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Disclaimer

This document was published in September 2020 and was correct at that time. The department* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of courses of study, to discontinue courses, or merge or combine courses if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

* Please note, the term ‘department’ is used to refer to ‘departments’, ‘Centres and Schools’. Students on joint or combined degree courses should check both departmental handbooks.
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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-two 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 2020-21 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.
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

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<td><strong>Head of School:</strong></td>
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<td>Prof. Stewart Boogert</td>
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</tbody>
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| **Head of Department** |
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Adrian Thomas 01784 443428  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 to other students. Most of the information you need can be found via the department web pages.

1.7 Staff research interests
In the UK Research Assessment Exercise 2014, 99% of the department’s research publications and conference papers were rated as of international quality, with over a third recognised as world leading, and a further half internationally excellent.
The Department carries out world-leading research in algorithms and complexity, bioinformatics, distributed and global computing, machine learning and software language engineering. 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 members of staff on the department [https://www.royalholloway.ac.uk/research-and-teaching/research/research-environment/research-institutes-and-centres/](https://www.royalholloway.ac.uk/research-and-teaching/research/research-environment/research-institutes-and-centres/)

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. Opening hours are 9:00am to 5:00pm in term time and 10:00am to 4:00pm during vacation. The Helpdesk is staffed throughout these opening hours. You can ring 01784 276881 during office hours or email EPMS-School@rhul.ac.uk. Depending on your query, the Helpdesk will answer your questions, book you an appointment or put you in touch with a colleague who can help, or refer you to another professional team within the College. The Helpdesk is situated in room 1-29, in Bedford Building.

To reduce the transmission of COVID-19 we have introduced the following procedures.

To book an appointment

Most queries can be managed via email, phone or MS Teams but should you need a face to face appointment the office team will book a 15 minute appointment with you. To arrange a face to face meeting email EPMS-School@rhul.ac.uk providing your student ID and a brief explanation of what you want to discuss during the appointment.

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 Department Assessment 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 Department Assessment 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.

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 Post

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

3.2 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.

3.3 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 (Prof. Chris Watkins) or the Head of Department (Dr Carlos Matos) 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 Department Assessment 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 Department Assessment 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 three dedicated laboratories managed by the Department of Computer Science, rooms 0-04, 0-05 and 0-06.

4 Teaching

4.1 Dates of terms

Term dates for the year are as follows.

**Autumn term**: Monday 21 September to Friday 11 December 2020  
**Spring term**: Monday 11 January to Friday 26 March 2021  
**Summer term**: Monday 26 April to Friday 11 June 2021
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 Degree structure

Full details about your course, including, amongst others, the aims, 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 Course Specification Repository.
http://www.royalholloway.ac.uk/studyhere/progspecs/home.aspx

Department specific information about degree structure

Computer Science MSc courses are listed online at https://www.royalholloway.ac.uk/research-and-teaching/departments-and-schools/computer-science/studying-here/postgraduate/module-outlines/.

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

The Project Handbook can be found at the moodle page https://moodle.royalholloway.ac.uk/course/view.php?id=2591.

5.1 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.

5.2 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 the Postgraduate Taught Regulations. If you hold a Tier 4 (General) student visa, there may be further restrictions in line with UKVI regulations.

6 Facilities

6.1 Facilities and resources within your department
Computing facilities provided by the Department are available in the Bedford Building, rooms 0-04, 0-05 and 0-06

6.2 The Library
The Library is housed in the Emily Wilding Davison Building.

The Information Consultant for Computer Science is Eva Dann, who can be contacted at eva.dann@rhul.ac.uk.

6.3 Photocopying and printing
The departmental printers and photocopiers 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.

6.4 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.

7 Coursework, Essays and Dissertation

All coursework is mandatory.

7.1 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.

7.2 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.

7.3 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.

8 Assessment information

8.1 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.
8.2 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.

Students will be advised how to submit their work. 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/electronicssubmissionstudentversion.pdf

8.3 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.

8.4 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.

### 8.5 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

### 8.6 Support and exam access arrangements for students requiring support

Please see the College Student Handbook for full details.
8.7 Academic misconduct – Plagiarism and Collusion

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

The Regulations set out some of the types of academic misconduct in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their 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 is 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.

8.8 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 Department Assessment 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:
  o For students of Data Science & Analytics, Machine Learning, Computational Finance, or Artificial Intelligence 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).
  o 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 after the exam period.

Placement Test
In order to progress to the placement, a student on Data Science & Analytics, Machine Learning, Computational Finance, or Artificial Intelligence programmes should normally achieve a 60% combined average in CS5810 Programming for Data Analysis coursework and in the CS5100 Data Analysis exam (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 for the students starting in September 2020 will take place in January 2021. The CS5100 Data Analysis exam for the students starting in January 2021 is expected to take place in April or May 2021. 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 Department Assessment 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 during the exam period to actually go on the placement.

The final decision on a student’s progression to a placement is taken by the Department Assessment Board. For students starting in September 2020, 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. For students starting in January 2021, the placement start date will be confirmed later but is expected to be around 1 October.
Progression to the Project

The decision on progression to the individual project is taken by the Department Assessment 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 Department Assessment 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 Engagement Requirements

For Postgraduate students in the Department of Computer Science, the engagement requirements are:

* participation in the weekly quizzes (both summative and formative)
* submissions of coursework assignments (both summative and formative)
* engagement with CS5900 activities.

10 Health and Safety Information

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

10.2 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.

10.3 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.

Although 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.

10.4 Placements

Health and Safety rules 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.

11 Prizes

Alexey Chervonenkis Award

The Alexey Chervonenkis Award for the “Best Graduate of the Year” has been established in memory of Professor Alexey 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.

12 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 an
encouraging open source collaboration through publications and sharing sessions, participating in regional and international conference and competitions and creating opportunities for enthusiasts to meet like-minded people. Its mission is to:

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

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

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

13 Department Code of Conduct

Please be aware that in addition to the Code of Conduct below there may be restrictions due to Covid-19.

Code of Conduct when using Labs 0-06, 0-05 and 0-04 in Bedford Building

You are free to

- Make full use of the PC's in the labs for your projects, assignments or other curriculum-related work, 24 hours a day and seven days a week.
- Use the Lego kit provided (if you have a locker) as long as you return all loose pieces when you are finished.
- Use the white boards to discuss ideas with colleagues (though you should respect noise levels as discussed below).

You Must

- Ensure that all doors to the Bedford Building and the labs are closed. Do not use wedges, fire extinguishers etc., to keep the doors open.
- Respect anybody else who is using the labs. This means keeping noise levels to a minimum and generally not doing anything that is a distraction.
- Keep the labs in the state they are meant to be in. All rubbish must be placed in the bins, which you can find in the reception area outside the lab areas.
- Computers must not be moved. Chairs and tables should be left where they were found.

You must not

- Let in anybody to the building or labs whom you do not know. If you see anybody you do not know in the lab contact Security on extension 3063 (01784 443063 from your mobile).
- Leave any personal items unattended in any of the Labs or reception areas.
- Bring in food items such as pizzas or alcoholic drinks (but confectionery and soft drinks are allowed whilst working).
• Deface the lab in any way or cause damage to equipment. Any accidental damage should be reported immediately to the Computer and Technical Support team (cimhelpdesk@rhul.ac.uk).
• Use the lab for entertainment purposes. All users of departmental facilities are expected to behave in a way that avoids disturbance to other people's work. In general this means that mobile phone use, the playing of music through loudspeakers, playing games should not take place in laboratory areas.
• Reveal your password to anyone.
• Leave your PC or laptop unattended when logged in. You should set a screensaver with password on resume, or use Ctrl Alt Del to lock the computer if you are leaving the room.
• Allow use of the departmental system by students from outside the Department of Computer Science. Any such use must be authorised by the Head of Department. The systems team regularly monitor the use of the departmental system.
• Take white board pens, wipers or anything else that doesn't belong to you from the lab.
• Use the PC's for anything inappropriate.

Attempts at unauthorised access to any part of the departmental, College or external computer systems will be treated as a serious disciplinary matter. The main sanction taken against those who breach the computer regulations is withdrawal of the use of computer facilities. In serious cases the full range of disciplinary action will be taken and may include police action. Any complaint against a student will result in an instant response with immediate suspension of the account while the complaint is investigated. With many offences (including defamation, computer misuse and obscene publication) it is likely that a zero-tolerance approach will be pursued with a permanent withdrawal of computing facilities.