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Chapter 1
Welcome to the CDT
A message from the Post-graduate Research Director

Welcome to the University of Manchester and to our three year PhD programme in Computer Science. We are very excited to have you here and hope your time will be challenging, fulfilling and enjoyable. This is the start of your research careers and you are enrolled on a traditional 3-year PhD programme to learn how to carry out research. You will learn how address a problem and understand its context and its importance, how to evaluate and communicate ideas and how to carry out effective investigations using the techniques of particular research fields. You will be working under the direction of one or more academic supervisors and will have the opportunity to work with other staff, colleagues and students. You will wish to be collaborating world-wide with researchers in your chosen field and to spend some time attending conferences and meeting them face-to-face. We expect that you will soon be contributing to our research, writing papers, making presentations, and helping to shape the future of computer science. Our PhD programmes combine deep technical training with explicit direction in how to develop research skills. We already know that you are among a group of students with great potential as researchers. Together, I hope we will make the time you spend here as a Ph.D. student a great experience for all of us.

With very best wishes to all new postgraduate research students.

Dr Jonathan Shapiro
Director of Postgraduate Research
Chapter 2
Getting Started

2.1. The Student Support Office (SSO)
This is located in Room LF21 (Lower First floor), Kilburn Building, email: sso@cs.man.ac.uk. It provides administrative support for all students, from registration to graduation.

2.2. Induction (Welcome) Week (Week 0) 19 - 27 September 2011
A number of induction events will be scheduled during this week. During the first day we aim to explain how the School, the 3-year programme, assessments, email accounts, and computer accounts work. This should set you up to start with your studies straight-away. We hope that you meet and make friends with staff and other Post-Graduate Research (PGR) students, and familiarize yourself with the layout of the School and of the University.

2.3. Supervisor
Each 3-PGR student has been assigned a supervisor, with whom he or she will have regular contact.

2.4. Location
Our address is as follows:
School of Computer Science,
The University of Manchester,
Oxford Road,
Manchester M13 9PL
UK
The School’s home page is: http://www.cs.manchester.ac.uk
The School is located in the Kilburn Building and the ‘IT Building’ which is attached and located behind it. From Oxford Road, the ground floor entrances to the Kilburn building are on the left, then up the staircase inside, or to the right, and through the loading bay (the only access out of normal office hours). There is also an entrance on the first floor via the elevated walkway to the left.

2.5 Three-Year PGR Programme Handbook (this document):
Much of the content of this handbook can be found on University of Manchester and School of Computer Science websites, accessible from the home pages:
http://www.manchester.ac.uk and http://www.cs.manchester.ac.uk
The handbook is intended as a useful initial reference. Some of its content mirrors that given in the School of Computer Science ‘PGR’ website: http://www.cs.manchester.ac.uk/pgr/ which contains more information that you will need to consult regularly. The handbook also contains some other information that is hopefully useful to PGR students especially when they are new to the University of Manchester.

2.6. Teaching Semester Dates 2011-12
Within Computer Science, undergraduate teaching occurs in 12-week semesters. The MSc teaching occurs in 6-week blocks which divide the 12 week semesters in half. We are giving you this information as you will be encouraged to become involved in many activities of the School including undergraduate and postgraduate laboratory teaching.

First Semester: 19 September 2011 - 16 December 2011 & 16 January 2012 - 29 January 2012

Second Semester: 30 January 2012 - 23 March 2012 & 16 April 2012 - 8 June 2012

2.7. Mentors
The Mentors are research students in their second or further years. They can help with queries about the
School or University, or other aspects of the PhD experience. They also organize social activities. Find out more about them and how they can help from their web page: http://mentors.cs.manchester.ac.uk/
or join their Facebook group: CS Research Students (University of Manchester).

2.8. Identity Cards
All PGR students will be issued with a photographic University identity card (swipe card/student card). You should have this card on you at all times whilst on University premises. It is used to access various restricted areas, as well as acting as your library entry/borrowing card for the central university library. To be in the building outside normal working hours, you will need an out of hours pass. These are issued in the Student Support Office (SSO). You will need to bring a photograph of your face (like a passport photo).

2.9. Internal Telephone System
External phone numbers for the University are usually of the form 0161-275****. From an internal phone, you just have to dial the extension number, which is 5 followed by the last four digits of the external phone number. Some internal phones also allow you to make external calls by dialling ‘9’, to get an external line, followed by the usual external phone number.

2.10. Computing Facilities
Each PGR student will be allocated a desk and a computer in the appropriate research laboratory. Machines are usually set up to support Linux and MS Windows. Most PGR students will probably need to be familiar with both systems. There is an introductory Linux lab for those who need to familiarize themselves with our Unix based system.

2.11. Computer Science Information Systems (CSIS)
If there is some fault with your equipment or with your CS account, then you should consult the CSIS webpages: http://csis.cs.manchester.ac.uk/. Exactly what CSIS deals with is explicitly listed on the Intranet at: http://csis.cs.manchester.ac.uk/do.php

2.12. Computer Accounts
You will have two computer accounts: a ‘School’ account and a ‘University of Manchester’ account.

School account: Your username/log-in name will be your family name (truncated to the first 7 letters if necessary), followed by the first letter of your given name (or sometimes the second initial as well if there is a clash with another student or staff member). Your initial password is your date of birth in yyyymmdd format.

For example, Mrs Alice Smith, born on the 2nd of January 1950, would have the username smitha, and password 19500102.

To check that you can login, try to access the Q&A for new students on the school student intranet (StudentNet), which can be found at: https://qanda.cs.man.ac.uk/account/signin/

Your school log-in will also allow you to access the machines in the student computer labs. Most machines are dual-boot (Linux and Windows), with standard specifications across the various labs.

You should change your password as soon as you have successfully logged in for the first time.

University account: Your university central username and password allows you to access various university-wide systems, as well as giving you access (via the Central Authentication System (CAS)) to online journal content to which the University Library has a subscription.
You can sign-up for your account by visiting: https://iam.manchester.ac.uk/initial_login/overview
You will need your personal details and University ID number (the number on your swipe card) to sign-up.

2.13. Email
You will have a computer science email account, with an address of the form: <user>@cs.man.ac.uk as well as a University email account: <user>@postgrad.manchester.ac.uk
Detailed instructions on how to send and receive emails, both locally and remotely, for both Linux based and windows based systems, are to be found on the CSIS webpages:
http://csis.cs.manchester.ac.uk/software/newmail.php
You can also find advice on how to send and receive email via various mobile devices on the Computer science Questions & Answers site (you will need your school login to access this site):
https://qanda.cs.man.ac.uk/account/signin/
It is important to note that you should read your email frequently as there may be important messages from the staff or from the School or University. If you use other (external) email accounts (e.g. gmail or hotmail), you may wish to set up a forwarding to automatically forward mail from your School mail account to your external account.
Warning: If your School account becomes over quota, then mail will not be received and you may miss important messages. Always ensure that you clean up your account regularly, deleting large files and junk (especially in your email box and web browser caches).

2.14. Intranet
There is a School Intranet which is divided into two sections:
   StudentNet: http://cs.manchester.ac.uk/studentnet
   StaffNet: http://cs.manchester.ac.uk/staffnet
StudentNet has sub-sections on the post-graduate taught (PGT) and post-graduate research (PGR) programmes:
   PGT: http://www.cs.manchester.ac.uk/pgt/
   PGR: http://www.cs.manchester.ac.uk/pgr/

2.15. e-Learning
The School of Computer Science makes use of various eLearning systems for teaching and assessment (Moodle and Blackboard). There is also a new online system for post-graduate students (eProg), which enables students to plan and track their progression, and provides online listing and booking of various skills training programs. Full details of these three services are provided in the e-Learning chapter of this document.

2.16. Student Orientation Support
The EPS Faculty provides an online help and support service for new students:
http://www.sos.eps.manchester.ac.uk/
This site has advice on a range of subjects, from where to go shopping, to self-help tips on how to improve your memory! Although primarily aimed at undergraduates, there is also much useful advice for postgraduate students who are new to Manchester.

2.17. International Students & English Language Courses
As with other aspects of training and development within the CDT, students are encouraged to further develop their skills throughout the course of the programme. Further English language courses are hence available during the course of the CDT programme, to enable students to fulfill their full potential as they progress with their study and research.
Further information about these courses will be provided at registration. A full guide to the courses provided by the University Language Centre can be found at:
http://www.langcent.manchester.ac.uk/english/
International students may also find it useful to participate in activities arranged by the International Society:  
http://www.internationalsociety.org.uk  
which has more than 6000 members representing more than 120 nationalities. The University of Manchester Students’ Union is also home to many international societies which are run by students for students, allowing you to meet informally with students of a similar nationality and/or faith:  
http://www.manchester.ac.uk/international/support/societiesforinternationalstudents/contact/  
The university’s International Advice Team offers help and advice to international students on a wide range of issues:  
http://www.manchester.ac.uk/international/support/advice/  

2.18. Student Societies  
The University of Manchester Students’ Union (UMSU):  
http://www.umsu.manchester.ac.uk/  
is an organization, independent of the University, to which all students automatically belong. As well as the facilities within the Student Union building itself, UMSU also supports an enormous range of student societies, where you can meet students with similar interests:  
http://www.umsu.manchester.ac.uk/societies/list/  

2.19. Faculty Support  
The Faculty of Engineering and Physical Sciences has a set of web pages supporting PhD students, at this address:  
http://www.researchsupport.eps.manchester.ac.uk/postgraduate_home  
This contains information about short courses events run by the Faculty, advice, and links to the Faculty and University policies relevant to PhD students.  

2.20. Help and Advice  
Starting a new programme can be daunting for anyone. In many cases, students will have moved from a familiar university and course, where they were seen as an experienced and knowledgeable student, someone who others came to for advice. Compared to this, being a new student, at an unfamiliar university, in what may also be an unfamiliar city or country, can be a big change that isn’t always that easy to deal with. If you do experience difficulties, remember that even if all the other students in your cohort seem to be having a wonderful time, with no problems at all with the course or anything else, things aren’t always exactly as they may seem. Many other people may be having similar problems as yourself.  
If you are experiencing any difficulties, whether they be academic, personal, or university related, it is important for you to know that you can seek advice at any time. Any matter whatever that affects your work and progress can and should be brought to the attention of your Advisor, Supervisor, Head of Research Group, Programme Director or any other suitable member of staff. You can also seek advice from the Student Support Office in room LF21.  
See also the later section on Student Support and Guidance. Any information will be treated as strictly confidential.  
Members of university staff (whether administrative or academic) have a wealth of experience in dealing with the issues that effect students, and if they can’t help you themselves, can often assist you in finding the help you need. Academic staff will always advise on management of work, and in many cases, any problems or disruptions you may have had can be taken into account when it comes to assessment of your work and progress.  
When it comes to academic help on particular course units, you should initially consult the course lecturers on that unit.
Chapter 3
Overview of the Three-Year PGR Programme

3.1. Introduction

Traditionally most PhD programmes have been designed to be completed within three years. Though the School of Computer Science has now introduced the four year CDT programme, it has also retained its three year programme to meet the demands of a large number of PhD students, supervisors and sponsors. The aim of any PGR student on the 3-year programme must be to complete all the research and the writing up within three years. The planning must take this into account from the outset. The University regulations allow for one additional year beyond the third for completing the thesis, but most students who receive funding for their PhD will not be entitled to receive any funding beyond the end of their third year. The university is entitled to terminate a student’s PhD registration at the end of four years regardless of whether the thesis has been completed or not. There is every incentive to complete this programme within the allotted three years, and an absolute necessity not to extend it beyond your years.

Therefore, the great majority time will be devoted to the main task, which is doing research and completing the thesis within three years. However there are other activities that three year PGR students are required to engage in, and yet others that they have the option of engaging in. The courses listed below are designed to help all PGR students in their endeavours. Activities such as laboratory demonstrating, mentoring and public engagement are optional though they encouraged as being conducive to the general experience of being a successful research student and preparing for wider roles when students take up their chosen careers.

3.2. Plagiarism Course:

All PGR students are required to complete a short course on plagiarism. See the Section on Plagiarism & Academic Malpractice in the Assessment chapter.

3.3. Scientific Methods Courses (COMP80121, COMP80132 and COMP80142):

All PGR students are required to take this sequence of three ‘Scientific Methods’ courses. They give PGR students an introduction to scientific evaluation for all phases of a research project, from the evaluation of the quality and importance of a research proposal, to the experimental verification and analysis of the outcome. These courses will teach scientific methods, scientific evaluation, experimental design, data analysis and elements of statistics. They will address the means of assessing the significance of a piece of research (both academic, and within society in general), and how to maximise its impact. A range of case-studies derived from actual research projects will be considered, some of which were successful in terms of impact, and others which were not successful. The titles of these three courses are as follows:

‘Scientific Methods 1’ (COMP80121):
Full title: ‘Scientific evaluation, experimental design, and statistical methods’
Schedule: Twelve lectures during Weeks 7 to 12 (7th Nov to 16th Dec 2011)

‘Scientific Methods 2’ (COMP80132):
Full title: ‘Fundamental aspects of research methodology’.
Schedule: Two lectures and assignments during Week 6 (31 Oct 2011) and Further lectures and assignments during Weeks 15 to 20 (30 Jan to 9 Mar ‘12)

‘Scientific Methods 3 (COMP80142):
Full title: ‘Proposal Writing and Impact Studies’
Schedule: Lectures and assignments during Weeks 21 to 26 (12 Mar to 11 May ‘12)
3.4. Research Seminars
Science in Practice (SIP) seminars will also take place in Weeks 1-12 (1 hour per week). These will inform PGR students of the variety research activity within the Research Groups within the School. They will be delivered either by the heads of the research groups themselves, or by suitably-qualified representatives.

3.5. Research Symposium
The School Research Symposium takes place over several days in Week 6 (30 Oct - 4 Nov 2011), and part of the content will be a set of presentations and posters that outline ongoing research programs within the School. It will give all new PGR opportunities to meet more senior research students and their PhD supervisors.

3.6. Poster session/Open Day
This will take place during January 2012, and will give PGR students a further opportunity to meet other researchers within the School and learn of their work.
Chapter 4
Progression and Assessment

Three-year Research Student progress monitoring in the School of Computer Science follows the model set out by the Graduate School of the Faculty of Engineering and Physical Sciences (GS-FEPS) in their Graduate Resource Book. This document outlines the way in which the model is implemented within the School of Computer Science.

See also:

- further information on the interview and form filling procedure.
- PGR Interviews (timetable).

At the anniversary of entry each year, research students are monitored as follows:

Year 1:

Each student is required to write a report of 1000 words stating their research aims and objectives, summarising what they have achieved during their first year, and outlining their plans for the year ahead. In addition, each student must give a brief (10 minute) presentation of their work to a panel and answer any questions the panel has on their results and progress.

Every student registered as a Direct Entry PhD student is expected to write a continuation report before the end of their first year. Every student registered as an MPhil student who is seeking to convert to PhD registration must write a transfer report. Such reports are expected to be substantial documents, typically around 60 pages, and are assessed by the student's supervisor and advisor. These reports are expected to: (i) make clear the aims and objectives of the research programme; (ii) describe how the proposed research programme relates to other work in the area; (iii) present the work that has been carried out during the first year of study; and (iv) present a plan for the remainder of the PhD.

Where a student is registered for an MPhil theses, and is not seeking to convert to PhD registration without completing an MPhil, an MPhil thesis should be submitted as outlined in the regulations, for assessment by an internal and external examiner.

In the School of Computer Science, three copies of a transfer report or continuation report must be submitted at least six weeks before the anniversary of initial registration (e.g. 15th August for students who entered the university the previous September). It is expected that transfer and continuation reports will be substantial documents, containing a literature review, a detailed description of the work done during the first year, an evaluation of this work, and a plan for the remainder of the proposed PhD. The 3 copies are lodged with the supervisor, the advisor and the MPhil course director. The report must be read and assessed by the supervisor and the advisor (or an alternative member of the academic staff nominated by the supervisor), and assessments of the transfer report supplied to the postgraduate office by the supervisor and the other assessor before the student is interviewed by the panel. Assessment forms for transfer reports are available from the postgraduate office.

Year 2:

Each student is required to write a report of 1000 words summarising what they have achieved during their second year and outlining their plans for the year ahead. In addition, each student must give a brief (10 minute) presentation of their work to a panel and answer any questions the panel has on their results and progress.
Year 3:

There is an end-of-third-year monitoring form to be completed by the student and their supervisor, along with a one page report specifying the work that is complete and the work which still remains to be done, including a Gantt chart or other suitable plan for the time from completion of the form to anticipated submission of thesis. There is information which you may find useful within the Mentors Pages here.

Please note that the regulations that apply to a student are generally those that were relevant when they were admitted to the university. As regulations change with time, different students can end up with different GS-FEPS information manuals reflecting the state of play when they entered. This means that what is true for one student (e.g. about the length of time for which they may register for a PhD) may not be the same for another.
Chapter 5
Student Responsibilities

5.1. Thesis Submission

Three year PGR students are required to submit their PhD theses within four years of first registration, though it is expected that submission will be within three years or shortly after.

5.2. University Policy on attendance

The University Policy as regards attendance can be found under 'Work and Attendance' in the documents listed at:

http://documents.manchester.ac.uk/listofpolicies.aspx

5.3. Absence and/or illness

The Student Support Office should be notified of any absences for illness of less than 7 days. Longer absences will require you to submit a medical note signed by your general practitioner or by a hospital doctor. As noted in the Assessment section, it is in your interest to keep the School fully informed of medical or other problems, so that these can be fully taken into account when assessing your progress.

5.4. School attendance

The research group to which you have been assigned, and your supervisor(s), should make clear what attendance is expected of you. For example, students should not assume that the only aim of undertaking research in a research group is completing the research, and that this can be done as well by working from home as by working in the School. In most cases, a research group will expect your attendance at research group meetings, seminars etc. Working within the School also allows you to interact with other members of your research group, and discussions with other students and researchers can often be very fruitful when it comes to problems you may have with your own work, as well as giving you the opportunity to assist others and gain a better picture of the research within your group as a whole. Most supervisors will also expect good attendance when it comes to any summer schools or conferences you may later attend, and it is usually not judged as sufficient if you are there for the presentation (poster or oral) on your own work, but you don't attend any presentations by other attendees at the conference.

5.5. Student Conduct

The University and the School take the issue of student conduct and discipline very seriously, and part of the general aim is to ensure that students themselves are treated in a proper manner by their fellow students, and by all members of University staff (whether academic, administrative, or any other staff member), and to ensure that students are provided with a safe and supportive environment in which to study.

As well as detailing what may be judged as misconduct when it comes to the behaviour of students towards other students, members of staff, or visitors, the regulations also include misuse or damage to University premises, the property of individuals or of the University, computer systems, communications networks etc. Students should note that these Regulations don't just apply to their conduct whilst on University property or premises, but can also apply elsewhere. For example, if you were involved in a University activity, were representing the University, or were present at some other place by virtue of your status as a student of the University.
The penalties that the University can apply in cases of proven or admitted misconduct or breach of discipline range from a reprimand and warning, through fines and requirement of compensation, all the way to expulsion from the University. The Regulations can be found at: [http://documents.manchester.ac.uk/list.aspx](http://documents.manchester.ac.uk/list.aspx)

### 5.6. Plagiarism and Academic Malpractice

The responsibilities of students regarding academic malpractice and plagiarism will be explained in the context of the online ‘Plagiarism’ course that all PGR students must take.
Chapter 6
Contacts for student Support and Guidance

6.1. School and Postgraduate Student Support Staff

Head of School (through November 2011) Prof Norman Paton
Room: Kilburn Building 2.125, Phone: 0161-275 6910,
Email: norman.paton@manchester.ac.uk

Head of School (from November 2011): Prof Jim Miles
Room: IT Building 114, Phone: 0161-275 4554,
Email: jim.miles@manchester.ac.uk

PGR Director and CDT Manager: Dr Jon Shapiro
Room: Kilburn Building G16, Phone: 0161-275 6253,
Email: jonathan.l.shapiro@manchester.ac.uk

PGR Admissions and Assistant CDT Manager: Dr Barry Cheetham
Room: Information Technology Building IT403, Phone: 0161-275 4534
Email: barry@man.ac.uk

PGR Admissions: Dr Xiao-Jun Zeng
Room: Kilburn Building G7, Phone: 0161-306 3362
Email: x.zeng@manchester.ac.uk

PGR Admissions Officer: Rosalyn Cooper
Room: Kilburn Building 2.10, Phone: 0161-275 0699
Email: rosalyn.cooper@cs.man.ac.uk

Student Support Office (SSO)
Room: Kilburn LF21
Email: sso@cs.manchester.ac.uk Website: http://www.cs.manchester.ac.uk/student-services

Student Support Office Manager: Gill Lester
Room: Kilburn LF21, Phone: 0161-275 6210,
Email: Gillian.S.Lester@manchester.ac.uk

Postgraduate Administrator: Janet Boyd
Room: Kilburn LF21, Phone: 0161-275 6283,
Email: jboyd@cs.manchester.ac.uk

Postgraduate Assistant: Susannah Hymas
Room: Kilburn LF21, Phone: 0161-275 7520,
Email: Susannah.Hymas@manchester.ac.uk

Student Support Office Assistant: Richard Ward
Room: Kilburn LF21, Phone: 66624,
Email: richard.ward@cs.man.ac.uk

School Student Disability Support Coordinator: Dr Ning Zhang
Room Kilburn 2.113 Phone: 0161-275 6117
Email: Ning.Zhang-2@manchester.ac.uk
6.2. School Student Advisory Service

This service is available to all students in the School of Computer Science. It offers advice on School and University matters and will try to help with anything that concerns you, whether in your studies, in the school, in the university or in your life outside the university. For details, see:
www.cs.manchester.ac.uk/student-services/student-advisory-service.php

6.3. Faculty of Engineering and Physical Science (EPS) Student Orientation Support:
http://www.sos.eps.manchester.ac.uk/

6.4. University StudentNet:
This provides advice, information and guidance for all students at the University of Manchester:
http://www.studentnet.manchester.ac.uk/crucial-guide/

6.5. Disability Support Office (DSO)
The DSO provides support for disabled staff and students in the University and also offers support and advice to prospective students and employees. They provide a confidential service and enable management of the level of disclosure within the University in order to provide agreed support. They work with a wide range of students, including students with specific learning difficulties (such as dyslexia), mental health difficulties (such as anxiety), medical conditions (such as epilepsy and arthritis), deaf and hard of hearing students, blind and partially sighted students, and students with autism/Asperger syndrome.
http://www.dso.manchester.ac.uk/

6.6. Student Guidance Service
This was formerly known as the Academic Advisory Service
It offers confidential advice on any matter relating to your studies or any issue affecting you and your academic progress. It is independent from Faculties and Schools, completely confidential, and is run by a small team of part-time advisors, some of whom are members of academic staff. For detail see:
http://www.studentnet.manchester.ac.uk/crucial-guide/sgs/

6.7. Housing and Accommodation Information
The Accommodation Office deals with student accommodation in the University Halls of Residence. Separate halls are available for undergraduates and postgraduates, but the University also has halls comprising a mix of both. For details see:
http://www.accommodation.manchester.ac.uk

Manchester Student Homes is a service for students, owned and run by the University, along with Manchester Metropolitan University (MMU). The services are free to students. They list a large number of privately-rented accredited houses, flats and rooms and are also there to give you housing advice if you need it. For details see:
www.manchesterstudenthomes.com
6.8. Students Union

The University of Manchester Students' Union (UMSU) is an organization, independent of the University, to which all students automatically belong. The Student Union building houses a wide range of services for students, including welfare and legal advice. For details, see:

http://www.umsu.manchester.ac.uk/advice

6.9. Health and Health-Care

Upon arrival in Manchester, all PGR students should register with a local General Practitioner (GP). In order to receive National Health Service (NHS) treatment whilst you are in Manchester, you must be registered with a local doctor.

Registering with a local doctor will enable an international student, spouse and children (but not visiting relatives) to receive free medical care, provided that they are in the UK for six months or longer.

A list of GPs can be obtained from the staff in University Accommodation. Alternatively, a complete list of GPs, dentists, and pharmacies in Manchester can be obtained online from the NHS Services Directory. For details, see:

http://www.nhs.uk/servicedirectories/Pages/ServiceSearch.aspx

Further advice on health issues and health services for students can be found on the ‘StudentNet’ website:
http://www.studentnet.manchester.ac.uk/crucial-guide/personal-life/health

6.10. Student Counselling Service

This service has a team of professional counsellors and psychotherapists offering confidential help with any personal issues affecting work, self-esteem, relationships, mental health or general well-being. It is available to all University of Manchester students. For details see:

http://www.studentnet.manchester.ac.uk/counselling

6.11. Careers Advice

The University Careers Service provides careers information, advice, and guidance to all Manchester students. For details see:

http://www.careers.manchester.ac.uk/

6.12. Immigration Advice

Advice on UK immigration legislation is offered by the International Advice Team based at the Student Services Centre. For details:

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/

6.13. Information and support for International Students

International students at the University of Manchester have the support of a dedicated International Advice Team based in the Student Services Centre:

http://www.manchester.ac.uk/ssc/internationalteam
and the International Society based on Oxford Road:

http://www.internationalsociety.org.uk/

The Students Union provides the services of an International Students Officer:
http://www.umsu.manchester.ac.uk/your_union/executive/officers

as well as a large number of international societies:

http://www.umsu.manchester.ac.uk/societies/list

6.14. University Language Centre

The Manchester University Language Centre offers courses in some 18 languages for personal, professional and academic purposes at various levels to prospective and current students. In particular, it provides programmes for students wishing to improve their English language skills for academic or professional reasons. For details see:

http://www.langcent.manchester.ac.uk/
Chapter 7

e-Learning Resources

There are three main e-Learning resources that you will meet during your studies:

7.1. **Blackboard** is a university-wide eLearning environment. It is used by (some) CS lecturers to make course material (e.g. lecture notes, handouts) available to students registered for a particular module, as well as allowing online assessment (e.g., multiple-choice questionnaires (MCQs)) and document submission, class-wide emailing and chat-services etc. Blackboard can be accessed via the University Portal:

   [https://www.portal.manchester.ac.uk/](https://www.portal.manchester.ac.uk/)

This enables you to login via the Central Authentication Service (CAS), for which you will need your central (university) username and password. If you have not yet activated your central account, the instructions for how to do this are on the University Portal page as well.

Instructions on using Blackboard can be found on the StudentNet page:

   [http://www.studentnet.manchester.ac.uk/blackboard/](http://www.studentnet.manchester.ac.uk/blackboard/)

The basic student guide to Blackboard is also included in this document.

7.2. ‘**Moodle**’ is a virtual learning environment (VLE) used by the School of Computer Science. You enter Moodle by using your ‘School’ login:


A student guide is available within Moodle, and a useful introduction is also available outside Moodle at:

   [http://octette.cs.man.ac.uk/moodleintro/index.htm](http://octette.cs.man.ac.uk/moodleintro/index.htm)

The online Moodle quick-start document is also included in the following pages of this handbook.

7.3. ‘**e-Prog**’ is the new, University-wide progression system and skills training catalogue for postgraduate research students. The training guide to e-prog is included in the following pages of this handbook.
Chapter 8
University Learning Resources

8.1. The John Rylands University Library (JRUL)

This library, also referred to as the JRULM, is the University of Manchester's library and information service and supports all subject areas taught by the University.

The JRUL provides its members with a large number of services and resources, including the most extensive range of electronic resources of any UK Higher Education library.

The John Rylands University Library consists of the Main Library and several site libraries. Locations and full details of the services provided and how to access them can be found on the JRUL website: http://www.library.manchester.ac.uk/

8.2. Central Authentication Service

One advantage of this central system is that when accessing online journals, rather than having to remember a whole list of different passwords and usernames, you instead just use the CAS. The journal website typically directs you to the Manchester CAS page, where you login, and are then returned to the journal, where you can then access the journal content to which we have a subscription.

The login can also be accessed directly by going to the University Portal: https://www.portal.manchester.ac.uk/uPortal/Login

and then pressing the ‘login’ button.
Chapter 9
List of Acronyms and Glossary

CAS: Central Authentication Service. This is the university web-based service that allows you to login using your central username and password, and hence gain access to a whole range of online services.

CDT: Centre for Doctoral Training.

CS: Computer Science. Usually means the School of Computer Science here in Manchester, as opposed to the whole subject area.

CSIS: Computer Science Information Systems, formerly known as Duty Office. They look after the machines within CS that are used for research and teaching. The CSIS pages: http://csis.cs.manchester.ac.uk/do.php contain considerable information on using the Computer Science facilities, including logins, email accounts, and the CS code of practice for the use of CS computing equipment and accounts.

DSO: Disability Support Office. See Chapter 6 of this handbook

Duty Office: see CSIS above

eProg: a new online system for post-graduate students, which enables students to plan and track their progression, and provides online listing and booking of various skills training programs.

EPS: Engineering and Physical Sciences, the Faculty of which the School of Computer Science is a part.

JRULM or JRUL: The John Rylands University Library of Manchester http://www.library.manchester.ac.uk/

LF: Denotes the Lower First floor of the Kilburn building, which is above the ground floor, but below the first floor.

MCQ: Multiple-Choice Questionnaire. An online method of assessment or self-testing used in some course modules, although some lecturers may still use paper-based versions.
Blackboard is an online learning system that you can use to view course material for any units that you are taking. You can also complete and submit coursework and monitor your progress using online tests and quizzes. You can communicate and collaborate with your lecturer or other students using discussions or chat.

### Accessing Blackboard

- From **StudentNet**, login to **Portal** (by clicking on an appropriate link):  
  [www.manchester.ac.uk/studentnet](http://www.manchester.ac.uk/studentnet)
- To enter your Blackboard course, click the **My Studies** tab, select **My Courses** and then select **Current**. *(Note: look under **My Organisations** for programme level Blackboard 9 spaces.)*
  Blackboard Learn 9 courses are identified by the Blackboard icon.
- To enter the course, click on the course **Bb** icon.

### Getting Help

If you have a problem logging into Blackboard, access the **Knowledge Base** to search for solutions or report a problem via:  
[www.manchester.ac.uk/servicedesk](http://www.manchester.ac.uk/servicedesk)

If you are unfamiliar with using Blackboard you can find more information at:  
[www.studentnet.manchester.ac.uk/blackboard](http://www.studentnet.manchester.ac.uk/blackboard)

---

1. In the Portal, click the ‘My Studies’ tab. *(Note: Portal layout is customisable, so may not display exactly as shown)*
2. Locate either ‘My Courses’ or ‘My Organisations’ (‘My Courses’ for course units, ‘My Organisations’ for programme level spaces)
3. Select ‘Current’ to display current courses
4. A Blackboard 9 course is indicated by a **Bb** icon; click it to enter the course.
5. This gives a link to the new online library reading list and organiser, Talis Aspire.
Clicking on the course link will take you to the Course Entry Page.

The entry page is customised for your course: it may show Announcements, Course materials or other content.

1. The top section contains links to your My Places, Home, Help and Logout facilities.

2. The next section displays tabs for Blackboard and the My Studies link back to the Portal.

3. The line below lists the course title and displays the menu trail, or 'breadcrumbs'. As you browse the course, 'breadcrumbs' may be used to display the path of screens you are following from the homepage, providing you with links to jump back, rather than having to use the 'back' button on your browser.

4. The left column contains the customised Course Menu, allowing quick access to the main materials and activities available. You have a choice of view options: List view, Folder view, Menu as a separate window, Refresh option. ‘Folder view’ offers additional facilities to expand or collapse folders, to display or hide the content within. The horizontal chevron to the right of the menu title >> returns you to the Home page; the vertical chevron to the left collapses or expands the whole course menu.

5. The main content window initially displays your Course Entry Page, customised by your course tutor to display current announcements, text links that lead you to the course materials and activities, or other appropriate items. Once you follow a link from the left menu or from the main content window, learning materials and activities will display here.

Navigation & Learning Modules

Many courses deliver their content via Learning Modules, which allow the content to be structured and organised using a Table of Contents.

You can click the plus sign + to expand and the minus sign − to collapse the menu.

Any link you click on in the Table of Contents will take you to the corresponding content page.

You can also work through the content pages using the Next > and Previous < icons.

Blackboard Student Support

For general information on Blackboard and access to support information please go to: www.studentnet.manchester.ac.uk/blackboard

For further help

The main IT ServiceDesk can be contacted in 3 ways:

- Access the online Knowledge Base to search for known solutions and/or report a problem: www.manchester.ac.uk/servicedesk
- If you are away from Campus and wish to speak with someone:
  - Telephone: (+44) 0161 306 5544
- Visit one of the two ServiceDesks, located in:
  - John Rylands Library (Building 55, Blue 1 area)
  - Joule Library (Building 1, E-floor)
What is moodle?

Moodle is a Virtual Learning Environment (VLE) that allows the classroom to extend onto the web. It is not a program to replace face-to-face teaching, but to support it with a range of flexible on-line tools, as well as providing a place to upload resources for course units. Each course unit supported by moodle typically has a single course site within the moodle environment. Moodle course site designers have many options available to them when setting up a course. They may choose to provide tools so you may interact with other students on your course (via discussion forums and wikis); upload assignments; access resources and much more.

What do I need to access moodle?

The moodle environment can accessed through any up-to-date web browser, however, we would recommend using either Mozilla, Firefox, or Internet Explorer. Other browsers may be used though some features, in particular moodle's HTML editor, may not be available. You can access moodle from anywhere (e.g. within the School or from your home computer). Access is controlled by a username and password for each registered user (see below).

Logging into moodle and finding the moodle area for my course

1. To get to the moodle login screen, point your web browser at: https://moodle.cs.man.ac.uk/
2. Your username and password is the same as your School UNIX account username and password. Enter these into the login box and select the Login button. If you had problems logging in, check that the caps lock key on your computer keyboard is off and that you use the correct combination of lower case and capital letters in both your username and your password.
3. After successfully logging into moodle for the first time, you will be presented with a web form to complete the details of your moodle profile. Add you first and last names; your email address; the city/town where you live (for most people this will be Manchester); and add a short description of yourself. You can also (optionally) upload a small photograph to personalise your moodle account. Select the Update profile button to complete your moodle registration.
4. Assuming you have made no errors when completing your moodle profile, you will be returned to the moodle home page. This contains a list of the course units within moodle organised into a number of logical categories. If you can't find your course in the appropriate category you can also use the course search tool just below the category listing.
5. You should now have reached the moodle site for your course unit. Resources, tools and activities always appear as web links in the main content area. Selecting one of these resource links will move you further into the moodle site. To return to the main course unit site page, select the short name for the course in the course navigation link trail at the top of the screen - the short name is typically the course code or title. This is always the second element in the link trail. To return to the moodle front page, select the link to moodle in the course navigation link trail (this is always the first element in the link trail).

Further help

- **Getting started with moodle** – a generic, absolute beginners introduction located outside the moodle environment at: http://octette.cs.man.ac.uk/moodleintro/. It may be worth browsing this information just to get a feel for some of the features within moodle.
- **Student Guide to Using Moodle** – provides a short help manual for each tool or major feature within moodle. This help documentation is located within moodle itself. After logging in, search for the moodle course site titled “Student Guide to Using Moodle” in the moodle help category.
Welcome to eProg

Welcome to eProg. As you start your research programme at Manchester you will be using the eProg system to track your progression and access a range of University-wide skills training courses. eProg enables you to record and track your progress according to key progression milestones and deadlines throughout your programme and search and book online any skills training courses. Your supervisor can also view your progress and will add feedback on your progress on some of your eProg forms.

This guide is intended to give you a virtual tour of the features of eProg and show you how to access and use the system. You may want to take time to explore eProg and familiarise yourself with all of the areas and pages.

CONTENTS

1. Getting Started
2. My eProg
   2.1. My Details
   2.2. My Pathway
   2.3. My Progression
   2.4. My Skills Training
   2.5. My Personal Document Store
3. eProg Services
4. Contacts and Support

1. Getting Started

To fully access the system you will need to be a registered University of Manchester student.

Further information about registration can be found at: http://www.studentnet.manchester.ac.uk/selfservice/registration/

eProg can be accessed via the University of Manchester portal or by going to the following website: www.eprog.manchester.ac.uk

If you go direct to the eProg website, you will be prompted to enter your University username and password to log into eProg.

You will be prompted to enter your University username and password to log into eProg.

eProg has two main areas where you can view information:
   - My eProg
   - eProg Services
2. My eProg

‘My eProg’ is YOUR personalised area of the eProg system and provides the following information:
- My Details
- My Pathway
- My Progression
- My Skills Training
- My Personal Document Store

The home page also enables YOU, the user, to manage the ‘My Favorites’ links. If you want to save any page of eProg to enable quicker access in future you can add the page to your eProg favourites selecting the ‘Add to Favourites’ tab.
2.1 My Details

My Details shows summary information about YOU - your location, email address, your supervisor and other details.

2.2 My pathway

‘My Pathway’ contains a personalised timeline image of your research programme. The timeline has been created by your school administrator and will show any major milestones. Different parts of the image will link through to the relevant milestone, where any further information about that milestone will be displayed.

My Pathway

Your eProg pathway shows an interactive timeline of your key progression milestones specific to your research programme. To view the details of any of your milestones, please click on the milestone title. If you can’t see your personalised timeline, please contact your School Administrator.

Please note, this is an overview illustration of your milestones and for actual due dates for individual milestones please go to My Progression.

Year 1
2.3 My Progression

The ‘My Progression’ area provides full details of your progression record. Each milestone, taught unit (if applicable) and skills training event has a deadline and a completion status and is colour coded to reflect the completion status as shown below. You can also click on the ‘unit code’ of each milestone or skills training event to link through to supporting information that your school administrator has provided about that milestone.

In addition, some milestones will have forms attached to them which you can click on to record your responses. You can save the form at any point by clicking the ‘SAVE’ button at the bottom of the form. This will save your responses to date, and you can go back at a later date to finish the form.

---

**Progression**

**Mr Test Student**

A student's progression displays all the milestones, skills training and any taught units for which the student is registered and the completion status of the student for each activity. The unit code links to a profile of the activity and, where the viewer has permission, it may be possible to access the contact of forms associated with the activity.

An **Additional Meeting Form** is available to record the outcome of any meetings between a student and a member of their supervisory team other than those prescribed on the student’s progression record.

<table>
<thead>
<tr>
<th>Milestone Code</th>
<th>Milestone Code</th>
<th>Deadline</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLSC30000</td>
<td>Health and Safety Training</td>
<td>10/10/2009</td>
<td>Attended 10/10/2009</td>
</tr>
<tr>
<td>PLSC30000</td>
<td>Induction and Introductory Courses</td>
<td>10/10/2009</td>
<td>Attended 10/3/2009</td>
</tr>
<tr>
<td>PLCM10000</td>
<td>Initial meeting, initial meeting form</td>
<td>31/10/2000</td>
<td>Completed 6/3/2000</td>
</tr>
<tr>
<td>PLCM10000</td>
<td>Literature report submission</td>
<td>10/04/2001</td>
<td>Completed 10/04/2001</td>
</tr>
<tr>
<td>PLCM10000</td>
<td>First Year Progress Report Submission</td>
<td>01/02/2010</td>
<td>Last saved on 2/9/2010</td>
</tr>
<tr>
<td>PLCM10000</td>
<td>Literature report meeting</td>
<td>31/03/2010</td>
<td>Completed 30/3/2010</td>
</tr>
<tr>
<td>PLCM20000</td>
<td>First Year PhD/MPHIL Workshop</td>
<td>15/04/2010</td>
<td>Attended 29/4/2010</td>
</tr>
<tr>
<td>PLCM20000</td>
<td>First Year Workshop Abstract Submission Form</td>
<td>15/04/2010</td>
<td>Completed 29/4/2010</td>
</tr>
<tr>
<td>PLCM20000</td>
<td>First Year workshop: (A,B)</td>
<td>15/04/2010</td>
<td>Completed 29/4/2010</td>
</tr>
<tr>
<td>PLCM20000</td>
<td>Second Year Planning Meeting Report Form</td>
<td>31/10/2010</td>
<td>Form available</td>
</tr>
<tr>
<td>PLCM20000</td>
<td>Second Year Planning Meeting Report Form</td>
<td>31/10/2010</td>
<td>Form available</td>
</tr>
<tr>
<td>PLCM20000</td>
<td>First Year Seminar Presentation</td>
<td>30/06/2011</td>
<td>Form available</td>
</tr>
<tr>
<td>PLCM20000</td>
<td>Oral Presentation Assessment Form - Year 3</td>
<td>12/06/2011</td>
<td>Form available</td>
</tr>
</tbody>
</table>

---

In addition, some milestones will have forms attached to them which you can click on to record your responses. You can save the form at any point by clicking the ‘SAVE’ button at the bottom of the form. This will save your responses to date, and you can go back at a later date to finish the form.
Once you are happy with your responses, your supervisor(s) will then review the information you have provided, add their responses to any questions and then ‘submit’ the form. Once the form is submitted, it becomes read-only and the milestone is complete. The status will then be updated to ‘COMPLETED’, the completion date will appear and the progression record will become green.

If an authorisation (electronic signature) is mandatory to the completion of the form, the signatories will be listed and must enter their University username and password to authorise the form. Additional authorisations may be added where appropriate.

At any point both you and your supervisor can record any information which is additional to the compulsory progression milestones on an ‘Additional Meeting Form’. Once ‘submitted’ by your supervisor, this form will become complete and will be logged at the bottom of your progression page with a date stamp to record when it was completed.
2.4 My Skills Training

My Skills Training provides a personalised list of the skills training events you have registered for or attended and also provides details of the training hours you have accumulated within your current year of programme. The code of each course links through to the relevant course information where further details are provided.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
<th>Dates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLCSC110</td>
<td>Statistics and Data Handling (Optional)</td>
<td>0</td>
<td>Pre-registered in CS 21/09/2010</td>
<td></td>
</tr>
<tr>
<td>FLCSC120</td>
<td>Bioinformatics</td>
<td>0</td>
<td>Pre-registered in CS 21/09/2010</td>
<td></td>
</tr>
<tr>
<td>FLCSC130</td>
<td>Endnote (Optional)</td>
<td>0</td>
<td>Pre-registered in CS 21/09/2010</td>
<td></td>
</tr>
<tr>
<td>FLCSC160</td>
<td>e POP</td>
<td>0</td>
<td>Pre-registered in CS 21/09/2010</td>
<td></td>
</tr>
<tr>
<td>FLCSC170</td>
<td>Faculty Seminar Series</td>
<td>0</td>
<td>Pre-registered in CS 21/09/2010</td>
<td></td>
</tr>
<tr>
<td>FLCSC180</td>
<td>Public Engagement Volunteers scheme</td>
<td>0</td>
<td>Pre-registered in CS 21/09/2010</td>
<td></td>
</tr>
<tr>
<td>FLCSC190</td>
<td>Core Research Facilities</td>
<td>0</td>
<td>Pre-registered in CS 21/09/2010</td>
<td></td>
</tr>
</tbody>
</table>

My Skills Training

Skills training is provided for all postgraduates in the form of a series of tailored programmes, courses and workshops. These events are designed to complement your research or taught courses and provide transferable skills in key areas.

During your research you will find that your training needs change and you should take full advantage of the extensive resources available.

To search the full range of skills training opportunities across the University please go to the Skills Training Index.
2.4 My Personal Document Store

My Personal Document Store provides an area within eprog where you can upload documents relevant to your progression. Your supervisor can view these documents as well.

A direct link to the document will be displayed. The options to Upload another document or to return to the previous page are provided. Click Return to view your uploaded documents. Once a document is uploaded – the option to manage document appears – this allows users to delete or modify existing documents as appropriate.

The document store is also searchable by a key word, title of document or author.

3 eProg services

eProg Services provides access to a range of searchable indexes and support information via the ‘eProg services’ tab.

Both you and your supervisor can search for skills training courses available to all PGR students via the ‘Skills Training Index’. This catalogue of skills training activity lists all courses hosted across the
University, and courses can either be filtered by Faculty and School or the index is searchable by inputting a search term. In addition skills training courses can be viewed in date order by clicking on the ‘calendar of events’ tab.

In addition skills training courses can be viewed in date order by clicking on the ‘calendar of events’ tab.

Further details about a course can be viewed by clicking on the course code as shown above. Students can then book on a course online by clicking on the ‘Apply’ button shown below.
You can also search the milestone index, the taught unit index or the staff index in the same way, by narrowing down your options by selecting the appropriate faculty/school or by entering the required search term.

You will receive a confirmation of training request if the course is moderated, then a second email confirming your place and further details. If the course is un-moderated you will be booked directly onto the course and receive a confirmation email. The status of your request, registration or completion is displayed in your skills training area.
4 Contacts and Support

If you require any further support, you can click on the ‘contacts and support’ tab via eProg Services to find the appropriate contacts within your faculty/school. In addition you can send a ‘comment or suggestion’ through eProg by clicking on the comments and suggestions option which is available at the bottom of every eProg page.

Further supporting information and documents can also be found via the ‘About eProg’ tab.

About eProg

What is eProg?
eProg is The University wide progression monitoring system and skills training catalogue for postgraduate researchers.

The system will offer an online platform for academic staff, administrative staff and PhD students to record and track key progression milestones throughout the student’s programme from the point of registration to examination. The system will also host an extensive catalogue, where researchers can view skills training activities hosted across the University.

The Benefits

- help streamline processes
- enhance the student experience
- increase completion rates and compliance with University policy
- reduce long term administrative cost and effort
- improved reporting ability
- full integration with campus solutions and other systems

Student Guide to eProg

- Student Guide to eProg document

The Project
CDT laboratory shown in grey, rooms LF7 & LF8

Kilburn Building: Lower First Floor
IT Building: Level 2
IT Building: Levels 3 & 4

Bridge to Kilburn Building First Floor

Stairs to levels 1-3