SCHOOL OF ENGINEERING, PHYSICAL AND MATHEMATICAL SCIENCES

DEPARTMENT OF COMPUTER SCIENCE

POSTGRADUATE TAUGHT STUDENT HANDBOOK

2019/2020

Department of Computer Science
School of Engineering, Physical and Mathematical Sciences
Bedford Building
Royal Holloway, University of London
Egham Hill, Egham
Surrey TW20 0EX

Telephone +44 (0)1784 276881
Email EPMS-School@rhul.ac.uk

This handbook can be found on the departmental website https://intranet.royalholloway.ac.uk/computerscience/informationforcurrentstudents/home.aspx **where it will be possible to follow the hyperlinks to relevant webpages.**

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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 six academic schools spanning the arts and humanities, social sciences and sciences.

Welcome 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 programme up to date with the latest exciting industry and business relevant developments. This is the Postgraduate handbook for entry to the 2019-20 session. It contains information on our degree programmes and courses. You will find advice on your studies and links to College services and guides that help students get the most out of their time with us.

1.2 How to find us: the Department

The School is located in the Bedford Building. This can be found on the College Campus map below.

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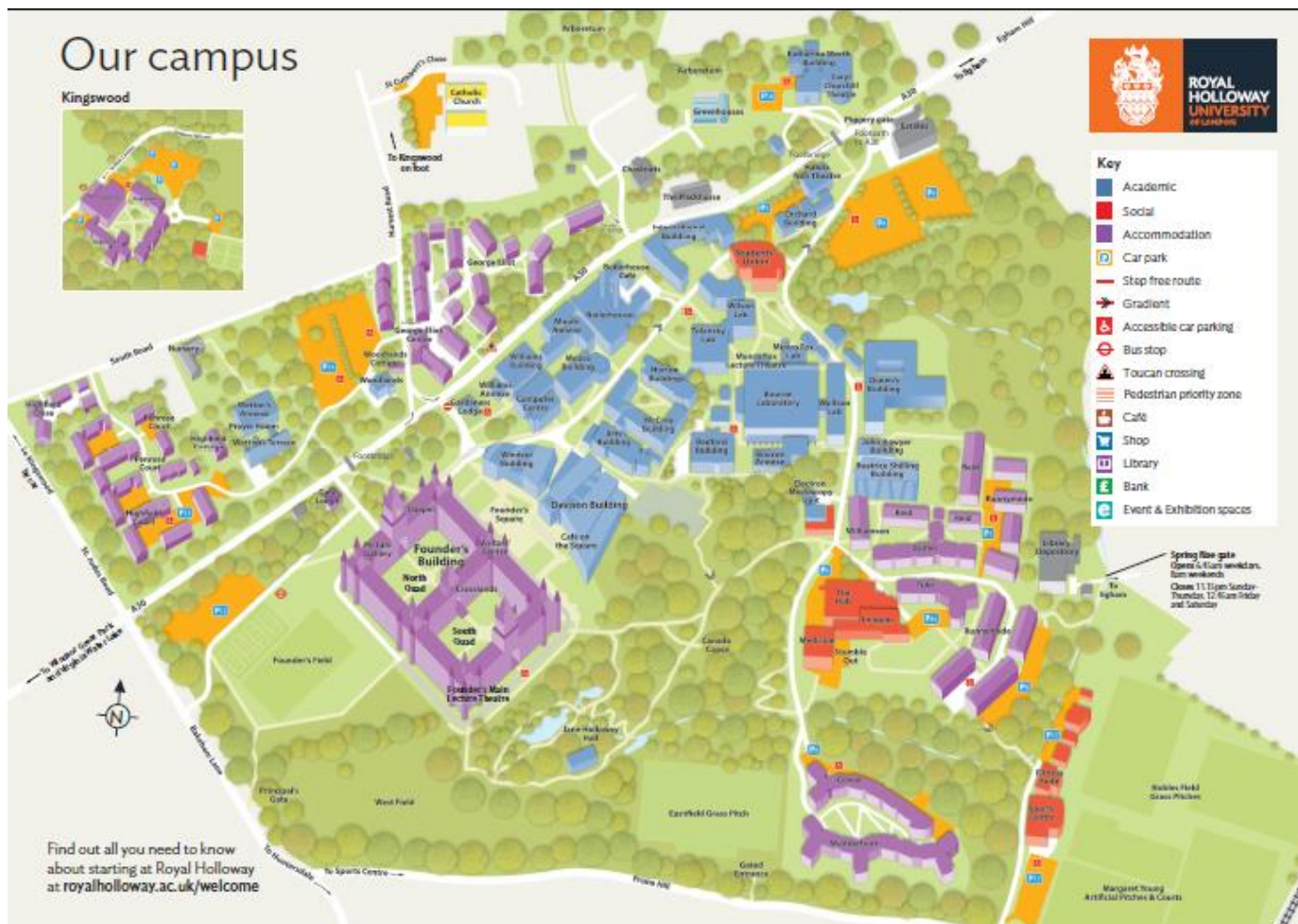
Please note, student parking is very limited and is not available if you live in Halls or within 1.5 miles of campus. If you do live more than 1.5 miles away or have a particular reason why you need to come to campus by car, you must apply for a parking permit. If you have a motorbike or scooter you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

1.4 How to find us: the staff

Name	Telephone	Email @rhul.ac.uk	Room
Head of School:			
Prof. Stewart Boogert	01784 414062	stewart.boogert	1-27
Head of Department			
Dr Carlos Matos	01784 443430	carlos.matos	1-22
Academic Staff			
Prof. Sara Bernardini	01784 276792	sara.bernardini	2-24
Ms Ruth Blackwell		ruth.blackwell	1-19
Prof Gregory Chockler	01784 443673	gregory.chockler	2-07
Prof Dave Cohen	01784 443692	d.cohen	2-10
Dr Nicolo Colombo		Nicolo.colombo	
Prof Alex Gammerman	01784 443434	alex.gammerman	2-18
Dr Alex Gao	01784 276098	yang.gao	2-23
Prof Gregory Gutin	01784 414229	g.gutin	2-12
Prof Matthew Hague	01784 443673	matthew.hague	2-08
Prof Adrian Johnstone	01784 443425	a.johnstone	2-15
Dr Yuri Kalnishkan	01784 414256	yuri.kalnishkan	2-28
Dr Giorgios Koutsoukos	01784 443424	giorgios.koutsoukos	1-21
Prof Zhaohui Luo	01784 443431	zhaohui.luo	2-32
Prof. Zhiyuan Luo	01784 443697	zhiyuan.luo	2-27
Dr Khuong Nguyen		khuong.nguyen	1-19
Dr Daniel O'Keeffe	01784 276034	daniel.o'keeffe	1-25
Prof Alberto Paccanaro	01784 414239	alberto.paccanaro	1-11
Dr Nicola Paoletti	01784 276034	nicola.paoletti	2-25
Mr Nery Riqelme Granada		nery,riquelmegranada	1-19
Dr Reuben Rowe	01784 276827	reuben.rowe	2-13
Prof Elizabeth Scott	01784 443427	e.scott	2-14
Prof. Hugh Shanahan	01784 443433	hugh.shanahan	2-26
Prof Kostas Stathis	01784 443698	kostas.stathis	2-22
Prof. Iddo Tzameret	01784 443694	iddo.tzameret	2-09
Prof Volodya Vovk	01784 443426	v.vovk	2-20
Prof. Magnus Wahlström	01784 443429	magnus.wahlstrom	2-11
Prof Chris Watkins	01784 443419	c.j.watkins	2-29
Dr David Whiteland	01784276820	david.whiteland	1-19
School Manager			
Vanessa Law	01784 443598	vanessa.law	1-28
Student & Programme Administration Manager			
Jo Hible	01784 443230	jo.hible	1-29
Support Staff			
Helpdesk	01784 276881	EPMS-School	1-29
Sharon Clutterbuck	01784 276933	sharon.clutterbuck	1-29
Vicky Gilyatt	01784 276293	victoria.gilyatt	1-29
Elaine Marshall	01784 443421	elaine.marshall	1-29
Tim Wilson-Soppitt	01784 443506	timothy.wilson-soppitt	1-29
Systems Support			
Francesco Fildani	01784 443315	francesco.fildani	0-02
Claire Matthews	01784 276095	claire.matthews	0-02

Narinderpal Sehra	01784 443111	narinderpal.sehra	0-02
Adrian Thomas	01784 443428	adrian.thomas	0-02

1.5 How to find us: the School office

The school office is located in Room 1-29 in Bedford Building.

1.6 The Department: practical information

Computer Science students benefit from a range of computer facilities in addition to those available for other students. Most of the information you need can be found via the department web pages
https://www.royalholloway.ac.uk/computerscience/home.aspx

1.7 Staff research interests

In the UK Research Assessment Exercise 2014, 99% of the department's research publications and conference papers were rate 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. The theories we develop lead to the design and building of novel practical computing systems, and their application in the real world. This is an essential element in validating our theories. It also generates opportunities for collaboration with industry and other institutions.

You can read about the research interests of member of staff on the department
https://www.royalholloway.ac.uk/research-and-teaching/research/research-environment/research-institutes-and-centres/

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 PGT Degree Regulations

The Postgraduate Taught Regulations set out the various standards that shape the regulatory framework of your Postgraduate Taught 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

The School Helpdesk is there to help you with any questions or concerns you might have about your studies. It is situated in Room 1-29 in Bedford Building. Opening hours are 8:30am to 5:30pm in term time and 10:00am to 4:00pm during vacation. The Helpdesk is staffed throughout these opening hours. You can call in person during opening hours, ring 01784 276881 or email to EPMS-School@rhul.ac.uk.

Depending on your query, the Helpdesk will answer your questions then and there, put you in touch with a colleague who can help, or find out the answer and get back to you. If you wish, you may also talk to them in private and they will make sure you receive the support you require.

During the first week, each student is allocated a member of the academic staff who will act as their Personal Adviser throughout their degree course. You should arrange a time to introduce yourself and meet with your allocated member of staff in the first few weeks of the academic year. The adviser'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 adviser may contact the Director of Pastoral Care (Prof. Chris Watkins) or the Head of Department (Dr Carlos Matos) to discuss the matter and, if necessary, request a change.

Students should feel free to see their adviser at any time during the academic year if they are experiencing problems. Usually, students should ask for an appointment by emailing their adviser. Students who experience difficulty in arranging meetings should contact the Head of Department by email.

Advisers will normally provide academic references if requested by their advisees when seeking employment or places in further postgraduate education.

Students are encouraged to inform their adviser about any matters, medical or personal, that affect their academic progress during the academic year. Their adviser may recommend the student to seek 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 wish the Examiners to take into account. Please see Section 9.10 for further details.

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 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 Staff-Student committee

We want to hear your views on the way the department operates. There is a staff-student committee on which both taught and research 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' Unions take 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 Staff-Student 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. Notices will be sent by email 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 Student 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 GP surgery on campus.

Phone: 01784 44 3394
Email: wellbeing@royalholloway.ac.uk
Find out more about Student 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: Jo Hible
Phone: **01784 443230**
Email: Jo.hible@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, Sofos 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 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.

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 undertaking research.

3.2 Post

Students should not use the College address for private mail. Administrative staff will alert you via email to any internal mail received by the Department or School.

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 Personal Advisors

During the first week, each student is allocated a member of the academic staff who will act as their Personal Adviser throughout their degree course. We would advise arranging a time to introduce yourself and meet with your allocated member of staff in the first few weeks of the academic year. The adviser'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 adviser may contact the Director of Pastoral Care or the Head of Department to discuss the matter and, if necessary, request a change.

All students will be formally invited to see their advisers at the start of the autumn term, during Welcome Week, when they will confirm their choice of courses for examination entry. Students should feel free to see their adviser at any time during the academic year if they are experiencing problems. Usually, students should ask for an appointment by emailing their adviser. Students who experience difficulty in arranging meetings should contact the Head of Department by email.

Advisers will normally provide academic references if requested by their advisees when seeking employment or places in further postgraduate education.

Students are encouraged to inform their adviser about any matters, medical or personal, that affect their academic progress during the academic year. Their adviser may recommend the student to seek 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 wish the Examiners to take into account. Please see Section 9.10 for further details.

3.5 Questionnaires

At the end of each course, course questionnaires will be handed out to students during a lecture, and collected in at the same lecture.

These will be passed on to the departmental Learning and Teaching Quality Committee and used in course quality assurance procedures; feedback on changes if given via the Staff-Student Committee.

3.6 Space

The department is based in the Bedford Building. There are two dedicated laboratories managed by the Department of Computer Science, rooms 0-04 and 0-06.

4   Teaching

4.1 Dates of terms

Term dates for the year are as follows.

Autumn term: Monday 23 September to Friday 13 December 2019
Spring term: Monday 13 January to Friday 27 March 2020
Summer term: Monday 27 April to Friday 12 June 2020

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. Furthermore, as Master's programmes run for one calendar year from September to September you are required to engage with your studies and be available to meet with staff after the end of the Summer Term until your programme end date in September. For Master's programmes there is no summer vacation period.

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 two days) to ensure you are using the most up to date timetable. The college will endeavour to notify you via an e-mail to your RHUL account for late changes to your timetable that will affect teaching within the next two working days, 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 the Department of Computer Science.

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 tutor or another member of staff as soon as you can. They will put you in contact with Disability and Dyslexia Services (D&DS) who will advise on what support can be offered. Failure to attend and/or absence without permission from the College 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, field work, laboratory work, and meetings with your Personal Tutor.

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 attendance threshold is set at 80% of monitored activities as set by College. 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 Postgraduate Taught Programme 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 Monitoring attendance

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.

You will be contacted in the event that:

    i.   you display a pattern of absence that the department feel is affecting or is likely to affect your work, i.e. failure to attend for two weeks without providing a valid reason or your attendance percentage drops close to or below the threshold

    ii.   you display a pattern of absence that causes concern over your wellbeing or which may point to an undisclosed disability

5.3 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, you may be issued 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 17 of the Postgraduate Taught 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.

5.4 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 Postgraduate Taught Regulations. Visa advice can be provided by our International Student Support Team (internationaladvice@royalholloway.ac.uk).

5.5 Missing classes

If you face difficulty in attending any classes or undertaking an assessment it is very important that you inform Student Administration as early as possible, giving the reasons for your non-attendance. Student Administration will decide whether or not to authorise your absence. If you are experiencing such difficulties on an ongoing basis, please contact your Personal Tutor. 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 to notify Student Administration. 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 on line guidance.

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 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.

5.6 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
Read the Extenuating Circumstances Guidance and, if your circumstances meet the criteria outlined in the guidance, complete and submit the Extenuating Circumstances application form with your supporting evidence. Section 8 below provides further details about Extenuating Circumstances.

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 MSc courses are listed online here.

If you are enrolled as a **Year in Industry** student, please consult your Placement Handbook.

The Project Handbook can be found here.

6.2 Course registrations

You should register for 180 credits' worth of courses. While you may have the option of changing course unit registrations within the first two weeks after the start of teaching (excluding Welcome Week) subject to agreement from the department, once you have submitted assessment for the course, you may not replace it with another either in that term or in a subsequent term (e.g. Spring Term). 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 or before any assessment has been completed for the course.

6.3 Change of programme

You may apply to transfer from one programme to another within the common curriculum where provision is made for this in the programme specification. For Computer Science, this is only possible within the first two weeks and later only if within College deadlines and compatible with degree structures. Part-time students should be able to change between Data Science and Analytics and Machine Learning after Year 1.

Further information about changing programmes is available in Section 8 of the Postgraduate Taught Regulations. If you hold a Tier 4 (General) student visa, there may be further restrictions in line with UKVI regulations.

7   Facilities

7.1 Facilities and resources within your department

Computing facilities provided by the Department are described in Section 1.6.

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 Postgraduate Taught 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 Computer Science is Eva Dan, who can be contacted at eva.dan@rhul.ac.uk.

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:

If you require copying to be done for a seminar presentation, you need to give these materials to your tutor to copy on your behalf. Please make sure that you plan ahead and give the materials to your tutor in plenty of time. 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

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 College IT regulations, which also apply to the departmental computer system and the School's computer laboratories.

An induction session for the computer systems is provided for new students at the beginning of their first term. Technical support is available from the systems team, by emailing cimhelpdesk@rhul.ac.uk; look up the Help page for more information. Before asking for help, it is good etiquette to have a look at the local documentation, which you will find on the departmental website.

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

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 or College computer system, using 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.

8   Coursework, Essays and Dissertation

All coursework is mandatory.

8.1 Coursework

Coursework may be formative (intended to help you learn) or summative (also counting towards your final mark for that course). Formative coursework may also be referred to in the Department as mandatory zero-

weighted or mandatory non-assessed. Feedback from coursework (formative or summative) will normally be provided within two teaching weeks of the submission date.
If it is not returned by this time, please inform the Departmental office.

8.2 The Dissertation

The Individual Project is a compulsory element of the programme and is worth 60 credits. The project is a major individual piece of work which is assessed through a dissertation (and, in the case of Year In Industry programme, a placement report). Please consult the Individual Project Handbook for all relevant information.

8.3 The Dissertation Supervisor

Your department will assign you a dissertation supervisor who will oversee your work. In most cases students are happy with the supervisory relationship. However, 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 Programme Director or your Personal Advisor to see whether the problem can be resolved informally, e.g. through mediation, changing supervisor. 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.

9   Assessment Information

9.1   Anonymous marking and cover sheets

Assessed coursework is submitted and marked anonymously. 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.

9.2 Submission of work

The following Departmental policy applies to all students on taught programmes of study:

> a. All coursework must be submitted electronically or on paper (as specified by the assignment) by the deadline set by the Department to fulfil submission requirements.

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

> c. Departments may exercise discretion in relation to submission on paper in the case of part-time students and set appropriate deadlines for such students to submit a paper copy.

Written coursework that is not submitted electronically should be delivered to the departmental office. Normally, a container is placed outside the door. All students must sign in their work on the register provided. All coursework should be submitted by the specified deadline. Penalties for late submission are described below.

When the submission is electronic, it is the student's responsibility to check that the submission has been successful and the submitted file is correct and, in particular, free of any compile or runtime errors if the submission is a program. Electronic submissions failing to comply with these requirements will automatically receive the mark of 0 regardless of their merits. The departmental electronic submissions policy applies to all electronic submissions.
https://intranet.royalholloway.ac.uk/computerscience/documents/pdf/electronicsubmissionstudentversion.pdf

9.3 Stepped Marking

Most of the assess 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.

Work submitted for assessment will be graded by using a set of marks with the pattern X2, X5 or X8. This means that a piece of work awarded Merit 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 Merit, while a 68% indicates a high Merit.

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.

9.4 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

All assessed work (other than formal examinations) should 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 deadline for the return of the marked work with feedback will be made clear to students when they receive their assignments. In the event that the intended deadline cannot be met for reasons such as those listed, the revised deadline will be communicated to students as soon as possible.

9.5 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 Postgraduate Taught Regulations).

If you do not pass a course unit at a first attempt you may be given an opportunity to 're-sit' or 'repeat' the course unit.

Re-sit of a failed course unit – normally gives students an opportunity during the following academic year to re-sit any failed parts of a course unit not passed. Students do not have to attend any classes. Marks for work which has been passed will be carried forward. Students are required to register to resit course units. Unless students have been informed otherwise, the mark for such courses will be capped at 50%.

Repeat of a failed course unit – if you are given the opportunity to repeat a course unit in attendance you will need to register for the course unit for the following academic year and satisfy afresh all the assessment and attendance requirements, that is, you are expected to attend all classes and redo all required coursework and examinations for the course unit. No marks from the previous attempt at the course unit are carried forward and no work completed as part of the first attempt at the course may be resubmitted for assessment. The mark for a course repeated in attendance is not capped.

Please note that it is not possible to re-sit or repeat a course unit which you have passed.

NB: Students entered to resit an examination will normally not receive an overall percentage mark greater than 50% for that course unit. In exceptional circumstances, students who fail the individual project may be

allowed to repeat it, in which case they will normally be assigned a new topic. A written case must be made to the Head of Department for a repeat to be granted and any supporting evidence must be submitted with the request.

Students on Year-in-Industry programmes who fail the project are not allowed to repeat their placement.

Progression to the placement for year in industry

The decision on progression to the placement is taken by the examination sub-board. There are three main requirements for progression:

- Engage with the activities run by the Careers Service throughout the year
- Show good academic performance throughout the year, in particular:
  - For students of Data Science & Analytics, Machine Learning or Computational Finance programmes - achieve a good result in CS5100's examination, CS5810 coursework assignment and show good performance in coursework assignments throughout the year (in particular, CS5100).
  - For students of Internet of Things or Distributed and Networked Systems programmes – achieve a good result in CS5840 and CS5860 coursework assignments and show good performance in coursework assignments throughout the year.
- Pass the taught part of the programme.

Please note that satisfying the progression requirements is not a guarantee that you will go on a placement; finding a placement remains the ultimate responsibility of the student.

A student on the year-in-industry programme who fails to satisfy the progression requirements or secure a placement is transferred to the corresponding programme not involving a placement. A student on a non-year-in-industry programme who wishes to transfer to the corresponding year-in-industry programme can qualify by fulfilling the progression requirements and finding a suitable placement. All degree transfers are effected after the progression decision is made by the sub- board in June.

Placement Test

In order to progress to the placement, a student on Data Science & Analytics, Machine Learning or Computational Finance programmes should normally achieve a 60% combined average in CS5810 Programming for Data Analysis coursework and in the CS5100 Data Analysis exam run in January (each component being weighed equally), with a minimum of 40% in each. A student on Internet of Things or Distributed and Networked Systems should normally achieve a 60% combined average in CS5840 Interconnected Devices and CS5860 Advanced Distributed Systems coursework (each component being weighed equally) with a minimum of 40% in each.

The CS5100 Data Analysis exam will take place in January 2019. Sample exam questions will be provided for training purposes beforehand.

Students who have narrowly missed the required grades will be considered on an individual basis and may be allowed to progress at the discretion of the sub-board subject for good performance in coursework undertaken in other courses throughout the year.

Students who have passed the previous stages and have secured a placement with an employer are still required to pass the taught part of the programme in the Summer term exams (May) to actually go on the placement.

The final decision on a student's progression to a placement is taken by the sub-board in mid-June. The placement therefore may not start before 1 July. Students taking courses outside the departments of Computer Science and Economics may have the decision further delayed until the examination marks are confirmed.

Progression to the Project

The decision on progression to the individual project is taken by the examination sub-board. Normally, to progress to the project a student must pass the taught part of the programme, i.e., achieve a pass mark (at

least 50%) in every course or a mark of 40–49% in courses up to a total of 40 credits.

A student who did not pass the taught part of the programme may be allowed to progress to the project at the discretion of the sub-board. In order to graduate from the programme the student must then resit or repeat the failed courses in the next year according to the regulations.

If a student is not allowed to progress to the project and is given an opportunity to resit or repeat the failed courses in the next year according to the regulations, they must enter the project ballot again in the next year. Please note that we cannot guarantee that the student will be allocated the same project and supervisor.

9.6   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.

9.7   Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section 13, paragraph (5) of the College's Postgraduate Taught Regulations.

Section 13 (5)

'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.

9.8   Penalties for over-length work

The Computer Science department does not in general set maximum lengths for pieces of work. Where a limit is set (in particular, for the dissertation written over the summer; please refer to the project handbook for details) the following College policy applies to all students on taught programmes of study:

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13, paragraph (6) of the College's Postgraduate Taught Regulations:

Section 13 (6)

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.

9.9 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, occasionally unforeseeable or unpreventable circumstances arise which prevent you from submitting your work on time. If this is the case you may be able to apply for an extension to your submission deadline without suffering a penalty.

Please refer to the Extensions Policy and guidance on the College's webpage about Applying for an Extension.

Please note: - Not every assessment is eligible for an extension via the online system.

Listed below are the assessments for which extensions cannot be granted (i.e. are exempt):-

CS5100 – Data Analysis – Assignments 1-3 and Laboratory Exercises
CS5110 – Methods of Bioinformatics – Assignments 1 and 2
CS5234 – Large-Scale Data Storage and Processing – Assignments 1 – 3 and 4 (group project)
CS5490 – Computational Optimisation – Assignments 1 and 2
CS5800 – Principles of Computation and Programming – Assignments 1-4 (MFA)
CS5855 – Databases – Project Part A and Project Part B
CS5870 – Wireless Sensor and Actuator Networks – Presentation
CS5920 – Machine Learning – Assignments 1-3 and Laboratory Exercises

If you would like an extension for one of these, you should speak directly with staff in your Departmental Administrative office.

9.10 What to do if things go wrong – the "Extenuating Circumstances" process.

If you are unable to submit coursework because of unforeseeable or unpreventable circumstances please refer to section 8.9 ' What to do if things go wrong – Extensions to Deadlines'. If an extension is not possible, you may be able to apply for extenuating circumstances.

The policy is explained in full in the Extenuating circumstances – Guidance for students.

What is an Extenuating Circumstance?

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.

Absence from an examination

Section 5 above explains what to do on the day you miss an examination if it was due to extenuating circumstances.

Applying for extenuating circumstances

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.

If you apply for extenuating circumstances, you will need to supply a full explanation of your situation together with any supporting documentation.
Deadlines for submission of extenuating circumstances

Extenuating circumstances applications should be submitted as close to the affected piece of assessment/exam as possible.

The deadlines for submitting extenuating circumstances are listed in the Instructions to Candidates and the College webpages for Exams, Assessments and Results

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 Extenuating Circumstances Committee will be able to take action to mitigate such circumstances. For further information, please read the Extenuating circumstances – Guidance for students.

9.11   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 (DDS) 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 (') can be put in place. There is a process to apply for special arrangements for your examinations – these are not automatically put in place – and there is a deadline in term 2 for these to be arranged. 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.

9.12   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.

9.13   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 obelow), 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 Personal Tutors 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. Examples include joint work on an individual coursework assignment with your fellow students or asking a question about such an assignment at a forum, such as Stack Overflow.

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 Advisor.

As noted, correct referencing of any sources used in extremely important. This includes websites 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 be aware that in grading the relevant assignment your marker will take into consideration how much thought you have put in to the process. If it is clear that you have simply 'cut and pasted' an answer you may not necessarily get a good grade.

10 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.

The Department of Computer Science and the College Careers Service run a number of activities throughout the year aimed at preparing students for a placement and helping them secure a placement. The activities include:
- Advanced Topics sessions run during term-time. The sessions involve talks by industry speakers on the use of big data in their companies, and workshops organised by the Careers Service on practical issues such as writing a CV, interview skills, etc. Attendance is compulsory for students on Year In Industry programmes and registers will be taken.
- Careers fairs are organised to give students an opportunity to meet potential employers and placement hosts. All students on Year in Industry programmes should attend these events.
- All students on Year In Industry programmes should have their CV check by the Careers Service. A first draft of the CV should be submitted to Careers by the end of the Autumn term.

Failure to satisfy these requirements will lead to the student being asked to meet with the Course Director and a representative from the Careers Service. The Department may then remove the student from the Year in Industry programme.

11 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 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.

12   Health and Safety Information

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

12.1   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.

12.2   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.

The Department of Computer Science advises all students to follow the advice given below about the risks of lone working.

- 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 should 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.

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.

The Department of Computer Science is a low risk environment, but you should still take precautions by storing the emergency number for Campus Security in your mobile phone.
All students are registered for the Moodle course "Health and Safety in Computer Science", which has documentation on proper posture and safety with electrical wiring. All students must read these notes and confirm that they have done so via the Moodle page.

12.3   Placements

Health and Safety soles and responsibilities are outlined in the Work Placement Agreement Letter which is signed by the department, the employer and the student once a placement has been secured.

13 Equal Opportunities Statement and College Codes of Practice

13.1   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.

14 Departmental Prizes

Alexey Chervonenkis Award

The Alexey Chervonenkis Award for the "Best Graduate of the Year" is £250.

This prize is in memory of Professor Alex Chervonenkis, who was an Emeritus Professor of Computer Science at Royal Holloway and a long-time member of the Computer Learning Research Centre. Professor Chervonenkis sadly passed away in September 2014.

Among Alexey's outstanding scientific achievements are the development of the method of "generalized portrait", which was later further developed into the well-known Support Vector Machine, the derivation of necessary and sufficient conditions for the uniform convergence of the frequency of an event to its probability over a class of events, and the introduction of a new characteristic of a class of sets, later called the VC (Vapnik-Chervonenkis) dimension.

15 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 be 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 here