



University | School of
ofGlasgow | Computing Science

MSc Handbook

(General)

2025-2026

For all MSc CS+ and MSc IT+ programmes

Disclaimer

Although the information contained in this document is believed to be accurate at the time of writing, changes in circumstances may require modifications during the year.

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Contents

| | |
|---|----|
| Welcome to SoCS @ Glasgow! | 1 |
| 1 - The University | 2 |
| 1.1 - Registration and Student Status | 2 |
| 1.2 - Student Number & GUID | 2 |
| 1.3 - University Systems | 3 |
| 1.4 - Gilmorehill Campus | 4 |
| 2 - The School of Computing Science | 5 |
| 2.1 - MSc Programmes at SoCS | 5 |
| 2.2 - MSc Programme Structure | 6 |
| 2.3 - Academic Year Calendar | 7 |
| 3 - Enrolment | 8 |
| 3.1 - Enrolment Support | 8 |
| 3.2 - SoCS Procedures | 8 |
| 3.3 - Clashes and Lab Changes | 9 |
| 4 - Study and Attainment on SoCS MSc Programmes | 10 |
| 4.1 - Attendance and Study Expectations | 10 |
| 4.2 - Course Materials and Recording of Timetabled Sessions | 11 |
| 4.3 - Credits and Grades | 11 |
| <i>4.3.2 - Assessment bands</i> | 13 |
| <i>4.3.3 - Course Grade Calculation</i> | 14 |
| <i>4.3.4 - GPA Calculation</i> | 15 |
| 4.4 - Progression to the MSc Project | 16 |
| 5 - Assessment | 17 |
| 5.1 - Coursework | 17 |
| 5.2 - Examinations | 18 |
| <i>5.2.1 - Resit Examinations</i> | 18 |
| <i>5.2.1.8 - Resit enrolment</i> | 19 |
| <i>5.2.2 - Feedback</i> | 19 |
| 5.3 - MSc Project | 20 |
| 5.4 - Ratification by the Exam Board | 21 |
| 5.5 - Student Conduct | 21 |

| | |
|--|----|
| 6 - Awards | 22 |
| 6.1 - Award of MSc | 22 |
| 6.2 - Exit Awards | 22 |
| 6.3 - Academic Appeals | 22 |
| 7 - Graduation | 23 |
| 8 - Communication at UofG and SoCS | 24 |
| 8.1 - Communication Channels | 24 |
| 8.2 - Staff Communication | 25 |
| 8.3 - Advice – Sources & Limitations | 25 |
| 8.4 - Staff-Student Liaison Committees | 27 |
| 8.5 - Student Feedback | 27 |
| 8.6 - Complaints | 28 |
| 8.7 - Gift Policy | 29 |
| 9 - Student Visas | 30 |
| 9.1 - Graduate Visas | 30 |
| 10 - Student Support | 31 |
| 10.1 - Student Support Officer | 31 |
| 10.2 - Central Support Services | 31 |
| 11 - The Student Representative Council (SRC) | 35 |
| 12 - University Administration Information | 36 |
| 13 - Important Websites | 39 |
| | |
| Appendix 1 - Campus Map | 42 |
| Appendix 2 - Enrolment Requirements by Programme | 43 |
| Appendix 3 - School Plagiarism Policy | 47 |
| Appendix 4 – Complete Progression and Award Requirements | 53 |

Welcome to SoCS @ Glasgow! You have chosen to study in one of the top 1% of Universities in the world according to the Times and Guardian University Rankings. This will be a challenging journey, but we are here to guide and support you through your postgraduate studies. We look forward to working with you.

We have gathered information here to help you throughout your time at Glasgow. SoCS MSc students are required to read this document in full. Please refer to this document first if you have any queries about your programme.

1 - The University

1.0.1 - The University of Glasgow (UofG) was founded in 1451 by a Papal Bull requested by King James II of Scotland, and is the fourth oldest University in the English-speaking world. For more than 570 years the University has been a worldwide centre of teaching, research, and innovation, and still consistently ranks in the top 100 Universities around the world today. As a new entrant to UofG, you are joining a long and rich tradition of learning, and we hope your journey with the University will be a deeply rewarding one.

1.1 - Registration and Student Status

1.1.1 - The final stage in becoming a UofG student is Registration. Registration for SoCS MSc students opened on 11 August 2025. Before you can enrol, you must register via MyCampus. You can find information on Registration from the Registry's webpages here -

<https://www.gla.ac.uk/myglasgow/registry/registration/>

1.1.2 - Registration is in two parts, Academic and Financial. Academic registration involves confirming the details of your degree programme and personal information. Financial registration is the process by which you will pay, or arrange to pay, your fees. Only when at least one element of registration is complete can students begin to enrol in their courses. If you are experiencing difficulty in completing registration, please contact the Registration Enrolment & Support Team -

<https://www.gla.ac.uk/myglasgow/students/sset/rest/>

1.2 - Student Number & GUID

1.2.1 - When your UofG profile is created, you will be assigned a 7-digit student number. This student number, plus the initial of your family name, forms your 'GUID'.

For example, Jane Smith has the student number 3099999, and the GUID 3099999S.

1.2.2 - You will find that different systems and circumstances sometimes require one or the other. The two terms are often used interchangeably, however as a rule you should provide the 7-digit number when asked for your student number, and the number plus initial when asked for your GUID.

1.2.3 - Matters concerning your status as a University of Glasgow student, including registration, graduation, and transcripts, are administered by the Registry -

<https://www.gla.ac.uk/myglasgow/registry/>

1.3 - University Systems

1.3.1 - There are multiple systems employed by the University. The most immediately relevant of these systems are as follows:

MyCampus – (via MyGlasgow Student Portal -

<https://www.gla.ac.uk/myglasgow/students/>)

1.3.2 - The University's central records system. You will access this system to complete registration, enrol, view your timetable, and receive your course and degree outcomes when these are published.

Email - <https://www.gla.ac.uk/myglasgow/it/uofgemail/>

1.3.3 - Your Account Access Notification email should contain details of how to log in to your student email account. Your student email address will always be <Your GUID>@student.gla.ac.uk. Students are expected to check their student email account on a daily basis throughout the academic year.

Moodle - <https://moodle.gla.ac.uk/login/index.php>

1.3.4 - This is the University's online classroom system. Each course has its own Moodle page containing course information, announcements, recommended reading, learning materials, coursework, and the course exam. You can also view your component grades (see below) on Moodle. You will be automatically enrolled to the Moodle of any course you enrol to on MyCampus, and also to the MSc Handbook Moodle, which is the main source of information about the MSc Programmes generally. Enrolment to the relevant Moodle can take up to 48 hours from the time of enrolment on MyCampus.

Your login details for Moodle are the same that you have been given for MyCampus: your login will be the seven digits of your student number followed by the first character of your surname (e.g., 3099999S) and your password has already been sent to you.

Apps - <https://www.gla.ac.uk/apps/>

1.3.5.1 - There are a number of apps made available by the University to help you in your time with the University – the most important of these are

1.3.5.2 - *Safe Zone* – a general security app, providing help and real-time support where necessary, this app is also used by Student Visa holders to record their attendance

1.3.5.3 - *UofG Life* – displays your courses and timetable, helps with campus navigation, and allows room booking

1.4 - Gilmorehill Campus

1.4.1 - The University's main campus is Gilmorehill, which is where all teaching on your programme will take place. You can find interactive campus maps at <https://www.gla.ac.uk/explore/maps/>, or a simple map at Appendix 1. You will find your lecture venues listed on your timetable (see below), which will allow you to refer to the map and establish the location of your lectures.

1.4.2 - You should familiarise yourself with the whole campus, and can even take advantage of our campus tours -

<https://www.gla.ac.uk/explore/visit/campustours/prospectivestudents/>

1.4.3.1 - Other than lecture venues, the key buildings you should be aware of are as follows:

1.4.3.2 - *Sir Alwyn Williams Building (SAWB)* – named for the former Principal of the University, this is the home of SoCS, including academic and administrative offices, support services, and conference rooms.

1.4.3.3 - *Boyd Orr Building* – named for Baron Boyd Orr of Brechin Mearns, University alumnus and world-leading scientist, the Boyd Orr Building is the main location for computer labs in the College of Science & Engineering. Located directly opposite the front entrance of SAWB, all of your lab classes will take place in this building.

1.4.3.4 - *University Library* – one of the most extensive libraries in Scotland, the University Library provides you with access to a huge range of print and online learning resources. The Library also includes general, individual, and group study spaces, the home of the University's central IT Helpdesk team, and catering outlets.

1.4.3.5 - *James McCune Smith Learning & Teaching Hub (JMS)* – named for our famous alumnus, the first Black person to be awarded a medical degree by a major European University, the JMS includes lecture theatres, study spaces, and the principal catering outlet on campus. The JMS is directly adjacent to the Boyd Orr Building.

1.4.3.6 - *John McIntyre Building* – named for our alumnus and pioneer of radiology, the John McIntyre Building is best known as the home of the Student Representative Council (SRC), an independent student-led organisation providing support, guidance, and representation to the student population at UofG. You can find more information about the SRC below.

2 - The School of Computing Science

2.0.1 - Part of the College of Science & Engineering, the School of Computing Science (SoCS / ‘the School’) at UofG has been a centre for computing science research and teaching since 1957, when UofG became the first University in Scotland to have an electronic computer. Since that time we have built an international reputation for excellence in the discipline, producing world-leading research in areas such as Algorithms, Human-Computer Interaction, and Information Retrieval, and continue to expand cutting-edge research in new technologies such as Artificial Intelligence. The School has consistently ranked among the best in the UK, and was recently ranked 6th in the UK for Computer Science in the Times Sunday Times Good University Guide 2025.

2.1 - MSc Programmes at SoCS

2.1.1 - SoCS offers five MSc Programmes. We have three specialist programmes, intended for students with an undergraduate degree in Computing Science or a closely related discipline. Together, these programmes are referred to as ‘CS+’:

- MSc Computing Science (MSc CS)
- MSc Data Science (MSc DS)
- MSc Cybersecurity (MSc Csec)

2.1.2 - We offer two conversion MSc programmes, intended for students with an undergraduate degree in another discipline, which are collectively referred to as ‘IT+’:

- MSc Information Technology (MSc IT)
- MSc Software Development (MSc SD)

2.1.3 - Each MSc Programme is overseen by a **Programme Director**:

MSc Computing Science – Dr Yehia Elkhattib (Yehia.Elkhattib@glasgow.ac.uk)

MSc Data Science – Dr Iraklis Klampanos (Iraklis.Klampanos@glasgow.ac.uk)

MSc Cybersecurity – Prof Shahid Raza (Shahid.Raza@glasgow.ac.uk) / Prof Jeremy Singer (Jeremy.Singer@glasgow.ac.uk)

MSc Information Technology / Software Development – Dr Euan Freeman (Euan.Freeman@glasgow.ac.uk)

2.1.4 - The administration of your programme is performed by the SoCS Admin Team (also known as the Student Support & Enquiries Team), based at the Teaching Office, Rm 102 SAWB (first on the left from the main entrance). You can visit the SoCS Admin Team in person or contact them via the [SoCS Helpdesk](#). Your principal administrative contact is our PGT Administrator, Graeme Shedden (Graeme.Shedden@glasgow.ac.uk). Unless specified, the SoCS Admin Team operate a response target of three working days.

2.2 - MSc Programme Structure

2.2.1 - The MSc programmes consist of a taught stage (assessed over 120 credits) and a project stage (60 credits). The taught stage consists of several courses delivered over Semesters 1 and 2. For most programmes, there are a mixture of compulsory and elective (optional) courses (with the exception of MSc Csec, for which all courses are compulsory). Assessment of the taught stage consists of a combination of in-class tests, assessed coursework exercises, and exams taken in December (for all Semester 1 courses) or April/May (for all Semester 2 courses).

2.2.2 - Students must complete both the taught and project stages to be awarded the degree of MSc. Only students who have met their progression requirements in the Taught courses (see below) are permitted to progress to the Project stage, which takes place from June until September. Throughout the Taught stage, the grades students achieve will form their Grade Point Average (GPA – see below), which is an important element in progression.

2.2.3 - Students who do not meet their progression requirements may be eligible for an exit award (Postgraduate Diploma or Postgraduate Certificate - see below).

2.3 - Academic Year 2025/26

| Week | | Beginning Monday | | Week | | Beginning Monday |
|------|----------------|------------------|--|------|--------------------------|------------------|
| 0 | Orientation | 15 September | | 26 | Semester 2 | 16 March |
| 1 | Semester 1 | 22 September | | 27 | Semester 2 | 23 March |
| 2 | Semester 1 | 29 September | | 28 | Vacation | 30 March |
| 3 | Semester 1 | 6 October | | 29 | Vacation | 6 April |
| 4 | Semester 1 | 13 October | | 30 | Vacation | 13 April |
| 5 | Semester 1 | 20 October | | 31 | Revision | 20 April |
| 6 | Semester 1 | 27 October | | 32 | Revision/exams | 27 April |
| 7 | Semester 1 | 3 November | | 33 | Revision/exams | 4 May |
| 8 | Semester 1 | 10 November | | 34 | Revision/exams | 11 May |
| 9 | Semester 1 | 17 November | | 35 | Revision/exams | 18 May |
| 10 | Semester 1 | 24 November | | 36 | Vacation | 25 May |
| 11 | Semester 1 | 1 December | | 37 | Vacation | 1 June |
| 12 | Revision/exams | 8 December | | 38 | Vacation | 8 June |
| 13 | Revision/exams | 15 December | | 39 | Semester 3 | 15 June |
| 14 | Vacation | 22 December | | 40 | Semester 3 | 22 June |
| 15 | Vacation | 29 December | | 41 | Semester 3 | 29 June |
| 16 | Vacation | 5 January | | 42 | Semester 3 | 6 July |
| 17 | Semester 2 | 12 January | | 43 | Semester 3 | 13 July |
| 18 | Semester 2 | 19 January | | 44 | Semester 3 | 20 July |
| 19 | Semester 2 | 26 January | | 45 | Semester 3 | 27 July |
| 20 | Semester 2 | 2 February | | 46 | Semester 3 / Resit Exams | 3 August |
| 21 | Semester 2 | 9 February | | 47 | Semester 3 / Resit Exams | 10 August |
| 22 | Semester 2 | 16 February | | 48 | Semester 3 / Resit Exams | 17 August |
| 23 | Semester 2 | 23 February | | 49 | Semester 3 | 24 August |
| 24 | Semester 2 | 2 March | | 50 | Semester 3 | 31 August |
| 25 | Semester 2 | 9 March | | 51 | Semester 3 | 7 September |

3 - Enrolment

3.0.1 - Please refer to Appendix 2 for details of your available course selections. It is very important that you enrol only to courses available to your degree programme, and that you enrol to the correct course code (many courses have different versions with similar names, only one of which will be applicable to your programme). Students who enrol to an incorrect course or incorrect version will be removed from the course and will not have priority over any other student for a place on any other course.

3.0.2 - In order to enrol to courses, you must have completed at least one part of your registration (Academic or Financial). Enrolment to SoCs courses will open in mid-August, and registered students will be notified by email. Your compulsory courses will be enrolled by the SoCS Admin team. You will enrol your elective courses yourself via MyCampus (<https://www.gla.ac.uk/myglasgow/registry/enrolment/>).

3.1 - Enrolment Support

3.1.1 - For guidance on the enrolment process within MyCampus, please contact the Registration and Enrolment Support team (<https://www.gla.ac.uk/myglasgow/students/sset/rest/>).

3.1.2 - The SoCS Admin team can also provide assistance with enrolment via the [SoCS Helpdesk](#), and will also operate enrolment drop-in sessions 10am – 12pm on Tuesdays and Thursdays from w/b 18 August until the start of teaching in Boyd Orr Lab 1028 (BO1028).

3.2 - SoCS Procedures

3.2.1 - SoCS will not operate waiting lists for elective courses. Should a course become full, any places which later become free (e.g. by an expansion of capacity or dropping of the course by other students) will be available on a first-come-first-served basis to all eligible students via MyCampus. The SoCS Admin team will not facilitate swaps between students, or the transfer of a place to another specified student.

3.2.2 - You are advised to complete as much of your enrolment as possible yourself, and to complete enrolment as soon as possible. Many elective courses are expected to be full prior to the commencement of teaching, so the sooner you complete enrolment, the greater your chance of enrolling to all of your preferred electives. Enquiries received via the [SoCS Helpdesk](#) will be responded to within 5 working days during the enrolment period. If one or more of your preferred courses fill up during this response period, or while you await a drop-in session in BO1028, you will not have priority for a place on the course(s) over those students who have successfully enrolled themselves.

3.2.3 - You must be enrolled to all 180 credits of your MSc programme on MyCampus by the start of Week 3 (6 October 2025), that is 120 credits of taught courses and the 60

credit MSc project. You will have a limited opportunity to change your Semester 2 elective courses later in the academic year, subject to the availability of courses.

3.2.4 - You are advised to exercise great care when enrolling, particularly with regard to dropping courses. Where students drop courses, even in error, they will not have priority over any other student for a place on any course.

3.3 - Clashes and Lab Changes

3.3.1 - Although we endeavour to ensure that clashes in the timetable are kept to a minimum, unfortunately some clashes are inevitable each year due to the range of courses offered. Most apparent clashes can be resolved by selecting a different lab, however some clashes (those where the lecture of one course clashes with the lecture or all available labs of another) are unresolvable.

3.3.2.1 - You may find that a preferred elective course has space in the lecture, but not in a lab that fits your timetable. In this situation, you can ask the SoCS Admin team to investigate whether space can be made available in your required lab, either at the enrolment drop-ins or via the [SoCS Helpdesk](#). We cannot guarantee that this will be available.

3.3.2.2 - You may also find that a course has spaces, but that you require to change an existing lab on your timetable. If the course you are already enrolled to is not full, proceed to change the lab yourself via MyCampus. If the course you are already enrolled to is full, you should request the lab change via the SoCS Admin Team. If you unenrol from a full course, you will not have priority over any other student for a place on that course.

3.3.2.3 - In the two situations noted above, as with general enrolment, any delay within the [SoCS Helpdesk](#) response period or awaiting a drop-in session will not give you priority for a place on any course.

3.3.3 - Please also note that it may become necessary for the SoCS Admin team to move you from one lab to another within a course. Where this is necessary, eligible students will be selected at random. This will only ever be done in order to maximise the availability of places to the cohort, and maximising participation will take precedence over other scheduling preferences. Students should expect to attend scheduled classes at any time Mon-Fri, 9am – 6pm, and necessary lab changes will be made regardless of your existing timetable. It is likely that most students will experience this at least once, so please be prepared.

4 - Study and Attainment on SoCS MSc Programmes

4.1 - Attendance and Study Expectations

4.1.1 - Full time students should expect to spend five full working days engaging with courses each week during term time. Depending on your chosen elective courses, you may expect to be engaging in learning activities on most weekdays and additional independent study will also be required. It is not advised for MSc students to also engage in full time employment or internships during the MSc programme.

4.1.2 - Your timetable will be available on MyCampus and the UofG Life app (<https://www.gla.ac.uk/apps/uofglife/>). You must attend all the timetabled classes from the beginning of Week 1.

4.1.3 - Each core and elective course will usually have around 2-4 lectures per week, although some courses may also have additional tutorials or lab sessions if appropriate. Lecturers may provide or suggest extra reading material, but Masters level students are expected to be proactive in finding further material to enhance study.

4.1.4 - The University has a legal responsibility to monitor attendance and has issued the following guideline:

“All students are expected to attend all their timetabled learning and teaching sessions and to report absences as set out in the appropriate university absence policy.”

4.1.5 - Accordingly, we will be checking your attendance at labs, lectures, project supervision meetings and other relevant timetabled sessions. At the outset of the year, you need to demonstrate that you are engaging with teaching sessions before Week 3. If you do not do this, we will begin the process of withdrawing you from your programme.

4.1.6 - Absences of three consecutive weeks without explanation will result in action being taken. We will contact you for information and if after a further short period we don't hear from you, you will be withdrawn from the programme.

4.1.7 - The aim of this procedure is to ensure that you are given an opportunity to provide an explanation for the absence. The ultimate sanction is withdrawal from the University by Registry if no acceptable explanation for continued absence is received. However, as long as you keep the School informed of any legitimate absence, the Attendance Monitoring policy need not be a cause for concern.

4.1.8 – Regarding planned absences from campus, and given the MSc programme's one-year duration, carefully consider how extended absence may impact your academic progress. Leave of two weeks or less requires no prior authorisation, but longer absences must be discussed with your academic advisor.

4.1.9 - We have observed a strong correlation between lecture attendance and course pass rates. You will benefit significantly from regular attendance at your classes. Do not expect lecturers or tutors to explain material to you just because you have chosen not to attend the relevant sessions(s) or engage with relevant course material. Lecturers will sometimes provide materials for lectures, but these do not usually comprise a complete record of the course; you should expect to take additional notes during lectures.

4.1.10 - Students who decide (at any time of the year) that the programme does not suit them, and wish to withdraw, should inform the Programme Director in writing, and also advise the Registry.

4.2 - Course Materials and Recording of Timetabled Sessions

4.2.1 - Lecture sessions may be recorded and made available through the course Moodle page at the sole discretion of the course coordinator.

4.2.2 - You may not make video recordings of, or take photographs in, on-campus sessions. If you wish to make audio recordings of on-campus lectures for personal use you must personally ask the lecturer for their permission. If the lecturer does not give their permission, you are not allowed to record the lectures.

4.2.3 - Please note that lecture recordings and ALL course materials provided are for your own personal use and can only be used in relation to your own studies. Any unauthorised distribution of course materials, including emailing them to fellow students, and uploading them onto unauthorised web sites will be considered in breach of the Student Code of Conduct and will be subject to disciplinary action.

4.2.4 - For more information, please consult the University of Glasgow policy on lecture recording:

<https://www.gla.ac.uk/myglasgow/senateoffice/policies/studentsupport/lecturerecordingpolicy/>

4.3 - Credits and Grades

4.3.1.1 - Each course will be worth a specified number of credits, corresponding to the amount of work involved in the course. The total number of credits required in the Taught stage is 120, and all 120 credits must be completed in order to progress to the MSc Project (see below) and remain eligible for the degree of MSc. For each course you complete, your overall course grade will contribute to your GPA according to the value of the grade on the 22-point scale (see below).

4.3.1.2 - Each course has its own requirements for completion, made up of different items of assessment (components). Each component is assigned a percentage value in the assessment of the given course, which will be specified on the course Moodle. Students must submit at least 75% of the total assessment value for the course in order to receive credit for the course.

4.3.1.3 - Note that many of the examinations have a weight less than 75%, so the examination alone will not be sufficient for credit in these courses. Failing to obtain credit in just one course will mean that you will not be eligible for either the MSc or Postgraduate Diploma award, so you are advised to submit all coursework.

4.3.1.4 - The overall course grade you receive will be one of the following:

- If you complete a course, you will be awarded the appropriate number of credits and a band/grade in the range A1 to H (22-point scale – see below).
- If you are ill or have other adverse circumstances, you may be awarded an EC ('Extenuating Circumstances') (subject to the provision of a notification of Extenuating Circumstances, along with any appropriate evidence), which allow you to take the resit exam as a first attempt (i.e., uncapped grades – see below).
- If there is some reason why a result cannot be returned at the time of the Exam Boards, this will show as a DFR (Deferred) award. This deferred award will be updated once the matter has been resolved. This is normally because a conduct matter is being investigated, but there may be another valid reason why your work has not yet been able to be marked.
- If you fail to complete a course, you will be awarded:
 - CW (Credit Withheld) if the situation can be redeemed in a resit exam, or
 - CR (Credit Refused) if the situation is irredeemable.

4.3.2 - Assessment bands - The University's 22-Point Scale

4.3.2.1 - A student's achievement on assessed exercises or on examination questions within a course may be expressed as either a band, or as a numerical mark: this will vary according to the course.

4.3.2.2 - There are eight grades: A (highest), B, C, D, E, F, G, and H (lowest). Grades A-G are referred to as 'primary bands' and are subdivided into 'secondary bands'; for example, grade B is subdivided into bands B1 (highest), B2, B3 (lowest). If an item of assessment is expressed as a numerical mark, it will be converted into a band.

4.3.2.3 - Each grade band and percentage range correspond to a score (0 to 22) on the 22-point scale, as determined by the university's Schedule A assessment code. The 22-point scale is used in both course grade and GPA calculation, however please note that the methods of calculation are different (see below). Course grades are an aggregate of assessment components, while GPA is an aggregate of course grades.

4.3.2.4 - The table below shows all bands with the percentage conversion used in SoCS (please note that this differs slightly from the University's normal % conversion):

| Band | % | Score | Band | % | Score |
|-------------|----------|--------------|-------------|----------|--------------|
| A1 | 91-100 | 22 | D1 | 47-49 | 11 |
| A2 | 84-90 | 21 | D2 | 43-46 | 10 |
| A3 | 78-83 | 20 | D3 | 40-42 | 9 |
| A4 | 73-77 | 19 | E1 | 37-39 | 8 |
| A5 | 70-72 | 18 | E2 | 33-36 | 7 |
| B1 | 67-69 | 17 | E3 | 30-32 | 6 |
| B2 | 63-66 | 16 | F1 | 27-29 | 5 |
| B3 | 60-62 | 15 | F2 | 23-26 | 4 |
| C1 | 57-59 | 14 | F3 | 20-22 | 3 |
| C2 | 53-56 | 13 | G1 | 15-19 | 2 |
| C3 | 50-52 | 12 | G2 | 10-14 | 1 |
| | | | H | 0-9 | 0 |

4.3.3 - Overall Course Grade Calculation

4.3.3.1 - The overall course grade is calculated by creating a weighted average of your component grades. This means that the 22-point value of the band you receive for each component is multiplied by the percentage value of that component within the course's assessment. The resulting values for each component are added together to produce a number from 0 to 22. Numbers which are .5 and above are rounded up, numbers which are .499 and below are rounded down. The final number is then converted to the equivalent band on the 22-point scale, and this is the final course grade which is published.

Example: Course A - Assessed Exercise 20% / Exam 80%

Wei is graded B1 for the assessed exercise, and C2 for the exam - his calculation is as follows:

AE: 17 (B1) x 0.2 (20%) = 3.4

Exam: 13 (C2) x 0.8 (80%) = 10.4

3.4 + 10.4 = 13.8 - this is rounded up to 14, which corresponds to C1 on the 22-point scale.

Overall Grade: C1

4.3.4 - GPA Calculation

4.3.4.1 - To calculate a GPA, we first establish what value each individual course grade has on the 22-point scale (please see above). Once we are aware of the correct secondary bands corresponding to the 22-point scale, these secondary bands are used for the GPA calculation.

4.3.4.2 - The method used in the University's Code of Assessment is to divide the number of credits available for a given course by the total number of credits being reviewed, multiply this number by the grade scale number achieved for that course, and then add the resulting numbers from this calculation for all courses together. This total is then rounded to one decimal point, producing the GPA (.5 and above rounded up, .499 and below rounded down). Please note that no further rounding is applied to GPAs, eg 11.9 to 12.0.

Example: Ayesha is studying the MSc Computing Science, with 120 Taught credits. Her calculation is as follows:

| Band | 22PG | Credits | GPA value |
|-------------|-------------|----------------|--------------------------------|
| B2 | 16 | 20 | $(20/120) \times 16 = 2.66667$ |
| C2 | 13 | 15 | $(15/120) \times 13 = 1.625$ |
| C1 | 14 | 15 | $(15/120) \times 14 = 1.75$ |
| D3 | 9 | 10 | $(10/120) \times 9 = 0.75$ |
| A5 | 18 | 10 | $(10/120) \times 18 = 1.5$ |
| B3 | 15 | 10 | $(10/120) \times 15 = 1.25$ |
| B1 | 17 | 10 | $(10/120) \times 17 = 1.41667$ |
| C3 | 12 | 10 | $(10/120) \times 12 = 1$ |
| C1 | 14 | 10 | $(10/120) \times 14 = 1.16667$ |
| C3 | 12 | 10 | $(10/120) \times 12 = 1$ |

Unrounded GPA: 14.125

Final GPA: 14.1

4.3.4.3 - The University Code of Assessment can be found at:

<https://www.gla.ac.uk/myglasgow/apg/policies/assessment/codeofassessment/>

4.4 - Progression to the MSc Project

4.4.1 - Following the April/May examination diet, the Exam Board will assess the achievement of MSc students to establish whether they have progressed to the MSc Project. Progression decisions will be published in early June, shortly before the start of Project work.

4.4.2 - Progression to the MSc project requires:

- A Taught GPA of at least 12.0 over 120 credits of taught courses, and
- A total of at least 120 credits obtained, and
- >= 90 credits at level M, and
- >= 90 credits at grade D3 or above, and
- 0 credits at grades G or H.

4.4.3 - Students who do not meet the MSc Project Progression requirements following the Apr/May 2025 diet may be permitted to undertake their project with the requirement to complete one or more resit examinations in the August diet, depending on the assessment of the Programme Directors. Where the requirements of resit examinations in the August diet are considered to be too demanding to undertake alongside the project, students will be delayed in commencing their project until after completion of the August diet, typically in early September.

4.4.4 - Students are advised that delayed progression to the MSc Project will delay graduation.

5 - Assessment

5.1 - Coursework

5.1.1 - All courses will normally include some summatively assessed coursework, assessment of which will count towards the final mark for the course. This coursework might be either practical laboratory exercises or written work. A course may also require a student to complete additional practical or tutorial exercises, and to do extra background reading and revision. Coursework may include groupwork in addition to individually completed assessments.

5.1.2 - The submission dates for some coursework may extend beyond the end of semester. Students will normally be given feedback on their coursework within three weeks (15 working days) of submission. Note that because of the tight timetabling of the programme, this may mean that you may not get feedback from coursework before needing to make decisions on further course selections. If this is the case, any student who is concerned about their choices is encouraged to speak to the lecturers concerned for information and advice.

5.1.3 - Students cannot request that an academic decision regarding marks allocated to assessed work be changed, although they may request correction of administrative errors.

5.1.4 - All items of assessment have strict submission deadlines. Marks will be deducted for late submissions that are not accompanied by a valid notification of Extenuating Circumstances. The reduction will be equivalent to two bands per working day or part thereof. Coursework that is 5 or more working days late will be awarded 0 (band H). Submissions that are made after coursework is returned to the rest of the class will be awarded 0 (band H) – even if this is less than 5 working days from the hand-in deadline. In the case where components or sub-components are marked in percentages, an equivalent reduction of 10% per day will be applied, with a cut-off of five days.

5.1.5 - Please note that your mark for an assessment may be reduced by two bands if your submission does not conform with the published submission requirements.

Coursework cannot be redone and resubmitted unless explicitly stated by the course coordinator.

5.2 - Examinations

5.2.0.1 - Examinations will be held in December for Semester 1 and in April/May for Semester 2 courses. Exams will be held in person on campus, and will be completed online under invigilation. The examination timetable is determined by the University Registry (not SoCS) and will be published by the Registry well in advance of the examination period. When published, you can find the exam timetables here:

<https://www.gla.ac.uk/myglasgow/registry/exams/examtimetables/>

5.2.0.2 - The results of the examinations are released on MyCampus after being ratified by the Exam Board, which takes place several weeks after the end of each of the examination periods.

5.2.0.3 - Students cannot request that an academic decision regarding marks allocated to an exam be changed, although they may request correction of administrative errors.

5.2.1 - Resit Examinations

5.2.1.1 - Resit examinations will be offered to any student who achieves a band less than C3 (overall) for any of the taught courses. Resit assessments will take place in August. Students may only resit an examination once. Resit exams are taken in person and on campus. Students are advised not to schedule any activities which may interfere with their ability to take resit exams on campus – if you miss a resit exam as a result of voluntary activity, you will not be provided with another attempt.

5.2.1.2 - Except in the case of students who have been graded EC following Extenuating Circumstances (see below), Resit exams are capped at C3. This means that the maximum grade points available for the course are capped at 12.0. Please note that it is the overall course grade, not the exam grade, which is capped. When a course grade is recalculated following a resit, the new exam component grade is combined with a student's existing coursework component grades to establish the new overall grade. If this grade is above C3, the grade points will be capped at 12.0.

5.2.1.3 - When recalculating the Taught GPA after resits, the highest grade of the two grades achieved for a course is considered, but the maximum number of grade points used in the recalculation is 12 (C3). Thus, for example, if the first attempt is a D2 and the resit is a C1, then 12 points (not 14) will be used in the Taught GPA calculation.

5.2.1.4 - Resit examination grades are used to decide whether or not you progress to the project stage but are not used when deciding if you are eligible for an MSc with Merit or Distinction; Merit or Distinction are only awarded for achievements at first attempt.

5.2.1.5 - Both the first attempt and the resit grade without capping will be shown on the student's transcript.

5.2.1.6 - Taking resits that are not required for progression is not advised unless there is a particular reason why you want to improve your transcript grades. Note that resits take place during the MSc project semester; taking unnecessary resits may have a negative impact on your ability to complete the project to a high standard, and project extensions will not be offered to accommodate resits.

5.2.1.7 - You may see Registry webpages or notifications which refer to resit exams being taken at overseas venues. These do not apply to SoCS MSc students. Due to the online invigilated format of SoCS MSc examinations, it is not possible for examinations to be taken overseas.

5.2.1.8 - Resit enrolment

5.2.1.8.1 - Students will find that they are automatically enrolled in all eligible resits, whether they intend to take them or not. It is at your discretion whether you unenrol from resits you are not taking, but this is not compulsory – you can simply ignore resits which you are not taking.

5.2.1.8.2 - If you intend to take a resit which you are eligible for, all that is required is that you attend at the time and venue published on the examination timetable.

5.2.1.8.3 - Students who attend resits they are not eligible for will not have their attempts marked.

5.2.2 - Feedback

5.2.2.1 - Following first sitting exams, lecturers shall provide generic exam feedback to the whole class via the course Moodle page, within three weeks of publication of exam results.

5.2.2.2 - Only students who are required to take a resit exam in order to progress to the MSc project or to graduate with a final award may seek individual academic feedback on their first exam attempt in that course.

5.2.2.3 - To do this, email the lecturer to request more feedback within one week of the publication of the your progression decision (see above). In this email you must state that you have read the generic feedback provided to the class.

5.2.2.4 - After the cutoff period, the lecturer will arrange a feedback session, which can be either individual or in a group.

5.2.2.5 - Feedback sessions will be student-driven. Students will be required to ask specific questions; the lecturer will then explain and clear up misunderstandings. For example, we will not respond to: “How do you do question 2?” We will respond to questions such as “I attempted question 2 using a BubbleSort. Why was BubbleSort the wrong choice?”.

5.3 - MSc Project

5.3.1 - The project is a key part of the MSc programme, which is worth 60 credits toward the award of MSc.

5.3.2 - Only students who have performed sufficiently well in the taught courses will be progressed to the MSc Project. Please see above for details of the MSc Project Progression requirements.

5.3.3 - The project is taken over 12 weeks in Semester 3, commencing in early June and submitting in early September. MSc students are expected to independently produce a piece of high quality original work. MSc CS+ students will complete a research-focused project (primarily involving academic research, literature reviews, evaluations etc), while MSc IT+ students will complete a development-focused project (primarily the creation of a software artefact, product, or tool).

5.3.4 - The MSc project is assessed primarily via a substantial dissertation, but assessment also includes review of the student's working practices and professional behaviours. For MSc IT+ Projects, there is also a minimal viva element, which you will receive details of in due course. There is no presentation or viva element to the assessment of MSc CS+ Projects.

5.3.5 - The project requires full-time study for 12 weeks and students are strongly advised not to combine the Project with full-time employment or an internship. Students are advised to complete their projects on-campus, as this has been found to provide the best learning environment, but students do have the option of completing remotely. Please note that students studying on Student Visas will have their visa sponsorship removed if they opt to complete the MSc Project remotely, as they will no longer be required on campus for academic activity.

5.3.6 - Please note that no form of employment, or a decision on the part of a student to complete their project remotely off-campus, will form the basis of an Extenuating Circumstances submission or appeal.

5.3.7 - In the project, you are expected to work independently with guidance from your supervisor. You will meet your supervisor regularly and you will be responsible for arranging and documenting these meetings. Your meetings will be monitored to confirm your engagement with the project, and we expect to see evidence of continual, steady progress in the development of your project. If we cannot see evidence of continual progress, this may be taken as an indication of disengagement or potential academic misconduct. By the submission date, you must submit a dissertation that represents individual and original work of a Masters character and quality.

5.3.8 - You will be allocated a project supervisor before the beginning of the project semester. More information about the projects and the allocation process will be provided during Semester 2.

5.3.9 - Students who do not attain a grade of D3 or above in the MSc Project will be given the opportunity to receive feedback, and to resubmit the Project within 4 weeks. Resubmitted MSc Projects are capped at D3.

5.4 - Ratification by the Exam Board

5.4.1 - Before any course bands are formally assigned, all courses are subject to review by the Exam Board, which ensures that assessment is appropriate for the session and that our expectations of high-quality assessment have been maintained. The moderation of course grades is available to the Exam Board where this is found appropriate. Once approved by the Exam Board, course grades will be published on MyCampus.

5.4.2 - The Exam Board meets following the December diet, April/May diet, and Project submission.

5.5 - Student Conduct

5.5.1 - The School and University take academic misconduct very seriously. If you are suspected of plagiarism (please see the University's plagiarism statement here - <https://www.gla.ac.uk/myglasgow/apg/policies/uniregs/regulations2023-24/feesandgeneral/studentsupportandconductmatters/reg32/>), a referral will be made to the School's Student Conduct team. The case will then be considered by the School Student Conduct team, or for more serious and/or repeated alleged offences, the University's central Student Conduct Team.

5.5.2 - You can find the School's Plagiarism Policy and links to AI guidance at Appendix 3. We urge you to read this in full, and carefully follow the guidance. There have been many instances in the past of MSc students who do not graduate with their intended degree as a result of academic misconduct. You are advised to take the necessary steps to avoid this, and above all to conduct yourself honestly during assessment.

5.5.3 - Non-academic misconduct is administered by the University Student Conduct Team.

5.5.4 - You can find more information at the following links:

Student Conduct - <https://www.gla.ac.uk/myglasgow/studentconduct/#>

Plagiarism - <https://www.gla.ac.uk/myglasgow/sld/plagiarism/>

6 - Awards

6.0.1 - Following the submission of MSc Projects in early September, the Exam Board will review the achievement of all students to establish degree outcomes. Degree outcomes will be published in mid-late October.

6.1 - Award of MSc

6.1.1 - Students who meet the progression requirements and then attain a grade of D3 or above in the MSc Project will be eligible for the award of MSc. A simple pass is referred to as Qualified.

6.1.2 - A student may be awarded an MSc with Merit or with Distinction if they obtain sufficiently high grades (through results achieved at the first attempt only). In short, Merit requires a GPA of 14.5 and a grade of C1 or above in the MSc Project, whereas Distinction requires a GPA of 17.5 and a B1 or above in the MSc Project. Complete requirements for the awards are given in Appendix 4.

6.1.3 - The Exam Board will also determine prizewinners for the academic year. Prizes are awarded to the best performing student overall in both CS+ and IT+, and to the best MSc Project in both CS+ and IT+.

6.2 - Exit Awards

6.2.1 - Where students do not meet their progression requirements, they may be eligible for an exit award. There are two types of exit award associated with SoCS MSc programmes:

- The Postgraduate Diploma is an early-exit award covering 120 credits from the taught stage, with no project.
- Postgraduate Certificate is an early-exit award covering 60 credits from the taught stage, with no project.

6.2.2 - Students may opt to complete only the Postgraduate Diploma or Postgraduate Certificate and may leave the programme after the Semester 2 examinations. This is typically done by a small proportion of the class each year.

6.3 - Academic Appeals

6.3.1 - If you believe you have reasonable grounds to appeal against an academic decision, please refer to the University's policy on Academic Appeals at the following link - <https://www.gla.ac.uk/myglasgow/apg/studentcodes/>

6.3.2 - Please ensure that you give full and objective consideration to whether you have grounds for an appeal before beginning the process.

7 - Graduation

7.0.1 - Degree outcomes will be published in mid-late October, and graduation will take place in early December. Students who have been awarded the MSc following the final meeting of the Exam Board will be entitled to graduate. Students have the option to graduate in person or in absentia (remotely).

7.0.2 - It is necessary for students to enrol to graduate. You can find details of the enrolment process and dates here - <https://www.gla.ac.uk/events/graduations/enrol/>

7.0.3 - Please note that although you are considered eligible for your award once the decision of the Exam Board has been published, you are not considered as having graduated until after your degree has been officially awarded by the University at your graduation ceremony.

7.0.4 - Students who have been qualified for an exit award are also required to enrol to graduate, either in person or in absentia, in order to receive their award.

7.0.5 - If you think that your name may be mispronounced at the graduation ceremony, you can add a phonetic pronunciation of your name in the graduation section of MyCampus.

7.0.6 - Students should be aware that delayed examinations or a delayed start to the MSc Project may affect their graduation timeline. For example, students who are delayed in commencing their MSc Projects until September 2026 will not be eligible to graduate in December 2026, and if successful their first opportunity to do so will be in absentia graduation in April 2027.

8 - Communication at UofG and SoCS

8.0.1 - You will receive information on your student status, courses, programme, and academic progress via two main sources – your student email account, and Moodle. You are expected to carefully read all communications from the School and University. If you are disadvantaged by a failure to read information provided to you, that will be your responsibility. If you ask questions which have already been answered in School or University communications, you will be referred back to those communications.

Email

8.1.1.1 - Your student email address is <Your GUID>@student.gla.ac.uk (eg 3099999S@glasgow.ac.uk), and your password is the same as used with your GUID for other University systems. Your student email account is one of the principal means by which the University and the School will communicate with you. MSc students are expected to check their student email daily throughout the programme.

8.1.1.2 - Please ensure that you carefully read all of what is provided to you.

Moodle

8.1.2.1 - Moodle is the principal source of learning materials for each course, and is also used for important announcements. Course announcements are normally made via the relevant course Moodle. Programme announcements are normally made via the MSc Handbook Moodle (link to the Handbook Moodle will be provided in a further update to the MSc Handbook)

8.1.2.2 - You are expected to check the MSc Handbook Moodle and your course Moodles regularly for updates.

8.1.2.3 - The MSc Handbook Moodle is also where the MSc Handbook, FAQs, and additional programme information documents are found. The Handbook, FAQs, and additional information provided are all required reading for MSc students. If you make an enquiry which has already been covered in these documents, you will be referred back to them for information.

8.1.2.4 - MSc Moodles will open in September. You will be auto-enrolled to any course Moodle within 48 hours of enrolling to the course on MyCampus, and to the MSc Handbook Moodle following your registration (the MSc Handbook Moodle will open in late August). However it is very important that you check to ensure that you are enrolled to all of your courses on Moodle, and to the MSc Handbook Moodle.

8.2 - Staff Communication

8.2.1 - Communication to students about matters pertaining to the MSc programmes and courses will typically be sent by email or via Moodle.

8.2.2 - Please do not email members of staff from your personal email accounts: always use your University of Glasgow email address. Staff are not obliged to answer your email if it does not come from your University of Glasgow email address.

8.2.3 - Please be respectful of staff time by avoiding repeated messages across multiple platforms (e.g. email and MS Teams). Do not contact multiple members of staff with the same enquiry. Send one clear message and allow reasonable time for a response. Staff will respond to queries as promptly as possible.

8.3 - Advice – Sources & Limitations

8.3.1 - There are many different elements to pursuing an MSc programme, and you will interact with various University staff members and departments in relation to these. It is very important that you are in contact with the correct staff member or department with regard to a given situation, as contacting the wrong office can, at best, cause delay and inconvenience or, at worst, detrimentally affect your learning, your graduation, or your future plans.

Administrative Matters - University

8.3.2 - Matters relating to your status as a University of Glasgow student are normally administered by the Registry. This would include your registration, MyCampus details, and graduation. Registry are not in a position to advise on the details of your programme, your course choices (enrolment) and timetable, or academic matters connected to a given course, such as teaching arrangements or assessment outcomes.

Administrative Matters - School

8.3.3.1 - Matters relating to your programme and course choices, and the administrative elements of your programme and assessment, should be referred to the SoCS Admin Team, either in person at the Teaching Office (Rm 103 SAWB), via the SoCS Helpdesk, or by email to a SoCS Admin Team staff member you have been communicating with. You can also contact your Programme Director in relation to these matters. Other School staff members are unable to provide advice on these matters and students should not seek or depend on such advice.

8.3.3.2 - Information relating to the administrative elements of your programme will be made available whenever required, either through Moodle or by bulk email to the cohort. You can also be advised directly on an individual basis by the SoCS Admin Team or your Programme Director.

8.3.3.3 - You can depend on the advice of the SoCS Admin Team or your Programme Director, and should act in reliance on that advice with confidence. In the unlikely event that you are incorrectly advised by either of these sources, the SoCS Admin Team will take all necessary and possible measures to put you in the position of having been correctly advised at first instance. However, it is always the case that some minor changes to class sizes, timetables, venues, lab groups etc are required each year. For this reason, the advice of the SoCS Admin Team or your Programme Director cannot remain valid indefinitely. Advice which is published to the whole cohort, either via Moodle or by bulk email, will remain valid until it is explicitly voided or replaced by a subsequent communication. You can act in reliance on this advice while it is in place. Advice which is given to you individually must be acted upon as soon as possible. If you receive individual advice from the SoCS Admin Team or your Programme Director then, in order to rely on that advice later in relation to any matter, you must act on that advice within one week of receiving it (or within one week of the advice becoming actionable, eg if you are advised to do something after a certain time).

Academic/Administrative Matters - Courses

8.3.4 - Matters relating to the academic content or in-course organisation of any given course should be referred to the relevant course coordinator.

Extenuating Circumstances

8.3.5 - Matters relating to your wellbeing, or external issues having a detrimental effect on your studies, should be referred to the School's Student Support Officer. Please see the Student Support section below for further information.

Visa Matters

8.3.6.1 - Matters relating to Student Visas or UK entry status should be referred to our colleagues at International Student Support (<https://www.gla.ac.uk/international/support/>). Please note that no School staff member, either academic or administrative, is qualified or authorised to provide you with visa advice. You should not seek or act upon visa advice from any source in the University other than International Student Support. If you choose to accept visa advice from a third party adviser, you do so at your own risk.

8.3.6.2 - Please be advised that the School will not organise or administer any visa process on your behalf. When you are conducting visa processes which are informed or affected by academic matters (eg a Graduate Visa application, which requires confirmation of your degree outcome), the School can only take action on or provide confirmation of the relevant academic matters. It is your responsibility

to establish what is required for your visa process and, in the case of academic action or confirmation, to request this from the School.

8.4 - Staff-Student Liaison Committees

8.4.1 - The Staff-Student Liaison Committees ('SSLCs') meet regularly throughout the year; they are an opportunity for Class Representatives ('Class Reps') to give staff valuable feedback on the MSc programmes.

8.4.2 - Class Reps will be recruited in the early part of Semester 1. You should think carefully about whether you would like to undertake this role. As well as providing valuable experience, including CV points, such participation will be recorded on your academic transcript, subject to the completion of SRC training (which lasts half a day). Students wishing to serve as Class Reps must be aware and agree that their name and student email address will be publicised to the cohort via the Handbook Moodle.

8.4.3 - Any student on the MSc programmes who wishes a matter to be raised at an SSLC meeting should contact one of the Class Reps before the meeting.

8.4.4 - Class Reps are encouraged to raise issues of immediate concern directly with the lecturer or Programme Director concerned, so that these issues can be dealt with promptly, rather than waiting to raise minor issues at the SSLC meeting. Only if these issues are not dealt with satisfactorily do they become a matter of concern for the SSLC.

8.4.5 - Minutes are taken at all meetings and appropriate actions are identified, whether immediate actions on lecturers or the Programme Director or references to relevant school committees. The Learning and Teaching Committee monitors the minutes of all SSLC meetings.

8.5 - Student Feedback

8.5.1 - We continually improve and develop our programmes and courses over the years. To help us, we ask you to respond to questionnaires for each course near the end of teaching, covering the content, lectures, organisation, and practical work, and providing an opportunity to make comments – a link to each online end-of-course questionnaire will be emailed to you. We hope you will take the time to provide us with this information.

8.5.2 - In addition, we may sometimes ask you to comment on the introduction or removal of courses in our curricula. We would be grateful for your input on these matters.

8.6 - Complaints

8.6.1 - If you have a complaint, please raise it in the first instance with a member of staff in the area concerned (Stage 1).

- (a) If your query relates to administration, contact the PGT administrator.
- (b) If your query relates to a specific course, please contact the course lecturer or relevant MSc Programme Director.
- (c) If your query relates to your project, contact your project supervisor or relevant MSc Project Co-ordinator.

8.6.2 - The School of Computing Science aims to provide a response to the complaint within five working days. It is hoped that consultation with tutors, lecturers and/or the year head will resolve any difficulties or disputes that may arise.

8.6.3 - If you are not satisfied with a Stage 1 response (or if your complaint is complex) you may proceed to Stage 2, when the University will undertake a detailed investigation of the complaint, aiming to provide a final response within 20 working days. You can raise a Stage 2 complaint with the Complaints Resolution Office by emailing complaints@glasgow.ac.uk, or phoning 0141 330 6244. The SRC Advice Centre is available to provide advice and assistance if you are considering making a complaint or appeal. (Tel: 0141 339 8541; e-mail: advice@src.gla.ac.uk)

8.6.4 - Complaints do not have to be made in writing, but you are encouraged to submit the completed Complaint Form whether it is at Stage 1 or Stage 2. This will help to clarify the nature of the complaint and the remedy that you are seeking.

8.6.5 - You can find full details of the Complaints procedure at

<https://www.gla.ac.uk/connect/complaints/>

8.7 – Gift Policy

8.7.1 - We understand that in many cultures it is the norm to bring gifts to teachers, particularly individual project supervisors. We understand that this can be an important marker of appreciation and respect. However, teaching staff cannot accept gifts of any substantial value. Staff will have to refuse gifts that might be seen to compromise their integrity. This can lead to situations where staff have to turn down gifts on the spot and an act of kindness and respect on your part becomes unhappy for everyone.

8.7.2 – Please refer to the following guidelines on appropriate gifts:

- Please do not ever feel obliged to bring gifts for teaching staff.
- Please do not offer gifts of any substantial value – as rough guidance, a gift would have to be clearly less than £20 in value to be accepted.
- If you really do want to bring a token of appreciation, a simple personal gift will be appreciated more than anything else.
 - For example: a handwritten card or note, a picture of you enjoying Scotland, a fridge magnet from your hometown, or a simple handmade object like a piece of origami or calligraphy – anything that is only of personal and individual value.

8.7.3 - Please see Section 7 of the Personal Relationships Policy:

<https://www.gla.ac.uk/myglasgow/equalitydiversity/policy/prp/>

9 - Student Visas

9.0.1 - Students studying on a Student Visa will be aware that the University is the sponsor of their visa, and must ensure that they are legitimately engaged in study. The University has an obligation to withdraw visa sponsorship from any student who demonstrates that they are not sufficiently engaged.

9.0.2 - During Semesters 1 and 2, visa monitoring is done via the SafeZone app. Students are required to check in at all scheduled classes, and this information is used to monitor engagement for visa purposes. Check in can only be done at the physical location of the scheduled class.

9.0.3 - Students who are not found to be engaging will be contacted to provide an explanation. Should a student fail to respond, the School will contact the student again within two weeks of the first contact. If the student remains unresponsive following the second communication, final efforts will be made to contact the student by email and/or phone, after which the process of withdrawing the student and ceasing to sponsor their Student Visa will begin.

9.0.4 - As noted above, students should not seek or act on visa advice from any source within the University other than International Student Support (ISS - <https://www.gla.ac.uk/international/support/>). The School will only provide appropriate confirmation or make appropriate adjustments to your academic arrangements as requested by you for visa purposes, and will not organise or administer any visa process for you.

Graduate Visas

9.1.1 - Please note that applications for the Graduate Visa require students to have been confirmed in their degree outcome prior to expiry of the existing Student Visa. Students who are delayed in their Project, or other aspect of their degree requirements, will not have their degree outcome published by the Exam Board by late October, with the next available opportunity for publication being mid-February. In most cases, this prevents confirmation prior to expiry of the existing Student Visa.

9.1.2 - If you are affected by the situation described above, you should contact ISS for advice. Please note:

- The School will only provide confirmation of your status and expected dates of course and degree outcome publication
- The School will not organise or seek clarification from ISS on your application process
- Students are advised to ensure that they are absolutely certain of all stages of the process before concluding discussions with ISS – if students are uncertain, they are advised to ask further questions

10 - Student Support

10.1 - Student Support Officer

10.1.1 - Stéphane Charrier is the Student Support Officer for the School of Computing Science. He is here to help with any non-academic issues you might encounter during your studies.

10.1.2 - Student Support Officers provide a range of practical and emotional support, and can help you navigate things like:

- managing your health and wellbeing;
- study support;
- finances;
- accessing University services (such as Counselling and Disability services);
- careers information;
- accommodation;
- Extenuating Circumstances claims.



10.1.3 - If you have a problem or question, or just need someone to talk to confidentially, your Student Support Officer can act as an accessible contact point within the School.

10.1.4 - The Student Support Officer works closely with staff from support services at the University and can offer advice, support, and signposting to relevant services as required.

10.1.5 - Please feel free to contact Stéphane directly, between 0900–1700 Monday–Friday with your enquiry, or to set up an in-person or online meeting.

Email: compsci-studentsupport@glasgow.ac.uk

10.2 - Central Support Services

International Student Support

10.2.1 - International Student Support (ISS) provides welfare and advice services to overseas students during their period of study at Glasgow University. ISS is able to help students with the practical aspects of living and studying in Glasgow, and with advice on matters such as Student Visas. This office organizes Orientation Events at the beginning of the session, at which you will find useful information on a wide variety of matters. The ISS website includes several useful links:

<http://www.gla.ac.uk/international/support/>

Student Learning Development (SLD)

10.2.2 - Advisers in the Student Learning Development (SLD) team will help you throughout your University career with your academic skills. SLD work to enhance your learning experience and help you achieve your full academic potential.

- All students are welcome at our classes and small group sessions
- One-to-one consultations are available to discuss how to approach your studies
- College-specific guidance is offered on essay writing, exam preparation, dissertations and research
- College-specific guidance is offered on essay writing, exam preparation, dissertations and research
- Dedicated International Writing Advisers for Undergraduate and Postgraduate Taught students
- Bespoke classes and one-to-one consultations
- Dedicated classes and one-to-one consultations for postgraduate research students from our Postgraduate (Research) Writing Adviser
- Dedicated Royal Literary Fund Fellow Postgraduate Taught Writing Adviser provides one-to-one consultations
- Specialised guidance for mathematics and statistics courses.

For more information, see: <https://www.gla.ac.uk/myglasgow/sld/>

Student Welfare

10.2.3.1 - A GP service, including a travel clinic, is available from the Barclay Medical Centre, on the ground floor of the Fraser Building.

10.2.3.2 - Counselling and Wellbeing Services offer a confidential service available to all students including international students at UofG. You can seek information and guidance on a wide variety of personal problems. You can make an appointment yourself or ask to be referred by a University doctor in University Health Service. The Counselling and Wellbeing Service website includes several useful links:

<http://www.gla.ac.uk/services/counselling/index.html>

Financial Support Available for Students

10.2.4.1 - The University of Glasgow Financial Aid Team offers financial support to registered students who are experiencing financial difficulties or hardship during the course of their studies.

For more information, see: <http://www.gla.ac.uk/services/registry/finance/funds/>

SAAS HEI Discretionary and Childcare Funds

10.2.4.2 - Government funding available via the University to home UK undergraduates and postgraduates who have received their full Student Loans Company (SLC) loan entitlement (when eligible). Provides support across the academic session under several categories: accommodation; childcare; disability; mature student. Students who live with their parent(s) are ineligible for funding. Funding does not cover tuition fees and is not intended as a primary source of income. Applicants must demonstrate clear hardship i.e., a monthly shortfall between income and expenditure across the academic session, in order to be considered. Applicants must also take reasonable steps to reduce outgoings before submitting an application e.g., reducing budget for socialising; food budget; club memberships etc.

University Hardship Fund

10.2.4.3 - University funds available to part-time and full-time registered students. Students should exhaust all other resources available to them before submitting an application e.g., personal loans, overdraft etc. The fund will not provide ongoing support to any single individual. Payments can be made as a loan and/or a grant. Applications from students undertaking a one-year Masters programme will only be considered in exceptional circumstances. International students should refer to the International Student Support team before completing an application.

Laptop Loan Scheme

10.2.5 - In addition to the IT facilities and services available on campus, the University of Glasgow can also assist students who require a laptop for their studies. Students can request a laptop on a long-term loan basis from the University of Glasgow.

For more information, see here: University of Glasgow - MyGlasgow - Registry - Student finance - Financial aid - Laptop Loan Scheme

10.2.6 - English Language Support for Overseas Students

All students need to be proficient in the use of English, both in speech and in writing. These are very fast paced and intensive programmes and so you need to start with a high level of fluency in English language in order to cope with the initial stages.

We support overseas students wherever possible, but many overseas students are disadvantaged, irrespective of their technical ability, if they do not have adequate English language skills. Attaining the minimum requirement for University entry is no guarantee of sufficient skills for study on our programmes and so if you were close to the minimum, further intensive practice is your best bet.

The English for Academic Study (EAS) Unit here at the University offers year-round student support for Overseas/EU students wishing to improve their English skills. They run a series of workshop on the following three topics: English Orientation, Reading & Writing, Listening & Speaking. More information can be found on the EAS website: <http://www.gla.ac.uk/schools/mlc/eas/>. Any student who is concerned about their English should discuss this with their Adviser of Studies as soon as possible.

11 - The Student Representative Council (SRC)

Advice Centre

<https://www.glasgowunisrc.org/advice/>

11.1 - The SRC employ professional advisers to help you through any problems you may experience in the course of your studies. These can range from welfare issues such as money and accommodation to representation in academic appeals and disciplinary matters. This is a free service, no appointment is necessary and their doors are open from 10-4 (Mon-Thurs) and 10-3 (Fri). You can also contact this service via advice@src.gla.ac.uk

Class Representatives

11.2 - During the early weeks of each course, you will select Class Reps who receive training from the SRC and represent your views on Staff-Student Liaison Committees. The role of these students is very important and it's imperative that you keep them advised as to how the courses are progressing so that they can keep the school informed on everything from teaching to facilities, to help ensure that there is continuous improvement.

The University's Code of Practice on Student Representation is set out in:

<https://www.gla.ac.uk/myglasgow/senateoffice/policies/studentengagement/studentrepresentation/>

Vice President (Education)

11.3 - The VP-Ed oversees the whole course representative system, including providing the training. They also represent the views of all students to the University on a variety of Committees. If you have a matter relating to Education, either within the University or beyond, which you feel requires attention, do not hesitate to get in touch via vp-education@src.gla.ac.uk or by dropping in to the SRC offices.

11.4 - This and any other information about the SRC is available from the SRC website at: <https://www.glasgowunisrc.org/>

12 - University Administration Information

Personal Details

12.1 - It is important that the University has up to date information on your student record. Therefore, if any of your personal details change after you have registered with the University (i.e. change of permanent or term address, status, etc), please remember to update this information immediately on MyCampus.

Safety

12.2.1 - Make sure that you know the procedure in case of fire or other emergency for evacuation of the Boyd Orr Building and any other building in which you are attending classes.

12.2.2 - Computer equipment that is not functioning properly may be a safety hazard. If you discover any equipment that is out of order, or in any other unsafe condition, please report this immediately to your tutor/lecturer or another member of staff. Hardware faults should be noted in the hardware fault book in the lab.

12.2.3 - Remember to install the SafeZone app - <https://www.gla.ac.uk/apps/>

Security

12.3 - You have been placed in the privileged position of having access to buildings and labs holding a large amount of expensive equipment. Therefore, under no circumstances should you admit anyone to the buildings or labs who has no right to be there – especially out of hours. If you suspect that unauthorized persons have gained access, then you must phone security on Extension 4444.

Retention Policy of Teaching Assessment Records

12.4 - The University has a strict policy regarding the retention of records that relate to teaching and assessment. This includes information for students on the availability of assessment information which academic schools must release to them on request.

For further details, see: <https://www.gla.ac.uk/myglasgow/apg/>

Study / Lab Spaces

12.5.1 - The University has individual study spaces that are available to all University students, situated in the University Library, James McCune Smith Building and McMillan Reading Room (Round Reading Room). For information about using these study spaces, please refer to: <https://www.gla.ac.uk/myglasgow/reachout/studyspaces/>. You can also use the UofG Life app to see how busy study spaces are.

12.5.2 - There are study spaces for exclusive use by Computing Science students, including Boyd Orr 1028, and the Study Zone in the QMU. Note that study spaces may

be unavailable because they are being used for timetabled teaching. We will be closely monitoring usage of these study spaces.

12.5.3 - See

<https://www.gla.ac.uk/schools/computing/informationforstudents/labsandfacilities/> for more information on the School of Computing Science lab facilities.

12.5.4 - In these study spaces and labs, the following are prohibited:

- Using equipment for commercial purposes
- Playing games or watching film/TV
- Consuming food or drink
- Having telephone conversations
- Accessing offensive material
- Installing or using unapproved software
- Copying software without approval
- Tampering with equipment
- Storing excessive amounts of non-teaching material
- Sharing your password
- Listening to music during a timetabled lab or lecture session
- Locking the machine for more than 10 minutes while you are away
- Storing or manipulating data in contravention of GDPR. For example, if you store other people's personal data (perhaps from evaluations of your project or coursework) you must anonymise it.

12.5.5 - You are permitted to:

- Connect USB storage drives
- Access and use email (but note that the privacy of your email is not guaranteed). See <https://www.gla.ac.uk/myglasgow/it/policy/email/>
- Connect your personal devices (e.g., laptops, phones etc.) to the university wireless network
- Listen to music with earphones outside of timetabled lab or lecture sessions

12.5.6 - Note that the privacy of files in your file store is not guaranteed. Support staff may, during their duties, be required to explore and read files in your file store.

12.5.7 - Any software copied from file servers onto your own discs for the purpose of an exercise must be deleted at the end of the exercise. Similarly, you are not allowed to take copies from the hard discs out of the lab. You must not install your own software, and licensed software must not be saved on file servers.

12.5.8 - Any technical problems experienced with the equipment in the School of Computing Science labs (Islay, Jura, QMU, BO) should be reported by emailing support@dcs.gla.ac.uk

12.5.9 - Failure to follow the regulations will lead to your access to these study spaces being withdrawn.

12.5.10 - The School uses the University's central Pull Printing system. There is a pull-printer in Boyd Orr Room 1028, Boyd Orr Room 620 and in the foyer of level 7 of the Boyd Orr building. The printers also have functions for scanning and copying. Printing costs 5p/7p for back-and-white single/double, and 15p/27p for colour single/double.

13 - Important Websites

Moodle

<https://moodle.gla.ac.uk/login/index.php>

UofG Life app

<https://www.gla.ac.uk/apps/uofglife/#/login>

MyCampus

<http://www.gla.ac.uk/students/myglasgow/>

Library

<http://www.gla.ac.uk/services/library/>

International Student Support

<http://www.gla.ac.uk/international/support/>

Student Visa

<http://www.glasgow.ac.uk/tier4>

Past Exam Papers

<https://frontdoor.spa.gla.ac.uk/pep/search>

Student Contract

<https://www.gla.ac.uk/myglasgow/apg/studentcontract/>

Code of Student Conduct

<https://www.gla.ac.uk/myglasgow/apg/policies/uniregs/regulations2025-26/feesandgeneral/studentsupportandconductmatters/reg33/>

Complaints

<https://www.gla.ac.uk/connect/complaints/>

Code of Assessment

<https://www.gla.ac.uk/myglasgow/apg/policies/assessment/codeofassessment/>

University IT Regulations

<http://www.gla.ac.uk/services/it/regulationscommitteesandpolicies>

University Fees and General Information for Students

<https://www.gla.ac.uk/myglasgow/apg/policies/uniregs/regulations2024-25/feesandgeneral/>

Tuition Fees

<https://www.gla.ac.uk/study/fees/>

Regulations for MSc programmes

<https://www.gla.ac.uk/myglasgow/apg/policies/regulationsandguidelines/genericpgtregulations/#>

Academic Appeals

<https://www.gla.ac.uk/myglasgow/apg/studentcodes/>

UofG Help Desk

<http://www.gla.ac.uk/services/it/helpdesk/>

Registration

<http://www.glasgow.ac.uk/registration>

Enrolment

<http://www.glasgow.ac.uk/enrolment>

Examinations

<http://www.glasgow.ac.uk/exams>

Graduations

<http://www.glasgow.ac.uk/graduation>

Student finance

<http://www.glasgow.ac.uk/registry/finance>

Financial Aid

<http://www.glasgow.ac.uk/registry/finance/funds>

Student Counselling Services

<http://www.gla.ac.uk/services/counselling/>

Chaplaincy Centre

<http://www.gla.ac.uk/services/chaplaincy/index.html>

Student Disability Service

<http://www.gla.ac.uk/services/disability/>

Accommodation

<https://www.gla.ac.uk/myglasgow/accommodation/>

Student Representative Council (SRC)

<https://www.glasgowstudent.net/>

Student Learning Development (SLD)

<http://www.gla.ac.uk/SLD>



Campus map

ZONE A

- Bute Hall
- Chapel
- Concert Hall
- East Quadrangle
- Gilbert Scott Building
- Gilchrist Postgraduate Club
- Hunter Halls
- James Watt North Building
- James Watt South Building
- Kelvin Gallery
- McIntyre Building
- Main Gatehouse
- Memorial Gates
- Pearce Lodge
- Principal's Lodgings
- Randolph Hall
- Stair Building
- West Quadrangle

ZONE D

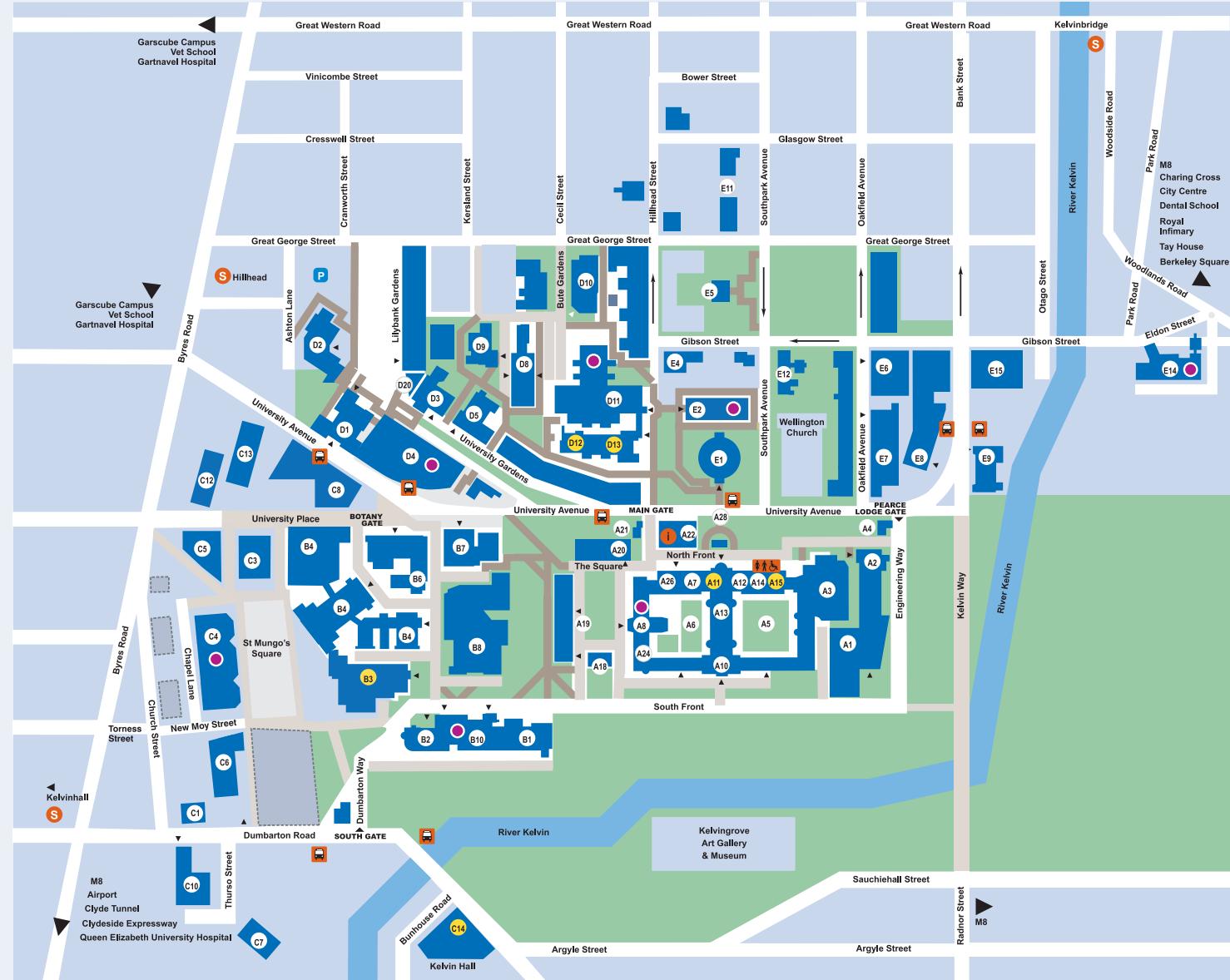
- A13 42 Bute Gardens
- A8 Boyd Orr Building
- A12 Hetherington Building
- A5 James McCune Smith Learning Hub
- A10 Library
- A26 Lilybank House
- A14 Molema Building
- A2 Queen Margaret Union
- A1 Sir Alexander Stone Building
- A7 Sir Alwyn Williams Building

ZONE B

- Bower Building
- Davidson Building
- Joseph Black Building
- Kelvin Building
- West Medical Building
- Wolfson Building

ZONE C

- C6 Adam Smith Building
- C12 BHF Glasgow Cardiovascular Research Centre (Glasgow) Biomedical Research Centre
- C13 Sir Graeme Davies Building
- C5 Clrice Pears Building
- C1 Glasgow International College
- C3 Mathematics & Statistics Building
- C4 Mazumdar-Shaw Advanced Research Centre (ARC)
- C8 Wolfson Medical School Building



- Welcome Point
- Hunterian Museum
- Hunterian Art Gallery
- The Hunterian at Kelvin Hall
- The Mackintosh House

- Zoology Museum
- University Gift Shop
- Catering Facilities
- Footpaths
- Bus Stop

- Subway
- Car Parking
- One Way Traffic
- Toilets
- Under development

Please note: there is major campus redevelopment underway and some access routes may be restricted.

For more information see glasgow.ac.uk/maps.
Updated July 2024

University of Glasgow, charity number SC004401

Appendix 2 – Enrolment Requirements by Programme

Semester 1 Enrolments

All Sem 1 courses are compulsory unless stated

| | |
|--|--|
| MSc Computing Science | COMPSCI4084 Programming and Systems Development COMPSCI5089 Introduction to Data Science COMPSCI5092 Research & Professional Skills *** COMPSCI5077 Enterprise Cybersecurity* or COMPSCI5100 Machine Learning/AI for DS* <i>*the SoCS Admin team will be in contact separately in relation to this choice</i> |
| MSc Data Science | COMPSCI4084 Programming and Systems Development COMPSCI5089 Introduction to Data Science COMPSCI5092 Research & Professional Skills COMPSCI5100 Machine Learning & AI for DS |
| MSc CyberSecurity | COMPSCI4084 Programming and Systems Development COMPSCI5092 Research & Professional Skills COMPSCI5077 Enterprise Cybersecurity COMPSCI5120 Principles of Cybersecurity |
| MSc Information Technology and MSc Software Development | COMPSCI4039 Programming COMPSCI5076 Database and Data Analytics COMPSCI4043 Systems and Networks COMPSCI5059 Software Engineering (Sem 1&2) COMPSCI5077 Enterprise Cybersecurity |

Semester 2 Enrolments

| | |
|------------------------------|--|
| MSc Computing Science | <p><i>Choose six of the following courses:</i></p> <p>COMPSCI5107 Web Science for MSc COMPSCI5011 Information Retrieval COMPSCI5103 Deep Learning for MSc* COMPSCI5088 Big Data COMPSCI 5106 Text as Data for MSc *** <i>(Security Courses)**</i> COMPSCI5063 CyberSecurity Fundamentals for MSc COMPSCI5060 Human Centred Security COMPSCI5079 Cryptography and Secure Development COMPSCI5080 Cyber System Forensics COMPSCI5119 Secure Programming in Rust *** COMPSCI5104 Secured Software Engineering for MSc COMPSCI5012 Internet Technology COMPSCI5057 HCI Design and Evaluation COMPSCI5099 Information Visualisation COMPSCI5112 Mobile HCI for MSc</p> <p><i>*COMPSCI5103 Deep Learning can only be taken if COMPSCI5100 Machine Learning and AI is taken in S1</i></p> <p><i>**If COMPSCI5077 Enterprise Cyber Security is not taken in S1, at least one Security course must be taken</i></p> |
|------------------------------|--|

| | |
|-------------------------|---|
| MSc Data Science | <i>Choose at least four of the following courses:</i> |
| | COMPSCI5107 Web Science for MSc COMPSCI5011 Information Retrieval COMPSCI5103 Deep Learning for MSc COMPSCI5088 Big Data COMPSCI5106 Text as Data for MSc |
| | <i>Choose at least one of the following courses:</i> |
| | COMPSCI5063 CyberSecurity Fundamentals for MSc COMPSCI5060 Human Centred Security COMPSCI5079 Cryptography and Secure Development COMPSCI5080 Cyber System Forensics COMPSCI5119 Secure Programming in Rust |
| | <i>Choose at most one of the following courses:</i> |
| | COMPSCI5104 Secured Software Engineering for MSc COMPSCI5012 Internet Technology COMPSCI5057 HCI Design and Evaluation COMPSCI5099 Information Visualisation COMPSCI5112 Mobile HCI for MSc |

| | |
|--|------------------------------------|
| MSc CyberSecurity | <i>All courses are compulsory:</i> |
| COMPSCI5060 Human Centred Security COMPSCI5079 Cryptography and Secure Development COMPSCI5080 Cyber System Forensics COMPSCI5110 Emerging Topics in Cyber Security COMPSCI4091 Advanced Networked Systems (H) COMPSCI5119 Secure Programming in Rust | |

| | |
|-----------------------------------|--|
| MSc Information Technology | <p><i>Compulsory Courses:</i></p> <p>COMPSCI5074 IT+ Team Project COMPSCI5059 Software Engineering (Sem 1&2)</p> <p><i>Choose four of the following courses:</i></p> <p>COMPSCI5002 Programming for AI COMPSCI 5004 Algorithms & Data Structures COMPSCI5012 Internet Technology COMPSCI5057 HCI Design and Evaluation COMPSCI5099 Information Visualisation COMPSCI5063 CyberSecurity Fundamentals for MSc COMPSCI5080 Cyber System Forensics</p> |
|-----------------------------------|--|

| | |
|---------------------------------|---|
| MSc Software Development | <p><i>Compulsory Courses:</i></p> <p>COMPSCI5074 IT+ Team Project COMPSCI5059 Software Engineering (Sem 1&2) COMPSCI5002 Programming for AI COMPSCI 5004 Algorithms & Data Structures</p> <p><i>Choose two of the following courses:</i></p> <p>COMPSCI5012 Internet Technology COMPSCI5057 HCI Design and Evaluation COMPSCI5099 Information Visualisation COMPSCI5063 CyberSecurity Fundamentals for MSc COMPSCI5080 Cyber System Forensics</p> |
|---------------------------------|---|

Appendix 3 – School Plagiarism Policy

Please ensure that you read this carefully, that you fully understand it, and that you keep it in mind throughout the whole year. If you have any queries please contact your programme director, adviser of studies, or your projects co-ordinator.

University Plagiarism Statement

The full University plagiarism statement can be found [here](#). Here is the most relevant extract:

32.1 The University's degrees and other academic awards are given in recognition of a student's personal achievement. All work submitted by students for assessment is accepted on the understanding that it is the student's own effort.

32.2 Plagiarism is defined as the submission or presentation of work, in any form, which is not one's own, without acknowledgement of the sources. Plagiarism includes inappropriate collaboration with others. Special cases of plagiarism can arise from a student using their own previous work (termed auto-plagiarism or self-plagiarism). Self-plagiarism includes using work that has already been submitted for assessment at this University or for any other academic award.

32.3 The incorporation of material without formal and proper acknowledgement (even with no deliberate intent to cheat) can constitute plagiarism. Work may be considered to be plagiarised if it consists of:

- a direct quotation;
- a close paraphrase;
- an unacknowledged summary of a source;
- direct copying or transcription.

With regard to essays, reports and dissertations, the rule is: if information or ideas are obtained from any source, that source must be acknowledged according to the appropriate convention in that discipline; and any direct quotation must be placed in quotation marks and the source cited immediately. Any failure to acknowledge adequately or to cite properly other sources in submitted work is plagiarism. Under examination conditions, material learnt by rote or close paraphrase will be expected to follow the usual rules of reference citation otherwise it will be considered as plagiarism. Schools should provide guidance on other appropriate use of references in examination conditions.

32.4 Plagiarism is considered to be an act of fraudulence and an offence against the University Code of Student Conduct. Alleged plagiarism, at whatever stage of a

student's studies, whether before or after graduation, will be investigated and dealt with appropriately by the University.

32.5 The University reserves the right to use systems, such as similarity checking software, to assist with the detection of plagiarism in the interests of improving academic standards when assessing student work. Such systems may be externally based.

Dealing with Plagiarism in the School of Computing Science

It is the University's and School's policy to deal severely with all cases of plagiarism. The Head of School has the power to award a score of zero for work shown to have been plagiarised, and to amend the student's record to reflect that decision. Serious and repeated offences are referred to the Senate Assessors for Student Conduct, who have the power to impose more severe penalties including suspension from the University.

Use of Plagiarism detecting software

We are very good at spotting plagiarism in Essays and Dissertations. Therefore, it is in your best interest to eliminate plagiarised sections from your writing before submitting it. We use a plagiarism detection system to help us identify identical or similar sections of writing. We regard as plagiarism the inclusion of large sections of identical material and so you should use plagiarism detection software before submission, to ensure that you do not have a problem.

Contract cheating

Please note that the use of a service such as Freelancer, VWorker, Getacoder or EssayBay (and others) to do your coursework for you is a University Disciplinary offence which could lead to expulsion. These websites are monitored and if any of our assignments are found we will investigate further.

Anti-plagiarism guidelines

The guidelines for preparing submitted work can be summarised simply as follows:

- **Do your own work; do not expect anyone else to do any part of it for you.**
- **Whenever you have good reason to include or summarise another person's work, acknowledge it clearly.**
- **Take care not to allow any other student to copy your work.**

You should, of course, discuss your work with your lecturers, supervisors, tutors, and demonstrators, and seek help when needed. You may also discuss course materials and formative exercises with other students - such discussions are a normal and healthy part of higher education. However, you must not discuss any summatively assessed coursework (i.e. anything that contributes to your final grade) with other

students. What you submit for assessment must be **entirely your own work**, meaning that it must not include any answers, code, ideas, text, diagrams, formulae etc, whole or in part from someone else. It must have been produced by your own efforts only.

Guidelines for software development (programs, databases, etc)

In the context of software development, plagiarism arises if you submit artefacts (e.g. code) written by another person, presenting it as your own work. Copying another student's code is never acceptable, whether the code is typed in from a hand-written draft, typed in from a discarded printout, or copied electronically.

If you allow another student to copy your code, you are party to plagiarism; note that this includes making your code available to the public on websites such as GitHub.

If you attempt to disguise copying by, for example, changing identifiers or comments, that does not change the fact this this is plagiarism.

If you collaborate with another student on what was meant to be an individual piece of programming work, and if you conceal the collaboration, that is plagiarism. If you clearly acknowledge the collaboration, that is not plagiarism, but you will be assessed on the basis of your share of the work only.

If you reuse program code obtained from any source (such as a web site or textbook), that is plagiarism unless you clearly acknowledge the source. In larger programming assignments and projects, it is legitimate to reuse code with acknowledgement, but you will be assessed on the basis of your own code.

Examples

- **Acceptable:** Student A reminds student B where to find a file of source code provided by the lecturer.
- **Acceptable:** Students A and B, discussing a programming assignment, decide that the quick-sort algorithm would be a suitable choice; each student then goes away and codes that algorithm independently.
- **Acceptable:** Student A refers student B to a textbook example that illustrates a programming technique relevant to the current assignment.
- **Acceptable:** Student A shows student B how to use a compiler feature.
- **Unacceptable:** Student A tells student B how to do the current assignment.
- **Unacceptable:** Student A finds a discarded printout of a program, retypes it, perhaps changing identifiers and comments in an attempt to disguise the source.

- **Unacceptable:** Student A shows student B part of a solution to the current assignment.
- **Be careful:** As above, but student B clearly acknowledges the help from student A. Although this is not plagiarism, student B will lose marks for not completing the assignment individually.
- **Unacceptable:** Student A reuses code from a textbook, without acknowledgement.
- **Be careful:** Student A reuses code from a textbook, but acknowledges its source by a comment prominently placed beside the code. Although this is not plagiarism, the student will not receive marks for the reused code unless the assignment clearly encourages such reuse.
- **Unacceptable:** Students A and B collaborate on the design of a large program; each student then goes away and implements that design.
- **Acceptable:** Students A, B, C, and D work together on a team programming assignment, stating clearly who did what.

Guidelines for essays

In the context of an essay (whether coursework or examination), plagiarism arises if you include any text, diagrams, images, or even ideas generated by another person, presenting these as your own work.

Occasionally it may be appropriate for you to quote another person's words verbatim, provided that you enclose the words in quotation marks and immediately acknowledge their source. For example:

"Testing can prove the presence of errors, but can never prove their absence." [Dijkstra]

Even where your essay summarises or paraphrases another person's work, you must still explicitly acknowledge it.

If you copy another student's essay (or any part of it), that is plagiarism. If you allow another student to copy your essay, you are a party to plagiarism.

If your essay includes diagrams, images, etc., taken from other sources, you must cite these sources. Failure to cite a source would amount to presenting another person's work as your own, which would be plagiarism.

Examples

- **Acceptable:** Students A and B discuss the issue that is to be the subject of an essay assignment; both students then go away and write their essays independently.
- **Unacceptable:** Students A and B write an essay together; each student then goes away and makes changes.
- **Unacceptable:** Student A downloads an essay from an essay bank, perhaps making changes.
- **Unacceptable:** Student A asks a friend to write an essay for him/her.

Guidelines for writing project reports/dissertations

Every project culminates in a report/dissertation. This is a full account of the project work, and may include code and/or documentation.

In the context of a report/dissertation, plagiarism arises if you include any text, diagrams, images, data, code, documentation, or even ideas generated by another person, presenting these as your own work.

A report/dissertation is expected to review relevant previous work. For example, every software development project should be influenced by ideas from previous projects; and every research project should be informed by relevant previous research. Your report/dissertation must therefore include a bibliography, which lists all books, articles, web sites, etc. that you consulted in the course of your project. In the text of your report/dissertation, wherever you mention previous work, you must explicitly cite the appropriate bibliographic item(s). Failure to cite the source would amount to an attempt to present another person's ideas as your own, which would be plagiarism.

Occasionally it may be appropriate for you to quote another person's words verbatim, provided that you enclose the words in quotation marks and immediately acknowledge their source. For example:

"Testing can prove the presence of errors, but can never prove their absence." [Dijkstra]

If your report/dissertation includes diagrams, images, data, etc., taken from other sources, you must cite these sources. Failure to cite a source would amount to presenting another person's work as your own, which would be plagiarism.

Examples

- **Acceptable:** The survey chapter of a student's report summarises ideas previously published in an article, which is listed in the bibliography and explicitly cited in the survey chapter.
- **Unacceptable:** As above, but the article is not explicitly cited in the survey chapter.
- **Unacceptable:** A student reproduces or paraphrases text from a published article or another student's report, without explicit acknowledgement.
- **Unacceptable:** A student reproduces an image from a published article or web site or another student's report, without explicit acknowledgement.
- **Unacceptable:** A student's project uses data extracted from a public database or mined from a web site, without explicit acknowledgement.
- **Unacceptable:** A student's project reuses code obtained from a textbook or web site, without explicit acknowledgement.
- **Acceptable:** In a team project, the students collaboratively write software, documentation, and the report. Each student's individual contribution is clearly identified in the report.

Acceptable use of AI

You will graduate into an AI-augmented world. The University therefore has a responsibility to prepare you for this world, providing space to experiment with, and understand the potential of, AI in an ethical way.

Consequently, rather than seek to prohibit your use of these tools, we want to support you in learning how to use them effectively, ethically, critically, and transparently.

You can find details of the University's policy on the use of AI at the following link -
<https://www.gla.ac.uk/myglasgow/sld/ai/students/>

Appendix 4 – Complete Progression and Award Requirements

Progression to the Masters project requires:

- A Taught GPA of at least 12.0 over 120 credits of taught courses, and
- A total of at least 120 credits obtained, and
- ≥ 90 credits at level M, and
- ≥ 90 credits at grade D3 or above, and
- 0 credits at grades G or H.

The award of Postgraduate Diploma requires:

- A Taught GPA of at least 9.0 over 120 credits of taught courses, and
- A total of at least 120 credits obtained, and
- 90 credits at level M, and
- ≥ 80 credits at grade D3 or above.

Students who satisfy the criteria for progress to the Masters project, but choose not to take this option, will be awarded an early-exit Postgraduate Diploma (PGDip). They may be eligible for an award of PGDip with Merit (Taught GPA ≥ 15.0) or Distinction (Taught GPA ≥ 18.0).

A student who does not satisfy the award criteria for a Postgraduate Diploma may be eligible for a Postgraduate Certificate (PGCert) by selecting the 60 credits with the highest achievement. Of these 60 credits, at least 40 must be at level M.

The award of Postgraduate Certificate requires:

- A Taught GPA of at least 9.0 over 60 credits of taught courses, and
- A total of at least 60 credits, and
- ≥ 40 credits at level M, and
- ≥ 40 credits at grade D3 or above.

The Postgraduate Certificate may be awarded with Merit (Taught GPA at least 15.0) or Distinction (Taught GPA at least 18.0). Note that the Postgraduate Diploma and Certificate are **exit awards only** and no project will take place.

Completing the Masters Project Stage

Students who have been given permission to proceed to the Masters project stage of the programme will carry out a project which involves three months of full-time study. At the end of this period students submit a dissertation which is awarded a band by the examiners.

The award of MSc requires:

- satisfying the criteria for progression to the MSc project, and
- a band of at least D3 in the project

The award of MSc with Merit requires:

- A Total GPA ≥ 14.5 across 180 credits, or a Total GPA of 14.1-14.4 across 180 credits where $\geq 50\%$ of the weighted course grade profile is B3 or above, and
- A Taught GPA of at least 14.0 in the 120 taught credits (at first attempt only), and
- A grade of $\geq C1$ in the project

The award of MSc with Distinction requires:

- A Total GPA ≥ 17.5 across 180 credits, or a Total GPA of 17.1-17.4 across 180 credits where $\geq 50\%$ of the weighted course grade profile is A5 or above, and
- A Taught GPA of at least 17.0 in the 120 taught credits (at first attempt only), and
- A grade of $\geq B1$ in the project

Since all students who are allowed to proceed to the Masters phase of the programme have already satisfied the requirements for the Postgraduate Diploma, any student who does not achieve a band D3 in the project will be awarded the appropriate Postgraduate Diploma.

Students who achieve an E1 or worse in the project may be permitted to resubmit the dissertation, under conditions specified by the Board of Examiners.

Note that all grade requirements for Merit and Distinction awards are for first sitting only; that is, grades from resit examinations do not count towards Merit or Distinction decisions.