

3Year PhD Programme in Computer Science

Handbook

2014 - 2015



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

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

Jonathan Shapiro, PGR Director,

Manchester, September 10, 2014

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

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Chapter 1

Welcome to the 3-Year PhD Programme in Computer Science

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

Welcome, too, to the start of your research careers. You are enrolled on a traditional three-year PhD to learn to carry out research. During the next three years you will be learning the skills of a researcher: how to address a problem and understand its context and importance, how to carry out effective investigations using the techniques of particular research fields, and how to evaluate and communicate research. You will be working under the direction of one or more academic supervisors (typically two) and will have the opportunity to work with other staff, colleagues and students. We hope by the latter half of the programme you will be communicating or collaborating with researchers world-wide in your chosen research area by attending conferences and meeting them face-to-face. We expect you will soon be contributing to our research, writing papers, making presentations at scientific conferences, and helping to shape the future of computer science. We already know that you are among a group of students with great potential as researchers. I hope we together will make the time you spend here as a PhD student a great experience for all of us. I wish you the very best success as a postgraduate research student.

Dr Jonathan Shapiro, PGR Director, School of Computer Science.

Chapter 2

Getting Started

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

The School is located in the Kilburn Building, and the IT building behind it (accessed via the internal first floor walkway). Due to the interdisciplinary nature of computer science, several of our staff are located elsewhere, most notably at the Manchester Institute of Biotechnology (MIB). MIB is building number 16 on University interactive map. Plans of the building are included at the end of this document.

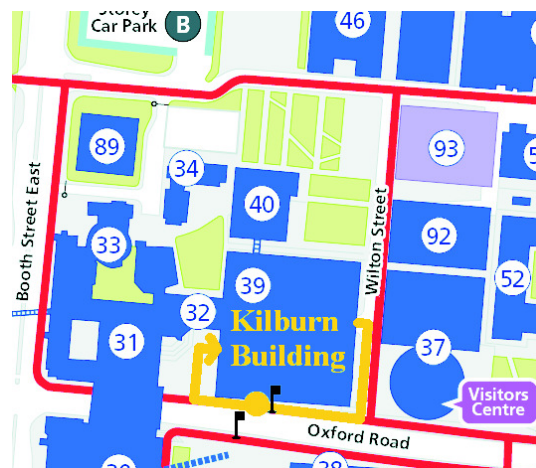


Figure 2.1: From Oxford Road, the ground floor entrances to the Kilburn building are on the left, then up the staircase inside, or to the right, and through the loading bay (the only access out of normal office hours). There is also an entrance on the first floor via the elevated walkway to the left.

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

Induction Week (Week 0): 15 - 19 September 2014

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

Supervisors: You have already been assigned a main supervisor, who is responsible for your research and training. There will usually be one or more co-supervisors; their role in the research should be clarified at an early stage. Students should have regular contact with their supervisor(s), typically in the form of weekly meetings, although different supervisors may have different approaches.

Important point: The relationship between the student and supervisor is crucial to the success of the PhD. If anything goes wrong with that, you should get help to get it resolved.

Advisor: Each student will be assigned an advisor. The advisor is not an expert on your research. Their role is largely to be an independent person to turn to when you are having difficulties you don't want to discuss with your supervisor. They can also provide general advice.

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

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

Important Dates, 2014 – 2015 University dates can be found at www.manchester.ac.uk/discover/key-dates/. Relevant school dates are:

Welcome Week: 15 September – 19 September 2014.

Research Student Symposium: 28 October – 30 October 2014.

Semester 1: 22 September – 12 December 2014.

Christmas Break: 14 December 2014 – 11 January 2015. University will probably be closed from around 23 December until around 2 January.

Semester 2: 25 January – 20 March and 13 April – 5 June 2015. Teaching ends 1 May 2015. Exams period: 11 May – 5 June 2015.

Easter Break: 23 March – 10 April 2015.

Within Computer Science, undergraduate and MSc teaching occurs in 12-week semesters, although MSc teaching occurs in 6-week blocks which divide the semesters. You will have the opportunity to get involved in many activities of the School including UG or PGT laboratory teaching by becoming a *Teaching Assistant*¹.

Mentors The Mentors are research students in their second or further years. They can help with queries about the School or University, or other aspects of the PhD experience. They also organise social activities. Find out more about them and how they can help from their web page:

<http://mentors.cs.manchester.ac.uk/>

or join their Facebook group:

CS Research Students (University of Manchester).

Identity Cards All students will be issued with a **photographic University identity card** (swipe card/student card). You should have this card on you at all times whilst on University premises. It is used to access various restricted areas, as well as acting as your library entry/borrowing card for the central university library. On the back of this card is the number for campus security.

¹Previously, these were called “demonstrators”

To be in the building outside normal working hours, you will need a School **out of hours pass**. These are issued in the Student Support Office (SSO). You will need to show both cards to get into the building out of hours. You will be issued with a **provisional** pass at registration. You will need to take and pass an on-line Health and Safety course. Once you do this, the card become fully valid. To take the Health and Safety course, go to <https://moodle.cs.man.ac.uk/course> and log in using your University credentials. Click on the “Out of Hours Induction course (PGR Students)”. Read the document and then take the test. You can take the test as many times as you need to, until you get all questions correct.

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

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

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

Computer Science Information Systems (CSIS) The University has an IT services section; their website is www.itservices.manchester.ac.uk. The group who work within our School are called CSIS. They are very helpful. However, if there is some fault with your equipment or with your CS account, you should “raise a ticket” with the IT service desk. Follow the link on this page, <http://www.itservices.manchester.ac.uk/help> which says *contact the IT Service Desk*. Other useful places to get information are

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

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

School: Your username/log-in name will usually be your family name (truncated to the first 7 letters if necessary), followed by the first letter of your given name (or sometimes the second initial as well if there is a clash with another student or staff member). Your initial password is your date of birth in **yyymmdd** format. For example, Mrs Alice Smith, born on the 2nd of January 1950, would have the username **smitha**, and password **19500102**.

You should **change** your password as soon as you have successfully logged in for the first time. Obviously, do not give your username and password to anyone, and do not send it over email. Your school log-in will *not* allow access the machines in the student computer labs, which are on the teaching domain. If you need access to the teaching domain accounts, for example to carry out teaching assistant (demonstrator) duties, request this via CSIS.

University: You will need to set up a University account. central username and password allows you to access various university-wide systems, as well as giving you access (via the Central Authentication System (CAS)) to online journal content to which the University Library² has a subscription. It also serves as your username and password for your teaching domain account.

You can sign-up for your account by visiting:

https://iam.manchester.ac.uk/initial_login/overview

You will need your personal details and University ID number (the number on your swipe card) to sign-up.

Email You will have a computer science email account, with an address of the form:

`<user>@cs.man.ac.uk`

as well as a University email account usually of the form:

`<user>@postgrad.manchester.ac.uk`

Detailed instructions on how to send and receive emails, both locally and remotely, for both Linux based and windows based systems, are to be found on the Wiki at the StudentFAQ/IT pages mentioned above, as well as this University site:

Student email

page.

It is important to note that you should read your email frequently as there may be important messages from the staff or from the School or University. If you use other (external) email accounts (e.g. gmail or hotmail), you may wish to set up a forwarding to automatically forward mail from your School mail account to your external account.

Warning: If your School account becomes over quota, then mail will not be received and you may miss important messages. Always ensure that you clean up your account regularly, deleting large files and junk (especially in your email box and web browser caches).

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

School Wiki The School has several Wikis: a School Wiki, a student Wiki, and a staff Wiki. These are just starting to be populated with content. On the School Wiki, there is a section called “Tools for Researchers”. When you come across useful tools, or exemplary papers, feel free to add to this.

eProg The University has developed an online system for post-graduate research students which is called eProg. This enables students to plan and track their progression, and provides online listing of various skills training courses. You will need to use eProg as part of your assessment. Full details are provided in Chapter 9.

Researcher Web Pages We very much encourage you to set up a web page for yourself as a researcher. We have set up a mechanism for you to create a webpage, which is reachable from the School’s website, and associates you with your research group so your name will appear on the research group’s webpage. If you already have a webpage, we have a mechanism to create a redirect to that. For instructions, see this page on the School Wiki.

²John Rylands University Library of Manchester (JRULM or JRUL).

International Students & English Language Courses If English is not your first language, you may need to further develop your skills throughout the course of the programme. Further English language courses are available during the course of the PhD programme, to enable students to fulfill their full potential as they progress with their study and research. Further information about these courses will be provided at registration. A full guide to the courses provided by the University Language Centre can be found at:
<http://www.langcent.manchester.ac.uk/english/>

International students may also find it useful to participate in activities arranged by the International Society
<http://www.internationalsociety.org.uk> which has more than 6000 members representing more than 120 nationalities.

The university's International Advice Team offers help and advice to international students on a wide range of issues:
<http://www.manchester.ac.uk/international/support/advice/>
<http://www.manchester.ac.uk/international/support/societiesforinternationalstudents/contact/>

Student Societies The University of Manchester Students' Union (UMSU):

<http://manchesterstudentunion.com>
is an organization, independent of the University, to which all students automatically belong. As well as the facilities within the Student Union building itself, UMSU also supports an enormous range of student societies, where you can meet students with similar interests:
<http://manchesterstudentunion.com/groups#club-society#all>.

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

Help and Advice Starting a new course can be daunting for anyone. In many cases, students will have moved from a familiar university and course, where they were seen as an experienced and knowledgeable student, someone who others came to for advice. Compared to this, being a new student, at an unfamiliar university, in what may also be an unfamiliar city or country, can be a big change that isn't always that easy to deal with. If you do experience difficulties, remember that even if all the other students in your cohort seem to be having a wonderful time, with no problems at all with the course or anything else, things aren't always exactly as they may seem, and many other people may be having similar problems to yourself!

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

In general, if your difficulties involve carrying out your research you need to make this clear to your supervisors, who are here to help you and train you on how to be a researcher.

Other members of your research group can also be very helpful. Issues concerning resources required to do your research also must be resolved with your supervisors, who are authorised to decide what resources are appropriate.

If you are having difficulties communicating with your supervisors, or are having other problems with your relationship with your supervisors, you may discuss this with your advisor, or the PGR Tutor (Alvaro Fernandes) or PGR Director (Jon Shapiro). The mentors may also be able to offer advice. Any information will be treated as *strictly confidential* if you request it.

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

See also Chapter 8 on **Student Support and Guidance**.

Members of university staff (whether administrative or academic) have a wealth of experience in dealing with the issues that affect students, and if they can't help you themselves, can often assist you in finding the help you need. Academic staff will be able to advise on management of work, and in many cases, any problems or disruptions you may have had can be taken into account when it comes to assessment of your work and progress.

Chapter 3

The Three-Year PhD Training Programme

3.1 Introduction

Traditionally most PhD programmes have been designed to be completed within three years. Although the School of Computer Science has now introduced the four year CDT programme, it has also retained its three year programme to meet the demands of a large number of PhD students, supervisors and sponsors. The aim of any PGR student on the 3-year programme must be to complete all the research and the writing up within three years. The planning must take this into account from the outset. The University regulations allow for one additional year beyond the third for completing the thesis, but most students who receive funding for their PhD will not be entitled to receive any funding beyond the end of their third year. The University is entitled to terminate a student's PhD registration at the end of four years regardless of whether the thesis has been completed or not. *It is now policy (since Sept 2012 intake) that students must complete within four years!* There is every incentive to complete this programme within the allotted three years, and an absolute necessity not to extend it beyond your years.

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

3.1.1 The Main Event — Supervised Research

The main part of your time here will be spent learning to be a researcher, by doing research under the guidance of a main supervisor, aided by one or more co-supervisors. You will also be learning the techniques and tools of a particular field. By the time you get to your third year, you should be writing and communicating your ideas, and interacting with a wider research community. You might even know more about your research topic than your supervisor at this point, although you may not appreciate this.

There are a few guiding points which will help you succeed. First, being a PhD student is a full-time pursuit. You need to put in the hours. Second, you need to meet with your supervisor(s) regularly. We recommend *at least* once per fortnight, but weekly is better. Third, it is highly advisable that you work in the School, so that you can interact with the other members of your research group. Don't just hide yourself in a garret somewhere. Discussion with others is an excellent source of ideas.

At some point, you might find yourself falling into one these traps. You start to feel, “I’m not good enough; I’m not good as these other students”. This is fairly normal; most people go through this at some point. If you start feeling this, talk to your supervisor(s) about it. They might be able to allay your fears.

The second trap is the perfectionist trap. You don’t want to show your work to your supervisor until it is perfect, or you stop seeing your supervisor at all, because you feel there is not enough progress. This is a path to failure. Rule of thumb: when you least *want* to see your supervisor is when you most *need* to see your supervisor.

Some further advice is here.

3.1.2 Plagiarism Course

All PGR students are required to complete a short course on plagiarism. See the Section on Plagiarism and Academic Malpractice in the Sections 4.4 and 7.5.

3.1.3 Research Student Symposium

The School Research Symposium takes place from Tuesday 28 October to Thursday 30 October 2014 (and in general takes place in week 6 of semester one, which is reading week). This is a symposium in which the research students in the School present their research to each other and the wider community. Every PhD student is required to participate as follows:

Year 1: First year PhD students will be given specific tasks to carry out during the Research Symposium as part of the Scientific Methods 2 Course (COMP80122). These involve attending and evaluating some of the presentations. There will be a meeting to discuss these tasks prior to the Symposium, probably on Monday October 27, 2014 in LF15.

Year 2: Students in year 2 of the PhD will make posters describing their research and their results so far, and will participate in a poster session in which they stand in front of their poster and discuss it with interested people. Prizes are given for the best poster.

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

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

3.1.4 Scientific Methods Courses (COMP80131, COMP80122 and COMP80142)

All PGR students are *required* to take this sequence of three ‘Scientific Methods’ courses at the earliest opportunity. These start in semester one week 7, immediately after the Research Student Symposium. They give PGR students an introduction to scientific evaluation for all phases of a research project, from the evaluation of the quality and importance of a research proposal, to the experimental verification and analysis of the outcome. These courses will teach scientific methods, scientific evaluation, experimental design, data analysis and elements of statistics. The titles of these three courses are as follows:

‘Scientific Methods 1’ (COMP80131): Full title: ‘Scientific evaluation, experimental design, and statistical methods’ Schedule: Twelve lectures Tuesdays at 13:00 – 14:00 and Wednesdays at 12:00 – 1:00 pm from the week of November 3, 2014 through and including the week of December 8, 2014, in room Kilburn 2.15.

‘Scientific Methods 2’ (COMP80122): Full title: ‘Fundamental aspects of research methodology’. Schedule: The first meeting will take place on Monday October 27, 2014 at 2:00-4:00 in LF15. Further lectures and assignments take place Mondays 11:00 – 1:00 pm and Wednesdays 12:00 – 2:00 pm during the weeks of 26 January through 2 March 2014 inclusive, in Kilburn 2.15.

‘Scientific Methods 3’(COMP80142): Full title: ‘Scientific Writing and Impact Studies’ Schedule: Lectures and assignments Mondays and Wednesdays at 12:00 - 1:00 pm from the weeks of March 10 – March 16 and weeks of April 13 – May 4, 2015, in room Kilburn 2.19.

Descriptions can be found on the PGR Course Unit Materials webpage on the [studentnet/pgr](#) page.

3.1.5 Research Seminars

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

During the first semester, Science in Practice (SIP) seminars will take place in Weeks 1.1 to 1.12 (1 hour per week) on Wednesdays, 5pm – 6pm. These will inform PGR students of the variety research activity within the Research Groups within the School. They will be delivered either by the heads of the research groups themselves, or by suitably-qualified representatives. Although these seminars were introduced to help first year CDT students in choosing suitable research topics, they should be of interest to all research students and members of staff in the School. All research students are cordially invited.

3.1.6 Other training opportunities

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

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

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

The Manchester Enterprise Centre offers a course in Innovation and the Commercialisation of Research, which may be available to PhD students. This costs the School money, so, as above, talk with your supervisor.

3.1.7 Teaching Assistantships (TA)

A teaching assistant is a postgraduate student who helps with teaching in some way, usually in a lab demonstrating some aspects of what needs to be done, helping the students understand it

and perform it, and marking the work. Teaching assistants are either paid to do this, or have to do it to fulfill a requirement of their funding.

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

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

3.1.8 Conference, Workshop, Summer School Travel:

It is not enough for researchers to do great research; we also must go out into our research communities to communicate it. The School provides a small amount of money for each student, which for a 3-year PhD student is £2.5K, for travel and the purchase of a machine. The policy of the School for spending this money is as follows:

Guideline 1: The money follows the student to the supervisor

It is up to the supervisor to decide the best use of the money. The student should not feel that they can spend anyway they like. The money is for the supervisor to use to best enhance the research training of the PhD student.

Guideline 2: Every student should be provided with a new machine of the standard school spec or higher

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

Current (June 2014) standard-spec desktop PC is HP 800 G1 Small Form Factor, Intel Core i5-4570, Memory: 8GB DDR3-1600 DIMM (1 x 8GB) HardDisc: 500GB 7200 RPM + 23" Iiyama monitor which costs about 500. Macs are fine, too. If the student is going to use a laptop, consider purchasing a monitor and keyboard to protect them from upper limb disorders, repetitive strain injuries, and so forth. Machine purchases should be discussed with IT services.

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

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

3.1.9 Public Engagement and STEM ambassadors

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

Chapter 4

Progression and Assessment

There is a new procedure being introduced for 2014 intake. None of the previous students have operated under this process. Thus, the mentors nor your fellow students will be able to advise you about it. In addition, your eProg pathway might not fully reflect these changes at the start of the academic year 2014–2015.

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

In addition to producing these reports, the students will go through two interviews, the first with the supervisors and an independent assessor, which is less formal, and the second with two independent assessors, which is formal.

The purpose of the first interview is to provide an initial assessment of the student's progress, and provide feedback, and if necessary, assign remedial actions or achievement landmarks to help get a faltering student back on track.

The second interview should be viewed as an exam, because it makes the formal decision whether the student progresses into the second year. Possible outcomes are: progress into the next year or do not progress. In which case of non-progression, the possibility of submission for a lesser degree may be offered, typically and MPhil.

Note: This describes the procedure for full-time PhD students. The procedure for part-time PhD students is described in Chapter 6.

4.1 Expectation at End of Year 1

4.1.1 A timeline for year 1

1. By the end of month 8 (May for Sept starters), each student will will produce a short summary report on the research. This will contain a research proposal, a brief summary of the research so far, and a research plan. This will be uploaded to the student's document store on eProg, and given to the supervisors and the independent assessor (see below).
2. By the end of month 9 (June for Sept starters) each student will make a presentation to their supervisor and an independent assessor, selected by the supervisor in consultation with the student. This assessor will become the "second reader" for the student's long report, and should be someone close to the student's research field. This presentation is pitched to the independent assessor, who, it is assumed, will not know the motivation of

the research. This should be viewed as a research talk, and the discussion can be technical in nature.

3. By the end of month 10 (July 31 for Sept starters), each student will produce a “long research report”. This will be evaluated by the second reader, who will judge whether it provides evidence of appropriate progress a first year of a PhD.
4. One week prior to the examination, the Summary report must be loaded to eProg, and emailed to Chris Calland (Christopher.Calland@manchester.ac.uk).
5. During months 11 and 12, the student will present the work to a End of Year Examination Panel. They will make the ultimate determination whether the student can progress to the next year, has to withdraw, or has to withdraw but can register for MPhil, using evidence provided by the student’s performance, the supervisor, the second reader, and other information available on eProg.

Here are more details of each component.

Summary Report: The Summary (or short) report is primarily a research proposal. It needs to make clear: what is the research problem, why it is important or interesting to address it, what is the approach the student intends explore to try to address it, and how success or failure is going to be evaluated. It should also contain a brief summary of progress so far and a plan for how the research is going to be carried out. Sept starters will taking the the scientific writing course (Scientific Methods III, COMP80120) prior to this, and may wish to use this report as assigned writing piece they will need to produce.

In addition to the summary, the report should include:

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

Month 9 presentation: This event will last about one hour, and could take place in the supervisor’s office or a small meeting room. It will be built around a 20 minute presentation given by you, followed by questions and discussions led by the second reader. This will be organised by the supervisor, second reader, and the student. The outcome will be a report which states whether the student has made sufficient progress as expected for the first year of a three-year PhD, or whether the performance is below what is expected. If the latter, the supervisor will advise the student what is needed to get back on track by the end of your first year, and can assign remedial actions to which must be performed by the student. The supervisor will produce a report and put it on eProg.

It is the responsibility of the student to make sure it happens. It is in their interest to make sure it happens, because it helps to prepare them for the End of Year interview.

Long research report: A long report will be produced and read by the second reader. This should be a substantial document at the level of an MPhil thesis or a journal paper with no page limit and ample space for literature review and technical details. The latter is particularly appropriate if an alternative format thesis is planned. A typical page length would be around 60 pages. It needs to be completed by the end of month 10 (July 31 for Sept starters) and given to your Second Reader. It should also be uploaded to eProg.

End of Year Examination: The student will give a 10 minute oral presentation describing the goals of the research, why the research is important, and putting it into context. This will be followed by questioning by the examiners. Then the student will leave and the examiners, informed by the supervisor and second reader reports, will reach a conclusion. If any remedial action was given, the supervisor will inform the panel whether it was satisfactorily completed. The goal of this examination is to ascertain whether the student has made sufficient progress and is on track to succeed at producing a PhD in time.

Students sign up for their examination slots online at <http://studentnet.cs.manchester.ac.uk/pgr/interviews>.

One week prior to their examination, they need to email the Summary Chris Calland to distribute to the examiners.

Possible outcomes: The student may progress into year 2 or fail to progress. In cases of non-progression, students may be offered the opportunity to submit for MPhil.

4.2 End of Year 2

The end of year process for the end of year 2 is similar to the end of year 1, except no long report is produced. A similar presentation-interview will take place in month 21. A Summary report is required summarising the progress and achievements of the past year, and a plan for producing a thesis over the next year. **Deadline:** End of month 22.

4.3 End of Year 3

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

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

4.4 Plagiarism & Academic Malpractice

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

The consequences of academic malpractice can be very serious. For an assessment, you may receive a mark of zero for that unit, with no opportunity to resit. At a higher level, as the recent case of a German defence minister shows (<http://www.bbc.co.uk/news/world-europe-12566502>), people can be stripped of their degree and their reputation.

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

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

Some obvious examples of plagiarism include:

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

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

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

Many academic journals and conferences take a similar view of self-plagiarism. They may count as self-plagiarism submitting a paper which has also been submitted elsewhere¹, or by submitting a paper where substantial sections have already appeared elsewhere in a similar form. This often happens with the introductory sections of some papers, and reviewers typically take a dim view if these sections are just a cut-&-paste from other papers written by the same authors. As well as leaving you open to possible claims of self-plagiarism, it also tends to make the paper more difficult to read, if it has not been composed as a single entity, but stitched together from old bits and pieces, with a few new sections added at the end.

¹Some conferences do allow dual submissions, but the standard requirement is that the work you are submitting is not being submitted elsewhere, and this is clearly stated in the instructions for authors.

Basic guidance from the university can be found at:
<http://documents.manchester.ac.uk/display.aspx?DocID=2870>

A basic student guide to referencing and avoiding plagiarism, and links to more comprehensive resources, can be found at:
<http://www.studentnet.manchester.ac.uk/crucial-guide/sgs/referencing-and-plagiarism/>

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

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

Chapter 5

The Dissertation Format

All PhD students must produce a PhD thesis, which describes in full detail the wider context of the research field including a literature review, the motivation for the research, the research which was carried out, an evaluation of the results, and a discussion of the contribution made to the field by the research and what should be done in the future. This needs to be submitted by three days before the end of the fourth year. For the relevant University policies, see Section 7.

There are two formats in which the thesis can be produced: traditional format and alternative format. Traditional format is probably what most people imagine a thesis is like, a very substantial report presented as a self-contained exposition. The alternative format thesis "... allows a postgraduate doctoral or MPhil student to incorporate sections that are in a format suitable for submission for publication in a peer-reviewed journal."¹. The alternative format thesis is often thought of as a collection of publications, with a short commentary associated with each one, tying the works into a unifying thread, or "thesis".

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

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

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

A QandA on the alternative format thesis can be found here

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=15216>.

Note that it says in Section 4,

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

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

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

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

¹Presentation of Thesis Policy

Chapter 6

Part-Time and Split-Site PhDs

6.1 Part-Time Study

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

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

The University Ordinances and Regulations: Degree of Doctor of Philosophy (PhD) mentioned at the top of Chapter 7.

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

- "... the degree shall be continuous and include study time equivalent to a full-time degree but should not exceed twice the full-time study. The students shall be required to attend the University at all appropriate times" (Ordinance A.4.b)
- "Applicants may also be admitted as a part-time student for the degree of PhD if:" (Regulation 1.e)
 1. "the periods for which they will be free from employment or other commitments will be sufficient for the purposes of the degree;" and
 2. "the subject is suitable for part-time study."
- "The duration of a part-time PhD degree will be dependent upon the time to be committed by the candidate for study but shall normally be no more than 6 years." (Regulation 2.b)
- "Part-time students shall submit a progress report on an annual basis, with a major report occurring after the equivalent of one year's full-time registration." (Regulation 5.g)

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

about progression taken annually by the examiners for full time PhD students will be taken after the equivalent study time, normally two years (e.g. after year 2 and year 4), for part time PhD students. The 'end of year' interviews after year 1 and year 3 of part time PhD registration are intended to generate advice about progression, but not enforced mandatory action such as withdrawal.

There is normally no submission pending for part-time students.

6.2 Split-Site PhD

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

The University of Manchester's policy for Split-Site PhD Arrangements, as published in August 2013 by the Research Office Graduate Education Team, may be downloaded from:

<http://documents.manchester.ac.uk/display.aspx?DocID=7462>.

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

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

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

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

It is expected that the split site student will submit a thesis to the Graduate Education Office in the faculty of Engineering and Physical Science at the University of Manchester and that the 'viva' will also take place in Manchester. The student will be required to give noti-

fication of intention to submit in the normal way (i.e. no later than two months prior to the date of submission) and within the period of their registration. Examination arrangements and the examination process should be carried out as set out in the Ordinances and Regulations for Degree of Doctor of Philosophy:

<http://documents.manchester.ac.uk/display.aspx?DocID=13074>

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

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

Chapter 7

University Policies

The University Ordinances and Regulations: Degree of Doctor of Philosophy (PhD) can be found here:

<http://documents.manchester.ac.uk/display.aspx?DocID=13074>.

These are the regulations for your programme.

7.1 Submission and Completion

A crucial policy for you to know is that you must submit your thesis within 4 years of starting, unless you have an approved extension or interruption (see next section). This holds for any student who started Sept 2012 or later. An electronic copy is required at least three days before the final submission date; hard-bound copies are no longer required.

If you take longer than your degree time (e.g. you are on a three-year PhD and you haven't finished your degree after three years), you cease being registered on your degree programme and will need to request permission to register as "submission pending". The relevant University policy is

Circumstances Leading to Changes to Postgraduate Research Study Policy. You will need to fill in a End of Year 3 form, available on eProg or from the Student Support Office (SSO).

7.2 Attendance Monitoring

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

Working hours

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

Your supervisors may have particular reasons for you to work at particular times. The students who succeed well tend to be those who work here and interact with members of their research group(s). It is not a good idea to work from home all of the time.

Your attendance will be monitored in the following way. Once a month, your main supervisor will be sent a form on your eProg account. This asks two questions: have you been present during the last month, and have you been engaged during the last month. The supervisor can provide free text to support his answers; usually filled in only if the answers to the preceding questions are “No”. If your supervisors know you are away, working in another lab as part of your research for example, this is not a problem. It is indicated in the free text box. However, we expect you and your main supervisor to be seeing each other on a regular basis and certainly more than once per month.

7.3 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 UKBA 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.

The attendance monitoring census points are accessible at:

<http://www.raid.manchester.ac.uk/international-office/tier4/census/>.

The dates for 2014 – 2015 are:

Census Point	Dates
October 2014	29 September – 13 October 2014
January 2015	12 January – 26 January 2015
May 2015	13 May – 3 June 2015
July 2015	17 July – 3 August 2015

Please note: 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.

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; research work; or any other reason connected to your course of study, you must email the Student Support Office 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 Student Support Office 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 UKBA 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 UKBA 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>

If you have any concerns about the attendance monitoring census points, or your Tier 4 visa status, please contact sso@manchester.ac.uk.

The University has a very comprehensive website which will answer many of your visa queries at :

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

The contact details for the University's **International Advice Team** are:

email iat@manchester.ac.uk
telephone +44 (0)161 275 5000 (option 1)

7.4 Extensions and Interruptions

If you become unable to function as a research student for any reason, the first thing you should do is to make sure your main supervisor knows. Alternatively, you may choose to talk with your advisor, the PGR tutor or PGR director, someone from the counselling service, or your GP, as appropriate. If you need to interrupt your studies for a period of time, you can request an interruption. The relevant policy is also in

Circumstances Leading to Changes to Postgraduate Research Study Policy. You need to apply to EPS Faculty Graduate Panel and some documentary evidence may be required. This may be due to your own ill health, illness or death of someone close to you, or similar types of issues which prevent you from carry on with your research for a time. It cannot be for reasons associated with your research not going well and cannot be used just to extend the time to get the degree.

<http://studentnet.cs.manchester.ac.uk/pgr/submissionandinterrupt.php>

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

7.5 Plagiarism and Academic Malpractice

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

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

The relevant policy documents are
“Academic Malpractice (Collusion, Fabrication and Plagiarism)” and
“Conduct & Discipline of Students Regulation XVII Sept 2010”.

Apparently, some students want to run their theses through TurnItIn to see if there is too much overlap with their publish work or other works they have cited. The University will not allow students to use its license for this, but you can do it from the TurnItIn student site <https://www.writecheck.com/static/home.html>. You have to pay for this. You should do this in such a way that your thesis does not get stored in the TurnItIn database, otherwise if

you (or anyone) every runs it through again, it will return a 100% match. This information is not a recommendation for you to do this; it is simply here in case you want it.

7.6 Finding a policy document

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

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

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

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

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

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

7.7 Student Representation

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

http://intranet.cs.man.ac.uk/csonly/committees/C_PGRSSCC.php.

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

7.8 Ethical Approval

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

7.9 Complaints Procedure

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

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

The Complaints Procedure does not cover the following:

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

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

Chapter 8

Student Support and Guidance

School & Postgraduate Student Support Staff:

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

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

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

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

Student Support Office: Kilburn LF21,
General email address: sso@cs.manchester.ac.uk
Website: <http://studentnet.cs.manchester.ac.uk/student-services/index.php?view=>

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

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

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

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

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

The service offers advice on school and university matters and will try to help with anything that concerns you, whether in your studies, in the school, in the university or in your life outside the university.

<http://studentnet.cs.manchester.ac.uk/student-services/student-advisory-service.php>

Disability Support Office: The DSO provides support for disabled staff and students in the University and also offers support and advice to prospective students and employees. They provide a *confidential* service and enable management of the level of disclosure within the

University in order to provide agreed support. They work with a wide range of students, including students with specific learning difficulties (such as dyslexia), mental health difficulties (such as anxiety), medical conditions (such as epilepsy and arthritis), deaf and hard of hearing students, blind and partially sighted students, and students with autism/Asperger syndrome.

<http://www.dso.manchester.ac.uk/>

Student Guidance Service (formerly known as the Academic Advisory Service): This offers confidential advice on any matter relating to your studies or any issue affecting you and your academic progress. It is independent from Faculties and Schools, completely confidential, and is run by a small team of part-time advisors, some of whom are members of academic staff.

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

Housing & Accommodation Issues: The Accommodation Office deals with student accommodation in the University Halls of Residence. Separate halls are available for undergraduates and postgraduates, but the University also has halls comprising a mix of both.:

<http://www.accommodation.manchester.ac.uk/>

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

www.manchesterstudenthomes.com

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

<http://manchesterstudentunion.com/advice/service>

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

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

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

<http://www.nhs.uk/servicedirector/Pages/ServiceSearch.aspx>

Further advice on health issues and health services for students can be found on the StudentNet website:

<http://www.studentnet.manchester.ac.uk/crucial-guide/personal-life/health/>

Student Counselling Service: This is a team of professional counsellors and psychotherapists offering confidential help with any personal issues affecting work, self-esteem, relationships, mental health or general well-being. They are available to all University of Manchester students.

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

Careers Advice: The University Careers Service provides careers information, advice, and guidance to all Manchester students:

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

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

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

International Students: International students at the University are especially fortunate to have the support of a dedicated International Advice Team based in the Student Services Centre:

<http://www.manchester.ac.uk/ssc/internationalteam>

and the International Society based on the Oxford Road:

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

The Students Union provides the services of an International Students Officer:

<http://manchesterstudentunion.com/advice/service>

as well as a large number of international societies:

<http://manchesterstudentunion/studentactivities/>

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

<http://www.langcent.manchester.ac.uk/>

Chapter 9

eProg

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

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

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

PhD Comp 3YR FT Sept14

which means you are on a 3 year PhD programme in computer science, studying full time, starting in September 2014. If you click on the Pathway menu item, it will show you the milestones for your pathway. If you click on the Progression menu item, it will show a table of links to the forms you need to fill out, as eProg tracks you as you progress. Most forms are filled out by you, following or leading on to discussions with your supervisor(s). However, there are also forms filled out by your end of year assessors, and the attendance monitoring forms are filled out by your supervisor.

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

As mentioned in Section 3.1.6, you can also access the training catalogue from eProg.

eProg was originally designed as a tool for self-monitoring and self-assessment and it should be used that way. It is also now used as a means of attendance monitoring, as described in Section 7.2. It also contains an expectation form, which you need to go through with your supervisor to ensure that you know the University policies and have discussed important issues with your supervisor such as IP and authorship.

Chapter 10

Health and Safety

This Health and Safety section provides a summary of the major Health and Safety issues of which all staff and students should be aware; for further details see the School Health and Safety Policy Document. The full School Health and Safety Policy Document is available at: <http://staffnet.cs.manchester.ac.uk/committees/health/HealthPolicy2014.pdf>.

10.1 Fire, Emergencies and First Aid

10.1.1 Fire Safety Arrangements and Requirements

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

Fire Detection Kilburn and IT Buildings are fitted with automatic detectors supplemented by break glass points located through out each building. These activate the buildings audible alarm in the event of fire or smoke. The automatic detectors allow early detection of any developing fire.

If you discover a fire and the building alarm is not sounding, activate the nearest break glass point on your escape route and evacuate the building immediately. Make your way to the building assembly point and await further instruction. If possible you should inform security of the event and supply them with as much information as possible in order for them to evaluate the risk and to take appropriate action.

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

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

Stage 2 A continuous alarm - evacuate the building immediately.

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

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

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

- **Do not use lifts.**
- **Do not return to offices to collect belongings.**

- **Go to Building Assembly Point.**

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

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

Means of Escape Means of escape are signed throughout the building. Green running man signs indicate the nearest emergency exit. You should familiarise yourself with the nearest means of escape within your local working area, as well as alternative routes should your main means of escape become inaccessible.

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

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

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

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

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

10.1.2 Emergencies

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

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

The School Health and Safety Advisor must be notified of any emergency by calling 56118 internal number 0161 275 6118 if dialled externally (07917558862 mobile number).

10.1.3 First Aid

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

10.1.4 Emergency Evacuation Marshals

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

10.2 Accidents and Incidents

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

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

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

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

10.3 Electrical Equipment

Any electrical equipment brought into the school for use in offices, laboratories or workshops must be suitable for the intended purpose, meet UK requirements for safety, and display the CE universal quality standard mark. The School Health and Safety Advisor must be informed if any electrical equipment is brought into the school other than via the normal purchasing system. For the school to comply with health and safety legislation it is essential for all portable appliances, including those built at The University of Manchester, to be checked and tested on a regular basis. The school carries out Portable Appliance Testing in accordance with university guidelines and maintains a database of all such equipment. Checks and tests are carried out at regular intervals. High risk portable appliances (Heaters, power supplies, electric drills, kettles, etc) are checked and tested annually. Lower risk items like computer workstations, which are classed as semi-permanent fixtures, are checked and tested every four (4) years.

All portable appliances, including separate mains cables will be clearly labelled upon completion of the test. A recommended retest date will be indicated on the label.

Please ensure that ALL heaters and high load non-essential appliances within your working area are switched off before you leave the building.

10.4 Lone Working and Out of Hours Working

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

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

The requirements of the University guidance on lone working should be followed at all times. Details of these requirements and a definition of lone working are available at:

<http://documents.manchester.ac.uk/display.aspx?DocID=13891>.

10.4.1 Out of Hours Work

Normal opening hours for the Kilburn and IT buildings are 8am to 6pm weekdays, excluding weekends, bank holidays and any other days when the building is closed (for example Christmas closure period).

On occasion it may be necessary to use the facilities available in the Kilburn and IT buildings outside normal working hours.

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

10.4.2 Kilburn Building

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

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

10.4.3 Information Technology Building

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

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

Any person wishing to remain in the buildings outside normal working hours must sign the appropriate out-of-hours books. The out-of-hours book for the Kilburn Building is located at

the porters lodge; the-out of-hours book for occupants of the IT building is located in the foyer of the building by the main entrance.

This procedure is necessary should an emergency situation occur. Responding emergency services must be able to account for all personnel on site during an emergency situation such as a fire or bomb scare.

The school reserves the right to spot check anyone on site outside normal working hours to ensure that this procedure is being followed. Anyone found not to have followed the correct procedure may be asked to leave the building, and may be suspended from out-of-hours activities for a period. Decisions regarding the temporary exclusion from site during periods outside normal working hours of any student can be made by the Area Supervisor, the School Health and Safety Advisor or the Head of School.

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

10.5 Chemical Safety

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

10.6 School smoking policy

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

Chapter 11

University Learning Resources

The University Library

The University of Manchester Library is both the University's library and information service and supports all subject areas taught by the University. It provides its members with a large number of services and resources, including the most extensive range of electronic resources of any UK Higher Education library, including on-line subscriptions to journals and data sources. Many of these resources are only available to computers on the University network, so you should use them from on campus, or using the campus VPN.

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

Central Authentication Service

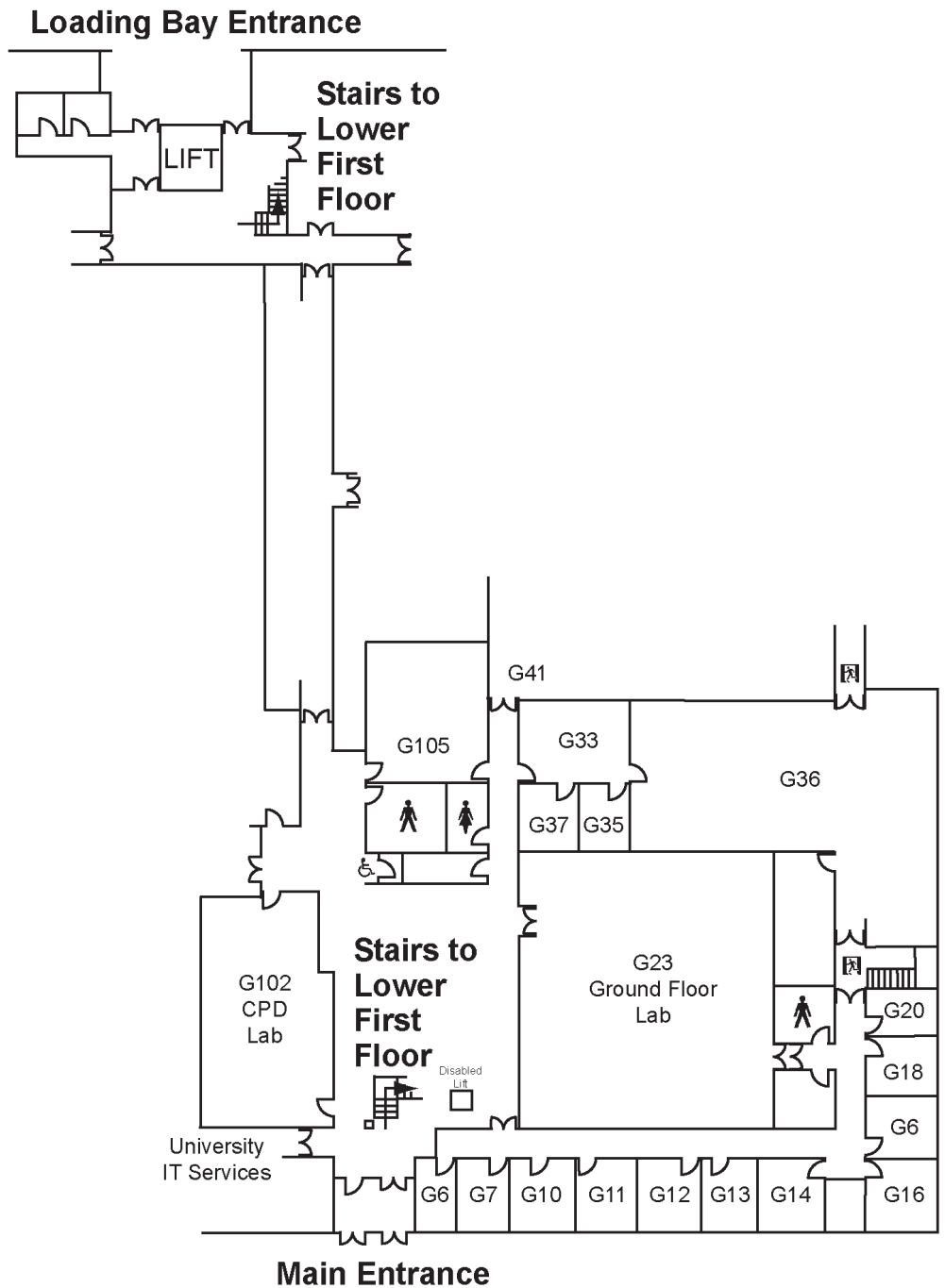
One advantage of this central system is that when accessing online journals, rather than having to remember a whole list of different passwords and usernames, you instead just use the CAS. The journal website typically directs you to the Manchester CAS page, where you login, and are then returned to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

The login can also be accessed directly by going to the University Portal: <https://www.portal.manchester.ac.uk/uPortal/Login> and then pressing the **login** button.

Chapter 12

Building Plans

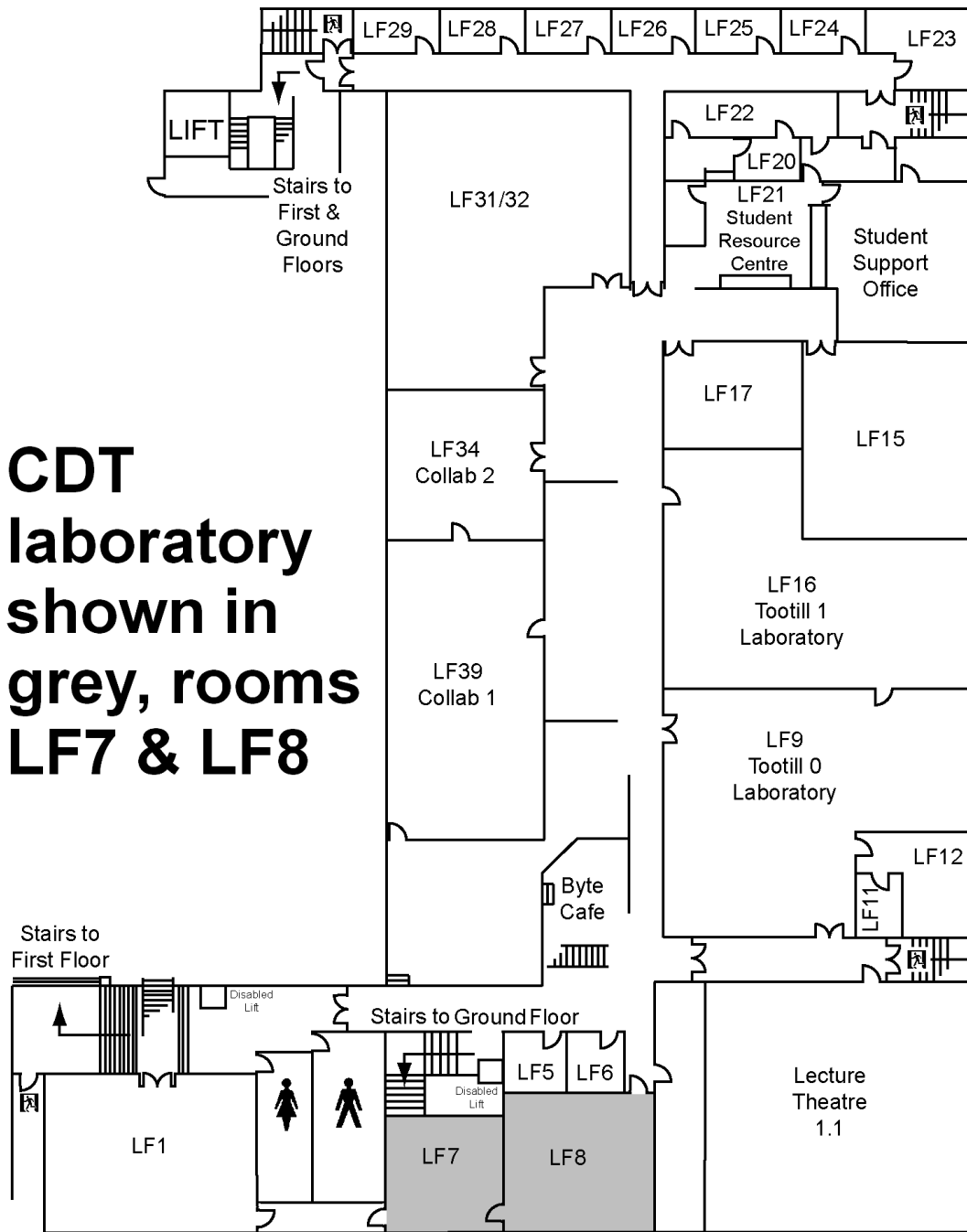
These are not necessarily totally up to date, but they do provide somewhere to start from when faced by the maze of magnolia corridors!



Oxford Road

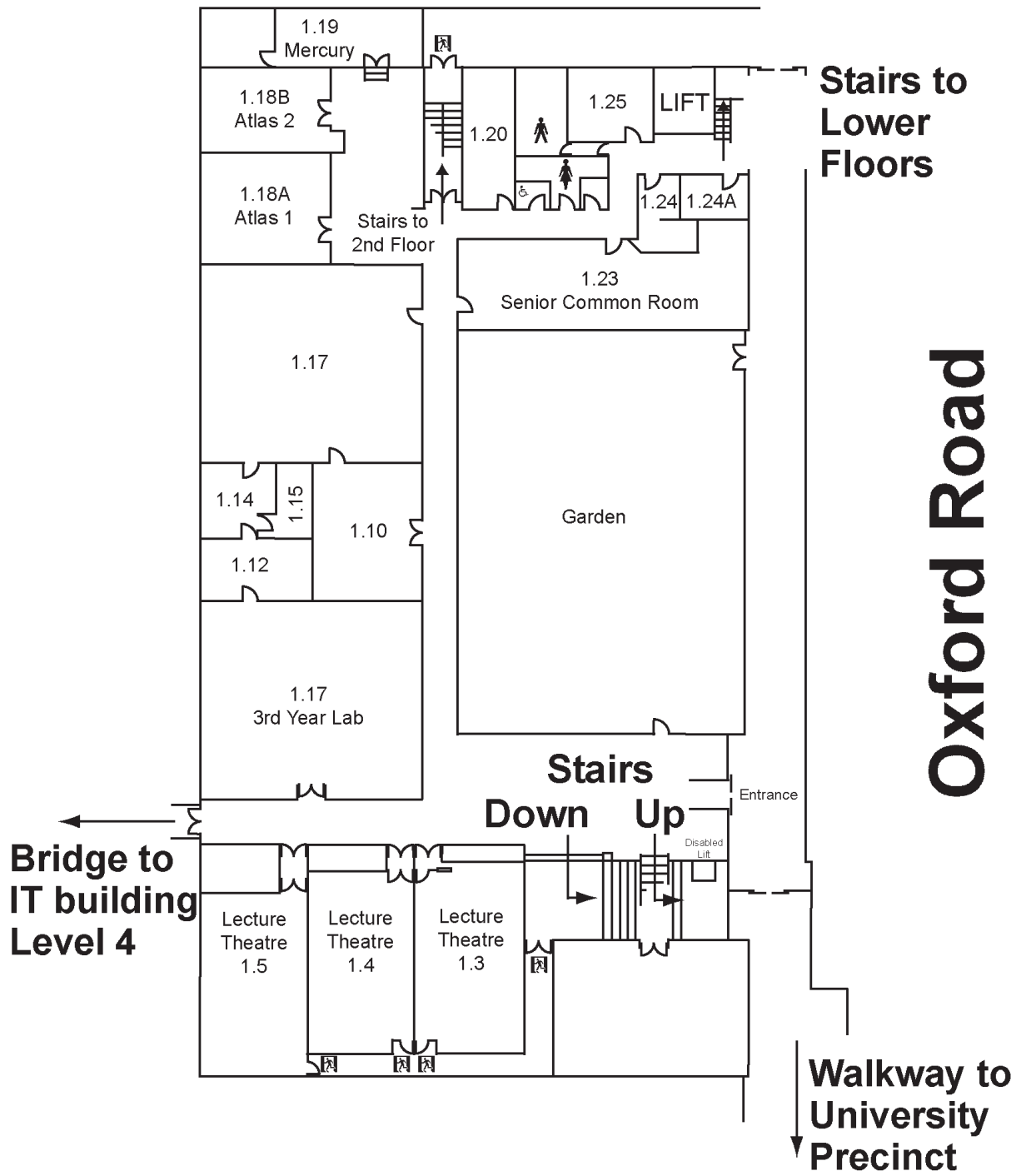
Kilburn Building: Ground Floor

**CDT
laboratory
shown in
grey, rooms
LF7 & LF8**

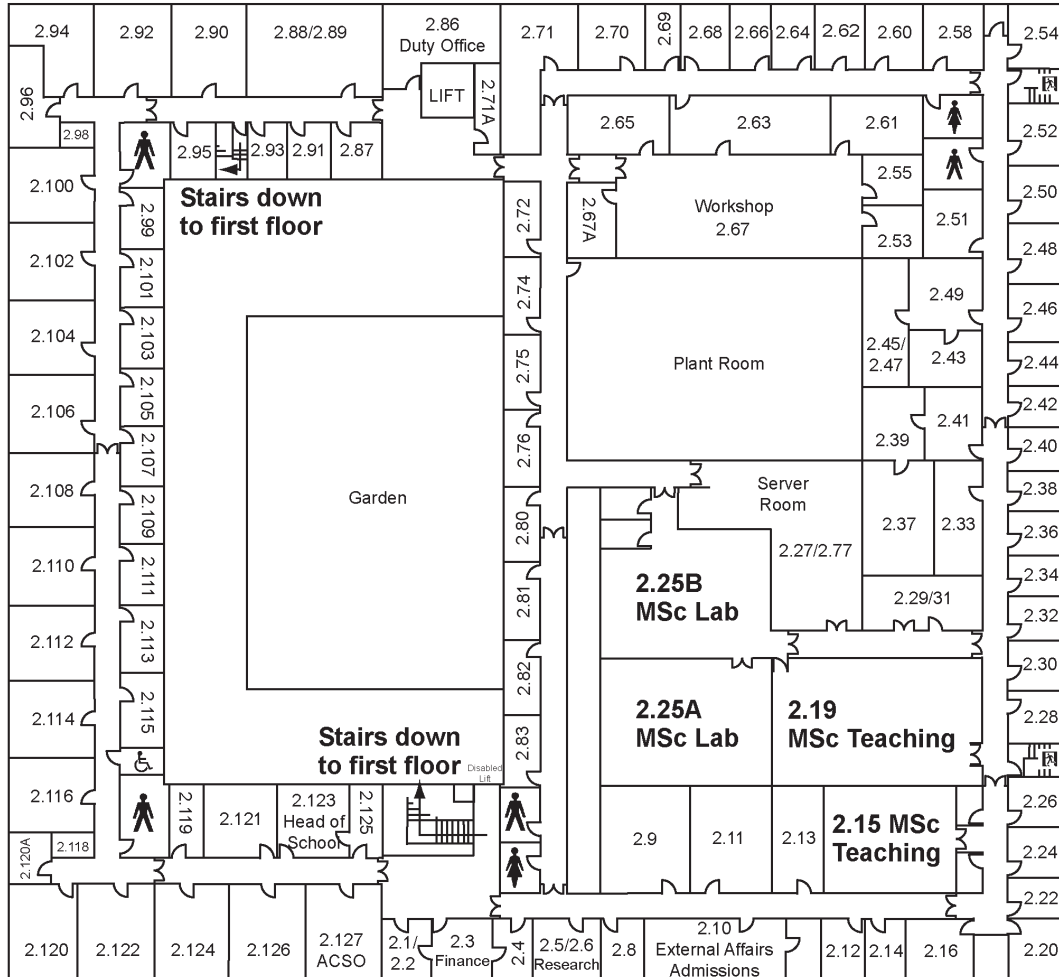


Oxford Road

Kilburn Building: Lower First Floor



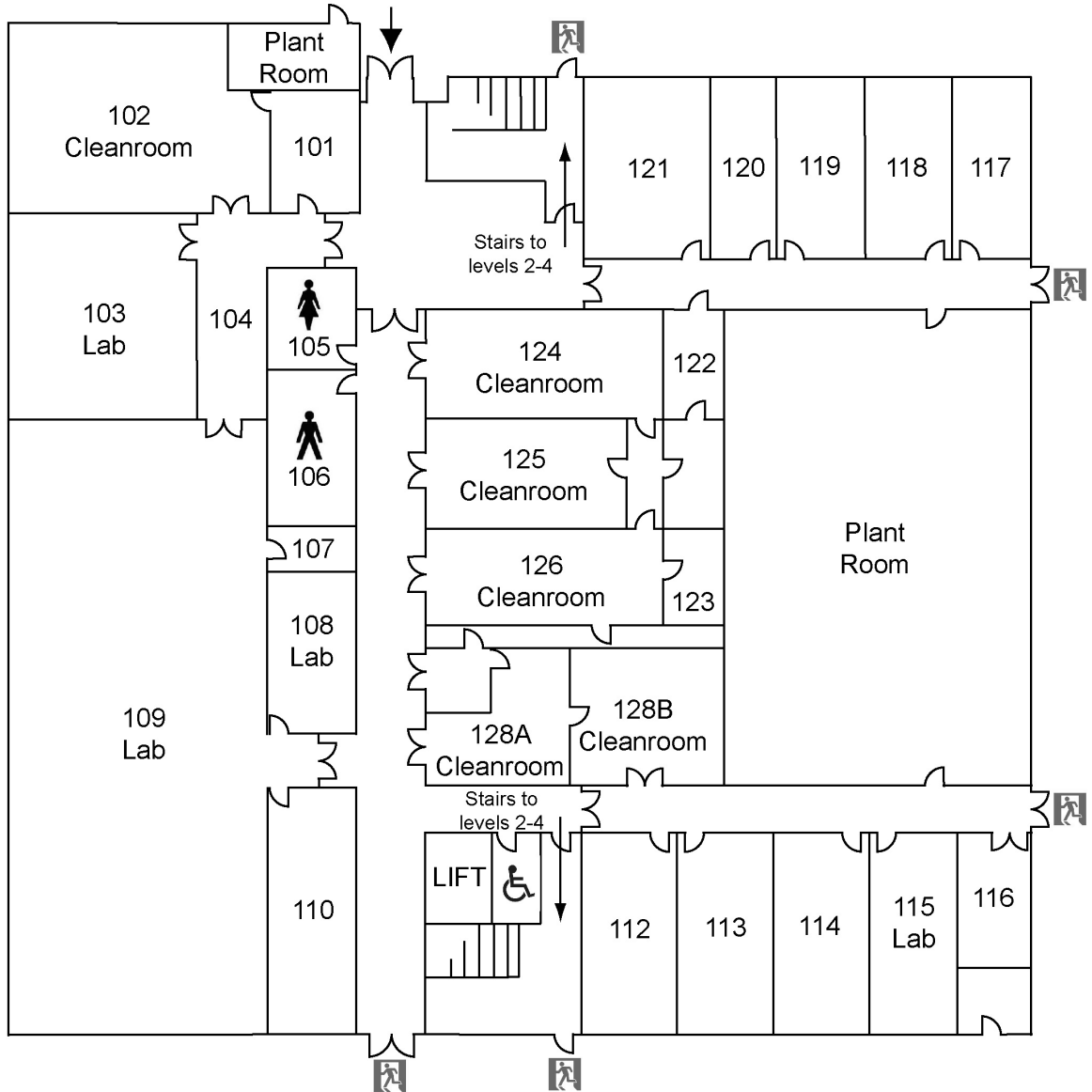
Kilburn Building: First Floor



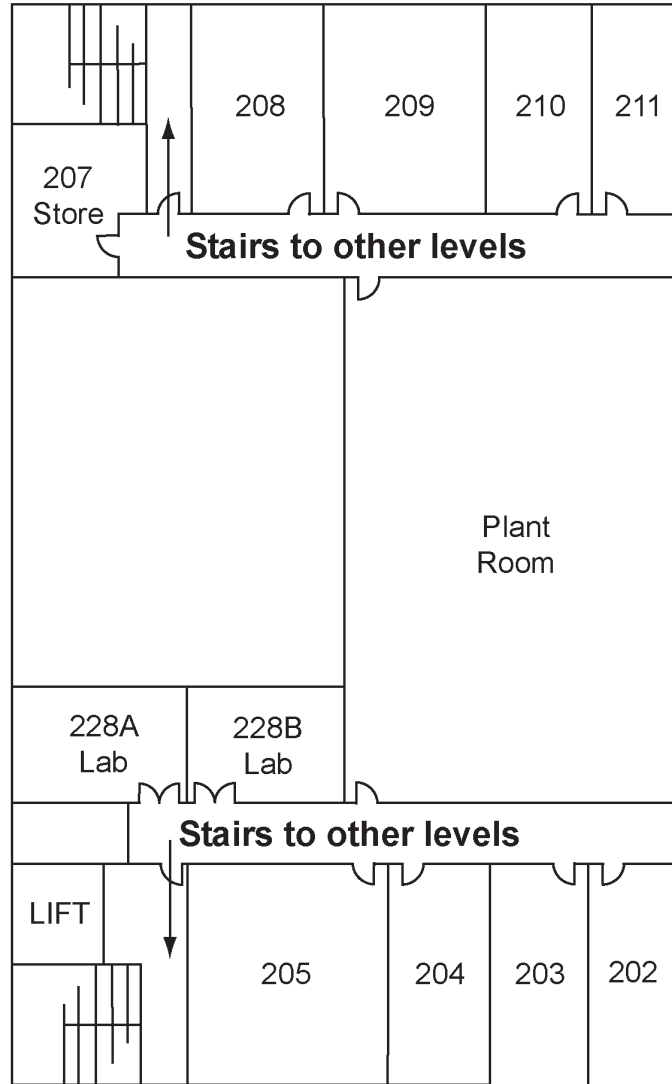
Oxford Road

Kilburn Building: 2nd Floor

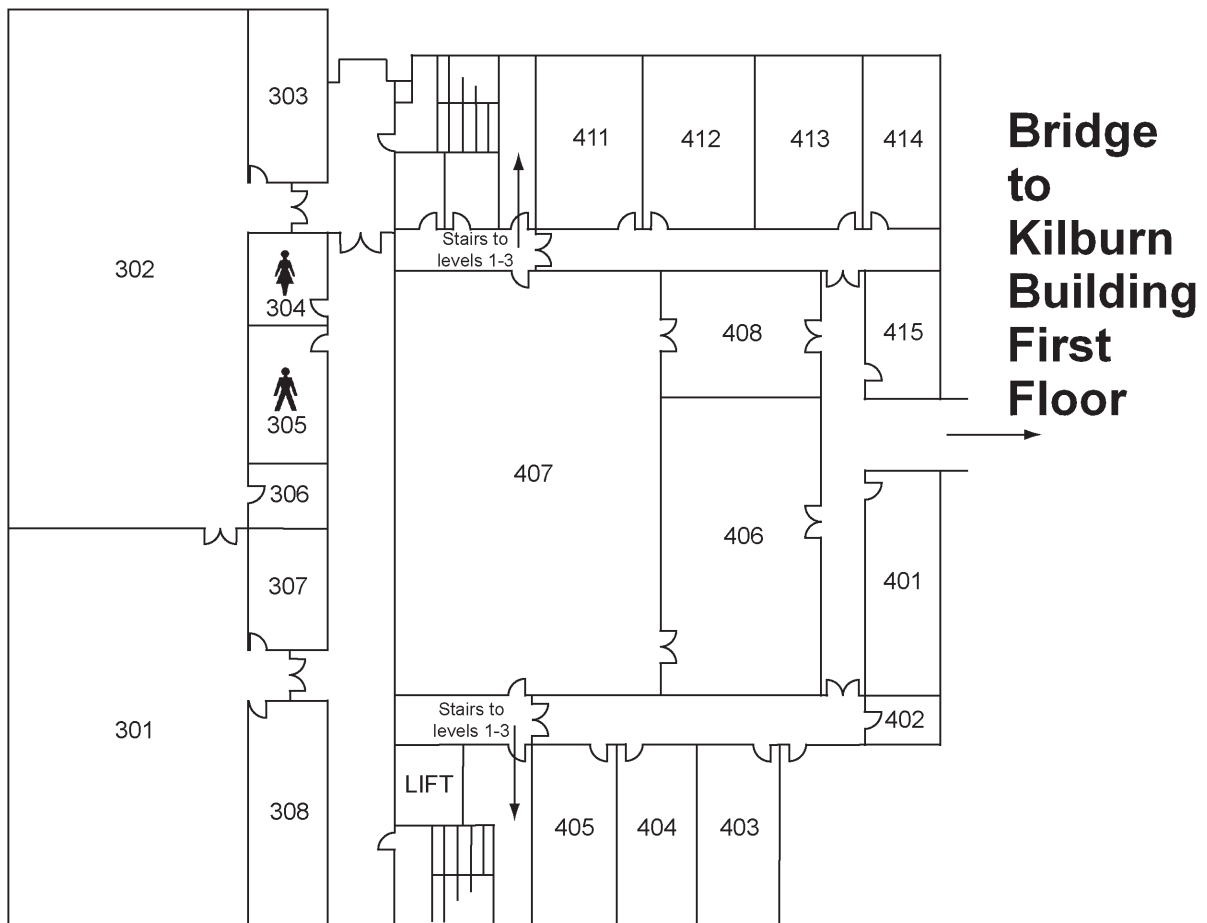
Main Entrance (swipecard access)



IT Building: Level 1



IT Building: Level 2



IT Building: Levels 3 & 4