3Year PhD Programme
in Computer Science

Handbook
2013 - 2014
This is the Handbook for the 3-year PhD Programme in Computer Science offered by the School of Computer Science in the University of Manchester. You are expected to make yourself familiar with the contents of this Handbook as it contains the regulations for your programme, assessment rules, descriptions of the facilities of the School and University, as well as guidance on undertaking your studies here.

Although the information contained in this handbook is believed to be correct at the time of going to press, the School reserves the right to make appropriate changes without prior notice; however the School will endeavor to inform students of any substantial changes made affecting the programmes. This disclaimer does not affect any statutory rights which you may have under English law.

Jonathan Shapiro, PGR Director/CDT Manager, Manchester, September 11, 2013

Please email any errors or suggestions to Jonathan Shapiro with “Handbook corrections” in the subject.
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Chapter 1

Welcome to the 3-Year PhD Programme in Computer Science

Welcome to Manchester and to our three-year PhD programme in Computer Science. We are very excited to have you here on this programme. We hope your time here is challenging, fulfilling and enjoyable.

Welcome, too, to the start of your research careers. You are enrolled on a traditional three-year PhD to learn to carry out research. During the next three years you will be learning the skills of a researcher: how to address a problem and understand its context and its importance, how to carry out effective investigations using the techniques of particular research fields, and how to evaluate and communicate research. You will be working under the direction of one or more academic supervisors (typically two) and will have the opportunity to work with other staff, colleagues and students. We hope by the latter half of the programme you will be communicating or collaborating with researchers world-wide in your chosen field by attending conferences and meeting them face-to-face. We expect you will soon be contributing to our research, writing papers, making presentations at scientific conferences, and helping to shape the future of computer science. 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, PGR Director, School of Computer Science.
Chapter 2

Getting Started

Location  School of Computer Science  
The University of Manchester  
Oxford Road  
Manchester M13 9PL  
United Kingdom  
Tel: (+44) 161 275 6181  
Fax: (+44) 161 275 6204

The School is located in the Kilburn Building, and the IT building behind it (accessed via the internal first floor walkway). Plans of the building are included at the end of this document.

The Student Support Office (SSO): is located in Room LF21 (Lower First floor), Kilburn Building, email: sso@cs.manchester.ac.uk. They provide administrative support for all students, from registration to graduation. They will be very helpful during your 3 years here.

Induction Week (Week 0): 16 - 22 September 2013

A number of induction events run during this week. During the first day, we aim to explain how the school, the programme, training activities, assessments, email accounts, computer accounts, etc. work. This should set you up to start with your studies in straight away. It is vital that you attend these, as well as meet and make friends with staff and other PhD students, and familiarise yourself with the layout of the School and of the University.

Supervisors: You have already been assigned a main supervisor, who is responsible for your research and training. There will usually be one or more co-supervisors; their role in the research should be clarified at an early stage. Students should have regular contact with their supervisor(s), typically in the form of weekly meetings, although different supervisors may have different approaches. The relationship between the student and supervisor is crucial to the success of the PhD. If anything goes wrong with that, you should get help to get it resolved.
Advisor: Each student will be assigned an advisor. The advisor is not an expert on your research. Their role is largely to be an independent person to turn to when you are having difficulties you don’t want to discuss with your supervisor. They can also provide general advice.

PGR Tutor: Alvaro Fernandes is our PGR tutor. He is another person you can turn to for help and advice.

Programme Handbook (this document) This is intended as a useful initial reference, and you are expected to consult it. Some of its content mirrors that given in the School of Computer Science PGR web-site: [http://www.cs.manchester.ac.uk/pgr/](http://www.cs.manchester.ac.uk/pgr/) which contains more information that you will need to consult regularly. The School of Computer Science main website is at: [http://www.cs.manchester.ac.uk/](http://www.cs.manchester.ac.uk/) The handbook also contains some other information that is hopefully useful to PGR students especially when they are new to the University of Manchester.

Important Dates, 2013 – 2014 University dates can be found at [www.manchester.ac.uk/aboutus/dates/](http://www.manchester.ac.uk/aboutus/dates/). Relevant school dates are:

**Welcome Week:** 16 September – 20 September 2013.

**Research Student Symposium:** 28 October – 31 October 2013.

**Semester 1:** 23 September – 13 December 2013

**Christmas Break:** 13 December 2013 – 13 January 2014.


**Easter Break:** 5 April – 27 April 2014.

Within Computer Science, undergraduate and MSc teaching occurs in 12-week semesters, although MSc teaching occurs in 6-week blocks which divide the semesters. You will have the opportunity to get involved in many activities of the School including UG or PGT laboratory teaching, or “demonstrating”.

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 organise social activities. Find out more about them and how they can help from their web page: [http://mentors.cs.manchester.ac.uk/](http://mentors.cs.manchester.ac.uk/) or join their Facebook group: [CS Research Students (University of Manchester)](http://www.facebook.com/groups/csresearchstudents/)

Identity Cards All 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 a School **out of hours pass**. These are issued in the Student Support Office (SSO). You will need to show both cards to get into the building out of hours. You will be issued with a **provisional** pass at registration. You will need to take and pass an on-line Health and Safety course. Once you do this, the card become fully valid.

3
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, you dial 9 to get an external line, followed by the usual external phone number.

Emergency Phone Numbers: In the event of any emergency, medical or otherwise, please contact the emergency services by calling 9999 internal or 999 external line. The University Security Office must also be informed once the emergency services have been alerted by calling 69966 internal or 0161 306 9966 external line.

Computing Facilities: Each PhD student will be given a desk and a computer in the appropriate research group lab. Most machines are set up to run Linux and MS Windows. Depending on the conventions of your research group, you may need to be familiar with either. There is an introductory Linux lab for those who need to familiarise themselves with our local setup.

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/](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](http://csis.cs.manchester.ac.uk/do.php)

The way we are dealing with Computer Accounts is currently undergoing a change, so please check the School of Computer Science (Information Systems) webpage (which can be found on the Computer Science Studentnet pages, under the Technical Support/CS facilities drop down menu). Please let us know of any errors in the following (as described on page ii).

Computer Accounts: You will probably have two computer accounts, a School account, and a University account.

School: There are two types of school accounts, research domain accounts, which are used by academic staff, postdocs, PhD students, etc, and teaching domain accounts, which are used by undergraduate and taught MSc. students. You will have a research domain 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 yyyy-mm-dd format. For example, Mrs Alice Smith, born on the 2nd of January 1950, would have the username smitha, and password 19500102.

To check 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/](https://qanda.cs.man.ac.uk/account/signin/)

You should change your password as soon as you have successfully logged in for the first time. Your school log-in will not allow access the machines in the student computer labs, which are on the teaching domain. If you need access to the teaching domain accounts, for example to carry out demonstrator duties, request this via CSIS.

University: 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.

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1John Rylands University Library of Manchester (JRU LM or JRUL).
It also serves as your username and password for your teaching domain account.
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.

**Email**  
Again this is undergoing change, so please read the section on email on the Computer Science (Information Systems) page. 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).

**Intranet**  
There is a School Intranet which is divided in sections for students (StudentNet http://cs.manchester.ac.uk/studentnet) and for staff (StaffNet http://cs.manchester.ac.uk/staffnet). StudentNet has sub-sections on the post-graduate taught (PGT) and post-graduate research (PGR) programmes. These both contain material of interest:

PGT: http://www.cs.manchester.ac.uk/pgt/

PGR: http://www.cs.manchester.ac.uk/pgr/

since as CDT students you may have need of information from both these areas. Specific CDT material is also available on the CDT website:

http://cdt.cs.manchester.ac.uk/

eProg  
The University has developed an online system for post-graduate research students which is called eProg. This enables students to plan and track their progression, and provides online listing of various skills training courses. You will need to use eProg as part of your assessment. Full details are provided in Chapter 8.

**Student Orientation Support**  
The EPS Faculty provides an online help and support service for new students:

http://www.sos.eps.manchester.ac.uk/

with 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 post-graduate students who are new to Manchester.

**International Students & English Language Courses**  
If English is not your first language, you may need to further develop your skills throughout the course of the programme. Further English language courses are 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/

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/

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.

Help and Advice Starting a new course 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, and many other people may be having similar problems to yourself!

It is important that if you are experiencing any difficulties, whether they be academic, personal, or university related, that you seek advice at the earliest opportunity. Any matter whatever that affects your work and progress can and should be brought to the attention of the Programme Director or other suitable member of staff, or to the Student Support Office in room LF21. The PGR Director, Jon Shapiro, PGR tutor Alvaro Fernandes, the Mentors, your advisor and your supervisors are all here to help you succeed.

In general, if your difficulties involve carrying out your research you need to make this clear to your supervisors, who are here to help you and train you on how to be a researcher. Other members of your research group can also be very helpful. Issues concerning resources required to do your research also must be resolved with your supervisors, who are authorised to decide what resources are appropriate.
If you are having difficulties communicating with your supervisors, or are having other problems with your relationship with your supervisors, you may discuss this with your advisor, or the PGR Tutor (Alvaro Fernandes) or CDT Managers (Jon Shapiro, Rizos Sakellariou). The mentors may also be able to offer advice. Any information will be treated as *strictly confidential* if you request it.

If you need help with an administrative issue, such as registration, payment of funds, or form filling, the Student Support Office (LF21) should be your first port of call.

See also Chapter 7 on **Student Support and Guidance**.

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 be able to 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.
Chapter 3

The Three-Year PhD Training Programme

3.1 Introduction

Traditionally most PhD programmes have been designed to be completed within three years. Although 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.

3.1.1 Plagiarism Course

All PGR students are required to complete a short course on plagiarism. See the Section on Plagiarism and Academic Malpractice in the Section 6.4.

3.1.2 Research Student Symposium

The School Research Symposium takes place from Tuesday 29 October to Thursday 31 October 2013 (and in general takes place in week 6 of semester one, which is reading week). This is a symposium in which the research students in the School present their research to each other and the wider community. Every PhD student is required to participate as follows:

Year 1: First year PhD students will be given specific tasks to carry out during the Research Symposium as part of the Scientific Methods 2 Course (COMP80122). These involve attending and evaluating some of the presentations. There will be a meeting to discuss these tasks prior to the Symposium, probably on Monday October 30, 2013 in LF15.
Year 2: Students in year 2 of the PhD will make posters describing their research and their results so far, and will participate in a poster session in which they stand in front of their poster and discuss it with interested people. Prizes are given for the best poster.

Year 3: Students in year 3 will give a 20 minute talk describing their research and results.

This gives all new PhD students opportunities to meet more senior research students and their supervisors, and more senior PhD students practice at research communications. In addition, it is an important mechanism whereby we advertise the latest research which is going on in the School.

3.1.3 Scientific Methods Courses (COMP80131, COMP80122 and COMP80142)

All PGR students are required to take this sequence of three 'Scientific Methods' courses. These start in semester one week 7, immediately after the Research Student Symposium. 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. The titles of these three courses are as follows:

'Scientific Methods 1' (COMP80131): Full title: 'Scientific evaluation, experimental design, and statistical methods' Schedule: Twelve lectures Tuesdays and Wednesdays at 12:00 - 1:00 pm from the week of November 4, 2013 through and including the week of December 9, 2013, in room Kilburn 2.15.

'Scientific Methods 2' (COMP80122): Full title: 'Fundamental aspects of research methodology'. Schedule: The first meeting will take place on Monday October 30, 2013 at 2:00-4:00 in LF15. Further lectures and assignments take place Mondays 11:00 – 1:00 pm and Wednesdays 12:00 – 2:00 pm during the weeks of 27 January through 3 March 2014 inclusive, in Kilburn 2.15.

'Scientific Methods 3'(COMP80142): Full title: 'Proposal Writing and Impact Studies' Schedule: Lectures and assignments Mondays and Wednesdays at 12:00 - 1:00 pm from the weeks of March 10 – March 31 and weeks of March 28 – April 5, 2014, in room Kilburn 2.19.

Descriptions can be found on the PGR Course Unit Materials webpage on the studentnet/pgr page.

3.1.4 Research Seminars

The School runs a seminar series, which runs typically on Wednesdays at 2pm in Kilburn 1.4, but it does not run every week. Upcoming seminars are announced over the seminar-distribution mailing list.

During the first semester, Science in Practice (SIP) seminars will take place in Weeks 1.1 to 1.12 (1 hour per week) on Wednesdays, 5pm – 6pm. 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. Although these seminars were introduced to help first year CDT students in choosing suitable research topics, they should be of interest to all research students and members of staff in the School. All research students are cordially invited.
3.1.5 Other training opportunities

There are a number of short courses which are available to you. The Faculty of Engineering and Physical Sciences (EPS) and the University run short courses on a number of “transferable skills”, such as “time management”, and skills directly related to your course, such as “academic writing”, “planning the final year”, “viva survivor”. One course is required for all PhD students, which is “Introduction to Research — Essentials”.

You can access a catalogue of training courses via eProg (it should appear on the menu list on the left-hand side of the page, when My eProg has been expanded. If you want to see a list of available courses, leave search term blank, but select appropriate training provider. Many of these courses are for staff, but Faculty of Engineering and Physical Sciences runs courses for its PhD students.

The Research Computing is a part of the University’s IT Services, which offers computing services to researchers. They offer courses which are sometimes appropriate to PhD students. To have a look at what is on offer, have a look at [Computational Science Community Wiki](http://computationalsciencecommunitywiki). However, this seems to list only elementary courses, but they also offer HPC courses. See also, the [IT services website](http://itservices). Some of these courses may cost the School money, so you will need to get permission before you take them. Talk to your supervisor.

The [Manchester Enterprise Centre](http://enterprise) offers a course in Innovation and the Commercialisation of Research, which may be available to PhD students. This costs the School money, so, as above, talk with your supervisor.
Chapter 4

Progression and Assessment

Each PhD student will go through end-of-year examination at the end of years 1, and 2 in order to demonstrate that they are making satisfactory progress towards production of novel research results leading to a PhD. At the end of each of these years, the student will produce a Summary report which is a short report summarising progress, and a plan for the subsequent year(s). At the end of year 1 the students will produce a long Research report describing the research up to that point. More details on these reports are given below.

After producing these reports, the students then go through an end of year examination with the supervisors, advisor, and two independent assessors. This lasts for about 40 minutes, and starts with a brief (10 minutes) oral presentation by the student, followed by questions from the examiners. The reports are due in early August, and the examinations must take place by the end of September.

Although for most students, these activities are an opportunity to take stock and get feedback, it is an exam. Possible outcomes are: progress into the next year, progress but with some remedial action required, or do not progress. In which case of non-progression, the possibility of submission for a lesser degree may be offered, typically and MPhil.

Note: This describes the procedure for full-time PhD students. The procedure for part-time PhD students is described in Chapter 5.

4.1 Expectation at End of Year 1

Long research report: A long report will be produced and read by a second reader. This should be a substantial document at the level of an MPhil thesis or a journal paper with no page limit and ample space for literature review and technical details. The latter is particularly appropriate if an alternative format thesis is planned. A typical page length would be around 60 pages. This will be read by an independent “second reader” prior to your end of year examination interview. The second reader should be someone close to your research field.

Deadline August 4, 2014.

Summary Report: A short report will also be produced, which should summarise clearly the goals and achievements for the examiners, who may not be specialists in the student’s research area. In addition to the summary, the report should include:

1. a research plan for the next year, concerning how the research should be carried out,
2. A plan as to how this will lead to a thesis (e.g. proposed structure of a thesis at the level of chapter and section headings),
3. a list of publications, published or submitted,
4. a plan for other activities, including any visits, internships, targeted conferences or journal publications, and public engagement activities.

Both reports should be uploaded to your document store in eProg.

**End of Year Examination:** The student will give a 10 minute oral presentation describing the goals of the research, why the research is important, and putting it into context. This will be followed by questioning by the examiners. Then the student will leave and the examiners together with the supervisor(s) will reach a conclusion. The goal of this examination is to ascertain whether the student has made sufficient progress and is on track to succeed at producing a PhD in time.

Students sign up for their examination slots online at [http://studentnet.cs.manchester.ac.uk/pgr/interviews](http://studentnet.cs.manchester.ac.uk/pgr/interviews).

**Possible outcomes:** The student may progress into year 3, progress with some remedial action required, or fail to progress. In cases of non-progression, students may be offered the opportunity to submit for MPhil.

### 4.2 End of Year 2

The end of year process for the end of year 2 is similar to the end of year 1, except no long reports are required. A Summary report is required summarising the progress and achievements of the past year, and a plan for producing a thesis over the next year. **Deadline:** August 3, 2015.

### 4.3 End of Year 3

At the end of year 3 you should be done. Typically your funding will have run out. You need to submit a form indicating your intention to submit and nominating your examiners. Your main supervisor will select the examiners in consultation with you.

However, if you have not completed after 3 years, it is possible for you to transfer the “submission pending”, which is a writing up period. In order to do this, you need to submit a End of 3rd Year PhD report form, along with a brief report describing what you have completed, what you have yet to do, and a plan for achieving what is necessary within 12 months. Don’t consider writing up thesis as a single task; break it into sub-tasks with intermediate deadlines.
4.4 Plagiarism & Academic Malpractice

The University, and academia in general, relies to a great extent on students and researchers reporting their work fairly and truthfully. For example, when reporting on your work, whether in an examined assessment, your thesis, or in an academic conference or journal paper, it is expected that you report truthfully both on what you actually did, and the results that you achieved. As part of this, it is expected that you make clear what is actually your own work (or the work of your co-authors, in a multiple-author paper, or of your group, in a groupwork project), and what is the work of others.

The consequences of academic malpractice can be very serious. For an assessment, you may receive a mark of zero for that unit, with no opportunity to resit. At a higher level, as the recent case of a German defence minister shows (http://www.bbc.co.uk/news/world-europe-125666502), people can be stripped of their degree and their reputation.

Plagiarism also affects others aside from the culprit; a university where it is suspected that standards are not sufficiently rigorous will find that the worth of its degrees is doubted. This is obviously a great disadvantage to students from that institution who obtained their degree classification honestly. A research group where a member has been found guilty of academic malpractice will find that their reputation suffers, and their management practices will be questioned, perhaps to the extent that the group will be disbanded. Finally, students who allow others to copy their work, or who lend their work to others not expecting that someone is going to copy it, may find themselves charged with collusion.

The basic dictionary definition of plagiarism is easy to understand. It is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. Presenting such items without acknowledgement can give the mistaken impression that such work or ideas are your own, and hence can be considered as an attempt to gain credit for work which is not your own.

Some obvious examples of plagiarism include:

- Copying work from another student, either with or without their permission.
- Copying work from the Internet, or from a book, or from any other source, without proper acknowledgement. This includes using work from online essay banks.

However, there are also incidents of plagiarism which are less obvious. These include not copying someone else’s words directly, but using a close paraphrase of their words, without acknowledging it as such. The same criteria also apply not just to words, but to diagrams, illustrations, graphs, or computer code. For instance, taking someone else’s code, altering it slightly, but not acknowledging this, may be judged as plagiarism, as well as being extremely annoying to the person that was kind enough to make their code available to you in the first place.

Another less obvious case is that of self-plagiarism. Most people would consider it unfair if someone took their own thesis, that had been submitted as part of a post-graduate degree assessment at one university, and then tried to get a further degree by submitting the same thesis at a different university!

Many academic journals and conferences take a similar view of self-plagiarism. They may count as self-plagiarism submitting a paper which has also been submitted elsewhere or by submitting a paper where substantial sections have already appeared elsewhere in a similar form. This often happens with the introductory sections of some papers, and reviewers typically take a dim view if these sections are just a cut-&-paste from other papers written by the same authors. As well as leaving you open to possible claims of self-plagiarism, it also tends to make the paper more difficult to read, if it has not been composed as a single entity, but stitched together from old bits and pieces, with a few new sections added at the end.

1Some conferences do allow dual submissions, but the standard requirement is that the work you are submitting is not being submitted elsewhere, and this is clearly stated in the instructions for authors.
Basic guidance from the university can be found at:

http://documents.manchester.ac.uk/display.aspx?DocID=2870

A basic student guide to referencing and avoiding plagiarism, and links to more comprehensive resources, can be found at:

http://www.studentnet.manchester.ac.uk/crucial-guide/sgs/referencing-and-plagiarism/

All CDT students should make sure they are familiar with what the university expects from its students. All PhD students are also required to complete a plagiarism course.

In view of the serious consequences of plagiarism and academic malpractice, it is essential that all students familiarise themselves with the accepted format for referencing work in their discipline, and that they start using the accepted form as soon as possible. Ignorance of the proper format, or ignorance of the definitions of plagiarism and academic malpractice used by the university, is not a valid defence against a possible claim of plagiarism or other instance of academic malpractice.
Chapter 5

Part-Time and Split-Site PhDs

5.1 Part-Time Study

It is possible to study for PhD part-time. Normally this means half-time, so a 3-year full-time PhD becomes a 6-year half-time PhD. This has to be approved at admissions. A student who wants to study for part-time PhD would normally apply for the part-time programme. However, under some circumstances a full-time PhD can transfer to a part-time course, but this would have to be approved by the supervisor and by the School. Because it is difficult to do timely research over a 6 year period, not all academics are willing to take on a part-time student, or if they are, not for all projects.

The policy governing part-time PhDs is the same as the policy governing full-time PhDs, namely

The University Ordinances and Regulations: Degree of Doctor of Philosophy (PhD) mentioned at the top of Chapter 6.

The relevant rules for part-time study extracted from that document are:

- “…the degree shall be continuous and include study time equivalent to a full-time degree but should not exceed twice the full-time study. The students shall be required to attend the University at all appropriate times” (Ordinance A.4.b)

- “Applicants may also be admitted as a part-time student for the degree of PhD if:” (Regulation 1.e)
  1. “the periods for which they will be free from employment or other commitments will be sufficient for the purposes of the degree;” and
  2. “the subject is suitable for part-time study.”

- “The duration of a part-time PhD degree will be dependent upon the time to be committed by the candidate for study but shall normally be no more than 6 years.” (Regulation 2.b)

- “Part-time students shall submit a progress report on an annual basis, with a major report occurring after the equivalent of one year’s full-time registration.” (Regulation 5.g)

What this means within the School of Computer Science is described here. For a part-time the student the progression procedures described in Chapter 4 are replaced with the following. Part-time PhD students are required to attend an 'end of year' progression interview at the end of each year of their part-time registration. Presentation, summary reports (i.e. short reports) and research plans are required at all these progression interviews. A completed long report should be presented after the equivalent of one year's full time study. This will normally be after two years of part-time study. An 'intermediate' long report may be presented after the first year of part-time registration, at the discretion of the supervisors. The major decisions about
5.2 Split-Site PhD

Within the framework of the University of Manchester’s 2015 Agenda, the 'split-site’ PhD program extends the scope for research collaborations between the University and other institutions to encompass research degrees. It is intended as a means of enhancing research collaboration between the University of Manchester and other world-class institutions by allowing PhD students to register on a PhD program at the University of Manchester while working mainly at the collaborating institution. The University of Manchester will seek to ensure that the student experience (including provision of facilities and supervision) are as close as possible to those of students who are in full-time attendance. The School of Computer Science has a duty to ensure that all appropriate arrangements, including facilities, study time and supervision are in place before the arrangement is approved.

The University of Manchester’s policy for Split-Site PhD Arrangements, as published in August 2013 by the Research Office Graduate Education Team, may be downloaded from: [http://documents.manchester.ac.uk/display.aspx?DocID=7462](http://documents.manchester.ac.uk/display.aspx?DocID=7462).

Split site PhD students may be registered as full or part-time at the University of Manchester. The minimum period of candidature is three years full-time, or six years part-time. Split site PhD students are expected to attend the 'Introduction to Research' training program and undertake a Development Needs Analysis (DNA) at the University of Manchester. The supervisor must discuss the DNA with the student and make appropriate arrangements for any training needs identified.

The supervisory team will be based at the University of Manchester, with one or more additional named supervisors at the collaborating institution. Consideration must be given to the level of supervisory input from the collaborating institution and this should be clearly defined at the outset. The arrangements for supervisory visits to the collaborating institution and student visits to Manchester must be agreed and recorded as a part of the proposal at the start of the student’s program. There must be regular contact between the student and main supervisor. It is expected that the collaborating institution will provide any additional sources of support to the student if needed. Supervisory requirements and the responsibilities of the supervisory team should comply with Section 1 of the Code of Practice for Supervision of Research Degrees, taking into account any special or alternative arrangements which may needed to be made in the light of any supervision being provided at the partner institution.

It is important that split-site PhD students are aware of their responsibilities and that arrangements are in place at the collaborating institution to enable them to carry out these responsibilities.

Student progress will be monitored by the School using its standard formal 'end of year' progression review mechanisms. The School’s arrangements for progress monitoring and formal reviews must be specified at the outset, in writing, and agreed with the collaborating institution and the student. The student must normally come to Manchester for 'end of year' reviews by Manchester staff. Informal monitoring and formal progress review meetings are to be carried out regularly, according to a pre-arranged and agreed schedule.

It is expected that the split site student will submit a thesis to the Graduate Education Office in the faculty of Engineering and Physical Science at the University of Manchester and that the 'viva' will also take place in Manchester. The student will be required to give noti-
fication of intention to submit in the normal way (i.e. no later that two months prior to the
date of submission) and within the period of their registration. Examination arrangements and
the examination process should be carried out as set out in the Ordinances and Regulations for
Degree of Doctor of Philosophy:
http://documents.manchester.ac.uk/display.aspx?DocID=13074

The ‘viva’ examination will normally take place on the University of Manchester premises
and the School will ensure that arrangements are communicated well in advance to all concerned
including the collaborating institution. In particular, sufficient time should be allowed to enable
the supervisor from the partner institution to make arrangements to attend the viva should this
be requested by the student. The cost of any travel for the partner supervisor to attend the
viva would need to be provided by the collaborating institution. On successful completion, the
research degree will be awarded by the University of Manchester.

In accordance with normal practice, students and supervisors should be aware of the pro-
cedures and processes for addressing complaints and appeals. The University of Manchester’s
procedures should also be invoked if a complaint or an appeal is made in connection with the
student’s period of study at the collaborating institution.
Chapter 6

University Policies

The University Ordinances and Regulations: Degree of Doctor of Philosophy (PhD) can be found here:
http://documents.manchester.ac.uk/display.aspx?DocID=13074. These are the regulations for your programme.

6.1 Submission and Completion

A crucial policy for you to know is that you must submit your thesis within 4 years of starting, unless you have an approved extension or interruption (see next section). This holds for any student who started Sept 2012 or later. Both an electronic copy and a hard copy of the thesis is required, and the submission date is defined as the date that the hard copy is received. The closing date for the electronic copy to be received is two-days before the final submission date.

If you take longer than your degree time (e.g. you are on a three-year PhD and you haven’t finished your degree after three years), you cease being registered on your degree programme and will need to request permission to register as submission pending. The relevant University policy is Circumstances Leading to Changes to Postgraduate Research Study Policy. You will need to fill in a End of Year 3 form, available on eProg or from the Student Support Office (SSO).

6.2 Attendance Monitoring

With respect to attendance, in general, you are required to be engaged in the programme. With the exception of the three Scientific Methods courses, and the Research Student Symposium, in which all PGR students are required to participate, there are no specific hours you need to be in attendance. I quote here from and advice document for new PhD students written by Dame Professor Nancy Rothwell, who is the President of the University, Doing a PhD: What you should expect and what is expected of you.

Working hours

These are not fixed — some people start early and leave early, some the other way round, some seem to work long hours but take many breaks. The important thing is that you get things done. A PhD is a very demanding workload and you will need to manage your own working hours. You will need to work flexibly around the demands of your experiments and this may involve work in evenings or weekends.

Your supervisors may have particular reasons for you to work at particular times. The students who succeed well tend to be those who work here and interact with members of their research group(s). It is not a good idea to work from home all of the time.
Your attendance will be monitored in the following way. Once a month, your main supervisor will be sent a form on your eProg account. This asks two questions: have you been present during the last month, and have you been engaged during the last month. The supervisor can provide free text to support his answers; usually filled in only if the answers to the preceding questions are “No”. If your supervisors know you are away, working in another lab as part of your research for example, this is not a problem. It is indicated in the free text box. However, we expect you and your main supervisor to be seeing each other on a regular basis and certainly more than once per month.

If you are an international student on a Tier 4 Visa, we have a responsibility to the UKBA to monitor your attendance, and to be able to demonstrate that you are here and actively engaged as a student. This is done as described in the previous paragraph, but there is an additional responsibility on you. Four times a year, you must come in to the Student Support Office to sign a form documenting that you are present. The following table shows the periods that you can do this; the latter date of the period is the deadline. If you are going to be away during any of those periods, please let members of the student support office know sso@cs.man.ac.uk.

<table>
<thead>
<tr>
<th>Census Point</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2013</td>
<td>30 September – 14 October 2013</td>
</tr>
<tr>
<td>May 2014</td>
<td>14 May – 4 June 2014</td>
</tr>
<tr>
<td>July 2014</td>
<td>18 July – 4 August 2014</td>
</tr>
</tbody>
</table>

6.3 Extensions and Interruptions

If you become unable to function as a research student for any reason, the first thing you should do is to make sure your main supervisor knows. Alternatively, you may choose to talk with your advisor, the PGR tutor or PGR director, someone from the counselling service, or your GP, as appropriate. If you need to interrupt your studies for a period of time, you can request an interruption. The relevant policy is also in Circumstances Leading to Changes to Postgraduate Research Study Policy. You need to apply to EPS Faculty Graduate Panel and some documentary evidence may be required. This may be due to your own ill health, illness or death of someone close to you, or similar types of issues which prevent you from carry on with your research for a time. It cannot be for reasons associated with your research not going well and cannot be used just to extend the time to get the degree.

http://studentnet.cs.man.ac.uk/pgr/submissionandinterrrupt.php

There are also circumstance where is may be appropriate to extend the 4 years. This could happen, for example, if you have a breakdown of equipment or are unexpectedly awaiting for delayed equipment which is essential to your research. In these circumstances, an extension can be requested to EPS Graduate Panel. Again, look at the policy document for more details.

6.4 Plagiarism and Academic Malpractice

Reputation is the most valuable commodity a researcher has. By extension, it is most valuable to a research-led University. Therefore, the University of Manchester takes academic malpractice including plagiarism extremely seriously. So, don’t do either of the things mentioned in the title of this section.

Examples of academic malpractice are: presenting work of others as your own, and presenting work which has not really been done as having been done (e.g. falsifying data). Remember, plagiarism can mean copying words, but also copying ideas. Also, you will need to discuss with
your supervisors how to deal with their ideas in your thesis, since only your name is on the title page.

The relevant policy documents are

"Academic Malpractice (Collusion, Fabrication and Plagiarism)" and
"Conduct & Discipline of Students Regulation XVII Sept 2010"

Apparently, some students want to run their theses through TurnItIn to see if there is too much overlap with their publish work or other works they have cited. The University will not allow students to use its license for this, but you can do it from the TurnItIn student site

https://www.writecheck.com/static/home.html

You have to pay for this. You should do this in such a way that your thesis does not get stored in the TurnItIn database, otherwise if you (or anyone) every runs it through again, it will return a 100% match. This information is not a recommendation for you to do this; it is simply here in case you want it.

6.5 Finding a policy document

Unfortunately, the University has a host of policy documents pertaining to Postgraduate Research Students, and it can be daunting to go through them to find what you are looking for. Here are some useful places to look.

University PGR Code of Practice The University has a code of practice which is sort of a road map of the relevant policy documents which describe what you can expect from the School and your supervisors, and what is expected of you. This is very worth reading and is located at http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/

School Charter: The School has produced a PGR student charter, which gives the School’s view on what can be expected from us and from you. It is located at http://studentnet.cs.manchester.ac.uk/pgr/charter.php It is short and worth reading.

eProg expectations form: During your first few weeks here, a form will appear on eProg (see section ) called the expectations form. The first part of this contains links to 9 relevant policies, which you are asked to read and discuss with your supervisor. This will help ensure you know what the policies are.

Other places to look for policies: If you need to search for a specific policy and the above places are of no help, you can try,

- Faculty Graduate Education Pages
http://www.staffnet.eps.manchester.ac.uk/academicservices/graduateeducation/policies/index.html
- University student-related documents (you will need to guess the starting letter) on the University’s Studentnet pages,
http://documents.manchester.ac.uk/studentrelatedlist.aspx

6.6 Student Representation

There are several ways in which students can give feedback to the School and University. First, there are the mentors; and mentors act as student representatives. So, if you have an issue about how the school is run, you can bring it up to one of the mentors. Or become a mentor. You can also discuss it with the PGR tutor or PGR director. There are quarterly PGR Staff-Student Consultative Committee (PGRSSCC) meetings, at which mentors raise issues of concern to the PGR Director, PGR Tutor, IT Manager, and the Environment Manager. Minutes of previous
meetings are found at
http://intranet.cs.man.ac.uk/csonly/committees/C_PGRSSCC.php

There is a Postgraduate Research Experience Survey (PRES) conducted yearly across all Universities. We get the results broken down by school. In the past the University has changed its procedures (notably its orientation procedures) based on the outcome of this, so do fill it in when you hear about it. It usually takes place in the late spring.

6.7 Ethical Approval

All research involving human or animal subjects has to be approved by the University Ethical Approval mechanism. This includes usability studies for software and hardware systems and HCI evaluation of systems. To get approval, contact the Ethical Approval Officer in the School, http://ethics.cs.manchester.ac.uk/.

6.8 Complaints Procedure

The University has a formal Complaints Procedure, which can be found here, “Complaints Procedure (Student) (Regulation XVIII)” Most complaints are most quickly and effectively dealt with locally. Contact your supervisor, advisor, PGR tutor, or PGR Director. If it is of a general nature (e.g. resource allocation), mention it to one of the mentors, so it can be raised at a PGRSSCC meeting. If it involves the environment (e.g. heating), send an email to environ@cs.man.ac.uk. If it involves an IT problem, raise a ticket on the CSIS system (see section 2). If you are dissatisfied with the response, put the complaint in writing to the Head of School, unless it involves actions taken by the Head of School, in which case put it in writing to the Dean of the Faculty of EPS. If you still dissatisfied, you should refer the matter formally and in writing to the University Registrar and Secretary. See the complaints procedure document for instructions how to do this.

If you need help using the procedure or guidance on where to refer your complaint, you can seek advice from any of the following: The Academic Advisory Service, the appropriate Faculty or School Secretary, the office of Student Support and Services, or the Students’ Union Advice Centre (Students’ Union, tel. 275 2930).

The Complaints Procedure does not cover the following:

- disciplinary issues (for which a separate procedure exists)
- matters where other separate procedures apply, e.g. harassment, academic appeals relating to examinations or assessments, appeals against exclusion on academic grounds, or against refusal to be issued with a Certificate of Satisfactory Work and Attendance, or Complaints about the Students’ Union.

Information on these separate procedures can be obtained from the University’s policies webpage.
Chapter 7

Student Support and Guidance

School & Postgraduate Student Support Staff:

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

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

   **PGR Tutor:** Dr Alvaro Fernandes,
   Room: Kilburn Building 2.36, Phone: 0161-275 6199,
   Email: alvaro@cs.man.ac.uk

   **PGR Admissions Officer:** Matthew Harrison,
   Room: Kilburn Building 2.10, Phone: 0161-275 0699,
   Email: pgradmissions@manchester.ac.uk

   **Student Support Office:** Kilburn LF21,
   General email address: sso@cs.manchester.ac.uk
   Website: [http://www.cs.manchester.ac.uk/student-services/](http://www.cs.manchester.ac.uk/student-services/)

   **SSO Manager:** Gill Lester, Phone: 0161-275 6210,
   Email: Gillian.S.Lester@manchester.ac.uk

   **Postgraduate Administrator:** Susannah Hymas, Phone: 0161-275 7520,
   Email: Susannah.Hymas@manchester.ac.uk

   **Postgraduate Administrator:** Chris Calland, Phone: 0161-275 6283,
   Email: christopher.calland@manchester.ac.uk

   **School Student Disability Support Coordinator:**
   Dr Ning Zhang, Email: Ning.Zhang-2@manchester.ac.uk

School Student Advisory Service: The Student Advisory Service is available to all students in the Computer Science School.

   The service 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.


Other Student Support Services: Faculty Student Orientation Support:

   [http://www.sos.eps.manchester.ac.uk/](http://www.sos.eps.manchester.ac.uk/)

   The University StudentNet provides essential advice, information and guidance for students at The University of Manchester:

   [http://www.studentnet.manchester.ac.uk/crucial-guide/](http://www.studentnet.manchester.ac.uk/crucial-guide/)
Disability Support Office: 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/

Student Guidance Service (formerly known as the Academic Advisory Service): This 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.

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

Housing & Accommodation Issues: 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:

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:

www.manchesterstudenthomes.com

Students Union: The University of Manchester Students' Union (UMSU) is an organisation, 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:

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

Health & Health Care: Upon arrival in Manchester, all 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 the doctor will enable international students, their 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:

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/

Student Counselling Service: This is 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. They are available to all University of Manchester students.

http://www.studentnet.manchester.ac.uk/counselling/
Careers Advice: The University Careers Service provides careers information, advice, and guidance to all Manchester students:
http://www.careers.manchester.ac.uk/

Immigration Advice: Advice on UK immigration legislation is offered by the International Advice Team based at the Student Services Centre:
http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/

International Students: International students at the University are especially fortunate to 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 the 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

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.
http://www.langcent.manchester.ac.uk/
Chapter 8

eProg

eProg is the University-wide progression system and skills training catalogue for postgraduate research students. It is used to document your interactions with your supervisors and other members of your support and assessment teams, so its use will be central. It is located at:

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

You are required to use eProg. At various points in your programme, you will record your objectives and progress in eProg. For example, quarterly reports on progress are recorded here. When you have successes, such as publishing a paper, attending a conference, participating in a training programme, etc. you should record this on eProg. It is also used by your supervisors to record any issues which they might have, and to record the attendance. The end of year exam process also takes place through eProg.

Every student on eProg is on a pathway. Your pathway will be something like

PhD Comp 3YR FT Sept13

which means you are on a 3 year PhD programme in computer science, studying full time, starting in September 2013. If you click on the Pathway menu item, it will show you the milestones for your pathway. If you click on the Progression menu item, it will show a table of links to the forms you need to fill out, as eProg tracks you as you progress. Most forms are filled out by you, following or leading on to discussions with your supervisor(s). However, there are also forms filled out by your end of year assessors, and the attendance monitoring forms are filled out by your supervisor.

As mentioned in Section 3.1.5 you can also access the training catalogue from eProg.

eProg was originally designed as a tool for self-monitoring and self-assessment and it should be used that way. It is also now used as a means of attendance monitoring, as described in Section 6.2. It also contains an expectation form, which you need to go through with your supervisor to ensure that you know the University policies and have discussed important issues with your supervisor such as IP and authorship.
Chapter 9

Health and Safety

This Health and Safety section is intended only as a summary of the major Health and Safety issues of which all staff and students should be aware. The full School Health and Safety Policy Document is available for consultation on the School website at: http://intranet.cs.man.ac.uk/csonly/committees/C_Health.php and on appropriate notice boards around the School.

This document provides summary information about the following topics:

- Fire, Emergencies and First Aid
- Accidents and Incidents
- Electrical Safety
- Lone Working and Out of Hours Working
- Chemical safety
- School smoking policy

9.1 Fire, Emergencies and First Aid

9.1.1 Fire Safety Arrangements and Requirements

All staff and students are expected to respond promptly to all fire alarm activations (except the weekly tests at specified times). Staff who are responsible for groups of students or visitors at the time of an alarm are expected to stop teaching or speaking, and to lead the whole group in the evacuation procedure.

**Fire Detection**  Kilburn and IT Buildings are fitted with automatic detectors supplemented by break glass points located throughout each building. These activate the buildings audible alarm in the event of fire or smoke. The automatic detectors allow early detection of any developing fire. If you discover a fire and the building alarm is not sounding, activate the nearest break glass point on your escape route.

**Fire Alarm**  The audible alarm for Kilburn building is a two stage system.

**Stage 1**  An intermittent fire alarm is an indication that a piece of fire detection equipment has been activated. Emergency exit routes should be checked and preparation should be made to evacuate the building.
Stage 2 A continuous electronic sound is an indication that more than one piece of fire detection equipment has been activated, and that an evacuation of the building is necessary.

The audible alarm for IT building is a single system. Upon hearing the fire alarm it is necessary to evacuate the building.

In the event of the alarm being activated Security will attend in the first instance.

**Fire Evacuation Procedure** On hearing the fire alarm all occupants should evacuate the building immediately by their nearest available exit.

- **Do not use lifts.**
- **Do not return to offices to collect belongings.**
- **Go to Building Assembly Point.**

Fire action notices are located throughout all buildings on campus summarising the specific local fire safety arrangements. Local fire notices also indicate the nearest fire assembly point. Evacuation Marshals are located throughout the building (identified by hi-visibility vests in an alarm situation) and are instructed to provide assistance and direction in the event of the fire alarm being raised.

**Means of Escape** Means of escape are signed throughout the building. Green running man signs indicate the nearest emergency exit. You should familiarise yourself with the nearest means of escape within your local working area, as well as alternative routes should your main means of escape become inaccessible. **Do not use lifts.**

**Fire Alarm Test** The fire alarm is tested weekly at the following times, and should last for no longer than 20 seconds:

- IT Building - In front of George Kenyon Building
- Kilburn Building - 1st Floor Precinct Centre or Ground Floor beyond Chaplaincy steps

**Fire Extinguishers** Fire extinguishers are provided extensively throughout all University buildings and should only be used by personnel specifically trained in their correct operation.

**Automatic door closers** Throughout the buildings many of the fire doors are allowed to remain open during the day by means of an automatic fire detection door closing system. *Dorgard* automatic door closing system is used in the Kilburn and IT buildings. These units are designed to release the door following a continuous constant sound of 65 decibels and above, for a period of 20 seconds or more.

**Link bridge** The Kilburn and IT buildings have separate fire alarm systems in place. The link bridge between the Kilburn and IT buildings has been fitted with a flashing beacon, connected to the fire alarm system, which is activated during an emergency situation. A Marshal will be stationed on the bridge to assist occupants of the vulnerable building to escape in an orderly manner and to prohibit re entry.

**9.1.2 Emergencies**

In the event of any emergency, medical or otherwise, please contact the emergency services by calling 9999 internal or 999 external line. The University Security Office must also be informed once the emergency services have been alerted by calling 69966 internal or 0161 306 9966 external line. The School Health and Safety Advisor must be notified of any emergency by calling 56118 internal or 0161 275 6118 external line.
9.1.3 First Aid

The School has a number of trained first aiders in the Kilburn and IT buildings able to provide basic first aid as required. Details of current first aiders is available on notice boards throughout the building and via the following link: http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11029 If local first aiders are not available or assistance is required outside normal working hours, Security can be contacted to provide first aid by calling 69966 internal or 0161 306 9966 external line.

9.1.4 Emergency Evacuation Marshals

The University requires that all Schools appoint suitable numbers of emergency evacuation marshals to assist in the evacuation of all occupants from the buildings should an emergency situation arise. The criteria used for identifying the number of evacuation marshals required is one marshal per floor per protected stair case. In the school of Computer Science a Marshal is also required to be posted on the link bridge between the Kilburn and IT buildings to ensure no one enters one building from the other during an emergency situation.

9.2 Accidents and incidents

All accidents, dangerous occurrences and near misses must be reported in the first instance to the School Safety Advisor and documented as necessary using the correct form. Accident and incident forms are available via the following links: Accident report form http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance/AccidentReportForm.doc Incident/near miss report form http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance/IncidentReportForm.doc

Reporting of accidents and incidents are necessary for the following reasons:

• To comply with legal requirements depending upon the nature of the accident or incident.
• To investigate the accident / incident and take steps to prevent recurrence
• To keep records in case of possible future litigation
• To allow collation of accident statistics.

Near misses should also be reported to your School Safety Advisor as acting upon near misses will prevent accidents occurring.

9.3 Electrical Safety

Any electrical equipment brought into the School for use in offices, laboratories or workshops must be suitable for the intended purpose and meet UK requirements for safety. For the School to comply with Health and Safety Legislation it is essential for all portable appliances, including those built at The University of Manchester be checked and tested on a regular basis. The School carries out Portable Appliance Testing in accordance with university guidelines and maintains a database of all such equipment. Checks and tests are carried out at regular intervals. High risk portable appliances (Heaters, power supplies, electric drills, kettles, etc) are checked and tested annually. Lower risk items like computer workstations, which are classed as semi-permanent fixtures, are checked and tested every four (4) years. All portable appliances, including separate mains cables will be clearly labelled upon completion of the test. A recommended retest date will be indicated on the label.
9.4 Lone Working and Out of Hours Working

Lone Working The requirements of the University guidance on lone working should be followed at all times. Details of these requirements and definition of what lone working is available at:


9.4.1 Out of Hours Work

Kilburn Building Outside normal working hours (8am until 6pm) access into the Kilburn building is gained via the porters lodge entrance only. University identification must be shown to the duty porter and a signing in and signing out procedure be followed. Post graduate and under graduate students are required to show out of hours passes which are available from their course supervisor.

Information Technology (IT) Building Outside normal working hours (8am until 6pm) access into the IT building is gained via the north entrance door only. Swipe access is required and the out of hours book must be signed by all users detailing name and times of entry and exit.

Occupants of the buildings remaining on site after 6pm Should anyone wish to remain on site after 6pm during week days, it is important that their presence is made known to the duty porter (Kilburn occupants) and by signing in the out of hours book (Kilburn and IT Building). This procedure is necessary should an emergency situation occur. Responding emergency services must be able to account for all personnel on site during an emergency situation such as a fire or bomb scare. The school reserve the right to spot check any personnel on site out of normal working hours to ensure this procedure is being followed

9.5 Chemical Safety

Any chemical(s) brought into the School for experimental, practical or general use must be controlled and a risk assessment carried out to ensure that the chemical is used, stored and disposed of safely. University guidance on chemical safety is available at: - http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance/COSHH.doc HSE guidance is available at:


9.6 School smoking policy

To comply with current Government legislation The University of Manchester promotes a no smoking policy within all buildings, irrespective of their use or location. To safeguard staff, students and visitors from the adverse effects of second hand smoke, and to show unity with other schools, the School of Computer Science has adopted a no smoking exclusion zone within 5 meters of all school entrances and exits of the school buildings. Smoking is also prohibited directly outside open windows where smoke may drift into school premises. Your assistance in keeping the school of Computer Science a safe and healthy place to work and study in is much appreciated.
Chapter 10

University Learning Resources

The University Library

The University of Manchester Library is both the University’s library and information service and supports all subject areas taught by the University. It 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, including on-line subscriptions to journals and data sources. Many of these resources are only available to computers on the University network, so you should use them from on campus, or using the campus VPN.

The 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 their website:

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

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 11

Building Plans

These are not necessarily totally up to date, but they do provide somewhere to start from when faced by the maze of magnolia corridors!
CDT laboratory shown in grey, rooms LF7 & LF8

Kilburn Building: Lower First Floor
IT Building: Level 1
IT Building: Levels 3 & 4