School of Engineering, Maths and Physical Sciences

POSTGRADUATE TAUGHT STUDENT HANDBOOK

2022/2023

Contents

1   Welcome to our school

Across our five departments of Computer Science, Electronic Engineering, Mathematics, Physics, and the Information Security Group, the EPMS school provides a coordinating framework for our world-class research and teaching.

In research, EPMS focusses particularly on areas of strength that profit from interdisciplinary larger groups in addition to supporting smaller groups and individuals in our departments.
In teaching the school provides the structure and processes to support flexible teaching and exams.

The school is supported by a single joint admin team and acts as contact point for its departments, professional services, and the senior management team.

We are in the Bedford building, listed as building 2 on the [Royal Holloway map.](#)

1.1 Map of the Egham campus and London Campus

Please use the below links to view the maps of the London campus. Paper copies of the Egham campus are also available at the EPMS helpdesk.

[London Campus Map](#)

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 here. **Note, this is only for the Egham campus.**

1.2 Head of Departments:

Department	Name	Email
Electronic Engineering	Steve Alty	steve.alty@rhul.ac.uk
Information Security	Chris Mitchell	c.mitchell@rhul.ac.uk
Computer Science	Carlos Matos	carlos.matos@rhul.ac.uk

1.3 How to find us: the school office

The staff and the school administrative offices are in the Bedford Building in 1-29 for students on our Egham campus. For all London campus students, the helpdesk can be in Bedford Square room 11.

1.4 The Department: practical information

Below you can find links which will take you to the relevant departmental moodle page, these will detail specific information relevant to your department and should be consulted regularly for important updates and information.

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1.6 The Departments

Below you can find links which will take you to the relevant departmental moodle page, these will detail specific information relevant to your department and should be consulted regularly for important updates and information.

Department
Computer Science
Information Security Group
Electronic Engineering
Mathematics

Please ensure you bookmark these links as they will be important for you to use throughout the next academic year.

2   Support and advice

2.1 Support within your School

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 10:00am to 4:00pm.

The Helpdesk is staffed throughout these opening hours. You can call in person during opening hours, ring 01784 276 881 or email EPMS-school@rhul.ac.uk.

Depending on your query, the Helpdesk will answer your questions then and there, or 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.

3 Communication

3.1 Email

All communications to students will be done primarily via your official student email provided by the College. Students should not use the College address for private mail. Administrative staff will alert you by email of any internal mail received by the Department/School. It is important to check your email account daily for important communication. Important information will be communicated to you directly via your email or to Moodle it is important you also check Moodle announcements regularly.

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]().

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!

3.2 Personal Tutors

The academic welfare of MSc students is conducted through the personal tutors. Lists allocating students to tutors will be circulated through Moodle at the beginning of the Academic Year.

Each student is assigned a member of staff to act as personal tutor. The role of the tutor is to guide the advisee's academic progress (particularly during the initial phase of the MSc Project) Students can discuss any academic problem with their tutor as soon as they arise. The tutor may then be able to recommend an appropriate source of help and be able to act on the student's behalf. Any personal information you impart will be treated in strict confidence.

Students should establish initial contact with their tutor at the beginning of the Autumn term.

3.3 Questionnaires

Course questionnaires, issued at the end of each module are used as a means of assessing student views. These forms an essential part of our procedures to monitor the quality of our provision and they are invaluable in module planning and improvement. For the system to work it is imperative that we have a high percentage of returns and that the questionnaires have been filled in thoughtfully. For each taught module the completed anonymous questionnaires are scanned by an outside contractor, and the summaries are presented to the student-Staff Committee and to all staff. The comments on the back of the questionnaires are passed to the appropriate lecturers, to the Head of Department and to the MSc Programme Director.

3.4 Moodle Master Page

Whilst you are encouraged to read your emails regularly to ensure you do not miss important updates, sometimes your queries can be answered by checking the EPMS PGT Page which can be found here. This will provide you with links and information to college services such as extensions, extenuating circumstances, and wellbeing. Please bookmark this link as it will provide you with a quick response to many frequently asked questions.

4   Teaching

4.1 Study weeks

You can find your term dates for the year here: Term dates.

4.2 Lectures

Students are expected to attend all lectures. The method of instruction will vary for each of the modules. For each of them, there will normally be a time-tabled session that you will be able to attend face to face. Additional learning materials may be provided online in the form of pre-recorded videos, activities, etc. Students are also expected to read and engage with the additional materials to complement the material delivered during formal lectures.

Students are very much encouraged to ask questions during lectures. A considerable proportion of lectures are delivered by industry experts and their opinions are very much valued within the context of the field.

4.3 Tutorials, Workgroups, and Office Hours

Students are strongly encouraged to form informal workgroups which serve to promote cross-fertilisation between the very diverse range of students, some of whom already have a wealth of industrial/business experience. There is no doubt that such workgroups have a very positive effect on students' understanding (and a positive effect on exam results!).

All lecturers have office hours for dealing with students' questions about the syllabus or the worksheets relating to given modules. These will be posted on Moodle and will normally be carried out in person or via MS Teams.

Additional tutorials may also be available during the first term for any students needing to consolidate their background knowledge in particular areas.

4.4 Textbooks and the Web

Although your lecture notes and worksheets form the key part of a module, you will need to consult other sources. At the start of each module the lecturer will tell you which books are most useful, and possibly suggest other less important texts. Throughout each module, lecturers will also point students in the direction of relevant web pages and other content.

Please be cautious when using web resources since they may contain incorrect or misleading information. We welcome comments about books in the library. If you think that more copies of an important textbook are needed in the library, or you find a book that you think should be there, tell the lecturer concerned. Remember, though, that it may take a little while for a book to be bought and appear on the shelves.

5   Degree structure

Full details about your course, including, the aims and learning outcomes to be achieved on completion, modules which make up the course and any course-specific regulations are set out in the course specification available through the Degree Course Library.

The below links will also take you to your degree structure:

MSc – Information Security
MSc Information security – With year in Industry

Computer Science
Machine Learning
Machine Learning with a Year in Industry
Computational Finance
Computational Finance with a Year in Industry
Data Science and Analytics
Data Science and Analytics with a Year in Industry
Artificial Intelligence
Artificial Intelligence with a Year in Industry

Electronic Engineering
Engineering Management
Software Project Management
Cyber Security Project Management
Project Management

5.1 Programme Schedule

Normal Part-time students normally attend one day per week during term time. Students can take the optional modules either in their first year or their second year or in both years. Students will normally do the independent project during their second year.

ISG and computer science CPD Part-time students will spread their studies over a period of between three and five years.

Exams are always held during the third term (typically during the latter half of May). We recommend that you immediately blank out this entire period in your diaries. This is particularly important for part-time students who may have very significant work pressures.

5.2 Module Registrations

You can only register for 180 credits' worth of modules in each academic year (this excludes modules which are being re-sat). You will have the option of changing modules up to the end of the second week after the start of teaching in each term (excluding Welcome week).

Note that new normal part-time students can register for a certain number of options exams in their first year (up to a maximum of two). In their second year, part-time students can register for further options exams. However, the total number of options exams that can be sat (over two years) is restricted to two. A similar situation is true for ISG and computer science CPD part-time students (the only difference is that the two-year period is replaced with a period of up to five years).

While you have the option of changing module 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 module, you may not replace it with another either in that term or in a subsequent term (e.g., Spring term).

6   Facilities

6.1 Facilities and resources within your department

Students in the Information Security and Computer Science MSc have access to Bedford building PC Labs – 0-04 and 0-06. Access to these labs is restricted to those times where there are no timetabled labs taking place. Access to these labs may also be restricted depending on social distancing and other pandemic-related restrictions. When using these labs, it is imperative that all students follow the corresponding health and safety guidelines.

6.2 The library

The library is housed in the Emily Wilding Davison Building. The Information Consultant is Eva Garcia Grau who can be reached at Eva.garciagrau@rhul.ac.uk.

6.3 Photocopying and printing

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

7 Assessment information

7.1 Anonymous marking and cover sheets

All assessments are marked anonymously. Except for Group work, quizzes or if specified prior to sitting the assessment.

7.2 Submission of work

Details for submitting summative assignments will be circulated to students by module leaders. Assignments will be submitted via Moodle.

7.3 Penalties for over-length work

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:

Any work (written, oral presentation, film, performance) may not be marked beyond the upper limit set. 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, films, or performance. In the case of presentations, films, or performance these may be stopped once they exceed the upper time limit.

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.

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

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.

Please check this on your departmental Moodle page

7.5 How to apply for support and exam access arrangements for students requiring support

DNN might approve Exam Access Arrangements (EAAs) if you're unable to sit formal exams under standard examination conditions because of a disability or another condition. EAAs are designed to allow you to demonstrate your knowledge and abilities in exams without compromising academic standards. If you disclose a disability, we'll take appropriate steps to make sure we provide reasonable adjustments.

To apply: Contact the [Disability and Dyslexia Services team](#) to register with their services

- The easiest way to register is to visit the team in Founder's East room 140. They'll talk you through the process and explain what you must do.

- Alternatively, you can call them on 01784 276473 or email the team at disability-dyslexia@royalholloway.ac.uk, after which they'll be able to advise you further.

Please see [College handbook](#) for details.

7.6 Extenuating Circumstances

While studying at Royal Holloway it is important that you learn how to manage your assessment deadlines, as you are expected to hand in your assessments on time. However sometimes things go wrong, and situations occur that disrupt you. The College recognises that this can affect your ability to complete and/or submit a piece of assessed work or undertake an exam. As a result, there are situations where you can apply for Extenuating circumstances such as:

- If you can't submit by the published deadline but you feel that the standard of your work has been substantially affected by your current circumstance
- If you are unable to complete or submit your coursework at all
- When you have reached the limit of permissible extensions in an academic year but experience circumstances which effect further assessments
- For Exams (including in person invigilated exams, online assessment, open book exams and other non-coursework assessment)
- Coursework modules where extensions are not permissible.

Further guidance can be found [here](#)

7.7 Changes to your studies

Students are permitted to change their postgraduate studies during the academic year, and this may include requests for the following:

- Change your degree course
- Change your mode of attendance up to 24/03/2023
- Interrupt your studies up to 24/03/2023

- Withdraw from your studies

Further details can be found on the Student Intranet on the following page:
[Update my postgraduate taught study details - Royal Holloway Student Intranet](#)

7.8 Equality, diversity, and Inclusion

The College has made a commitment to the principles of equality, diversity, and inclusion for all, and strives to go beyond the public sector duty placed upon us by the Equality Act 2010. We believe that all staff, students, and visitors should find the College to be a supportive and nurturing environment, free from bullying, harassment, discrimination, or victimisation, and we hope that we can support this to be the case through our proactive equality and diversity work. One of our main priorities has been to ensure all our policies, existing and new, are inclusive to all employees.

The College is committed to ensure that:

- It creates a positive, inclusive environment, free from prejudice, bullying, harassment, and unlawful discrimination. We will take action to challenge inappropriate behaviour and discriminatory practice.
- Staff, students, applicants for employment or study, visitors, and other persons in contact with the College are treated fairly, with dignity and respect.
- People and diverse groups with multiple identities and individual differences are recognised and valued.
- We will provide our staff and associates with the knowledge and skills they need to understand and meet their equality and diversity responsibilities.

7.9 Academic misconduct - Plagiarism

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 module), 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.

7.10What 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.

To help you make good progress in your studies at RHUL, we have a simple on-line module SS1001 in 'Academic Integrity' which will guide you through preparing your assignments using the best academic standards. You will need to successfully complete this short module, and you can have as many attempts as you like before the deadline to pass it. This must be completed before you complete any of your coursework assignments.

8 Health and Safety Information

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

8.1 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.

8.2 Lone working policy and procedures

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

Lone working means working in an isolated space or outside of the University timetabled hours. Your work is considered low risk but if you have any health and safety concerns, please contact your Departmental Health and Safety Coordinator or the College Health and Safety Office. Contact details can be found on the College website.

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.

9   Department codes of practice

9.1 Acceptance and Enforcement
By signing the acceptance of use statement on the department registration form you accept the conditions of use of "the computer" as set out in the RHUL 'Computer Centre Regulations' (attached) and abide by the additional conditions set out in this document. If the conditions of use are broken, access to "the computer" may be withdrawn and further action taken.

9.2 Access to a Computer and Password Conventions
You have been provided with an individual user account with a unique username and initial password. When you first logon to "the computer" you will be required to change the initial password to a password of your choice. You must keep your password secure, not reveal it to others and not share or permit sharing of user accounts.

You are responsible for the security of your password and associated account(s). You will be prompted to change your password every 90 days. You may not leave an interactive user session unattended and must logout to prevent unauthorised use of your user account.

It is permissible to "lock" the workstation for short time periods (less than 90 minutes) if this facility is available.
User passwords must have the following characteristics: -
- Contain a mixture of upper- and lower-case letters (e.g., A-Z, a-z)
- Contain at least one (1) digit and one (1) punctuation characters/symbols (e.g., 0-9,
- !"@#$%^&*()_+~{}[]:;'?><,./)
- Contain at least eight (8) characters
- Not contain any word in any language, slang, dialect, jargon etc.
- Are not based on personal information, username, names of family etc.

Passwords must never be written down or stored in unencrypted electronic form

Guidance on choosing a good password that is memorable: -
Think of a phrase, for example "the quick brown fox jumps over the lazy dog".
- Take the first letter of each word in the phrase ("tqbfjotlz") OR
- Take the last letter of each word ("eknxsreyg") OR
- Take the first letter of some words and the lengths of other words ("t5b3j4t4d")
- Substitute digits and punctuation character/symbols to produce a password that conforms to the password policy, e.g. ("t5b! j4t4d")

9.3 Prohibited Use and Access to Content
You may not use "the computer" to:
- send to another any message or other electronic article which is intended to cause harassment to another, or is racist, or is indecent or grossly offensive, or contains a threat, or is information which is false or believed to be false.
- commit any offence of forgery, theft, fraud, blackmail, or any other criminal offence prohibited by an Act of Statute in the United Kingdom.
- send out mass mailings to promote any material other than that which directly relates to your academic studies.

- infringe the copyright held on any material (including but not limited to; software, books, journals, music, films, images etc.).
- download and install executable code (excluding mobile code, e.g., Java/.NET) without prior consent from the Network Manager or Systems Administrator.
- carry out port scanning or security testing, except where prior consent has been given in writing by the Network Manager for specific network(s) and host(s).
- circumvent or otherwise disable security or audit controls, including but not limited to, antivirus, firewalls, and audit software.

You may not use 'the computer' to access, or enable the access, to any material (whether in a removable storage medium or not) containing the following:
- any computer material of a sexual or indecent nature.
- any images or text that denotes violence to humans or animals.
- any material that is racist or promotes racial hatred.
- any material that promotes or contains a threat to the damage of property.
- any material concerning the possession, sale, supply or distribution of lethal weapons or explosives.
- any material concerning the possession, the making or the supply or distribution of prohibited drugs, as defined under the Misuse of Drugs Act.
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9.4 Prohibited Access & Impairment (The Computer Misuse Act 1990)
You may not cause the computer to perform any function whereby access is secured to any program or data to which you are not authorised whether the program or data relates to this computer or any other computer. You may not commit, or enable the commission of, any unauthorised act to impair the operation of this computer or prevent or hinder access to any program or data held in this computer or impair the operation of any such program or the reliability of any such data.

9.5 Using the Computer to Make Purchases
The RHUL e-mail account may not be used to make any purchases over the Internet. Where it is necessary to make purchases on-line over the Internet access is authorised to other email accounts where purchase transactions may take place. It is understood that Royal Holloway take no responsibility for the security of on-line transactions or the purchase of any material or goods.

9.6 Prevention, Detection, and Investigation of Misuse
The Regulation of Investigatory Powers (RIP) Act 2000, the Lawful Business Practice Regulations (2000), and the Information Commissioner Code on Monitoring at Work (2003) provide Royal Holloway the right to access all material, including email, held on Royal Holloway computing facilities ("the computer") where abuse is suspected or where there is a pressing academic or business need. Communications on or through Royal Holloway computer systems ("the computer") may be monitored or recorded to secure effective system operations and for other lawful purposes.