MSc in Advanced Computer Science with ICT Management

including the
Diploma and Certificate in Advanced Computer Science with
ICT Management

Programme Handbook
2005/2006

School of Computer Science
Faculty of Engineering and Physical Sciences, The University of Manchester
Disclaimer: The information contained in this handbook is correct at the time of your receiving it but the University, while retaining proper regard for the interests of students who have begun their programmes, reserves the right to alter the programmes or the timetable if the need arises.

Version of September 12, 2005
URL: http://www.cs.manchester.ac.uk/Postgrad/ACS-CS/webpages/handbook/ict/
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Calendar 2005/2006

Induction period
19 September – 30 September

Deadline for course unit registration
28 September

Semester 1 course units
3 October – 16 December

Deadline for semester 1 course unit changes
18 November

Semester 1 examinations
16 January – 27 January

Semester 2 course units
30 January – 24 March

Deadline for submission of project preferences
February (exact date to be confirmed)

Deadline for semester 2 course unit changes
3 February

CS699 Professional Issues and Research Skills
20 March – 24 March

Revision period
27 March – 30 March

Semester 2 examinations
31 March – 7 April

Research project
10 April – 2nd week of September

Final date for notice of submission
End of July (exact date to be confirmed)

Dissertation submission deadline
Early September (exact date to be confirmed)

Graduation week
Mid-December
1 Introduction

Welcome to the School of Computer Science. This document is the Programme Handbook of the MSc in Advanced Computer Science with ICT Management and also for the Diploma of Advanced Computer Science with ICT Management. As well as outlining programme regulations this handbook contains information on assessment, progression through the programme, student support services, available learning resources and student feedback systems. Detailed course unit descriptions are set out in the Syllabus.

2 General Information

2.1 Contact Details

Student Support Office: Postgraduate
Room 2.3, Kilburn Building

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The University of Manchester
Oxford Road
Manchester M13 9PL
United Kingdom

Tel: (+44) 101 275 6181
Fax: (+44) 101 275 6204
Email: pgoffice@cs.manchester.ac.uk

To visit the website of the School of Computer Science go to http://www.cs.manchester.ac.uk/.

The School of Computer Science is located in the Kilburn Building.

2.2 Programme Staff

Head of School
Prof. Chris Taylor, Room 2.125, Tel: 275 6154, Email: chris.taylor@manchester.ac.uk

Head of Graduate School
Prof. Roger Hubbold, Room 2.96, Tel: 275 6155, Email: roger@cs.manchester.ac.uk

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Dr Renate Schmidt, Room 2.42, Tel: 275 6163, Email: schmidt@cs.manchester.ac.uk

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General email address
pgoffice@cs.manchester.ac.uk

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Gill Lester, Room 2.4, Tel: 275 6201, Email: glester@cs.manchester.ac.uk

Postgraduate Secretary
Janet Boyd, Room 2.3, Tel: 275 6283, Email: jboyd@cs.manchester.ac.uk

Postgraduate Secretary
Susie Hildreth, Room 2.3, Tel: 275 7520, Email: hildreth@cs.manchester.ac.uk

Project Coordinator
Dr Rizos Sakellariou, Room 2.109, Tel: 275-6257, Email: rizos@cs.manchester.ac.uk
3 Types and Lengths of Programmes

The degree of Master of Science in Advanced Computer Science with ICT Management (ACSwICT) and the Postgraduate Diploma and Postgraduate Certificate in ACISwICT, differ in the total number of postgraduate credits required for their completion (180, 120, 60 respectively). The criteria for making an award are given under Assessment in Section 7.

<table>
<thead>
<tr>
<th>Award-type</th>
<th>Taught credits</th>
<th>Project credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc degree</td>
<td>90 credits (subject to Section 5.2)</td>
<td>90 as project</td>
</tr>
<tr>
<td>Diploma</td>
<td>90 as for MSc</td>
<td>30 as project</td>
</tr>
<tr>
<td>Certificate</td>
<td>60 credits</td>
<td>0 - no project work</td>
</tr>
</tbody>
</table>

Table 1: Credits

These programmes last for one year if pursued on a full-time basis, starting in September.

3.1 Part-Time Schemes

Part-time registrations are accepted over two years and three years. It is also possible to complete these programmes by credit accumulation over not more than 4 years (Modular scheme). The Modular scheme is intended for sponsored employees.

Upgrading from a Certificate or Diploma is permitted as long as the final award is achieved within a four-year period from first registering for the lower qualification.

Part-time schemes are managed by the Post-Experience Vocational Education (PEVE) Unit\(^1\) (Director: Ms Alex Walker). Information about part-time options can be found at the PEVE website.

4 Overview of the Programme

The MSc has three distinct phases: Induction, taught course units, and the project. The first two take up roughly the first six months of the course while the remaining time is dedicated to the project.

The Induction period takes up the first two weeks and introduces you to your the programme, the School, the Faculty, the University. We also provide introductory lectures for the taught course units. You also have a chance to meet your programme directors and fellow postgraduate students in the School. There is a reception at the School, a library tour and an induction by the Faculty.

After the introductory fortnight the taught course units begin. Typically you will take four of these before Christmas, and these will be examined in mid-January. You will then take a further 2 course units in semester 2 which are examined in the spring. The choice of these course units is subject to the degree requirements described under Taught Course Units, in Section 5.2.

Also in the spring there is a week of courses covering research and professional skills to provide preparation for the project phase of the programme. The project is chosen early into the new year. It is a substantial piece of work, resulting in a dissertation of maybe 60–100 pages. You can select a topic proposed by a member of staff or suggest your own. The project allows you to develop a significant piece of work independently, under supervision by a member of the academic staff. You determine its scope and standards. It will often involves a considerable amount of coding which gives you the opportunity to practise and extend your programming skills. Work on the project can begin any time after it has been assigned; it’s core phase begins after the Easter break. It is to be completed and a dissertation submitted by the second week of September. In order to be allowed to submit a dissertation, you must pass the assessment for the taught course units. Most course units are assessed by both coursework and examination.

Provisional results for the first semester are published in February. Formal examiners’ meetings take place in April/May and an official pass list is published. (Details of the examination rules and the way we handle taught course unit failures can be found under Assessment, in Section 7.)

\(^1\)http://www.cs.man.ac.uk/peve
Dissertations are assessed by two members of staff and a second formal examiners’ meeting is convened in November to consider the results. Recommendations for award or otherwise are made to the MSc panel of the Faculty, who make the final decision in time for December graduation.

For the important dates of the academic year see the Calendar at the beginning of this document.

4.1 Notes for Part-Time Students

In August/September of each academic year you will be asked to select the course units you wish to study in the forthcoming academic year.

5 Course Units

All course units on this MSc programme are delivered in blocks, that is, you follow one course at a time for the whole of the period in which it runs. More details are given below. This is very different to conventional undergraduate and most other MSc programmes and it requires you to plan your preparation and follow-up work time carefully. There is no question that the work is often intense. However many students tell us that they prefer this arrangement because it allows them to concentrate on one subject at a time.

The University reserves the right to withdraw course units from this programme.

5.1 Induction Phase

The first two weeks of the academic year consist of an induction phase (CS600) which includes registration, introduction to the school, introduction to university facilities and and some orientation lectures. Students from outside the UK may want to take up the offer of the International Society’s Welcome Service, see their webpage at http://www.internationalsociety.org.uk.

There will also be short introductory talks about the course units. You are strongly advised to attend these to get an idea of what each of these is about.

Timetable

The timetable for the induction course unit is given in Table 2.

5.2 Taught Course Units

The course units are given in an intensive, concentrated mode. Each course unit consists of 3 parts:

The preparatory part. This is background work that is necessary in order to be able to understand the taught part of the course units. Students must ensure that they have done the requisite work before the taught part of the course unit, otherwise they will not be prepared and will not be able to continue with the course unit. This part of the course unit should take approximately five days and may be undertaken any time before the taught period.

The taught period. This will be an intensive week of lectures, exercises, practical work and other activities. It will be the main point of contact with the lecturing staff associated with the course unit. Attendance during this period is compulsory in order to progress to the assessment.

An assessment exercise/examination. Each course unit has either an assessment exercise or an examination, or, in most cases, both. The assessment exercise is intended to be taken after the taught period and should take approximately five days. Each course unit will set a deadline for this exercise to be completed. In all cases, it should be completed before the examination period of that semester. At the end of each semester there will be examinations on that semester’s course units.

Individual course lecturers may vary in the methods they use to deliver the material and to assess your work. The course units are delivered in a variety of ways, each will have the consist of a total of 150 hours of lectures, labs, workshops, seminars, private study, completion of assessed tasks and examination. Some of the course units will utilise internet technology to support private study.
### Week 0, starting 19th September

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<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>9.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.00</td>
<td>Registration 2.15 &amp; 2.19</td>
<td>Optional</td>
<td>(3) Maths CS633, CS605</td>
<td>(3) CS644</td>
<td></td>
</tr>
<tr>
<td>11.00</td>
<td>University Lab Intro 2.25b</td>
<td>(2) CS616, CS632, CS680</td>
<td>(3) CS648</td>
<td></td>
<td>(3) CS611 CS619 CS631</td>
</tr>
<tr>
<td>12.00</td>
<td>Library Tour Surnames A-M (1)</td>
<td></td>
<td></td>
<td></td>
<td>634, 635</td>
</tr>
<tr>
<td>13.00</td>
<td>Intro Talks 2.19</td>
<td>(3) CS604, CS643</td>
<td>(3) CS636, CS646, CS652</td>
<td>(3) CS617, CS649, CS602</td>
<td>Free time, Visit</td>
</tr>
<tr>
<td>14.00</td>
<td>Meet PDs, 2.19</td>
<td>(3) CS612</td>
<td>(3) CS624</td>
<td></td>
<td>Societies’ Stalls at the Academy</td>
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<tr>
<td>16.00</td>
<td>Library Tour Surnames N-Z (1)</td>
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<td>17.00</td>
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### Week 1, starting 26th September

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<tr>
<td>9.00</td>
<td></td>
<td>CS699</td>
<td>CS680</td>
<td>CS680</td>
<td>CS690</td>
</tr>
<tr>
<td>10.00</td>
<td>Optional</td>
<td>CS600</td>
<td>CS800</td>
<td>CS680</td>
<td>CS690</td>
</tr>
<tr>
<td>11.00</td>
<td>Java Course</td>
<td>CS680, Part 1</td>
<td>CS680</td>
<td>CS680</td>
<td>CS690</td>
</tr>
<tr>
<td>12.00</td>
<td></td>
<td>2.19 &amp; 2.25b</td>
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<td>2.19 &amp; 2.25b</td>
<td>2.19 &amp; 2.25b</td>
</tr>
<tr>
<td>13.00</td>
<td></td>
<td>2.19 &amp; 2.25b</td>
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<td></td>
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</tr>
<tr>
<td>14.00</td>
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<td>2.19 &amp; 2.25b</td>
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<td>15.00</td>
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<td>18.00</td>
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Unless otherwise specified all events take place in the Kilburn Building.
(1) Meet Dr Barry White at John Rylands Library turnstyle.
(2) Surnames A-I: 10.00–11.00
    Surnames J-R: 11.00–12.00
    Surnames S-Z: 12.00–13.00
(3) Introductory talks for all course units, all in 2.19

Table 2: Timetable for Introduction Period 2005
Within the programme we offer course units from the Advanced Computer Science Syllabus as well as some specifically covering issues in ICT Management.

Core Course Units

Students select six course units (90 credits) and normally take four in the first semester (October to December) and two in the second (February to April).

Students must select a minimum of four course units from the two categories of core units as described below. For a description of all course units please refer to the Syllabus².

**Category 1 (minimum of 2 from this group)**
- CS851: IT Change Management (15 credits)
- CS852: Information Systems Strategy and e-Business (15 credits)
- CS853: Decision Analysis and Decision Support Systems (15 credits)

**Category 2 (minimum of 1 from this group)**
- CS634: E-Commerce (15 credits)
- CS636: Advanced Database Technologies (15 credits)
- CS639: Computer Security (15 credits)
- CS617: Interactive System Design Methods (15 credits)
- ET400: Entrepreneurial commercialisation of knowledge (15 credits)

The remaining 30 credits can be selected from any of the course units in the Advanced Computer Science Syllabus (including those in category 2 above). However, a student may replace one 15 credit non-core course unit with 15 credits from:

**Business:** Students who feel the need for a deeper understanding of a particular area of business can choose an appropriate course unit from other relevant schools' master-level options (e.g., the Manchester Science and Enterprise Centre).

**Language:** An appropriate level course in a modern foreign language may be selected.

In these cases the approval of the Programme Director must be obtained.

Course units will only run if there is sufficient demand and there is staff available to teach them. Some course units only take a limited number of students (because of license agreements, facilities, etc.). From time to time new course units are introduced. Thus the given list is only an indication of what is available and although we try to ensure that the course units are offered, neither the School nor the University will be held liable should any course unit be withdrawn, or any student be refused a place on a course unit.

The MSc syllabus is moderated by the Postgraduate Syllabus Overview Committee which includes industrial participants as well as staff from the university.

### 5.3 Registration for Course Units

Registration of the course units should be completed by the middle of the second week (week 1). Changes to course unit selections are accepted until week 8 for semester 1 course units, and until week 14 for semester 2 course units, but it is not possible to change the course unit selection after the second day of the taught period of the course unit. There is a 'course unit changes' form which must be completed by any student wanting to change their original course unit choices. This should be collected from and returned to the Postgraduate office. If the changes occur within the deadline, then the Postgraduate office will sign it, but if the changes are requested past the agreed deadline, the student will need to collect agreement signatures from the course unit coordinator whose unit they want to join and from the relevant Programme Director. Permission will be granted only in exceptional circumstances.

²http://www.cs.manchester.ac.uk/Postgrad/ACS-CS/webpages/syllabus/aca/
5.4 Notes for Part-Time Students

The induction course unit CS6900 and course unit CS699 are not compulsory for part-time students. However, these course units consist of many different topics which give you an important grounding in computer science and you are strongly advised to participate in those sessions.

Part-time/modular course unit changes are handled more flexibly, but the 'course unit changes form' will still need to be completed.

Deadlines for assessed coursework are handled more flexibly for part-time students. Please talk to responsible unit lecturer about your particular case.

6 Research Projects

Research projects are designed by members of staff to enable you to develop research and development skills and to gain practical experience of applying the techniques covered in the taught part of the programme to realistic problems. Projects relate to current research and development areas, and are undertaken within research groups in the School or in an industrial setting. Keen students may propose their own projects so long as the project is suitable for the award of an MSc and that it can be accommodated by the School. The projects typically undertaken by students on the ACSwICT Programme fall into three categories: general computer science, management-related and industry-based. Availability of projects in the last two categories is limited. There is no requirement that the project topic is ICT management related.

The projects are individually supervised and typically you would meet with your supervisor for up to one hour each week. Although much of your work is likely to be in the form of a working program or system, your degree is awarded on the basis of the project report, presented as a formal dissertation. A typical length is 60–100 pages double spaced. Although most projects involve students working individually, some may involve pairs or occasionally groups of students working on different aspects of a larger project.

Project allocations are made during the early part of the second semester, satisfying individual preferences wherever possible. An announcement about this procedure will be made in the latter half of the first semester.

You should read the Guide to MSc Projects (Section 9 in this Handbook) early in the first semester.

Dissertation submission deadlines. The normal deadline for submission of MSc dissertations is in the second week of September and you are strongly urged to complete by then. Dissertations will be accepted up to mid-January, which is the final deadline, but you are required to register as a writing-up student and to pay additional fees for continued use of University facilities. The only exception to this deadline are significant mitigating circumstances, approved, in advance, by the School's MSc Panel. Approval must be sought via the Programme Director with a case explaining the circumstances surrounding late submission.

Students are encouraged to attend the regular programme of research seminars in the School, given by invited speakers, covering a wide variety of topics in computer science.

As preparation for the research project course unit CS699 is presented at various points through the academic year. Part of the course unit provides training in research skills and an orientation towards the practice of research. The other part provides training in a range of professional skills and material on expectations and conduct in an industrial and business environment.

6.1 Notes for Part-Time Students

As a part-time student you should allow one year for completion of your research project; for this reason we will often allow part-time students to embark on their research project before they have amassed the 90 course unit credits. This is provided that they have achieved satisfactory results in their completed course units.

Work-based research projects, if you are going to carry out a project in conjunction with your full time work environment, need to be discussed fully with the programme director so that all the appropriate mechanisms are put in place to satisfy both the academic requirements of a research project and the requirements of your sponsoring employer.
7 Assessment and Examinations

The defining regulations and procedures for the MSc programme are laid down in the Ordinances and Regulations and in the Faculty Code of Practice.

7.1 General Requirements

The assessment consists of two parts (1) an assessment of the taught course units undertaken, and (2) an assessment of the Research Project. In order to be allowed to complete the Research Project, students must pass the taught part of the programme. The award of an MSc is then made entirely on the basis of the output from the Research Project.

7.2 Taught Part

Taught course units are normally assessed by coursework and examination.

Individual Course Units

Pass Rules for Individual Course Units. Individual course units are assessed as follows. A pass at MSc level is awarded if the overall mark for the course unit is at least 50%, and, for course units when both are set: the marks for both the coursework and the examinations are at least 40%. For a pass at diploma or certificate level, an overall mark for the course unit of 40% is sufficient.

Coursework

Coursework is likely to include practical laboratory exercises (individually or in groups), written essays, seminar presentations, and/or other forms appropriate to each individual course unit. The weightings of coursework and examination marks used in computing course unit results are given in the syllabus descriptions.

Deadlines. Deadlines for coursework will be set by the course unit lecturer(s).

Late work is likely to attract penalties. If you are aware that you may miss the deadline please contact the relevant course lecturer as soon as possible. Extensions will be granted where there are extenuating circumstances and should be applied for before the deadline. A course unit lecturer may make exceptions if there are practical considerations (such as problems in a lab).

Attendance

Attendance of the taught course units is compulsory and poor attendance attracts penalties on coursework. The Postgraduate Office should be notified of absences due to illness of less than 7 days by means of self-certification forms, which are available from the Postgraduate Office. Longer absences must be certified by a medical note signed by a general practitioner or hospital doctor. It is in your interests to keep us fully informed of medical or other problems you have so that the effect these may have on your work can be taken into account in examination meetings. Please refer to Section 14.1 for a more detailed guidance on what to do in case of illness. The University's policy regarding 'Work and Attendance' is available from http://www.manchester.ac.uk/policies.

Examinations

The examinations usually consist of a two-hour paper for each course unit, usually carrying one half of the marks for the foundation course units and one third of the marks for the advanced course units. The examinations take place at the end of each semester. Past examination papers are available via the School's information page for MSc students.

Use of language translation dictionaries in the examinations. Students who are registered on this programme of study are not allowed the use of a dictionary during examinations.

9http://www.cs.manchester.ac.uk/Postgrad/infocurrentstudents.php
Pass Rules for the Taught Course Units

A candidate for the degree of MSc in Computer Science is required to submit for assessment 90 credits worth of taught course units and will normally pass the taught component if

1. the credit weighted average of all course units (combining coursework and examination mark) is 50% or more, and
2. the credit weighted average of the coursework is 40% or more, and
3. the credit weighted average of the examination results is 40% or more, and
4. course units whose results are below 40% amount to no more than 30 credits.

The following rules apply to failed course units.

− Students may be awarded a compensated pass for a Masters degree when they fail no more than 30 credits and receive a mark between 40 and 49% for those failed credits. The student must also have gained an overall average for all taught credits of 50% or more in order to be granted the compensated pass.
− The maximum allowable cumulative failure of course units in a Masters programme at the first attempt is 45 credits of the taught component of the programme. A student whose failures at the first attempt exceed 45 credits will be deemed to have failed the programme.
− Students who fail more than 45 credits at Masters level will be judged against the requirements for a pass on the Postgraduate Diploma programme. If this results in their failing less than or equal to 45 credits at Postgraduate Diploma level, the student may retake those units failed at Postgraduate Diploma level to obtain the award of a Postgraduate Diploma.
− The maximum mark to be awarded for resubmitted coursework or retaken examination will normally be 50% for the Masters degree.

A candidate for the Diploma in Computer Science is required to submit for assessment 90 credits worth of taught course units and will normally pass the taught component if

1. the credit weighted average is 40% or more on the course units, and
2. the credit weighted average of the coursework is 40% or more, and
3. the credit weighted average of the examination results is 40% or more, and
4. course units whose results are below 40% amount to no more than 30 credits.

The following rules apply to failed course units.

− Students may be awarded a compensated pass for a Postgraduate Diploma programme when they fail no more than 30 credits and receive a mark between 30 and 39% for those failed credits. The student must also have gained an overall average for all taught credits of 40% or more in order to be granted the compensated pass.
− The maximum mark to be awarded for resubmitted coursework or retaken examination will normally be 40% for the Postgraduate Diploma.

A candidate for the Certificate in Computer Science is required to submit for assessment the 60 credits worth of foundation course units and will normally pass if

1. the credit weighted average is 40% or more on the course units, and
2. no course unit is below 40%.

The following rules apply to failed course units.

− Students may be awarded a compensated pass for a Postgraduate Certificate programme when they fail no more than 15 credits and receive a mark between 30 and 39% for those failed credits. The student must also have gained an overall average for all taught credits of 40% or more in order to be granted the compensated pass.

The full ordinances and regulations are available at the University’s policies webpage.

The pass/fail decisions on the taught course units are made by the formal examiners' meeting.

4http://www.manchester.ac.uk/policies
7.3 Research Project and Dissertation

MSc Dissertation

The general requirements for presentation of a dissertation are set out in the Faculty Ordinances and Regulations. All work must be original: students presenting work from another source, including from other students, without explicit acknowledgement may be regarded as attempting a fraud and will be dealt with under the University's disciplinary procedures. A more extensive discussion of what is and what is not permitted in this area can be found in Section 14.3 on Plagiarism.

Dissertation Examination

The MSc dissertation is evaluated by two internal examiners at Manchester (normally your supervisor and another not involved with your work on the project) who submit written reports. These reports and the dissertations themselves are considered by the external examiner at a specially convened examination meeting in November. Agreed recommendations are then made to the MSc panel of the Faculty which gives final approval. The possible recommendations are:

1. award degree unconditionally;
2. award subject to minor corrections;
3. refer (encourage resubmission following rewriting or additional work);
4. reject with no option to resubmit.

At the recommendation of the board of examiners, students will normally be allowed one resubmission of a failed dissertation or project and this will normally be within four months of the date of the publication of the result. The board of examiners, in agreement with the external examiner may, exceptionally, decide not to allow resubmission and the Faculty will agree that the grounds for not allowing a resubmission are justified.

Students who achieve a dissertation mark of between 40-49% may accept the award of Postgraduate Diploma with no further work required or resubmit the dissertation on one occasion, at the discretion of the Board of Examiners. A student achieving a mark below 50% for a resubmitted dissertation will be awarded a Postgraduate Diploma.

The maximum mark to be awarded for resubmitted dissertations or projects will normally be 50% for the Masters degree and 40% for the Postgraduate Diploma.

The project report for the Diploma is assessed by the same procedure, applied to a project of 30 credits (instead of 90 credits) and the minimum pass mark is 40%.

7.4 Awards by Credit Accumulation

As well as the one-year MSc programme, the School offers a MSc, Diploma and a Certificate in Advanced Computer Science with ICT Management, by accumulating credits over a period, normally no more than four years. These qualifications are suitable for part-time students and for those who are on release for training and skills enhancement.

The Master of Advanced Computer Science with ICT Management requires a total of 90 credits in taught course units (6 course units), assessed as described above, and a 90 credit full project. The whole must normally be taken within four years, and students are encouraged to take it within a shorter period, either over two years; or in a three-year scheme in which 45 taught credits (3 course units) are taken in each of the first two years and the research project in the third. These arrangements can be modified to suit personal circumstances.

There are two routes to achieving the Diploma of Advanced Computer Science with ICT Management.

1. This route is only open to part-time or part-time modular students and requires a total of 120 credits in taught course units (8 course units), assessed as described above with a credit weighted average of 50%. The selection of these course units must fulfil the same criteria as selection for the MSc programme. Candidates would select this option at (a) entry point into the programme or (b) on successful completion of 90 credits (6 course units).
2. This route is open to all students and requires a total of 90 credits in taught course units (6 course units), assessed as described above, with a credit weighted average of 50%. The selection of these course units must fulfil the same criteria as selection for the MSc programme and a research project of 30 credits.

The Certificate of Advanced Computer Science with ICT Management is awarded to students who have successfully taken 60 taught credits (4 course units) with a result of 50% or more in each course unit.

The results for every student are presented to the Computer Science MSc examination board and provided they fulfil the stated criteria will be confirmed as a pass.

Upgrading from a Certificate to a Diploma or to an MSc, or from a Diploma to an MSc is permitted as long as the final award is achieved within a four-year period from first registering for the lower qualification.

7.5 MSc with Distinction

An MSc with Distinction is awardable under the following circumstances:

1. the student must have passed the assessment for the coursework course units with an overall mark of at least 70% with no mark below 50% in any course unit at the first attempt, and
2. the dissertation is submitted on time and the examiners award a mark of at least 70%. The external examiner will be consulted before a final recommendation for distinction is forwarded to the MSc Panel.

Diploma students can gain a distinction if they satisfy the same rules.

Part-time students may use 3 calendar months as a writing-up period and still be eligible for a distinction. Such part-time students would be required to submit by January, assuming their programme began in September.

7.6 MSc with Merit

An MSc with Merit is awardable under the following circumstances:

1. the student must have passed the assessment for the coursework course units with an overall mark of at least 60% with no mark below 50% in any course unit at the first attempt, and
2. the examiners award a mark of at least 60% to the dissertation.

Diploma students can gain a merit if they satisfy the same rules.

7.7 Procedures for Students Who Fail

Students who fail the assessment for the taught part of the programme are permitted single resits of failed examinations on the next occasion that the examinations are normally set. This normally means that the student needs to interrupt her/his studies and retake the examinations in the next year. It is not possible to start a project (or continue work on the project after the Easter break) until the taught part of the programme has been passed. If a candidate satisfies the criteria for a Diploma or Certificate, they may, at the discretion of the Examiners, be given the option to re-register accordingly. If in the opinion of the Examiners a candidate fails to meet acceptable standards of performance, they will be excluded from the programme and their registration will be cancelled. In all such circumstances the Programme Director will discuss the candidate's circumstances with the aim of achieving the most satisfactory outcome.

7.8 Intermittences

An interruption is a formal break, usually of one month or longer, in your programme of study. A request is made via the Programme Director to the MSc Panel and circumstances will dictate whether and under what terms it may be granted. The University is generally under an obligation to inform any sponsor if an interruption is granted. The University is sympathetic and helpful in genuine cases of difficulty.
7.9 Academic Appeals

No appeal can be made against the academic judgement of Examiners.

However, a student has right of appeal on procedural grounds, on the grounds of prejudice or bias or of inadequate assessment, and on grounds that the examiners were not in possession of information relating to circumstances that may have affected the student’s academic performance. There is also provision for appeal against decisions on Masters dissertations. Full details can be found on the University webpage under ‘Academic Appeals’.

8 Advice on Essay Writing

For help in developing your essay writing skills (and as preparation for writing your dissertation) useful webpages have been compiled by the Faculty of Humanities:

- Study skills: Essay writing
- How to write an essay (University of Birmingham, Department of English)
- Essay-Writing (University of Leeds, Institute of Communication Studies)

9 Guide to MSc Projects

9.1 Introduction

The individual project is in many ways the most important single component of the MSc programme. It provides the opportunity for you to demonstrate independence and originality, to plan and organise a large project over a long period, and to put into practice the techniques you have been taught throughout the course. Whatever your level of academic achievement so far, you can show your individuality and inspiration in this project. It should be the most satisfying piece of work in your course.

9.2 The Project Coordinator

The project coordinator Dr Rizos Sakellariou is responsible for the overall organisation of MSc projects. You can email him whenever you have any problem with the organisation of your individual project.

9.3 Choosing a Project

The idea for your project may be a proposal from a member of staff or your own, or perhaps a combination of the two. After project proposals are published (around mid-January), you should discuss the projects that interest you with the supervisors as soon as possible so that you have plenty of time to think about the best choices for you. Not every project is suitable for every student; some may be specifically tailored to a particular degree and some may only suit students with a very specific set of interests. Each proposal will indicate these constraints in order to help you to make an informed choice.

Project proposals originating outside the school (e.g. from actual or potential employers or sponsors) are encouraged, but you must provide clear details of what the project involves and have the approval of the Programme Director. In exceptional cases permission may be given to do the project work in another institution or country, subject to suitable arrangements for regular contact with your supervisor in the school being made and approved.

If you have your own idea for an individual project it is your responsibility to find a member of staff who both approves of the proposed programme of work and is willing to supervise it. External

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5 http://www.manchester.ac.uk/policies/
6 http://www.humanities.manchester.ac.uk/studyskills/assignments
7 http://www.bham.ac.uk/english/bibliography/students/essay.htm
8 http://ics.leeds.ac.uk/icsmodsb/ey3004/STSK1600.pdf
projects cannot be approved unless a suitable internal supervisor can be found. Not all project ideas are suitable for an MSc dissertation since certain academic requirements have to be met. The project coordinator will assist you in finding a supervisor but you cannot assume that one can be found in every case.

9.4 Assessment

General requirements. All MSc projects are required to contain some element of original work. This does not mean that they have to produce ground-breaking, innovative research results (although some do). It means that they have to cover some new ground. An implementation project could develop a complex application which does not already exist, or enhance some existing application or method to improve its functionality or performance. Projects which are predominantly survey reports can be backed up with experimentation, implementation, theoretical or conceptual analysis, new illustrative examples, etc. Your supervisor will advise on how to develop your project appropriately. A distinction level project involves a combination of sound background research, a solid implementation or piece of theoretical work, and a well-structured and well-presented report detailing the project’s background, objectives and achievements.

Assessment. For the purpose of the MSc degree and the award of distinctions, the only thing that can be taken into consideration is the quality of your final dissertation. Formally, your project work is assessed on the basis of your dissertation only. You cannot compensate for a poor write-up by a well-conducted project. You cannot get credit for ideas or experiments not included in the dissertation. Dissertations not meeting minimal standards of presentation will not be accepted for award of the MSc degree, no matter how good the project work itself.

Other considerations. Remember that your attitude to, and performance in, the individual project is taken very seriously by prospective employers and other institutions to which you may be applying. Your project work is usually reported in some detail in academic references provided for you by your supervisor or other staff members. In this respect you do obtain credit for the way in which you approach your individual project.

9.5 Allocation

You must complete the Project Choice Form available from the Postgraduate Office after the project proposals are announced (mid-January). If you choose from the published proposals your first choice of project cannot be guaranteed since individual supervisors can only take responsibility for a limited number of projects. In some cases you may be allocated the project but another member of staff will be assigned to supervise it. Failing this, you may be allocated your second choice.

When considering a project, you must consult the prospective supervisor, so that you agree on pre-requisites, background and project aims and objectives. You will need his or her signature in order to be allowed to choose a project. If you are enrolled in a specialized MSc programme you must make sure that your project is approved by the Programme Director as suitable for the programme.

9.6 Equipment

You are permitted to develop software (or hardware, if appropriate) on your own equipment, provided that you can duplicate it in the School for demonstration to your supervisor. However, you should prepare a fall-back position in case your equipment misbehaves. Remember that the software on some cheap home computers is not reliable. It is not unusual for a potentially good project to be spoilt by bugs in compilers, libraries etc. on home computer equipment.

If you wish to use software which is not currently provided please inform your supervisor immediately. A request can then be made to purchase it if an acceptable alternative is not available. A purchase request will need the support of your supervisor and is not guaranteed to be approved.

Please note that there is no excuse for failing to keep adequate backups on your home computer. If you lose your program or your data or your report because of a system failure no allowance can
be made. Extensions will not be given at the end of the project for you to re-type a lost report, for example.

9.7 Supervision

The relationship between yourself and your supervisor is often critical to the success of the project. You will be given guidance in the Research Skills course unit (CS699) on how to manage this relationship, and how to cope with research in general.

You must make sure that you arrange regular meetings with your supervisor. The meetings may be brief once your project is under way but your supervisor needs to know that your work is progressing. You should inform the supervisor of your address and any changes to it, so that he or she can contact you, if necessary. If you need to talk to your supervisor between meetings and cannot locate him/her in their office, leave a note, or send electronic mail, asking them to suggest a time when they will be available. When you go to see your supervisor you should have prepared a written list of points you wish to discuss. Take notes during the meeting so that you do not forget the advice you were given and the conclusions that were reached.

9.8 The Dissertation

The dissertation is an extremely important part of the project. We give advice below on how to structure and present your dissertation. Regulations will be found on the University website\(^9\) by the time you start writing up.

The dissertation serves to show what you have achieved and should demonstrate that:

- You understand the wider context of computing by relating your choice of project, and the approach you take, to existing products or research.
- You can apply the theoretical and practical techniques taught in the course to the problem you are addressing, and that you understand their relevance to the wider world of computing.
- You are capable of criticizing your own work objectively and making constructive suggestions for improvements or further work based on your experiences so far.
- You can explain your thinking and working processes clearly and concisely to third parties who may not be experts in the field in which you are working.

Remember that second markers, and other readers, will not have followed the project throughout. Make the presentation reasonably self-contained. State the objectives clearly; provide sufficient background material.

Many students underestimate the importance of the dissertation. You should consider that the aim of the project is to produce a good dissertation and that software, hardware, theory etc. that you develop during the project are merely a means to this end. Do not make the mistake of leaving the write-up to the last minute. Ideally you should produce the bulk of the report as you go along and use the last month or two to bring it together into a coherent document.

Remember that quantity does not automatically guarantee quality. A 150 page report is not twice as good as a 75-page one, nor a 10,000 line implementation twice as good as a 5,000 line one. Conciseness, clarity and elegance are invaluable qualities in report writing, just as they are in programming, and will be rewarded appropriately. Also, it is important to appreciate that the appropriate size and structure of a report can vary significantly from one project to the next. Despite these variations, however, most good reports have the following components in common.

Presentation. Below we give an outline of how the dissertation should be presented. This is for guidance only: University regulations for the dissertation can be found on the University’s policies webpage\(^10\) and should be followed exactly. The dissertation must be bound in the university approved manner. The University Library offers a binding service, as do other local binderies.

Title page. This must be in the standard form described in University regulations\(^11\).

\(^9\)http://www.manchester.ac.uk/policies
\(^10\)http://www.manchester.ac.uk/policies
\(^11\)http://www.manchester.ac.uk/policies
Acknowlegements. It is usual to thank those individuals who have provided particularly useful assistance, technical or otherwise, during your project. Your supervisor will obviously be pleased to be acknowledged as he or she will have invested quite a lot of time overseeing your progress.

Contents page. This should list the main chapters and (sub) sections of your report. Choose self-explanatory chapter and section titles and use double spacing for clarity. If possible you should include page numbers indicating where each chapter/section begins. The table of contents should not have more than two levels of headings (say chapters and sections within chapters).

Abstract. The abstract is a very brief summary of the report's contents. It should be about half a page long. Somebody unfamiliar with your project should have a good idea of what it is about having read the abstract alone and will know whether it will be of interest to them.

Introduction. This is one of the most important components of the report. It should begin with a clear statement of what the project is about so that the nature and scope of the project can be understood by the reader. It should summarise everything you set out to achieve, provide a clear summary of the project's background and relevance to other work and give pointers to the remaining sections of the report which contain the bulk of the technical material.

Background. The background section of the report should set the project into context by relating it to existing published work (or unpublished work) on which the project builds. The background section is sometimes included as part of the introduction but more usually is a separate chapter, or collection of chapters if the project involved an extensive amount of research. The published work may be in the form of research papers, articles, textbooks, technical manuals, or even existing software or hardware of which you have had experience. You must acknowledge the sources of your inspiration; you are expected to have seen and thought about other people's ideas; your contribution will be putting them into practice or developing them in some new direction. One rule is clear: if you present another person's work as your own and do not cite your sources of information/inspiration you are cheating. When referring to other pieces of work, cite the sources at the point they are referred to or used, rather than just listing them at the end. The University takes a very strict line on plagiarism, and its standard notice on the subject is included in this Handbook (and is available on the University website).

Body of report. The central part of the report usually consists of three of four chapters detailing the technical work undertaken during the project. The structure of these chapters is highly project dependent. Usually they reflect the chronological development of the project, e.g. design, implementation, experimentation, optimisation, although this is not always the best approach. However you choose to structure this part of the report, you should make it clear how you arrived at your chosen approach in preference to the other alternatives documented in the background. For implementation projects you should describe and justify the design of your program at some high level, e.g. using dataflow diagrams, pseudocode, ADT specifications, Z, VDL, etc., and should document any interesting problems with, or features of, your implementation. Integration and testing are also important to describe. Your supervisor will advise you on the most suitable structure for these middle sections.

Conclusions and future work. All projects should conclude with an objective evaluation of the project's successes and failures and suggestions for future work which can take the project further. Even the very best pieces of work have their limitations. You will not have time, and you should not try, to tie up every loose end. You are expected to provide a proper critical appraisal of what you have done. Your assessors are bound to spot the limitations of your work and you are expected to be able to do the same.

Bibliography. This consists of a list of all the books, articles, manuals etc. used in the project and referred to in the report. You should provide enough information to allow the reader to find the source. You should give the full title and author and should state where it is published, including
Appendix. The appendices contain information which is peripheral to the main body of the report. Information typically included are things like program listings, tables, proofs, graphs or any other material which would break up the flow of the text if it appeared. Large program listings are rarely required, and should be compressed as much as possible, e.g. by printing in multiple columns and by using small font sizes, omitting inessential code etc.

User guide. For projects which result in a new piece of software you should provide a proper User Guide providing easily understood instructions on how to use it. A particularly useful approach is to treat the User Guide as a walk-through of a typical session, or set of sessions, which collectively display all the features of your package. Technical details of how the package works are rarely required. Keep it concise and simple. Do not bother including instructions at the level of 'Turn on the machine, and then insert disk'. The use of diagrams illustrating the package in action can often be effective. A user guide is sometimes included as a chapter in the main body of the report, but is often better as an appendix to the main report. Do not include user guides for trivial pieces of code where these are not the main subject of the dissertation.

Format. The University requires that dissertations are submitted in a certain format whose description is available on the University's policies webpage. Make sure that your dissertation is in the required format (there are various 'style files' to help with this), otherwise it may not be accepted at submission time.

9.9 Assessment of the Dissertation

Dissertations are normally assessed on the following broad criteria:

Background research. This assesses your awareness of relevant background work and how your project builds upon or exploits existing techniques or results. For implementation projects, it assesses the way you arrived at your initial project specification, work programme and list of objectives.

General competence. This assesses your general approach, the clarity of your objectives, and your ability to relate the significance of your achievements to the state-of-the-art.

Technical accuracy. This assesses the main technical output from the project, as regards correctness, elegance, usability etc. of the final product, theoretical or practical, and the techniques employed.

Report. This assesses the quality of the write-up itself: the organisation of the material, quality of the prose, clarity of explanations, spelling, punctuation, legibility, relevance of diagrams, etc. Note that reports falling below minimum acceptable standards will not be accepted.

Finally... Remember that one of your supervisor's main responsibilities is to advise on how to write-up your project results. You are not expected to be able to produce a perfect dissertation without help. You should discuss with your supervisor all aspects of the dissertation, but particularly its structure and how to present the material. You might find it useful to look at MSc dissertations from previous years.

12http://www.manchester.ac.uk/policies
9.10 Project Seminars

Students give a seminar in the first two to three months of the project, although project supervisors may decide to postpone the seminar if they think a later time is more suitable. The seminar will give you experience in communicating your work to others in a formal manner and will also allow you and your supervisor to consider the progress you have made up to this point. The seminar is a compulsory part of CS999, although it does not contribute to the final project mark. You will receive feedback and comments from your supervisor and a second marker, usually the other internal project examiner. They will fill out and sign a feedback form\(^{12}\) together, which addresses presentation skills and progression. The assessment and feedback criteria are outlined in this form. Other students and staff will also attend the seminars, and this is an excellent opportunity to obtain feedback from them. The question and answer session after the seminar is therefore an invaluable part of the process. Indeed, one of the main aims of this is to help each student with the project by providing useful ideas, feedback and encouragement.

Guidelines on seminar organisation can be found on the seminar organisation\(^{14}\) page.

9.11 Pitfalls

Why do some projects go wrong? Here are some of the common causes of failure:

- Choosing or starting the project too late. Submit your project request form on time and start the project as soon as you can. The longer you leave it the harder it is to get motivated, especially when all your friends seem to be flying ahead. You should aim to have completed most of the project by early August, thus leaving sufficient time to fill in gaps and write the dissertation.

- Failing to meet your supervisor regularly. If you arrange a meeting with your supervisor, turn up at the agreed time. If you are stuck for any reason and you have no meeting arranged, contact him or her immediately. You gain no sympathy from anyone if you lose contact with your supervisor and produce a poor project as a result. Your supervisor will be happy to help you but he or she can do nothing if they are unaware that you are having trouble. Also, make sure that you are prepared for each meeting with your supervisor. This may take the form of a completed piece of work that you have done ready to demonstrate to your supervisor; or it may be that you have hit some problem, in which case come along prepared to explain the problem so that you both can attempt to solve it. Always bring your laboratory workbook and any results you have to each supervision.

- Allowing too little time for the report. You should try to produce as much of your report as you can as you go along, even though you don’t know in advance its exact structure. Written work along the way has two forms: (1) written accounts which describe a piece of work you have completed along the way. Write these at the time that each stage is completed—it is much easier then; and (2) an evolving plan of your dissertation—chapters, sections and their contents. This changes as the project evolves, but will provide guidance to the overall structure. The last two weeks of the project should be dedicated to pulling together the material you have accumulated and producing a polished final product.

- Failing to plan a fall-back position if the planned work is not completed on time. Try to plan your project in stages so that if things go wrong in a later stage you have a completed stage to fall back on.

- Trying to satisfy an external customer at the expense of your academic work. Do not let any outside interests interfere with your work. The guidance for your project should come from your supervisor, not your prospective employer.

- Over- or under-ambition. Try to be realistic about what you can achieve in the time available. A good project requires a lot of input from you and should prove to be technically challenging throughout. At the same time, however, it is better to do a small job well than it is to fail to do a big job. Your supervisor will advise you on his or her expectations of the project and this will help you to set your sights accordingly.

\(^{12}\)http://www.cs.manchester.ac.uk/Postgrad/ACS-CS/webpages/seminar.pdf

\(^{14}\)http://www.cs.manchester.ac.uk/Postgrad/ACS-CS/webpages/seminar-organisation.html
- Submission of preliminary drafts. Do not submit your dissertation without letting your supervisor read through it first. He or she will invariably have comments and suggestions for improvement. Don’t leave this to the last moment—give your supervisor a good period to read and comment as he or she will possibly have several to look at, and it can take a while to read through a draft. You should normally expect to revise the complete draft at least once. Dissertations failing to meet minimum standards will not be accepted for award of the MSc degree.

The dissertation has to be your own original work. Guidance on the use of the work of others and on plagiarism can be found elsewhere in this handbook.

9.12 Research Project Timetable

Mid January. Project proposals are posted on the web and announced to students—go to the postgraduate information\textsuperscript{15} page and navigate from there. Having perused the list, you should:

- Obtain a Project Subscription form from the Student Support Office in the School.
- Go and see the supervisors of the projects you are interested in to discuss the projects in detail.
- Get them to sign the Project Subscription form. This is vital; you will not be assigned a project unless you have seen the supervisor first. Bear in mind that members of staff may be away even during term time, so do not leave this until the last moment.
- When you have completed your enquiries, return the form to the Student Support Office in the School (we suggest that you keep a copy). You should indicate at least three choices on the form (in order of preference). This is important: you may be given any of these, so do not select a project unless you are really prepared to do it! Of course, the allocation scheme will respect your preference order—typically, every year around 70\% of the students who submit a form by the deadline are allocated their first choice—but clashes of one kind or another always happen.

Please perform this exercise as quickly as possible (i.e. start thinking about a project immediately after the projects are announced—typically, around mid-January or well beforehand if you wish to arrange your own project) and

- hand in your form by the deadline (typically, in the 2nd half of February). Please note that there is no advantage if you hand your form in early (but there is a disadvantage if you hand in after the deadline).

The project coordinator will then collate the data and attempt, in discussion with programme directors and supervisors, to give as many people as possible their first choices, or, failing that, one of their most preferred choices. Please note that, in general, only one person will get to do one project. Also, there is a limit to the total number of projects that a staff member is capable of supervising. For these reasons, there is a strong likelihood of disappointment if you plump for popular projects/ supervisions. Unfortunately there is no way of knowing the pattern of demand in advance (you might like to ask staff members about the level of interest in projects when you see them). If you are unsuccessful, there will be a further round of the process in March.

A final point: it is possible that you wish to do a project of your own devising, or follow up an idea that has arisen in conversation with a staff member. If you wish to do a project that does not appear on the list then you should first get the agreement of a staff member to supervise you, and then hand in a description of the project (signed by the supervisor) to the Student Support Office in the School, again by the deadline. Projects with industrial partners may also be available.

Second half of February. Project preferences must have been handed into the Student Support Office in the School.

\textsuperscript{15}http://www.cs.manchester.ac.uk/Postgrad/infocurrentstudents.php

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End of February. First round of the MSc project allocation is now on the web. Students still without projects should continue making selections on a fresh form (available from the Postgraduate Office) and should

- hand them in as soon as possible from this point on; allocation will be done on a first-come first-served basis every few days.

Start of Easter Vacation. Project allocation complete. Start working on your project as soon as you have completed your examinations. Plan your work. You have the whole summer before you and it is very easy to underestimate the time required to complete the project. Do not write the dissertation in the last week but write it as you work on the project.

June–early July. Project seminar (see Section 9.10 for details).

Mid Summer. You must give prior notice of your intention to submit by completing a ‘Notice of Submission’ form obtainable from the University’s policies webpage. A fee is payable for late notice. The rules regarding the form of the dissertation are currently being made and will in due time appear on the University’s policies webpage. You will be made aware of the rules, and you will also be told where to submit both, the Notice of Submission Form as well as the dissertation itself.

Second week of September. The deadline for the submission of MSc dissertations varies from year to year but is usually in the second week of September. Two bound copies of your dissertation must be submitted. Bear in mind that binding may take some time—please allow for this.

To let us know that you have submitted, could you please email pgoffice@cs.manchester.ac.uk.

Submitting late. If you are unable to submit by the deadline in the second week of September you must request the permission to submit late. The relevant form is available on the Faculty’s webpage.

10 Programme Management

The programme is run on a day-to-day basis by the Programme Director, Dr Renate Schmidt. The Student Support Office is managed by Mrs Gill Lester who is assisted by Mrs Janet Boyd and Mrs Susie Hildreth.

The Postgraduate Committee oversees management of the MSc programme. Its principal functions are to determine and monitor the academic content of the programme, to admit and examine students and to monitor student progress. It is answerable to the MSc Panel of the Faculty. Its chair is Professor Roger Hubbold, Head of the Graduate School in the School of Computer Science. The Postgraduate Committee usually meets monthly.

There is also an Industrial Liaison Group which includes advisors from commerce and industry; currently Thales Information Systems, NCC, Tessella Support Services, Logica, Fujitsu Services (CMS), IBM UK Ltd.

Student involvement in programme management is possible in three ways:

1. through election of two representatives to carry your concerns to the SSOC (Staff-Student Consultative Committee) which meets three times a year, typically in October, February and June;
2. via feedback meetings with the Programme Directors, and
3. through Course Evaluation Questionnaires, which are consulted and acted on.
Staff-Student Consultative Committee meetings between the students and the Programme Director take place once per semester where you may bring forward comments and suggestions, and air complaints, about the programme.

We encourage you not to bury problems for too long because the programme management may not be aware of difficulties. Queries or comments about individual course units should be addressed in the first instance to course unit lecturers. The Programme Directors operate an open door policy for genuine problems of either an academic or personal nature.

External examiners are appointed to monitor the standards of our teaching and assessment. During the year they review coursework and examination papers and provide critical advice of these which we are obliged to take into account. Following the second semester examinations, they attend the University and scrutinise the written papers and coursework of students, submitting a report to Faculty on our conduct of the whole student assessment. They also examine the Masters dissertations.

11 Student Support Services

The School and University offer a wide range of student support services. You are encouraged to make use of these services—they are there for you. If you need any help, whether it be academic help, in finances, in your personal life, with relationships or the family, in legal matters, or with health, there are services provided for you. Do not hesitate to use these services.

It is important that any factor that affects your work is communicated to the School, usually directly to the Programme Director. This is entirely confidential. Such factors may be taken into consideration during the assessment process, and we can compensation for any disruption to, or difficulties during, your work here.

You may well want to make the Programme Director your first port of call. She or he will be able to handle some of the issues directly or advise you what other services are relevant.

If you have difficulties of any sort that you don’t want to talk to the programme management about, you may care to consult:

- The advice service of the School of Computer Science. This is located in room 2.9 near the school office and is open 1.30-2.00pm each weekday (except for Wednesdays) during term time. The service offers advice on School and university matters and help with anything that concerns you, whether in your studies, in the School, in the university or in your life outside the university. Each day a member of staff is available with knowledge of the School and university and who is willing to listen and help with whatever you bring along. All visits to the advice centre are strictly confidential.

If you wish to contact one of the advisors at any time other than in a lunchtime session, please do so. A list of the advisors is posted on the advice centre door.

The University operates an excellent professional counselling service:

- The Student Counselling Service. It is based in Crawford House in the University Precinct Centre, is open 9.00-5.00 weekdays, and can be phoned on 275 2584.

For special academic problems, you may wish to contact

- The Academic Advisory Service. It is located in the Williamson Building, Room 2.11a, phone 275 3033.

Other services available are:

- The Student Union, which has a wide range of services, including a welfare officer, and a legal advice service.

- The Student Union Advice Centre, Steve Biko Building, Oxford Rd, 275 2930.

- The Student Health Service, Waterloo Place opposite the Kilburn Building, 275 2588.

19http://www.campus.manchester.ac.uk/counselling/
20http://www.campus.manchester.ac.uk/academicadvisoryservice/
21http://www.umu.man.ac.uk/
22http://www.umu.man.ac.uk/advice/
The Accommodation Office\textsuperscript{23}, Precinct Shopping Centre, 275 2888. 
Manchester Student Homes\textsuperscript{24} has a 'Virtual Accommodation Bureau' (an on-line property database), which contains information on all the available student properties.

The Careers Service\textsuperscript{25}, Crawford House, Precinct Centre.

The Student Services Centre\textsuperscript{26}, Burlington Street, between the library and the refectory, 275 5000.

The International Students Advice Team\textsuperscript{27}, 275 2196.

The University Language Centre\textsuperscript{28}, Email: iwlp@manchester.ac.uk.

Contact details for information on English language courses: 306 3397, englang@manchester.ac.uk.

A more detailed list of services for students can be found at this address:
http://www.campus.manchester.ac.uk/studentsupportandservices/.

11.1 International Students

The University provides special facilities and support for overseas students. See the international students' website\textsuperscript{29} for full details.

The International Society\textsuperscript{30} provides a meeting point for overseas students, provides support and advice and also organises many activities, including welcome activities in the first few weeks of the academic year. See their website for more details.

Each year, there is a range of welcome activities and orientation courses for overseas students on your arrival. See both the University welcome page\textsuperscript{31} and the International Society welcome page\textsuperscript{32}.

The University of Manchester Language Centre\textsuperscript{33} provides a range of courses for those who wish to acquire the English language, from beginners' courses, through to advanced courses, and specialist and technical courses.

Confirmation of registration

If you are an international student, please note that if you require a letter for your visa application, visa extension or your sponsor confirming that you are registered in this School, you must provide one week's notice of this request to the Student Support Office.

12 University Learning Resources

With over 3.5 million books, some 7,000 current periodical subscriptions and a wide range of electronic resources, the John Rylands University Library\textsuperscript{34} is one of the largest academic libraries in the UK.

Admission to the library, which is located at the end of Burlington Street, is controlled by turnstiles operated using your University swipe card, which also serves as your library card. The computer catalogue of the library provides details of the books and periodicals available and can be used to reserve and renew books. It can be accessed using dedicated terminals distributed throughout the library and through the library's website (http://www.library.manchester.ac.uk). Graduate students may borrow 12 books plus additional books from a short loan collection which contains duplicate copies of books in heavy demand. The majority of periodicals are restricted to the library to ensure ready availability. Any material that is not available in the library may be ordered through the

\textsuperscript{23}http://www.accommodation.man.ac.uk/
\textsuperscript{24}http://www.accommodation.manchester.ac.uk_MEDIUM/contact/
\textsuperscript{25}http://www.careers.manchester.ac.uk/
\textsuperscript{26}http://www.msn.ac.uk/jac
\textsuperscript{27}http://www.campus.manchester.ac.uk/ssc/internationalteam/
\textsuperscript{28}http://www.langcent.manchester.ac.uk/
\textsuperscript{29}http://www.manchester.ac.uk/studyhere/internationalstudents/
\textsuperscript{30}http://www.internationalstudents.org.uk/
\textsuperscript{31}http://www.msn.ac.uk/international/welcome/
\textsuperscript{32}http://www.langcent.manchester.ac.uk/
\textsuperscript{33}http://www.langcent.manchester.ac.uk/
\textsuperscript{34}http://www.library.manchester.ac.uk
document supply unit. The main information desk is at the top of the escalator where staff will be pleased to help you to make best use of the library and the computing facilities. Additional information desks are distributed throughout the library together with self-service photocopyers. A range of guides is available including a general library guide, bookmark guides, which contain basic information specific to individual subjects and a series of general guides which cover various library services and facilities. In addition, a series of information sources guides, which describe the printed and electronic information sources relevant to particular subjects are available, together with leaflets describing the content and use of particular electronic databases.

Nearly 200 electronic services, including the main scientific, engineering, biological and medical databases, are available through a library web-based service called Rybase. About 250 computers in the library can be used to access these services and the other resources available through the University network, including word-processing and other software, e-mail and the internet. The electronic databases provided by the library may also be accessed from elsewhere on the University network. The library website provides information and news about the library and its services, access to the library catalogue and links to electronic publications and the catalogues of other libraries. A section on navigating the internet provides access to internet subject guides and links to a wide range of information resources and internet search tools. Each year sessions are arranged to introduce new students to the library and the information resources that are available.

A training suite in the library is used to provide hands-on training in the use of electronic databases. These sessions are normally arranged by programme directors; however, library subject specialists can provide additional tours and training as required. If you need any help or information about the library, its resources and services please do not hesitate to contact 275 3738.

13 Health and Safety

The School has a Health and Safety Committee which is made up from representatives of all sections within the School. It is the responsibility of this committee to investigate complaints and potential hazards, to examine the cause of all accidents and to carry out periodic inspections of all areas of the School. At registration you will be required to assent to the school code of behaviour which relates to health and safety in the computer building as well as the responsible use of computer equipment.

Buildings

The School is housed in two buildings: the Kilburn Building and the IT Building.

The buildings are generally open between 08.00 and 18.00 (Mon - Fri). If you are working outside these hours then you are required to sign in at the loading-bay porters’ lodge. To remain in the building between 6 pm and 9 pm or enter on Saturday 10 am – 4 pm (term-time only), you require your school ‘Out of Hours Pass’. You will be told during the Introductory Fortnight how to obtain it.

In accordance with University policy, smoking is prohibited throughout all buildings.

Emergency Evacuation

It is the responsibility of every individual to familiarise themselves with the School’s buildings and be aware of the fire exits (which are clearly marked).

- During evacuation of buildings do not use the lifts.
- After evacuation of any building please assemble well away from the building, in the University Precinct or Booshe Street East Car Park, and do not block any exits.
- Do not return to any building until authorised to do so.

Fire Action

Fire action notices are located at, or adjacent to, fire alarm actuation points, and all staff and students should make themselves acquainted with this routine.
Operating the Fire Alarm

The manual fire alarm system can be activated by breaking the glass in the red contact boxes sited at strategic points throughout the premises.

To call the Fire Brigade

Dial 9-999 on the nearest available telephone and give details of the location of the fire, i.e. Fire at Kilburn Building, University of Manchester, Oxford Road.

Use of Fire Appliances

Fire appliances are sited at strategic points throughout the School to deal with fires. Fires should only be tackled provided there is no personal danger.

Training

A full evacuation drill will be carried out at least once per year to ensure that all staff and students become fully conversant with the emergency procedure.

The Kilburn Building.

- On hearing the intermittent alarm you should prepare yourself to leave the building.
- On hearing the continuous alarm you should evacuate the building immediately by the nearest exit.
- The alarm is tested at 2 pm every Wednesday and no action is required.

Note, after 18.00 (Mon - Fri) and at weekends the building should be evacuated as soon as the intermittent alarm rings.

The IT Building. There is no intermittent alarm in this building.

- On hearing the continuous alarm you should evacuate the building immediately by the nearest exit.
- The alarm is tested at 2 pm every Thursday and no action is required.

First Aid

There are several first-aiders in Computer Science. These people are listed on the (green) First Aid notices posted around the School and also in the Health and Safety document posted on the Health and Safety notice board. If none of the First Aiders can be located then contact any of the porters' lodges (exts. 56262, 56263 and 55711).

The student health officer (ext. 52858) can also render assistance, as can the emergency call-out service of the Occupational Health Unit (ext. 56972).

14 University Regulations, Procedures and Policies

The university website http://www.manchester.ac.uk/policies contains details of university regulations, procedures and policies, including those for work and attendance, for MSc dissertations, for appeals, on plagiarism, etc.
14.1 Ill Health

It is a requirement of your registration with the University of Manchester that you register with a local general practitioner. A list of GP practices can be obtained from the Student Health Service, any University hall of residence or a local Pharmacy. According to guidance issued by the General Medical Council it would not be regarded as good practice for a family member to be the registered GP or to offer treatment except in the case of an emergency.

You should always consult your GP (or for emergencies the Accident and Emergency Department of a hospital) if your illness is severe, if it persists or if you are in any doubt about your health. You should also consult your GP if illness keeps you absent from the University for more than 7 days including week-ends. If you do consult a GP and they consider that you are not fit for attendance at the University, then you should obtain a note from the doctor to that effect or ask them to complete Part III of the University form ‘Certification of Student Ill Health’ copies of which are available at local GP surgeries and the Student Support Office. You should hand this certificate to your Programme Director or the Student Support Office as appropriate at the earliest opportunity.

If your condition is not sufficiently serious to cause you to seek medical help, then the University will not require you to supply a doctor’s medical certificate unless you are absent from the University due to illness for more than 7 days. You must however contact the Student Support Office as soon as possible and self-certify your illness (that is complete and sign the ‘Certification of Student Ill Health’ form to state that you have been ill) as soon as you are able to attend your school. You should do this if your illness means you are absent from the University for any period up to 7 days (see 1. below) or if you are able to attend the University but your illness is affecting your studies (see 2. and 3. below).

The following sub-paragraphs explain what you should do if your illness affects your attendance at compulsory classes or if you consider that your performance in your studies/examinations has been impaired.

1. If you are unwell and feel unable to attend the University to take a compulsory class, assessment or examination then you must seek advice by contacting the Student Support Office immediately, in person, through a friend or family member, by telephone or by email. This is to ensure that you understand the implications of being absent and the consequences for your academic progress, which might be quite serious. You must do this as soon as possible so that all options can be considered and certainly no later than the day of your compulsory class, assessment or examination. If you do not do this then you will normally be considered to have been absent from the class without good reason, or to have taken the assessment or examination in which case you will be given a mark of zero. You must also complete and hand in a ‘Certification of Student Ill Health’ form on your return.

2. You may be unwell but able to proceed with an assessment or examination and yet you feel that your performance will have been impaired. If you wish this to be taken into account as an extenuating circumstance, you must inform the Student Support Office about this on the day of the assessment or examination and hand in to the Student Support Office a completed ‘Certification of Student Ill Health’ form. If you leave this until later it will not normally be possible to take your illness into account when assessing your performance.

3. If, as a consequence of your illness, you wish to seek an extension to a deadline for submitting assessed coursework, you must complete a ‘Certification of Student Ill Health’ form and discuss it with the Programme Director. The application for extension must be made before the deadline and not retrospectively.

4. You may be receiving occasional and ongoing medical attention which affects your studies. If so, you should obtain a letter from your physician which should be given to the Student Support Office before the relevant examination period if you wish your condition to be taken into account as an extenuating circumstance.

Special Circumstances Committee Evidence of illness during the course or examinations is considered by the School’s Postgraduate Special Circumstances Committee, which makes recommendations to the course examiners. It is therefore particularly important that any periods of ill
health are properly documented, and that such documentation is deposited with the Postgraduate Office at the time of the illness.

- If you wish the Special Circumstances Committee to consider your case you must complete a Special Circumstances form, which is available from the Student Support Office or as a doc file from the web.

Notes
- Certification of Student Ill Health forms are available in the Student Support Office, all schools and halls of residence.
- Your school will give you guidance on the effect of any absence from your studies or if you consider your illness has affected your studies. If you have repeated episodes of ill health which is affecting your studies, your school may refer you to the Student Health Centre.
- If you are found to have been deceitful or dishonest in completing the Certification of Student Ill Health form you could be liable to disciplinary action under the University’s General Regulation XX: Conduct and Discipline of Students.
- The use of the ‘Certification of Student Ill Health’ forms by GPs as described above has been agreed by the Manchester Local Medical Committee. A GP may make a charge for completing the form.

14.2 Student Representation and Feedback

The School and University take seriously both the issues of student representation and that of quality control of the course. Student representatives are elected and will have the opportunity to bring issues to relevant members of staff, and see that they are dealt with satisfactorily. The Programme Director has overall responsibility for the running of the course, and regular meetings of all students with the Programme Director will be arranged. At other times, the Programme Director is available for any issue to be raised. If a student is not satisfied with the way an issue is dealt with, then the Head of School may be approached, or the complaints procedure invoked.

All course units have course evaluation questionnaires. Students are encouraged to complete these for they are part of the quality assessment. They are processed by the School, they are read by the course unit lecturers and their appraisers, the Programme Director, the external examiners, and others who are concerned with the course quality. Other quality controls are maintained by the Postgraduate Syllabus Overview Committee (which maintains industrial relevance as well as quality), the Faculty, the government Engineering and Physical Science Research Council, and the accreditation bodies.

14.3 Guidance to Students on Plagiarism and Other Forms of Academic Malpractice

As a student, you are expected to cooperate in the learning process throughout your programme of study by completing assignments of various kinds that are the product of your own study or research. For most students this does not present a problem, but occasionally, whether unwittingly or otherwise, a student may commit what is known as plagiarism or some other form of academic malpractice when carrying out an assignment. This may come about because students have been used to different conventions in their prior educational experience or through general ignorance of what is expected of them.

This guidance is designed to help you understand what we regard as academic malpractice and hence to help you to avoid committing it. You should read it carefully, because academic malpractice is regarded as a serious offence and students found to have committed it will be penalized. At the very least a mark of only 30% would be awarded for the piece of work in question, but it could be worse; you could be awarded zero (with or without loss of credits), fail the whole unit, be demoted to a lower class of degree, or be excluded from the programme.

Academic malpractice includes plagiarism, collusion, fabrication or falsification of results and anything else intended by those committing it to achieve credit that they do not properly deserve.

In addition to the advice that follows, your School will give you advice on how to avoid academic
malpractice in the context of your discipline. It will also design assessments so as to help you avoid the temptation to commit academic malpractice. Finally, you should take note that work you submit may be screened electronically to check against other material on the web and in other submitted work.

You should read the following guidelines carefully and direct any questions to your Programme Director or to the Student Services Centre.

Plagiarism

Plagiarism is a serious academic offence and the disciplinary consequences are severe.

Plagiarism is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self-plagiarism' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it in this way). Obviously, the most blatant example of plagiarism would be to copy another student's work. Hence it is essential to make clear in your assignments the distinction between: (a) the ideas and work of other people that you may have quite legitimately exploited and developed, and (b) the ideas or material that you have personally contributed.

To assist you, here are a few important do's and don'ts:

1. Do get lots of background information on subjects you are writing about to help you form your own view of the subject. The information could be from electronic journals, technical reports, unpublished dissertations, etc. Make a note of the source of every piece of information at the time you record it, even if it is just one sentence.

2. Don't construct a piece of work by cutting and pasting or copying material written by other people, or by you for any other purpose, into something you are submitting as your own work. Sometimes you may need to quote someone else's exact form of words in order to analyse or criticize them, in which case the quotation must be enclosed in quotation marks to show that it is a direct quote, and it must have the source properly acknowledged at that point. Any omissions from a quotation must be indicated by an ellipsis (?) and any additions for clarity must be enclosed in square brackets, e.g. "[These] results suggest that the hypothesis is correct." It may also be appropriate to reproduce a diagram from someone else's work, but again the source must be explicitly and fully acknowledged there. However, constructing large chunks of documents from a string of quotes, even if they are acknowledged, is another form of plagiarism.

3. Do attribute all ideas to their original authors. Written 'ideas' are the product that authors produce. You would not appreciate it if other people passed off your ideas as their own, and that is what plagiarism rules are intended to prevent. A good rule of thumb is that each idea or statement that you write should be attributed to a source unless it is your personal idea or it is common knowledge. (If you are unsure if something is common knowledge, ask other students: if they don't know what you are talking about, then it is not common knowledge!)

As you can see, it is most important that you understand what is expected of you when you prepare and produce assignments and that you always observe proper academic conventions for referencing and acknowledgement, whether working by yourself or as part of a team. In practice, there are a number of acceptable styles of referencing depending, for example, on the particular discipline you are studying, so if you are not certain what is appropriate, ask your tutor or the course unit coordinator for advice! This should ensure that you do not lay yourself open to a charge of plagiarism inadvertently, or through ignorance of what is expected. It is also important to remember that you do not absolve yourself from a charge of plagiarism simply by including a reference to a source in a bibliography that you have included with your assignment; you should always be scrupulous about indicating precisely where and to what extent you have made use of such a source.

So far, plagiarism has been described as using the words or work of someone else (without proper attribution), but it could also include a close paraphrase of their words, or a minimally adapted version of a computer program, a diagram, a graph, an illustration, etc taken from a variety of
sources without proper acknowledgement. These could be lectures, printed material, the Internet or other electronic/AV sources.

Remember: no matter what pressure you may be under to complete an assignment, you should never succumb to the temptation to take a 'short cut' and use someone else's material inappropriately. No amount of mitigating circumstances will get you off the hook, and if you persuade other students to let you copy their work, they risk being disciplined as well (see below).

Collusion

Collusion is any agreement to hide someone else's individual input to collaborative work with the intention of securing a mark higher than either you or another student might deserve. Where proved, it will be subject to penalties similar to those for plagiarism. Similarly, it is also collusion to allow someone to copy your work when you know that they intend to submit it as though it were their own and that will lay both you and the other student open to a charge of academic malpractice.

On the other hand, collaboration is a perfectly legitimate academic activity in which students are required to work in groups as part of their programme of research or in the preparation of projects and similar assignments. If you are asked to carry out such group work and to collaborate in specified activities, it will always be made clear how your individual input to the joint work is to be assessed and graded. Sometimes, for example, all members of a team may receive the same mark for a joint piece of work, whereas on other occasions team members will receive individual marks that reflect their individual input. If it is not clear on what basis your work is to be assessed, to avoid any risk of unwitting collusion you should always ask for clarification before submitting any assignment.

Fabrication or Falsification of Results

For many students, a major part of their studies involves laboratory or other forms of practical work, and they often find themselves undertaking such activity without close academic supervision. If you are in this situation, you are expected to behave in a responsible manner, as in other aspects of your academic life, and to show proper integrity in the reporting of results or other data. Hence you should ensure that you always document clearly and fully any research programme or survey that you undertake, whether working by yourself or as part of a group. Results or data that you or your group submit must be capable of verification, so that those assessing the work can follow the processes by which you obtained them. Under no circumstances should you seek to present results or data that were not properly obtained and documented as part of your practical learning experience. Otherwise, you lay yourself open to the charge of fabrication or falsification of results.

Finally

If you commit any form of academic malpractice, teaching staff will not be able to assess your individual abilities objectively or accurately. Any short-term gain you might have hoped to achieve will be cancelled out by the loss of proper feedback you might have received, and in the long run such behaviour is likely to damage your overall intellectual development, to say nothing of your self-esteem. The disciplinary consequences for you can be severe. You are the one who loses.

14.4 Complaints Procedure

The University has a formal Complaints Procedure. Copies of the procedure and form can be found on the University's policies webpage35 under 'Student Complaints Procedure'.

In essence, most complaints can be dealt with quickly and informally. Complaints should be made promptly, orally or in writing, to an appropriate member of staff, such as your Programme Director or tutor. If your complaint is of a general nature it might be best to mention it to your student representative so that he/she can raise it at the relevant school committee. If you are dissatisfied with the response, you should put the complaint in writing to the Head of School, or, if the complaint relates to actions taken by the Head of School, you should write to the Dean of the Faculty concerned. The Head/Dean concerned will investigate the matter and come back to you, normally within 10

35http://www.manchester.ac.uk/policies
working days. If, having pursued the matter informally, you are still dissatisfied you should refer the matter formally and in writing to the University's Registrar and Secretary. You should consult the Complaints Procedure for advice on how a formal complaint should be carried out. 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 Central 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:

1. disciplinary issues (for which a separate procedure exists)
2. 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.