School of Computer Science & Informatics Student Handbook

Taught MSc Programmes

2013/14

Welcome to the Cardiff University School of Computer Science & Informatics.

This is your handbook which contains essential information about your course. We hope you find its contents useful and helpful, and welcome any feedback that you care to give us which will improve it for future students. You can send comments via email to handbook@cs.cardiff.ac.uk

This handbook is also available in large print and in other formats. Please ask staff at enrolment or at School Reception if you would like an alternative format.

Cardiff School of Computer Science & Informatics
Professor Roger M. Whitaker
Head of School

Autumn 2013

Dear Student,

On behalf of the School of Computer Science & Informatics it is my pleasure to welcome you for the 2013/14 academic year. Croeso I'r Ysgol Cyfrifiadureg a Gwybodeg!

We hope that you will enjoy your experience with us and to support your studies, it is worth highlighting the responsibilities of key staff. Professor Steve Hurley is the School's Director of Teaching, with overall responsibility for the School's taught programmes. Alongside Professor Hurley, Dr Wendy Ivins takes responsibility for organisation of taught MSc modules on a day-to-day basis, leading a team of staff who support this programme.

Please remember that you have access to your own personal tutor and the School's senior personal tutor for master's students (Dr Christine Mumford) who are here to assist you with pastoral care as you progress through your programme and remain available at reasonably short notice should urgent matters arise.

We look forward to teaching you in 2013/14 and wish you every success in your studies here at Cardiff.

Professor Roger M. Whitaker
Head of School

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1. The School

1.1 About the School

You are a member of a thriving community of about 400 undergraduates and 100 postgraduates following taught degree schemes in this School. As you progress through your degree you will find that your study is influenced by both the strong research of the School (70% of our submitted research was rated world-leading or internationally excellent in the last Research Assessment Exercise) and the professional accreditation requirements of the BCS, The Chartered Institute for IT. You can find out more about research in the School by looking at http://www.cs.cardiff.ac.uk/research

1.2 Location

The School of Computer Science & Informatics is housed in the Queen's Buildings, a diagram of which is shown below. We occupy rooms on the second floor of North, Central and South buildings with some additional rooms on the third floor of South building, in the Trevithick building, and in the West Extension building.

Room numbers in the Queen's Buildings all start with a letter to indicate which building they are in; this is followed by a number indicating the floor, then two further digits indicating the room. For example, the School Reception is in Room N/2.03; it is on the second floor of

North building. Our lecture theatre on the second floor of the Trevithick building is room T/2.07. Note: rooms in the West Extension start with WX.

You will have 24-hour access to the Queen's Buildings. Outside normal working hours access to the site is via the main entrance in the Trevithick building. At other times you will probably find that you use the Trevithick entrance, the entrance directly into North building and the door to South building from Newport Road. The door to South building is very useful as a quick way into town.

2. Staff of the School

The link below gives you the names, room numbers and telephone extensions of the staff that you are likely to come into contact with in the course of your studies. To phone any of us from outside the University dial 208 followed by the extension number (the area code for Cardiff is 029). You can also contact staff by email. A standard staff email address consists of the initials with full stops and the surname followed by @cs.cardiff.ac.uk. If you would like to see what we all look like you can find photographs on the web.

http://www.cs.cardiff.ac.uk/contactsandpeople/stafflist.php.

2.1 Programme Operations Team

The day to day management of your degree scheme is the responsibility of the Programme Operations Team.

Dr Wendy Ivins is the Team Leader, she is responsible for the overall coordination of the team. Wendy is also Programme Leader for MSc Computing and IT Management and will be teaching CMT301 Business and IT Management.

Dr Christine Mumford is the Senior Personal Tutor for postgraduate taught students. She has overall responsibility for your welfare within the School and is available to advise you and your Personal Tutor should the need arise. Christine will also be teaching CMT211 CS Topic 2: Computational Operational Research.

Miss Helen Phillips is the Programme Leader for MSc Computing. Helen will also be teaching CMT303 Software Engineering.

Prof Omer Rana is the Programme Leader for MSc Information Security & Privacy. Omer will also be teaching CMT111 CS Topic 1: Web and Social Computing.

Prof Nick Avis is the Programme Leader for MSc Computer Science. Nick will be teaching on CMT302 E-Commerce and Innovation and CMT206 Human Centric Computing.

Prof Paul Rosin is responsible for organising allocation of MSc projects. Paul will ensure that you understand how to go about choosing your project and finding a supervisor.

Other members of the Programme Operations Team are **Mrs Sarah Huckson**, **Dr Andrew Jones,** and **Mrs Tracey Lavis,**

Prof Steve Hurley is the Chair of the Examining Board for the MSc degree programmes.

2.2 Senior Personal Tutors

You will be allocated a Personal Tutor who will take an interest in your progress and welfare throughout your degree programme (see Section 3.1 for more details). The personal tutoring system within the School is the responsibility of the Senior Personal Tutor, Dr Christine Mumford. The Senior Personal Tutor is available to advise you or your Personal Tutor as necessary. If you have any specific needs that relate to a disability or medical condition please contact your Personal Tutor or the Senior Personal Tutor, to discuss any adjustments that may be appropriate to provide an accessible environment.

2.3 Computing Officers

Mr Robert Evans is a Systems Manager and Director of Laboratories. **Dr Rob Davies** is also a Systems Manager. Their role is the management and support of School computing resources. If you have any systems related problems, for example problems with your email account or disc space, they are the people to speak to.

2.4 Technical Staff

Mr Laurence Semmens is the School's technician. He can help you with any problems in the PC labs and may also be able to help with any issues with your own computer.

2.5 Secretarial Staff

Dr Pam Munn is Personal Assistant to the Head of School, Prof Roger Whitaker. She can arrange appointments for you to see him if necessary.

Mrs Tracey Lavis is Academic Administrative Co-ordinator. You may have spoken to her in connection with your application. She deals with student records and so you should talk to her if you have any difficulties with maintaining your student record on SIMS. **Mrs Sarah Bollingham** and **Mrs Nicola Diamond** assist Tracey.

Mr Matthew Strangis is the School's receptionist. He will be the person you meet first when you go to School Reception. He will know who you should contact for most things.

3. Student Support

3.1 Personal Tutoring

You are allocated a Personal Tutor when you first join the School. You will normally meet your Personal Tutor within the first week of your time in the School. A list of Tutors is available on the MSc Notice Board (close to School Reception).

Your Personal Tutor will monitor your progress throughout your time at university and will support you in your Personal Development Planning. He/she will expect to meet you at least once each semester to discuss this with you. If you have any personal worries or problems which might affect your educational progress you are advised to talk about these to your Personal Tutor. You may ask your Personal Tutor to treat the information you give to them as confidential; this confidentiality will be respected.

If you experience any health or personal problems which have adverse effects on your academic performance your personal tutor will advise you to complete the Extenuating Circumstances form (see section 5.8) so that this can be taken into consideration when the Board considers your progress. Your Personal Tutor may refer you to other support staff or lecturers if appropriate or you may, if you prefer, contact any member of the Programme Operations Team, the lecturer responsible for a course module or any other member of staff directly.

During your time at university you are likely to require a member of staff to provide a reference for you; your Personal Tutor is an ideal person to do this. Please remember that it would be courteous of you to ask your Tutor's permission before nominating him/her as a referee.

Your Personal Tutor will normally be responsible for you throughout your programme, however you may change your Personal Tutor if you wish by asking Dr Christine Mumford (Senior Personal Tutor). You are not required to give a reason for a first request for a change of Personal Tutor but any subsequent request is ultimately subject to the discretion of the Head of School. If, for any reason, your Personal Tutor is away for an extended period of time, you will be allocated a substitute Personal Tutor.

3.2 Development

3.2.1 Personal Development Planning (PDP)

You may have participated in a process of Personal Development Planning (PDP) during your previous studies or in the workplace. During your Masters course, PDP is designed to help you to adjust to the intensity and level of Masters study and to build on and enhance the variety of skills, which you have developed during your previous studies and work experience. PDP will help you to get the most out of your student experience at Cardiff and make your Masters year a success by encouraging you to take responsibility for your own learning and development.

PDP will provide a framework, which can help you to:

- clarify what you aim to achieve from Masters level study through setting personal and academic goals, and through identifying your strengths and training needs;

- complement your studies by giving you the opportunity to critically review and record your learning experiences and achievements through self-evaluation, reflection, target setting and action planning;

- further develop as an independent and self-aware learner;

- raise your awareness of the variety of opportunities for professional and personal development available;

- review your personal, academic and career development, and consider your future plans;

- confidently articulate and demonstrate your skills and achievements to a wide range of employers and other professional bodies.

The records you keep as part of the PDP process, along with your transcript, will constitute a valuable profile of what you have achieved during your time at university, both academically and in a wider sense, e.g. acquired or enhanced transferable, "soft" skills.

Your personal tutor and dissertation supervisor will support you through the PDP process, and the School will provide you with support, guidance and facilities for recording your achievements and reflective statements.

3.2.2 Careers Service

The School has excellent links with the University Careers Service. The Careers Advisor for this School is Gaye Howells. The Careers and Employability Centre is on the second floor of 50 Park Place but Gaye is also available for consultation at the Newport Road site on at least one day per week. You can find more information about the Careers Service at www.cardiff.ac.uk/careers

3.3 Other Sources of Advice

3.3.1 Health and Welfare

There are other sources of advice available outside the School such as the Student Support Centre, 50 Park Place (http://www.cardiff.ac.uk/studentsupport/), and the Student Advice Centre on the third floor of the Student's Union (http://www.cardiffstudents.com/advice). The University has its own Health Centre, at 47 Park Place, where you can seek medical advice. All advice is free and confidential.

Please remember that you should also be registered with a local GP's practice (doctor's surgery).

If you are feeling alone and need to speak to someone, or simply would like some information such as bus times, then ring Nightline (http://www.cardiffnightline.com) on 02920 870 555. The service operates 20:00 - 08:00 seven nights a week during term time. The service is run entirely by student volunteers. Information for students is kept up to date and covers a wide range of topics; anything from maps to mental health, bus timetables to bed and breakfast guesthouses.

3.3.2 Harassment

Harassment is behaviour towards another which causes, or which might reasonably be expected to cause, sufficient distress or annoyance to seriously disrupt the work or substantially reduce the quality of life of that person. This may be bullying, verbal or physical abuse, ill-treatment, or otherwise creating or maintaining a hostile environment for that person. Harassment often takes place in circumstances where there are no witnesses. If you think you are being harassed you should, if possible, tell the harasser clearly that the behaviour is unacceptable and should cease. It is useful to make a note of the time, place and nature of any specific incident. If the situation does not improve, you are likely to benefit from the support of someone else. For further guidance please talk to your Personal Tutor, the Welfare section of the Students' Union or the University Counselling Service (in the Student Support Centre).

3.3.3 Financial Advice

Both the Student Support Centre and the Student Advice Centre can offer advice on financial matters.

The University Finance Division is located in 30 - 36 Newport Road. You can email fees@cardiff.ac.uk with your queries about fees.

3.3.4 Disability and Dyslexia Service

If you have a disability, including dyslexia, we would like to be made aware of this as it may be possible to make special provision for you to help you in your work. The Disability and Dyslexia Service is located in the Student Support Centre at 50 Park Place; you can find out more about the facilities available there at http://www.cardiff.ac.uk/dyslx

3.3.5 Car Parking

You will have probably already realised that car parking around the University can be challenging. Students are not normally allocated space in University car parks, but must make their own arrangements. The most convenient public car park for the School is the multi-storey car park in Dumfries Place. In special circumstances (such as mobility problems, whether temporary or permanent) a Student Advisor or Disabilities Advisor (both at 50 Park Place) may be able to help you obtain a University parking permit. Access to the Parade Car Park may also be possible outside normal working hours.

3.3.6 English Language Service for International Students

The English Language service provides a portfolio of courses designed to help international students with their English language skills. If you are an international student you should look at the English Language Service website (http://www.cardiff.ac.uk/for/prospective/inter/elt) to see if any of the facilities could help you.

3.3.7 University Administration

The University Registry is located in 30 - 36 Newport Road. If you need proof of your status as a student you may obtain this from the Registry in person or via their website (http://www.cardiff.ac.uk/regis/sfs/services/registry-services.html).

4. Communications

4.1 Email

Much of our communication within the School is by means of email. This means that it is very important that you check your email regularly and that you ensure that your email account is always functional. If you have any problems with your email account you should always discuss this, as a matter of urgency, with Robert Evans (room C/2.14a)

You can contact any of your lecturing staff by email. Staff who are away from the School will often collect their email remotely, but you must not rely on this. You can also contact staff during the working day by knocking on their office door or by phoning them. Urgent messages should involve direct communication; if you do not know how to get in touch with a particular member of staff, contact School Reception where you will either be given contact details or the member of staff may be contacted on your behalf.

We will often send messages to you by email. For example, a message concerning a change of class venue or time will usually be sent this way. Some members of staff provide details of coursework via email and the School staff may forward messages for an entire year group this way. Checking your email is important, it is our main mode of communication with you.

When we send messages to a group of people within the School we often make use of mailing lists. You can view the School's internal mailing lists at http://docs.cs.cf.ac.uk/information You may use these mailing lists, but before doing so you should carefully consider whether it is appropriate for your message to be sent to all members of the list.

4.2 Text Messages

If we need to contact you in an emergency we may send you a text message. Please ensure that your correct mobile phone number is recorded on the University database, SIMS (https://sims.cf.ac.uk).

4.3 Notice Boards

The School's Main Notice Boards are on the second floor close to School Reception. Timetables for lectures, laboratory classes, tutorials and examinations are displayed on these notice boards. There are also notice boards in each laboratory and lab booking timetables and urgent notices may be displayed on laboratory doors.

4.4 Learning Central

Learning Central is the University's e-learning system. You can access descriptions of your modules on Learning Central, see any announcements posted by your lecturers and, for some modules, access copies of course notes. Some modules make more extensive use of Learning Central, where this is the case your lecturer will give you further details. You can access Learning Central at:
https://learningcentral.cf.ac.uk/

4.5 Student-Staff Panel

We have a reputation for good student-staff relations and we hope that you will play your part in sustaining this. Student-staff panels, to which you will be asked to elect representatives, are in place for both undergraduate and postgraduate students. Your panel reports directly to the Board of Studies of the School and will have a representative on the Board of Studies. The panel is accustomed to discussing openly any topic affecting students and will receive any representation from you, made via your representative/s.

You are however, encouraged to seek a speedier remedy to any problem that might arise either through informal student-staff meetings or by approaching the relevant member of staff, by requesting your representative to act on your behalf, or by discussing your problem with your Personal Tutor.

4.6 Equality and Diversity Committee

The School is committed to providing equal opportunities for all its staff and students, regardless of their age, colour, race, ethnic or national origins, sexual orientation, marital status, family responsibilities, physical or sensory disabilities, political or religious beliefs. The School Equality and Diversity Committee, which comprises representatives of both staff and students, meets regularly to review relevant issues within the School.

5. Facilities, Resources and Responsibilities

5.1 Opening Hours

You normally have access to the Queen's Buildings for 24 hours a day, seven days a week throughout the year. This may exceptionally be suspended in special circumstances where safety and security within the buildings cannot be guaranteed. Entry to the buildings outside normal working hours is via the Trevithick building. You will need your student card to gain entry out of hours.

The Library which houses computing books and journals is in the Trevithick Building. You can find further information about the Library, including opening hours, at http://www.cardiff.ac.uk/insrv/libraries/trevithick/ Photocopying facilities are available in the library.

5.2 Food and Refreshments

Meals, sandwiches and drinks can be purchased from the Trevithick restaurant which is open from 8.30 am to 2.00 pm Monday to Friday, 4.00 pm to 7.30 pm Monday to Thursday and 4.00pm to 7.00pm on Friday during the semester and for slightly shorter hours out of the semester. Light refreshments are available at all times from refrigerated coin-operated machines on the ground floor of the Trevithick building. Please note that you should never take food or drink into School laboratories or lecture theatres.

5.3 Common Room

The Junior Common Room (JCR), on the ground floor of the Trevithick building is normally open to all students. This room has internet access and is available as an informal meeting place. The JCR Cyber Cafe is adjacent to the common room and is open 8.30am to 4.00pm Monday, Tuesday and Thursday, 8.30am to 3.30pm on Wednesdays and 9.00am to 3.00pm on Fridays.

5.4 Laboratories

The following School computing laboratories are available to you during your course:

Location	System Type	Laboratory Contact
Windows Applications Laboratories		
C/2.04 (Teaching Lab 1)	Novell Windows PC	L.R.Semmens
C/2.05 (Teaching Lab 2)	Novell Windows PC	L.R.Semmens
Open Source Software Laboratory		
C/2.08 (Teaching Lab 3)	Linux, Student laptops	R.Evans
Multimedia Laboratory		
C/2.10 (Teaching Lab 4)	Mac	J.R.Davies
Networking and Security Laboratory		
WX/2.09 (Security & Forensics Lab 6)	Windows PC	M.W.Daley

You will be given guidance on the use of the School's computing facilities shortly after you first enrol. Information on the School's systems and software can be found on the *Facilities and Documentation* web site at http://docs.cs.cf.ac.uk/. In the Introductory Notes section, you will find a selection of documents describing the School's facilities and how to use them. If you require further help using the systems in the laboratories, you should see the appropriate Laboratory Manager or any other Systems Manager or School Technician.

Faults and maintenance requirements, including printer faults, jams and lack of toner, should be reported to the Technicians in C/2.01 or C/2.03. Paper supplies for the printers can be obtained from the Technicians or from the Systems Managers' office (C/2.14a).

Timetables for supervised laboratory sessions will be displayed on the door of the relevant teaching laboratory. At all other times you will be able to use the laboratory for your own work (except for Teaching Lab 5), though precedence should be always be given to those who require specific equipment for coursework.

The University's Information Services division (INSRV) operates several 'public' IT rooms and facilities throughout the campus. These have Novell Windows PCs. You may use any of these facilities but you should note that some may be subject to timetabling restrictions. The nearest to the School are around the Library in the Trevithick Building. Room T/1.06 is a laboratory of PCs and there is a 'computer bar' of PCs in the Library foyer. An INSRV IT support assistant is available at the Trevithick Library help desk in the foyer, Monday to Friday, 9.00 am to 5.00 pm during the semester. You can also contact INSRV IT support ('insrvConnect') by visiting 40-41 Park Place, telephoning extension 74487, by email to insrvConnect@cardiff.ac.uk Note that inservConnect will help with problems, faults and maintenance issues related to INSRV software and equipment but you should see our own Systems Managers or Technicians if you need help with School software and equipment.

If you have your own desktop or laptop computer, you may register it in the Halls of Residence to use the 'RESLAN' Ethernet network and the University's wireless network. Laptops registered for RESLAN will also be able to use 'csLAPNET' Ethernet outlets in Teaching Lab 3 (C/2.08). The wireless network is available throughout the campus.

If you do not live in Halls of Residence, you may still register your laptop for csLAPNET. Please contact the School's Systems Managers who will do this for you. They will also register laptops for the wireless network, or see http://www.cardiff.ac.uk/insrv/it/network/wireless/register.html for how to do it yourself.

Remote access is available to email and to your University and School filespace (so you may transfer files and continue working on your own PC or laptop). See http://docs.cs.cf.ac.uk/notes/ for documents about remote access.

Please remember that all of your use of the School and University computing facilities, including the network, is subject to Information Services Regulations. You can find these at http://www.cardiff.ac.uk/insrv/aboutus/regulations/index.html

5.5 Attendance

One of the features of university life is the freedom to organise your own way of working and to take personal responsibility for your own learning and personal development. The few formal restrictions which are applied are intended to enable us all to work effectively

with a minimum of inconvenience. For instance, it is recognised that you might be able to recover lost ground if you unavoidably miss a lecture; persistent absence, however, suggests a casual approach to your work which will not be accepted. We will monitor your attendance; this is primarily so that we can assure your funding body and/or the UK Borders Agency (where relevant) that you are in attendance. Apart from this requirement, the School hopes to function largely through good-will and common courtesy, with all our dealings with each other being based upon the concepts of courtesy, dignity and respect. Nevertheless, an absence of restrictions does not mean freedom to do as you will. Any activity which is offensive, which prevents the smooth running of the School or which may disrupt study opportunities for other students cannot, of course, be tolerated.

For Postgraduate Taught students the arrangements for attendance monitoring are to sign in at the School Reception at least once a week during the semester. Part-time students do not need to sign in if they have no contact sessions that week.

Students who fail to sign in will be e-mailed with a request to see their Personal Tutor, and will be e-mailed with a request to see the Director of Teaching if this happens a second time. It is therefore important that you notify the School of any absence (see Section 5.7 below).

5.6 Change of Address

If any of your contact details change, please make sure you let us know using SIMS on-line at https://sims.cf.ac.uk/

5.7 Illnesses and Absences

Please notify the School of any absence. You can do this by emailing absence@cs.cardiff.ac.uk or by phoning the School Office on 029 2087 4812. If your absence lasts for 5 days or less you should complete a self-certification form, obtainable from School Reception, on your return. If your work has been interrupted or delayed for longer periods you should obtain a certificate or note from your doctor (even if (s)he charges a fee). A doctor's note is always essential if you are unable to attend a test or examination or if you require an extension to your coursework submission deadline. In this case you will also need to fill in the extenuating circumstances form (See section 5.8) Significant interruptions of your work for other personal reasons should be explained as soon as possible to your Personal Tutor or a Senior Personal Tutor. Doctors' notes and extenuating circumstances forms should be handed in at School Reception.

We will always try and give you advance notice of planned staff absences via email and/or texts and will rearrange any affected lectures where possible. In the case of a last minute notification of an absence (e.g. through illness) we will display a notice on any relevant lecture room door.

5.8 Extenuating Circumstances

Students may occasionally experience personal circumstances, such as illness, bereavement etc, which can seriously disrupt their ability to study and/or affect performance in an assessment or examination. There are a number of options to support students who are experiencing extenuating circumstances. These are:

- **Application for an extension** – if you are not able to meet a set deadline for an individual assessment because of your extenuating circumstances, you can apply to have an extension. You will need to make this application *before the scheduled submission date*. You will be contacted about the outcome of your application once a decision is made.

- **Reporting of the extenuating circumstances to the Examining Board** – if you believe that your performance in an assessment or examination has been affected adversely by your extenuating circumstances and no other adjustments have been made (e.g. an extension), it is important that you make this known *at the time they occur and before the Examining Board* meets to consider your results.

In either case you will need to fill out an Extenuating Circumstances Form and provide supporting written evidence to demonstrate the existence of the circumstances, dates affected and impact. These should be handed into the School Reception.

Quick Reference Guide – Useful Contacts and Information for Students

The School deadline for reporting your personal circumstances is one week after the examinations finish, whether that is Autumn or Spring Semester examinations.

All personal circumstances must be reported by completing the Application Form Requesting an Extension or Reporting Extenuating Circumstances [hereafter called the University form]

The University form and your supporting evidence should be sent to office@cs.cardiff.ac.uk

For online information about requesting an extension or reporting personal circumstances and to download the University form go to:
http://www.cardiff.ac.uk/regis/sfs/studentcases/extenuatingcircumstances.html

Personal Tutor or School Office Staff can provide confidential advice on reporting your personal circumstances.

Students' Union Advice and Representation Centre – for independent, confidential and free advice on reporting your personal circumstances, contact 029 2078 1410 advice@cardiff.ac.uk

Student Support Centre – for free advice and guidance to students on a wide range of personal, financial and academic matters and on Interruption of Study, contact 029 2087 4844 or studentsupportcentre@cardiff.ac.uk

Disability and Dyslexia Service – if you have a disability or long term medical condition and need further support, contact 029 2087 4844 or disability@cardiff.ac.uk

If your circumstances are likely to affect your ability to study for a significant period of time (normally over 10 days), you may wish to consider applying for an **Interruption of Study**. You are advised to discuss this with your Personal Tutor before any such application. You will find more information about this in the *Academic Regulation Handbook* in the section covering student attendance, progress and absence procedures*:*
http://www.cf.ac.uk/regis/sfs/regs/index.html

5.9 Disclosure of Disability and/or Specific Learning Difficulty

Cardiff University is committed to providing equal opportunities to all students and will endeavour to make adjustments where possible to enable all students to participate fully in their programme of study. In order to provide this support, members of the University may need to share information about a student's needs. You may have made the University aware of your support requirements prior to enrolment but if you did not do so you should discuss these with the Senior Personal Tutor or Miss Helen Phillips, the School's Student Disability Contact, as soon as possible. It is important that the University has written confirmation from you about the level of confidentiality you wish to be assigned to the information about your disability and your associated needs. Please be aware that a written record of your information will be kept securely and may be stored on a computer.

5.10 Mobile Phones

Please make sure that your mobile phone is set to silent or switched off in all lecture theatres, seminar rooms, laboratories, libraries and when visiting School Reception or when attending a meeting with any member of staff to avoid disturbing other people and embarrassing yourself.

5.11 Laptops

If you are using a laptop to take notes during a lecture please make sure that the screen does not obstruct the view of any other student and that your use of this equipment does not inconvenience other students in any way, nor impede the delivery of the lecture.

5.12 Recording a Lecture

There may be occasions when recording a lecture would help you. You should not assume that you are automatically allowed to do this but should seek the permission of the lecturer in advance and should be prepared to give your reason for wishing to make a recording.

Teaching events and materials may be protected by UK copyright and Data Protection laws. The University offers the following summary for your guidance:
- Any recording made of any teaching event must be notified to the lecturer concerned in advance;
- No recording may be published or used in any way other than for private study purposes without the lecturer's written permission;
- Any reasonable adjustment requirements should be discussed with the University's Dyslexia and Disability Service in advance;
- All copying of teaching materials and recording of teaching events must comply with the law, including the Copyright Designs and Patents Act 1988 and Data Protection Act 1998.

More detailed guidance is available on Learning Central:
https://learningcentral.cf.ac.uk/

6. Health, Safety and Security

You will be given an introduction to Health and Safety within the School as part of the Induction and Welcome Programme. Key points are summarised below.

School Safety Officer: Mr Mike Daley

To report Health and Safety Issues, send email to: safety@cs.cardiff.ac.uk

6.1 Heath Issues

You are reminded that you should register with a General Practitioner (GP), see Section 3.3.1.

Information about the procedure for:
- reporting absence due to illness is in Section 5.7;
- ensuring that your exam board is aware of any adverse effects illness or accidents may have had on your ability to study is in Section 5.8;
- discussing support needs if you have a disability is in Section 5.9.

6.2 Fire

You should familiarise yourself with:
- the instructions on display around the School for action in the event of fire;
- the locations of the nearest fire exits to each area where you work or study.

If you discover a fire, ring 999, or use an alarm point in the corridor, to raise the alarm. If you hear a fire alarm signal you should leave the building immediately by the nearest available exit. You must not use the lifts. After leaving, make your way to The Parade (near the Trevithick building) and await further instructions. Some members of staff have been appointed as Fire Wardens and will advise you if and when it is safe to re-enter the building.

The Queen's Buildings are zoned for evacuation purposes. This means that only a zone which is at risk is evacuated; do not enter a zone when audible and/or visible alarms located above fire doors between zones are in operation.

If you have a disability which may hinder you from leaving the building in an emergency it is important that you let us know (see section 5.9). You should do this even if the disability is temporary (e.g., a broken leg). We will then, in consultation with you, prepare an evacuation plan for you. You should consult the School Safety Officer, Mr Mike Daley in conjunction with this. A number of areas within the building are designated as Refuge Points where people with disabilities may wait for assistance. All Refuge Points are clearly labelled and are located close to an emergency evacuation route. Telephones are available at Refuge Points to call for assistance. You should familiarise yourself with the locations of the Refuge Points.

6.3 Accident

The following staff in the School are qualified to administer First Aid:
- Dr Andrew Aubrey (Room S/0.44 ext 70389/90)
- Mr Mike Daley (Room C/2.03a ext 76879)
- Mrs Tracey Lavis (Room N/2.04 ext 76906)

- Dr Pam Munn (Room N/2.09 ext 75490)

Other qualified First Aiders may also be available: see First Aid notices posted around the School, including at the School Reception. A First Aider may also be found in the Trevithick Porters' Lodge (ext. 76708).

First Aid boxes are kept in:
- the Porters' Lodges;
- School Office (Room N/2.04);
- the workshop (Room C/2.03);
- the School Senior Common Room (Room C/2.12);
- room S/2.16;
- WX/2.06.

In the event of an accident, if you are in any doubt about the condition of a patient, dial 999 and ask for the ambulance service. All accidents must be recorded on an accident report form available in the School Reception.

The University Health Centre (ext. 74810) is located at 47 Park Place (next to the University Union) and is open from 9.00 am to 4.30 pm, Monday to Friday during the semester. You may visit the Health Centre to seek advice or treatment for minor injuries (see Section 3.3.1).

6.4 Workstation Safety

You will spend considerable time using a computer workstation. How you sit at that workstation is important, as is taking frequent breaks. During Induction you will be advised about adjusting your chair, monitor and keyboard to minimise the risk of developing repetitive strain injury or other health problems.

6.5 Portable Appliance Testing (PAT for student laptops) – user checks

The University has been issued with the following from the Health and Safety Executive Inspector. Students who use their own laptops or any portable electrical devices (belonging to the student) that are connected to University mains outlets are informed of the need to carry out user checks of the plug, cable etc. It is the student's responsibility to ensure that *their* personal devices are safe.

Students should carry out a *user check* before most electrical equipment is used, with the equipment disconnected.

You should look for:

1. damage to the lead including fraying, cuts or heavy scuffing, e.g. from floor box covers (floor boxes are power sockets embedded in the floor);
2. damage to the plug, e.g. to the cover or bent pins;
3. tape applied to the lead to join leads together;
4. coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug);
5. damage to the outer cover of the equipment itself, including loose parts or screws;
6. signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment;

7. equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible; and cables trapped under furniture or in floor boxes.

You must avoid using equipment if any damage is found.

Devices (PCs, laptops, etc) owned by the School receive a full PAT inspection before being installed and then at regular intervals. These bear a green PAT test label. In addition to the above checks, users should ensure, prior to using any School equipment, that it bears a PAT test label and that the label is in-date. Report any problems to Laurence Semmens (Room C/2.01).

6.6 Health and Safety Responsibilities and Reporting

Ensuring a safe and healthy working environment is everyone's responsibility. If you see any hazard, such as a trailing cable, a damaged cable, a sharp edge etc., or any other health and safety related issue, it should be reported by email as soon as possible to: safety@cs.cardiff.ac.uk

6.7 Laboratory Security

Our laboratories are for COMSC students only. Do not give door codes to others, or let others follow you into the labs. Please also ensure that you close the door securely behind you. Laboratories are protected by recorded video surveillance.

6.8 Smoking

Smoking is not permitted in the University buildings or grounds.

7. Course Structure
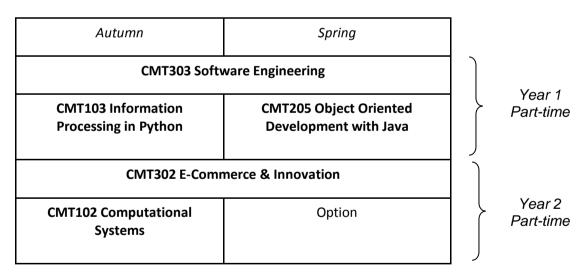
7.1 General Information

The teaching year is split into two semesters. Each semester will consist of 12 teaching weeks and an examination period which is two weeks in the Autumn semester and five weeks in the Spring semester. Dates for the semesters can be found in Section 9.

You will study taught modules to a total of 120 credits during Diploma stage of your degree. All taught modules are worth 20 credits. The Placement stage (if you are doing one) is worth 120 credits. Further information about the placement can be found in the Placement Handbook. The Master's stage of your degree will be an individual project (worth 60 credits) which you write up as a dissertation. Further information about the project and dissertation can be found in the Project Handbook. See section 9 in this handbook for important dates relating to the placement and project submission.

The structures of the taught part of the different MSc programmes are shown below. Full time students take all the core modules and sufficient options to a total of 120 credits. Part-time students take 60 credits per year and the required modules for the different years are indicated.

Full module descriptions, together with a Programme Specification and a schedule of assessment for your programme of study, are available on the School web server. The programme specification describes the aims, learning outcomes and teaching and assessment methods used in your degree programme.

MSc Computing

Autumn	*Spring*
CMT303 Software Engineering	
CMT103 Information Processing in Python	**CMT205 Object Oriented Development with Java**
CMT302 E-Commerce & Innovation	
CMT102 Computational Systems	Option

Year 1 Part-time (CMT303 Software Engineering, CMT103 Information Processing in Python, CMT205 Object Oriented Development with Java)

Year 2 Part-time (CMT302 E-Commerce & Innovation, CMT102 Computational Systems, Option)

Choose one option from:
>   CMT202 Distributed and Cloud Computing
>   CMT206 Human Centric Computing
>   CMT207 Information Modelling and Database Systems

Documents relating to your programme of study, can be found at:
http://www.cs.cf.ac.uk/currentstudents/

MSc Computing and IT Management

Autumn	Spring
CMT301 Business & IT Management	
CMT103 Information Processing in Python	**CMT207 Information Modelling & Database Systems**
CMT302 E-Commerce & Innovation	
CMT102 Computational Systems	Option

Year 1 Part-time
Year 2 Part-time

Choose one option from:
> CMT202 Distributed and Cloud Computing
> CMT206 Human Centric Computing

Documents relating to your programme of study, can be found at:
http://www.cs.cf.ac.uk/currentstudents/

MSc Information Security and Privacy

Autumn	Spring
CMT301 Business & IT Management	
CMT104 Information, Network & Cybersecurity	**CMT204 Forensics, Trust & Identity**
CMT302 E-Commerce & Innovation	
CMT105 Security Techniques	Option

Year 1 Part-time
Year 2 Part-time

Choose one option from:
> CMT202 Distributed and Cloud Computing
> CMT207 Information Modelling and Database Systems

Documents relating to your programme of study, can be found at:
http://www.cs.cf.ac.uk/currentstudents/

MSc Computer Science

Autumn	Spring
CMT304 Programming Paradigms	
Option	Option
CMT302 E-Commerce & Innovation	
Option	Option

*Year 1
Part-time*

*Year 2
Part-time*

Option choices have been paired to give in-depth coverage of areas of research strengths in the School:

Distributed and Scientific Computing: Autumn: CMT106 High Performance Computing; Spring: CMT202 Distributed and Cloud Computing.

Informatics: Autumn: CMT108 Pattern Recognition and Data Mining; Spring: CMT209 Informatics.

Visual Computing: Autumn: CMT107 Visual Computing; Spring: CMT206 Human Centric Computing.

It is recommended that you take at least one of these above pairings of modules to ensure you have sufficient depth in one of these research areas for your final project and dissertation. Your other two options can include any other module/s above or modules from:

Security: Autumn: CMT104 Information, Network & Cybersecurity; Spring: CMT204 Forensics, Trust & Identity.

Other: Autumn: CMT111 CS Topic 1: Web and Social Computing; Spring: CMT211 CS Topic 2: Computational OR

Documents relating to your programme of study, can be found at:
http://www.cs.cf.ac.uk/currentstudents/

7.2 Choosing your Optional Modules

You will be asked to make an initial choice of options during the Induction Session. To help you to make your choices lecturers will prepare a series of short talks which describe the optional modules which they will be teaching. If you need some additional advice on choosing your options you may also consult your Personal Tutor, the lecturer for the module(s) concerned or any member of the teaching staff of the School. You should note that circumstances may mean that the School has to vary the modules offered, for example because of changes in staffing or insufficient take-up of modules by students.

Although you are normally asked to make an initial choice of optional modules during the Induction Session, it is possible for you to change that selection. MSc Computer Science students can make changes to their Autumn Semester options until the end of the second week of the Autumn semester. All MSc students can make changes to their Spring Semester options until the end of the second week of the Spring semester This gives you the opportunity to attend the first contact session of any module you might be considering during week 2. However, you will only be able to be able to see the information on Learning Central for option modules you have selected after the changes have been approved. No changes to optional modules may be made after the second week of the Semester that they run in.

7.3 Examinations

Examinations are held in the assessment period of the semester in which the module is completed. Some lecturers may arrange revision sessions during week 12. You can find copies of past examination papers, which may help you to revise, at http://exampapers.cf.ac.uk/ The examination timetable is produced by the Academic Registry and will be displayed on the University website at http://www.cardiff.ac.uk/regis/sfs/exams/timetables/index.html the website also informs us when the timetable will be available.

Results of Autumn semester examinations are generally available towards the end of February. At this stage all these marks will be provisional as we will not have held an Examining Board. The Examining Board meets in June to consider all marks for the academic year. As part of this process the Board may decide to adjust marks for a module, this means that you must remember that all marks declared in February are provisional and may be subject to change. After the meeting of the Examining Board you will be sent a mark transcript by the Academic Registry; the School does not provide marksheets at this stage in the year.

Resit examinations normally take place during August and the resit Examining Board is held in September. Students are not normally permitted to undertake a placement (if appropriate) or a project until the Diploma (taught) stage of the degree has been successfully completed.

Please note that examinations may be timetabled for Saturdays and Bank Holidays and that rescheduling to accommodate any other commitments you may have is not possible (see 7.6 for a possible exception to this).

7.4 Use of Dictionaries and Calculators in Examinations

The use of non-electronic English/foreign language translation dictionaries is normally permitted in examinations and class tests. If you would like to use a dictionary in your examinations or tests you should take your dictionary to School Reception (N/2.03) and ask Mrs Tracey Lavis to tell you whether it can be approved for this use. Approved dictionaries will be stamped by Tracey and only dictionaries with this stamp may be used for tests and examinations.

University regulations state that students may use noiseless, battery or solar powered scientific calculators with numeric-only displays in examinations.

7.5 Examinations Through the Medium of Welsh

If you wish to be examined, in whole or in part, through the medium of Welsh you should notify the Superintendent of Examinations (exams@cardiff.ac.uk) by the end of week five of each semester. Further information about examinations procedures can be found at http://www.cf.ac.uk/regis/sfs/exams/

7.6 Religious Observance Days

If you anticipate that you will be unable, on religious grounds, to take examinations on certain days you should submit a written request to the Superintendent of Examinations (exams@cardiff.ac.uk) by the end of week five of the semester. More information is available at http://www.cf.ac.uk/regis/sfs/exams/

7.7 Progression

The way in which we determine your degree results and your progression from one year to the next of your degree is governed by Senate Regulations, Senate Assessment Regulations, the regulations for your degree programme and the Examining Board conventions. Extracts from Senate Regulations and Senate Assessment Regulations can be found in the *Academic Regulations Handbook* at http://www.cf.ac.uk/regis/sfs/regs/ Regulations and the Examining Board conventions for the degree can be found on the link for documents relating to your programme of study (see 7.1). What follows here is a brief summary of the main points.

You must achieve 120 credits in the Diploma stage before you can proceed to the next stage of your degree. The pass mark for each module is 50%. You should note that if you resit and pass a module, the mark credited to you will be the minimum pass mark (50%).

If you are doing a "with Placement" variant of your programme then you will need to get an average of at least 60% in your taught modules and obtain a suitable placement to proceed to the Placement stage. If you are unable to find a suitable placement or your average is between 50-59% then you will be required to transfer to the one-year version of your programme and proceed directly to the Master's stage. Students on placement will proceed to the Master's stage after completing the placement module. The pass mark for the placement is 50%.

The pass mark for Master's stage of the degree involving the project and dissertation is also 50%.

If you perform very well throughout your degree programme you may be awarded an MSc with Distinction. This requires a final mark and dissertation mark of at least 70% and an average of at least 65% in the taught modules. If your final mark and dissertation mark are at least 60% and you have an average of at least 55% in the taught modules then you will be awarded an MSc with Merit.

For programmes with a placement your final mark is calculated with weightings of 45% for the taught modules, 10% for the placement and 45% for the dissertation. For all other programmes your final mark is calculated with weightings of 50% for the taught modules and 50% for the dissertation.

If, for any reason, you do not complete the Master's stage of the programme but have achieved 120 credits in the Diploma stage you will be awarded a Diploma in your programme

of study. If you achieve at least 60 credits but less than 120 credits in the Diploma stage you may be awarded a Certificate in your programme of study. Diplomas and Certificates will be awarded with Distinction if your final mark is at least 70%, or with Merit if your final mark is between 60-69%

8. Learning, Teaching and Assessment

8.1 General Information

Most modules are delivered through a series of full-day contact sessions. The only exception to is CMT304 Programming Paradigms which is delivered as half-day sessions with an Autumn Semester option module and a Spring Semester option module for MSc Computer Science students. The contact sessions will include lectures, seminars, workshops, tutorials and laboratory classes organised for that module.

Most of your taught modules will have further information for you to study on Learning Central and you will be expected to work through this in your own time according to the guidance given to you by the lecturer for that module.

Each 20-credit module will require approximately 200 hours of study in total including the contact sessions and assessment. If you are a full-time student you should expect to work for about 35-40 hours each week to keep up with your academic workload. Part-time students should expect to work about 17-20 hours per week.

8.2 Assessed Coursework

Most of your modules will include an element of assessed coursework, details of which are given in the module descriptions. Wherever possible we expect you to word-process your coursework. One exception to this is mathematical work which can be difficult to produce in word-processed form.

When work is set you will be given a written coursework specification which will indicate how marks will be awarded, the format in which submission is required, the submission date and the date that lecturer expects return the marked coursework. The School has strict rules on plagiarism. If you are required to hand-in paper based coursework you will be expected to include a School coursework submission cover sheet. This cover sheet reminds you of the rules on plagiarism and you will sign this sheet to indicate that you have understood and followed these rules. With electronic coursework submission you automatically agree with these plagiarism rules when you submit your work. In particular, by submitting your coursework electronically through Learning Central you are agreeing to the following declaration:

I hereby declare that the attached submission is all my own work, that it has not previously been submitted for assessment, and that I have not knowingly allowed it to be copied by another student. I understand that deceiving or attempting to deceive examiners by passing off the work of another writer, as one's own is plagiarism. I also understand that plagiarising another's work or knowingly allowing another student to plagiarise from my work is against the University regulations and that doing so will result in loss of marks and possible disciplinary proceedings.

You should note that coursework may not be submitted to School Reception and that University policy is that late coursework will be given a mark of zero.

Your marked coursework will normally be returned to you, within 3 working weeks, together with written feedback, class feedback may also be provided.

In exceptional circumstances (e.g. illness, family problems, and jury service) you can apply for an extension to your coursework submission deadline in advance of the scheduled submission date using the extenuating circumstances form (See Section 5.8).

Details of when coursework will be set and the associated submission date(s) will be made available, from the start of the semester, on Learning Central. This will give you an overview for the entire semester workload to enable you to plan your work.

8.3 Guidance on Avoiding Suspicions of Plagiarism

It is an essential feature of good academic practice that ideas or words taken from any source should be properly acknowledged. You must follow this practice in all formal written work.

The declaration of sources gives authority to a statement; it shows that the author is not just making an unsupported assertion, but has researched the topic by referring to previous published work and has chosen information from a range of reliable sources.

Any careless use of the ideas or words of others without acknowledging them as such is bad academic practice. Written work which is found to contain a careless unacknowledged quotation will be marked at a lower level.

Plagiarism, the deliberate unacknowledged use of the words or ideas of others, with the intention of passing them off as the author's own, is deceitful and dishonest. Although our purpose here is to help you to avoid plagiarism, you should be aware of the consequences of being found guilty of plagiarism. The Senate Regulations covering Unfair Practice indicate the procedure to be followed for cases of suspected plagiarism and the penalties involved for cases of proven plagiarism (see the *Academic Regulations Handbook*). It is sufficient to emphasise that the penalties for proven plagiarism are severe. Regrettably these University procedures have had to be used recently for students from this School.

To avoid plagiarism make sure that:
* you cite references correctly (see the INSRV tutorial at http://www.cardiff.ac.uk/insrv/educationandtraining/guides/citingreferences/). The School recommends that you use Harvard style for citing and referencing.
* you enclose in quotation marks any material greater than four or five consecutive words quoted verbatim from the source even if it is unpublished
* you ensure that in written work you use your own words wherever possible
* you do not ask to borrow other student's assessed work and do not lend your own or otherwise help your classmates
* you do not leave the completion of coursework to the last minute thereby increasing the pressure to cheat
* if you discuss assessed work with another student make sure that neither of you takes notes at the time, you will both then go and do the work in your own way and will avoid the possibility of being accused of collusion.

Dr Andrew Jones is the School's current Unfair Practice Co-ordinator, and he will be giving talks about Unfair Practice at a number of key stages during your course. He is happy to discuss any individual queries you have about avoidance of Unfair Practice; you may wish to contact him by e-mail (Andrew.C.Jones@cs.cardiff.ac.uk) in the first instance.

8.4 Quality Assurance

The School has various quality assurance mechanisms in place and one of these is module appraisal by students. Midway through each module you will be asked to complete (anonymously if you wish) a feedback form. The purpose of this mid module feedback policy is to give you the opportunity to provide feedback to the module team on all aspects of the module. The timing allows any appropriate changes to be made during the remaining teaching weeks of the semester. At the

end of each semester you will be able to complete an online questionnaire.

8.5 Placements

If you are on the "with Placement" variant of your programme then you will need to find a suitable placement during the taught part of your Programme. You are responsible for finding your own placement, but the School will be using placement consultants to inform students of suitable placement opportunities. A series of workshops and talks will be provided during the Autumn Semester of your first year to give advice on applying for a placement and on preparing you to get the most from your placement opportunity. Drop-in advisory sessions will be provided in the Spring Semester to help with your applications.

The placement will normally last between 7 and 10 months and will take place between the taught phase and the dissertation phase of the programme. Further information can be found in the placement handbook, which includes details about how the placement module is assessed.

8.6 Projects

The Master's stage of your programme is a 60-credit individual project which you will write up as a dissertation. All full-time students and those part-time students who are shortly due to start their projects will be given detailed guidance on how to select and carry out a project; this guidance will be supplemented by a project handbook. This information and advice is provided in addition to the individual guidance which will be offered to you by your project supervisor once you start your project. Every effort will be made to enable you to propose or choose your preferred project but any student who has difficulty in completing this process will be assigned a project. By the end of the Spring semester you should know your project title and who your supervisor is to be. You will then be in a position to start work on your project directly after the meeting of the Examining Board confirming your progression to the Master's stage of your degree. As well as writing up your project you will also demonstrate/present your project to your supervisor, explaining your findings. You should be aware that although this demonstration does not receive a mark it is essential that it takes place as your project report will not be marked until the demonstration has been carried out.

Your project supervisor is likely to get to know you well, this means that (s)he will be an ideal person to approach should you need to find someone willing to provide a reference for you.

Written feedback on your marked dissertation can be requested from your supervisor. This request must occur within one month of the date the result is available to the student. The feedback will take the form of a brief report of approximately 100 words.

9. Dates for the Year

Autumn Semester	**30/09/13 – 26/01/14**
Christmas recess	14/12/13 – 05/01/14
Examination period	13/01/14 – 24/01/14

Spring Semester	**27/01/14 – 13/06/14**
Easter recess	12/04/14 – 04/05/14
Examination period	12/05/14– 13/06/14

Resit Period	**11/08/14 – 22/08/14**

Placements

Earliest start date for placement: 30th June 2014
Latest finish date for placement: 4th May 2015

Projects
Submission of dissertations   Full-time students 11/09/14
                                 Part-time students 29/09/14 (starting September 2013)

Note: Students taking assessments in the Resit Period will be informed of dates for placements and submission of projects as appropriate.