Disclaimer

This document was published in September 2018 and was correct at that time. The department* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

* Please note, the term ‘department’ is used to refer to ‘departments’, ‘Centres and ‘Schools’. Students on joint or combined degree programmes will receive two departmental handbooks.
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1 Introduction to your department

1.1 Welcome

Welcome to Royal Holloway. Royal Holloway, University of London (hereafter ‘the College’) is one of the UK’s leading research-intensive universities, with nineteen academic departments spanning the arts and humanities, social sciences and sciences.

Welcome also to the Department of Computer Science at Royal Holloway, University of London. The Department was founded in 1968, and we are proud of our fifty year contribution to the development of computing. We teach computer science in depth, whilst keeping our programmes up to date with the latest exciting developments in consumer and business computing.

This is the Undergraduate handbook for entry to the 2018-19 session. It contains information on our degree programmes and individual course units and our teaching methods. You will find advice on your studies, and pointers to the many College services and guides that help students get the most out of their time with us.

The Computer Science undergraduate webpage is located on the College student intranet https://intranet.royalholloway.ac.uk/computerscience/informationforcurrentstudents/home.aspx. It is where you will find important departmental policies and programme documentation. It is updated throughout the academic year and it is a useful starting point if you are looking for information. Please make sure you are familiar with contents of these webpages.

Students starting at university are often living away from home for the first time. We understand how challenging this can be, and offer a range of services and activities to help students orientate themselves.

1.2 How to find us: the Department

The Department of Computer Science is located in the McCrea Building, on the Lower Ground Floor, with some offices on the First Floor. The McCrea Building can be found on the College Campus Map as building 17.

From April 2019 the Department of Computer Science is planned to move to the Bedford Building.
1.3 Map of the Egham campus

![Map of the Egham campus](image)

Please note, student parking is very limited and is not available if you live in Halls or within 1.5 miles of campus. If you do live more than 1.5 miles away or have a particular reason why you need to come to campus by car, you must apply for a parking permit. If you have a motorbike or scooter you must also register the vehicle with College. Find more information about the Parking Permit portal [here](#).

1.4 Useful Email Addresses

Departmental office: [CompSciHelpDesk@rhul.ac.uk](mailto:CompSciHelpDesk@rhul.ac.uk)
Departmental (CIM) IT Services: [cimhelpdesk@rhul.ac.uk](mailto:cimhelpdesk@rhul.ac.uk) (Teaching server, submitCoursework, McCrea labs)
College IT Services: [itservicedesk@royalholloway.ac.uk](mailto:itservicedesk@royalholloway.ac.uk) (Email, Moodle, WiFi)
### 1.5 How to find us: the staff

#### CONTACT DETAILS

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
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<td></td>
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<tr>
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<tr>
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</table>
1.6 How to find us: the Departmental office

The Undergraduate office is located in room 118 on the lower ground floor of the McCrea Building. The office can be contacted at CompSciHelpDesk@rhul.ac.uk.

The Department: Departmental Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Head of Department</td>
<td>Prof. José Fiadeiro</td>
</tr>
<tr>
<td>Deputy Head of Department</td>
<td>Prof. Elizabeth Scott</td>
</tr>
<tr>
<td>Director of Admissions, Outreach and Recruitment</td>
<td>Prof. Gregory Gutin</td>
</tr>
<tr>
<td>Chair of UG Sub-Board of Examiners</td>
<td>Dr Carlos Matos</td>
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<tr>
<td>Student Experience</td>
<td>Dr Hugh Shanahan</td>
</tr>
<tr>
<td>Undergraduate Programme Director</td>
<td>Dr Matthew Hague</td>
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<tr>
<td>Pastoral Care</td>
<td>Prof. Chris Watkins (Term 1: Dr Hugh Shanahan)</td>
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<tr>
<td>Careers and Employability</td>
<td>Prof. Alberto Paccanaro</td>
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<tr>
<td>Chair of Projects Committee</td>
<td>Dr Iddo Tzameret (Term 2: Prof Dave Cohen)</td>
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<tr>
<td>Outreach Activities</td>
<td>Mr Nuno Barreiro</td>
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<tr>
<td>PGT Admissions</td>
<td>Prof. Zhiyuan Luo (ZYL)</td>
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<tr>
<td>Director of Graduate Studies</td>
<td>Prof. Chris Watkins (Term 1: ZYL)</td>
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<tr>
<td>Industrial Liaison</td>
<td>Prof. Gregory Chockler</td>
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<tr>
<td>Chair of Academic Misconduct Panel</td>
<td>Prof. Volodya Vovk</td>
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<tr>
<td>Admin</td>
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</tr>
<tr>
<td>Department Manager</td>
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</tr>
<tr>
<td>Senior UG Administrator</td>
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<tr>
<td>UG Department Administrator</td>
<td>Shirley Lunn</td>
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<td>Placements Officer</td>
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<td>Systems</td>
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<tr>
<td>CIM Manager</td>
<td>Narinderpal Sehra</td>
</tr>
<tr>
<td>Health &amp; Safety Coordinator</td>
<td>Adrian Thomas</td>
</tr>
<tr>
<td>Systems Administrator</td>
<td>Francesco Fildani</td>
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</tbody>
</table>

Throughout this handbook you will find references to the above roles. If you have any questions or concerns you should address them, in the first instance, either to your Personal Advisor or to the person identified in the appropriate role above. They will be able to advise you, and to direct you to further help or information where required. If your concerns involve that person then you can raise them with the Deputy Head of Department. If any student wishes particularly to discuss an issue with a female member of staff then they are welcome to contact Professor Elizabeth Scott who will be happy to help.

1.7 Laboratories and Equipment

There are two undergraduate teaching laboratories managed by the Computer Science department on the lower ground floor of the McCrea building, rooms 103 and 125.

The department's main computer systems are Linux based servers though the labs will also have Windows PC's. The Linux servers can be accessed remotely from any computer lab on campus, or indeed from any computer in the world with an internet connection.

Students bringing their own laptops to the department MUST read the essential laptop users advice at http://www.rhul.ac.uk/computerscience/informationforcurrentstudents/home.aspx

As well as the department's own labs students may use any of the open-access PC labs on campus: http://www.rhul.ac.uk/it/home.aspx
1.7.1 Use of the departmental computer system

Computer Science Students are expected to become familiar with both the departmental Linux based computer system and the College's Windows PC based system, which is run by the College's Computer Centre.

You should read the Regulations governing the use of the College's computers which also apply to the departmental computer system and the department's computer laboratories.

Priority in the use of computers must always be given to those wishing to do academic work.

1.7.2 Departmental (CIM) IT support

The computer science, information security, and mathematics (CIM) departments run their own IT systems to provide the facilities required by the degrees. An induction session for the computer systems is provided for new students at the beginning of their first term.

The CIM team run services such as the linux.cim.rhul.ac.uk “teaching” server and the “submitCoursework” tool, and also manages the McCrea computer labs.

Technical support is available from the systems team via the online Help Desk at http://cimhelpdesk.rhul.ac.uk or by e-mailing cimhelpdesk@rhul.ac.uk. Before asking for help, it is good etiquette to look at the local documentation which you will find by exploring the departmental website.

Do not confuse the CIM IT support with the IT Services provided by the college (see below).

1.7.3 College IT support

The college IT services are separate from the CIM IT services. They provide services such as email, Moodle, and WiFi internet access. Please do not contact the CIM team about these systems. Contact details for the college IT services are given in Section 2.12.

1.7.4 Unauthorised use of computer systems

Attempts at unauthorised access to any part of the departmental, College or external computer systems will be treated as a serious disciplinary matter. Offenders may be reported to the police under the Computer Misuse Act 1990; the maximum penalty under this Act is six months imprisonment and an unlimited fine.

Disciplinary action will be taken against any student storing or transmitting offensive material on the departmental computer system, including sexist, racist or pornographic text or pictures.

Students must not reveal their password to anyone. Use of the departmental system by students from outside the Computer Science department must be authorised by the Head of Department. The systems team regularly monitor the use of the departmental system.

1.7.5 Mobile phones and lab etiquette

All users of departmental facilities are expected to behave in a way that avoids disturbance to other people's work. In general, this means that mobile phone use, the playing of music through loudspeakers and group discussion should not take place in public laboratory areas.

Confectionary and soft drinks are allowed whilst working, but not food items such as pizzas or alcoholic drinks. Users must leave their area tidy. A code of conduct for the Computer Science labs can be found at http://www.rhul.ac.uk/computerscience/informationforcurrentstudents/home.aspx.

Please report any equipment failures, or broken furniture or fittings to the systems team by sending an email to cimhelpdesk@rhul.ac.uk.
1.8 Staff research interests

In the UK Research Assessment Exercise 2014, 99% of the department’s research publications and conference papers were rated as of international quality, with over a third recognised as world leading, and a further half internationally excellent. The Department carries out world-leading research in algorithms and complexity, bioinformatics, distributed and global computing, machine learning and software language engineering. You can read about the research interests of members of staff on the departmental website.

2 Support and advice

2.1 Student Charter

The College aims to bring all students into a close, harmonious relationship with each other and with the wider community. The Student Charter outlines how you can support the College in achieving these goals and also seeks to encourage you to act as an effective ambassador for the College, during your time as a student and later as part of the College’s alumni.

This Charter is not intended to constitute a binding agreement but is offered as a framework of aspirations, designed to be of benefit primarily to you as a student and to underpin the College’s aim of ensuring that you have a highly enjoyable and rewarding experience during the course of your degree.

2.2 UG Degree Regulations

The Undergraduate Regulations set out the various standards that shape the regulatory framework of your undergraduate degree with the College. These include a variety of essential information, ranging from admissions to academic progression and examination. Some frequently used elements of the regulations are covered in this handbook.

2.3 Support within your department

For general help and questions please ask at the Undergraduate Office in room 118 on the lower ground floor of the McCrea Building. For academic advice or if you have problems that may impact on your studies, you should contact your personal advisor.

2.4 Students’ Union Royal Holloway University of London (SURHUL)

The Students' Union Royal Holloway University of London (SURHUL) is a registered charity (Registered No: 1141998) and actively represents the students of Royal Holloway University of London. SURHUL promotes your needs and interests by offering employment, participation, entertainment, support and advice, your clubs and societies, catering, transport, volunteering, campaigning and advocacy.

The SU Advice and Support Centre, situated on the first floor of the Students' Union, is a free service that offers you the opportunity to discuss any concerns you may have and receive impartial advice and information from the team of experienced and professional advisers. Open 9.30am - 5pm, Monday – Friday, it operates an open door policy exclusively for students during term time. However, during vacation periods students should call to book an appointment.

Phone: 01784 24 6700
Email: helpdesk@su.rhul.ac.uk

Find out more about the Students’ Union
2.5 Student-staff committee

We want to hear your views on the way the department operates. There is a student-staff committee on which all undergraduate students are represented. Course representatives are elected by you to represent your views and ultimately, to help improve the quality of education provided by the College.

The Students’ Union takes the lead in training and supporting course representatives, working with the department and professional services to help you make as many positive changes as possible.

The Student-Staff Committee meets at least once a term and plays an important role in the department as a forum for airing student views. For more information see the Course Reps page on the SURHUL website.

You can use the Committee to raise any issues which concern students. The Students Union will be in contact with respect to electing course representatives at the start of the Academic Year. Notices usually appear on departmental notice boards giving details of forthcoming elections or the names of current representatives.

2.6 Student Services Centre

The Student Services Centre is located in the Davison Building and provides a single point of contact for all non-academic related queries including accommodation, fees, enrolment and graduation.

Phone: 01784 27 6641
Email: studentservices@royalholloway.ac.uk

Find out more about the Student Services Centre

2.7 Support Advisory & Wellbeing

The College offers a high level of student wellbeing support which includes triage and support through Student Wellbeing, a BACP accredited Counselling Service, dedicated disability & dyslexia support, financial and budgeting advice and support for international students. There is also access to an NHS run Health Centre on campus.

Phone: 01784 44 3394
Email: wellbeing@royalholloway.ac.uk

Find out more about Support Advisory & Wellbeing

2.8 Student Wellbeing

Student Wellbeing provides advice and guidance to all students on personal and emotional wellbeing, to assist you in maintaining a healthy balanced lifestyle and to support you from transition to university and then in the continuation of your studies towards graduation. The Student Wellbeing team actively encourages all members of the campus community to alert them to concerns or signs of vulnerability to enable proactive engagement with intervention.

Phone: 01784 44 3395 / 44 3132 / 27 6757
Email: wellbeing@royalholloway.ac.uk

Find out more about Student Wellbeing
2.9 Disability & Dyslexia Services (DDS)

If you have a disability, long standing medical condition or specific learning difficulty, it is important that you bring it to the College’s attention as soon as possible.

The College Disability & Dyslexia Services support dyslexic and disabled students and those with mental health or chronic medical conditions to demonstrate their academic abilities by arranging support packages, dyslexia assessments and study skills sessions.

Phone: 01784 27 6473
Email: disability-dyslexia@royalholloway.ac.uk

Find out more about Disability & Dyslexia Services

Your first point of contact for advice and guidance is your Disability & Dyslexia Services Network Member in your department:

Name: Prof. Chris Watkins (Dr Hugh Shanahan in Term 1)
Phone: 01784 443419
Email: c.j.watkins@rhul.ac.uk

2.10 International Student Support Office (ISSO)

The International Student Support Office offers advice to international students on visa issues, working in the UK, opening a bank account, processing federal loans and police registration.

Phone: 01784 27 6168
Email: internationaladvice@royalholloway.ac.uk

Find out more about the International Student Support Office

2.11 Academic Skills Support

The Centre for the Development of Academic Skills, CeDAS, offers a variety of courses, workshops, 1:1 tutorials, online resources that aim to ensure all students at Royal Holloway reach their full academic potential in a range of areas, including academic writing, oral communication skills and maths and statistics.

Whatever your needs, CeDAS is there to ensure that you can perform to the best of your ability, whether it be through a workshop that introduces you to a crucial academic skill, a session within your department that focuses on writing in the discipline, a course that develops your confidence and competence in academic English language, or a 1:1 tutorial with a specialist to help you master a maths technique or sharpen your essay skills.

The CeDAS Office can be found on the ground floor of the International Building, room IN002, and you can follow them on Twitter: @cedasrhul.
2.12 IT Services Desk

The College IT Service Desk offers a range of support covering all aspects of IT services, such as email access, connecting to the College's wireless network, connecting devices such as iPads and making use of College printing facilities. The IT Service Desk will also be able to provide expert advice and guidance on a range of more specific IT issues, should you experience any problems. They also offer a range of free software, including Microsoft Office 365, Sophos Antivirus, NVivo and SPSS.

Phone: 01784 41 4321
Email: itservicedesk@royalholloway.ac.uk
In person: Visit the IT support office in the Davison Library (ground floor)

Find out more about IT Services

3 Communication

It is vitally important that you keep in touch with us and we keep in touch with you. Members of staff will often need to contact you to inform you of changes to teaching arrangements, special preparations you may have to make for a class, or meetings you might be required to attend. You will need to contact members of the Department if, for example, you are unable to attend a class, or you wish to arrange a meeting with your Advisor/Personal Tutor.

3.1 Email

The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the campus-wide portal, CampusNet or direct via Outlook.com.

We will routinely email you at your College address and you should therefore check your College email regularly (at least daily). We will not email you at a private or commercial address. Do not ignore emails from us. We will assume you have received an email within 48 hours, excluding Saturdays and Sundays. Email may be used for urgent communication by course tutors to give or confirm instructions or information related to teaching so it is important that you build into your routine that you check your emails once a day. Email communications from staff and all the Faculty Administrators should be treated as important and read carefully. You should also make a habit of checking the student pigeonholes in the Department.

If you send an email to a member of staff in the department during term time you should normally receive a reply within 3-4 working days of its receipt. Please remember that there are times when members of staff are away from College at conferences or on other College business.

Emails can be accessed using the PC Labs provided by the college around Campus for student use, and you can also use your own laptop/smart phone. It is also important that you regularly clear your College account of unwanted messages or your in-box may become full and unable to accept messages. Just deleting messages is not sufficient; you must clear the 'Sent Items' and 'Deleted Items' folders regularly. It is your responsibility to make sure your College email account is kept in working order. If you have any problems contact the IT Service Desk http://itservicedesk.rhul.ac.uk/

The Department of Computer Science will only use the address in the College Global Address List and does not use private or commercial email addresses, such as Gmail. Students who prefer to use commercial email services are responsible for making sure that their College email is diverted/forwarded to the appropriate commercial address. Detailed instructions on how to forward mail can be accessed by visiting http://help.outlook.com/ and searching for forwarding (you may need to use IE browser to access this as the link does not work on some browsers). This process is very easy, but you do have to maintain your College account. When you delete a forwarded message from, say, Gmail, it will not be deleted from the Royal
Holloway account. Please ensure you log on to your College account regularly and conduct some account maintenance or your account may become full and therefore will not forward messages.

3.2 Post

All post addressed to you in Department of Computer Science is delivered to the student pigeonholes (alphabetical by surname) in the stairwell/lobby on the Lower Ground floor of McCrea building. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Academic Services is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

3.3 Your Contact Information

There can be occasions when the Department needs to contact you urgently by telephone or send you a letter by post. It is your responsibility to ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept up to date. Further information about maintaining your contact information is available here.

You can find out about how the College processes your personal data by reading the Student Data Collection notice.

3.4 Notice boards

The official student notice boards are on the walls in the corridor near the Media Lab (room 125). Every effort is made to post notices relating to classes well in advance.

It is your responsibility to check the times and venues of all class meetings and of any requirements (e.g. essay deadlines) relating to your courses, so, if in doubt, please ask!

3.5 Personal Advisors

During the first week in the department, each student is allocated a member of the academic staff who will act as their Personal Advisor and Personal Tutor, normally throughout their degree course. The advisor's role is to look after the academic welfare of the student advisee: they offer guidance on course choices and on general study techniques, and should be regarded as the main source of advice within the Department on academic matters.

Any student who is unhappy with their advisor may contact the Pastoral Care director to discuss the matter and, if necessary, request a change.

All students will be formally invited to see their advisors at least twice in each academic year:

- at the start of the autumn term, when they will confirm their choice of courses for examination entry;
- early in the spring term to make a preliminary choice of courses for the following year;

In addition, a student's advisor will normally run advisor group tutorials during the first year, enabling advisor and student to get to know each other. Students should feel free to see their advisor at any time during the academic year if they are experiencing problems.

Usually, students should ask for an appointment by emailing their advisor. Students who experience difficulty in arranging meetings should contact the Deputy Head of Department (Teaching and Learning) by email.
Advisors will normally provide academic references as needed by their advisees when seeking employment or places in post-graduate education.

Students are encouraged to inform their advisor about any matters, medical or personal, that affect their academic progress during the academic year. Their adviser may recommend that the student seeks help from the College's Counselling Service where appropriate. However, please note that information will not be passed on to the Sub-board of Examiners for the purpose of informing the Examiners of matters that may have affected the student's performance in assessed work or examinations: it is the student's sole responsibility to provide separately to the Chair of the Sub-board at the appropriate time, in writing and accompanied by documentary evidence, any information that the student would like the Examiners to take into account.

3.6 Questionnaires

At the end of each course, course questionnaires will be made available to students to provide feedback. These will be passed on to the departmental Learning and Teaching Quality Committee and used in course quality assurance procedures; feedback on changes resulting from previous course questionnaires is given via the Staff-Student Committee.

3.7 Space

The department is based in the McCrea building. As noted in section 1.7, there are two dedicated laboratories managed by the Computer Science department: room 103 and room 125.

4 Teaching

4.1 Dates of terms

Term dates for the year are as follows.

**Autumn term**: Monday 24 September to Friday 14 December 2018
**Spring term**: Monday 14 January to Friday 29 March 2019
**Summer term**: Monday 29 April to Friday 14 June 2019

You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency which requires you to leave the country and/ or miss lectures/ seminars/ practicals etc., you are expected to inform your department and fill in a Notification of Absence Form (explained further below). During the summer term, after the examination period, you are expected to attend all required academic activities organized by the department and to be available should you be required to meet with College staff for any reason.

4.2 Academic Timetable

Your individual student timetable will be available via the Your Timetable page on the Student Intranet. Log in with your College username and password and view your timetable via the system or download to a personal calendar. In September you will receive communications by email about exactly how to access and download your timetable, so keep any eye out for these. Timetables are subject to change during the course of the academic year, so you should check yours regularly, (as a minimum every few days) to ensure you are using the most up to date timetable. Any changes to your timetable that occur within two working days will be notified by email to your RHUL account, so please also check your emails regularly. All classes start on the hour. They end ten minutes before the hour to allow you to move between classes.
4.3 Study weeks

There are no study weeks in Computer Science. All Joint Honours students must still attend all Computer Science course lectures and classes.

5 Attending classes and engaging with your studies

The College has a responsibility to ensure that all students are attending classes regularly and progressing with their studies. We also have legal obligations placed on us under the Equality Act (2010), UK Visa and Immigration (UKVI) and Student Finance to ensure we monitor your attendance and engagement with studies.

Your regular attendance in class and consistent engagement with your studies are essential to your learning experience with the College. If you encounter difficulties with this, do please tell your advisor or another member of staff as soon as you can. The earlier you do so, the sooner we can provide the appropriate help. As such, failure to attend and/or absence without permission can result in serious consequences and may lead to disciplinary action, including the termination of your registration.

5.1 Attendance requirements

Your classes are the learning activities deemed essential to your programme of study. These could include a variety of different activities, including lectures, seminars, tutorials, workshops, laboratory work, and meetings with your Personal Advisor.

While you are expected to attend all the classes related to your programme of study, the College understands that emergencies may occur at any time throughout the year. In light of this, the Department of Computer Science has set a minimum attendance level at 80%. You should be aware that you may also study courses that have different and specific course attendance requirements, particularly if you are taking courses in another department, so it is essential that you check all programme and course handbooks to ensure you are fully aware of the requirements. You can find out more about attendance policy here.

It is vital that you manage your time effectively, so that any paid employment, voluntary work, extracurricular activities or social commitments do not interfere with periods where you are required to attend classes. The Undergraduate Regulations stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis must not exceed 20 hours per week during term time. You may not undertake paid work which may conflict with your responsibilities as a student of the College. International students must ensure that any working restrictions, as stated on their visa, are also adhered to.

5.2 Adjustments to attendance requirements

If you believe that you will not be able to comply with the attendance requirements, you may request an adjustment in your case. This would only be permitted if you have good reason to ask for it and if adjustment would not compromise competence standards or your ability to reach the learning outcomes of your programme. Requests to consider an adjustment to attendance requirements will be treated case by case and discussed by the department with the Disability and Dyslexia Services (D&DS) and Academic Quality and Policy Office (AQPO).
5.3 Monitoring attendance

The Department of Computer Science will monitor your attendance at all lectures/lab sessions/tutorials. It is your responsibility to complete any attendance register that is circulated and to make sure that your attendance has been noted. The activities at which your attendance is monitored may vary depending upon the discipline in which you are studying or the department in which you are taking courses in the case of electives, for example.

Attendance is recorded electronically or using a paper register. Electronic attendance is recorded using a ‘clicker’ that is assigned to you individually. You will receive your clicker with your welcome pack during welcome week. You must bring your clicker with you to all lectures and use it as instructed during a lecture as a paper register will not normally be available. Lost or malfunctioning clickers should be reported immediately to the Undergraduate Office. Replacing a lost clicker will incur a fee of £40. In some cases attendance (usually labs or small group tutorials) is taken by signing a paper register. During welcome week you must provide an example of your signature to the Undergraduate Office which will be used for comparison purposes with the register. If you decide to change your signature you must inform the Undergraduate Office and provide an updated signature.

You must not sign the attendance register for anyone else, or allow someone else to sign the register on your behalf. Likewise, under no circumstances should you give your clicker to another student and you must not allow anyone else to use your clicker to record your attendance. These behaviours are fraudulent and will result in disciplinary action being taken. Spot checks will be carried out – it will be assumed that students who have ‘clicked in’ but are not physically present to a lecture have given their clicker to another student and disciplinary action will be taken.

It is your responsibility to make sure that your attendance has been recorded. It is also essential that you arrive at your classes in good time, as you will be marked absent if you turn up late without good reason.

We will contact you in the event that:

1. you fail to attend for two weeks without providing notification of your absence;
2. you display a pattern of absence that the department feel is affecting or is likely to affect your work
3. you display a pattern of absence that causes concern over your wellbeing or which may point to an undisclosed disability

5.4 Formal Warnings

Should it become apparent that there are no acceptable reasons for your non-attendance and/or general lack of engagement with your studies, the Department may issue you with a formal warning which can escalate to the termination of your registration at the College. You are strongly advised to read the guidance on the formal warning process and the consequences of receiving such a warning in section 24 of the Undergraduate regulations.

In situations where you are experiencing documented severe difficulties the Department and College will make every effort to support you and counsel you as to the best course of action. However, there may be cases where, although non-attendance is explained by an acceptable reason, your level of attendance falls to a level which compromises educational standards and/or your ability to reach the learning outcomes of the course. In such cases it will be necessary to implement disciplinary procedures as detailed above.

Checkpoints

All first year students will have to attend programming labs as a part of CS1811 in the first term and CS1812 in the second. A set of checkpoints will be published each week and you will have 2 weeks to submit solutions and have those solutions validated. You will be reminded each week of any published checkpoints which are incomplete.
To pass the course you must:

- Complete at least 2 checkpoints published on a given week.
- Complete 75% of all checkpoints published.

If you fail to complete any of the checkpoints from a given week within the 2 week deadline, you will be invited to attend a session where you will receive help and have some outstanding checkpoints validated. If after the help session you still have outstanding checkpoints you will receive a formal warning. If at any point in the course there are no longer enough checkpoints eligible for validation for you to pass, you will receive a formal warning. If you receive both of these warnings and there are still not enough checkpoints for you to pass the course, your program registration may be terminated or you may be required to repeat the course in the following academic year.

5.5 Lectures and other classes

Nearly all courses are based around a programme of 50-minute lectures. Usually there are three timetabled sessions each week. Typically there will be two lectures and a laboratory or problems class, or three lectures.

Students are expected to take notes. Elementary courses in years one and two are usually supported by complete outlines provided by the lecturer via the Department website or Moodle, but students should take care to supplement these documents with their own material derived from the lectures, and from their own reading.

5.6 Reading, textbooks and the Web

Students are expected to pursue private study in addition to attending classes and completing coursework. Each course has a list of primary references which contain relevant material. The lecturer will give guidance on which parts of these texts the students are expected to study.

Increasingly, the web is a useful source of support material especially for formal documents such as protocol descriptions, data sheets and manufacturers' information on operating system services. Many of the department's courses have support material hosted on the College Moodle system.

Great caution should be exercised when using non-College web based sources since their provenance and accuracy is often hard to establish. The material is not necessarily correct.

5.7 Withdrawal of visa

If you are sponsored by Royal Holloway on a Tier-4 (General) Student visa, should your registration at the College be terminated for non-attendance, general lack of engagement with your studies or any other disciplinary matter you will be reported to the UK Visa and Immigration (UKVI) and your Tier 4 (General) Student visa will be withdrawn. Alternatively, in line with the College's legal obligations to UKVI, if you fail to meet the requirement of your Tier 4 (General) Student visa, including attendance and completion of assessments, the College may terminate your student registration without following the disciplinary procedures outlined in the Academic Regulations. This decision would not be open to appeal as it is part of the College's obligations to the UKVI. Please see our Undergraduate Regulations.

5.8 Missing classes

If you face difficulty in attending any classes or undertaking an assessment it is very important that you inform the department as early as possible, giving the reasons for your non-attendance. The department will decide whether or not to authorise your absence. If you are experiencing such difficulties on an ongoing basis, please contact your Personal Advisor. In addition, an extensive range of additional support, guidance and advice is available from the College's Student Advisory & Wellbeing teams. As explained in section 2 above, the Students' Union also operate an Advice and Support Centre.

If you are unable to attend classes for whatever reason you must tell the department in which you are taking the course(s) in question and follow the Notification of Absence Procedure. You must submit a Notification of
Absence Form together with any supporting documentation either before your absence begins or within five working days of the end of the period of absence. The exact form to submit depends on the reason for your absence, as explained in the online guidance.

You should ensure:

a. that you advise the department by email to the department office on elaine.marshall@rhul.ac.uk and to your advisor.
b. that you complete the Notification of Absence Form.
c. that you submit the paperwork to your department(s) either before your absence or within FIVE working days of the end of the period of absence. Failure to do so may result in the absence being counted as unacceptable and counting against the minimum attendance level. The appropriate form must be emailed to the departmental office to elaine.marshall@rhul.ac.uk or handed in to McCrea, room 118
d. that you meet any departmental requirements concerning notification of absence or request for leave of absence as you may be required to meet formally with an academic advisor. Please note that completing a Notification of Absence form does not mean that your absence will be excused. It is your responsibility to follow up with the department to check whether or not your absence has been deemed acceptable (excused) or not acceptable (not excused).

If you are absent for a prolonged period it is essential that you keep in touch with the Department (e.g. through regular emails with your Personal Advisor/Personal Tutor). The Department will monitor the frequency of self-certified absences and the Head of Department may request a doctor’s medical certificate from you in the event of multiple and/or sustained instances of self-certified illness. If you are sponsored by Royal Holloway on a Tier-4 (General) Student visa please be aware that if you do not follow the process to submit a notification of absence or have an acceptable reason for absence you are putting your Tier 4 visa at risk of withdrawal. Therefore, it is very important that you continue to communicate with the College through your Department and the Advisory & Wellbeing teams if you are struggling to attend.

As indicated above the Department may contact you if there are concerns about your attendance.

The Department monitors your attendance, academic engagement and progress in order to offer you appropriate academic and pastoral support and to identify where support from outside the Department may be necessary. Inadequate engagement on a course may lead to disciplinary action which can result in the termination of your registration.

The department will monitor your attendance at the regular meetings. It is your responsibility to complete any attendance register that is circulated and to make sure that your attendance has been noted.

5.9 First year tutorials

First year students will attend small-group tutorials in mathematics and professional issues, with members of the academic staff. These tutorials are a critical part of the first year programme, providing an opportunity for students to engage in problem solving activities with staff immediately available to help them over initial difficulties. Attendance is mandatory, and any student failing to attend a tutorial must explain their absence, within 24 hours, to their advisor and to the departmental office.

5.10 Advanced Topics seminar series

All undergraduate students are strongly encouraged to attend the Advanced Topics Seminars series. This is a series of talks held most weeks that are not explicitly based on the curriculum but will cover areas of Computer Science at the forefront of research and applications in Industry as well as career-related talks. Students are encouraged to actively engage in the discussions and comment on them via social networking. They are also invited to make suggestions for topics to be covered.
5.11 Missing an examination

If you are unable to attend an exam (e.g. through reasons of sudden illness) then there are two steps to follow.

Step 1
You must notify the Student Services Centre at the earliest possibility. Wherever possible, please e-mail them at studentservices@royalholloway.ac.uk before the scheduled start of the exam with your name, student ID and confirmation of the exam that you are unable to attend. Please include a brief explanation within the email why you cannot attend the exam. The Student Services Centre will then forward this information to your department so that we are aware of your non-attendance.

Step 2
It is essential that you inform your department and Chair of the Sub-board of Examiners by completing the Extenuating Circumstances form. For further information, please refer to section 8 below.

6 Degree Structure

Full details about your programme of study, including, amongst others, the aims, learning outcomes to be achieved on completion, courses which make up the programme and any programme-specific regulations are set out in the programme specification available through the Programme Specification Repository.

6.1 Department Specific information about degree structure

Computer Science degree programmes at Royal Holloway, University of London lead to degree awards of the University of London. Awards are governed by the College’s Undergraduate Regulations. Degree programmes may be taken wholly within the department, or with contributions from other departments: single honours programmes are based wholly in the department; combined honours programmes are approximately 75% Computer Science, with the balance from another department; and joint honours programmes are approximately 50% Computer Science, with the balance from another department.

Single honours degree programmes in Computer Science

- BSc (Hons) Computer Science G400
- BSc (Hons) Computer Science With Year in industry G402
- BSc (Hons) Computer Science (Artificial Intelligence) G4G7
- BSc (Hons) Computer Science (Artificial Intelligence) With Year In Industry G4G8
- BSc (Hons) Computer Science (Information Security) G407
- BSc (Hons) Computer Science (Information Security) With Year In Industry G406
- BSc (Hons) Computer Science (Distributed and Networked Systems) G4T6
- BSc (Hons) Computer Science (Distributed and Networked Systems) With Year In Industry G4T7
- BSc (Hons) Computer Science (Software Engineering) G464
- BSc (Hons) Computer Science (Software Engineering) With Year In Industry G462
- MSci Computer Science G403
- MSci Computer Science With Year In Industry G404
- MSci Computer Science (Artificial Intelligence) GG47
- MSci Computer Science (Artificial Intelligence) With Year In Industry GG74
- MSci Computer Science (Information Security) G500
• MSci Computer Science (Information Security) With Year In Industry G502
• MSci Computer Science (Distributed and Networked Systems) G4G5
• MSci Computer Science (Distributed and Networked Systems) With Year In Industry G4G9
• MSci Computer Science (Software Engineering) G461
• MSci Computer Science (Software Engineering) With Year In Industry G463

Combined honours degree programmes with Computer Science as a major component

• BSc (Hons) Computer Science with Management G4N2

Joint honours degree programmes

• BSc (Hons) Computer Science and Mathematics GG41
• BSc (Hons) Digital Media Culture and Technology P304

Combined honours degree programmes with Computer Science as a minor component

• BA (Hons) Digital Media Culture and Technology P300

6.1.1 The Course Unit System

Teaching programmes are delivered using a system of course units. BSc programmes usually require three stages, where each stage corresponds to one full-time year of study. Each of the three stages comprises 120 credits worth of study. Nearly all of our course units are 15 credits in value, so in practice students usually study eight course units per year, four in the Autumn term and four in the Spring term. MSci programmes have an additional year run under similar structure to the other years.

Our year in industry programme requires four stages for the BSc programmes and five for the MSci programmes: BSc students spend their third year in industry, and their industrial work is then assessed at the level of a 30 credits final year course unit. MSci students spend their fourth year in Industry.

The course options for your course are set out in your Programme Specification:

| BSc Computer Science and variants | http://cs.rhul.io/BScCS |
| MSci Computer Science and variants | http://cs.rhul.io/MSciCS |
| BSc Software Engineering | http://cs.rhul.io/BScSE |
| MSci Software Engineering | http://cs.rhul.io/MSciSE |

College regulations use specific terms to describe the particular combinations of courses that must be taken for a particular programme. All course units are designated as follows:

<table>
<thead>
<tr>
<th>New nomenclature</th>
<th>Old nomenclature</th>
<th>Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory</td>
<td>Core</td>
<td>Courses that you must take Please see regulations for progression requirements.</td>
</tr>
<tr>
<td>Optional</td>
<td>Optional/elective</td>
<td>Most programmes have groups of optional courses that you can choose from.</td>
</tr>
<tr>
<td>Mandatory (non-condonable fail)</td>
<td>Compulsory courses or Core (Pass Required) courses.</td>
<td>Courses that you must pass for progression to the next stage of your programme or to qualify for a particular degree title. These courses cannot be condoned.</td>
</tr>
</tbody>
</table>
For students enrolling for the first time from 2015 onwards it is necessary to PASS ALL COURSES to progress from Stage 1 to Stage 2 and from Stage 2 to Stage 3.

In some cases it is possible to condone fails in the range 30%-39%, for full details of the College progression requirements please see the Undergraduate Regulations (http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx)

The nomenclatures of courses are programme specific, see your programme specification for details, but generally CS1811, CS1812, CS1813, CS2800, CS2810 and CS2815 are non-condonable for progression.

MSci degree programmes have additional progression requirements. This includes achieving a second stage average of 50% or above in order to progress to the third stage, and achieving a weighted stage average of 55% or above to progress from the third to the fourth stage, with the weighted stage average calculated as:

\[ \text{2nd stage average} + 2 \times (\text{3rd stage average}) \]

Progression must also be achieved at first attempt. Consult your programme specification and the College Undergraduate Regulations for the full MSci requirements.

Note that Year in Industry programmes also have additional progression requirements, including achieving a minimum of 60% stage average in years 1 and 2 (separately) and passing all course units in those years. In MSci with a Year in Industry programmes, this average and pass requirements also apply to year 3.

Students who do not meet these conditions are transferred to the non-Year in Industry variant of their programme. Consult the Year in Industry Handbook for the full conditions.

Some courses can normally only be taken if students have passed certain prerequisite courses or are registered for certain co-requisite courses.

Students may take an elective course from another department in their final year but must first obtain approval from the Programme Director.

The list of course units offered by the department can be found below. Please note that not all second, third and fourth year courses are available in any given year. The courses available are announced each year just prior to pre-registration.

To help students navigate through the available options in years three and four, we note the content of some courses in terms of four strands:

- AI – Artificial Intelligence
- IS – Information Security
- SE – Software Engineering
- DNS – Distributed and Networked Systems

### Course Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Value(credits)</th>
<th>Strand</th>
<th>Title</th>
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<tbody>
<tr>
<td>CS1811</td>
<td>15</td>
<td></td>
<td>Object Oriented Programming I</td>
</tr>
<tr>
<td>CS1812</td>
<td>15</td>
<td></td>
<td>Object Oriented Programming II</td>
</tr>
<tr>
<td>CS1813</td>
<td>15</td>
<td></td>
<td>Software Development</td>
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<tr>
<td>CS1820</td>
<td>15</td>
<td></td>
<td>Computing Laboratory (Robotics)</td>
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<tr>
<td>CS1830</td>
<td>15</td>
<td></td>
<td>Computing Laboratory (Games)</td>
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<tr>
<td>CS1840</td>
<td>15</td>
<td></td>
<td>Internet Services</td>
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<tr>
<td>CS1860</td>
<td>15</td>
<td></td>
<td>Mathematical Structures</td>
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<tr>
<td>CS1870</td>
<td>15</td>
<td></td>
<td>Machine Fundamentals</td>
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<tr>
<td>CS1890</td>
<td>15</td>
<td></td>
<td>Software Design</td>
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<tr>
<td>Stage two courses</td>
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<tr>
<td>CS2800</td>
<td>15</td>
<td>Software Engineering</td>
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<tr>
<td>CS2810</td>
<td>15</td>
<td>Team Project</td>
<td></td>
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<tr>
<td>CS2815</td>
<td>15</td>
<td>Small Enterprise Team Project</td>
<td></td>
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<tr>
<td>CS2850</td>
<td>15</td>
<td>Operating Systems</td>
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<td>CS2855</td>
<td>15</td>
<td>Databases</td>
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<td>CS2860</td>
<td>15</td>
<td>Algorithms and Complexity</td>
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<td>CS2900</td>
<td>15</td>
<td>Multi-dimensional Data Processing</td>
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<tr>
<td>CS2910</td>
<td>15</td>
<td>Artificial Intelligence</td>
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<tr>
<td>IY2760</td>
<td>15</td>
<td>Introduction to Information Security</td>
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<tr>
<td>IY2840</td>
<td>15</td>
<td>Computer and Network Security</td>
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<tr>
<th>Year out course</th>
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<tbody>
<tr>
<td>CS3001</td>
<td>30</td>
<td>Year out in Industry</td>
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<tr>
<th>Stage three/four project courses</th>
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<tbody>
<tr>
<td>CS3810</td>
<td>15</td>
<td>Half unit project</td>
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<tr>
<td>CS3821</td>
<td>30</td>
<td>Full unit project</td>
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<tr>
<td>CS3822</td>
<td>30</td>
<td>Individual Project in Artificial Intelligence</td>
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<tr>
<td>IY3821</td>
<td>30</td>
<td>Individual Project in Information Security</td>
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<th>Stage three/four non-project courses</th>
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<tbody>
<tr>
<td>CS3003</td>
<td>15</td>
<td>SE IT Project Management</td>
</tr>
<tr>
<td>CS3110</td>
<td>15</td>
<td>Bioinformatics</td>
</tr>
<tr>
<td>CS3220</td>
<td>15</td>
<td>Digital Audio and Applications</td>
</tr>
<tr>
<td>CS3250</td>
<td>15</td>
<td>AI Data Visualisation and Exploratory Analysis</td>
</tr>
<tr>
<td>CS3470</td>
<td>15</td>
<td>Compilers and Code Generation</td>
</tr>
<tr>
<td>CS3480</td>
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<td>CS3490</td>
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<td>CS3520</td>
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<tr>
<td>CS3870</td>
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<td>CS3930</td>
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<td>CS3940</td>
<td>15</td>
<td>AI Intelligent Agents and Multi-Agent Systems</td>
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<tr>
<td>CS3945</td>
<td>15</td>
<td>AI Semantic Web</td>
</tr>
<tr>
<td>IY3606</td>
<td>15</td>
<td>IS Smart Cards/Token Security and Applications</td>
</tr>
<tr>
<td>IY3609</td>
<td>15</td>
<td>IS Digital Forensics</td>
</tr>
<tr>
<td>IY3612</td>
<td>15</td>
<td>IS Cyber Security</td>
</tr>
<tr>
<td>IY3660</td>
<td>15</td>
<td>IS Applications of Cryptography</td>
</tr>
<tr>
<td>IY3840</td>
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<td>IS Malicious Software</td>
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<th>Year out course</th>
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<td>Year out in Industry</td>
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Stage four/five project courses

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<th>Credits</th>
<th>Description</th>
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<td>CS4821</td>
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<td>MSci Project</td>
</tr>
<tr>
<td>CS4822</td>
<td>60</td>
<td>MSci Project in Artificial Intelligence</td>
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<td>CS4825</td>
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<td>MSci Team Project</td>
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<tr>
<td>IY4500</td>
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<td>MSci Project in Information Security</td>
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Stage four/five non-project courses

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<tr>
<th>Course</th>
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<tr>
<td>CS4200</td>
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<td>AI</td>
<td>Data Analysis</td>
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<td>CS4200</td>
<td>15</td>
<td>AI</td>
<td>On-line Machine Learning</td>
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<td>CS4234</td>
<td>15</td>
<td>DNS</td>
<td>Large-scale Data Storage and Processing</td>
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<td>CS4504</td>
<td>15</td>
<td>DNS</td>
<td>Business Intelligence Systems, Infrastructures and Technologies</td>
</tr>
<tr>
<td>CS4860</td>
<td>15</td>
<td>DNS</td>
<td>Advanced Distributed Systems</td>
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<td>CS4950</td>
<td>15</td>
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<td>Deep Learning</td>
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<td>IY4501</td>
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<td>Security Management</td>
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<td>IY4523</td>
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<td>Secure Business Architectures</td>
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<tr>
<td>IY4606</td>
<td>15</td>
<td>IS</td>
<td>Smart Cards/Token Security and Applications (cannot be taken with IY3606)</td>
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<tr>
<td>IY4609</td>
<td>15</td>
<td>IS</td>
<td>Digital Forensics (cannot be taken with IY3609)</td>
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<td>IY4610</td>
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<td>Security Testing Theory and Practice</td>
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<td>IY4612</td>
<td>15</td>
<td>IS</td>
<td>Cyber Security (cannot be taken with IY3612)</td>
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</tbody>
</table>

Programme requirements

The course units taken for each of the Degree Programmes in Computer Science are shown in the programme specification for BSc programmes or MSci programmes.

Certificate and Diploma awards

A Certificate or Diploma qualification may be offered to students who have registered for BSc but failed to achieve some of the programme requirements in the second or final years respectively. These programmes are not available for entry via UCAS, and thus have no UCAS codes.

CertHE in Computer Science
CertHE in Computer Science and Mathematics
DipHE in Computer Science
DipHE in Computing Studies
DipHE in Computer Science with Management
DipHE in Computing with Management Studies
DipHE in Computer Science and Mathematics
DipHE in Computer Studies and Mathematics

Details about these awards and their requirements can be found in the programme specification for the BSc Computer Science and variants.

The year in industry

The Department has a dedicated Placements Officer, Shirley Lunn, to help and advise with placements for students registered for the Year in Industry programme. Shirley is located in McCrea, room 119 (ext 4212).
Every student undertaking an industrial placement will be assigned to an Academic Supervisor who is a member of the academic staff of the Department. The Director of Year in Industry will be responsible for overseeing the organisation of the industrial placements and for allocating Academic Supervisors.

Students may be given guidance on preparing their CV's and on interview techniques, but it is their responsibility to satisfy the company of their suitability for the post. Their work programme and terms of employment will be agreed by the Company involved, in consultation with the Director of Year in Industry. The Academic Supervisor will normally visit the student at least twice during their placement, and will maintain regular contact with the student. Any problems related to the placement should be referred to the Director of Year in Industry in the first instance.

Students on degree programmes that explicitly include the Year in Industry option who do not succeed in gaining a placement, or do not meet the minimum year average requirements given in the Year in Industry handbook, will be transferred onto the equivalent degree programme without the Year in Industry option. They will proceed into their final year instead of the placement year.

Any Year in Industry BSc student who has agreed a placement but then fails to progress to their third year will instead be transferred onto the equivalent BSc degree programme, and will be able to repeat or resit their second year as appropriate. In line with College Regulations, MSc students who fail to progress at the first attempt will be transferred to a BSc programme. Hence any Year in Industry MSc student who has agreed a placement but then fails to progress to their fourth year will instead be transferred onto the equivalent BSc degree programme and will be able to repeat or resit their third year as appropriate.

Accreditation

With the exception of the BSc/MSci Computer Science (Distributed and Networked Systems) and its Year in Industry variants, the single-honours degree programmes in Computer Science are accredited by the British Computer Society (BCS) and by the European Quality Assurance Network (EQANIE). In addition, our BSc/MSci Computer Science (Information Security) and its Year in Industry variants are certified by GCHQ.

Note that accreditation is given on an individual student basis as accrediting bodies apply specific criteria (e.g. conditional to certain courses being passed):

- BCS accreditation is only given if the student completes one of the accredited degree programmes and passes the final year project.
- GCHQ certification is only given if the student completes one of the certified degree programmes and meets all degree programme conditions (e.g. mandatory course units) as detailed in the programme specification.

6.2 Course registrations

You can only register for 120 credits’ worth of courses in each academic year (this excludes courses which are being re-sat). You will have the option of changing courses up to the end of the second week after the start of teaching (excluding Welcome week) subject to the agreement of the Department. Any courses that you wish to take on an extracurricular basis (that is, not counting towards your degree) must be identified at the start of the academic year.

The deadline for registering with the Department to resit coursework was 21 September 2018. For information on registering to resit coursework please see Section 8.5.
6.3 Change of programme

It may be possible to transfer to another programme subject to the following conditions being met before the point of transfer:

(a) you must satisfy the normal conditions for admission to the new programme;
(b) you must satisfy the requirements in respect of mandatory courses and progression specified for each stage of the new programme up to the proposed point of entry;
(c) the transfer must be approved by both the department(s) or school(s) responsible for teaching the new programme and that for which you are currently registered.

Further information about changing programmes is available in Section 8 of the Undergraduate Regulations.

Students should consult their advisor and then obtain and Change of Degree Programme form from the Undergraduate Administrator, Mrs Elaine Marshall. This form must be signed by the Undergraduate Programme Director and the Department Manager. Transfers from Computer Science programmes on to single honours programmes in the School of Management are not usually allowed.

7 Facilities

7.1 Facilities and resources within your department

Computing facilities provided by the department are described in Section 1.7.

7.2 The Library

The Library is housed in the Emily Wilding Davison Building.

Details, including Library Search, dedicated subject guides and opening times can be found online from the Library home page.

The Ground Floor of the Library contains a High Use Collection which includes many of the books assigned for undergraduate courses. The rest of the Library collections are on the upper floors. There are plenty of study areas and bookable rooms to carry out group work, as well as many areas to work on your own. The Library contains a large number of PCs and has laptops to borrow on the ground floor to use in other study areas.

The Information Consultant for the Department of Computer Science is Debbie Phillips, who can be contacted at deborah.phillips@rhul.ac.uk.

All members of the College have access to and are able to borrow from the Library on the campus. The Library holds computer science books as well as history, social sciences and other science material.

7.3 Photocopying and Printing

The departmental printers and photocopier are reserved for staff use. Copier-printers (MFDs) for students are located in the Library, the Computer Centre and many PC labs, which will allow you to make copies in either black and white or colour. Further information is available here.

Many of the PC labs are open 24 hours a day, 7 days a week. Alternatively, there are computers available for your use in the Library, and Computer Centre.
7.4 Computing

There are ten open access PC Labs available on campus which you can use, including three in the Computer Centre. For security reasons access to these PC Labs is restricted at night and at weekends by a door entry system operated via your College card.

How to find an available PC

The Department of Computer Science has its own computing labs which are accessible to Computer Science students on a 24/7 basis.

8 Assessment Information

8.1 Anonymous marking and cover sheets

In line with College policy assignments with a summative component are, where possible, marked anonymously. There are a number of exceptions to this. In particular, when the fraction of the coursework that contributes to the final grade is relatively small or if the assignment is project-based and hence anonymous marking is inappropriate. A full list of the courses that are marked anonymously and non-anonymously can be found on the coursework grid at https://www.royalholloway.ac.uk/computerscience/informationforcurrentstudents/home.aspx

8.2 Submission of work

All coursework is mandatory.

8.2.1 Electronic submission

a. All coursework must be submitted electronically by the deadline set by the department to fulfil submission requirements, unless the nature of the coursework is such that the department deems that electronic submission is not appropriate.

b. The department may request that a paper copy of the coursework is submitted by the deadline set to fulfil submission requirements.

c. In cases where both a paper and an electronic copy are required, students must sign a declaration indicating that both are identical.

d. The departments may exercise discretion in relation to b. in the case of part-time students and set appropriate deadlines for such students to submit a paper copy.

Most submissions are made electronically using the department’s anonymous submission system, which allocates a code number to each student, or via Moodle (see individual course specifications for details).

If you have problems with submitting your coursework, or have a query regarding the anonymous submission system, please ask the systems team, not the teaching staff, so as to avoid breaching anonymity.

8.2.2 Coursework policy

Coursework may be formative (intended to help you learn) and/or summative (counting towards your result for that course). Formative coursework may also be referred to in the department as mandatory zero-weighted and mandatory non-assessed.
All coursework, unless otherwise stated in the course specification, is expected to be the student's own work. The consequences of submitting another person's work as your own are described in Section 7.10.1.

Coursework should be submitted by the specified deadline. The penalties for late submission are described under Assessment, Section 7.6.

8.2.3 Individual Projects

Individual Projects are individual work done under the guidance of an academic supervisor. The work includes the preparation of a report which, together with any programs that have been written, will be assessed by the examiners.

For the BSc degree programmes this project takes place in the third year except for students with the Year in Industry option, when it takes place in the fourth year. For most Computer Science MSci degree programmes there is an individual project in the final year. MSci Computer Science (Software Engineering) students take an individual project in the third year, and a team project in their final year.

Success in your final year project will provide evidence of your skills to any future employer and students often use their project supervisors as referees after completing their degree.

Full details of content, presentation, referencing, bibliography, and marking criteria are published in the Final Year Projects Handbook each year.
http://www.rhul.ac.uk/computerscience/informationforcurrentstudents/projects.aspx

There are occasions where for some reason the supervisory relationship does not work and breaks down. If this happens, you should speak as soon as possible with the Undergraduate Programme Director or your Personal Advisor/Personal Tutor. You should not wait until after you have received your final degree results to raise the matter as it is very difficult for the College to resolve such matters or take remedial action at that point.

8.3 Stepped Marking

Most of the assessed work in Computer Science is marked using a detailed mark scheme under which each question is allocated a specific number of marks. For coursework where the assessment is based on a set of written criteria, the College has a stepped marking policy as described below. In particular, this policy will apply to Computer Science final year projects.

From September 2018, work submitted for assessment will be graded by using a set of marks with the pattern X2, X5 or X8. This means that an upper second class piece of work would be awarded 62%, 65% or 68%. This approach, which is called stepped marking, has been found to help in better aligning grades with marking criteria and for providing greater clarity to students about the standard of their work and how close they are to lower and upper grade boundaries. For example, a 62% represents a low 2:1, while a 68% indicates a high 2:1.

Assessed work which is quantitative (e.g. numerical or multiple-choice tests), where there are ‘right or wrong’ answers, e.g. language tests/exercises and/or where there is a detailed mark scheme under which each question is allocated a specific number of marks will be exempt from stepped marking.

8.4 Policy on the return of marked student work and feedback

The full policy on the return of marked student work and feedback is available here.

Return of marked student work and feedback

College requires that all assessed work (other than formal examinations) will be returned with feedback within
20 working days of the submission deadline, except in cases where it is not appropriate to do so for exceptional and/or pedagogic reasons. These may include the assessment of dissertations, final year projects, taped case studies, audio visual submissions, where the marking has been delayed due to staff illness and/or where an extension to the submission deadline has been granted.

The department endeavours to return all feedback within three weeks of the submission deadline for year 1 courses, and within two weeks for other years. If this deadline falls within a vacation period, the full 20 days college deadline is applied.

The deadline for the return of the marked work with feedback will be made clear to students when they receive their assignments, and is on the coursework requirements and deadlines grid on the departmental student webpage. In the event that the intended deadline cannot be met for reasons such as those listed above, the revised deadline will be communicated to students as soon as possible. If feedback is not returned within this time, please inform the departmental office.

8.5 Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specification Programme Specification Repository (and also more generally in the Undergraduate Regulations).

Subject to the course specific details below, you may be permitted to resit failed coursework components of courses that you have registered to resit. You should get a copy of the coursework resit form in your Information Pack that you collect during Welcome Week. The form is also available on the CS website. The deadline for submitting the form is 9 November 2018, 12 noon.

8.5.1 Computer Science Resit Options for 2018/2019

There are no Summer resits in years 3 and 4.

Year 1
The regulations do not allow you to re-sit coursework components that you passed and you are also not allowed to re-sit any component of a course which you have passed overall.

CS1811 (Object Oriented Programming I)
Summer and May resits: 100% examination

CS1812 (Object Oriented Programming II)
Summer and May resits: 100% examination

CS1813 (Software Development)
Summer resits: Submit the individual assignment if failed or did not submit and resit examination if failed.
May resits: Attend all group meetings as if taking the course for the first time (all labs but not lectures) and submit the group assignment if failed or did not submit and submit the individual report if failed or did not submit and resit examination if failed.

CS1820 (Computing Laboratory (Robotics))
Summer resits: Submission of the individual final course report only, which will be graded with the existing participation weighting and presentation grade. This is possible only for those students whose presentation grade and group participation weighting are sufficient that they could pass with a new report.
May resits: There are two options (student to choose):
1. Graded 25% for group project presentation and 75% for individual final course report.
   In this case you are assigned to a group within the new cohort and are required to attend all group meetings, participating and engaging fully. A new participation weighting will be awarded. The course leader will make you a member of the new group discussion forum. You will not be allowed to attend the robotics lectures, only your group meetings in the robotics labs and elsewhere.
2. Graded 100% for individual final course report.
Purchase a Lego robotics kit. Build a new robotics project. Report to be submitted at the same time as the new cohort. Evidence (videos and plans) of the robot project must be made available. You will not be allowed to attend the supported robotics labs nor the robotics lectures. See the departmental website for details of deadlines at the beginning of the autumn term.

CS1830 (Computing Laboratory (Games))
Summer and May resits: submit any of the individual assignments which were not passed at the first attempt; the individual report for the group project can only be submitted if the group project mark has been gained and the report can be written.

CS1840 (Internet Services)
Summer and May resits: 100% examination

CS1860 (Mathematical Structures)
Summer and May resits: 100% examination

CS1870 (Machine Fundamentals)
Summer and May resits: 100% examination

CS1890 (Software Design)
Summer resits: submit individual assignment if failed or did not submit and resit examination if failed.
May resits: submit individual assignment if failed or did not submit and attend all group meetings, as if taking the course for the first time (all labs but not lectures) and submit group assignments if failed or did not submit and resit examination if failed.

Year 2
The regulations do not allow you to re-sit coursework components that you passed and you are also not allowed to re-sit any component of a course which you have passed overall.

IY2760 (Introduction to Information Security)
Summer and May resits: 100% examination

CS2800 (Object Oriented Software Engineering)
Summer and May resits: Submit report and TDD coursework if these components were failed: You may choose to do more coding in order to improve the quality of your work. Resit examination if failed.

CS2810 (Team Project)
Summer resits: submit the individual report if failed or did not submit (provided a group mark has been gained and report can be written).
May resits: attend all group meetings, as if taking the course for the first time (but not lectures) and submit group assignments if failed and submit the individual report if failed or did not submit (provided group mark has been gained and the report can be written).

CS2815 (Small Enterprise Team Project)
Summer resits: submit the individual report if failed or did not submit (provided a group mark has been gained and report can be written).
May resits: attend all group meetings, as if taking the course for the first time (but not lectures) and submit group assignments if failed and submit the individual report if failed or did not submit (provided group mark has been gained and the report can be written).

IY2840 (Computer and Network Security)
Summer and May resits: submit the assignments/coursework not passed at the first attempt and resit examination if failed.

CS2845 (Data Analytics and Visualisation) (for joint students only)
Summer and May resits: Submit coursework assignments not passed and resit the examination if failed.
CS2846 (HCI, Human Computer Interaction)
Summer resits:
The students may resit:
- Individual Report 1 if failed or did not submit
- Individual Report 2 if failed or did not submit
- Examination if failed
The students may not resit:
- Group Project 1
- Group Project 2
May resits: attend all group meetings, as if taking the course for the first time (but not lectures) and submit both group assignments if failed or did not submit and submit both individual assignments if failed or did not submit and resit examination if failed.

CS2850 (Network Operating Systems)
Summer and May resits: Submit final assignment if failed or did not submit and resit examination if failed.

CS2855 (Databases)
Summer and May resits: submit the 20% project if failed and resit examination if failed.

CS2860 (Algorithms and Complexity)
Summer and May resits: 100% examination

CS2900 (Multi-dimensional Data Processing)
Summer and May resits: Submit coursework assignments not passed and resit the examination if failed.

CS2910 (Introduction to Artificial Intelligence)
Summer and May resits: submit the assignments/coursework not passed at the first attempt and resit examination if failed.

Year 3
The regulations do not allow you to re-sit coursework components that you passed and you are also not allowed to re-sit any component of a course which you have passed overall.

CS3003 (IT Project Management)
May resits: submit coursework if failed and resit examination if failed.

CS3110 (Bioinformatics)
May resits: submit any of coursework assignments if failed and resit examination if failed.

CS3220 (Digital Audio and Applications)
May resits: submit those of projects 1, 2 which were not passed at the first attempt and resit examination if failed.

CS3250 (Visualisation and Exploratory Analysis)
May resits: submit the assignments/coursework not passed at the first attempt and resit examination if failed.

CS3470 (Compilers and Code Generation)
May resits: submit coursework if failed and resit examination if failed.

CS3480 (Software Language Engineering)
May resits: submit coursework if failed and resit examination if failed.

CS3490 (Computational Optimisation)
May resits: 100% examination

CS3510 (Functional Programming and Applications)
May resits: 100% examination
IY3660 (Applications of Cryptography)
May resits: submit coursework if failed and resit examination if failed.

CS3821 (Full Unit Final Year Project)
IY3821 (Full unit project (Information Security))
CS3822 (Individual Project in Artificial Intelligence)
May resits: 100% final assessment component

CS3810 (Half Unit Individual Project)
May resits: 100% final assessment component

IY3840 (Malicious Software)
May resits: submit coursework if failed and resit examination if failed.

CS3846 (HCI, Human Computer interaction)
May resits: the same options as for CS2846

CS3920 (Machine Learning)
May resits: submit coursework if failed and resit examination if failed.

CS3930 (Computational Finance)
May resits: submit coursework if failed and resit examination if failed.

CS3940 (Intelligent Agents and Multi-Agent Systems)
May resits: submit coursework if failed and resit examination if failed.

CS3945 (Semantic Web)
May resits: 100% examination

8.6 Examination results

Please see the Examinations & Assessments website for details of how you will be issued with your results.

The Examinations & Assessments website is the place where you can access the “Instructions to Candidates” and details of the examinations appeals procedures.

8.7 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section 13, paragraph (4) of the College’s Undergraduate Regulations.

Section 13 (4)

'In the absence of acceptable extenuating cause, late submission of work will be penalised as follows:

- for work submitted up to 24 hours late, the mark will be reduced by ten percentage marks; *
- for work submitted more than 24 hours late, the mark will be zero.'

*eg. an awarded mark of 65% would be reduced to 55% and a mark of 42% would be reduced to 32%.

If you believe that you will be unable to submit coursework on time because of illness or other acceptable causes then you should apply for an extension to allow you to submit the work late without suffering a penalty. If you did not request an extension but then miss a deadline due to factors which have affected your ability to submit work on time, then you may submit a request for extenuating circumstances to be
considered. Please note however that if you do so, you will have to provide convincing reasons why you had been unable to request an extension.

8.8 Penalties for over-length work

The Department of Computer Science does not in general set maximum lengths for work. However, where a limit is set the following rules apply:

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13, paragraph (5) of the College’s Undergraduate Regulations:

Section 13 (5)

Any work (written, oral presentation, film, performance) which exceeds the upper limit set will be penalised as follows:

(a) for work which exceeds the upper limit by up to and including 10%, the mark will be reduced by ten percent of the mark initially awarded;

(b) for work which exceeds the upper limit by more than 10% and up to and including 20%, the mark will be reduced by twenty percent of the mark initially awarded;

(c) for work which exceeds the upper limit by more than 20%, the mark will be reduced by thirty percent of the mark initially awarded.

The upper limit may be a word limit in the case of written work or a time limit in the case of assessments such as oral work, presentations or films.

In addition to the text, the word count should include quotations and footnotes. Please note that the following are excluded from the word count: candidate number, title, course title, preliminary pages, bibliography and appendices.

8.9 What to do if things go wrong – Extensions to deadlines

You are expected to manage your time appropriately and hand in your coursework assessments on time. However, unforeseeable or unpreventable circumstances may occasionally arise which prevent you from doing so. In this case you should apply for a deadline extension using the College’s online extension application system. You can read the policy and guidance on extensions on the College’s webpage about Applying for an Extension.

Not every assessment is eligible for an extension via the online system. A list of assessments that are not covered is available on the departmental website. If you would like an extension for one of these, you should speak directly with staff in your departmental Administrative Office.

8.10 What to do if things go wrong – the “Extenuating Circumstances” process.

If you are unable to submit coursework because of unforeseeable or unpreventable circumstances then you should normally apply for an extension (see above) to allow you to submit the work late without suffering a penalty. If this proves impossible then you may apply for extenuating circumstances, which will be considered by the department after the main exam period in May.

Extenuating circumstances are defined as unforeseen circumstances which are outside a student’s control and which may temporarily prevent a student from undertaking an assessment or have a marked/significant detrimental/adverse impact on their ability to undertake assessment by coursework or examination to the standard normally expected. You can read more about them here.
This means that such circumstances rarely occur. They are outside your control if they are:

- Unforeseeable - you would not have prior knowledge of the event (e.g. you cannot foresee whether you will be involved in a car accident);
- Unpreventable – you could not reasonably do anything in your power to prevent such an event (e.g. you cannot reasonably prevent a burst appendix.)

It is these short-term (temporary) circumstances that the College normally regards as extenuating circumstances. The policy is explained in full in the Extenuating circumstances – Guidance for students.

Absence from an examination

Section 5 above explains what to do on the day you miss an examination. You should apply for extenuating circumstances if you miss an examination through unexpected illness or other acceptable cause; if you begin an examination and have to leave due to acute illness; or if you believe your performance on the day was seriously compromised by an unexpected and acute illness that you could not reasonably have been expected to have managed otherwise.

Applying for extenuating circumstances

If you apply for extenuating circumstances, you will need to supply a full explanation of your situation together with any supporting documentation. Before going ahead, you should check that your circumstances meet the criteria. These are explained in full in the Extenuating circumstances – Guidance for students. You should also read the section Illness & absences from an examination and departmental assessments and extenuating circumstances in the Instructions to Candidates issued by Student Administration.

Ongoing circumstances

If you have ongoing circumstances that you believe are adversely affecting your performance during the year, these should be raised with your department and with the College’s Student Advisory & Wellbeing teams as soon as possible. This will allow us to consider strategies that will help you manage the situation. Examples might be that you have an illness that does not constitute a disability, a close family member is ill and needs your support, or you have suffered an adverse life event.

It may be that the circumstances are severely affecting your ability to study by causing you to repeatedly miss scheduled teaching and/or affecting your ability to complete assessments. If this is the case and there is no reasonable way to help you to manage the situation, then you may need to consider, in consultation with your department and Student Advisory & Wellbeing, if it would be in your best interests to interrupt until the issues have been resolved and you are able to fully commit to and benefit from your academic studies.

Ongoing adverse circumstances do not normally constitute extenuating circumstances as they are not unforeseen and in some cases may be preventable. As such, it is unlikely that the Sub-board will be able to take action to mitigate such circumstances. For further information, please read the Extenuating circumstances – Guidance for students.

8.11 Support and exam access arrangements for students requiring support

Some students at the College may have a physical or mental impairment, chronic medical condition or a Specific Learning Difficulty (SpLD) which would count as a disability as defined by the Equality Act (2010) that is, “a physical or mental impairment which has a long-term and substantial effect on your ability to carry out normal day-to-day activities”. It is for such conditions and SpLDs that Disability and Dyslexia Services can put in place adjustments, support and exam access arrangements. Please note that a “long-term” impairment is one that has lasted or is likely to last for 12 months or more.

If you have a disability or SpLD you must register with the Disability and Dyslexia Services Office for an assessment of your needs before adjustments, support and exam access arrangements (‘reasonable
adjustments`) can be put in place. There is a process to apply for special arrangements for your examinations – these are not automatically put in place. Disability and Dyslexia Services can discuss this process with you when you register with them. Please see section 2 above for further guidance about registering with the Disability and Dyslexia Services Office.

Please note that if reasonable adjustments, including exam access arrangements, have been put in place for you during the academic year, the Sub-board will not make further allowance in relation to your disability or SpLD.

8.12 What to do if you have difficulty writing legibly

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in writing by hand which would lead to your scripts being illegible you should contact Disability and Dyslexia Services. Please note the deadline for making an application for Examination Access Arrangements is in January each year. Therefore it is in your interest to contact DDS as soon as you are able in the Autumn Term in order that you have time to get any necessary evidence required for the application.

8.13 Classification of honours

At each stage of a programme, a student’s Stage Average is calculated as their mean mark for that stage, and the overall class of honours for the BSc degree programme is calculated as

\[
\frac{2^{nd} \text{ stage average} + 2 \times (\text{final stage average})}{3}
\]

For the MSci degree programme is calculated as

\[
\frac{2^{nd} \text{ stage average} + 2 \times (\text{penultimate stage average} + \text{final stage average})}{5}
\]

This means that first year marks do not influence the honours classification, although progression from stage one to stage two requires passes in all courses and a mark of less than 40% in CS1811 and CS1812 (or CS1813 if taken instead of CS1812) cannot be condoned.

The College regulations describe the detailed process for the Calculation of the Stage Average and Classification of the final award.

8.14 Academic Misconduct

The College regulations on academic misconduct (also known as assessment offences) can found on the Attendance and Academic Regulations page of the student intranet.

Academic misconduct includes, but is not limited to plagiarism (see below), commissioning, duplication of work (that is, submitting work for assessment which has already been submitted for assessment for the same or another course), falsification, impersonation, deception, collusion (for example, group working would constitute collusion where the discipline or the method of assessment emphasises independent study and collective ideas are presented as uniquely those of the individual submitting the work), failure to comply with the rules governing assessment, including those set out in the ‘Instructions to candidates’.

The Regulations set out some of the types of academic misconduct in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their Advisor/Personal Tutor or other members of staff in their department should they have any queries about what constitutes academic misconduct. The College treats academic misconduct very seriously and misunderstanding about what constitutes academic misconduct will not be accepted as an excuse. Similarly, extenuating circumstances cannot excuse academic misconduct.
What is Plagiarism?

'Plagiarism' means the presentation of another person’s work in any quantity without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student. The source which is plagiarised may take any form (including words, graphs and images, musical texts, data, source code, ideas or judgements) and may exist in any published or unpublished medium, including the internet. Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment.

Identifying plagiarism is a matter of expert academic judgement, based on a comparison across the student’s work and on knowledge of sources, practices and expectations for professional conduct in the discipline. Therefore it is possible to determine that an offence has occurred from an assessment of the student’s work alone, without reference to further evidence.

What is Collusion?

Collusion is working with other people on work that is expected to be your sole work or generally acting with another person in order to obtain an unfair advantage for yourself or the other person. Collusion is also an assessment offence.

Plagiarism, collusion, and other assessment offences

It is fundamental within our system that individual students are assessed as to their own personal capabilities, and any attempt to undermine that process is treated as a very serious matter. The College regulations governing examination and assessment offences may be read online at http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

When a member of staff suspects that an assessment offence has been committed, they must immediately submit a factual written report to the Academic Misconduct Panel, who will investigate, using the procedures laid down in the regulations. The penalty for an assessment offence can be as severe as termination of the student's registration.

General guidance on assessment offences will be given as part of the introductory lecture sequence. It is particularly important to ensure that material referenced within project reports is correctly attributed: guidance on the correct use of citations will be found in the Projects Handbook. If you have any concerns, then please discuss them with your adviser.

As noted, correct referencing of any sources used is extremely important. This includes web sites and bulletin boards that provide advice for programming. Failure to reference any such resources that have been used will be seen as plagiarism. If you do reference such a resource you should also be aware that in grading the relevant assignment your marker will take into consideration how much thought you have put into the process. If it is clear that you have simply 'cut and pasted' an answer you may not necessarily get a good grade.

Careers information

The College’s Careers & Employability Service is based in the Davison Building. The careers service run a number of industry themed weeks and a range of standalone events during the academic year including a careers fair in October. Our events are open to all students. One to one appointments are available all through the year where you can talk over your career ideas or get your CV, cover letter or application checked. You can also book a practice, in person or video interview.

Our website and Careers Moodle has a wide range of help and information including interview skills, writing CVs and applications, assessment centres & psychometric tests. For more information about all Careers events and appointments visit their website or come along and speak to their friendly and helpful staff.
10 Complaints and academic appeals procedure

If you have a complaint relating to any aspect of the Department or its staff or to any academic or College matter, you should first discuss it informally with your Advisor/Personal Tutor or with another member of staff in the Department. We would hope that the majority of issues of this kind can be resolved by informal discussion. There are, however, procedures that can be invoked in serious cases. These are set out in the College Complaints Procedures for students. You should raise your complaint as soon as possible.

If the complaint concerns an academic decision, there is an academic appeals process. Please note that an academic appeal can only be submitted once you have received your results via the College portal. Details of the appeals procedure and permitted grounds for appeal can be found on the Academic Appeals webpage.

11 Health and Safety Information

The Health and Safety webpage provides general information about our health and safety policies.

11.1 Code of practice on harassment for students

The College is committed to upholding the dignity of the individual and recognises that harassment can be a source of great stress to an individual. Personal harassment can seriously harm working, learning and social conditions and will be regarded and treated seriously. This could include grounds for disciplinary action, and possibly the termination of registration as a student.

The College’s Code of Practice on personal harassment for students should be read in conjunction with the Student Disciplinary regulations and the Complaints procedure.

11.2 Lone working policy and procedures

The College has a ‘Lone Working Policy and Procedure’ that can be found here.

Lone working is defined as working during either normal working hours at an isolated location within the normal workplace or when working outside of normal hours. The Department and the type of work conducted by students is classified as a low risk activity and as such the following advice is relevant.

- Lone working is permitted, but it is good practice to ensure that a second person is aware of the first person’s location and that they have access to means of communication;
- It is recommended that the second person could be a relative/friend who knows where the first person is located and approximate time of return. Relevant details should be exchanged (e.g. campus number and security telephone number);
- Inspections/risk assessments of the work area are completed by the Departmental Health and Safety Coordinator to ensure that hazards have been identified, risks controlled and provisions for emergencies are in place (e.g. escape routes open, firefighting equipment, first aid etc);
- Any out of hours or weekend working needs to be reported to College Security Office extension 3063 stating name, location and duration of stay.

The Department is committed to ensuring the safety, health and welfare of all staff, students and visitors. You are expected to adhere to the following Code of Conduct whenever you are in the Department

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator or the College Health and Safety Office.

It is likely that most activities will take place on College premises. However, the principles contained in the above section will apply to students undertaking duties off campus.
11.3 Working Hours

Normal working hours are 8.00am to 6.00pm Monday to Friday all year except when the College is closed for Public holidays and discretionary days. The doors to the buildings will be automatically opened at 7.00am and automatically locked at 6.00pm weekdays with the exception of College closure day.

Computer Science students have two dedicated laboratories managed by the Computer Science department. 103 and 125 (known as the Media Lab). The use of 125 is restricted to Computer Science students, whereas 103 is also for the use of Department of Mathematics students. Both laboratories are available for 2017-18; 24 hours a day, 7 days a week.

From time to time The Computing Society may use the Media lab and/or 103 for events for members of the society. At these times the laboratories will not be available for general use by students.

11.4 Fire Safety

Fire doors should not be wedged open under any circumstances. Fire extinguishers should not be removed from their mounting except in the event of a fire or obstructions placed in front of them to inhibit accessibility. Fire extinguishers should not be used to prop open doors. In the event of discovering a fire, the nearest call point should be activated. Do not attempt to tackle the fire yourself.

The department has weekly fire alarm tests which are carried out at 9.15am every two weeks on a Tuesday and last for a few seconds. If the fire alarms sounds at any other time except during a test, you must vacate the building immediately and assemble at the meeting point nearest to the Horton Building, assembly point number 11. You must not re-enter the building until instructed to do so by the Fire Marshalls.

Shirley Lunn is our qualified First Aider for Computer Science department. Shirley can be found in room 119, phone 01784 444212.
If you cannot contact Shirley for First Aid you should contact Security on 01784 443063 (landline) or emergency 444 (internal).
Mrs Elaine Marshall is Fire Marshall for the ground, lower level of McCrea and can be found in room 118, phone 01784 443421.

11.5 Accidents

All accidents and incidents must be reported to the Health and Safety Coordinator Mr Adrian Thomas and the departmental office Mrs Elaine Marshall.
An accident report form will be completed in line with the official college policy. Please refer to:
https://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/accidentincidentinvestigation.aspx

11.6 Departmental Smoking Policy

In line with British Law, there is no smoking allowed in the Computer Science department buildings. Smoking is only allowed in designated areas which are a minimum of 5 meters away from the building. It is the responsibility of the smoker to ensure that smoke does not enter any building. This also applies to e-cigarettes.
12 Equal Opportunities Statement and College Codes of Practice

12.1 Equal opportunities statement

The University of London was established to provide education on the basis of merit above and without regard to race, creed or political belief and was the first university in the United Kingdom to admit women to its degrees.

Royal Holloway, University of London (hereafter 'the College') is proud to continue this tradition, and to commit itself to equality of opportunity in employment, admissions and in its teaching, learning and research activities.

The College is committed to ensure that:

- all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins
- both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential
- it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity
- teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity
- all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material
- it creates a positive, inclusive atmosphere, based on respect for diversity within the College
- it conforms to all provisions as laid out in legislation promoting equality of opportunity.

13 Prizes

A variety of prizes are offered to undergraduate students. Nominations for College prizes and awards for Departmental prizes are considered annually by the sub-board in Computer Science.

**Computer Science Department Prize**
Awarded annually to the student who achieves the best Computer Science Degree.

**Computer Science Prize**
Awarded annually to the student who achieves an outstanding research-based project.

**Driver Prizes**
Prizes awarded annually to the best Computer Science student in Year 1 and the best Computer Science student in Year 2.

**Best 2nd Year Group Project**
Each member of the group will be awarded a Certificate of recognition.
College Faculty Prizes

Ede and Ravenscroft for the Best First Year Performance

Ede and Ravenscroft for the Best Overall Second Year Performance

Murgoci Prize in Science
Awarded to the best student in the Science Faculty at the end of his or her first year.

Lilian F. Heather Prize
Awarded to students in the mathematical sciences whose work in the first year of attendance at BSc classes is of sufficient excellence.

Martin-Holloway Prize
Awarded to the best and most efficient final year student in the Science Faculty, having regard to academic and intellectual distinction.

Harrison Prize
Awarded to the best and most efficient final year Joint Honours student in the Science Faculty, having regard to academic and intellectual distinction.

Computing Society

The Computing Society at Royal Holloway aims to create a network of enthusiasts, students, academics and professionals in the field of computing. We set to achieve this goal by encouraging open source collaboration through publications and sharing sessions, participating in regional and international conference and competitions and creating opportunities for enthusiasts to meet like-minded people. Its mission is to:

- Widen and deepen the knowledge of computing of its members
- Develop its members’ skills in organising and participating in regional and international competitions
- Bring computing enthusiasts, students, academics and professionals together through academic and social activities.

The Computing Society is a chapter of the British Computer Society.

It carries this out through seminars, hackathons and other social events. Further details about the society and its activities can be found at http://computingsociety.co.uk

The Departmental Outreach Programme

The department runs a series of outreach events each year aimed at school children from reception class age right up to sixth formers. We like to get our own undergraduates involved as helpers and mentors wherever possible: we will send out an email inviting students to get involved near the time of the events. One of the best ways to consolidate the knowledge and skills acquired on our programmes is to get involved with outreach and professional activities. Prospective employers are often interested in what students have achieved outside the classroom: team working is especially valued. Here are some sample activities:

Science Festival  The College’s annual contribution to the National Science Week programme involves all Science Faculty departments. We run robotics and games-based activities suitable for all ages, along with displays on computing history and the technology behind the film industry’s increasing reliance on digital computer graphics. Student helpers spend the day talking to visitors and guiding them through the hands-on activities. We usually expect 1,000-2,000 visitors.
University of London Taster Days  Taster days are aimed at lower sixth formers as an introduction to studying at university. We run a series of talks and hands-on activities for our visitors. Interaction with our current students is an important part of the event. The complete programme of events is on the website.

The Egg Race Challenge is a two-hour robotics event designed by Professor Dave Cohen. Teams from secondary schools compete to construct and programme a Lego robot that can safely carry an egg (hard boiled!) around a course. Competitors have not usually written programs before, and have to follow a sequence of build instructions and watch an instructional video to complete their task. The success of the event relies on the availability of student helpers who can intervene if teams get stuck.

Science Ambassadors  Students from the department also participate as Science Ambassadors. They visit schools and colleges and get the students enthusiastic about Computer Science. In the past few years, our ambassadors have organised a lunchtime programming club at Langley Grammar School, and run a robotics competition at Charters School. If you would like to know more, please email Zhiyuan.luo@cs.rhul.ac.uk.