CDT CS
Centre for Doctoral Training
in Computer Science

Handbook
2015 - 2016
This is the Handbook for the 4-year CDT 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 and CDT Manager,
School of Computer Science. September 9, 2015

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

Welcome to the CDT

Welcome to Manchester and to the Centre for Doctoral Training in Computer Science. Our Centre was the first EPSRC Doctoral Training Centre in core computer science. You are our fifth cohort of students, so there are some other CDT students around who can help you along the way. 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 here to learn to carry out research. During the next four years you will be learning the skills of a researcher: how to choose the problem to work on which is important yet tractable. How to evaluate and communicate research. How to carry out effective investigations using the techniques of particular research fields. During the first six months, this will be largely through classroom and group activities. During the remaining three and half years, this will be working under the direction of one or more world-class researchers. You will also have opportunities to apply your research skills to work with users to solve problems they care about, and possibly to spend time in other research or R & D labs. By the latter half of your time here, we expect you will be contributing to our research, writing papers, making presentations at scientific conferences, and helping to shape the future of computer science.

Our goal in setting up the Centre is to create a new model of PhD training which combines the deep technical training of the traditional UK PhD with explicit training in research skills: creativity and innovation, scientific evaluation, communication across research and academic boundaries, impact planning, and problem-solving in groups with users. We really believe in this programme, and we feel that you are a group of students with great potential as researchers. Together, I hope we will make this a great programme and a great experience for you.

Dr Jonathan Shapiro, CDT Manager.
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). Due to the interdisciplinary nature of computer science, several of our staff are located elsewhere, most notably at the Manchester Institute of Biotechnology (MIB). MIB is building number 16 on [University interactive map](#).

Plans of the building are included at the end of this document.

![Figure 2.1: 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.](#)

**The Student Support Office (SSO):** is located in Room LF21 (Lower First floor), Kilburn Building, email: [sso@cs.man.ac.uk](mailto:sso@cs.man.ac.uk). They provide administrative support for all students, from registration to graduation.

**Induction Week (Week 0):** 21 - 25 September 2014

A number of very important induction events run during this week, explaining how the school, the programme, taught course units, assessments, email accounts, computer accounts, etc. work. This should set you up to start with your studies which start the following week. It is vital that you attend these, as well as meet and make friends with staff and other CDT students, and familiarise yourself with the layout of the School and of the University. **Do take part!**

**Personal Tutor:** Each student will be assigned a personal tutor, with whom they will have regular contact. The personal tutor will provide general advice, as well as advising on specific aspects of the course, such as the selection of taught modules, and assisting in the choice of a PhD research project. You should meet with them during welcome week.
Programme Handbook (this document): This describes what is expected of you as a CDT student in the School of Computer Science, and should also serve as a useful reference. You are expected to consult it. It can be found online on the School’s PGR internal webpages. Further information can be found on the School of Computer Science PGR web-site: http://studentnet.cs.manchester.ac.uk/pgr/.

Research Student’s Charter: The aim of this document is to outline and make explicit the rights of research students in the School of Computer Science at the University of Manchester. It can be found here: http://studentnet.cs.manchester.ac.uk/pgr/charter.php.

Important Dates, 2015 – 2016: University dates can be found at www.manchester.ac.uk/discover/key-dates/.

Relevant dates are:


Research Student Symposium: 3 November – 5 November 2015. You will participate in this all four years. Be available.

Christmas Break: 18 December 2015 – 18 January 2016. University will be closed for some of this.

January Exams: 18 January – 29 January 2016. Courses from Periods 1 and 2 will have exams during this period.

Easter Break: 21 March – 10 April 2016. University remains open, but there is no undergraduate or MSc teaching.

Spring Exams: 19 May, 2016 – 8 June, 2016. Courses from Period 3 will have its exams during this period.

MSc/CDT taught module Periods 2015 – 2016: Deadline for Course Unit Registration:

25 September, 2015

Period 1: 28 September – 6 November 2015
Period 2: 9 November – 18 December 2015
Period 3: 1 February 2016 – 11 March 2016

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. The 6-week block is divided into 5-coursework/lecture block followed by a one-week catch-up. During the Foundation part of the PhD, you will take courses which run on this 6 week cycle, from periods 1 – 3. The usual schedule during the foundation period is as follows:

Period 1: Do two taught modules.
Period 2: Do one taught module and Scientific Methods I.
Period 3: Do your Taster Project and Scientific Methods II.
Period 4: Do Scientific Methods III and start your research.

A detailed timetable for the Foundation part of the course is given on page 15. The supervised research part of the programme runs throughout the year after end of period 3. There is some flexibility in when you do the taught modules depending on which ones you want to take. You must do the Scientific Method modules on schedule and you must do a taster project during period 2 or 3. And you must start your research by the start of period 4.
Teaching Assistant role: After the taught part of your programme is finish, you will have the opportunity to get involved in many activities of the School including UG or PGT laboratory teaching by becoming a Teaching Assistant.

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/
or join their Facebook group:
CS Research Students (University of Manchester)

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. On the back of this card is the number for campus security.

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 two on-line Health and Safety tests, a University one and a School one. Once you do this, the card become fully valid. To take the Health and Safety course, go to myManchester https://app.manchester.ac.uk/Default.aspx and log in using your University credentials. Find Blackboard and log into that. Click on the “Out of Hours Induction course (PGR Students). Read the document and then take the test. You can take the test as many times as you need to, until you get all questions correct. More information is in section 3.2.3.

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. This number is on the back of your University Identity Card.

Computing Facilities: Each CDT student will be given a desk and a computer in the dedicated CDT lab. The CDT lab is located on the Lower First floor of the Kilburn building (Rooms LF7 & LF8, see plan on page 45). All machines in the CDT lab support Linux and MS Windows. For many of the taught programmes, you will need to be familiar with both systems. There is an introductory Linux lab during Welcome Week for those who need to familiarise themselves with our Unix based system.

Computer Science Information Systems (CSIS): The University has an IT services section; their website is www.itservices.manchester.ac.uk The group who work within our School are called CSIS. They are very helpful. However, if there is some fault with your equipment or with

1Previously, these were called “demonstrators”
your CS account, you should “raise a ticket” with the IT service desk. Follow the link on this page, http://www.itservices.manchester.ac.uk/help which says contact the IT Service Desk. Other useful places to get information are

- The CS studentnet pages under the “Technical support” drop down menu, and
- The School Wiki, in particular the StudentFAQ/IT pages.

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

**School:** Your username/log-in name will usually 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 2\(^{nd}\) of January 1950, would have the username **smitha**, and password **19500102**. You should change your password as soon as you have successfully logged in for the first time. Obviously, do not give your username and password to anyone, and do not send it over email.

**University:** You will need to set up a University account. 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\(^2\) has a subscription. 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:** 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 usually of the form: **<user>@postgrad.manchester.ac.uk**, although the **@cs.man.ac.uk** domain is being phased out.

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 Wiki at the StudentFAQ/IT pages mentioned above, as well as the University’s [Student email](#) page.

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) and for staff (StaffNet). StudentNet has sub-sections on the post-graduate taught (PGT) and post-graduate research (PGR) programmes. These both contain material of interest to you.

StudentNet: [http://studentnet.cs.manchester.ac.uk](http://studentnet.cs.manchester.ac.uk)
StaffNet: [http://staffnet.cs.manchester.ac.uk](http://staffnet.cs.manchester.ac.uk)

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\(^2\)John Rylands University Library of Manchester (JRULM or JRUL).
School Wiki  The School has several Wikis: a School Wiki, a student Wiki, a staff Wiki, and a PhD student Wiki. These are just starting to be populated with content. On the School Wiki, there is a section called “Tools for Researchers” which contains links which PhD students might find useful. When you come across useful tools, or exemplary papers, feel free to add to this.

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 section 8.1.

VLEs: The School of Computer Science makes use of two eLearning systems for teaching and assessment (Moodle and Blackboard). You will need to access Blackboard to do Health and Safety, and Plagiarism courses. If you become a TA, you may need to use one of these to support teaching. More details are in section 8.2.

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. 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 fulfil 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’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://manchesterstudentunion.com is an organisation, 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://manchesterstudentunion.com/groups#club-society#all

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 your Programme Director or other suitable member of staff, or to the Student Support Office in room LF21. The CDT Managers, Jon Shapiro and Rizos Sakellariou, the Mentors, your tutor (during the Foundation period), 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 should 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. During the taught part of the course, when it comes to academic help on particular course units, you should initially consult the course lecturers on that unit. For help deciding what courses you should or could take, your personal tutor or the CDT managers should be consulted.

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 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.
Chapter 3

The CDT Training Programme

3.1 Overview of the Programme

This programme is a four-year PhD. It was designed in response to a EPSRC CDT call in core computer science with the intent to have an augmented and more rounded PhD than the traditional 3-year PhD. However, unlike the 3-year PhD there is no grace period after the 4-years is up (i.e. there is no “submission pending” for 4-year CDT students). The planning must take this into account from the outset. It is now policy (since Sept 2012 intake) that students must[1] complete within four years! After four years, the registration will be terminated and no degree will be awarded. There is every incentive to complete this programme within the allotted three years while the funding lasts. It is an absolute requirement that you finish within four year. For this reason, the CDT schedule allocates 3.5 of the 4 years to the PhD research.

One obvious aim of any PhD programme is that students complete a substantial period of supervised research at an appropriate level, which is then written-up as a PhD thesis, examined, and then leads to the awarding of the desired degree. Such research obviously forms a major part of the CDT programme (see purple region on the diagram). An understanding of the relevant academic literature and the development of research skills is obviously required if you are to complete such a period of research.

However, as students on the CDT, you will also gain training and experience in a wide range of research steps: creativity and innovation, thinking about impacts of research at the outset, and understanding through collaboration with industrial and outside users how research can have big impacts in non-academic ways. The extended nature of the CDT programme, when compared to the more-traditional 3-year programmes, means that you will also have the time to gain a broader range of experiences in research problem-solving. You will also gain a broader knowledge of the field by taking technical courses.

The CDT programme consists of an initial six-month ‘foundation period’, consisting of various taught components. CDT students have the advantage that they will be trained as a cohort, and undertake a wide range of activities together. After this, you will begin your three and a half years of supervised research. However, further skills training (ST1 & ST2), and other activities such as Public Engagement (PE), study groups with industrial partners (SG), and Research Symposia (RS2, RS3, & RS4) continue throughout the entire programme, which will maintain the cohesion of CDT students as a group.

3.2 Foundation Period

The first six months of the CDT is called the foundation period. During this period, you will a series of taught components. At the same time you should be exploring the department to

[1]Unless there are legitimate mitigating circumstances, see section 6.3
discover what research is being done here, and trying to identify a research area and supervisor.
The activities you will do will during the foundation period are described here.

3.2.1 Foundation Technical Course Units)

Each student will take three modules chosen from within the School of Computer Science’s Taught MSc courses. It is expected that two will be taken in Teaching Block 1 (weeks 1-6) and one taken in Teaching Block 2 (weeks 7-12). These course units are divided into themes, and students should make sure they take the required prerequisites for the advanced module that they plan to take. The list of advanced modules that are available to CDT students during their first year are listed on the CDT webpages:

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

Normally, we expect CDT students (for timetabling reasons), to take MSc modules which are presented in the first semester, during teaching blocks 1 and 2. However, it is possible to take the advanced course unit from teaching block 3. In this case, you must do your taster project during teaching block 2 during the first semester. If you wish to use this option, you will need to get that approved when you choose your courses during Welcome Week. There are two disadvantages to doing this. First, you might have a more limited choice of taster projects. Second, you will need to take any exam for this course in May, when you will also be starting on your supervised research. However, we recognise that the courses on offer may be more appropriate in some cases.

Other MSc modules which are delivered in the second semester can be also taken in the second year if the your research requires it and your supervisor recommends this.

Course Unit Assessment (exams)

The January exam period takes place during weeks 13-14, 18-29 January, 2016. CDT students (along with MSc and other post-graduate students) will be assessed on the modules they have taken during Teaching Blocks 1 & 2. See Chapter 4 for further details. For any student taking a course unit in teaching block 3, the exams will take place between the 19 May — 8 June, 2015.

3.2.2 Scientific Methods Courses (COMP80131, COMP80122 and COMP80142)

All CDT students are required to take this sequence of three ‘Scientific Methods’ courses at the earliest opportunity. These start in semester one, usually the day before the Research Student Symposium. Timetables for these courses can be found here:

http://studentnet.cs.manchester.ac.uk/pgr/timetable/

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 at 13:00 – 14:00 and Wednesdays at 12:00 – 1:00 pm from the week of November 10, 2015 through and including the week of December 15, 2015, 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 November 2, 2015 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 1 February through 7 March 2016 inclusive, in Kilburn LF15 and Kilburn 2.19 respectively.

‘Scientific Methods 3’(COMP80142): Full title: ‘Scientific Writing and Impact Studies’ Schedule: Lectures and assignments Mondays and Wednesdays at 12:00 - 1:00 pm from the week of March 14, 2016 and weeks of April 11 – May 9, 2016, in Kilburn IT407 and Kilburn 2.19 respectively.
3.2.3 Other Courses

Introduction to Research — Essentials

This course is put on by the Faculty of Engineering and Physical Sciences (EPS). You will learn more about this when you attend the EPS Faculty induction, Friday 25 September, 2015, 2–4pm. You can also find a schedule for this and other University and EPS Faculty training courses by selecting the “Training Catalogue” from the menu on the left-hand side of eProg, see section 8.

University and CS Health and Safety Courses

All students are required by the University to pass a Health and Safety on-line course. If you want to be in the Kilburn build out of hours (outside the hours of 6pm to 8am), you will also need to pass the School of Computer Science Health and Safety test. These tests can be found on Blackboard, which can be found at your MyManchester page. Below are the instructions to take both tests.

1. Log into Blackboard.
2. Look for the “My Communities” block:
3. PhD/CDT students: you need to click on the “CS-PGR-Welcome” community space.
5. Complete the test called “Part 1: University of Manchester Health & Safety”: you need to score 100% to successfully complete it.
6. Complete the test called “Part 2: Health & Safety within the School of Computer Science”: you need to score 100% to successfully complete it.
7. When you have scored 100% ON BOTH TESTS the “Out of Hours Access” folder will appear.
8. Click on the “Out of Hours Access” folder.
9. Read through the guidance document, and complete the “Out-Of-Hours-Pass Test”: you need to score 100% to successfully complete it.
10. When you have scored 100% on the Out-of-Hours Pass Test, a link called “Out-of-Hours Completion Confirmation” will appear.
11. Click on this “Out-of-Hours Completion Confirmation” link, and a confirmation page will appear.
12. Take this confirmation page (either print it out, or show it on an electronic device) and your University of Manchester student ID card to SSO (room LF21) who will issue you with an Out-of-Hours Pass for the Kilburn Building.

Note: Out-of-Hours access is only available during the times shown on the back of your Out-of-Hours Pass. You must have both your University of Manchester student ID card and your Out-of-Hours Pass with you to be allowed to work in the Kilburn Building outside normal hours. If you don’t require an out of hours pass, you only need to do steps 1 – 5.
Plagiarism Course

All PGR students are required to complete a short course on plagiarism. See the Section on Plagiarism and Academic Malpractice in section 6.4. This test is also found on Blackboard.

3.3 Other Activities During Foundation Period

3.3.1 Research Group Presentations

Science in Practice (SIP) seminars will also take place in weeks 1-12 (1 hour per week). These will inform CDT students of the variety of PhD research opportunities available within the school, and the nature of the work involved. They will be delivered either by the heads of the research groups themselves, or by a suitably-qualified representative. The basic idea is that CDT students will be exposed to the full range of research opportunities within the school before they have to start making decisions as to their desired PhD project. These take place Wednesdays 5-6pm, in room Kilburn 2.15.

3.3.2 Research Student Symposium

The School of Computer Science runs a Research Student Symposium which brings all the PhD students together to present their research and learn about what their fellow students are doing. This takes place during the sixth week of the first semester (reading week), typically the first week of November or last week of October. In 2015, it will take place Tuesday 3 November to Thursday 5 November 2015. Every PhD student is required to participate as follows:

**Year 1:** First year CDT and 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 November 2, 2015 in LF15.

**Year 2:** Students in year 2 of the CDT 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 again participate in the poster session, as in year 2.

**Year 4:** CDT students in year 4 will give a 20 minute talk describing their research and results.

3.3.3 ‘Taster’ Project

This project, usually undertaken during Teaching Block 3 (weeks 15-20), gives students a chance to undertake a short supervised research project. As well as giving you an introduction to research, it also gives you the opportunity to investigate areas related to a possible choice of PhD project, or to just broaden your experience.

3.3.4 Creativity Workshop

This is a workshop that will occur around about week 26. It has not yet been scheduled for 2016. What do you do when you get stuck? How do you generate ideas? The aim of this workshop is to introduce CDT students to some tools and techniques to aid the creative approach needed to solve research problems.
3.4 Supervised Research Period

By week 21 of the first year, each CDT student should have chosen a supervisory team, and be ready to start their programme of research. Teaching Block 4 overlaps with this period, where students will be taking the third Scientific Methods course The research in the first year contributes to COMP80900.

After the Foundation period, CDT will enter a period of supervised research. This begins during the second half of the first year and continues throughout the remainder of the program. During this phase, the student will carry out research under the supervision of a main supervisor and possibly one or more co-supervisors. The co-supervisors may be from different schools if the work is interdisciplinary, or may even be industrial partners.

During this period, the student will move from the CDT room to a space in the relevant research group. It is very important that the student develop a good working relationship with the supervisors, and also interact with other members of the relevant research group, particularly postdocs and more senior postgraduate students. This is the best way to learn about the relevant research area and how to carry out effective research in that area.

In addition to the supervisory team, each student will also have an advisor. The role of the advisor is to help ensure that the student-supervisor relationship is working well, and that the student is making good progress. The advisor does not give technical advice; but can help with communication between student and supervisor, or if the student needs other non-technical advice.
3.5 Structure of the CDT Programme By Year

3.5.1 Year 1

Goals of Year 1

At the end of the first year, the student should have acquired a strong background in his or her research area, have defined a research topic, and should have accomplished the following:

1. Undertaken training in scientific methods, evaluation, research impact, creativity and innovation, and proposal writing and scientific literature skills.
2. Taken three technical modules.
3. Found a supervisor or supervisory team and a research topic.
4. Begun to explore the research topic and the literature around that topic.
5. Written a “Summary” report proposing the research and justifying it.
6. Given a technical presentation to their supervisor and an independent assessor and demonstrated ability to discuss the research area and its context.

Structure of year 1

Induction Week Each student will be assigned an tutor and will develop a training plan in consultation with their tutor. Research group leaders and/or other researchers will be available to help students decide appropriate pathway of courses for particular kinds of research.

Teaching block 1 (Teaching week 1-6) All students will take two technical modules and attend a series of seminars introducing students to research in the school and important research questions.

Research Symposium (Week 6) Year 1 students will attend the School Research Symposium at which PhD research is presented in posters and talks. This will opportunity meet more senior researchers and to learn about possible research areas and topics. Students will given the assignment to evaluate and give feedback for ten research talks.

Teaching block 2 (Teaching week 7-12) All students take one technical module and Scientific Methods 1 (COMP80121) which which teaches the rudiments of scientific evaluation, experimental design, and statistical methods.

Teaching weeks 13–14 Exams for courses taken in Teaching Blocks 1 and 2 will take place.

Teaching block 3 (Teaching weeks 15–20) Each students will undertake a short “taster” research project (STRP) with the intended supervisor, or as an opportunity to try a particular research area. Students will also take Scientific Methods 2 (COMP80132) introduces students to methods of research, and how to give research presentations.

Teaching block 4 (Teaching week 21–26) This overlaps with the start supervised research. CDT students all take the lecture course Scientific Methods 3 (COMP80142). This provides training in the writing of research papers and proposals, and the planning of research impact.

Supervised research (Teaching week 21–end of year 1) By week 21, students will have put together a supervisory team and will start a programme of research.
Creativity Workshop  A 2-day workshop which will take place between teaching blocks 3 and 4 or during teaching block 4. It is usual run over 2 days separated by a few weeks.

End of year assessment  By the end of year 1, each student is expected to have defined a research topic, and have produced a short “Summary” report which contains a statement of the problem or research question, why it is important, what idea is going to be used to address it, and what progress (if any) has been made. It should also include a time plan. By the end of month 10, each student will have a “Research Progress Review”, which takes place with their supervisor(s) and an independent second reader acting as reviewers. This consists of a 15-20 minute presentation on the proposed research, of a technical nature, followed by discussion and feedback. The reviewers can give helpful feedback, but they can also give remedial actions if they perceive that the student is falling short of PhD standards.

Outcome of the assessment  Students who pass all the course units, including the Scientific Methods courses, have evidence of successful participation in the year 1 activities, submit a satisfactory year 1 summary report, and perform satisfactorily at the research progress review and, if necessary, the end of year assessment panel will be allowed to progress into year 2. Students are allowed to resit one technical module, but must have reached a pass on all three courses before entering into year 2. Students who fail two or more modules or who fail to pass all modules on resit, may be eligible to leave with a Postgraduate Diploma if they have accumulated acceptable marks for 120 credits. Students who fail to reach the standard of a Diploma may be eligible to exit with a Certificate based on 60 credits. The examiners will take into account performance on all aspects of the student’s performance in deciding whether that student continues into year 2.
<table>
<thead>
<tr>
<th>MONTH &amp; YEAR</th>
<th>WEEK STARTING</th>
<th>SEMESTER WEEK</th>
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End of year interviews: mid-August – mid-Sept
Supervised research continues

Figure 3.2: Detailed timetable for the first year of the course.
3.5.2 Year 2

Goals of Year 2

At the end of the second year, each CDT student should have acquired a strong background in
his/her research area, established the foundations of a research topic, and will have accomplished
the following:

1. Have carried out a novel research project and produced a significant report comparable to
   an MPhil thesis on this research.
2. Will have produced a research proposal and project plan for the remaining research, or at
   least the next year.
3. May have taken an additional Advanced (technical) course unit if deemed appropriate by
   the supervisor(s).
4. Have participated in a Study Group.
5. Will have taken further transferable skills courses according to their personal training needs.
6. Will have become integrated into their selected local research communities (research group,
   research project team, etc.)

Structure of Year 2

During this year, each student will work closely with the supervisor or supervisory team to
further the defined research project. They are expected to become involved with their local
research community. This will be augmented with the following additional activities.

Advanced taught modules As needed, the students may take an additional Advanced Course
Unit from any of the four teaching blocks.

Research Symposium As in the first year, A School Research Symposium will be held during
week 6. Each 2nd year CDT student will produce a poster describing their research proposal
to be presented at a poster session attended by fellow postgraduate students (including new
CDT students) and staff within the School.

Skills training (years 2 – 4) At the start of year 2, the student should consider their training
needs, in consultation with their main supervisor. In addition to those courses offer by the
University, EPSRC funded student should attend an EPSRC GRADschool:
http://www.researchsupport.eps.manchester.ac.uk/postgraduate_home/GRADschools/
in year 2 or year 3.

Study groups Students in year 2 and year 3 are expect to participate in Study Groups, which
will take place around April. These will start with a week long workshop at which industrial
partners present problems to students organised in groups. Students will then spend an
addition three weeks producing a prototype, or defining a solution.

Public Engagement Each student is expected to participate in at least one public engagement
activity. This will be coordinated by the School’s public engagement officer, and could
happen at any time during the programme. Students will normally participate during
their second or third year of study.

End of year assessment The end of year assessment consists of two parts. First, each student
must produce a long report describing the proposed research, the results of research up to
this point, and the plan for the final two years. This will be assessed by the supervisor
and an independent second reader. Second, each student will be given an oral viva by an examination committee, consisting of two independent assessors, the supervisor, and the advisor. For this, the student will produce a short report, which is an executive summary of the long report, give a formal presentation, and respond to detailed questions from the panel.

**Outcome of the assessment** If the performance during the second year has been satisfactory, the examiners will allow the student to continue into the third year. If performance has not been satisfactory, the student will be required to withdraw. If the student is not allowed to continue, the assessment panel may be allowed the student revise the long report and submit it as an MPhil thesis.

### 3.5.3 Year 3

**Goals of year 3**

The primary goal of year three is carry out the PhD research. By now, the student should be embedded in their local research community (research group or project team), and carrying out significant research. At the same time, the student will start to interact outside communities through presentations at conferences, academic visits, and engagement with industrial partners through secondments and study groups.

**Structure of year 3**

**Research Symposium** At the research symposium in week 6, students in the third year will present the results of their research at a poster session.

**Skills training** At the start of the year, the student will consider further training needs in consultation with their main supervisor. Courses offered by the University of Manchester and, for eligible students, EPSRC GRAD schools, will be available to meet these needs.

**Secondments and exchanges** Students will be encouraged to participate in secondments with industrial partners and student visits and exchanges with academic partners. Students will be encouraged to apply for internships.

**Study groups** Students in year 3 who are not participating in one of the above activities will participate in a study group.

**Public Engagement** Each student is required to participate in one public engagement (at least) activity during the programme. If this did not take place in the 2nd year, it should be done in the third year.

**End of Year Assessment** The end-of-year assessment at the end of year 3 is similar to that at the end of year 2 except no long report is required. Each student will submit an short report summarising the research goals and achievements to date. This report should include an up-to-date statement of aims and objectives of the research and a plan for producing an PhD thesis by the end of year 4. Any changes to the aims, objectives and planning that have been made since the previous assessment should be highlighted and discussed.

**Outcome of the Assessment** If the performance of the student is considered satisfactory, the student will be allowed to continue into year 4. If the performance is deemed to be not satisfactory, the student will be required to withdraw, although the assessment panel may allowed the student to submit an MPhil thesis based on the research carried out.
3.5.4 Year 4

Goals of year 4

In year 4 the student will complete the research and complete the writing of the PhD.

Structure of year 4

Research Symposium At the School Research Symposium, all final year students will give seminars presenting the results of their research.

Skills training Students will be encouraged to consider appropriate skills training, which may include courses on managing the final year, writing the thesis, as well as courses relevant to managing the transition to their careers ahead.

Final six-months During the final six-months, the students will write up their theses.

3.5.5 Thesis Writing

Be sure to leave enough time in your planning to write the thesis. Most people require at least 6 months, depending on how quickly they write and how much of the writing already exists in papers and reports. Your supervisor can give you advice on how to write the thesis.

The University policy on the formatting and presentation of your thesis can be found here: http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7420

A LATEXstyle file for University of Manchester theses can be found here: http://studentnet.cs.manchester.ac.uk/resources/latex/MUThesis/.

3.5.6 Submission

You must submit your thesis within four years (allowing for any interruptions or extensions that you may have been granted). When you are ready to submit your thesis you need to complete a Notice of Submission Form not less than six weeks before submission. This form is available in eProg in the Examination Summary section. You will also need to read Regulations for the Presentation of Theses and Dissertations available at http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7420 Giving notice of submission triggers the process of appointing the examiners, who are then expecting the thesis to arrive on time.

If a thesis is not submitted before the end of the PhD programme you will not be able submit your thesis without exceptional circumstances.

You must submit and electronic copy of your thesis no less than 3 days before your final submission deadline. You must submit two hard copies to the Faculty Graduate Office by the deadline. The electronic and hard copies must be identical.

If you wish to submit a thesis more than 3 months before the end of your PhD programme (or 6 months if part time) you will require a permission of your supervisor and the University. If you are granted permission to submit early then you will still be required to pay full fees for the degree period for which you originally registered.

3.5.7 The Thesis Defence (Viva)

You will need to defend your thesis in an oral examination which is often called a ‘viva’ (for viva voce). You will typically have two examiners comprising either (i) an internal examiner (a member of academic staff from Manchester who has expertise in your research area) and an external examiner (a member of academic staff from another university or another suitably-qualified and research-active expert), or (ii) two external examiners and an internal independent chair. The internal examiner or independent chair will arrange the date and time of your oral
examination. There may also be an independent chair when one of the examiners lacks experience in examining PhDs and in other situations.

In the oral examination you will be examined orally on the content of your thesis and its wider context. After the examination the examiners will make a recommendation to the Faculty PGR Degrees Panel on the outcome of the exam. The examiners may communicate what their recommendation is to you, but it should be clear that this is unofficial and the final decision is made by Faculty.

The outcomes are:

**A(i):** recommend the award PhD and no corrections are necessary.

**A(ii):** recommend the award PhD subject to minor corrections being completed.

**B(i):** refer: the thesis is satisfactory in substance but defective in presentation; allow re-submission without the need for a further oral examination.

**B(ii):** refer: the thesis is satisfactory in substance but defective in presentation; allow re-submission and require a further oral examination.

**B(iii):** refer: the thesis requires further research to be done; allow re-submission and require a further oral examination.

**C(i):** award MPhil on the basis of the thesis presented.

**C(ii):** award MPhil on the basis of the thesis presented, subject to minor corrections being completed.

**C(iii):** reject, but invite the candidate to revise and resubmit the thesis for the degree of MPhil within six months. A candidate will be permitted to resubmit on only one occasion. A fresh examination of the thesis will be required and may include a further oral examination.

**C(iv):** no award be made to the candidate and no re-submission be permitted.

The most common outcome is A(ii). Normally minor corrections required under A(ii) must be completed within 4 weeks of the result being communicated to you by the Faculty PGR Degrees Panel. Likewise with the outcome C(ii) the minor corrections required for award of MPhil must be completed within 4 weeks.

Students with outcomes B(i)–B(ii) and C(iii) normally have up to six months to resubmit their thesis (in the latter case for MPhil). Students with outcomes B(iii) have one year to resubmit their thesis. A re-submission fee is charged. See [http://documents.manchester.ac.uk/display.aspx?DocID=7452](http://documents.manchester.ac.uk/display.aspx?DocID=7452).


### 3.5.8 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](#). However, this seems to list only elementary courses, but they also offer HPC courses. See also, the [IT services website](#). 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 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.

### 3.5.9 Public Engagement and STEM ambassadors

The School is very involved in “public engagement”, which means promoting science and computer science to the general public. Our school is particularly involved in two areas. The first is promoting computing in schools. The second is working with the Museum of Science and Industry (MOSI) to promote science in science fairs and events. MOSI provides training to scientists and science students in public engagement by qualifying them as “STEM ambassadors” (STEM stands for Science, Technology, Engineering, and Mathematics). As a CDT student, you should get trained as a STEM ambassador, and participate in at least one public engagement event. The School’s public engagement are run by Dr. David Rydeheard.

### 3.5.10 Teaching Assistantships (TA)

A teaching assistant is a postgraduate student who helps with teaching in some way, usually in a lab demonstrating some aspects of what needs to be done, helping the students understand it and perform it, and marking the work. Teaching assistants are either paid to do this, or have to do it to fulfil a requirement of their funding.

The term *teaching assistant* is the School’s new term for the what we used to call “demonstrators”. So you will still hear the phrase “demonstrator” for a while until people get used to the new term.

In order to become a teaching assistant, you will need to respond to a call for the subjects you know about. This is so we can put the right students in the right labs (there is always a need for TAs to know JAVA). You will also need to take the [Graduate Teaching Assistantship](#) course which is put on by the Faculty of Engineering and Physical Sciences. The School is starting a section for TAs on the School WiKi page.

### 3.5.11 Conference, Workshop, Summer School Travel:

It is not enough for researchers to do great research; we also must go out into our research communities to communicate it. The School provides a small amount of money for each student, which for a CDT PhD student is £4K, for travel and the purchase of a machine. The policy of the School for spending this money is as follows:

**Guideline 1:** The money follows the student to the supervisor

It is up to the supervisor to decide the best use of the money. The student should not feel that they can spend anyway they like. The money is for the supervisor to use to best enhance the research training of the PhD student. However, it *would* be appropriate for the student to discuss with the supervisor the use of the money, in particular a plan for travel for workshops, summer schools, conferences, etc.
Guideline 2: Every student should be provided with a new machine of the standard school spec or higher

Every student should receive a new machine when they arrive. This should have a specification which is equivalent to or exceeds the School’s standard desktop PC. There is no expectation that this be upgraded in subsequent years, unless the supervisor deems that necessary. Of course, the supervisor may judge that a particular student’s project requires a much higher spec desktop, or other equipment, and may spend more of the budget on that student. We want to avoid students being given three year old machines which happen to be lying around the lab.

Machine purchases should be discussed with IT services.

Guideline 3: Every student should have the opportunity to attend at least one conference or workshop

It is an important part of research training that students get the opportunity to participate in conferences and workshops and network with other researchers in their fields. It is preferred that some of these experiences are outside the UK. Although it is reasonable to wait until the student has a poster or oral presentation accepted, this is not a requirement. The supervisor and student might together decide to send the student to a workshop or summer school in an early stage in the student’s research. The fact that a particular student has not managed to get a conference or workshop paper accepted by the end of the PhD should not preclude the opportunity to attend one.
Chapter 4

Progression and Assessment

During the foundation period the taught components are assessed in a conventional fashion, by coursework and examination. In addition, each CDT student will go through assessment procedures near the end of years 1, 2, and 3, 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 updating the research problem and summarising progress, and a plan for the subsequent years. For year 1, this will be a Background report, which is essentially a research proposal, the research problem, its background and importance, and a brief summary of progress. During year 2 a substantial Research report will be produced 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 assessment with the supervisors, and one or more independent assessors. This lasts for about 40 minutes, and starts with an oral presentation by the student, followed by questions from the examiners.

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.

In Year 1, students are also taking courses at postgraduate level; these and participation in other activities also contribute to assessment.

4.1 Assessment of taught components

Teaching Blocks 1 & 2: FCUs and ACU Students will be assessed on the Foundation and Advanced MSc units according to the assessment scheme used on that particular course. Part of this assessment will be by means of examinations, but in many cases, the overall assessment for that module will also include various assessed tasks performed during the course itself. For example, this could include assessed laboratory sessions, multiple-choice papers taken at some point in the course (either online or paper-based), coursework such as an essay, or some assessed group-work, such as preparing and delivering a short presentation based on a set of research papers connected with the course. The exact weighting and nature of each assessed component depends on the module, and students should consult the relevant module webpages for this information by clicking on the course unit from this webpage:

http://cdt.cs.manchester.ac.uk/programme/modules/  
All MSc modules count as 15 UK credits

General information on exams can be found at:

http://www.cs.manchester.ac.uk/assessment
To get past papers for exams, go on the University studentnet website MyManchester and follow the menu items to

**Crucial Guide → Academic Life → Exams.**

**Other Courses** Students will also be assessed on their performance in the Scientific Methods courses, and the Creativity Workshop. These will not have exams; assessment is based on attendance and participation.

**End of First Year Assessment** By the end of the first year, each CDT student is required to produce a Background report a clear summary of their research aims, objectives, and anticipated methodology on their chosen research project. It should highlight the relevant literature, and motivate the work via its potential impact. This written report will be assessed by the student’s supervisors, as well as by an independent second reader. *Deadline**: 31 July, 2015.

**Progression** To progress into the second year, students will normally be expected to:

- Pass all their FCU and ACU course units. The pass mark for these courses is 50% and above.
- Pass the Scientific Methods courses, and hence the Scientific Methods Unit (SMU)
- Participate in a satisfactory manner in the Creativity Workshop as judged by the convener.
- Have evidence of successful completion of the taster project.
- Submit a satisfactory Background report.

Students who fail any of their units will be required to repeat and pass the examination before being allowed to progress into Year Two. Similarly, students may be required to perform further work, or fulfill other special requirements, if their progress on any other of the above assessment requirements is judged to be not of the required standard.

Students may be awarded a compensated pass when they receive a mark between 40% and 49% for a failed credit. *No more than 15 credits can be compensated.*

Students who fail at their second attempt will not be allowed to progress to Year Two. They may still be eligible to leave with a Postgraduate Diploma provided that have achieved acceptable marks for courses totalling 120 credits. For a Postgraduate Diploma, the pass mark is 40%, and students may be awarded a compensated pass when they fail in units totalling no more than 30 credits and receive a mark of at least 30%, but less than 40% in those failed units. Failing that, students may be awarded a Postgraduate Certificate. For the University Regulations, see [http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7327](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7327).

A list of the credit assignments of the foundation period courses is below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Abbrev.</th>
<th>Description</th>
<th>UK Credits</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP80131</td>
<td>SM1</td>
<td>Scientific Methods 1</td>
<td>5</td>
<td>Combined to form the 15 credit Scientific Methods Unit (SMU)</td>
</tr>
<tr>
<td>COMP80122</td>
<td>SM2</td>
<td>Scientific Methods 2</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>COMP80142</td>
<td>SM3</td>
<td>Scientific Methods 3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>FCU1</td>
<td></td>
<td>Foundation MSc Unit</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>FCU2</td>
<td></td>
<td>Foundation MSc Unit</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>ACU</td>
<td></td>
<td>Advanced MSc Unit</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>COMP80900</td>
<td></td>
<td>Six months research, taster project, Background reports</td>
<td>60</td>
<td></td>
</tr>
</tbody>
</table>
4.2 Expectation at End of Year 1

Expectations: With respect to the supervised research phase of the year, by the end of year 1, the student should have a research topic, and be able to argue its importance and put it into context. The student may have identified the approach they are going to take, and may have made some progress on it.

A main review of progress for year 1 takes place during month 10 via a “Research Progress Review”. If the assessment team deems it necessary, there might also be a formal end of year examination.

Research Progress Review: The main progression assessment in year 1 is the “Research Progress Review” by which your supervisor and an independent assessor will evaluate your progress, give feedback and suggestions, and, if necessary, assign corrective measures. This must take place before the end of month 10 (July). You will need to give a presentation to your supervisor and assessor.

Here is a checklist of what you need to do and when:

1. End of month 9 — Prepare Summary Report
2. Early month 10 — Discuss with supervisor timing of Research Progress Review.
3. Early month 10 — Prepare presentation.
4. Prior to the review — Fill out your part of the “Research Progress Review Form” (COMPM1080) on eProg.
5. Before the end of month 10 — Have the review with your supervisors and independent assessor.
6. After review — Be sure to understand the feedback. There may be two types: helpful suggestions and required (or strongly suggested) remedies. Pay particular attention to the latter. Your supervisor will tell you if you will have a panel examination and why. In addition to verbal feedback, their feedback should be on the eProg form.
7. Before end of month 12 — (If required) End of year examination before the independent panel. Prepare a presentation, and revise your Summary report (if necessary). Your examiners are not experts in your research field, so ensure your presentation and Summary report will be understandable by an educated computer science audience.

Description of required components

Summary report: This should describe the statement of the problem or research question, why it is important, what idea is going to be used to address it, and what progress (if any) has been made. It should also include a time plan.

Presentation: This should be pitched to your supervisor and the independent assessor, who should be sufficiently expert to understand the technicalities, but will not know your specific problem or your motivation. It should be a technical presentation. It is expected that the presentation last about 15–20 minutes, followed by questions from the supervisor and assessor. This would then be followed by a discussion of the research, research motivation, other related work, any issues about research progress, and whatever else the assessors deem appropriate. This may be followed by a private discussion between the assessors, and then by feedback to the student. The whole thing should last about an hour.

Long report: There is no required long report for CDT students at the end of year 1.

There is one required at the end of year 2.
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. **It should be assumed that the examiners are not experts in the particular research field, and the technical level should be pitched accordingly.** This will be followed by questioning by the examiners. Then the student will leave and the examiners, informed by the supervisor and second reader reports, will reach a conclusion. If any remedial action was given, the supervisor will inform the panel whether it was satisfactorily completed. 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.

Your supervisor tells you whether you are required to do this. 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).

One week prior to their examination, they need to the Summary report on eProg and also email it to [Chris Calland](mailto:Chris.Calland@manchester.ac.uk) to distribute to the examiners.

### End of Year Examination

End of Year Examination: There will be an end of year examination only if issues are identified serious concerns about the student’s performance. This could come up during the Research Progress Review, but could also be due to be longer term problems with the student’s performance. The goal of this is to ascertain whether the student has made a good start to the research and is on track to succeed. The panel will use the presentation, the Summary report, the marks of the 3 MSc courses and Scientific Methods courses, and the evaluation of the Background report.

**Possible outcomes:** Near the end of year 1, the supervisors and independent assessor will make a recommendation whether the student’s progress is satisfactory, marginal, or insufficient. In the latter two cases, a panel of independent examiners will ask for a presentation by the student, followed by questions from the panel. The panel and supervisors will use all the evidence to decide whether to recommend that the student be allowed to proceed to year 2. If not, the recommendation may be to resubmit or retake some parts of the first year, take some other remedial action, or if eligible leave with a diploma or a certificate.

#### 4.3 End of Year 2

**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 length would be around 15,000 – 20,000 words. This will be assess by an independent second reader; probably the independent assessor from year 1. **Deadline** July 31, 2017.

**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 list of publications, published or submitted,
2. a research plan for the next year, concerning how the research should be carried out,
3. 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).
4. a plan for other activities, including any visits, internships, targeted conferences or journal publications, and public engagement activities.
End of Year Examination: Each student will then give an oral presentation based on this report at their End of Year assessment panel interview, and should be prepared to answer questions on this. Students will receive feedback on both their written report and their presentation before the panel.

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

4.4 End of Year 3

The end of year process for the end of year 3 is similar to the end of year 2, except no long report is require. 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. This must be submitted 6 weeks prior to the scheduled interview.

4.5 Six months into Year 4

Student should submit a draft of the thesis to the supervisor. Student should submit to the CDT Manager a Table of Contents indicating which sections are written with a plan for producing the remaining sections.

4.6 Conduct in Taught Course Examinations

Conduct in Taught Course Examinations The General University regulations for conduct in examinations are here:
http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/conduct/
and explain the basic details of how the University conducts written examinations (e.g., use of answer books) and the way that students are expected to behave in the examination room.

Some examinations within the School are Open Book, in which case written or printed materials may be taken into the examination room. However, most examinations are closed book, in which case no such materials may be taken into the examination room. The penalties for breaching these regulations can be extremely serious, for example, receiving a mark of zero for that examination with no opportunity to resit:
http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/conduct/cheating/
See also Section D in: http://www.campus.manchester.ac.uk/tlso/map/

The examination may also have restrictions on the use of electronic calculators. Even if permitted, this permission may be restricted to those which do not store text and are not programmable. Students should also note that even if permitted, calculators should have no method of transmitting or receiving information, hence PDAs, mobile phones, laptops etc cannot be used in examinations as calculators. Further details of the University regulations on calculators can be found by going to:
http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/conduct/
and following the link marked Calculators and Dictionaries.

It should be obvious that copying the work of another student in an examination, attempting to do so, or taking action designed to allow another student to copy your work, or any similar actions designed to assist another student are strictly prohibited. The issue of
copying as regards other methods of assessment will be dealt with later, in the Plagiarism section.

Mitigating Circumstances When assessing a student's overall performance, or their performance in a specific examination or unit of assessment, the School can sometimes make certain allowances or admit a certain flexibility. So, for example, this could include extending a coursework submission deadline, rescheduling a presentation, or allowing the student to sit a special examination paper.

Grounds for mitigation are unforeseeable or unpreventable circumstances that could have a significant adverse effect on the academic performance of a student. Possible mitigating circumstances include:

- Significant illness or injury
- The death or critical/significant illness of a close family member/dependent
- Family crises or major financial problems leading to acute stress
- Absence for jury service or maternity, paternity or adoption leave

Circumstances that will not normally be regarded as grounds for mitigation include:

- Holidays and events that were planned or could reasonably have been expected
- Assessments that are scheduled close together
- Misreading the timetable or misunderstanding the requirements for assessments
- Inadequate planning and time management
- Failure, loss or theft of a computer or printer that prevents submission of work on time – students should back up work regularly and not leave completion so late that they cannot find another computer or printer
- Consequences of paid employment
- Exam stress or panic attacks not diagnosed as illness

Students should note that the Student Support Office should be informed as soon as possible when possible mitigating circumstances occur. Students will normally be expected to submit written evidence to support their claim of mitigating circumstances.

For example, declaring after the exam results have been published that you were actually ill on the day of the examination will be unlikely to achieve the desired result. Whereas a student who felt ill on the day of the examination, but nevertheless attended, and was then later diagnosed with a significant illness, will have this taken into consideration, provided that the relevant written medical evidence is submitted. If you are unwell, and attend the assessment, but nevertheless feel that your performance may have been impaired, you should inform the Student Support Office about this on the day of the assessment or examination. In all medical cases, students should complete the appropriate form (Certification of Student Ill Health).

If you receiving occasional but ongoing medical attention which affects your studies, you should obtain a letter from your general practitioner or hospital doctor. This should be given to the Student Support Office before the examination period or assessment, if you wish your ongoing condition to be taken into account.

All cases for Mitigating Circumstances will be dealt with, in confidence, by the School Postgraduate Mitigating Circumstances Committee, who will then make their recommendations to the course examiners.
The University Guidance for Students on Mitigating Circumstances can be found by following the appropriate link at:

http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/

The Mitigating Circumstances form can be found at:

http://intranet.cs.man.ac.uk/Intranet_subweb/Postgrad/mitigatingcircsform.pdf

Students should note that if they are found to have been deceitful or dishonest in completing the Certification of Student Ill Health form, they could be liable to disciplinary action under University General Regulation XVII: “Conduct & Discipline of Students Regulation XVII Sept 2010”

Other Circumstances Effecting Assessment The website:

http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/
also details the University Procedures and guidance for assessing students with disabilities, and for possible timetabling problems for students based on Religious Observance.

For religious observance where dates are known in advance, the School will make every effort to not timetable examinations that clash with religious festivals or days. However, it should be noted that the School is only able to accommodate the needs of students if their requirement for particular religious observance is strict. The School will not take any notice of casual preferences or of social or domestic reasons.

If your religious observance affects your ability to attend normal teaching and learning activities to an extent that will cause problems, you should discuss this with the School. It may be possible to make adjustments, but these will only be possible if they do not effect the standard of your degree (i.e., students will not, in general, just be excused from parts of the programme affected by religious observance). Please note that whilst the School will make all reasonable efforts to re-schedule (provided adequate notice is given), the ability of the School to re-schedule timetabled events can be rather limited, and such adjustment may not always be possible.

Re-Marking of Examination Papers or Coursework It is the policy of the School of Computer Science that we do not selectively remark examination papers or coursework on request.

Examination papers and coursework will only be remarked where the school officers (Chair of the Board of Postgraduate Studies or Examinations Officer) have good cause to believe that there has been a marking irregularity and, under such circumstances (which would be exceptional), all examination papers or coursework would be remarked.

The School will not remark work simply because you believe that you should have obtained a better mark than that shown on your transcript.

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. To not do so constitutes academic malpractice, of which plagiarism is one form.

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 the postgraduate level, the consequences are more generally more severe, for example for serious cases you could
be forced to withdraw from the University with no degree awarded. At a higher level, as the recent case of a German defence minister shows (http://www.bbc.co.uk/news/world-europe-12566502), people have been stripped of their degrees and their reputation.

Read the section on plagiarism and academic malpractice (section 6.4) in the policy chapter.

All CDT students should make sure they are familiar with what the university expects from its students. All CDT students are also required to complete a plagiarism course.
Chapter 5

The Dissertation Format

All PhD students must produce a PhD thesis, which describes in full detail the wider context of the research field including a literature review, the motivation for the research, the research which was carried out, an evaluation of the results, and a discussion of the contribution made to the field by the research and what should be done in the future. This needs to be submitted by three days before the end of the fourth year. For the relevant University policies, see Section 6.

There are two formats in which the thesis can be produced: traditional format and alternative format. Traditional format is probably what most people imagine a thesis is like, a very substantial report presented as a self-contained exposition. The alternative format thesis “… allows a postgraduate doctoral or MPhil student to incorporate sections that are in a format suitable for submission for publication in a peer-reviewed journal.” The alternative format thesis is often thought of as a collection of publications, with a short commentary associated with each one, tying the works into a unifying thread, or “thesis”.

Which you use is a decision you will need to make with your supervisor.

The advantages of the alternative format thesis are that if you already have several papers, you can more easily produce a thesis out of them. Also, if you have plans to write several papers, you can write your thesis in such a way that it will be easier to facilitate these plans, because writing the thesis will be build around writing papers. The papers can be submitted after the thesis.

The disadvantage of the alternative format is that it is less widely used in the UK, so many supervisors and examiners may be less comfortable with it.

A QandA on the alternative format thesis can be found here http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=15216

Note that it says in Section 4,

“…it may not be until year 2 or 3 that you feel you are in a position to use the alternative format.”

but it says in Section 5 that a request must be made in writing by the end of year 2. Thus, if you are considering using alternative format, apply for it by the end of year 2. You can revert to traditional format without asking permission formally.

Writing Advice  Whichever format you choose, you must give yourself sufficient time to produce the thesis. You must know yourself, and how quickly you are able to write. Six months is a minimum time for most people. Some may need more.

Do not feel that you need to write it in order; start with the easiest parts first. Usually the technical sections on the research done by you are the easiest, because you know them well. The literature review may be next easiest. The introduction is usually the hardest to write, and many advise that it be written last.

[1]Presentation of Thesis Policy
Chapter 6

University Policies

The University Ordinances and Regulations: Degree of Doctor of Philosophy (PhD) can be found here: 
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. An electronic copy is required at least three days before the final submission date; hard-bound copies are no longer required.

As you are on a four-year programme, you cannot take longer than your degree time. Students on a three year course have the option to extend the time by requesting permission to register as “submission pending”. This is not an option for CDT students, however. You must finish within four years.

6.2 Attendance Monitoring

With respect to attendance, in general, you are required to be engaged in the programme. Of course, you need to be in attendance at the Scientific Methods courses, the technical course units, and other scheduled events that are part of the CDT, such as the Creativity Workshop, Research Student Symposium, Science in Practice seminars, etc. Outside of this, there are no specific hours you are required to be in attendance. I quote here from an 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.

During the Foundation Period, students are expected to attend all scheduled lectures, classes, laboratory sessions, tutorials, and so on. Students will also be expected to submit coursework assessments on time (where these occur), and to attend all the examinations, tests, presentations etc that form part of their overall assessment.
Please note that lecturers/tutors/organisers of laboratory sessions can refuse to admit students who arrive late, and that persistent lateness may be viewed as not fulfilling the attendance requirements.

The University Policy as regards students attendance can be found under ‘Work and Attendance’ in the documents listed at:
http://documents.manchester.ac.uk/display?DocID1895

The Student Support Office should be notified of any absences due to illness. Illnesses longer than 7 days 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.

After the Foundation Period, 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.

Your attendance will be monitored in different ways during the Foundation period and the Supervised Research period. During the Supervised Research period, when you have a supervisor, it will work as follows. 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.

During the Foundation period when you are taking courses, your attendance or absence is noted for each session of each course. The monthly attendance monitoring will be based on your attendance in the technical modules. If you miss two or more more consecutive events without excuse, your funding or Visa (if an international student) may be in jeopardy.

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>
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</thead>
<tbody>
<tr>
<td>October 2014</td>
<td>29 September – 13 October 2014</td>
</tr>
<tr>
<td>January 2015</td>
<td>12 January – 26 January 2015</td>
</tr>
<tr>
<td>May 2015</td>
<td>13 May – 3 June 2015</td>
</tr>
<tr>
<td>July 2015</td>
<td>17 July – 3 August 2015</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 carrying 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.

It is best to apply for an interruption as soon as you recognise the problem and are able. Retrospective applications are less likely to succeed, unless the nature of the mitigating circumstance made it very difficult for you to apply at the time. Once you pass through an End of Year progress point, you cannot apply for a mitigating circumstance which took place before the progression.

The forms for interruption and extensions can be found at [http://studentnet.cs.manchester.ac.uk/pgr/submissionandinterrupt.php](http://studentnet.cs.manchester.ac.uk/pgr/submissionandinterrupt.php).

There are also circumstances where it may be appropriate to extend the 4 years. This could happen, for example, if you have a breakdown of equipment or are unexpectedly awaiting delivery of 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.

Basic guidance from the university can be found at: [http://documents.manchester.ac.uk/display.aspx?DocID=2870](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/](http://www.studentnet.manchester.ac.uk/crucial-guide/sgs/referencing-and-plagiarism/)

Further 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 published 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](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/](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](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 Chapter ?) 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](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](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://staffnet.cs.man.ac.uk/committees/pgr/sscc](http://staffnet.cs.man.ac.uk/committees/pgr/sscc).

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
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 environs@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
CDT Director: Prof Steve Furber,
Room: Information Technology Building IT208, Phone: 0161-275 6129,
Email: steve.furber@manchester.ac.uk
CDT Manager: Dr Jon Shapiro,
Room: Kilburn Building G16, Phone: 0161-275 6253,
Email: jonathan.l.shapiro@manchester.ac.uk
Deputy CDT Manager: Dr Rizos Sakellariou,
Room: Kilburn Building 2.109, Phone: 0161-275 6257,
Email: rizos@cs.man.ac.uk
Additional Staff:
Dr Carole Twining,
Room: G539B, Stopford Building, Oxford Road,
Phone: 0161-275 5140, Email: carole.twining@manchester.ac.uk
PGR Admissions Officer Michelle Ringwood,
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/
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 any-
thng that concerns you, whether in your studies, in the school, in the university or in your
life outside the university.
studentnet.cs.manchester.ac.uk/student-services/student-advisory-service.php
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/

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://manchesterstudentunion.com/
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://manchesterstudentunion.com/adviseservice

as well as a large number of international societies:

http://manchesterstudentunion/studentactivities/

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 and other Learning Resources

8.1 Electronic Progression Monitoring (eProg)

eProg is the University-wide progression system and skills training catalogue for postgraduate research students. eProg is used to document your interactions with your supervisors and other members of your support and assessment teams, so its use will become central once you get past the Foundation period. 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 can also record this on eProg. It is also used by your supervisors to record any issues which they might have, and to record the attendance. Yearly review process also takes place through eProg.

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

PhD Comp CDT FT Sept15

which means you are on a CDT PhD programme in computer science, studying full time, starting in September 2015. 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 assessors, and the attendance monitoring forms are filled out by your supervisor.

There is a facility to add documents and add meetings, and many supervisors will record every meeting in eProg.

As mentioned in Section 3.5.8 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.

8.2 Virtual Learning Environments

There are two VLE used in the School of Computer Science. You may need these for your taught modules, and also if you are a TA.

Blackboard: This is the official University-wide eLearning environment. You may need to use it for some of your taught modules. 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. Your required Health and Safety and Plagiarism on-line courses are accessed via Blackboard.

Blackboard can be accessed via the University Portal:

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. See below.

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

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

Moodle: is the other virtual learning environment (VLE) used by Computer Science. You enter Moodle via:

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

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

8.3 University Learning Resources

8.3.1 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/

8.3.2 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

Health and Safety

This Health and Safety section provides a summary of the major Health and Safety issues of which all staff and students should be aware; for further details see the School Health and Safety Policy Document. The full School Health and Safety Policy Document is available at: http://staffnet.cs.manchester.ac.uk/acso/healthpolicies.php

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 and evacuate the building immediately. Make your way to the building assembly point and await further instruction. If possible you should inform security of the event and supply them with as much information as possible in order for them to evaluate the risk and to take appropriate action.

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

Stage 1 An intermittent alarm - be prepared to evacuate the building.

Stage 2 A continuous alarm – evacuate the building immediately.

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.

DO NOT RE-ENTER THE BUILDING UNTIL THE EMERGENCY SERVICES OR SECURITY HAVE ADVISED YOU THAT IT IS SAFE TO DO SO.

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.

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

• IT Building - Thursday at 2:00pm.
• Kilburn Building - Wednesday at 1.55pm.

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

Automatic door closers  Throughout the Kilburn and IT buildings many of the fire doors are allowed to remain open during the day by means of an automatic fire detection door closing system. 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.

University Security telephone number can be found on the reverse side of your University staff/student card.

The School Health and Safety Advisor must be notified of any emergency by calling 56118 internal number 0161 275 6118 if dialled externally (07917558862 mobile number).
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 are available on first aid notices located
next to each fire notice and can be found near to every exit point of the building, on notice
boards throughout the buildings 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 mar-
shals 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

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 link: http://www.healthandsafety.manchester.ac.uk/topic_a-z/

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 Equipment

Any electrical equipment brought into the school for use in offices, laboratories or workshops
must be suitable for the intended purpose, meet UK requirements for safety, and display the
CE universal quality standard mark. The School Health and Safety Advisor must be informed
if any electrical equipment is brought into the school other than via the normal purchasing
system. 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, to 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 com-
pletion of the test. A recommended retest date will be indicated on the label.
Please ensure that ALL heaters and high load non-essential appliances within your working area are switched off before you leave the building.

9.4 Lone Working and Out of Hours Working

Lone Working Lone working is defined as working without close or direct supervision, and without contact form others.

To reduce the risks associated with lone working it is the policy of the School of Computer Science not to permit any lone working activity beyond normal office based activities without first completing a risk assessment for the activity.

The requirements of the University guidance on lone working should be followed at all times. Details of these requirements and a definition of lone working are available at: http://documents.manchester.ac.uk/display.aspx?DocID=13891.

9.4.1 Out of Hours Work

Normal opening hours for the Kilburn and IT buildings are 8am to 6pm weekdays, excluding weekends, bank holidays and any other days when the building is closed (for example Christmas closure period). On occasion it may be necessary to use the facilities available in the Kilburn and IT buildings outside normal working hours.

During this time the presence of security or school staff members cannot be guaranteed. It is therefore extremely important that all occupants know what to do should an emergency situation occur within the school such as a fire, or the need for medical attention.

9.4.2 Kilburn Building

Use of the Kilburn building outside normal working hours will be permitted following successful completion of the out-of-hours induction online training course. Upon successful completion of the out-of-hours induction training, the following access times will be made available for masters students: 6pm–11.30pm Monday–Friday, 8am–11.30pm Saturday and Sunday.

Outside normal working hours the Kilburn Building is to be used for study and research (office based) purposes only. No social events or gatherings will be permitted unless an appropriate member of staff has been notified and has agreed to the event. Depending upon the details of the event it may be necessary to complete a risk assessment (see out of hours events section below). Please contact the School Safety Advisor, Tony McDonald via email (tony.mcdonald@manchester.ac.uk) for guidance and further information.

9.4.3 Information Technology Building

Outside normal working hours access into the IT building is gained via the south entrance door only. Swipe access is required and the out-of-hours book must be signed by all users detailing name, work location and times of entry and exit. The swipe card access system for the IT building is only enabled for staff and postgraduate students based in the IT building who have undertaken the necessary local and health and safety inductions.

9.4.4 Occupants of the buildings remaining on site after normal working hours

Any person wishing to remain in the buildings outside normal working hours must sign the appropriate out-of-hours books. The out-of-hours book for the Kilburn Building is located at the porter’s lodge; the out of-hours book for occupants of the IT building is located in the foyer of the building by the main entrance.
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 reserves the right to spot check anyone on site outside normal working hours to ensure that this procedure is being followed. Anyone found not to have followed the correct procedure may be asked to leave the building, and may be suspended from out-of-hours activities for a period.

Please remember that authorisation to use The Kilburn and IT buildings outside normal working hours is a privilege, and not an automatic right, and that there is no right of appeal for anyone excluded from out-of-hours access to these buildings.

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.healthandsafety.manchester.ac.uk/toolkits/chemicals/ HSE guidance is available at: http://www.hse.gov.uk/chemicals/index.htm

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. This policy also applies to e-cigarettes. 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

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
Main Entrance (swipecard access)

IT Building: Level 1
IT Building: Levels 3 & 4