

School of Computer Science

Undergraduate Handbook

2012/2013



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

Date: 6 September 2012

CONTENTS

1	GENERAL INFORMATION	4
1.1	Key Academic Staff	4
WELCOME FROM THE DIRECTOR OF UG STUDIES		4
1.2	Tutors	5
1.3	Laboratory Managers	5
1.4	Key dates and timetable	7
1.4	Key dates and timetable information	7
1.5	Position and use of notice boards and pigeonholes	8
1.6	Health and Safety	8
1.6.1	Emergency Evacuation	8
1.6.2	Fire Action	8
1.6.3	First Aid	9
1.7	Buildings and access	9
1.8	Looking after your data	10
2	PROGRAMME OVERVIEW	11
2.1	Programmes offered by the School in 2012/13	11
2.1.1	Single Honours	11
2.1.2	Programmes run in conjunction with other Schools	11
2.2	Course Unit Organisation	11
2.2.1	Credit Rating	11
2.3	Professional body requirements	13
2.3.1	British Computer Society (B.C.S)	13
2.3.2	Institution of Electrical Engineers (I.E.T)	13
3	TEACHING, LEARNING AND ASSESSMENT	14
3.1	Study guidance	14
3.2	Clickers	14
3.3	Coursework: Submission, Deadlines and Extensions	14
3.4	Examination Guidelines	14
3.4.2	Return of marks	15
3.4.3	Feedback from Examinations	15
3.4.4	Role of External Examiners	16
3.4.5	Use of calculators and dictionaries in examinations	16
3.4.6	Criteria for assessing examination work	16
3.5	Assessment and Progression	17
3.6	Industrial Placements	24
3.6.1	Industrial Experience Year and Sponsorship	24
3.7	Prizes and Awards	24
3.8	Graduation	24
3.9	Academic Malpractice including Plagiarism	25
3.10	Appeals	30
3.11	Complaints	30
4	STUDENT PROGRESSION	31
4.1	Attendance requirements	31
4.2	Attendance requirements – International Students	31
4.3	Progression through the programme	33
4.3.1	Organisation of Teaching	33
4.3.2	External Options for Single Honours Students	34
4.3.3	Course Unit Choices	34

4.4	How to change, interrupt or withdraw from a programme	35
4.4.1	Transfer between Degree Programmes	35
4.4.2	Interruption or Repetition of Degree Programmes	36
4.4.3	Withdrawal from Degree Programmes	36
5	STUDENT SUPPORT AND GUIDANCE	37
5.1	Student Support Office	37
5.1.2	Official Documents	37
5.1.3	References	37
5.1.4	Campus Solutions	37
5.2	Tutoring arrangements	38
5.3	Mitigating Circumstances	38
5.5	Students Union	39
5.6	Student Support Services	39
5.6.1	Advisory Service	39
5.6.2	Students with Disabilities	40
5.6.3	Student Guidance Service	40
5.6.4	University Language Centre	40
6	STUDENT REPRESENTATION AND FEEDBACK	41
6.1	Representation at programme, School and Faculty level	41
6.1.1	Staff Student Consultative Committee	41
6.1.2	Role of the Staff Student Consultative Committee	41
6.1.3	Role of the Undergraduate Committee	41
6.2	Mechanisms for collecting and reporting back on feedback from students	42
6.2.1	Course Evaluation Questionnaires	42
6.3	Other Committees	42
6.3.1	Computer Science Social Committee	42
6.3.2	School Computer Society	42
7.1	Resource Centre	42
7.2	Computers	43
7.2.1	Electronic Mail	44
7.3	Other facilities/resources as appropriate	45
7.4	URLs for University-wide learning resources	46
8	FURTHER INFORMATION AND REGULATIONS	46
8.1	University ordinances and regulations	46
APPENDIX 1 – CONTACT DETAILS		48
	Computer Science Staff	48
APPENDIX 2 – UNIVERSITY STUDENT SUPPORT SERVICES		48
APPENDIX 3 – Practice approved by Faculty in respect of University Credits and Awards Regulations		51
APPENDIX 4 – Study Regulations		54

WELCOME FROM THE DIRECTOR OF UG STUDIES

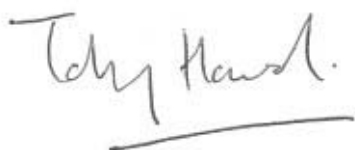
Dear student,

Welcome to the School of Computer Science at The University of Manchester.

This *Handbook* provides essential information for students on undergraduate degree programmes in the School, so please read the *Handbook* carefully.

I wish you every success throughout your studies with us. Should you ever need advice or assistance, just ask – we're here to help. And please tell us your views, at <http://studentnet.cs.manchester.ac.uk/have-your-say>.

Best wishes,



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

1 GENERAL INFORMATION

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

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

Your degree programme is subject to regulations contained in the Credits and Qualifications framework at <http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/teaching/degreeregulations/>. This Programme handbook interprets the regulations and your Tutors may give advice but the University framework defines the regulations.

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

1.1 Key Academic Staff

	Room	E-mail
Head of School Professor Jim Miles	2.127	Jim.Miles@manchester.ac.uk
Director of Undergraduate Studies Toby Howard	2.93	Toby.Howard@manchester.ac.uk
Deputy Director of Undergraduate Studies Dr Paul Nutter	IT119	Paul.Nutter@manchester.ac.uk
Programme Director For all Programmes, except MEng	2.93	Toby.Howard@manchester.ac.uk

Toby Howard

Programme Director
For all MEng 4-year Programmes
Dr Nick Filer

IT415 Nicholas.Filer@manchester.ac.uk

1.2 Tutors

First Year Tutor

Dr Paul Nutter

Room **E-mail**

IT119 Paul.Nutter@manchester.ac.uk

Second Year Tutor

Sean Bechhofer

2.115 Sean.Bechhofer@manchester.ac.uk

Third Year Tutor

Dr Tim Morris

2.107 Tim.Morris@manchester.ac.uk

MEng (All Years)

Dr Nick Filer

IT415 Nicholas.Filer@manchester.ac.uk

CM (All Years)

Dr Andrea Schalk

2.34 Andrea.C.Schalk@manchester.ac.uk

CSE (Years 3 - 5)

Prof Tom Thomson

IT121 Thomas.Thomson@manchester.ac.uk

Industrial Placements

Alex Walker

2.76 Alex.Walker@manchester.ac.uk

Disability Coordinator

Dr Ning Zhang

2.113 Ning.Zhang@manchester.ac.uk

Director of Teaching Strategy

Dr Steve Pettifer

2.95 Steve.Pettifer@manchester.ac.uk

Examinations Officer

Dr Ian Pratt-Hartmann

2.38 ian.pratt@manchester.ac.uk

Plagiarism & Academic Malpractice Officer

Josh Knowles

G13 j.knowles@manchester.ac.uk

1.3 Laboratory Managers

1st Year Laboratories

Dr John Latham

Room **E-mail**

2.81 John.Latham@manchester.ac.uk

1st and 2nd Year Engineering Laboratory

Dr Paul Nutter

IT119 Paul.Nutter@manchester.ac.uk

2nd Year Laboratories

Dr Andy Carpenter

2.119 Andy.Carpenter@manchester.ac.uk

3rd Year Projects

Dr Andy Carpenter

2.119 Andy.Carpenter@manchester.ac.uk

There is a UNIX command, "csinfo", which gives information about all staff, including their mailnames, room number and telephone number.

1.4 Key dates and timetable information

Registration: First year students must attend at 12.00 midday on 17th September 2012 when they will be given a full timetable for the introductory activities. School and University registration must be completed at the times specified in the introductory timetable. Returning students must also register at the times specified during introductory week. Other teaching activities may be scheduled during this week for all years.

The 2012-2013 session begins on Monday 17th September 2012.

First Semester

First Year Registration	Tuesday 18th September 2012
Second Year Registration	Friday 21st September 2012
Third Year Registration	Wednesday 19th September 2012
Fourth Year Registration	Monday 17th September 2012
Lectures	24th September – 14th December 2012
Last date for change of course units	Friday 5th October 2012
Reading Week	29th October – 2nd November 2012
Christmas Vacation	15th December 2012 – 14th January 2013
Examination Period	14th January – 25th January 2013

Second Semester

Lectures	28th January – 10th May 2013
Last date for change of course units	Friday 8th February 2013
Easter Break	22nd March – 15th April 2013
Examination Period	16th May – 5th June 2013
Last date for information about mitigating circumstances	Forms should be submitted as and when mitigating circumstances affect your study. However, please see page 37 for more information on the submission deadlines.
Bank Holidays (University closed)	24th December 2012 – 1st January 2013. Reopens on the 2nd January 2013.
	29th March & 1st April 2013
	6th May 2013.
	27th May 2013.
	26th August 2013.
Graduation weeks	8th – 19th July 2013.
Resit Examinations	19th - 30th August 2013.

Programme timetable

Timetables for lectures, laboratories, examples classes and all other activities are published at: <http://studentnet.cs.manchester.ac.uk/ugt/timetable/>

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

1.5 Position and use of noticeboards

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

1.6 Health and Safety Information

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

There is an online Health & Safety unit which all new students must complete. If the unit is not completed by the deadline given access to computer systems and examination results will be restricted.

1.6.1 Emergency Evacuation

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

During evacuation of buildings do not use the lifts.

In the event of an evacuation proceed to the Emergency Assembly Points which are as follows and do not block any exits:

IT Building – Grassed area on North Side of building behind Chaplaincy

Kilburn Building - 1st Floor Precinct Centre or Ground Floor beyond Chaplaincy steps

Do not return to any building until authorised to do so.

1.6.2 Fire Action

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

Operating the Fire Alarm

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

To call the Fire Brigade

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

Use of Fire Appliances

Fire appliances are sited at strategic points throughout the School to deal with fires. Fires should only be tackled provided there is no personal danger and after the alarm has been set off.

Training

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

Action when the Alarm rings

On hearing the intermittent alarm you should prepare yourself to leave the building. On hearing the continuous alarm you should evacuate the building immediately by the nearest exit.

The alarm is tested at 2 p.m. every Wednesday in the Kilburn Building and at 2 pm every Thursday in the IT Laboratories - no action is required. After 17.30 (Mon-Fri) and at weekends the building should be evacuated as soon as the intermittent alarm rings.

1.6.3 First Aid

There are several first-aiders in Computer Science. These people are listed on the (green) First Aid notices posted around the School and also in the Health & Safety document posted on the Health & Safety notice board. If none of the First Aiders can be located then contact Security on 52728 or 69966.

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

Personal Difficulties

Please inform the School's Student Support Office (0161 275 6272), or your tutor, of any difficulties with which the School can be of assistance. The University's Counselling Service is also available to you. counsel.service@manchester.ac.uk. (0161 275 2864)

1.7 Buildings and access

The School comprises two buildings: the Kilburn Building and the IT Laboratories Building.

The buildings are generally open between 08.00 and 23.30 (Mon - Sun) during term-time. In order to access either building between 18.00 and 23.30 (Mon – Fri) and 08.00-23.30 on Saturday and Sunday, you are required to sign in at the loading-bay porters' lodge and show your out-of-hours pass. If you are in the building during these periods you may also be asked by the porters to show your pass and registration card.

Out-of-hours passes are handed out at School Registration each year. Students who are not able to attend registration or need a replacement pass should go to the Student Support Office (LF21), you will need to take your University registration card to obtain one.

Details of opening times for each of the Christmas, Easter and summer vacations will be announced shortly beforehand by e-mail.

In accordance with University policy, smoking is prohibited throughout all buildings. Please be aware that there will be no heating in the buildings after 5pm from Monday-Friday, and all day Saturday-Sunday.

1.8 Looking after your data

1. It is your personal responsibility to ensure that you keep safe copies of your work in suitable places. You should never keep just a single copy of your work in a single place.
2. The School ensures the integrity of your home directory against system failure. But, if you accidentally delete any of your work, the School is not able to guarantee its recovery.
3. This applies to all your work, such as lab exercises, coursework, essays, assignments, and projects.
4. You should keep backup copies of your work, in places other than your School home directory.
5. The University provides centralised backup facilities you can use for free: see <http://www.studentnet.manchester.ac.uk/it-services/saving-your-work>.
6. Examples of other backup facilities include:
 - laptops and mobile devices
 - USB sticks and external hard disks
 - cloud storage services, such as those offered by Apple, Dropbox, Google and other companies. Please note that such services are not in any way endorsed by the University, and that it is your responsibility to check that their terms and conditions are appropriate for your use.
7. Devices fail, and can be lost or stolen, so always make multiple backups in different places.

2 PROGRAMME OVERVIEW

2.1 Programmes offered by the School in 2012/13

2.1.1 Single Honours

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

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

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

2.1.2 Programmes run in conjunction with other Schools

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

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

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

2.2 Course Unit Organisation

2.2.1 Credit Rating

The University attaches a credit rating to each course unit. Every student takes course units adding up to a total credit rating of 120 credits in each academic year. The course units should also be at an appropriate level: at least 100 credits must be at level 3 for an Honours degree. The level and credit rating of each course unit is shown in the course unit directory: <http://studentnet.cs.manchester.ac.uk/ugt/2012/>.

The credit rating is intended to reflect the time spent on each course unit and will normally determine the weighting in the examination process. To pass each year you must take enough course units at the correct level. The requirements for course unit choices are designed to ensure that students meet these regulations. For full details of University Credit Rating regulations, see Appendix 3.

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

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

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

COMP	-	Computer Science
BMAN	-	Manchester Business School
EEEN	-	Electrical Engineering
MATH	-	Mathematics
MSEC	-	Manchester Science and Enterprise Centre

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

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

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

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

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

1. Topic: Maths
Theme: Rigorous Development
2. Topic: Hardware
Theme: System-on-Chip
3. Theme: Agile Methods
Theme: Enterprise Information Systems
Theme: Software Engineering
4. Topic: Artificial Intelligence
Theme: Learning and Search in Artificial Intelligence
Theme: Natural Language, Representation and Reasoning
5. Topic: Computer Architecture
Theme: Computer Architecture
6. Topic: Programming.
Theme: Computer Languages
Theme: Programming and Algorithms
7. Theme: Visual Computing

8. Topic: Distributed Computing
Theme: Mobile Computing and Networks
Theme: Web and Distributed Systems

Each programme in the School comprises a set of related course units in each of the three years. Details of formal prerequisites for each course unit are set out in the detailed syllabus:

<http://studentnet.cs.manchester.ac.uk/ugt/options.php>

2.2.2 Course Unit Availability

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

MEng 4th Year course units

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

2.3 Professional body requirements

The professional bodies (BCS and IET) accredit our degree programmes every 5 years. The most recent accreditation covers years of entry 2006-2010. The accreditation process for 2011-2016 is currently in progress.

2.3.1 British Computer Society

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

2.3.2 Institution of Engineering and Technology (IET)

The single honours programmes and Computer Science with Business and Management give exemption from the IET professional exams, provided at least a II(ii) honours degree is obtained with at least 40% being gained for the final year project.

The MEng degree programme leads to Chartered Engineer (CEng) status and the BSc/BEng programmes to partial fulfilment of CEng requirements, as well as full professional membership of the bodies.

3 TEACHING, LEARNING AND ASSESSMENT

3.1 Study guidance

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

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

3.2 Clickers

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

If you lose your clicker you will need to buy another at a cost of £26. You must return your clicker at the end of the teaching period in May, otherwise you will need to pay £26 to cover the cost of a replacement.

3.3 Coursework: Submissions, Deadlines and Extensions

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

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

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

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

3.4 Examination Guidelines

Information regarding assessment and examinations is provided at <http://studentnet.cs.manchester.ac.uk/assessment/index.php?view=ug>

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

3.4.1 Exam Timetable

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

The exam timetables are normally published in December, April and July in the student portal:
<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/timetable/>

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

3.4.2 Return of marks

- First semester marks published for the guidance of students are provisional. They have not been confirmed by the external examiners. They may go up or down at the examiners meeting in June.
- First semester marks are normally published on the examinations notice board (Lower First Floor) and in the student records system:
<https://studentadmin.manchester.ac.uk/psp/CSPROD/?cmd=login&languageCd=ENG&>
- Second semester marks will be published on the examinations noticeboard shortly after the Exam Board meetings in June (final year students) and July (1st and 2nd year students). These will also be published in the student records system.
- You will be sent an e-mail confirming the expected publication dates and where the results will be published.
- Second semester results letters will be e-mailed as soon as possible after the results are published and any further information will be sent to the home address registered on Campus Solutions.
- Resit marks will be published on the examinations noticeboard shortly after the Exam Board meeting in September. These will also be published in the student records system.
- If the University's Web-based eLearning system Blackboard is used for particular course units, provisional results may be available to view before the Exam Board meets.
- RESULTS CAN NOT BE GIVEN OVER THE TELEPHONE.

3.4.3 Feedback from Examinations

There will be scheduled sessions during the academic year when you will be able to view your marked examinations scripts to gain feedback.

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

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

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

You will be e-mailed when the dates/times of the sessions are arranged and asked to contact the Student Support Office if you wish to view any scripts. Please note that there are some restrictions on which scripts

can be viewed and/or photocopied. We can not provide feedback on external course units. You will not be permitted to take any scripts away and they can not be posted to you if you are unable to attend the sessions.

3.4.3 Feedback from Examinations

The standard of degree programmes is validated by external examiners. The external examiners are expected to look at the draft question papers, scrutinize a selection of scripts and project reports (particularly those on borderlines) and attend the final examiners' meetings

3.4.5 Use of calculators and dictionaries in examinations

The University policies on the Use of Calculators and on the Use of Dictionaries in Examinations is downloadable from:

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/conduct/calculators-and-dictionaries/>

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

3.4.6 Criteria for assessing examination work

First Class

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

Answers will show that the student:

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

Upper Second

Upper Second Class answers provide a clear impression of competence and show that the student:

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

Lower Second

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

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

Third Class

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

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

Ordinary

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

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

3.5 Assessment and Progression

Consequences of unsatisfactory progress are detailed below.

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

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

University Degree Regulations

The University periodically reviews and amends its Assessment and Progression Regulations. A new set of Regulations was introduced in September 2012. These new Regulations will apply to students whose first registration with the University is September 2012. The exception to this is students who enter directly into the 2nd year in September 2012, you will be assessed under the regulations of the cohort you are joining. If your first registration with the University was September 2011 or earlier, then the previous set of Regulations will apply to you. In this handbook we will refer to the two sets of Regulations as “the 2012 Regulations” and the “pre-2012 Regulations”.

2012 REGULATIONS

First Year

Most course units have some continuous assessment, such as essays or laboratory exercises, and an examination in January for first semester course units or May/June for second semester course units. The examination and continuous assessment marks are combined to form a single mark out of 100 for each course unit. The proportions of coursework and examination are set out in the detailed syllabus for each course unit. Coursework must be submitted by the due dates and in any case coursework submitted after the first day of the examination period will not normally be assessed.

All undergraduate students in the University are subject to the University Credit and Awards regulations: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7324>

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

To progress to from first to second year or from second year to third year, you must achieve a year average of at least 40%, and also reach 40% in individual units totalling at least 80 credits. In all other units, you must have a mark of at least 30%. In the first year we also insist that, in addition to the above, you achieve a mark of at least 40% both in [COMP16121](#) and in [COMP16212](#), and, furthermore, that you achieve at least 30% in both the coursework (laboratory) and examination components of both these course units.

First and second year students who fail to progress at the June examination meeting will be reassessed in all units for which the pass mark was not obtained (including units for which the compensatable fail mark was achieved).

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

Students who fail at the first examination attempt must resit the required papers in August/September. The criteria for progression are then essentially the same as for the June examinations. In particular, for students in the first year, both the lab and exam components of [COMP16121](#) and [COMP16212](#) must also be passed separately as outlined above. Note that students registering for the first time in 2012-13 will be allowed to resit examinations only if they have passed at least 40 credits at 40% or more on their first attempt.

The examiners may, at their discretion, apply compensation similar to that described above in determining whether a student may proceed to the second year.

There is no automatic right to submit extra coursework; students who fail to submit coursework by the due dates without good reason may be refused the opportunity to resit. Students with failed coursework should consult the laboratory organiser about the possibility of submitting extra work before the resit examinations. The availability of laboratory facilities over the summer to complete such work cannot be guaranteed and may be restricted to specific dates. If a failed course unit comprises both coursework and examination, the examination must always be retaken even if the coursework mark has been improved to what would have been a pass at the first attempt.

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

First year marks will appear in official transcripts of marks but they do not count towards the final degree classification. All students who pass into the second year continue as Honours students.

2nd Year

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

To progress to the third year, you must achieve a year average of at least 40%, and also reach 40% in individual units totaling at least 80 credits. In all other units, you must have a mark of at least 30%.

Bad failures (typically less than 30%) will require a resit unless there are exceptional circumstances. Students who fail particular course units are given one opportunity to resit the failed course units in August/September.

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

Students who pass into the final year without resits continue as Honours students. Students who pass sufficiently well in the resits also continue as Honours students.

A student who fails after reassessment to progress to a subsequent year of a programme for an Honours Degree but has passed units totalling at least 100 credits (after compensation where allowed) will progress to the subsequent year of the programme for the Ordinary degree of Bachelor.

3rd Year

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

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

<http://studentnet.cs.manchester.ac.uk/ugt/2012/COMP30040/>

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

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

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

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

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

over 70%	1st Hons
60 - 70%	2.1 Hons
50 - 60%	2.2 Hons
40 - 50%	3rd Hons
32 - 40%	Ordinary

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

Ordinary Degree

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

MEng Assessment

Progress to second year

As a general rule, to progress into the second year of the 4 year programme students must obtain an overall level equivalent to a 2(i) at the end of the first year, and will be expected to continue to perform at this level, although they may be allowed one or two individual course unit failures at the discretion of the Examiners Board. Students who fail to reach 2(i) (60%) standard or who do not pass at the first attempt will normally be required to transfer to the 3 year programme. In addition, students registering in 2012 who have more than 20 credits in the range 30-39% will normally be required to transfer to the 3 year programme.

Progress to third year

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

Progress to the fourth year is normally conditional upon an overall mark of 60%, ie 2(i) standard. If the third year overall mark is less than 60%, the marks will be used to award a BSc degree.

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

Computer Science with Business and Management Assessment

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

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

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

Computer Science and Mathematics Assessment

The general regulations set out above apply to this degree. However different compensation rules apply to First year Maths marks. You must achieve a mark of 33 on each Maths course unit, as these are core units, and an average of 40. If your Mathematics average is below 40 all Mathematics papers below 40% will require a resit, if it is above 40% all papers below 33% will require a resit.

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

PRE-2012 REGULATIONS

First Year

Most course units have some continuous assessment, such as essays or laboratory exercises, and an examination in January for first semester course units or May/June for second semester course units. The examination and continuous assessment marks are combined to form a single mark out of 100 for each course unit. The proportions of coursework and examination are set out in the detailed syllabus for each course unit. Coursework must be submitted by the due dates and in any case coursework submitted after the first day of the examination period will not normally be assessed.

All undergraduate students in the University are subject to the University Credit and Awards regulations: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7324>

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

To progress to from first to second year or from second year to third year, you must achieve a year average of at least 40%, and also reach 40% in individual units totalling at least 80 credits. In all other units, you must have a mark of at least 30%. In the first year we also insist that, in addition to the above, both the lab and exam components of [COMP16121](#) and [COMP16212](#) must be passed separately.

First and second year students who fail to progress at the June examination meeting will be reassessed in all units for which the pass mark was not obtained (including units for which the compensatable fail mark was achieved).

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

Students who fail at the first examination attempt must resit the required papers in August/September. A mark of at least 40% in each resit course unit is required. Both the lab and exam components of [COMP16121](#) and [COMP16212](#) must also be passed separately.

The examiners may, at their discretion, apply compensation similar to that described above in determining whether a student may proceed to the second year.

There is no automatic right to submit extra coursework; students who fail to submit coursework by the due dates without good reason may be refused the opportunity to resit. Students with failed coursework should consult the laboratory organiser about the possibility of submitting extra work before the resit examinations. The availability of laboratory facilities over the summer to complete such work cannot be guaranteed and may be restricted to specific dates. If a failed course unit comprises both coursework and examination, the examination must always be retaken even if the coursework mark has been improved to what would have been a pass at the first attempt.

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

First year marks will appear in official transcripts of marks but they do not count towards the final degree classification. All students who pass into the second year continue as Honours students.

2nd Year

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

To progress to the third year, you must achieve a year average of at least 40%, and also reach 40% in individual units totaling at least 80 credits. In all other units, you must have a mark of at least 30%.

Bad failures (typically less than 30%) will require a resit unless there are exceptional circumstances. Students who fail particular course units are given one opportunity to resit the failed course units in August/September.

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

Students who pass into the final year without resits continue as Honours students. Students who pass sufficiently well in the resits also continue as Honours students.

A student who fails after reassessment to progress to a subsequent year of a programme for an Honours Degree but has passed units totalling at least 100 credits (after compensation where allowed) will progress to the subsequent year of the programme for the Ordinary degree of Bachelor.

3rd Year

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

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

<http://studentnet.cs.manchester.ac.uk/ugt/2012/COMP30040/>

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

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

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

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

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

over 70%	1st Hons
60 - 70%	2.1 Hons
50 - 60%	2.2 Hons
40 - 50%	3rd Hons
32 - 40%	Ordinary

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

Ordinary Degree

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

MEng Assessment

Progress to second year

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

Progress to third year

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

Progress to the fourth year is normally conditional upon an overall mark of 60%, ie 2(i) standard. If the third year overall mark is less than 60%, the marks will be used to award a BSc degree.

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

Computer Science with Business and Management Assessment

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

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

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

Computer Science and Mathematics Assessment

The general regulations set out above apply to this degree. However different compensation rules apply to First year Maths marks. You must achieve a mark of 33 on each Maths course unit, as these are core units, and an average of 40. If your Mathematics average is below 40 all Mathematics papers below 40% will require a resit, if it is above 40% all papers below 33% will require a resit.

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

3.6 Industrial Placements

3.6.1 Industrial Experience Year and Sponsorship

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

[Alex Walker](#), a member of the Lecturing staff, has responsibility for industrial placements and advertises any contacts from industry giving opportunities for sponsorship, vacation placements or year-long industrial placements.

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

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

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

3.7 Prizes and Awards

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

<http://studentnet.cs.manchester.ac.uk/assessment/prizes/index.php?view=uq>

3.8 Graduation

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

Full details regarding tickets, dates, robe hire and degree certificates can be found here:
<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/graduation/>

The School hosts a graduation reception either before or after the graduation ceremony. Full details will be sent to you in June/July.

3.9 Academic Malpractice including Plagiarism

There is an online plagiarism unit which all new students must complete. If the unit is not completed by the deadline given access to computer systems and examination results will be restricted.

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

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

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

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

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

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

Guidance to Students on Plagiarism and Other Forms of Academic Malpractice

Introduction

1. This section describes the University and School of Computer Science Policy on Academic Malpractice. It is vital that you read and understand the following and that you are clear about its implications for yourself. Indeed, by signing your registration form you are declaring that you have done this. We hope that you will see this policy as fair and necessary.
2. The School will assume that you are familiar with this material on academic malpractice. If you have any problems or questions, please contact a member of staff to discuss them.
3. As well as reading this section, please refer to the Plagiarism and Academic Malpractice – Guidance for Students document:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=2870>

The University policy on Academic Malpractice is given in University Regulation XVII: 'Conduct and Discipline of Students' available at:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6530>

4. **Academic malpractice** includes **plagiarism, collusion, fabrication or falsification of results** and anything else that achieves credit for a student when it not properly deserved.
5. As a student, you are expected to cooperate in the learning process throughout your programme of study by completing assignments that are the product of your own study or research. For most students, this does not present a problem, but occasionally, whether unwittingly or otherwise, a

student may commit what is known as plagiarism, collusion or some other form of academic malpractice when carrying out an assignment.

6. Apart from being deliberate, this may also occur because students misunderstand or are ignorant of what is expected of them, or have been used to different conventions in their prior educational experience.
7. This guidance should help you understand what we regard as academic malpractice and therefore help you to avoid committing it. You should read it carefully, because academic malpractice is regarded as a serious offence and students found to have committed it will be penalized. At the very least, a mark of zero would be awarded for the piece of work in question, but it could be worse; you could fail the whole course unit, be demoted to a lower class of degree, or be excluded from the programme.
8. **You should note that work you submit may be screened electronically to check against other submitted work and external material, for example from the Web.** Your work may be submitted to external parties to undertake this. Copies may be retained to ensure that future works submitted at this institution and others are not plagiarized from your work. If you fail to submit your work in the manner required, then it may be systematically treated as though you are guilty of Academic Malpractice.
9. You should also be aware that the process of detecting cheating is not necessarily a quick one. *Thus it may be a long time after you hand in your work, and have had marks back, that you are challenged on it.* Even after marks have been made official, if evidence comes to light of unfair practice, they can be challenged. The worst case of this could be that a student passes into the second or third year but only *then* finds out that an earlier year had actually been failed!

What is plagiarism?

10. **Plagiarism** is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self plagiarism' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it in this way). Obviously, the most blatant example of plagiarism would be to copy another student's work. Hence it is essential to make clear in your assignments the distinction between:
 - the ideas and work of other people that you may have quite legitimately exploited and developed, and
 - ideas or material that you have personally contributed.
11. To assist you, here are a few important do's and don'ts:
 - Do get lots of background information on subjects you are writing about to help you form your own view of the subject. The information could be from electronic journals, technical reports, unpublished dissertations, etc. Make a note of the source of every piece of information at the time you record it, even if it is just one sentence.
 - Don't construct a piece of work by cutting and pasting or copying material written by other people, or by you for any other purpose, into something you are submitting as your own work. Sometimes you may need to quote someone else's exact form of words in order to analyse or criticize them, in which case the quotation must be enclosed in quotation marks to show that it is a direct quote, and it must have the source properly acknowledged at that point. Any omissions from a quotation must be indicated by an ellipsis (...) and any additions for clarity must be enclosed in square brackets, e.g. "[These] results suggest... that the hypothesis is correct." It may also be appropriate to reproduce a diagram from someone else's work, but again the source must be explicitly and fully acknowledged there. However, constructing large chunks of documents from a string of quotes, even if they are acknowledged, is another form of plagiarism.

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

12. As you can see, it is most important that you understand what is expected of you when you prepare and produce assignments and that you always observe proper academic conventions for referencing and acknowledgement, whether working by yourself or as part of a team. In practice, there are a number of acceptable styles of referencing depending, for example, on the particular discipline you are studying, so if you are not certain what is appropriate, ask your Tutor or the course unit coordinator for advice! This should ensure that you do not lay yourself open to a charge of plagiarism inadvertently, or through ignorance of what is expected. It is also important to remember that you do not absolve yourself from a charge of plagiarism simply by including a reference to a source in a bibliography that you have included with your assignment; you should always be scrupulous about indicating precisely where and to what extent you have made use of such a source.
13. So far, plagiarism has been described as using the words or work of someone else (without proper attribution), but it could also include a close paraphrase of their words, or a minimally adapted version of a computer program, a diagram, a graph, an illustration, etc taken from a variety of sources without proper acknowledgement. These could be lectures, printed material, the Internet or other electronic/AV sources.
14. **Remember:** No matter what pressure you may be under to complete an assignment, you should never succumb to the temptation to take a 'short cut' and use someone else's material inappropriately. No amount of mitigating circumstances will get you off the hook, and if you persuade other students to let you copy their work, they risk being disciplined as well (see below).

What is Collusion?

15. Collusion is any agreement to hide someone else's individual input to collaborative work with the intention of securing a mark higher than either you or another student might deserve. Where proved, it will be subject to penalties similar to those for plagiarism. Similarly, it is also collusion to allow someone to copy your work when you know that they intend to submit it as though it were their own and that will lay both you and the other student open to a charge of academic malpractice.
16. On the other hand, collaboration is a perfectly legitimate academic activity in which students are required to work in groups as part of their programme of research or in the preparation of projects and similar assignments. If you are asked to carry out such group work and to collaborate in specified activities, it will always be made clear how your individual input to the joint work is to be assessed and graded. Sometimes, for example, all members of a team may receive the same mark for a joint piece of work, whereas on other occasions team members will receive individual marks that reflect their individual input. If it is not clear on what basis your work is to be assessed, to avoid any risk of unwitting collusion you should always ask for clarification before submitting any assignment.

What Is Fabrication or Falsification of Results?

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

Why is Academic Malpractice a Bad Thing?

18. It is very easy to cheat in the laboratory or other assignments, by handing in somebody else's work, so it is nothing to be proud of. In fact it is seriously damaging to your education, to other students and to the University. By getting marks which you do not deserve, you are attempting to trick yourself (and others) into believing that you are far better than you really are, that you understand something when you do not, or that you are coping with your work, when you actually have problems. Teaching staff will not be able to assess your individual abilities, nor give you the feedback you might have otherwise received. This is an extremely short-term strategy and will backfire on you sooner rather than later. It is far better to be honest, to get the marks you deserve and/or to face up to any problems you may have -- you can then start to get help and to rectify these problems at an earlier stage.
19. For other students and for the University, you will be undermining the standard of University of Manchester degrees -- if your degree result is not a true reflection of your abilities, because you cheated, an employer will be suspicious of the standard of future University of Manchester graduates.
20. It is also easy to impress your friends, giving them 'help' by telling them the answers. However, you are not 'helping' them at all. In fact, you are holding back their education and undermining their confidence in learning and understanding for themselves.

The Consequences of Academic Malpractice

21. In an isolated case of academic malpractice, the default result will be for us to withdraw ALL marks for the work for ALL those involved in 'with-knowledge' malpractice, e.g. if you were knowingly involved in your work being similar to someone else's.
22. However, where such behaviour is repeated, or more than one exercise is involved, or there are other factors, we reserve the right to take further action, for example by withdrawing all marks across every course unit involved. We may inform the Faculty, or University Student Disciplinary Committee, which has wide-ranging powers, including the power to exclude a student from a degree programme.
23. By default, peer-to-peer plagiarism (where one student copies from their peers without their knowledge) will be treated more severely than collusion. The innocent party will have their marks restored, but the guilty party will by default receive zero for the plagiarised exercise plus a penalty of the same weight as that exercise.
 - (a) **Do not** leave your work on printers
 - (b) **Do not** give your passwords to other students
 - (c) **Do** ensure that files permissions are appropriately set to restrict access to your data
 - (d) **Do not** allow other students to access a machine to which you are logged in (lock the screen if you need to leave it temporarily)
 - (e) **Do not** show any aspect of your coursework to other students in any form
24. Incidents of academic malpractice will be added to the student's record, and may therefore be included in any references produced by the School.

What Should You Do, or Not Do?

25. For Programming Assignments:

- (a) **Do** get the help you need, if you find yourself in some difficulty with an assignment, rather than be tempted to cheat, which would put you in more difficulty. It is never too late to get help, but the sooner you do the better it is.
- (b) **Do** ensure that any code derived from a third-party, e.g. code supplied as part of the labscript, or given in lectures, is clearly labelled and its source properly acknowledged. You should assume

that you should develop all code and pseudo-code on your own, /unless/ you are instructed to do otherwise.

- (c) **Do** ensure that, if you work together in informal groups, you fully understand the difference between 'healthy' working together and academic malpractice. Ensure you fully understand your assignment work, and that you do all the work required of you yourself. Unless explicitly instructed otherwise, such working together should be restricted only to discussing ideas and getting the work off the ground. Anybody who cannot actually do the work, should get help from a demonstrator or supervisor.
- (d) **Do Not** attempt to disguise third-party code as your own work.
- (e) **Do Not** allow your (so-called) friends to tell you the answer, or to give you 'too much help'. Equally, do not tell your friends the answer, or give them 'too much help'.
- (f) **Do Not** let other students have access to your code, pseudo-code, algorithm descriptions, logbooks and so on, in any shape or form.

26. For Written Assignments:

- (a) **Do** get lots of background information on subjects you are writing about to help you form your own view of the subject. Make a precise note of the source of every piece of information at the time you record it, even if it is just one sentence.
- (b) **Do Not** construct a piece of work by cutting and pasting or copying material written by other people, or by you for any other purpose.
- (c) **Do** properly reference other work, when you need to include someone else's words or diagrams, in order to analyse or criticize them. A quotation of text must be enclosed in **quotation marks** to show that it is a direct quote, **and** it must have the source properly acknowledged at that point. Any omissions from a quotation must be indicated by an ellipsis '...' and any additions for clarity must be enclosed in square brackets, e.g. "[These] results suggest...the hypothesis is correct." However, constructing large parts of an assignment from a sequence of quotes, even if they are acknowledged, is another form of plagiarism. It is also important to remember that it is not sufficient to include a reference to a source *only* in your assignment bibliography. You should always indicate precisely where and to what extent you have made use of such a source, at the point of use.
- (d) **Do** attribute all ideas to their original authors. A good rule of thumb is that each idea or statement that you write should be attributed to a source unless it is your personal idea or it is common knowledge. (If you are unsure if something is common knowledge, try asking other students: if they don't know what you are talking about, then it is not common knowledge!)
- (e) **Do** learn the acceptable styles of including and referencing others' material or ideas. Consult the separate guidance given for essay-writing and project reports:
 - First Year Essays:
<https://moodle.cs.man.ac.uk/login/index.php> (COMP10120 course unit)
 - Second Year Essays:
<http://studentnet.cs.manchester.ac.uk/ugt/year2/readingweek.php>
 - Third Year Projects:
<http://studentnet.cs.manchester.ac.uk/ugt/COMP30040/>

If you are uncertain how to properly acknowledge others' work in your own, then ask.

Finally

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

3.10 Appeals

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

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

If matters cannot be resolved at School level it is possible to make a formal appeal. An appeal, in the form of a written statement which sets out the grounds of the appeal, must be submitted to the appropriate Faculty Office within 20 working days of notification of the result or decision. The grounds of such an appeal are limited, you cannot appeal against the academic judgement of the Examiners. Any possible appeal should be discussed with the Director of the Undergraduate School to ascertain whether the matter can be resolved at School level and whether grounds for an appeal exist.

The Regulation XIX 'Academic Appeals' can be found at:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1872>

Note:

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

3.11 Complaints

Regulation XVIII 'Student Complaints Procedure' can be downloaded from:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1893>

The Complaints Form can be downloaded from:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1894>

If you have a complaint, please discuss the problem with the course unit leader or supervisor concerned. If this does not resolve the problem, consult your Personal Tutor or the Year Tutor.

Unresolved problems can be put on the agenda of the Staff Student Committee via your student representatives or submitted in writing to the Director of Undergraduate Studies, [Mr Toby Howard](#).

Problems concerning examinations should be discussed with your Year Tutor. If the matter cannot be resolved informally, complaints or appeals should be submitted in writing to the Director of Undergraduate Studies, School of Computer Science.

4 STUDENT PROGRESSION

4.1 Attendance requirements

Regulation XX 'Work and Attendance of Students' can be downloaded from:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1895>

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

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

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

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

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

4.2 Attendance requirements – International Students

Tier 4 Visa Attendance Monitoring Census

The University operates attendance monitoring census points within the academic year in order to confirm the attendance of students holding a Tier 4 Student Visa. This is to ensure the University meets the 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 as described in section 4.1 above.

When are the census points?

In the 2012/13 academic year, the attendance monitoring census points will be during the following periods:

1st -15th October 2012*
17th -31st January 2013
16th -30th April 2013

Please note:

- If you are a new student, registration is your first point to confirm your attendance at the University and you will not be required to attend a further census point in October 2012.
- You will receive an e-mail from the School to confirm when and where you should attend to have your attendance confirmed. You must check your University e-mail account regularly. Failure to check your e-mail account is not a valid reason to be absent from a census point.

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

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

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

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

The School must be able to confirm your presence to the 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:

www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/

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

4.3 Progression through the programme

4.3.1 Organisation of Teaching

An individual course of lectures is known as a "course unit".

1st Year

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

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

2nd Year

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

3rd Year

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

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

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

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

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

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

4th Year

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

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

4.3.2 External Options for Single Honours Students

1st Year

You are not permitted to take external course units.

2nd Year

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

3rd Year

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

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

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

4.3.3 Course Unit Choices

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

1. The deadline for changing course units in each semester is two weeks after lectures start. Normally, no changes of course unit will be permitted after these dates.
2. You must check that the new course unit you wish to take is a valid option for your degree programme and find out if there are likely to be any timetable problems. If there are timetable clashes this will probably prevent you from changing course unit.
3. You should register your course unit choices within the University online Campus Solutions System: <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration/cus/>
4. If you do not enter the correct course units on Campus Solutions you will not be entered for the correct examinations. If you have any difficulties choosing course units please e-mail the Student Support Office (sso@cs.man.ac.uk).

If you wish to register for an external course unit from another School that is not in your optional list, you must consult your Year Tutor and obtain formal permission.

5. For the 2012/13 academic year, the following people are responsible:

Year	CS Programmes Year Tutor
CSE (years 3-5)	Prof. Tom Thomson
CM (All years)	Dr Andrea Schalk
1st	Dr. Paul Nutter
2nd	Sean Bechhofer
3rd	Dr. Tim Morris
4 th	Dr Nick Filer

4.4 How to change, interrupt or withdraw from a programme

If you are thinking of changing, or interrupting, a programme, you should first discuss this with your tutor or Year Tutor to seek advice and guidance, including to check that the desired change is possible. You should then obtain the relevant form online or from the School's Student Support office (LF21), and complete and return the form.

- [Changing degree](#)
- [Interruption/Repeat of Studies](#)

4.4.1 Transfer between Degree Programmes

1. Transfer to another degree programme at the end of the year is always conditional on successful completion of your present year.
2. If you are contemplating any change of degree programme, consult your Personal Tutor or the Year Tutor as soon as possible.
3. Some Local Education Authorities may refuse moves into MEng or 'with industrial experience', that is from 3 to 4 year courses, more than 15 months after the start of the course. The Student Services Centre can provide further information on this.

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

Transfer Rules

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

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

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

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

Into MEng programmes: from a related Honours School at the end of first or (second) year provided required options have been taken, a minimum 2.1 standard attained and a suitable industrial summer placement has been obtained.

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

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

From Joint Honours: Into CS: joint honours can transfer into CS at the end of the first year provided they demonstrate some competence at [COMP15111](#), usually by taking the January or September exam informally.

CS students are not allowed to transfer to BM after the 1st Semester.

4.4.2 Interruption or Repetition of Degree Programmes

Any interruption (taking a year out) or repetition (repeating a year) of your degree programme requires special permission from the School. Regulations state that an Honours degree is a continuous 3 (or 4) year period of study. Permission will only be granted if good reasons are given. A written case with supporting evidence must be presented. Reasons might include a year of industrial experience or prolonged illness. Consult your Year Tutor for advice.

The application form, together with guidelines for repeating the year, can be found at:

<http://studentnet.cs.manchester.ac.uk/ugt/interrupt.php>

Overseas students who wish to interrupt their studies may have to extend their visas. Further Information can be found at:

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

4.4.3 Withdrawal from Degree Programmes

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

Please be aware that the University's withdrawal/suspension policy for all Student Loan Company funded students is as follows:

Withdrawal/suspension between 17/09/2012 – 27/01/2013 – 25% of the total fee will be charged

Withdrawal/suspension between 28/01/2013 – 14/04/2013 – 50% of the total fee will be charged

Withdrawal/suspension between 15/04/2013 – 07/06/2013 – full tuition fees will be charged

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

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

Sources of support and advice if you are considering withdrawing can be found here:

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/withdrawal/> along with the details of how this may affect tuition fees, accommodation, sponsorships etc.

Alternative Awards

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

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

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

5 STUDENT SUPPORT AND GUIDANCE

5.1 Student Support Office

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

<http://studentnet.cs.manchester.ac.uk/student-services/index.php?view=ug>

5.1.2 Official Documents

Confirmation of attendance letters can be obtained from the Student Services Centre:

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration/post-registration/confirmation-of-attendance/>

Details of how to apply for Council Tax exemption can be found here:

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration/post-registration/council-tax-exemption/>

Details of how to request an official transcript can be found here:

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

5.1.3 References

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

5.1.4 Campus Solutions

Campus Solutions is the University's Student System which allows you to register online.

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

Guidance on course unit selection can be found here:

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

Contacts

Online Registration Advice Helpline

0161 306 5544

3rd – 28th September, weekdays 9.00am to 5.00pm.

Weekend of 15/16th September 11.00am to 3.00pm.

For those who have a particular problem that can not be resolved by a call to the helpline, the Whitworth Hall is open from 13-25 September (inclusive) weekdays 9.15am – 5.00pm and over the weekend of 15/16 September, 11.00am – 5.00pm.

Course Units:

Student Support Office (LF21, Kilburn)
(sso@cs.man.ac.uk)

5.2 Tutoring arrangements

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

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

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

5.3 Mitigating Circumstances

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

After the May examination period a Mitigating Circumstances Committee, consisting of a small number of academic staff, meets and carefully considers all submissions in complete confidence. The Mitigating Circumstances Committee makes recommendations to the Board of Examiners in cases where a student's Mitigating Circumstances have been judged to have affected their studies. Such recommendations are passed on as "action codes" only, which convey no personal information. Representative examples of actions include "resit exam as first attempt", or "increase weighting of Semester 1 exams", but the Committee may make other recommendations at its discretion.

If you wish the Mitigating Circumstances Committee to consider your case you **must** complete a Mitigating Circumstances form, available from the Student Support Office or at the following address:

<http://studentnet.cs.manchester.ac.uk/assessment/mitigatingcircumstancesform.pdf>

Mitigating Circumstances forms may be submitted up to the day before the relevant exam period. Any Mitigating Circumstances that apply to that period will not be considered after this date. **Unforeseen** events during the exam period may be covered by a Mitigating Circumstance form submitted during that period.

The deadline for submitting mitigating circumstances in semester one is 11th January 2013.

The deadline for submitting mitigating circumstances in semester two is 15th May 2013.

If any events affect your study during an examination period you should submit a completed form by the end of the appropriate examination period.

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

The School's Mitigating Circumstances Committee makes recommendations to the Board of Examiners in cases where a student's Mitigating Circumstances have been judged to have affected their studies. Such

recommendations are passed on as 'action codes' only, which convey no personal information. Representative examples of actions include 'resit exam as first attempt' or 'increase weighting of Semester 1 exams', but the Committee may make other recommendations at its discretion.

University Policy on mitigating circumstances

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

5.4 PEER ASSISTED STUDY SESSIONS (PASS)

Aims:

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

Some of the many benefits to you involve:

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

Details regarding PASS can be found at: <http://studentnet.cs.manchester.ac.uk/ugt/pass/>

5.5 Students Union

<http://www.umu.man.ac.uk/>

5.6 Student Support Services

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

5.6.1 Advisory Service

The student advisory service is available to all students in the Computer Science School (including both single and joint honours, M Sc and Ph D students).

Details of the service can be found on the web here:

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

The service offers advice on School and university matters and help with anything that concerns you, whether in your studies, in the School, in the university or in your life outside the university. Each day a member of staff is available with knowledge of the School and university and who is willing to listen

5.6.2 Students with Disabilities

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

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

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

5.6.3 Student Guidance Service

The University of Manchester Student Guidance Service is a service of information and advice open to all University of Manchester students, who can use the service at any time. The advisers have extensive experience of dealing with student problems and offer confidential advice on any matters relating to students' academic work. Location: Second Floor, Williamson Building. Telephone: 0161 275 3033.

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

5.6.4 University Language Centre

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

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

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

6 STUDENT REPRESENTATION AND FEEDBACK

6.1 Representation at programme, School and Faculty level

6.1.1 Staff Student Consultative Committee

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

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

The SSCC website is here: <http://intranet.cs.man.ac.uk/csonly/sscc/>

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

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

6.1.2 Role of the Staff Student Consultative Committee

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

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

<http://intranet.cs.man.ac.uk/csonly/sscc/>

6.1.3 Role of the Undergraduate Committee

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

The Committee is chaired by the Director of Undergraduate Studies and comprises the Year Tutors, Laboratory Managers and Programme Tutors (for Joint Honours) the Undergraduate Administrator and the Undergraduate Examinations Administrator. Other academic staff with undergraduate responsibilities attend by invitation.

6.2 Mechanisms for collecting and reporting back on feedback from students

6.2.1 Course Evaluation Questionnaires

The School attaches great importance to the opinion of students on the quality of the teaching provided, and every student is asked to complete a Course Evaluation Questionnaire for each course unit, for the laboratories and for the tutorials. The questionnaires are anonymous.

6.3 Other Committees

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

6.3.1 Computer Science Society (CSS)

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

For more information see <http://cssoc.cs.manchester.ac.uk/>

6.3.2 School Computer Society

For more information see <http://compsoc.man.ac.uk/>

7 LEARNING RESOURCES AVAILABLE WITHIN THE SCHOOL AND FACULTY

7.1 Resource Centre

Photocopy facilities are available outside of LF17. Photocopy cards may be purchased at a cost of £3 per 100 copies from the Student Support Office, LF21.

Each student has a printing allocation each year; additional printing quota can be purchased from the Student Support Office, LF 21 (see Section 7.3).

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

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

Spare copies of teaching materials are available outside LF17.

7.2 Use of computers

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

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

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

1. You have been allocated one or more usernames for your own personal use: you must not use other usernames or permit other people to use your username. You must not use computers to which you have not been granted access, or attempt to access information to which you have not been granted access.
2. You must not deliberately hinder or annoy other computer users.
3. You must not use machines belonging to the School for commercial purposes without the prior written permission of the Head of School. You must not sell the results of any work you do using School facilities without the prior written permission of the Head of School.
4. You must not write or knowingly store, on machines belonging to the School, software which, if executed, could hinder or annoy other users, except with the prior written permission of the Head of School.
5. You must not make an unauthorised copy, in any form, of copyright software or data.
6. You must not store personal information, except in a manner permitted by the Data Protection Act 1998.
7. You must follow all rules, regulations and guidelines imposed by the Faculty of Engineering and Physical Sciences and the University in addition to the School's Code of Practice.

Explanatory Notes

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

1. Undergraduate students are not normally granted access to the computers in the research network, or to other students' files. You should not attempt to use another student's account even if they have not set a password. Of course, it is still important to set a password for your own privacy and security.
2. This will be interpreted very broadly. It includes:
 - Tampering with another user's files.
 - Tampering with another user's screen.
 - Setting up processes which persist after you log out and annoy subsequent users of the machine.
 - Broadcasting of offensive messages.

- Display or storage of offensive pictures.
 - Abuse of the mail system. Guidelines on sensible use of electronic mail are published separately.
 - Occupying a machine to play games while other students need it to do their laboratory work.
3. Clearly the Head of School would have to be convinced that any such use of the machines would not conflict with their primary purpose.
 4. Note carefully that this means you are not allowed to write or introduce a virus program, even if it is never executed.
 5. Note that this does not prevent your taking copies of your laboratory work home, or making copies of non-copyright material, but does prevent your taking random pieces of software away on a floppy. You should assume that all material is copyright unless it specifically states otherwise. If in doubt, ask.
 6. Personal information includes names, addresses, mailing lists, “dating agency” information etc. You should contact Lynn Howarth or Ruth Maddocks if you need to store such information.
 7. In fact, you agreed to abide by the University and Faculty rules when you registered. For instance, the University statutes state:

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

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

7.2.1 Email

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

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

Obscene or offensive mail

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

Group mailing

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

Miscellaneous hints

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

7.3 Other facilities/resources as appropriate

Support for Computer Equipment

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

Printing

According to the programme on which you are registered, you will be given an annual allowance for computer printout in the School for coursework printing, which may be revised year-on-year. When your allowance is exhausted, you may purchase additional printing from the Student Support Office at a cost of £5 per 100 sheets (minimum purchase £1 for 20 sheets).

For 12/13, the printing quotas are:

Computer Science students:
External students:

600 pages per annum
50 pages per 10 credit course unit

Technical Support and Fault Reporting

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

7.4 University-wide learning resources

Student Guidance Service

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

Tel: 0161 275 3033

sgs@manchester.ac.uk

First Floor, University Place

Computing Services

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

John Rylands University Library of Manchester

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

Tel: 0161 275 3738

Fax: 0161 273 7488

(Campus map ref: 56)

8 FURTHER INFORMATION AND REGULATIONS

8.1 University ordinances and regulations

You can read the University Ordinances at the following address:

<http://www.manchester.ac.uk/medialibrary/governance/ordinances.pdf>

You can read the University General Regulations at the following address:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10970>

8.2 Reporting of Ill Health

Absence through illness must be reported to the School office in writing using the "Certification of Student Ill Health" form available from the Student Support Office (room LF21). See also Section 5.3 re Mitigating Circumstances. School policy for when and how to report absence is here:

<http://studentnet.cs.manchester.ac.uk/student-services/absence.php?view=ug>

- a. It is a requirement of your registration with the University of Manchester that you register with a local general practitioner. A list of GP practices can be obtained from the Student Health Centre, any University hall of residence or a local Pharmacy. According to guidance issued by the General Medical Council it would not be regarded as good practice for a family member to be the registered GP or to offer treatment except in the case of an emergency.
- b. **You should always consult your GP (or for emergencies the Accident and Emergency Department of a hospital) if your illness is severe, if it persists or if you are in any doubt about your health.** You should also consult your GP if illness keeps you absent from the University for more than 7 days including week-ends. If you do consult a GP and they consider that you are not fit for attendance at the University, then you should obtain a note from the doctor to that effect or ask them to complete Part III of the University form 'Certification of Student Ill Health' copies of which are available at local GP surgeries. You should hand this certificate to the Student Support office (LF21) at the earliest opportunity.

- c. If your condition is not sufficiently serious to cause you to seek medical help, then the University will not require you to supply a doctor's medical certificate unless you are absent from the University due to illness for more than 7 days (in which case see b. above). You **must** however contact your School as soon as possible and self-certify your illness (that is complete and sign the "Certification of Student Ill Health" form to state that you have been ill) as soon as you are able to attend your School. You should do this if your illness means you are absent from the University for any period up to 7 days (see d.i) or if you are able to attend the University but your illness is affecting your studies (see d.ii and iii).
- d. The following sub-paragraphs explain what you should do if your illness affects your attendance at compulsory classes or if you consider that your performance in your studies/examinations has been impaired.
- i) If you are unwell and feel unable to attend the University to take a compulsory class, assessment or examination then you must seek advice by contacting your School immediately, in person, through a friend or family member, by telephone or by email (see contacts list in Appendix 1). This is to ensure that you understand the implications of being absent and the consequences for your academic progress, which might be quite serious. **You must do this as soon as possible so that all options can be considered and certainly no later than the day of your compulsory class, assessment or examination.** If you do not do this then you will normally be considered have been absent from the class without good reason, or to be have taken the assessment or examination in which case you will be given a mark of zero. You must also complete and hand in a "Certification of Student Ill Health" form on your return.
 - ii. You may be unwell but are able to proceed with an assessment or examination and yet you feel that your performance will have been impaired. If you wish this to be taken into account as an extenuating circumstance, you **must** inform your School about this on the day of the assessment or examination and hand in to your School completed "Certification of Student Ill Health" and Mitigating Circumstances forms. If you leave this until later it will not normally be possible to take your illness into account when assessing your performance.
 - iii. If, as a consequence of your illness, you wish to seek an extension to a deadline for submitting assessed lab or coursework, you **must** complete a "Certification of Student Ill Health" form and discuss it with the appropriate lab manager. The application for extension must be made **BEFORE**, the deadline and not retrospectively.
 - iv. You may be under occasional and ongoing medical attention which affects your studies. If so, you should obtain a letter from your physician which should be given to the School office together with a Mitigating Circumstances form before the end of the January. May/June or August/September examination period, as appropriate, if you wish your condition to be taken into account as extenuating circumstance.

Notes:

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

APPENDIX 1 – CONTACT DETAILS

Computer Science Staff

For contact details of all academic and administrative staff see <http://directory.manchester.ac.uk/> or use the Unix command **csinfo**.

APPENDIX 2 – UNIVERSITY STUDENT SUPPORT SERVICES

ACCOMODATION

Accommodation Office

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

Tel: 0161 275 2888

Fax: 0161 275 3213

accommodation@manchester.ac.uk

Manchester Student Homes

<http://www.manchesterstudenthomes.com/>

Tel: 0161 275 7680

Fax: 0161 275 7684

info@msh.manchester.ac.uk

(Campus map ref: 32)

CAREERS

The Careers Service

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

Tel: 0161 275 2828

(Campus map ref: 33)

CHILDCARE

Dryden Street Nursery

Tel: (0161) 272 7121

Echoes Nursery

Tel: (0161) 306 4979

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

COUNSELLING SERVICE

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

Tel: 0161 275 2864

counsel.service@manchester.ac.uk

(Campus map ref: 33)

DISABILITY SUPPORT

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

Tel: (0161) 275 7512

Minicom: (0161) 275 2794

Text: 07899 658790

Fax: 0161 275 7018
disability@manchester.ac.uk

ENGLISH LANGUAGE SUPPORT

University Language Centre (<http://www.langcent.manchester.ac.uk/>)
englang@manchester.ac.uk

EQUALITY AND DIVERSITY UNIT

Tel: (0161) 200 8896
equalityanddiversity@manchester.ac.uk
(Campus map ref 1)

INTERNATIONAL STUDENTS WELFARE TEAM

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/>
Tel: (0161) 275 2196
Fax: (0161) 275 2058
iswu@manchester.ac.uk

NIGHTLINE

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

POLICE

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

To report a crime that is not an emergency contact: Tel: 0161 872 5050

To ask for advice or discuss an issue contact:

Tel: 0161 856 4466 (Greenheys)
email: B4.npt@gmp.police.uk

EMERGENCIES

In an emergency you can contact University security on:
Tel: 0161 276 9966 (ext 69966 from an internal phone)

Or contact the police, fire and rescue, and ambulance services on: Tel: 999

If you calling an emergency vehicle to the University campus make sure you also call Security to ensure that they are able to locate the right building: Tel: 0161 276 9966

RELIGIOUS SUPPORT

Details of services, facilities and all places of worship (Christian and non-Christian) adjacent to the University are available at:

St. Peter's House

<http://www.stpeters.org.uk/>
Tel: 0161 275 2894

Roman Catholic: Avila House

<http://mucc.org.uk/avila-house>
Tel: 0161 273 1456

Hilel House

Tel: 0161 226 1139

SPORT

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

Tel: 0161 275 6991

Fax: 0161 275 6992

uniman.sport@manchester.ac.uk

STUDENT SERVICES CENTRE

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

Tel: 0161 275 5000

Fax: 0161 275 7860

ssc@manchester.ac.uk

STUDENT HEALTH AND SAFETY SERVICES

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

Student Occupational Health Service, Waterloo Place:

Tel: (0161) 275 2858

(Campus map ref 38)

STUDENTS' UNION ADVICE CENTRE

<http://www.umu.man.ac.uk/advice/>

Tel: 0161 275 2946/7

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

The University Credits and Awards Regulations, which can be found at <http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/teaching/degreeregulations/> permits the Faculty to exercise discretion on a number of matters. The following table states the practice approved by the Faculty in respect of the programmes to which this handbook relates.

Para	brief description	permitted discretion	approved practice
3.	non-standard year	All years of study are 'standard years' and require successful completion of 120 credits except for:	No such variations.
4.	non-standard credit multiples	All course units are multiples of 10 credits or 10 or 15 credits at level 4 except for:	No such variations.
8.	non-standard programmes, degree of bachelor	<p>a. The listed programmes include a year in industry or a year in a university abroad and are of four years duration and require successful completion of 360 credits and the industrial placement.</p> <p>b. The listed programmes include non-standard years and the number of credits to be successfully completed is increased to:</p>	<p>All 'with Industrial Experience' programmes.</p> <p>No such variations.</p>
9.	non-standard programme, degree of master	<p>a. The listed programmes include a year in a university abroad and are of four years duration and require successful completion of [480][480 + credits from non-standard years] credits:</p> <p>b. the listed programmes include a year in industry and are of [four][five] years duration and require successful completion of [480][600][480 or 600 + credits from non-standard years] credits.</p> <p>c. the listed programmes include non-standard years and the number of credits to be successfully completed is increased to:</p>	None.
10.	longer programmes	Entry through the foundation year extends the total programme of study by one year and the total credit requirements by 120.	
16.	minimum study period	In every case the award of a qualification requires the final year of study to be taken within the Faculty of Engineering and Physical Sciences of The University of Manchester.	
17.	without interruption	<p>a. Interruption and any consequential extension to the period of study shall require permission of the Faculty.</p> <p>b. If permission is given for a period of study to be extended or for transfer to a different programme the regulations subsequently applied shall be those pertaining to the student cohort now joined whether more or less favourable.</p> <p>c. If permission is given for a period of study to be repeated the programme or the programme of study may have changed from that which has been or would have been studied and re-examination will relate to the current programme.</p>	
21.	non credit weighted marks	The listed years of study include non-credit weighted marks as stated:	None.
22.	masters progression	<p>a. The minimum mark for progression from year 2 to year 3 of the integrated masters programme shall be 60%.</p> <p>b. The minimum mark for progression from year 3 to year 4 of the integrated masters programme shall be 60%.</p>	

Para	brief description	permitted discretion	approved practice
23a.	compensation for joint progs	Programmes of two subjects in combination will, in addition to the requirement for progression across the year of study as a whole, normally require each subject to be separately passed with approximately two-thirds of the course units of each subject passed.	
23b.	progress in a foreign language	Progression on a programme which includes a period in a country speaking a foreign language requires reasonable progress to be made in the study of the foreign language	Not applicable.
23c.	units with non-standard compensation	The listed units have a minimum compensatable mark as stated:	COMP16121 and COMP16212 are each assessed by a 2-hour examination (50%) and laboratory (50%). Both components must be passed in order to pass the course unit.
23d.	non-standard compensatable proportion	For the listed programmes and years of study the proportion of the total credits that must reach the pass mark is increased as stated:	No such variations.
23e.	programmes with a year in industry	<p>a. Progression on a programme which includes a year in industry requires a minimum overall mark of 50%.</p> <p>b. Progression to the year in industry normally requires the preceding year to be completed satisfactorily at the first attempt (i.e. without any resits).</p>	
23f.	programmes with a year abroad	<p>a. Progression on a programme which includes a year in an institution abroad requires a minimum overall mark as stated:</p> <p>b. Progression to the year in the institution abroad requires the preceding year to be completed satisfactorily at the first attempt (i.e. without any resits).</p>	No such programmes.
24.	Reassessment	<p>a. Compensation shall be available on reassessment and shall be applied in the same manner as on first assessment.</p> <p>b. There is a limited opportunity to improve laboratory based coursework during the summer vacation, up to a maximum of 40%. Any student wishing to take advantage of this must make arrangements with the 1st or 2nd year laboratory manager.</p> <p>c. Reassessment is not normally possible in any study taken in industry or at an institution abroad and subsequent progression will require transfer to an alternative programme of study.</p> <p>d. Examinations at levels 3 or 4 are set once only in any academic session and the consequence of failure to take such examination at the single opportunity available is severe. Permission would need to be sought under para 13, founded upon a legitimate circumstance, for an interruption and for the programme of study to be extended by one year or for graduation to be delayed until the examination is taken at the next opportunity.</p>	
25.	Higher requirements of professional body	In the course units listed reassessment may be required to satisfy the requirements of the relevant professional body:	No such requirements.

Para	brief description	permitted discretion	approved practice
28.	The 'carrying' of credits	Students will normally be permitted to progress to year 2 or year 3 of the honours programme if they have achieved 110 credits in the preceding year and a minimum overall mark of 50% and will then study additional credits.	
29.	Re-start of year 1	Re-start of the programme of study shall require permission of the School in the case of failure and of the Faculty in all other circumstances.	This regulation gives the School the power to allow students to retake the first year. Students do not have a right to such a retake, which will only be granted in exceptional circumstances.
32.	Third class masters	In the programmes listed the integrated degree of master shall be awarded in the third class:	None.
34a.	Title of ordinary degree	The ordinary degree shall be awarded only with the titles stated: Computer Science	
34b.	Cert HE and Dip HE	The Certificate of Higher Education and the Diploma of Higher Education shall be awarded without a programme title.	
36.	Compensation for award of third class degree	In the programmes listed a mark not less than 40% in at least two-thirds of the credits in the final year is required for award of a degree in the third class.	None.
37.	Award of the next higher degree class	The external examiner shall advise on award of a degree in the next higher class in accordance with Method B.	
40.	Higher requirements of professional body	In the course units listed reassessment may be required to satisfy the requirements of the relevant professional body:	No such requirements.
	Degree classification	The overall mark for degree classification is a weighted aggregate of the overall marks for each year in the proportions stated:	For the following programmes: All 3-year programmes: Y1 = 0%, Y2 = 25%, Y3 = 75% All with Industrial Experience programmes: Y1=0%, Y2=25%, Y4 = 75% All M Eng programmes: Y1=0%, Y2=12.5%, Y3=37.5%, Y4=50%

APPENDIX 4 – Study Regulations

a. Interrupt a period of study

Paragraph 17 of the Regulation makes it explicit that the expectation is that study proceeds without interruption and that there is no right to an interruption. In order to interrupt, and hence to continue on the programme at some later date, a student must obtain permission.

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

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

b. Repeat a period of study

Permission to repeat a period of study is given only in exceptional circumstances and requires permission of the Faculty when:

- an associated interruption is sought
- all allowable attempts have been taken

c. Studying in a different institution (not as part of a previously approved programme)

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

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

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

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

d. Gaining relevant experience in employment institution (not as part of a previously approved programme)

A student may be permitted to interrupt a programme of study to gain experience in industry. Such period will usually be of one academic year's duration. An appointment letter from the company concerned should usually be attached to the application.

e. Transfer between programmes

The Faculty permits students to transfer between cognate programmes that share a common core when all of the following are satisfied:

- On advice and with the consent of the programme director,
 - Where there is no repeat of study required,
 - Where optional units already taken and passed meet any prerequisite requirements of the programme to be joined,
 - Where progression requirements of the programme to be joined have been satisfied.
- When these conditions have been met permission of the Faculty is not needed.