald@manchester.ac.uk

You will be required to complete an online Health and Safety test.

Fire: What to do in the event of an emergency

In the event of a fire it is important that you leave the building immediately. There are different alarms in the Kilburn and IT buildings.

Kilburn building: two stage alarm. In the case of an intermittent alarm be prepared to leave the building, but do not leave until the alarm becomes constant. In the case of a constant alarm, please leave the building immediately by the nearest emergency exit.

IT Building: single stage alarm. In the case of an alarm you should evacuate the building immediately by the nearest emergency exit.

Emergency exits are clearly sign posted in each building. When evacuating a building please move to the assembly point for that building:

Kilburn building: outside St. Peter's Chaplaincy

IT building: outside George Kenyon halls of residence.

If you discover a fire then raise the alarm using the break glass alarms located on main corridors, then leave the building immediately.

Fire Tests

Weekly fire tests are performed in the Kilburn and IT building. The tests run for approximately 10s and no evacuation of the building is required unless the alarm continues to sound.

Kilburn Building

13:55pm every Wednesday.

IT Building

14:00pm every Thursday.

First Aid

A list of first aiders can be found at various locations around the School including lecture theatres and at each entry and exit point of the buildings. In the case of an emergency a first aider can be contacted by the phone numbers listed. If you fail to locate a local first aider then you must contact

campus security on 0161 306 9966 (the number can be found on the back of your University library card).

The University (and the School) has purchased a number of defibrillators (or Automated External Defibrillators - AEDs). The nearest AED can be found in the Kilburn Building porter's lodge (University Place side), or in University Place/St Peter's Chaplaincy. These AEDs are completely automatic and can be used by anyone with no previous experience. If you believe someone is having a cardiac arrest then please think of using an AED, they have been proven to save lives!

Accidents and Incidents

The majority of accidents that happen are trips and slips. It is important that if you have an accident that you report it immediately to your tutor, supervisor, lab demonstrator, or the School Health & Safety Officer, whether an injury has occurred or not, so that we can do something to make sure it does not happen again. Be careful when you walk round the building and watch where you are walking. If you see any hazards then please report it immediately in order to prevent an accident from occurring.

Security: Being Safe!

It is vital that you keep safe whilst at the University. Like any other large city, Manchester does suffer from crime, so it is important that you protect yourself and do not become a victim. Don't be an easy target for thieves, keep laptops and other pieces of valuable equipment securely hidden, be safe when withdrawing money from a cash machine, and be sensible when using your mobile phone. In your accommodation keep windows and doors locked, leave lights on when you go out, don't leave valuables on show, and use an alarm if you have one. When going out stick to well lit streets; if you feel you are in danger walk to the nearest shop or garage and call for help. If you have a bicycle then please make sure you lock it securely. The University runs a subsidised lock scheme where you can purchase a high quality "D" lock for \$15.

The University has a team of security staff on campus that can offer help and support when needed.

In the case of an emergency on campus contact the security staff on 0161 306 9966 (free phone 0800 838907).

The telephone number for campus security can be found on the back of your University library card.

Health & Safety Course Unit

The University of Manchester takes health & safety on campus very seriously. As a result, you will be required to complete an online health & safety course unit during your COMP10120 labs in Week 2. Full details as to what is required will be given out during the lab.

In the course unit you should view the compulsory University information and complete the associated tests. In addition, you must view the School of Computer Science Health & Safety material.

It is a University requirement that ALL students complete the Health & Safety Course Unit. Failure to do so will result in restrictions being put in place, such as preventing you from knowing your exam results, which may prevent you from continuing to your second year!

Location of Emergency Exits

The accompanying maps of the buildings illustrate the position of the emergency exits from each floor of each building (highlighted with the green running man as shown). Please only use these exits in the case of an emergency only. Please be aware at all time where your nearest emergency exit is.

Out of Hours Access

Normal working hours in the Kilburn Building are

Mon-Fri, 8:30am - 6:00pm

Access outside of these normal working hours is restricted. Access to the Kilburn building is available 7 days a week 8:00am – 23:30pm. However, for access outside of normal working hours, as well as permission to remain in the building outside of normal working hours, you will be required to show an out of hours pass.

In order to obtain an out of hours pass, you will need to complete an on-line Safety Induction course. Details of this are available on the School web site.

Opening times during holidays, such as Christmas and Easter, will be advertised by email shortly beforehand.

Entry to and exit from the Kilburn building outside of normal working hours is via the Kilburn Building loading bay on Wilton Street. In order to gain access you must show a valid out of hours pass along with a University swipecard (as photographic id) to the building security staff.

Building Plans

The School of Computer Science occupies two buildings: **The Kilburn Building (building no. 39)** and **the IT Building (building no. 40)**. These buildings are connected via a walkway between the 1st floor of the Kilburn Building and Level 4 of the IT Building. Within the School, room numbers will generally be prefixed with **KB** for the Kilburn Building and **IT** for the IT Building. When a room has no prefix, it is *probably* referring to a room in the Kilburn Building.

Computer Science: 39 – Kilburn Building, 40 – IT Building

Maths: 46 – Alan Turing Building

Business School: 26 - MBS East

Other Schools & Locations of Lecture Theatres 54 - Schuster Building – Physics,

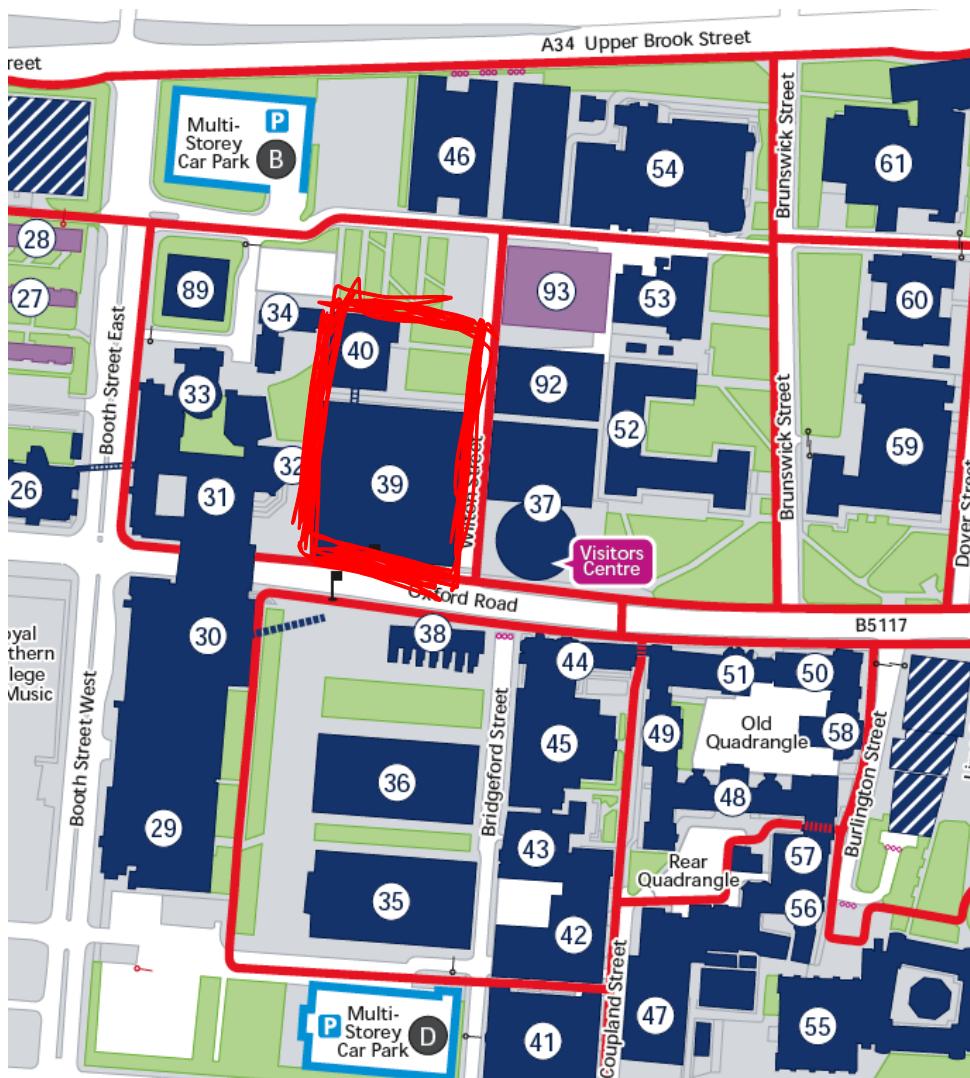
60 - Roscoe Building

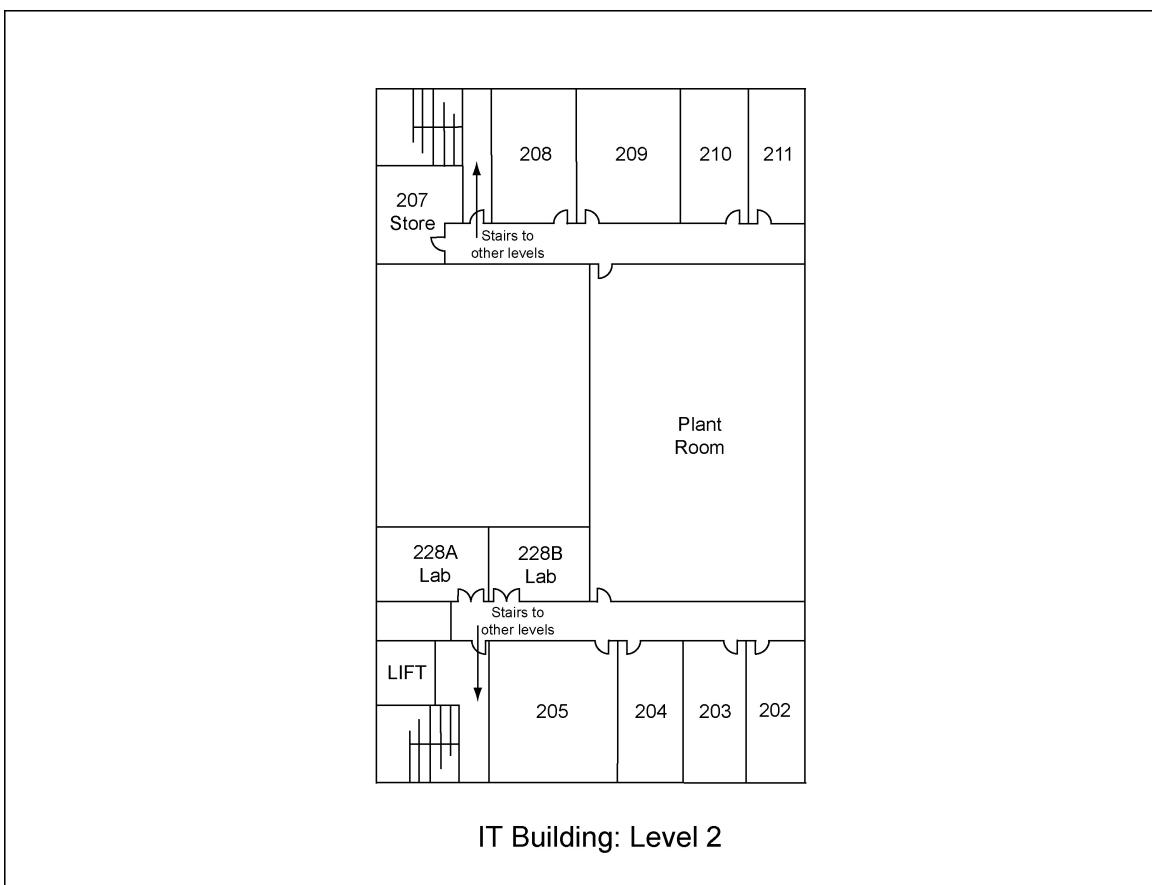
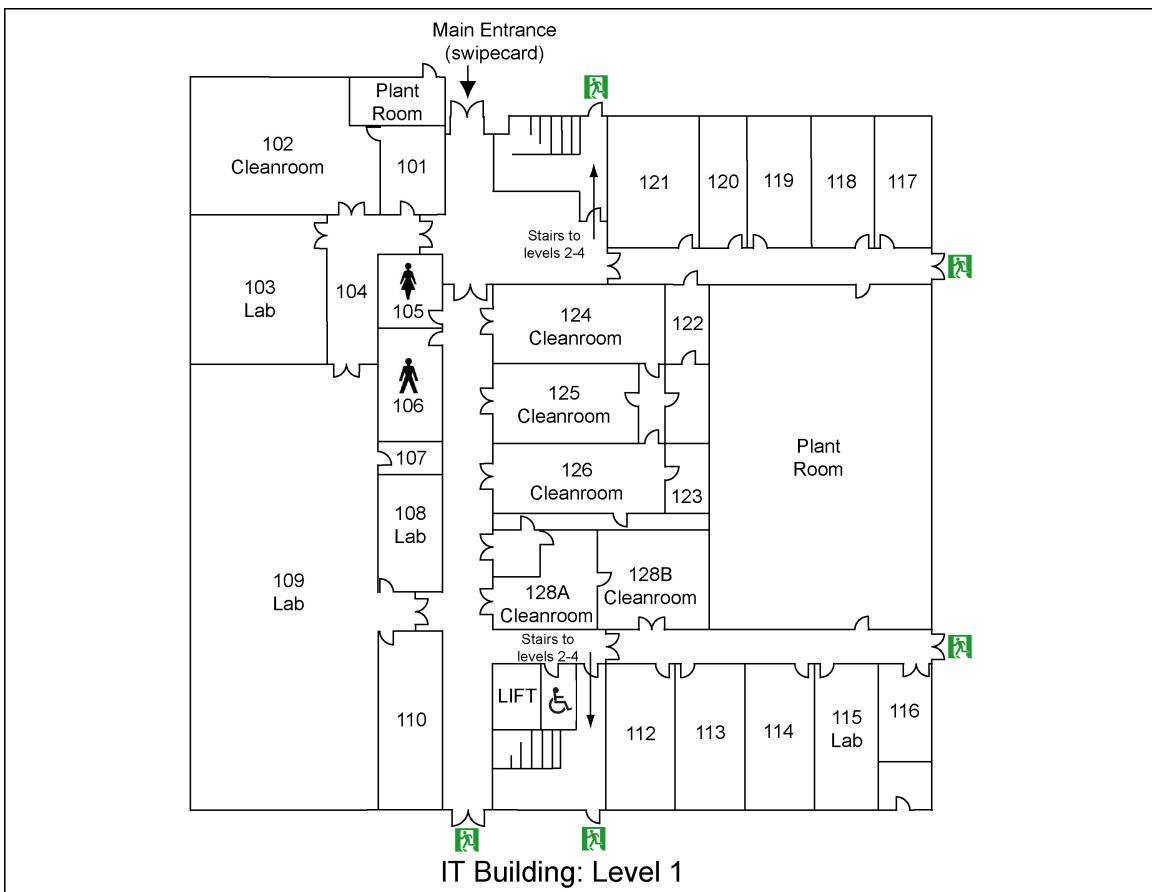
61 - Chemistry Building

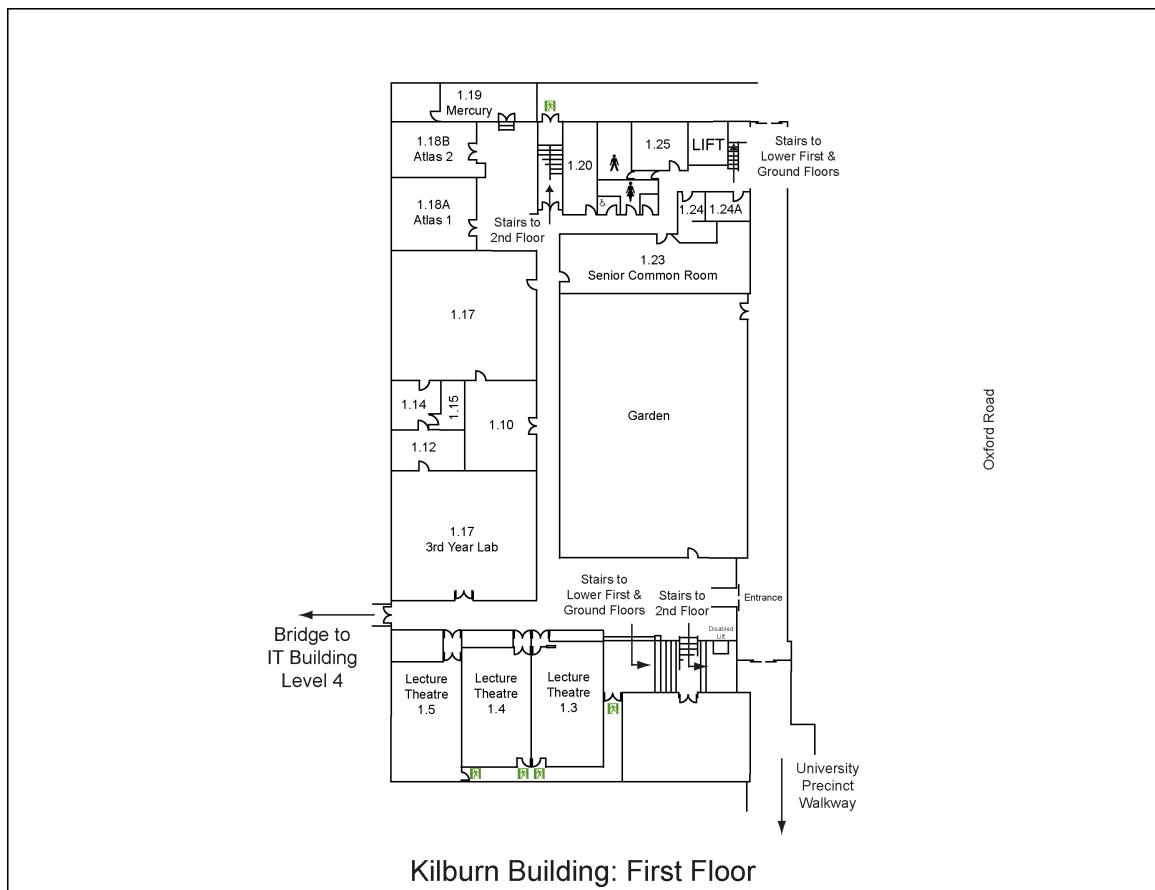
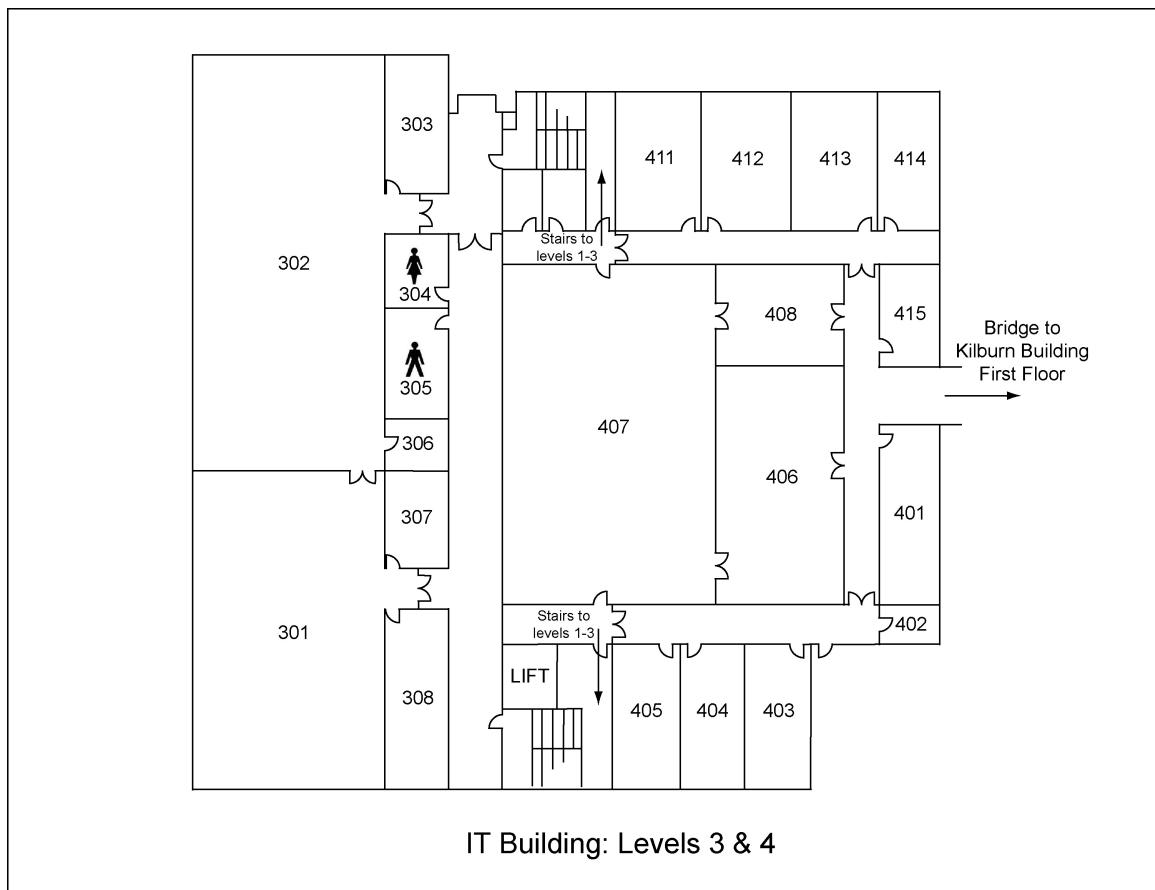
35 - Humanities Bridgeford Street

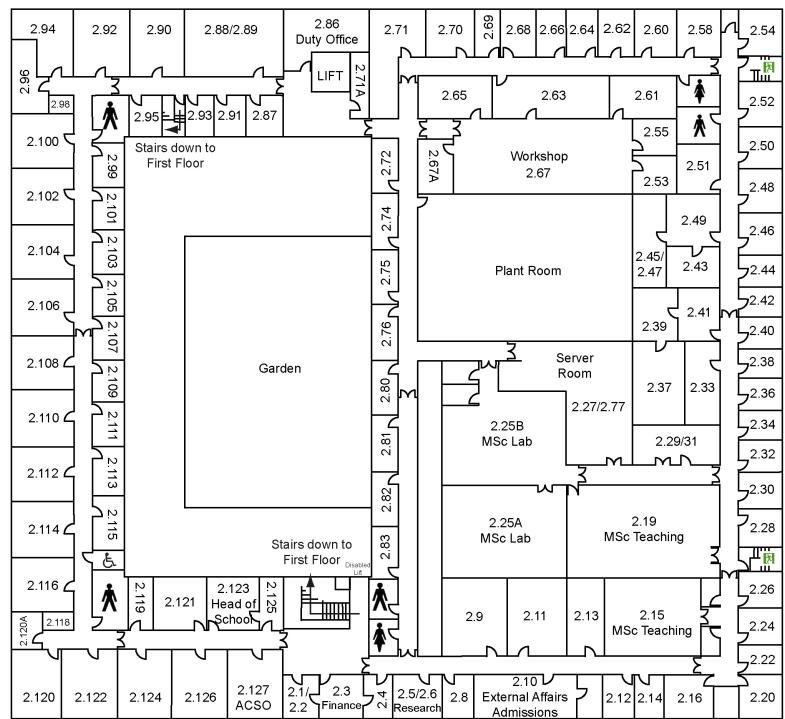
Other Useful Buildings 37 - University Place, 55 - University Library

57 - Student Services, 30 - University Precinct



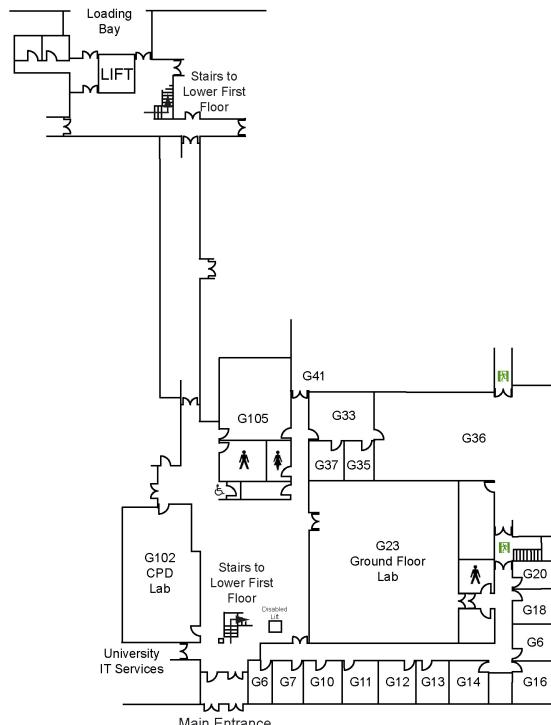




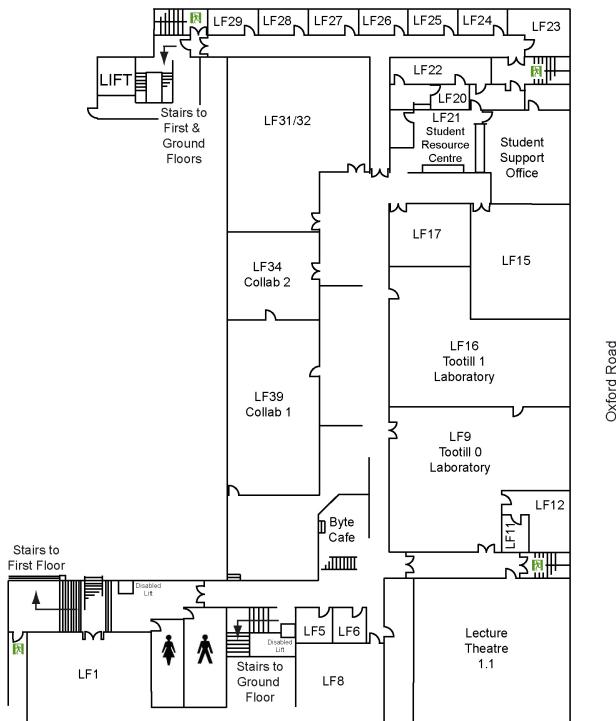


Oxford Road

Kilburn Building: 2nd Floor



Oxford Road



Kilburn Building: Lower First Floor

Person	Role	Office	email
Sean Bechhofer	1st Year Tutor	KB 2.14	sean.bechhofer
Andrea Schalk	CM Tutor/PASS Coordinator	KB 2.34	andrea.schalk
Nick Filer	MEng Tutor	IT 405	nicholas.filer
Gill Lester	SSO Manager	KB LF21	gillian.s.lester
Kath Hopkins	UG Administrator	KB LF21	kathryn.hopkins
Jean Davison	UG Assistant	KB LF21	jean.davison
Gavin Donald	UG Assistant	KB LF21	gavin.donald
Jennie Ball-Foster	Exams Administrator	KB LF21	jennie.ball-foster
Toby Howard	Director of the UG School	KB 2.93	toby.howard
Paul Nutter	Deputy Director of the UG School	IT 119	p.nutter
John Latham	1st Year Laboratory Manager	KB 2.81	john.t.latham

Table 1: UG Team contact information

Further Information

Most of the information provided in this induction guide is taken from the Undergraduate handbook. It is important that you read the handbook, which can be found on the School studentnet:

<http://studentnet.cs.manchester.ac.uk/ugt/study-curriculum.php>

Further information can be found:

- The School studentnet

<http://studentnet.cs.manchester.ac.uk/>

- The School undergraduate intranet

<http://studentnet.cs.manchester.ac.uk/ugt/>

- The School first year intranet

<http://studentnet.cs.manchester.ac.uk/ugt/year1/>

- Course Unit Information

<http://studentnet.cs.manchester.ac.uk/ugt/>

- Student My Manchester

<http://my.manchester.ac.uk/>

- Crucial Guide

<http://www.studentnet.manchester.ac.uk/crucial-guide/>

First	Second	Room
Richard	Banach	KB 2.99
Riza Theresa	Batista-Navarro	TBA
Sean	Bechhofer	KB 2.14
Gavin	Brown	KB G11
Andy	Carpenter	KB 2.119
Ke	Chen	KB G10
Sarah	Clinch	KB 2.24
Suzanne	Embury	KB 2.105
Alvaro	A. A. Fernandes	KB 2.36
Nick	Filer	IT 415
Aphrodite	Galata	KB 2.101
Jim	Garside	IT 211
John	Gurd	KB 2.54
Duncan	Hull	KB LF25
Caroline	Jay	KB 2.30
Ross	King	TBA
Dirk	Koch	IT 414
Konstantin	Korovin	KB 2.40
John	Latham	KB 2.81
Kung-kiu	Lau	KB 2.68
Dave	Lester	IT 203
John	McNaught	KB 2.82
Milan	Mihajlovic	IT 202
Tim	Morris	KB 2.107
Tingting	Mu	TBA
Javier	Navaridas-palma	IT 404
Eva	Navarro-lopez	KB 2.103
Goran	Nenadic	IT 301/308
Richard	Neville	KB G12
Paul	Nutter	IT 119
Vasilis	Pavlidis	IT 210
Stephen	Pettifer	KB 2.95
David	Rydeheard	KB 2.111
Rizos	Sakellariou	KB 2.109
Sandra	Sampaio	KB 2.12
John	Sargeant	LF28
Uli	Sattler	KB 2.121
Andrea	Schalk	KB 2.34
Renate	Schmidt	KB 2.42
Jonathan	Shapiro	KB G16
Tom	Thomson	IT 121
Markel	Vigo	KB 2.32
Ning	Zhang	KB 2.113
Liping	Zhao	KB 2.64

Table 2: Personal Tutor Contact Information