4 STUDENT PROGRESSION

4.1 Attendance requirements .......................................................... 39
4.2 Attendance requirements – International Students ....................... 40
4.3 Progression through the programme ........................................... 41
  4.3.1 Organisation of Teaching ..................................................... 41
  4.3.2 External Options for Single Honours Students ....................... 42
  4.3.3 Course Unit Choices .......................................................... 42
4.4 How to change, interrupt or withdraw from a programme ................ 43
  4.4.1 Transfer between Degree Programmes ................................ 43
  4.4.2 Interruption or Repetition of Degree Programmes ................. 44
  4.4.3 Withdrawal from Degree Programmes ................................ 44
5 STUDENT SUPPORT AND GUIDANCE ........................................... 45
  5.1 Student Support Office .......................................................... 45
  5.1.2 Official Documents ........................................................... 45
  5.1.3 References ........................................................................ 45
  5.1.4 My Manchester .................................................................. 45
  5.2 Tutoring arrangements ............................................................ 46
  5.3 Mitigating Circumstances ........................................................ 46
  5.4 PEER ASSISTED STUDY SESSIONS (PASS) .............................. 47
  5.5 Students Union ...................................................................... 48
  5.6 Student Support Services ........................................................ 48
  5.6.1 Students with Disabilities ...................................................... 48
  5.6.2 University Language Centre ................................................ 48
  5.6.3 Protecting your personal information – Third party enquiries about you ... 48
6 STUDENT REPRESENTATION AND FEEDBACK .............................. 50
  6.1 Representation at programme, School and Faculty level ............... 50
  6.1.1 Staff Student Consultative Committee .................................. 50
  6.1.2 Role of the Staff Student Consultative Committee ................. 50
  6.1.3 Role of the Undergraduate Committee .................................. 50
  6.2 Mechanisms for collecting and reporting back on feedback from students .......... 51
  6.2.1 Unit Evaluation Questionnaires .......................................... 51
  6.3 Other Committees .................................................................. 51
  6.3.1 Computer Science Social Committee .................................... 51
  6.3.2 School Computer Society ...................................................... 51
7 LEARNING RESOURCES AVAILABLE WITHIN THE SCHOOL AND FACULTY .............................. 51
  7.1 Student Support Office .......................................................... 51
  7.2 Computers ............................................................................. 52
  7.2.1 Electronic Mail .................................................................... 53
  7.3 Other facilities/resources as appropriate ..................................... 54
  7.4 URLs for University-wide learning resources ............................ 55
8 FURTHER INFORMATION AND REGULATIONS .............................. 55
  8.1 University ordinances and regulations ....................................... 55

APPENDIX 1 – CONTACT DETAILS .................................................. 56
  Computer Science Staff ............................................................... 56

APPENDIX 2 – UNIVERSITY STUDENT SUPPORT SERVICES .................. 57

APPENDIX 3 – Practice approved by Faculty in respect of University Credits and Awards Regulations 60

APPENDIX 4 – Study Regulations ...................................................... 64
Dear student,

Welcome to the School of Computer Science at The University of Manchester. This *Handbook* provides essential information for students on undergraduate degree programmes in the School, so please read the *Handbook* carefully.

I wish you every success throughout your studies with us. Should you ever need advice or assistance, just ask – we’re here to help. And please tell us your views, at [http://studentnet.cs.manchester.ac.uk/have-your-say/index.php?view=ug](http://studentnet.cs.manchester.ac.uk/have-your-say/index.php?view=ug)

Best wishes,

Toby Howard
Director of Undergraduate Studies
toby.howard@manchester.ac.uk

### 1 GENERAL INFORMATION

This *Handbook* gives information about the Degree Programmes in the School. Descriptions of individual course units are at [http://studentnet.cs.manchester.ac.uk/ugt/options.php](http://studentnet.cs.manchester.ac.uk/ugt/options.php). Some information (especially dates) will change, so please refer to: [http://studentnet.cs.manchester.ac.uk/ugt/study-curriculum.php](http://studentnet.cs.manchester.ac.uk/ugt/study-curriculum.php)

Degree programmes taught mainly in Computer Science are referred to as Single Honours programmes, and those joint with other Schools as Joint Honours. Computer Science with Business and Management and Computer Science and Mathematics are the Joint Honours programmes.

Your degree programme is subject to regulations contained in the Credits and Qualifications framework at [http://www.campus.manchester.ac.uk/tlsomap/teachinglearningassessment/teaching/degreeregulations/](http://www.campus.manchester.ac.uk/tlsomap/teachinglearningassessment/teaching/degreeregulations/)

This Programme handbook interprets the regulations and your Tutors may give advice but the University framework defines the regulations.

Much official information, the undergraduate course unit directory and timetables are available on the Computer Science Web pages [http://studentnet.cs.manchester.ac.uk/ugt/](http://studentnet.cs.manchester.ac.uk/ugt/).

#### 1.1 Key Academic Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Room</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Head of School</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Jim Miles</td>
<td>2.127</td>
<td><a href="mailto:Jim.Miles@manchester.ac.uk">Jim.Miles@manchester.ac.uk</a></td>
</tr>
<tr>
<td><strong>Director of Undergraduate Studies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toby Howard</td>
<td>2.93</td>
<td><a href="mailto:Toby.Howard@manchester.ac.uk">Toby.Howard@manchester.ac.uk</a></td>
</tr>
<tr>
<td><strong>Deputy Director of Undergraduate Studies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Paul Nutter</td>
<td>IT119</td>
<td><a href="mailto:Paul.Nutter@manchester.ac.uk">Paul.Nutter@manchester.ac.uk</a></td>
</tr>
</tbody>
</table>
**Programme Director**  
*For all Programmes, except MEng*  
Toby Howard  
2.93 Toby.Howard@manchester.ac.uk

**Programme Director**  
*For all MEng 4-year Programmes*  
Dr Nick Filer  
IT41 Nicholas.Filer@manchester.ac.uk

### 1.2 Tutors

<table>
<thead>
<tr>
<th>Role</th>
<th>First year tutor</th>
<th>Second Year Tutor</th>
<th>Third Year Tutor</th>
<th>MEng (All Years)</th>
<th>CM (All Years)</th>
<th>Industrial Placements</th>
<th>Disability Coordinator</th>
<th>Director of Teaching Strategy</th>
<th>Examinations Officer</th>
<th>Plagiarism &amp; Academic Malpractice Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sean Bechhofer</td>
<td>Prof Allan Ramsay</td>
<td>Dr Tim Morris</td>
<td>Dr Nick Filer</td>
<td>Dr Andrea Schalk</td>
<td>Dr Duncan Hull</td>
<td>Dr Ning Zhang</td>
<td>Dr Steve Pettifer</td>
<td>Dr Ian Pratt-Hartmann</td>
<td>John McNaught</td>
</tr>
<tr>
<td></td>
<td>2.115</td>
<td>2.121</td>
<td>2.107</td>
<td>IT41</td>
<td>2.34</td>
<td>2.93</td>
<td>2.113</td>
<td>2.95</td>
<td>2.38</td>
<td>John.Garside.Building.1.017</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:john.mcnaught@manchester.ac.uk">john.mcnaught@manchester.ac.uk</a></td>
</tr>
</tbody>
</table>

### 1.3 Laboratory Managers

<table>
<thead>
<tr>
<th>Role</th>
<th>1st Year Laboratories</th>
<th>1st and 2nd Year Engineering Laboratory</th>
<th>2nd Year Laboratories</th>
<th>3rd Year Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dr John Latham</td>
<td>Dr Paul Nutter</td>
<td>Dr Andy Carpenter</td>
<td>Dr Andy Carpenter</td>
</tr>
<tr>
<td></td>
<td>2.81</td>
<td>IT119</td>
<td>2.119</td>
<td>2.119</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E-mail: Toby.Howard@manchester.ac.uk  
E-mail: Nicholas.Filer@manchester.ac.uk  
E-mail: Sean.Bechhofer@manchester.ac.uk  
E-mail: allan.ramsay@manchester.ac.uk  
E-mail: Tim.Morris@manchester.ac.uk  
E-mail: Nicholas.Filer@manchester.ac.uk  
E-mail: Andrea.C.Schalk@manchester.ac.uk  
E-mail: Duncan.Hull@manchester.ac.uk  
E-mail: Ning.Zhang@manchester.ac.uk  
E-mail: Steve.Pettifer@manchester.ac.uk  
E-mail: ian.pratt@manchester.ac.uk  
E-mail: john.mcnaught@manchester.ac.uk  
E-mail: John.Latham@manchester.ac.uk  
E-mail: Paul.Nutter@manchester.ac.uk  
E-mail: Andy.Carpenter@manchester.ac.uk  
E-mail: Andy.Carpenter@manchester.ac.uk
1.4 **Key dates and timetable information**

**Registration**: First year students must attend at 11.00am on 15th September 2014 when they will be given a full timetable for the introductory activities. School and University registration must be completed at the times specified in the introductory timetable. Returning students must also register at the times specified during introductory week. Other teaching activities may be scheduled during this week for all years.


<table>
<thead>
<tr>
<th><strong>First Semester</strong></th>
<th><strong>Second Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year Registration</strong></td>
<td>22nd September – 12th December 2014</td>
</tr>
<tr>
<td><strong>Second Year Registration</strong></td>
<td>27th – 31st October 2014</td>
</tr>
<tr>
<td><strong>Third Year Registration</strong></td>
<td>15th December 2014 – 11th January 2015</td>
</tr>
<tr>
<td><strong>Fourth Year Registration</strong></td>
<td>12th January – 23rd January 2015</td>
</tr>
<tr>
<td><strong>Lectures</strong></td>
<td>26th January – 8th May 2015</td>
</tr>
<tr>
<td><strong>Last date for course units change</strong></td>
<td>Friday 3rd October 2014</td>
</tr>
<tr>
<td><strong>Reading Week</strong></td>
<td>Friday 6th February 2015</td>
</tr>
<tr>
<td><strong>Christmas Vacation</strong></td>
<td>20th March - 13th April 2015</td>
</tr>
<tr>
<td><strong>Examination Period</strong></td>
<td>14th May – 3rd June 2015</td>
</tr>
<tr>
<td><strong>Forms</strong> should be submitted as and when mitigating circumstances affect your study. However, please see page 37 for more information on the submission deadlines.</td>
<td></td>
</tr>
</tbody>
</table>

**Bank Holidays (University closed)**

- 3rd and 6th April 2015.
- 4th May 2015.
- 31st August 2015.

**Graduation weeks**


**Resit Examinations**

- 17th – 28th August 2015.
Programme timetable
Timetables for lectures, laboratories, examples classes and all other activities are published at: http://studentnet.cs.manchester.ac.uk/ugt/timetable/

Whilst every attempt is made to timetable reasonable combinations of course units, various constraints make some combinations and outside options impossible. If you have a timetable difficulty, consult your Year Tutor.

1.5 Position and use of noticeboards

Official notices are posted on the year notice boards on the lower first floor for 1st and 2nd years. The 3rd year notice board is in room 1.8. E-mail is also used extensively for communication with the School and University.

1.6 Health and Safety Information

1.6.1 Introduction

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

This section of the handbook provides summary information about the following topics:

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

1.6.2 Fire, Emergencies and First Aid

Fire Safety Arrangements and Requirements

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

| Fire Detection | Kilburn and IT Buildings are fitted with automatic detectors supplemented by break glass points located throughout each building. These activate the buildings audible alarm in the event of fire or smoke. The automatic detectors allow early detection of any developing fire. If you discover a fire and the building alarm is not sounding, activate the nearest break glass point on your escape route |
| Fire Alarm | The audible alarm for Kilburn building is a two stage system. Stage 1) An intermittent fire alarm is an indication that a piece of fire detection |
Equipment has been activated. Emergency exit routes should be checked and preparation should be made to evacuate the building.

Stage 2) A continuous electronic sound is an indication that more than one piece of fire detection equipment has been activated, and that an evacuation of the building is necessary.

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

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

<table>
<thead>
<tr>
<th>Fire Evacuation Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>On hearing the fire alarm all occupants should evacuate the building immediately by their nearest available exit.</td>
</tr>
</tbody>
</table>
| **DO NOT USE LIFTS.**  
**DO NOT RETURN TO OFFICES TO COLLECT BELONGINGS**  
**GO TO BUILDING ASSEMBLY POINT** |
| Fire action notices are located throughout all buildings on campus summarising the specific local fire safety arrangements. Local fire notices also indicate the nearest fire assembly point.  
Evacuation Marshals are located throughout the building (identified by hi-visibility vests in an alarm situation) and are instructed to provide assistance and direction in the event of the fire alarm being raised. |

<table>
<thead>
<tr>
<th>Means of Escape</th>
</tr>
</thead>
</table>
| Means of escape are signed throughout the building. Green *running man* signs indicate the nearest emergency exit. You should familiarise yourself with the nearest means of escape within your local working area, as well as alternative routes should your main means of escape become inaccessible.  
**DO NOT USE LIFTS.** |

<table>
<thead>
<tr>
<th>Fire Alarm Test</th>
</tr>
</thead>
</table>
| The fire alarm is tested weekly at the following times, and should last for no longer than 20 seconds:  
Kilburn Building Wednesday 1.55pm  
IT Building Thursday 2pm |

<table>
<thead>
<tr>
<th>Fire Extinguishers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire extinguishers are provided extensively through out all University buildings and should only be used by personnel specifically trained in their correct operation</td>
</tr>
</tbody>
</table>

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

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

**Emergencies**

In the event of any emergency, medical or otherwise, please contact the emergency services by calling 9999 internal or 999 external line.

The University Security Office must also be informed once the emergency services have been alerted by calling 69966 internal or 0161 306 9966 external line.

The School Health and Safety Advisor must be notified of any emergency by calling 56118 internal or 0161 275 6118 external line.
First Aid
The School has a number of trained first aiders in the Kilburn and IT buildings able to provide basic first aid as required. Details of current first aiders are available on notice boards throughout the building and via the following link: [http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11029](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11029)
If local first aiders are not available or assistance is required outside normal working hours, Security can be contacted to provide first aid by calling 69966 internal or 0161 306 9966 external line.

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

1.6.3 Accidents and incidents
All accidents, dangerous occurrences and near misses must be reported in the first instance to the School Safety Advisor and documented as necessary using the correct form. Accident and incident forms are available via the following link: [http://www.healthandsafety.manchester.ac.uk/](http://www.healthandsafety.manchester.ac.uk/)

Reporting of accidents and incidents are necessary for the following reasons:
- To comply with legal requirements depending upon the nature of the accident or incident.
- To investigate the accident / incident and take steps to prevent recurrence
- To keep records in case of possible future litigation
- To allow collation of accident statistics.

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

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

1.6.5 Lone Working and Out of Hours Working

Lone Working
The requirements of the University guidance on lone working should be followed at all times. Details of these requirements and definition of what lone working is available at:
http://www.healthandsafety.manchester.ac.uk/toolkits/lone_working/

Out of Hours Work

Kilburn Building
Outside normal working hours (8am until 6pm) access into the Kilburn building is gained via the porters lodge entrance only. University identification must be shown to the duty porter and a signing in and signing out procedure be followed. Undergraduate students are required to show out of hours passes which are available from the Student Support Office once the relevant online Health and Safety quiz has been successfully completed.

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

Occupants of the buildings remaining on site after 6pm
Should anyone wish to remain on site after 6pm during week days, it is important that their presence is made known to the duty porter (Kilburn occupants) and by signing in the out of hours book (Kilburn and IT Building).

This procedure is necessary should an emergency situation occur. Responding emergency services must be able to account for all personnel on site during an emergency situation such as a fire or bomb scare. The school reserve the right to spot check any personnel on site out of normal working hours to ensure this procedure is being followed.

1.6.6 Chemical Safety

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

1.6.7 School Smoking Policy

To comply with current Government legislation The University of Manchester promotes a no smoking policy within all buildings, irrespective of their use or location. To safeguard staff, students and visitors from the adverse effects of second hand smoke, and to show unity with other schools, the School of Computer Science has adopted a no smoking exclusion zone within 5 meters of all school entrances and exits of the school buildings.

Smoking is also prohibited directly outside open windows where smoke may drift into school premises. Your assistance in keeping the school of Computer Science a safe and healthy place to work and study in is much appreciated.

1.7 Looking after your data

1. It is your personal responsibility to ensure that you keep safe copies of your work in suitable places. You should never keep just a single copy of your work in a single place.

2. The School ensures the integrity of your home directory against system failure. But, if you accidentally delete any of your work, the School is not able to guarantee its recovery.

3. This applies to all your work, such as lab exercises, coursework, essays, assignments, and projects.

4. You should keep backup copies of your work, in places other than your School home directory.

5. The University provides centralised backup facilities you can use for free: see http://www.studentnet.manchester.ac.uk/it-services/saving-your-work.

6. Examples of other backup facilities include:
   - laptops and mobile devices
   - USB sticks and external hard disks
   - cloud storage services, such as those offered by Apple, Dropbox, Google and other companies. Please note that such services are not in any way endorsed by the University, and that it is your responsibility to check that their terms and conditions are appropriate for your use.

7. Devices fail, and can be lost or stolen, so always make multiple backups in different places.
2 PROGRAMME OVERVIEW

2.1 Programmes offered by the School in 2014/15

2.1.1 Single Honours

MEng (Hons) Computer Science (4 years)
MEng (Hons) Artificial Intelligence (4 years)
MEng (Hons) Software Engineering (4 years)
MEng (Hons) Computer Systems Engineering (4 years)

MEng (Hons) Computer Science with Industrial Experience (5 years)
MEng (Hons) Artificial Intelligence with Industrial Experience (5 years)
MEng (Hons) Software Engineering with Industrial Experience (5 years)
MEng (Hons) Computer Systems Engineering with Industrial Experience (5 years)

BSc (Hons) Computer Science (3 years)
BSc (Hons) Artificial Intelligence (3 years)
BSc (Hons) Software Engineering (3 years)
BSc (Hons) Computing for Business Applications (3 years)*
BSc (Hons) Internet Computing (3 years)*
BEng (Hons) Computer Systems Engineering (3 years)

BSc (Hons) Computer Science with Industrial Experience (4 years)
BSc (Hons) Artificial Intelligence with Industrial Experience (4 years)
BSc (Hons) Software Engineering with Industrial Experience (4 years)
BSc (Hons) Computing for Business Applications with Industrial Experience (4 years)*
BSc (Hons) Internet Computing with Industrial Experience (4 years)*
BEng (Hons) Computer Systems Engineering with Industrial Experience (4 years)

2.1.2 Programmes run in conjunction with other Schools

BSc (Hons) Computer Science with Business and Management (3 years)
BSc (Hons) Computer Science with Business and Management with Industrial Experience (4 years)

BSc (Hons) Computer Science and Mathematics (3 years)
BSc (Hons) Computer Science and Mathematics with Industrial Experience (4 years)

BSc (Hons) Computer Science (Human Computer Interaction) (3 years)**
BSc (Hons) Computer Science (Human Computer Interaction) with Industrial Experience (4 years)**
MEng (Hons) Computer Science (Human Computer Interaction) (4 years)**
MEng (Hons) Computer Science (Human Computer Interaction) with Industrial Experience (5 years)**

For full details of each programme, please refer to
http://www.cs.manchester.ac.uk/undergraduate/programmes/

* These programmes are only available to continuing second and third year students
** These programmes are only available to first year students
The University attaches a credit rating to each course unit. Every student takes course units adding up to a total credit rating of 120 credits in each academic year. The course units should also be at an appropriate level: at least 100 credits must be at level 3 for an Honours degree. The level and credit rating of each course unit is shown in the course unit directory: http://studentnet.cs.manchester.ac.uk/ugt/syllabus.php

The credit rating is intended to reflect the time spent on each course unit and will normally determine the weighting in the examination process. Study hours for each course unit can be found in the Course Unit Information screens in My Manchester (http://my.manchester.ac.uk/tab/home)

To pass each year you must take enough course units at the correct level. The requirements for course unit choices are designed to ensure that students meet these regulations. For full details of University Credit Rating regulations, see Appendix 3.

The 120 credits chosen for the year should be evenly split allocating 60 credits for the 1st Semester and 60 credits for the 2nd Semester.

In this handbook there are many references to individual course units. In the web version, these are linked individually to the corresponding course unit description and so you should refer to this for course unit details (this Handbook does not contain this information).

Course units are identified throughout by a course unit identifier which is a sequence of four letters and four digits. The four letters identify the School that is responsible for the unit, as follows:

- COMP - Computer Science
- BMAN - Manchester Business School
- MATH - Mathematics
- MCEL - Manchester Science and Enterprise Centre

Each Computer Science course unit name consists of the word COMP, followed by five digits. The interpretation of the digits is as follows.

1. The academic year the course is aimed at, i.e. 1, 2 or 3.
2. The 'Theme Group', etc. -- see below.
3. A sequence number, starting from 1. Gaps have been left in this to provide flexibility within individual themes.
4. The number of credits divided by 10.
5. The period of teaching:
   - 0 -- the course runs through both semesters.
   - 1 -- the course runs in Semester 1.
   - 2 -- the course runs in Semester 2.

The theme groups, etc.: the second digit of each course name is one of the following.

1. No theme, e.g. projects.
2. Courses for students from other schools.

The digit values 1 to 8 are for groups of related themes, and associated topics for courses not formally in a theme (e.g. first year units).

1. Topic: Maths
   Theme: Rigorous Development
Each programme in the School comprises a set of related course units in each of the three years. Details of formal prerequisites for each course unit are set out in the detailed syllabus:
http://studentnet.cs.manchester.ac.uk/ugt/2014/

### 2.2.2 Course Unit Availability

The course units described in the syllabus are those we expect to offer in the current year. However course units may be cancelled if they are chosen by too few students, or for operational reasons. The portfolio of course units is reviewed every year and the availability of a particular course unit in the coming year is not a guarantee of availability in subsequent years. However we do guarantee that an adequate portfolio for every degree programme will continue to be provided.

**MEng 4th Year course units**

Most course units available to MEng Computer Science students are numbered COMP6xxxx. The course unit descriptions appear in the separate MSc in Advanced Computer Science Syllabus: http://studentnet.cs.manchester.ac.uk/pgt/study-curriculum.php

### 2.3 Professional body requirements

The professional bodies (BCS and IET) accredit our degree programmes every 5 years. The most recent BCS accreditation covers years of entry 2011-2015. The IET accreditation process for years of entry 2011-2015 is currently in progress.

#### 2.3.1 British Computer Society

Student membership of the BCS is available. The single honours programmes and Computer Science with Business and Management are accredited for full exemption from the BCS professional exams, subject to achieving an honours degree and passing the final year project. The joint honours Computer Science and Maths programme is accredited for partial exemption (certificate, Diploma and Diploma Project) from the BCS exams.

#### 2.3.2 Institution of Engineering and Technology (IET)

The MEng degree programme leads to Chartered Engineer (CEng) status as well as full professional membership of the bodies.
3 TEACHING, LEARNING AND ASSESSMENT

3.1 Study guidance

Throughout your studies, you will receive information and advice on general good practice study techniques and this will not be repeated in this Handbook.

See Section 5.3 for information if you encounter difficulties during your studies. You should discuss these with the School at the earliest opportunity, whether these are work-related or personal. All discussions will be confidential.

3.2 Clickers

During the first year, many lecturers will make use of personal response systems, commonly known as clickers, to allow you to interact during the lecture by answering multiple choice questions. You will be provided with a clicker at School registration, this is free provided you don’t lose it.

If you lose your clicker you will need to buy another at a cost of £37. You must return your clicker at the end of the teaching period in May, otherwise you will need to pay £37 to cover the cost of a replacement.

3.3 Raspberry Pis

All First Year students will be provided, free of charge, with a Raspberry Pi computer kit (which we’ll collectively call the "Pi") which includes the Raspberry Pi computer itself (consisting of the Pi motherboard and a clear plastic case), a power supply and a SD card. This Pi is yours to keep, forever. It is essential that you keep it safe and in good working order, because you will be using it for 1st Year teaching activities, and possibly later in your studies too. Should you lose or damage your Pi, it is your responsibility to obtain a replacement.

3.4 Coursework: Submissions, Deadlines and Extensions

In general, you will be instructed about the requirements, method of submission and deadlines for each piece of coursework by the course unit leader. In addition, the first and second year Laboratory manuals contain detailed information about lab management arrangements and procedures, including timetables.

You may be asked to submit coursework electronic-only, hardcopy-only or both. For hardcopy submission, you should attach to your work a completed Coursework Submission form, available from the Resource Centre (LF21). Submission of hardcopy work will normally be via the locked boxes inside the doorway to the Resource Centre.

A submission deadline will be issued for each piece of coursework or labwork. This will be the usual expected date of completion. Additionally, in general, an extension date may be specified and whether or not such an extension needs to be requested. If available, an extension could be taken if you require a little longer for some reason. There is no penalty for taking an extension. You would normally request an extension from the course unit leader or lab supervisor.

Further extensions are not normally possible, unless you have mitigating circumstances, including extended illness, or significant family or personal circumstances, for example, family bereavement. Please discuss with the lab manager or course unit leader. In general, you should also notify the School about any such mitigating circumstances (see Section 5.3).
Information regarding assessment and examinations is provided at

If your exam performance may be affected by mitigating circumstances, either directly or indirectly, you
MUST complete and submit a mitigating circumstances form, available from the Student Support Office,
giving details. The School cannot consider your circumstances otherwise. See Section 5.3 for further information.

3.5.1 Exam Timetable

- First Semester exams are in January.
- Second Semester exams are in May/June
- Resit Exams in August/September (except there are no resits for final year students).
- Project for COMP30030 or COMP30040
  - Seminar near end of First Semester
  - Demonstration during Second Semester
  - Project Report near end of Second Semester

The exam timetables are normally published in December, April and July in the student portal:
https://my.manchester.ac.uk/d/crucial-guide/academic-life/exams/

To ensure you are entered for the exams you must be registered on the correct course units by the
deadline each semester (usually the end of the second week of teaching).

3.5.2 Return of marks

- Marks will be published in My Manchester (http://my.manchester.ac.uk/) following the relevant
  Exam Board meeting.
- First semester marks published for the guidance of students are provisional. They have not
  been confirmed by the external examiners. They may go up or down at the examiners meetings
  held in June/July.
- You will be sent an e-mail confirming the expected publication dates and where the results will
  be published. Details are also available here:
- Any information regarding resit examinations in August will be e-mailed and posted as soon as
  possible after the results are published. Letters will be sent to the home address registered in
  My Manchester.
- If the University’s Web-based eLearning system Blackboard is used for particular course units,
  provisional results may be available to view before the Exam Board meets.
- RESULTS CAN NOT BE GIVEN OVER THE TELEPHONE DUE TO DATA PROTECTION
  LEGISLATION.
There will be scheduled sessions during the academic year when you will be able to view your marked examinations scripts to gain feedback.

**January examination scripts:** You will be able to view your scripts in March.

**May/June examination scripts:** If you have resit examinations you will be able to view your scripts (for both semesters) in August. For First Year students this session will be part of the Summer school.

If you have passed the examinations you will be able to view your scripts during the 1st semester of the following academic year.

You will be e-mailed when the dates/times of the sessions are arranged and asked to contact the Student Support Office if you wish to view any scripts. Please note that there are some restrictions on which scripts can be viewed and/or photocopied. We can not provide feedback on external course units. You will not be permitted to take any scripts away and they can not be posted to you if you are unable to attend the sessions.

**Graduating students**

Graduating students who wish to view their papers for the purpose of feedback, or understanding where they went wrong, may be able to do so during the August feedback session. Please e-mail sso@cs.man.ac.uk with your request once semester two results have been published.

**3.5.4 Role of External Examiners**

External Examiners are individuals from another institution or organisation who monitor the assessment processes of the University to ensure fairness and academic standards. They ensure that assessment and examination procedures have been fairly and properly implemented and that decisions have been made after appropriate deliberation. They also ensure that standards of awards and levels of student performance are at least comparable with those in equivalent higher education institutions.

External Examiners' reports relating to this programme will be shared with student representatives at the Staff Student Liaison Committee (SSLC) where details of any actions carried out by the School in response to the External Examiners’ comments will be discussed. Students should contact their student representatives if they require any further information about External Examiners’ reports or the process for considering them.

The External Examiner for the following programmes is Professor Nigel Topham, Professor of Computer Systems, The University of Edinburgh:

Artificial Intelligence, Distributed Computing, Computer Science, Computer Systems Engineering (BSc, BEng, MEng and with IE programmes).

The External Examiner for the following programmes is Professor Simon Thompson, Professor of Logic and Computation, University of Kent:

Software Engineering, Internet Computing, Computing for Business Applications, Computer Science with Business and Management, Computer Science and Mathematics, Human Computer Interaction (BSc, MEng and with IE programmes).
3.5.5 Role of Teaching Assistants

- To help students to understand and assimilate the material in a given lab/examples class.
- To give feedback to students on their work.
- To do marking as appropriate.
- To give general advice on sensible working practices and time management.
- To perform 1-4 above according to individual class logistics, as agreed with the Lab Supervisor.

3.5.6 Use of Calculators and Dictionaries in Examinations

The University policies on the Use of Calculators and on the Use of Dictionaries in Examinations is downloadable from:
https://my.manchester.ac.uk/d/crucial-guide/academic-life/exams/conduct/calculators-and-dictionaries/

Most Computer Science examinations do not require the use of calculators and calculators are not permitted. The individual course unit descriptions in the undergraduate syllabus for the few papers which permit calculators state that calculators are permitted. Where calculators are permitted they are restricted to a basic type by the University regulations.

3.5.7 Criteria for Assessing Examination Work

First Class

First Class answers demonstrate depth of knowledge or problem solving skills which is beyond that expected from a careful and conscientious understanding of the lecture material.

Answers will show that the student:

- Has a comprehensive knowledge of a topic (often beyond that covered directly in the programme) with an absence of misunderstandings;
- Is able to apply critical analysis and evaluation;
- Can solve unfamiliar problems not drawn directly from lecture material and can adjust problem solving procedures as appropriate to the problem;
- Can set out reasoning and explanation in a logical, incisive and literate style

2(i)

2(i) Class answers provide a clear impression of competence and show that the student:

- Has a good knowledge base and understanding of all the principal subject matter in the programme;
- Can solve familiar problems with ease and can make progress towards the solution of unfamiliar problems;
- Can set out reasoning and explanation in a clear and coherent manner

2(ii)

2(ii) Class answers will address a reasonable part of the question with reasonable competence but may be partially incomplete or incorrect. The answer will provide evidence that the student:

- Has a satisfactory knowledge and understanding of the principal subject matter of the programme but limited to lecture material and with some errors and omissions;
- Can solve familiar problems through application of standard procedures;
• Can set out reasoning and explanation which, whilst lacking in directness and clarity of presentation can nevertheless be followed and readily understood

Third Class

Third Class answers will demonstrate some relevant knowledge but may fail to answer the question directly and/or contain significant omissions or incorrect material. Nevertheless, the answer will provide evidence that the student:

• Has some basic knowledge and a limited understanding of the key aspects of the lecture material;
• Can attempt to solve familiar problems albeit inefficiently and with limited success

Ordinary

Answers in the Ordinary category represent the very minimum acceptable standard. Such answers will contain very little appropriate material, major omissions and will be poorly presented lacking in any coherent argument or understanding. However the answer will suggest that the student:

• Has some familiarity with the general subject area;
• Whilst unable to solve problems can at least formulate a problem from information given in a sensible manner.

3.6 Assessment and Progression

Consequences of unsatisfactory progress are detailed below.

Depending on the circumstances, regulations you are assessed under and type of degree you are studying, consequences may include:

• Failure to progress to the next year
• Failing to graduate
• Dropping from Honours to Ordinary degree
• Dropping from a four year degree to a three year degree

University Degree Regulations

The University periodically reviews and amends its Assessment and Progression Regulations. A new set of Regulations was introduced in September 2012. These new Regulations will apply to students whose first registration with the University is September 2012.

In this handbook we will refer to the two sets of Regulations as “the 2012 Regulations” and the “pre-2012 Regulations”.

If your first registration with the University was September 2011 or earlier, then the pre-2012 Regulations will apply to you. However, if you interrupt or repeat there may be the opportunity to transfer to the new regulations. The School will notify you if this applies to you.

2012 REGULATIONS

Most course units have some continuous assessment, such as essays or laboratory exercises, and an examination in January for first semester course units or May/June for second semester course units. The examination and continuous assessment marks are combined to form a single mark out of 100 for each course unit. The proportions of coursework and examination are set out in the detailed syllabus for each course unit. Coursework must be submitted by the due dates and in any case coursework submitted after the first day of the examination period will not normally be assessed.
All undergraduate students in the University are subject to the University Credit and Awards regulations: [http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13147](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13147)

Below we describe how these regulations are implemented within the School.

**1st Year**

To progress from the first year to the second year you must accumulate the required number of 120 passed credits.

You are required to:

1) Pass a minimum of 40 credits at the minimum pass mark of 40% at the first attempt.
2) Achieve a minimum pass mark of 40% in at least 80 credits of course units - in the remaining 40 credits you must achieve a mark in the compensation zone of 30-39%, which can be compensated to a pass mark (although the original mark stands).
3) Achieve a minimum pass mark of 40% in both COMP16121 and COMP16212, with a minimum mark of 30% in the individual laboratory and exam components for each of these.

Failure to satisfy these requirements may result in you failing the year or not being allowed to progress to the second year without reassessment (resit examinations).

The examiners do not make any decisions about what resit examinations are required until the examiners board meeting in June. The marks published in February are provisional and are provided for information only. They may go up or down at the examinations board in June when all marks are confirmed by the external examiners.

If, at the June examination board, you fail to achieve the minimum standard given in 1), then you will have NO opportunity to resit course units unless the School is aware of any mitigating circumstances. Consequently, you would not be allowed to progress to the 2nd year.

If you fail to meet the requirements set out in 2) and 3), but achieve the requirement in 1), then you will be required to attend resit examinations in August/September. The maximum number of course units you are allowed to resit is 80 credits. Compensation of failed course units is a measure to reduce the need for reassessment in August/September and can only be applied to a course unit where the overall mark is in the range 30-39% (the compensation zone). A maximum of 40 credits of course units with marks in the compensation zone can be compensated. The June examinations board makes decisions on which course units (if any) can be compensated.

Compensation is automatically applied by the examinations board. This happens as follows:

- Where COMP10120 has been failed with a mark in the compensation zone, this will be compensated first.
- Any additional failed course units with overall marks in the compensation zone will be (in general) compensated in descending order of marks (external course units may be treated differently as required by the School responsible), until the maximum of 40 credits have been used up.
- If you are resitting several units, and you have not used up 40 credits of compensation in June, then the remaining credits of compensation can be applied (when possible) to your resit results.
- In the case where all 40 credits of compensation have been used up (in June and/or September) then there will be no compensation left, so a pass mark of 40% must be achieved in the remaining resit examination(s) in order to progress to the 2nd year.

We have produced some example scenarios to explain the compensation process with regards to progression from year 1 to year 2.
Resits

Students who fail at the first examination attempt must resit the required course unit(s) during the resit period in August/September. If you are required to resit any failed course units you will receive a letter outlining which course units you need to resit, and what additional laboratory work/coursework you need to submit, shortly after the June examinations board has made it’s decision.

If you are required to resit a course unit then you must attend the scheduled resit examination in August/September. You may be allowed to submit missing laboratory work/coursework for a course unit if the mark for that component is less than 40%. In some course units it may not be possible to submit missing coursework. Any laboratory work/coursework that is submitted as part of the resit examination will be capped at a maximum mark of 40%, unless the School is aware of any mitigating circumstances. In the case of students who have failed either of the core 1st year course units: COMP16121 and COMP16212, the resit examination must always be sat regardless of the performance in the exam at the first attempt. The examination and laboratory components for each must be passed separately at a minimum mark of 30%, with a minimum overall mark for each course unit of 40%.

Any remaining compensation credits (after the June examinations) may be applied to any course units that have been re-examined until the maximum 40 credits of compensation have been used up. Compensation will then be applied according to the guidelines outlined above. If all your compensation credits were used up by the June examinations board then you will be required to achieve a minimum pass mark of 40% in all your resit examinations. Please note, as COMP16121 and COMP16212 are core course units in the first year they cannot be compensated.

Students who fail to satisfy the examiners in the September resit examination will not be permitted to proceed to the second year and will have to leave the course. Repeat years are not generally permitted unless there are exceptional circumstances such as extended illness. In such circumstances, a personal or Year Tutor must first be consulted and then special permission sought.

First year marks will appear in official transcripts of marks but they do not count towards the final degree classification. In the case of course units that have been re-examined, if the original June mark was <30%, then the mark will be capped at 30% if passed at the resit. If the original June mark is in the range 30-39% then this mark will be recorded if passed at the resit. All students who pass into the second year continue as Honours students.

Compensation Scenarios

The process of compensation has been explained earlier. The following scenarios illustrate how compensation will be applied in practice.

Single Honours (all programmes apart from CM) example scenarios

Example 1

A student fails the following course units in June with the marks identified:

COMP10120 (30%), COMP11120 (39%), COMP12111 (33%), COMP15111 (38%), COMP14112 (25%), COMP16212 (36%), COMP18112 (31%)

In this case as there are 90 credits of fails (individual marks less than 40%) the student fails the year and is not allowed to progress to the 2nd year. Only a maximum of 80 credits can be reassessed in August.

Example 2

A student fails the following course units in June with the marks identified:

COMP10120 (38%), COMP12111 (30%), COMP18112 (37%)

In this case 40 credits have been failed so compensation will be applied at the June exam board to all the failed course units and the student progresses to the 2nd year.
Example 3

A student fails the following course units in June with the marks identified:

COMP10120 (34%), COMP12111 (36%), COMP14112 (38%), COMP18112 (31%)

In this case 50 credits have been failed so compensation will be applied at the June exam board to COMP10120, COMP12111 and COMP14112, meaning only COMP18112 needs to be reassessed in August.

Example 4

Following on from example 3, the same student attends the resit exams and achieves the following mark:

COMP18112 (36%)

As the 40 credits of compensation have been applied in June, NO compensation can be applied in August meaning that a pass mark of 40% must be achieved in COMP18112 in order to progress to the 2nd year. Consequently, this student fails to progress to the 2nd year.

Example 5

A student fails the following course units in June with the marks identified:

COMP11120 (37%), COMP12111 (28%), COMP16212 (38%)

In this case COMP11120 can be compensated at the June board, however, COMP12111 and COMP16212 can not be compensated, as COMP12111 < 30% and the School does not allow COMP16212 to be compensated. Consequently, COMP12111 and COMP16212 must be reassessed in August. However, as 20 credits of compensation have been applied in June, this leaves 20 credits of compensation in August, although this can only be applied to COMP12111 if the resit mark is in the compensation zone. A pass mark of 40% must be achieved in COMP16212 as compensation can not be applied to COMP16212.

Example 6

A student fails the following course units in June with the marks identified:

COMP11120 (25%), COMP18112 (38%)

In this case COMP18112 can be compensated, but COMP11120 can not as it is less than 30%. Consequently the student must resit COMP11120 in August. However, as 30 credits of compensation remain the resit mark for COMP11120 can be compensated in August providing it is in the compensation zone.

Joint Honours (CM programmes only) example scenarios

Example 1

A student fails the following course units in June with the marks identified:

COMP10120 (30%), MATH10111 (39%), MATH10131 (33%), COMP16121 (38%), COMP16212 (36%), COMP18112 (31%)

In this case as there are 90 credits of fails (individual marks less than 40%) the student fails the year and is not allowed to progress to the 2nd year. Only a maximum of 80 credits can be reassessed in August.

Example 2

A student fails the following course units in June with the marks identified:
COMP10120 (38%), MATH10111 (30%), COMP18112 (37%) 

In this case 45 credits have been failed so compensation will be applied at the June exam board, with COMP10120 and COMP18112 being compensated, and the student having to resit MATH10111. The student has to get a mark of at least 40% to pass the year since they do not have enough compensation credits left to cover a 15 credit unit. 

Example 3 
A student fails the following course units in June with the marks identified: 
COMP10120 (34%), MATH10111 (36%), MATH10212 (38%), COMP11212 (31%) 

In this case 60 credits have been failed so compensation will be applied at the June exam board to COMP10120, and MATH10212, meaning MATH10111 and COMP11212 need to be reassessed in August. 

Example 4 
Following on from example 3, the same student attends the resit exams and achieves the following marks: 
MATH10111 (41%), COMP11212 (36%) 

As 35 credits of compensation have been applied in June, NO compensation can be applied in August meaning that a pass mark of 40% must be achieved in COMP11212 in order to progress to the 2nd year. Consequently, this student fails to progress to the 2nd year. 

Example 5 
A student fails the following course units in June with the marks identified: 
MATH10111 (38%), MATH10131 (37%), MATH10212 (36%), COMP11212 (33%) . 

Compensation is applied in June as follows: Compensate MATH10111 and MATH10131, using up 30 credits. The next course by mark would be MATH10212, but that is a 15 credit course and only 10 credits are still available. COMP11212 is compensated, and the student has to be reassessed (and pass with 40%) MATH10212. 

Example 6 
A student fails the following course units in June with the marks identified: 
MATH10111 (37%), MATH10131 (28%), COMP16212 (38%) 

In this case MATH10111 can be compensated at the June board, however, MATH10131 and COMP16212 can not be compensated, as MATH10131 < 30% and the School does not allow COMP16212 to be compensated. Consequently, MATH10131 and COMP16212 must be reassessed in August. 

However, as 15 credits of compensation have been applied in June, this leaves 25 credits of compensation in August, although this can only be applied to MATH10131 if the resit mark is in the compensation zone. A pass mark of 40% must be achieved in COMP16212 as compensation can not be applied to COMP16212. 

Example 7 
A student fails the following course units in June with the marks identified: 
COMP11120 (25%), COMP18112 (38%) 

In this case COMP18112 can be compensated, but COMP11120 can not as it is less than 30%. Consequently the student must resit COMP11120 in August. However, as 30 credits of compensation remain the resit mark for COMP11120 can be compensated in August providing it is in the
**2nd Year**

Most course units are examined at the end of the semester in January or May/June. Some course units have associated coursework contributing typically 20-30% to the assessment as discussed in the detailed syllabuses.

To progress from the second year to the third year as an Honours student, you must accumulate the required number of 120 passed credits.

You must meet the following requirements

R2.1 Pass a minimum of 40 credits at the minimum pass mark of 40% at the first attempt.
R2.2 Achieve a minimum pass mark of 40% in at least 80 credits of course units. In the remaining 40 credits you must achieve a mark in the compensation zone of 30-39%, which can be compensated.

Students who meet both R2.1 and R2.2 progress to the final year as Honours students.

If, at the June examination board, you fail to achieve the minimum standard given in R2.1, then you will have NO opportunity to resit course units unless the School is aware of any mitigating circumstances. Consequently, you would not be allowed to progress to the 3rd year.

If you achieve the requirement R2.1, but fail to meet the requirement R2.2, then you will be required to attend resit examinations in August/September. Compensation of failed course units is a measure to reduce the need for reassessment in August/September and can only be applied to a course unit where the overall mark is in the range 30-39% (the compensation zone). A maximum of 40 credits of course units with marks in the compensation zone can be compensated.

The June examinations board makes decisions on which course units (if any) can be compensated and this is automatically applied by the examinations board. This happens as follows:

Any failed course units with overall marks in the compensation zone will be (in general) compensated in descending order of marks (external course units may be treated differently as required by the School responsible), until the maximum of 40 credits have been used up.

If you are resitting several units, and you have not used up 40 credits of compensation in June, then the remaining credits of compensation can be applied (when possible) to your resit results.

In the case where all 40 credits of compensation have been used up (in June and/or September) then there will be no compensation left, so a pass mark of 40% must be achieved in the remaining resit examination(s) in order to progress to the 3rd year.

We have produced some example scenarios below to explain the compensation process with regards to progression from year 2 to year 3.

**Resits**

Students who fail at the first examination attempt must resit the required course unit(s) during the resit period in August/September. If you are required to resit any failed course units you will receive a letter outlining which course units you need to resit, and what additional laboratory work/coursework you need to submit, shortly after the June examinations board has made its decision.

The examiners do not make any decisions about what resit examinations are required until the examiners board meeting in June. The marks published in February are provisional and are provided for information only. They may go up or down at the examinations board in June when all marks are confirmed by the external examiners.

If you are required to resit a course unit then you must attend the scheduled resit examination in August/September. You may be allowed to submit missing laboratory work/coursework for a course unit if
the mark for that component is less than 40%. In some course units it may not be possible to submit missing coursework. Any laboratory work/coursework that is submitted as part of the resit examination will be capped at a maximum mark of 40%, unless the School is aware of any mitigating circumstances. If a resit is required for a course unit that has both lab and exam components, then the exam must be retaken, even if additional coursework has been submitted.

Note that 2nd year Computer Science course units that run over two semesters have only one resit exam. A student required to resit for such a unit will have to resit the exam covering the entire year regardless of whether they have passed the exam for a particular semester.

Any remaining compensation credits (after the June examinations) may be applied to any course units that have been re-examined until the maximum 40 credits of compensation have been used up. Compensation will then be applied according to the guidelines outlined above. If all your compensation credits were used up by the June examinations board then you will be required to achieve a minimum pass mark of 40% in all your resit examinations.

Students who fail to satisfy the examiners in the September resit examination will not be permitted to proceed to the third year and will have to leave the course. Repeat years are not generally permitted unless there are exceptional circumstances such as extended illness. In such circumstances, a personal or Year Tutor must first be consulted and then special permission sought.

An overall second year mark is computed as the weighted average of all the course units taken, weighted by the credit rating. This final mark is carried forward to the 3rd year and counts for 33% of the final degree mark (this differs for MEng students. Please refer to the appropriate section elsewhere).

In the case of course units that have been re-examined, if the original June mark was <30%, then the mark will be capped at 30% if passed at the resit. If the original June mark is in the range 30-39% then the original mark will be recorded if passed at the resit.

Students who pass sufficiently well in the resits continue as Honours students.

**Compensation Scenarios**

The process of compensation has been explained earlier. The following scenarios illustrate how compensation will be applied in practice. Note that these compensation scenarios only consider "resits as second attempt". Application of compensation will differ in the light of resits being taken as first attempt or mitigating circumstances.

**Example compensation scenarios**

**Example 1**

A student fails the following course units in June with the marks identified:

COMP23420 (30%), COMP26120 (39%), COMP22111 (33%), COMP24411 (38%), COMP24412 (25%), COMP25212 (36%), COMP28512 (31%)

In this case as there are 90 credits of fails (individual marks less than 40%) the student fails the year and is not allowed to progress to the 3rd year. Only a maximum of 80 credits can be reassessed in August.

**Example 2**

A student fails the following course units in June with the marks identified:

COMP23420 (38%), COMP22111 (30%), COMP28512 (37%)

In this case 40 credits have been failed so compensation will be applied at the June exam board to all the failed course units and the student progresses to the 3rd year.

**Example 3**
A student fails the following course units in June with the marks identified:

COMP23420 (34%), COMP22111 (36%), COMP24412 (38%), COMP28512 (31%)

In this case 50 credits have been failed so compensation will be applied at the June exam board to COMP23420, COMP22111 and COMP24412, meaning only COMP28512 needs to be reassessed in August.

Example 4

A student fails the following course units in June with the marks identified:

COMP26120 (37%), COMP23420 (28%)

In this case COMP26120 can be compensated at the June board, however, COMP23420 cannot be compensated, as the mark is below 30% and is thus outside the compensation zone. Consequently, COMP23420 must be reassessed in August. As 20 credits of compensation have been applied in June, this leaves 20 credits of compensation in August, although this can only be applied to COMP23420 if the resit mark is in the compensation zone.

Example 5

A student fails the following course units in June with the marks identified:

COMP26120 (25%), COMP28512 (38%)

In this case COMP28512 can be compensated, but COMP26120 cannot as it is less than 30%. Consequently the student must resit COMP26120 in August. However, as 30 credits of compensation remain the resit mark for COMP26120 can be compensated in August providing it is in the compensation zone.

Example 6

A student fails the following course units in June with the marks identified:

COMP23420 (38%), COMP26120 (38%), COMP22111 (33%), COMP24411 (35%), COMP24412 (25%), COMP25212 (36%)

In this case there are 80 credits of fails (individual marks less than 40%), so the student is allowed to resit (as they have passed the other 40 credits at the first attempt). COMP23420 and COMP26120 can be compensated, but this uses up all 40 credits of compensation.

The student resits and achieves the following marks:

COMP22111 (33%), COMP24411 (35%), COMP24412 (45%), COMP25212 (36%)

The student has passed COMP24412, but has failed the other three units. As all 40 credits of compensation were applied to the June marks, compensation is not available, and the student has only passed 90 credits. As a result, the student does not progress to the 3rd year and must leave.

3rd Year

Most course units have examinations at the end of the semester, in January or May/June. An overall examination mark is obtained.

The COMP30030 or COMP30040 project has three deliverables: a seminar given towards the end of the First Semester; a demonstration given during the second semester and a project report handed in towards the end of the second semester. These aspects are marked individually and combined with an assessment
of the technical merit of the project to yield an overall project mark. Guidance on the expected levels of achievement and their relationship to marks awarded is given on the web pages:

http://studentnet.cs.manchester.ac.uk/ugt/COMP30040/

Electronic copies of the 3rd year project report will be retained by the School for use in the School library: http://studentnet.cs.manchester.ac.uk/resources/library/index.php?view=ug

Normally the author of the report is not expected to place any restriction on access to his or her work and, in signing the School registration form, authorises the report to be displayed online. If it is considered that because of some exceptional circumstances access to the electronic copy should be restricted in some way, the author must consult the 3rd year Project Manager before submission.

The major determinant of the final degree classification is the final average mark. This is based on the overall second year mark and the overall third year mark combined in the ratio 33:67 respectively. The overall year marks are produced by combining the course unit marks, weighted by their credit ratings. A limited number of individual course unit failures are generally disregarded but a bad exam performance or bad project might result in the examiners awarding a lower class of degree overall.

In the Final Year, the degree grade will be awarded on the basis of the final combined mark. The following nominal bands are used by the examiners:

<table>
<thead>
<tr>
<th>Range</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>over 70%</td>
<td>1st Hons</td>
</tr>
<tr>
<td>60 - 70%</td>
<td>2.1 Hons</td>
</tr>
<tr>
<td>50 - 60%</td>
<td>2.2 Hons</td>
</tr>
<tr>
<td>40 - 50%</td>
<td>3rd Hons</td>
</tr>
<tr>
<td>32 - 40%</td>
<td>Ordinary</td>
</tr>
</tbody>
</table>

although adjustment of the bands may occur at the discretion of the examiners. Full details regarding classification can be found in the Undergraduate Degree Regulations.

**Ordinary Degree**

Ordinary Degrees can be awarded at the end of a programme of study where a student has obtained 300 credits, 60 of which must be at the level of the qualification. Special compensation does not apply to Ordinary degrees.

The Project unit (COMP30030 for CM and BM programmes and COMP30040 for Single Honours programmes) is mandatory for students registered on the Ordinary programme. Optional units must be agreed with the relevant Year Tutor.
**MEng Assessment**

**Progression to second and third year**

As a general rule, to progress into the second and third year of the 4 year programme students must obtain an overall level equivalent to a 2(i) at the end of each year, and will be expected to continue to perform at this level, although they may be allowed one or two individual course unit failures at the discretion of the Examiners Board.

Students who fail to reach 2(i) (60%) standard or who do not pass at the first attempt will normally be required to transfer to the 3 year programme.

In addition, students registering in 2012 onwards who have more than 20 credits in the range 30-39% will normally be required to transfer to the 3 year programme.

**Progression to fourth year**

Progress to the fourth year is normally conditional upon an overall mark of 60%, ie 2(i) standard. If the third year overall mark is less than 60%, the marks will be used to award a BSc degree. In addition, students registering in 2012 onwards who have more than 20 credits in the range 30-39% will normally be required to transfer to the 3 year programme.

A MEng (Hons) degree will be awarded computed as 40% of fourth year mark, 40% of third year mark and 20% of second year mark. The MEng classification will then use the normal borderlines i.e. 1st class = 70%, 2(i) = 60%, 2(ii) = 50%. In the case of a student failing to reach a 2(ii) standard, no award of the MEng (Hons) will be made but the overall mark obtained will be used to award a BSc degree at the appropriate level.

**Computer Science with Business and Management Assessment**

The general regulations set out above apply to this to this degree.

The overall second year mark is computed as the weighted average of all the course units taken, weighted by the credit rating. This final mark is carried forward to the 3rd year and counts for 33% of the final degree mark.

The major determinant of the final degree classification is the final average mark. This is calculated by combining the overall second year mark and the overall third year mark in the ratio 33:67 respectively. The overall year marks are produced by combining the course unit marks, weighted by their credit ratings.

**PRE-2012 REGULATIONS**

**3rd Year**

Most course units have examinations at the end of the semester, in January or May/June. An overall examination mark is obtained.

The COMP30030 or COMP30040 project has three deliverables: a seminar given towards the end of the First Semester; a demonstration given during the second semester and a project report handed in towards the end of the second semester. These aspects are marked individually and combined with an assessment of the technical merit of the project to yield an overall project mark. Guidance on the expected levels of achievement and their relationship to marks awarded is given on the web pages:

[http://studentnet.cs.manchester.ac.uk/ugt/COMP30040/](http://studentnet.cs.manchester.ac.uk/ugt/COMP30040/)

Normally the author of the report is not expected to place any restriction on access to his or her work and, in signing the School registration form, authorises the report to be displayed online.

If it is considered that because of some exceptional circumstances access to the electronic copy should be restricted in some way, the author must consult the 3rd year Project Manager before submission.

The major determinant of the final degree classification is the final average mark. This is based on the overall second year mark and the overall third year mark combined in the ratio 1:3 respectively. The overall year marks are produced by combining the course unit marks, weighted by their credit ratings. A limited number of individual course unit failures are generally disregarded but a bad exam performance or bad project might result in the examiners awarding a lower class of degree overall.

In the Final Year, the degree grade will be awarded on the basis of the final combined mark. The following nominal bands are used by the examiners:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Degree Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>over 70%</td>
<td>1st Hons</td>
</tr>
<tr>
<td>60 - 70%</td>
<td>2.1 Hons</td>
</tr>
<tr>
<td>50 - 60%</td>
<td>2.2 Hons</td>
</tr>
<tr>
<td>40 - 50%</td>
<td>3rd Hons</td>
</tr>
<tr>
<td>32 - 40%</td>
<td>Ordinary</td>
</tr>
</tbody>
</table>

although adjustment of the bands may occur at the discretion of the examiners.

For classes 1, 2i or 2ii, students must pass 80 final year credits (at 40% or more) to obtain the class suggested by their average. For class 3, students must pass 60 final year credits (at 40% or more) to obtain a 3rd. Failure to meet the 80 credit requirement will result in a drop in classification for classes 1, 2i and 2ii. It will result in a drop to an Ordinary degree for 3rd class.

**Ordinary Degree**

Ordinary degree students must obtain a 40% average on at least 80 credits of level 3 course units and obtain at least 300 compensated credits overall to be awarded the degree.

The Project unit (COMP30030 for CM and BM programmes and COMP30040 for Single Honours programmes) is mandatory for students registered on the Ordinary programme. Optional units must be agreed with the relevant Year Tutor.

**MEng Assessment**

**Progress to second year**

As a general rule, to progress into the second year of the 4 year programme students must obtain an overall level equivalent to a 2(i) at the end of the first year, and will be expected to continue to perform at this level, although they may be allowed one or two individual course unit failures at the discretion of the Examiners Board. Students who fail to reach 2(i) (60%) standard or who do not pass at the first attempt will normally be required to transfer to the 3 year programme.

**Progress to third year**

As a general rule, to progress into the third year of the 4 year programme students must obtain an overall level equivalent to a 2(i) (60%) at the end of the second year, although they may be allowed one or two individual course unit failures at the discretion of the Examiners Board. Students who fail to reach 2(i) standard or who do not pass at the first attempt will normally be required to transfer to the 3 year programme.

Progress to the fourth year is normally conditional upon an overall mark of 60%, ie 2(i) standard. If the third year overall mark is less than 60%, the marks will be used to award a BSc degree.
A MEng (Hons) degree will be awarded computed as 50% of fourth year mark, 37.5% of third year mark and 12.5% of second year mark. The MEng classification will then use the normal borderlines i.e. 1st class = 70%, 2(i) = 60%, 2(ii) = 50%. In the case of a student failing to reach a 2(ii) standard, no award of the MEng (Hons) will be made but the overall mark obtained will be used to award a BSc degree at the appropriate level.

**Computer Science with Business and Management Assessment**

The general regulations set out above apply to this degree.

The overall second year mark is computed as the weighted average of all the course units taken, weighted by the credit rating. This final mark is carried forward to the 3rd year and counts for 25% of the final degree mark.

The major determinant of the final degree classification is the final average mark. This is calculated by combining the overall second year mark and the overall third year mark in the ratio 1:3 respectively. The overall year marks are produced by combining the course unit marks, weighted by their credit ratings.
3.7  Industrial Placements

3.7.1  Industrial Experience Year and Sponsorship

At present approximately 10% of the undergraduate students in the Computer Science School have sponsorship, often from industrial sources. Many of these students already have sponsorship when they join the School. There are also opportunities which arise from time to time to apply for sponsorship. Industrial sponsors normally invite students to apply for summer placements or year long placements during the course of the Lent Term.

Duncan Hull, a member of the Lecturing staff, has responsibility for industrial placements and advertises any contacts from industry giving opportunities for sponsorship, vacation placements or year-long industrial placements.

Each year a substantial number of students take a year out between the second and final year of their course in order to work for their sponsor. This can be done by transferring to an Honours School “with Industrial Experience” but you should do this by the start of the second year. To transfer onto the “with Industrial Experience” programme you should complete a programme change form (available from the Student Support Office, LF21 or here: http://studentnet.cs.manchester.ac.uk/ugt/changedegree.php) which must be taken to the Placement Office (LF26) for approval.

Students are required to satisfy the Tutor responsible for industrial placements that the industrial experience is academically suitable. The placement must last for a minimum of nine months and students are required to produce satisfactory reports on their work throughout the period of industrial training. Students are assigned a primary Personal Tutor, who will be responsible for liaison during the year in industry. This will normally be the same member of staff who has acted as Personal Tutor during the first or second year.

Students must achieve a second class degree standard in first and second year exams to be permitted a placement and remain on the “with Industrial Experience” programme. In the second year, after the January exam results are published, any students with resits for semester one course units will normally be removed from the “with Industrial Experience” programme at that point.

3.8  Prizes and Awards

The School offers a number of prizes for outstanding performance in each year of our programmes. Details of these prizes can be found on the web at:


The names of the prize winners will be published on the web unless a prizewinner requests that their details are not included.

3.9  Graduation

Graduation information is normally e-mailed to your University address by the Student Services Centre in April/May.

Full details regarding tickets, dates, robe hire and degree certificates can be found here: https://my.manchester.ac.uk/d/crucial-guide/academic-life/graduation/

The School hosts a graduation reception either before or after the graduation ceremony. Full details will be sent to you in June/July.
There is an online plagiarism unit which all new students must complete. If the unit is not completed by the deadline given access to computer systems and examination results will be restricted.

The University uses electronic systems for the purposes of detecting plagiarism and other forms of academic malpractice and for marking. Such systems include TurnitinUK, the plagiarism detection service used by the University.

As part of the formative and/or summative assessment process, you may be asked to submit electronic versions of your work to TurnitinUK and/or other electronic systems used by the University (this requirement may be in addition to a requirement to submit a paper copy of your work). If you are asked to do this, you must do so within the required timescales.

The School also reserves the right to submit work handed in by you for formative or summative assessment to TurnitinUK and/or other electronic systems used by the University.

Please note that when work is submitted to the relevant electronic systems, it may be copied and then stored in a database to allow appropriate checks to be made.

Attempting to cheat in examinations is treated severely by the University. The penalty is usually more severe than a zero in the paper concerned. One recent student of Computer Science did not graduate because of this.

Plagiarism, or copying of course or lab work, is also a serious academic offence, as explained in the University guidelines. In Computer Science these guidelines apply particularly to laboratory exercises and to final year project reports. Two Computer Science students were recently downgraded one degree class because of plagiarism in their project reports.

The following section describes in detail what we mean by the term ‘academic malpractice’.

**Academic Malpractice Guidance Note**

Academic Malpractice is defined by the University of Manchester (http://documents.manchester.ac.uk/display.aspx?DocID=2870) as:

- Plagiarism (i.e., the presentation of another's work, ideas etc., intentionally or unwittingly, without giving full and proper credit)
- Falsifying Results
- Collusion (collaborating with other students when this is prohibited)
- "Anything else that could result in unearned or undeserved credit for those committing it"

"Academic malpractice can result from a deliberate act of cheating or may be committed unintentionally"

This note is intended to give some explicit examples of what would be included under **Collusion** or the **"Anything else..."** categories. Many of these examples are taken from real cases or incidents in the School.

Collusion basically means collaborating with another to gain a mark or credit that is undeserved.

The "Anything else ..." is more subtle but would certainly include the soliciting for or obtaining of `unhealthy` help with assessed coursework, and the offering or supplying of such. Examples of unhealthy help include a student being given the solution, rather than, say, hints on how to create the solution.
Specific examples of this include (but are not limited to):

- asking to see the solution of another student.
- offering or agreeing to show your solution to another student.
- student to student ‘help' which is too detailed.
- asking for or accepting unhealthy help from an external source, including but not limited to:
  - a friend or relative
  - online web sites, such as stackoverflow, or programmer-for-hire sites, such as freelancer.
  - the web, or books, etc.. e.g. copying an algorithm which you have been asked to design.
  - generally publishing your solution, whether intending to permit cheating by others or not, including but not limited to:
    - negligently leaving a hard or soft copy in a public place.
    - the use of sites such as pasteBin for your convenient transfer of work, but leaving it publically accessible afterwards.
    - giving your password to another.

Note: if you post your code on a help site, you are risking a charge of both soliciting unhealthy help and of publishing your solution!

If you are found guilty of Academic Malpractice you face penalties ranging from zeroing of specific marks, to reduction of Degree classification, or even expulsion from the University.

We understand that it is only natural for you to seek help when you need it, but we urge you to seek help within the School in an open and transparent way. If your course has a Moodle or Blackboard Forum. If you are a Y1 or Y2 student, you could use PASS. This way you should receive assistance that helps you to learn how to solve problems, rather than have the problem solved for you.

Remember, it is okay to ask for help from any source in order to obtain a better understanding of something you have not been asked to create, including the coursework question. It is not okay to ask for someone else to do your work for you, or for such detailed help that it amounts to nearly the same thing.

So, for example, if you are asked to write a program, it is not sufficient that you are able to understand the solution created for you by someone else. By the way, if you come across a solution to coursework (e.g. code) which has been posted by other students from the school, please pass on the URL to whomever is in charge of the associated course.

Guidance to Students on Plagiarism and Other Forms of Academic Malpractice

Introduction

1. This section describes the University and School of Computer Science Policy on Academic Malpractice. It is vital that you read and understand the following and that you are clear about its implications for yourself. Indeed, by signing your registration form you are declaring that you have done this. We hope that you will see this policy as fair and necessary.

2. The School will assume that you are familiar with this material on academic malpractice. If you have any problems or questions, please contact a member of staff to discuss them.

3. As well as reading this section, please refer to the Plagiarism and Academic Malpractice – Guidance for Students document:

4. **Academic malpractice** includes plagiarism, collusion, fabrication or falsification of results and anything else that achieves credit for a student when it not properly deserved.

5. As a student, you are expected to cooperate in the learning process throughout your programme of study by completing assignments 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, collusion or some other form of academic malpractice when carrying out an assignment.

6. Apart from being deliberate, this may also occur because students misunderstand or are ignorant of what is expected of them, or have been used to different conventions in their prior educational experience.

7. This guidance should help you understand what we regard as academic malpractice and therefore 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 zero would be awarded for the piece of work in question, but it could be worse; you could fail the whole course unit, be demoted to a lower class of degree, or be excluded from the programme.

8. You should note that work you submit may be screened electronically to check against other submitted work and external material, for example from the Web. Your work may be submitted to external parties to undertake this. Copies may be retained to ensure that future works submitted at this institution and others are not plagiarized from your work. If you fail to submit your work in the manner required, then it may be systematically treated as though you are guilty of Academic Malpractice.

9. You should also be aware that the process of detecting cheating is not necessarily a quick one. Thus it may be a long time after you hand in your work, and have had marks back, that you are challenged on it. Even after marks have been made official, if evidence comes to light of unfair practice, they can be challenged. The worst case of this could be that a student passes into the second or third year but only then finds out that an earlier year had actually been failed!

**What is plagiarism?**

10. **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:

    - the ideas and work of other people that you may have quite legitimately exploited and developed, and
    - ideas or material that you have personally contributed.

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

    • 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.

    • 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.

• 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!)

12. 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.

13. 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.

14. 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).

What is Collusion?

15. 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.

16. 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.

What Is Fabrication or Falsification of Results?

17. 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.

Why is Academic Malpractice a Bad Thing?

18. It is very easy to cheat in the laboratory or other assignments, by handing in somebody else's work, so it is nothing to be proud of. In fact it is seriously damaging to your education, to other students and to the University. By getting marks which you do not deserve, you are attempting to trick yourself (and others) into believing that you are far better than you really are, that you understand something when you do not, or that you are coping with your work, when you actually have problems. Teaching staff will not be able to assess your individual abilities, nor give you the feedback you might have otherwise received. This is an extremely short-term strategy and will backfire on you sooner rather than later. It is far better to be honest, to get the marks you deserve and/or to face up to any problems you may have -- you can then start to get help and to rectify these problems at an earlier stage.

19. For other students and for the University, you will be undermining the standard of University of Manchester degrees -- if your degree result is not a true reflection of your abilities, because you cheated, an employer will be suspicious of the standard of future University of Manchester graduates.

20. It is also easy to impress your friends, giving them 'help' by telling them the answers. However, you are not 'helping' them at all. In fact, you are holding back their education and undermining their confidence in learning and understanding for themselves.

The Consequences of Academic Malpractice

21. In an isolated case of academic malpractice, the default result will be for us to withdraw ALL marks for the work for ALL those involved in 'with-knowledge' malpractice, e.g. if you were knowingly involved in your work being similar to someone else's.

22. However, where such behaviour is repeated, or more than one exercise is involved, or there are other factors, we reserve the right to take further action, for example by withdrawing all marks across every course unit involved. We may inform the Faculty, or University Student Disciplinary Committee, which has wide-ranging powers, including the power to exclude a student from a degree programme.

23. By default, peer-to-peer plagiarism (where one student copies from their peers without their knowledge) will be treated more severely than collusion. The innocent party will have their marks restored, but the guilty party will by default receive zero for the plagiarised exercise plus a penalty of the same weight as that exercise.

(a) Do not leave your work on printers
(b) Do not give your passwords to other students
(c) Do ensure that files permissions are appropriately set to restrict access to your data
(d) Do not allow other students to access a machine to which you are logged in (lock the screen if you need to leave it temporarily
(e) Do not show any aspect of your coursework to other students in any form

24. Incidents of academic malpractice will be added to the student's record, and may therefore be included in any references produced by the School.

What Should You Do, or Not Do?

25. For Programming Assignments:
(a) **Do** get the help you need, if you find yourself in some difficulty with an assignment, rather than be tempted to cheat, which would put you in more difficulty. It is never too late to get help, but the sooner you do the better it is.

(b) **Do** ensure that any code derived from a third-party, e.g. code supplied as part of the labscript, or given in lectures, is clearly labelled and its source properly acknowledged. You should assume that you should develop all code and pseudo-code on your own, unless you are instructed to do otherwise.

(c) **Do** ensure that, if you work together in informal groups, you fully understand the difference between `healthy` working together and academic malpractice. Ensure you fully understand your assignment work, and that you do all the work required of you yourself. Unless explicitly instructed otherwise, such working together should be restricted only to discussing ideas and getting the work off the ground. Anybody who cannot actually do the work, should get help from a tutor or supervisor.

(d) **Do Not** attempt to disguise third-party code as your own work.

(e) **Do Not** allow your (so-called) friends to tell you the answer, or to give you `too much help'. Equally, do not tell your friends the answer, or give them `too much help'.

(f) **Do Not** let other students have access to your code, pseudo-code, algorithm descriptions, logbooks and so on, in any shape or form.

26. **For Written Assignments:**

(a) **Do** get lots of background information on subjects you are writing about to help you form your own view of the subject. Make a precise note of the source of every piece of information at the time you record it, even if it is just one sentence.

(b) **Do Not** construct a piece of work by cutting and pasting or copying material written by other people, or by you for any other purpose.

(c) **Do** properly reference other work, when you need to include someone else's words or diagrams, in order to analyse or criticize them. A quotation of text 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...the hypothesis is correct.` However, constructing large parts of an assignment from a sequence of quotes, even if they are acknowledged, is another form of plagiarism. It is also important to remember that it is not sufficient to include a reference to a source only in your assignment bibliography. You should always indicate precisely where and to what extent you have made use of such a source, at the point of use.

(d) **Do** attribute all ideas to their original authors. 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, try asking other students: if they don't know what you are talking about, then it is not common knowledge!)

(e) **Do** learn the acceptable styles of including and referencing others' material or ideas. Consult the separate guidance given for essay-writing and project reports:

- First Year Essays:  
  [https://moodle.cs.man.ac.uk/login/index.php](https://moodle.cs.man.ac.uk/login/index.php) (COMP10120 course unit)

- Second Year Essays:  

- Third Year Projects:
If you are uncertain how to properly acknowledge others' work in your own, then ask.

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. You are the one who loses.

### 3.11 Appeals

If you have good reason to question a laboratory or coursework mark you have been given, you should in the first instance approach the course unit leader or supervisor responsible for the work. Problems with examinations should be discussed with your Year Tutor.

If the matter cannot be resolved informally, complaints or appeals should be submitted in writing to the Director of Undergraduate Studies, School of Computer Science. They will be considered by the internal and external examiners.

If matters cannot be resolved at School level it is possible to make a formal appeal. An appeal, in the form of a written statement which sets out the grounds of the appeal, must be submitted to the appropriate Faculty Office within 20 working days of notification of the result or decision. In the case of refusal to allow a student permission to take an examination on the grounds of unsatisfactory work and attendance, the appeal must be submitted within 10 working days of notification of the decision to allow sufficient time for the appeal to be considered.

The grounds of such an appeal are limited; you cannot appeal against the academic judgement of the Examiners. Any possible appeal should be discussed with the Director of the Undergraduate School to ascertain whether the matter can be resolved at School level and whether grounds for an appeal exist.

**The Regulation XIX ‘Academic Appeals’ can be found at:**

**Note:**

(i) The purpose of this Regulation is to safeguard the interests of all students. It may be used only when there are adequate grounds for doing so and may not be used simply because a student is dissatisfied with the outcome of his or her assessment or other decision concerning their academic position or progress.

### 3.12 Complaints

Regulation XVIII ‘Student Complaints Procedure’ can be downloaded from:

The Complaints Form can be downloaded from:

If you have a complaint, please discuss the problem with the course unit leader or supervisor concerned. If this does not resolve the problem, consult your Personal Tutor or the Year Tutor. Unresolved problems can be put on the agenda of the Staff Student Committee via your student representatives or submitted in writing to the Director of Undergraduate Studies, Mr Toby Howard.

Problems concerning examinations should be discussed with your Year Tutor. If the matter cannot be resolved informally, complaints or appeals should be submitted in writing to the Director of Undergraduate Studies, School of Computer Science.
Regulation XX ‘Monitoring Attendance and Wellbeing of Students’ can be downloaded from: http://documents.manchester.ac.uk/DoculInfo.aspx?DocID=1895

Full attendance is required at all lectures, laboratories, examples classes and any tutorials which may be scheduled. Completed laboratory work should be handed in on time. Attendance at laboratories and examples classes, and at many lectures, is monitored and attendance registers kept. Please note that the expectation is that students will be required to undertake approximately forty hours per week of study i.e. an average of one hour's private study will be required for every scheduled hour of lectures, laboratories etc. and some students may require much more time than this. BEING A STUDENT IS A FULL-TIME OCCUPATION! Absence for holidays is not permitted in term-time.

Students are required to attend all their scheduled activities, including lectures, laboratories, examples classes and tutorials. Such activities are primary to a student’s study.

The School encourages students to take part in extra-curricular activities, such as coding competitions, hackathons and sporting events. However, the School regards such activities as secondary to a student’s study.

If a student wishes to attend a secondary activity, it is their responsibility to ensure that they are up-to-date with their studies, including submitted work. The School will not make any special arrangements, such as excusing late submissions of coursework, or re-arranging assessments, for students who absent themselves from their primary scheduled activities.

It is the experience of the School that lack of attendance leads to study problems and any student with problems should consult his/her subject tutors, Personal Tutor or Year Tutor. In addition, failure to attend can result ultimately in refusal by the University to allow a student to sit the degree examinations.

It is the duty of the programme committee to keep under continuous review the work and attendance of the students with whom it is concerned. In the case of Single Honours and Joint Honours students the Undergraduate Committee is the programme committee.

The work and attendance of students is continually monitored by Year Tutors and may be acted upon by the relevant programme committee at any suitable time. A formal process is defined to tackle the problem of any student whose work and attendance appears unsatisfactory. Direct approaches by Year Tutors to solve the problem is followed by a report to the programme committee if the problem persists. The programme committee may then choose to issue an "informal" warning which has a precisely defined format and permits recovery of the situation. The programme committee will insist on a second report and, if this is unsatisfactory, a “formal” warning is issued. This is again of a precisely defined format. A copy of all of this correspondence is held in a student's file.

If you have not fulfilled the attendance regulations prescribed for your programme of study, and you have been formally notified of this, you will not be allowed to sit University examinations with the consequence that you may be excluded from the programme.
4.2 Attendance requirements – International Students

Tier 4 Visa Attendance Monitoring Census

The University operates attendance monitoring census points within the academic year in order to confirm the attendance of students holding a Tier 4 Student Visa. This is to ensure the University meets the UKVI statutory requirements as a sponsor of Tier 4 students and its responsibilities in accordance with its Highly Trusted Sponsor status.

If you are a Tier 4 visa holder, you must attend these attendance monitoring census points, in addition to complying with the School’s own programme attendance requirements as described in section 4.1 above. The University must report to the UKVI on a monthly basis whether Tier 4 visa holders are meeting the University and School's attendance requirements.

When are the census points?

In the 2014/15 academic year, the attendance monitoring census points will be during the following periods:

- **29th September – 13th October 2014**
- **12th – 26th January 2015**
- **13th May – 3rd June 2015**

Please note:

- If you are a new student, registration is your first point to confirm your attendance at the University and you will not be required to attend a further census point in October 2014.

- You will receive an e-mail from the School to confirm when and where you should attend to have your attendance confirmed. You must check your University e-mail account regularly. Failure to check your e-mail account is not a valid reason to be absent from a census point.

What if a Tier 4 student cannot attend a census point?

If you cannot attend in person due to a valid reason which includes: illness; placement; field studies; on year abroad; research work; or any other reason connected to your programme of study, you must email the School sso@cs.man.ac.uk to inform us of your absence and your inability to attend in person. In the case of illness, you must provide a copy of a medical certificate. If you are in this position you should report in person to the School as soon as possible after you return to campus.

Students who are recorded as interrupting their studies are not expected to attend during their period of interruption.

What happens if a student does not attend a census point?

The School must be able to confirm your presence to the UKVI by the end of each census point in the academic year. If you do not attend a census point when required by your School and you do not provide a valid explanation for your absence you will be deemed to be “not in attendance”.

Those students identified as “not in attendance” will be reported to the UKVI and the University will cease to sponsor the student’s Tier 4 visa. The Tier 4 visa will then be curtailed and the student must leave the UK within 60 days.

Further information

For more information on Tier 4 visas: [https://www.gov.uk/tier-4-general-visa](https://www.gov.uk/tier-4-general-visa)

If you have any concerns about the attendance monitoring census points, or your Tier 4 visa status, please contact iat@manchester.ac.uk
An individual course of lectures is known as a "course unit".

1st Year
You must take 60 credits worth of course units in each semester. The last digit of each course unit code tells you the semester in which it is offered. During each 12 week semester students will normally attend 6 course units. Each course unit has a credit weighting (usually 10) and students take 60 credits per semester or 120 in the full year. Each course unit has lectures each week, normally 2 for a 10 credit course unit. In addition, most course units are supported by tutorials or examples classes (usually one hour per fortnight) and some continuous assessment, such as essays or laboratory work, usually amounting to another 2 hours per fortnight. Some course units have a different mix of work - e.g. more examples classes instead of laboratories - and some course units have more continuously assessed work during the semester instead of an end-of-year examination. You are allowed to take the equivalent of up to 2 course units outside the School (one per semester), which should have a similar credit rating (see Section 4.2.2 below). Thus, each teaching week contains about 21 hours of scheduled work. In addition, each scheduled hour typically requires an extra hour of unscheduled work (e.g. writing up lecture notes, preparing for a tutorial, finishing off a laboratory exercise etc.).

Your selection of compulsory and optional course units depends upon your registered Degree Programme as described in the Undergraduate Syllabus.

2nd Year
The number and size of course units is similar to the first year except that the practical work is organised as a separate course unit. You should take 60 credits of course units in each semester.

3rd Year
Most Computer Science course units consist solely of two lectures per week for one semester with no associated practical work. Some course units replace some of the lectures with a small amount of practical work. Single honours students take 8 taught units for 80 credits.

The Single honours project unit COMP30040 (40 credits) is expected to occupy four afternoons a week for twenty weeks. The joint honours project COMP30030 (30 Credits) is expected to occupy four afternoons a week for twenty weeks.

Each student is normally supervised by one member of academic staff; indeed the project supervisor acts as an academic advisor to the student and should be met at least once a week.

The project book gives full details of the projects on offer and is usually issued after the Easter vacation prior to entry to the 3rd year; project choice should be made before the summer vacation.

The balance of workload between Computer Science taught course units, project and other subjects for Joint Honours students is set out in the Undergraduate Syllabus.

The 3rd year workload may be adjusted for students for the Ordinary degree of BSc after consultation with the Year Tutor.

4th Year
Each taught MSc module normally occupies one day per week over a 6-week teaching block and involves substantial practical work. Students only undertake courses in the first three teaching blocks.

An industrial project (25 credits) is undertaken in the summer vacation after the end of the third year. This is formally assessed after the first teaching block, mainly by a seminar and report. Full time project work for 6 weeks on a group business feasibility investigation follows the third teaching block.
4.3.2 External Options for Single Honours Students

1st Year
You are not permitted to take external course units.

2nd Year
You are permitted to take the equivalent of at most two level 1 or level 2 10 credit course units from other Schools. Students should consult their Year Tutor on such choices. You must have permission from your Year Tutor to take any external units that are not listed on your programme structure.

3rd Year
You are permitted to take the equivalent of at most two level 2 or level 3 10 credit course units from other Schools. It is not possible to take level one (first year) course units in the final year. Students should consult their Year Tutor on such choices. You must have permission from your Year Tutor to take any external units that are not listed on your programme structure.

2nd and 3rd year students can choose course units from University College with the approval of the Year Tutor.

Students on joint honours programmes are usually required to choose course units only from the participating Schools, as set out in the Undergraduate Syllabus.

4.3.3 Course Unit Choices

The detailed requirements for course unit choices for each degree programme are set out earlier in this handbook. Initial choices can usually be made from the beginning of September. After that changes can be made as follows:

1. The deadline for changing course units in each semester is two weeks after lectures start. Normally, no changes of course unit will be permitted after these dates. Requests to change units after the deadline will only be considered if a mitigating circumstances form, with relevant evidence, is submitted.

2. You must check that the new course unit you wish to take is a valid option for your degree programme and find out if there are likely to be any timetable problems. If there are timetable clashes this will probably prevent you from changing course unit.

3. You should register your course unit choices within My Manchester: http://studentnet.cs.manchester.ac.uk/ugt/options.php

4. If you do not enter the correct course units in My Manchester you will not be entered for the correct examinations. If you have any difficulties choosing course units please e-mail the Student Support Office (sso@cs.man.ac.uk).

If you wish to register for an external course unit from another School that is not in your optional list, you must consult your Year Tutor and obtain formal permission. If you register for a unit without formal permission you will be required to change your choices.

5. For the 2014/15 academic year, the following people are responsible:

<table>
<thead>
<tr>
<th>Year</th>
<th>CS Programmes Year Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM (All years)</td>
<td>Dr Andrea Schalk</td>
</tr>
<tr>
<td>1st</td>
<td>Sean Bechhofer</td>
</tr>
<tr>
<td>2nd</td>
<td>Prof Allan Ramsay</td>
</tr>
<tr>
<td>3rd</td>
<td>Dr. Tim Morris</td>
</tr>
<tr>
<td>4th</td>
<td>Dr Nick Filer</td>
</tr>
</tbody>
</table>
4.4 How to change, interrupt or withdraw from a programme

If you are thinking of changing, or interrupting, a programme, you should first discuss this with your tutor or Year Tutor to seek advice and guidance, including to check that the desired change is possible. You should then obtain the relevant form online or from the School's Student Support office (LF21), and complete and return the form. There is no option to take a year out or gap year for travelling around the world (for example).

- Changing degree
- Interruption/Repeat of Studies

4.4.1 Transfer between Degree Programmes

1. Transfer to another degree programme at the end of the year is always conditional on successful completion of your present year.

2. If you are contemplating any change of degree programme, consult your Personal Tutor or the Year Tutor as soon as possible. The Student Services Centre can provide further information on how your funding may be affected if you transfer from a 3 to a 4 year programme.

Some transfer rules are given below. Other transfers may be agreed but usually special Faculty permission is required for these.

Transfer Rules

At the start of the first year: Consult one of the admissions officers who will advise whether a change of degree programme is possible.

Into CS and CS with Industrial Experience: no general rule, each case is considered on its merits.

Into “with industrial experience” at any time subject to at least 2nd class performance.

From “with industrial experience” or MEng to BSc. At any time in first 2 years.

Into MEng programmes: from a related Honours School at the end of first or (second) year provided required options have been taken, a minimum 2.I standard attained and a suitable industrial summer placement has been obtained. Students who have more than 20 compensated credits, in any year of study, cannot transfer onto an MEng programme.

Into MEng with IE programmes – from a related Honours School at the end of first or (second) year provided required options have been taken, a minimum 2.I standard attained and a suitable industrial summer placement has been obtained. Students who have more than 20 compensated credits, in any year of study, cannot transfer onto an MEng programme.

Into CM: at end of successful first year in any honours school which offers an appropriate preparation.

Into Maths: at end of first year from CM, with both Schools’ consent.

From Joint Honours: Into CS: joint honours can transfer into CS at the end of the first year provided they read the material for COMP15111 to prepare them for second year units relying on that. Under exceptional circumstances students may be able to transfer to a SH programme at the end of the 2nd year.

CS students are not allowed to transfer to BM after the 1st Semester.
Any interruption (taking a year out) or repetition (repeating a year) of your degree programme requires special permission from the School. Regulations state that an Honours degree is a continuous 3 (or 4) year period of study. Permission will only be granted if good reasons are given. A written case with supporting evidence must be presented. Reasons might include a year of industrial experience or prolonged illness. Consult your Year Tutor for advice.

The application form, together with guidelines for repeating the year, can be found at: http://studentnet.cs.manchester.ac.uk/ugt/interrupt.php

Overseas students who wish to interrupt their studies may have to extend their visas. Further Information can be found at: https://my.manchester.ac.uk/d/crucial-guide/academic-life/immigration/applying-from-the-uk/

If you are contemplating withdrawing from your degree programme, please discuss the situation with your Personal Tutor or Year Tutor at the earliest opportunity.

The University’s withdrawal/suspension policy for all Student Loan Company funded students is here: https://my.manchester.ac.uk/d/crucial-guide/financial-life/tuition-fees/refunds/

Students who have passed their exams in the First Year of one programme and decide that they wish to start a programme in another School or University as a First Year student may do so, for advice on this please see your Year Tutor. If you are applying for a transfer to another School in the University you should also contact the relevant admissions office.

A withdrawal form can be obtained from the Student Support Office (LF21).

Sources of support and advice if you are considering withdrawing can be found here: https://my.manchester.ac.uk/d/crucial-guide/academic-life/formal-procedures/withdrawal/ along with the details of how this may affect tuition fees, accommodation, sponsorships etc.

**Alternative Awards**

If you withdraw from your degree programme you may be eligible for an alternative award.

The award of the Certificate of Higher Education requires 120 credits, with at least 100 credits at level 1 or above.

The award of the Diploma of Higher Education requires 240 credits, with at least 100 credits at level 2 or above.
5 STUDENT SUPPORT AND GUIDANCE

5.1 Student Support Office

The School Student Support Office (LF21) deals with all routine undergraduate enquiries. Problems which cannot be dealt with by the staff in that office will be referred to an appropriate member of academic staff.


5.1.2 Official Documents

Confirmation of attendance letters can be obtained from the Student Services Centre:
https://my.manchester.ac.uk/d/crucial-guide/academic-life/registration/post-registration/

Details of how to apply for Council Tax exemption can be found here:
https://my.manchester.ac.uk/d/crucial-guide/academic-life/registration/post-registration/council-tax-exemption/

Details of how to request an official transcript can be found here:
https://my.manchester.ac.uk/d/crucial-guide/academic-life/award-confirmation/transcripts/

5.1.3 References

References will normally be provided by your Personal Tutor or project supervisor. You should contact a member of staff for permission before giving their name as a referee.

5.1.4 My Manchester

My Manchester is a personalised online space for current students, which provides easy access to learning resources, services, student support and information, all in one place.

Online registration with the University is completed via My Manchester here:
https://my.manchester.ac.uk/d/crucial-guide/academic-life/registration/

Course units should be selected on this system so that you are entered for the correct examinations. Guidance on course unit selection can be found here http://studentnet.cs.manchester.ac.uk/ugt/options.php

Any problems you meet registering your course choices should be reported to the Student Support Office (sso@cs.man.ac.uk) as soon as possible. The deadlines for changing course units are listed on page 6.

Contacts

Online Registration Advice Helpline:

- Telephone: Tel: +44 (0)161 275 5000, option 4
- email: ssc@manchester.ac.uk
- Oxford Road campus, building no. 57 on the campus map.

Course Units: 

Student Support Office (LF21, Kilburn) 
(sso@cs.man.ac.uk)
During the first and second years, you will be assigned a Personal Tutor with a small group of students. You will have regular scheduled tutorial meetings, usually weekly or fortnightly, mostly undertaking specific work from course units. In the third year, your Personal Tutor is your project supervisor, whom you will meet regularly as part of your project work. Your Personal Tutor is here to help you in your way through university life. They will watch your progress and offer help and advice where necessary. If you get into difficulties you should contact your Personal Tutor or visit the advice service at the earliest possible opportunity. Don't let things slide until it is difficult to retrieve the situation, especially if you are getting behind with your work. Your Personal Tutor will also advise on your choice of course units, on School or university procedures and will supply references for jobs and other purposes.

Course lecturers are always available to discuss questions or problems with the course unit material. If you call at an inconvenient time they may arrange an appointment at another time.

Questions which cannot be resolved by one of your tutors may be referred to the Year Tutor.

It is important that any matter that affects your ability to work is notified to the School - through the Student Support Office or your Year Tutor. The following are examples of matters that may affect your work: illness (see Section 8.2), personal or family difficulties (including illness in the family) or financial problems. In assessing your performance, the School has a policy of trying to compensate for difficulties you have encountered whilst studying. We can only do this if we are notified of difficulties and have some idea of their seriousness and extent, and if you provide formal supporting evidence (such as a letter from a Doctor or other professional). If you have any queries about whether your personal circumstances may make you eligible for Mitigating Circumstances compensation, or about the process, please speak to your Year Tutor.

After the May examination period a Mitigating Circumstances Panel, consisting of a small number of academic staff, meets and carefully considers all submissions in complete confidence. The Mitigating Circumstances Panel makes recommendations to the Board of Examiners in cases where a student's Mitigating Circumstances have been judged to have affected their studies. Such recommendations are passed on as “action codes” only, which convey no personal information. Representative examples of actions include “resit exam as first attempt”, or “average an assessment out”, but the Panel may make other recommendations at its discretion, and in accordance with University policy. However, in cases where an exam has been affected by documented mitigating circumstances the committee will not recommend that a failed course unit should be compensated. In such cases the recommendation will be that the student is allowed to resit the course unit as a 1st attempt, resulting in the resit mark being recorded on the student’s transcript.

Please note that any requirement from funding bodies to achieve a particular grade or mark will be not considered as mitigating circumstances.

If you wish the Mitigating Circumstances Panel to consider your case you must complete a Mitigating Circumstances form, available from the Student Support Office or at the following address: http://studentnet.cs.manchester.ac.uk/assessment/mitigatingcircumstancesform.pdf

In cases where coursework/laboratory work has been affected by circumstances out of your control must be submitted up to the day before the relevant exam period; any mitigating circumstances that apply to that period will not be considered after this date. If any events affect you during an examination period you should submit a completed form by the end of the appropriate examination period; forms will not be accepted after the exam period has passed.
Semester 1

The deadline for submitting mitigating circumstances for the semester one period is 12th January 2015.

The deadline for submitting mitigating circumstances for the semester one exam period is 26th January 2015.

The Mitigating Circumstances Panel meets on Monday 9th February 2015. If you wish to know what recommendations were made please contact your Year Tutor after the semester one results have been published. Please note that these will be provisional recommendations and have to be ratified at the June/July Examination Boards.

Semester 2

The deadline for submitting mitigating circumstances for the semester two period is 14th May 2015.

The deadline for submitting mitigating circumstances for the semester two exam period is 5th June 2015.

The Mitigating Circumstances Panels meet in June/July 2015. A note of the Board’s decision will be available from late-August 2015. Please e-mail sso@cs.man.ac.uk for a copy of that decision.

Resit Period

The deadline for submitting mitigating circumstances covering the resit period and examinations is 1st September 2015.

The Mitigating Circumstances Panel meets on Friday 4th September 2015. A note of the Board’s decision will be available from late-September 2015. Please e-mail sso@cs.man.ac.uk for a copy of that decision.

The Panel is unable to consider your circumstances unless you have submitted a Mitigating Circumstances Form by the appropriate deadlines given above.

University Policy on mitigating circumstances

If you are considering submitting a Mitigating Circumstances case, you are advised to first consult the University guidance for students, which explains what kinds of circumstances are admissible, and which are not admissible (http://documents.manchester.ac.uk/DoculInfo.aspx?DocID=4271).

Please note that mitigating circumstances should be submitted via the Computer Science School form: http://studentnet.cs.manchester.ac.uk/assessment/mitigatingcircumstancesform.pdf

5.4 PEER ASSISTED STUDY SESSIONS (PASS)

Aims:

- To enhance the quality, quantity and diversity of Student Learning within a School
- To provide you with a supportive environment to work through issues relating to their academic course
- To involve you as partners in the learning experience

Some of the many benefits to you involve:

- Training in facilitation and a certificate from the University
- Improved Communication skills
- Organisation and Time Management Skills
- Greater understanding of your academic subject and improved exam performance
- Improved CV and something to talk about at job interviews!

Details regarding PASS can be found at: [http://studentnet.cs.manchester.ac.uk/ugt/pass/](http://studentnet.cs.manchester.ac.uk/ugt/pass/)

### 5.5 Students Union


### 5.6 Student Support Services

[https://my.manchester.ac.uk/d/crucial-guide/personal-life/](https://my.manchester.ac.uk/d/crucial-guide/personal-life/)

#### 5.6.1 Students with Disabilities

The School of Computer Science is committed to supporting students with disabilities and specific learning difficulties. We have a School Disability Co-ordinator, Dr Ning Zhang, who works closely with the University's main Disability Support Office.

[https://my.manchester.ac.uk/d/crucial-guide/academic-life/support/disabled-students/](https://my.manchester.ac.uk/d/crucial-guide/academic-life/support/disabled-students/)

If you have any questions or would like to discuss anything to do with School support, Ning can be contacted by telephone (0161 275 6117) or email ([nzhang@cs.man.ac.uk](mailto:nzhang@cs.man.ac.uk)).

#### 5.6.2 University Language Centre

The University Language Centre provides courses and language learning resources for students from a wide variety of disciplines wishing to include a modern languages element within their studies. It also offers a wide range of courses and services for international students for whom English is not a first language.

**English Language Programmes** - If English is not your native language, you may wish to enquire about the wide range of credit bearing and non-credit bearing English courses available through the University Language Centre. International students who would like advice on how they can improve their academic writing are encouraged to make use of the one-to-one writing consultation service. Please refer to the Academic Support Programmes section of the ULC webpage via the link given below.

A full guide to the University Language Centre's courses, services and its language learning resources is available at: [http://www.ulc.manchester.ac.uk](http://www.ulc.manchester.ac.uk).

#### 5.6.3 Protecting your personal information – Third party enquiries about

The University receives many enquiries about students and we take great care when assessing what information can and can't be divulged and discussed, treating all your personal information in accordance with the [Data Protection Act 1998](http://www.gov.uk/data-protection-act-1998).

You can get further information about the Data Protection Act from your [Crucial Guide](http://www.crucialguide.manchester.ac.uk) or from the [Records Management Office](http://recordsmanagement.manchester.ac.uk).

You may not think of your family or friends as a "3rd party" but, unless you have given specific permission for us to discuss your circumstances with them we will not discuss any of your personal details unless the
situation is exceptional - for example, your safety and security, or that of other students or staff members seems to be in doubt.

What we won't do
Unless we have your specific consent to do so, we are unlikely to enter into a discussion about your:
- well-being
- whereabouts
- academic progress or results
Nor will we provide your address, telephone number or any other contact information.

What we will do
We may take a caller's contact details so that we can make enquiries and return their call.

We will be happy to provide general information about the University's services or facilities.

We may pass on messages - even if we do that, we won't have confirmed to a caller that you are studying here and it will be entirely up to you if you wish to respond to the message or not.

If we are worried about you, we will pursue internal channels until we are satisfied that you are alright. In circumstances where we have determined that there is reason to be concerned, then we may discuss the situation with third parties.

Where our enquiries have established that there is no need for concern, we may reassure the caller, but we will not give them any other details.

Staff are trained to be helpful but cautious, and to make your best interest their priority.

Worried about one of your friends?
Don't forget that the University's support services are available to support you as well as your friends. If you are worried, contact someone - it doesn't matter if it's your personal tutor, the Student Support Officer in your School, the Warden of your Hall or the Counselling Service - we will both support you and make further enquiries about the person you're concerned about, in exactly the same way as described above.
6 STUDENT REPRESENTATION AND FEEDBACK

6.1 Representation at programme, School and Faculty level

6.1.1 Staff Student Consultative Committee

Student representatives are elected onto the School Staff Student Consultative Committee (SSCC) at the start of the session. Any student may stand for election to the SSCC, and elections are held at the start of each academic year. The committee meets at least three times each academic year and may discuss any matter of concern which cannot be resolved informally. The staff members of the committee are the members of the School undergraduate committee, principally the Year Tutors.

There is also a Faculty Staff Student committee on which the School has staff and student representatives.

The SSCC website is here: http://sscc.cs.manchester.ac.uk/

Any students with issues to raise can do this via their student representatives, the online suggestion box: https://suggest.cs.manchester.ac.uk/ or the physical suggestion box near the SSCC noticeboard.

More details on the role of student representatives can be found here: http://studentnet.cs.manchester.ac.uk/student-services/studentreps.php?view=ug

6.1.2 Role of the Staff Student Consultative Committee

Feedback from students on units and teaching has always been valued by us, particularly for the role it plays in ensuring and enhancing the overall quality of degree provision. The Staff Student Consultative Committee provides a forum for staff and students to discuss issues relating to a degree programme or a school. It is important because:

- It provides a unique forum of staff and students for the discussion of new ideas and for solving problems;
- It forms the basis for the representation of students’ views within the department;
- It is a formal means of gauging student opinion on academic matters including degree programmes and syllabuses and form part of a school’s quality assurance and enhancement procedures;
- It allows specific academic or environment problems to be raised, for example, with particular course units, or problems with the buildings or equipment
- It provides an opportunity for students to learn about and contribute to the development of quality assurance and enhancement procedures in their department.

6.1.3 Role of the Undergraduate

The Undergraduate Committee is responsible for all undergraduate courses as authorised by Senate, including conduct of examinations, allocation of duties for lectures, laboratories and tutorials, monitoring of student progress and development of the curriculum. Feedback from the SSCC is discussed at this Committee.

The Committee is chaired by the Director of Undergraduate Studies and comprises the Year Tutors, Laboratory Managers and Programme Tutors (for Joint Honours) the Undergraduate Administrator and the Undergraduate Examinations Administrator. Other academic staff with undergraduate responsibilities attend by invitation.
The School attaches great importance to the opinion of students on the quality of the teaching provided, and every student is asked to complete a Unit Evaluation Questionnaire online for each course unit, for the laboratories and for the tutorials. The questionnaires are anonymous.

The School Board, which meets every six weeks during term time, has a mainly advisory role. Academic staff are full members of the Board. Student representatives, selected from the elected members of the Staff Student Committee, are also invited to attend.

The CSS is a society formed by and run for Computer Science students. The main aims are to encourage socialising within the school and interaction with other schools. So far they have successfully organised several popular events and we have even won awards for our achievements.

For more information see [http://cssoc.cs.man.ac.uk/](http://cssoc.cs.man.ac.uk/)

For more information see [http://compsoc.man.ac.uk/](http://compsoc.man.ac.uk/)

Reference copies of textbooks are available for consultation. The Resource centre holds short loan copies of undergraduate textbooks. Lending copies of textbooks are available in the John Rylands University Library.

Hard-copy of assignments should be handed in via the locked boxes in the Resource Centre, unless directed otherwise by the individual course unit leader. Generally, electronic copy will also be required.

Spare copies of teaching materials are available outside LF17.
7.2 Use of computers

At registration you will be required to agree to the following School code of behaviour which relates to the responsible use of Computer equipment. Misuse of the facilities is regarded as a serious disciplinary offence.

This code of practice is supplementary to Faculty of Engineering and Physical Science and University regulations concerning the use of computing equipment to which you are required to assent at Registration.

You are also bound by relevant legislation, including the Computer Misuse Act 1990.

1. You have been allocated a username for your own personal use: you must not use other usernames or permit other people to use your username. You must not use computers to which you have not been granted access, or attempt to access information to which you have not been granted access.

2. You must not deliberately hinder or annoy other computer users.

3. You must not use machines belonging to the School for commercial purposes without the prior written permission of the Head of School. You must not sell the results of any work you do using School facilities without the prior written permission of the Head of School.

4. You must not write or knowingly store, on machines belonging to the School, software which, if executed, could hinder or annoy other users, except with the prior written permission of the Head of School.

5. You must not make an unauthorised copy, in any form, of copyright software or data.

6. You must not store personal information, except in a manner permitted by the Data Protection Act 1998.

7. You must follow all rules, regulations and guidelines imposed by the Faculty of Engineering and Physical Sciences and the University in addition to the School's Code of Practice.

Explanatory Notes

The following notes indicate ways in which the Code of Practice applies to undergraduate use of computers. It is not intended to be a complete list of possible abuses of the equipment. Each note refers to the corresponding paragraph above.

1. Undergraduate students are not normally granted access to the computers in the research network, or to other students' files. You should not attempt to use another student's account even if they have not set a password. Of course, it is still important to set a password for your own privacy and security.

2. This will be interpreted very broadly. It includes:

   • Tampering with another user's files.
   • Tampering with another user's screen.
   • Setting up processes which persist after you log out and annoy subsequent users of the machine.
   • Broadcasting of offensive messages.
• Display or storage of any offensive material, including pictures and text.

• Abuse of the mail system. Guidelines on sensible use of electronic mail are published separately.

• Occupying a machine to play games while other students need it to do their laboratory work.

3. Clearly the Head of School would have to be convinced that any such use of the machines would not conflict with their primary purpose.

4. Note carefully that this means you are not allowed to write or introduce a virus program, even if it is never executed.

5. Note that this does not prevent your taking copies of your laboratory work home, or making copies of non-copyright material, but does prevent your taking random pieces of software away on a floppy. You should assume that all material is copyright unless it specifically states otherwise. If in doubt, ask.

6. Personal information includes names, addresses, mailing lists, “dating agency” information etc. You should contact Lynn Howarth or Ruth Maddocks if you need to store such information.

7. In fact, you agreed to abide by the University and Faculty rules when you registered. For instance, the University statutes state:

   “The Senate shall have power to suspend or to exclude from courses or examinations or to impose a fine or other lesser penalty upon any student reported by the Vice-Chancellor or by a committee empowered by the senate to investigate and report on such matters to have been guilty of misconduct or breach of discipline.” (Statute XX, paragraph 2)

Please direct queries concerning the code of practice to the Director of Undergraduate Studies.

**7.2.1 Email**

Email is used widely for administrative purposes within the School. It is frequently useful for communicating between individuals and small groups (e.g. between a tutor and his/her tutorial group), and occasionally for broadcasting important messages to wider groups. It is important that you know how to use email. It will be covered in the introductory lab sessions. The code of practice for computer usage covers electronic mail, please note the points below.

You should read your mail regularly, at least once a day, preferably more frequently.

**Obscene or offensive mail**

DO NOT SEND OBSCENE OR OFFENSIVE MAIL. If you receive mail which you regard as offensive or obscene, you may wish to complain to a member of staff so that appropriate disciplinary action can be taken against the offender.

**Group mailing**

You are strongly discouraged from sending email to groups of people. The Forums such as Moodle should be used for this purpose.
Miscellaneous hints

- Be brief.
- Compose your message as if ALL of your recipients were physically present.
- Limit the distribution of messages to the people who are likely to be interested. You can find out email addresses either from the staff lists in this Handbook, or by using the University Staff Directory: http://directory.manchester.ac.uk/
- Keep a copy of the mail you send out, for future reference. Learn to use folders to keep useful messages.
- Read all your incoming mail before replying to any of it. There may be other relevant messages for you to read.
- Be careful when replying to messages. You probably want your reply to go only to original message sender - not to the whole of the distribution list.
- When you reply to a message, it is frequently helpful to include some of the original message to help your recipients to remember and understand the context of the reply.

7.3 Other facilities/resources as appropriate

Support for Computer Equipment

Students are encouraged to own their own machines and the School tries to offer as much support as possible. Please note, however, that you are NOT REQUIRED to own your own computer. The School has excellent facilities and undergraduate students are allowed to use the facilities of the Computer Science building whenever the building is open. See section 1.7 for opening hours.

Printing, photocopying and scanning facilities

There are new multi-function printers / scanners in SSO, Tootill 1, 1.8 (3rd Year lab), G23 (downstairs) and 2.25 (PGT lab). These use the University's Pull Printing system, so you'll need your student card to collect anything you print. You can collect your printing from any printer.

We intend to credit your printing account with an amount consistent with previous years' quotas, i.e. to facilitate printing up to 500 double-sided A4 mono sides (at 8p per page) for the year. (Note: this would only cover 400 single-sided pages at 5p per page.) The idea is that this will be enough for you to print all the material needed for you courses (with some spare) without having to pay for anything. For administrative reasons, your initial credit will be £4, and this will be topped-up during the year. (The first top-up is likely to occur during Reading Week.)

You can use other printers connected to the university's network as well; please see the following for more details:

http://www.studentnet.manchester.ac.uk/it-services/printing/
http://www.itservices.manchester.ac.uk/printing/pullprinting/

Technical Support and Fault Reporting

http://www.itservices.manchester.ac.uk/
8.2 Reporting of Ill Health

Absence through illness must be reported to the School office in writing using the “Certification of Student Ill Health” form available from the Student Support Office (room LF21). See also Section 5.3 re Mitigating Circumstances. School policy for when and how to report absence is here: http://studentnet.cs.manchester.ac.uk/student-services/absence.php?view=ug

a. 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 Centre, 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.

b. 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. You should hand this certificate to the Student Support office (LF21) at the earliest opportunity.

c. 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 (in which case see b. above). You must however contact your School as soon as possible and self-certificate 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 d.i) or if you are able to attend the University but your illness is affecting your studies (see d.ii and iii).

d. 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.
i) 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 your School immediately, in person, through a friend or family member, by telephone or by email (see contacts list in Appendix 1). 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 have been absent from the class without good reason, or to be 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.

ii. You may be unwell but are 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 your School about this on the day of the assessment or examination and hand in to your School completed “Certification of Student Ill Health” and Mitigating Circumstances forms. If you leave this until later it will not normally be possible to take your illness into account when assessing your performance.

iii. If, as a consequence of your illness, you wish to seek an extension to a deadline for submitting assessed lab or coursework, you must complete a “Certification of Student Ill Health” form and discuss it with the appropriate lab manager. The application for extension must be made BEFORE, the deadline and not retrospectively.

iv. You may be under 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 School office together with a Mitigating Circumstances form before the end of the January, May/June or August/September examination period, as appropriate, if you wish your condition to be taken into account as extenuating circumstance.

Notes:

i) Certification of Student Ill Health forms are available from the Student Support Office and halls of residence.

ii) Your Year Tutor 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.

iii) 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: Conduct and Discipline of Students.

iv) 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.

**APPENDIX 1 – CONTACT DETAILS**

**Computer Science Staff**

For contact details of all academic and administrative staff see [http://directory.manchester.ac.uk/](http://directory.manchester.ac.uk/)
APPENDIX 2 – UNIVERSITY STUDENT SUPPORT SERVICES

ACCOMODATION

Accommodation Office
http://www.accommodation.manchester.ac.uk/
Tel: 0161 275 2888
Fax: 0161 275 3213
accommodation@manchester.ac.uk

Manchester Student Homes
http://www.manchesterstudenthomes.com/
Tel: 0161 275 7680
Fax: 0161 275 7684
info@msh.manchester.ac.uk
(Campus map ref: 32)

CAREERS

The Careers Service
http://www.careers.manchester.ac.uk/
Tel: 0161 275 2828
(Campus map ref: 33)

CHILDCARE

Dryden Street Nursery
Tel: (0161) 272 7121

Echoes Nursery
Tel: (0161) 306 4979

https://my.manchester.ac.uk/d/crucial-guide/personal-life/student-parents/

COUNSELLING SERVICE

http://www.studentnet.manchester.ac.uk/counselling/
Tel: 0161 275 2864
counsel.service@manchester.ac.uk
(Campus map ref: 33)

DISABILITY SUPPORT

https://my.manchester.ac.uk/d/crucial-guide/academic-life/support/disabled-students/
Tel: (0161) 275 7512
Minicom: (0161) 275 2794
Text: 07899 658790
Fax: 0161 275 7018
disability@manchester.ac.uk

ENGLISH LANGUAGE SUPPORT

University Language Centre (http://www.langcent.manchester.ac.uk/)
englang@manchester.ac.uk
EQUALITY AND DIVERSITY UNIT
Tel: (0161) 200 8896
equalityanddiversity@manchester.ac.uk
(Campus map ref 1)

INTERNATIONAL STUDENTS WELFARE TEAM
https://my.manchester.ac.uk/d/crucial-guide/academic-life/immigration/
Tel: (0161) 275 2196
Fax: (0161) 275 2058
iswu@manchester.ac.uk

NIGHTLINE
Tel: Bottom number on the back of your library card
http://www.umsu.manchester.ac.uk/nightline/

POLICE
To report a crime that is not an emergency contact: Tel: 101
Your nearest local police station is Longsight, on Grindlow Street. (Download the Greater Manchester Police app to find your nearest police station, and get the latest news and information)
Tel: 0161 856 4223
Email: longsight@gmp.police.uk
Twitter: http://twitter.com/GMPLongsight

EMERGENCIES
In an emergency you can contact University security on:

- Tel: 0161 275 2728 (ext 52728 from an internal phone)
- Tel: 0800 838907 (freephone)

Or contact the police, fire and rescue, and ambulance services on: Tel: 999
If you calling an emergency vehicle to the University campus make sure you also call Security to ensure that they are able to locate the right building: Tel: 0161 275 2728

RELIGIOUS SUPPORT
Details of services, facilities and all places of worship (Christian and non-Christian) adjacent to the University are available at:
https://my.manchester.ac.uk/d/crucial-guide/university-life/quiet-spaces/sacred-spaces/

SPORT
http://www.sport.manchester.ac.uk/
Tel: 0161 275 6991
Fax: 0161 275 6992
uniman.sport@manchester.ac.uk
STUDENT SERVICES CENTRE

https://my.manchester.ac.uk/d/crucial-guide/ssc-contact-details/
Tel: 0161 275 5000
Fax: 0161 275 7860
ssc@manchester.ac.uk

STUDENT HEALTH AND SAFETY SERVICES

https://my.manchester.ac.uk/d/crucial-guide/personal-life/health/
Student Occupational Health Service, Waterloo Place:
Tel: (0161) 275 2858
(Campus map ref 38)

https://my.manchester.ac.uk/d/crucial-guide/personal-life/safety/

STUDENTS’ UNION ADVICE CENTRE

http://manchesterstudentsunion.com/advice-service
Telephone: 0161 275 8066 or 0161 275 8077
Email: advice.su@manchester.ac.uk
The University Credits and Awards Regulations, which can be found at [http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/teaching/degereeregulations/](http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/teaching/degereeregulations/) permits the Faculty to exercise discretion on a number of matters. The following table states the practice approved by the Faculty in respect of the programmes to which this handbook relates.

<table>
<thead>
<tr>
<th>Para</th>
<th>brief description</th>
<th>permitted discretion</th>
<th>approved practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>non-standard year</td>
<td>All years of study are ‘standard years’ and require successful completion of 120 credits except for:</td>
<td>No such variations.</td>
</tr>
<tr>
<td>4.</td>
<td>non-standard credit multiples</td>
<td>All course units are multiples of 10 credits or 10 or 15 credits at level 4 except for:</td>
<td>No such variations.</td>
</tr>
<tr>
<td>8.</td>
<td>non-standard programmes, degree of bachelor</td>
<td>a. The listed programmes include a year in industry or a year in a university abroad and are of four years duration and require successful completion of 360 credits and the industrial placement. b. The listed programmes include non-standard years and the number of credits to be successfully completed is increased to:</td>
<td>All 'with Industrial Experience' programmes.</td>
</tr>
<tr>
<td>9.</td>
<td>non-standard programme, degree of master</td>
<td>a. The listed programmes include a year in a university abroad and are of four years duration and require successful completion of [480][480 + credits from non-standard years] credits: b. the listed programmes include a year in industry and are of [four][five] years duration and require successful completion of [480][600][480 or 600 + credits from non-standard years] credits. c. the listed programmes include non-standard years and the number of credits to be successfully completed is increased to:</td>
<td>None.</td>
</tr>
<tr>
<td>10.</td>
<td>longer programmes</td>
<td>Entry through the foundation year extends the total programme of study by one year and the total credit requirements by 120.</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>minimum study period</td>
<td>In every case the award of a qualification requires the final year of study to be taken within the Faculty of Engineering and Physical Sciences of The University of Manchester.</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>without interruption</td>
<td>a. Interruption and any consequential extension to the period of study shall require permission of the Faculty. b. If permission is given for a period of study to be extended or for transfer to a different programme the regulations subsequently applied shall be those pertaining to the student cohort now joined whether more or less favourable. c. If permission is given for a period of study to be repeated the programme or the programme of study may have changed from that which has been or would have been studied and re-examination will relate to the current programme.</td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>non credit weighted marks</td>
<td>The listed years of study include non-credit weighted marks as stated:</td>
<td>None.</td>
</tr>
<tr>
<td>22.</td>
<td>masters progression</td>
<td>a. The minimum mark for progression from year 2 to year 3 of the integrated masters programme shall be 60%. b. The minimum mark for progression from year 3 to year 4 of the integrated masters programme shall be 60%.</td>
<td></td>
</tr>
<tr>
<td>Para</td>
<td>brief description</td>
<td>permitted discretion</td>
<td>approved practice</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>23a.</td>
<td>compensation for joint progs</td>
<td>Programmes of two subjects in combination will, in addition to the requirement for progression across the year of study as a whole, normally require each subject to be separately passed with approximately two-thirds of the course units of each subject passed.</td>
<td></td>
</tr>
<tr>
<td>23b.</td>
<td>progress in a foreign language</td>
<td>Progression on a programme which includes a period in a country speaking a foreign language requires reasonable progress to be made in the study of the foreign language</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>23c.</td>
<td>units with non-standard compensation</td>
<td>The listed units have a minimum compensatable mark as stated: COMP16121 and COMP16212 are each assessed by a 2-hour examination (50%) and laboratory (50%). Both components must be passed in order to pass the course unit. COMP19120 and COMP29220 are each assessed by three examinations. All components must be passed in order to pass each course unit.</td>
<td></td>
</tr>
<tr>
<td>23d.</td>
<td>non-standard compensatable proportion</td>
<td>For the listed programmes and years of study the proportion of the total credits that must reach the pass mark is increased as stated: No such variations.</td>
<td></td>
</tr>
<tr>
<td>23e.</td>
<td>programmes with a year in industry</td>
<td>a. Progression on a programme which includes a year in industry requires a minimum overall mark of 50%.</td>
<td>No such programmes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Progression to the year in industry normally requires the preceding year to be completed satisfactorily at the first attempt (i.e. without any resits).</td>
<td></td>
</tr>
<tr>
<td>23f.</td>
<td>programmes with a year abroad</td>
<td>a. Progression on a programme which includes a year in an institution abroad requires a minimum overall mark as stated: No such programmes.</td>
<td>No such programmes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Progression to the year in the institution abroad requires the preceding year to be completed satisfactorily at the first attempt (i.e. without any resits).</td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Reassessment</td>
<td>a. Compensation shall be available on reassessment and shall be applied in the same manner as on first assessment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. There is a limited opportunity to improve laboratory based coursework during the summer vacation, up to a maximum of 40%. Any student wishing to take advantage of this must make arrangements with the 1st or 2nd year laboratory manager.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. Reassessment is not normally possible in any study taken in industry or at an institution abroad and subsequent progression will require transfer to an alternative programme of study.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>d. Examinations at levels 3 or 4 are set once only in any academic session and the consequence of failure to take such examination at the single opportunity available is severe. Permission would need to be sought under para 13, founded upon a legitimate circumstance, for an interruption and for the programme of study to be extended by one year or for graduation to be delayed until the examination is taken at the next opportunity.</td>
<td></td>
</tr>
<tr>
<td>Para</td>
<td>brief description</td>
<td>permitted discretion</td>
<td>approved practice</td>
</tr>
<tr>
<td>------</td>
<td>-----------------</td>
<td>---------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>25.</td>
<td>Higher requirements of professional body</td>
<td>In the course units listed reassessment may be required to satisfy the requirements of the relevant professional body:</td>
<td>No such requirements.</td>
</tr>
<tr>
<td>28.</td>
<td>The 'carrying' of credits</td>
<td>Students will normally be permitted to progress to year 2 or year 3 of the honours programme if they have achieved 110 credits in the preceding year and a minimum overall mark of 50% and will then study additional credits.</td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td>Re-start of year 1</td>
<td>Re-start of the programme of study shall require permission of the School in the case of failure and of the Faculty in all other circumstances.</td>
<td>This regulation gives the School the power to allow students to retake the first year. Students do not have a right to such a retake, which will only be granted in exceptional circumstances.</td>
</tr>
<tr>
<td>32.</td>
<td>Third class masters</td>
<td>In the programmes listed the integrated degree of master shall be awarded in the third class:</td>
<td>None.</td>
</tr>
<tr>
<td>34a.</td>
<td>Title of ordinary degree</td>
<td>The ordinary degree shall be awarded only with the titles stated: Computer Science</td>
<td></td>
</tr>
<tr>
<td>36.</td>
<td>Compensation for award of third class degree</td>
<td>In the programmes listed a mark not less than 40% in at least two-thirds of the credits in the final year is required for award of a degree in the third class.</td>
<td>None.</td>
</tr>
<tr>
<td>37.</td>
<td>Award of the next higher degree class</td>
<td>The external examiner shall advise on award of a degree in the next higher class in accordance with Method B.</td>
<td></td>
</tr>
<tr>
<td>40.</td>
<td>Higher requirements of professional body</td>
<td>In the course units listed reassessment may be required to satisfy the requirements of the relevant professional body:</td>
<td>For the following programmes: All 3-year programmes: Y1 = 0%, Y2 = 25%, Y3 = 75% All with Industrial Experience programmes: Y1 = 0%, Y2 = 25%, Y4 = 75% All M Eng programmes: Y1 = 0%, Y2 = 12.5%, Y3 = 37.5%, Y4 = 50% All M Eng with IE programmes: Y1 = 0%, Y2 = 12.5%, Y4 = 37.5%, Y5 = 50%</td>
</tr>
<tr>
<td></td>
<td>Degree classification – Pre 2012 regulations</td>
<td>The overall mark for degree classification is a weighted aggregate of the overall marks for each year in the proportions stated:</td>
<td>For the following programmes: All 3-year programmes:</td>
</tr>
<tr>
<td></td>
<td>Degree classification – 2012 regulations</td>
<td>The overall mark for degree classification is a weighted aggregate of the overall marks for each year in the proportions stated:</td>
<td>For the following programmes: All 3-year programmes:</td>
</tr>
<tr>
<td>Programme Type</td>
<td>Y1</td>
<td>Y2</td>
<td>Y3</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>----</td>
<td>----</td>
<td>----</td>
</tr>
<tr>
<td>All with Industrial Experience</td>
<td>0%</td>
<td>33%</td>
<td>67%</td>
</tr>
<tr>
<td>programmes:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All M Eng programmes:</td>
<td>0%</td>
<td>20%</td>
<td>40%</td>
</tr>
<tr>
<td>All M Eng with IE programmes:</td>
<td>0%</td>
<td>20%</td>
<td>40%</td>
</tr>
</tbody>
</table>
a. Interrupt a period of study
Paragraph 17 of the Regulation makes it explicit that the expectation is that study proceeds without interruption and that there is no right to an interruption. In order to interrupt, and hence to continue on the programme at some later date, a student must obtain permission.

Such permission may be sought because of medical or severe personal or family difficulties, in order to undertake a period of study at a different institution or in order to gain industrial experience.

Application for such permission should be made on the appropriate form available on the School website (http://studentnet.cs.manchester.ac.uk/ugt/interrupt.php) and requires a recommendation from your Year/Personal Tutor. Applications should be made in advance except where this is not possible because of the nature of the medical or personal problems.

b. Repeat a period of study
Permission to repeat a period of study is given only in exceptional circumstances and requires permission of the Faculty when:
   an associated interruption is sought
   all allowable attempts have been taken

c. Studying in a different institution (not as part of a previously approved programme)
A student may be permitted to satisfy the credit accumulation and assessment requirements for not more than 120 credits of the programme concerned, other than in the final year, by satisfying appropriate requirements in another University or institution approved for the purpose by Senate and on a programme of study approved by the Faculty.

A candidate wishing to satisfy requirements in this way, not as a prescribed part of a programme, must:

i. apply for permission in advance of any proposed period of attendance elsewhere;
ii. satisfy the Faculty that the number and level of credits awarded will be equivalent to that which would have been studied had the period been spent at the University of Manchester;
iii. before proceeding to the next stage of the programme present appropriate evidence of having satisfied all assessment requirements in respect of which permission has been given.

At the time of the application the programme director shall inform the Faculty and the candidate of the requirements for assessment and the consequences for classification of the subsequent University of Manchester degree.

d. Gaining relevant experience in employment institution (not as part of a previously approved programme)
A student may be permitted to interrupt a programme of study to gain experience in industry. Such period will usually be of one academic year’s duration. An appointment letter from the company concerned should usually be attached to the application.

e. Transfer between programmes
The Faculty permits students to transfer between cognate programmes that share a common core when all of the following are satisfied:
   On advice and with the consent of the programme director,
   Where there is no repeat of study required,
   Where optional units already taken and passed meet any prerequisite requirements of the programme to be joined,
   Where progression requirements of the programme to be joined have been satisfied.
   When these conditions have been met permission of the Faculty is not needed.