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Disclaimer

This document was published in August 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 programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

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

1.1 Welcome

Welcome to Royal Holloway. Royal Holloway, University of London (hereafter ‘the College’) is one of the UK’s leading research-intensive universities, with 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 programmes up to date with the latest exciting developments in consumer and business computing.

This is the Undergraduate handbook for entry to the 2020-21 session. It contains information on our degree programmes and individual course units and our teaching methods. You will find advice on your studies, and pointers to the many College services and guides that help students get the most out of their time with us.

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

1.2 How to find us: the Department

The Department of Computer Science is located in the Bedford Building
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.

1.3 How to find us: the staff

CONTACT DETAILS

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1.4 How to find us: the School office

The school office is in room 1-29 on the Ground Floor of Bedford Building.

1.5 The Department: Departmental Roles

**Head of Department**
Dr Carlos Matos

**Director of Teaching and Learning**
Prof. Elizabeth Scott

**Director of Research and Enterprise**
Prof. Adrian Johnstone

**Director of Admissions**
Prof. Gregory Gutin

**Chair of UG Departmental Assessment Board**
Prof. Volodya Vovk

**Student Engagement**
Prof. Hugh Shanahan

**Director of Pastoral Care**
Prof. Chris Watkins

**Director of Careers and Employability**
Prof. Alberto Paccanaro

**Chair of Projects Committee**
Prof. David Cohen

**Outreach and Recruitment**
Dr Nicola Paoletti

**Chair of Academic Misconduct Panel**
Prof. Volodya Vovk

**Undergraduate Programme Director**
Prof. Matthew Hague

**Administration**

**Student & Programme Administration Manager**
Jo Hible

**Placements & Year In Industry Admin Officer**
Sapna Luthra

**Senior Student & Programme Admin Officer**
Sharon Clutterbuck

**Student & Programme Admin Officer**
Vicky Gilyatt

**Student & Programme Admin Officer**
Tim Wilson-Soppitt

**Student & Programme Admin Assistant**
TBC

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

1.7 Laboratories and Equipment

There are three teaching laboratories managed by the Computer Science department on the lower ground floor of the Bedford Building: 0-04, 0-05, 0-06.

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

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

As well as the department’s own labs, students may use any of the open-access PC labs on campus: http://www.rhul.ac.uk/it/home.aspx

1.7.1 Use of the departmental computer system

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

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

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@cs.rhul.ac.uk. Before asking for help, it is good etiquette to have a look at the local documentation which you will find by exploring the departmental website.

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

1.7.2 Unauthorised use of computer systems

Attempts at unauthorised access to any part of the departmental, College or external computer systems will be treated as a serious disciplinary matter. Offenders may be reported to the police under the Computer Misuse Act 1990; the maximum penalty under this Act is six months imprisonment and an unlimited fine.
Disciplinary action will be taken against any student storing or transmitting offensive material on the departmental computer system, including sexist, racist or pornographic text or pictures.

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

1.7.3 Mobile phones and lab etiquette

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

No drinking or eating is allowed within the Lower Ground Floor labs. Bottled water is allowed. Users must leave their area tidy. A code of conduct for the Computer Science labs can be found at http://www.rhul.ac.uk/computerscience/informationforcurrentstudents/home.aspx

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

1.8 Staff research interests

In the UK Research Assessment Exercise 2014, 99% of the department's research publications and conference papers were rated as of international quality, with over a third recognised as world leading, and a further half internationally excellent. The Department carries out world-leading research in algorithms and complexity, intelligent systems, programming languages and systems and reliable machine learning.

You can read about the research interests of members of staff on the departmental website.

Cyber security modules are taught by the Information Security Group (ISG), which is a separate department within the School. The ISG is an Academic Centre of Excellence in Cyber Security Research (ACE-CSR) and hosts a Centre for Doctoral Training in Cyber Security. The ISG carries out world-leading research in cryptography, systems and software security including smart cards and the Internet of Things and social aspects of security. You can read about the research interests of members of staff on the departmental website.

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, put you in touch with a colleague who can help, or refer you 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 MSTeams 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.

**2.2 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.

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

Name: Prof. Chris Watkins  
Phone: 01784 443419  
Email: c.j.watkins@rhul.ac.uk

**3 Communication**

**3.1 Post**

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

**3.2 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](#).

**3.3 Personal Advisors**

During the first week in the department, each student is allocated a member of the academic staff who will act as their Personal Advisor and Personal Tutor, normally throughout their degree course.

The Advisor’s role is to look after the academic welfare of the student advisee: they offer guidance on course choices and on general study techniques, and should be regarded as the main sources of advice within the Department on academic matters.
Any student who is unhappy with their advisor may contact the Pastoral Care director to discuss the matter and, if necessary, request a change.

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

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

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

Students should ask for an appointment by emailing their advisor. Students who experience difficulty in arranging meetings should contact the Deputy Head of Department (Teaching and Learning) by email.

Students are encouraged to inform their advisor about any matters, medical or personal, that affect their academic progress during the academic year. Their Advisor may recommend that the student seeks help from the College’s Counselling Service where appropriate.

However, please note that information will not be passed on to the Departmental 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 examination: it is the student’s sole responsibility to provide separately to the Chair of the Departmental Assessment Board at the appropriate time, in writing and accompanied by documentary evidence, any information that the student would like the Examiners to take into account.

Advisors will normally provide academic references as needed by their advisees when seeking employment or places in post-graduate education.

3.4 Questionnaires

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

3.5 Space

The Computer Science department is based in Bedford Building. As noted in section 1.7, there are three dedicated laboratories managed by the Department of Computer Science, 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 Computer Science.** All Joint Honours students must still attend all Computer Science course lectures and classes.

5 Degree Structure

Full details about your programme of study, 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*.

5.1 Department Specific information about degree structure

5.1.1 Checkpoints

All first year students will have to attend a programming laboratory module, CS1822. A set of checkpoints will be published each week and you will have two weeks to submit solutions and have those solutions validated.

To pass the course you MUST pass the first-term checkpoints. The pass requirements will be published on the CS1822 Moodle page. If you do not pass enough checkpoints you will be offered to transfer to CS1821, where you will need to complete additional checkpoints in the second term, and complete a reflective essay on a computer science topic.
5.1.2 Tutorials
First year students will attend small-group tutorials in mathematics and professional issues, with members of the academic staff. These tutorials are a critical part of the first year programme, providing an opportunity for students to engage in problem solving activities with staff immediately available to help them over initial difficulties. Attendance is mandatory, and any student failing to attend a tutorial must explain their absence, within 24 hours, to their advisor and the departmental office.

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

5.1.4 Degree Programmes
Computer Science degree programmes at Royal Holloway, University of London lead to degree awards of the University of London. Awards are governed by the College's Undergraduate Regulations.

Degree programmes may be taken wholly within the department, or with contributions from other departments: single honours programmes are based wholly in the department; combined honours programmes are approximately 75% Computer Science, with the balance from another department; and joint honours programmes are approximately 50% Computer Science, with the balance from another department.

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

Combined honours degree programmes with Computer Science as a major component
• BSc (Hons) Computer Science with Management G4N2

Joint honours degree programmes
• BSc (Hons) Computer Science and Mathematics GG41
• BSc (Hons) Digital Media Culture and Technology P304

Combined honours degree programmes with Computer Science as a minor component
• BA (Hons) Digital Media Culture and Technology P300

5.1.5 The Course Unit System

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

MSci programmes have an additional year run under similar structure to the other years.

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

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

<table>
<thead>
<tr>
<th>BSc Computer Science and variants</th>
<th><a href="http://cs.rhul.io/BScCS">http://cs.rhul.io/BScCS</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>MSci Computer Science and variants</td>
<td><a href="http://cs.rhul.io/MSciCS">http://cs.rhul.io/MSciCS</a></td>
</tr>
<tr>
<td>BSc Software Engineering</td>
<td><a href="http://cs.rhul.io/BScSE">http://cs.rhul.io/BScSE</a></td>
</tr>
<tr>
<td>MSci Software Engineering</td>
<td><a href="http://cs.rhul.io/MSciSE">http://cs.rhul.io/MSciSE</a></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

Note that Year in Industry programmes also have additional progression requirements, including achieving a minimum of 60% stage average in years 1 and 2 (separately) and passing all course units in those years. In MSci with a Year in Industry programmes, this average and pass requirements also apply to year 3. Students who do not meet these conditions are transferred to the non-Year in Industry variant of their programme. Consult the Year in Industry Handbook for the full conditions.

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

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

The list of course units offered by the department can be found below.

Please note that not all second, third and fourth year courses are available in any given year. The courses available are announced each year just prior to pre-registration.

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Value (credits)</th>
<th>Strand</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stage one courses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS1811</td>
<td>15</td>
<td></td>
<td>Object Oriented Programming I</td>
</tr>
<tr>
<td>CS1812</td>
<td>15</td>
<td></td>
<td>Object Oriented Programming II</td>
</tr>
<tr>
<td>CS1813</td>
<td>15</td>
<td></td>
<td>Software Development</td>
</tr>
<tr>
<td>CS1821</td>
<td>30</td>
<td></td>
<td>Programming Fundamentals</td>
</tr>
<tr>
<td>CS1822</td>
<td>30</td>
<td></td>
<td>Programming Laboratory</td>
</tr>
<tr>
<td>CS1840</td>
<td>15</td>
<td></td>
<td>Internet Services</td>
</tr>
<tr>
<td>CS1860</td>
<td>15</td>
<td></td>
<td>Mathematical Structures</td>
</tr>
<tr>
<td>CS1870</td>
<td>15</td>
<td></td>
<td>Machine Fundamentals</td>
</tr>
<tr>
<td>CS1890</td>
<td>15</td>
<td></td>
<td>Software Design</td>
</tr>
<tr>
<td><strong>Stage two courses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS2800</td>
<td>15</td>
<td></td>
<td>Software Engineering</td>
</tr>
<tr>
<td>CS2810</td>
<td>15</td>
<td></td>
<td>Team Project</td>
</tr>
<tr>
<td>CS2815</td>
<td>15</td>
<td></td>
<td>Small Enterprise Team Project</td>
</tr>
<tr>
<td>CS2850</td>
<td>15</td>
<td></td>
<td>Operating Systems</td>
</tr>
<tr>
<td>CS2855</td>
<td>15</td>
<td></td>
<td>Databases</td>
</tr>
<tr>
<td>CS2860</td>
<td>15</td>
<td></td>
<td>Algorithms and Complexity</td>
</tr>
<tr>
<td>CS2900</td>
<td>15</td>
<td></td>
<td>Multi-dimensional Data Processing</td>
</tr>
<tr>
<td>CS2910</td>
<td>15</td>
<td></td>
<td>Artificial Intelligence</td>
</tr>
<tr>
<td>IY2760</td>
<td>15</td>
<td></td>
<td>Introduction to Information Security</td>
</tr>
<tr>
<td>IY2840</td>
<td>15</td>
<td></td>
<td>Computer and Network Security</td>
</tr>
<tr>
<td><strong>Year out course</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS3001</td>
<td>30</td>
<td></td>
<td>Year out in Industry</td>
</tr>
<tr>
<td><strong>Stage three/four project courses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS3810</td>
<td>15</td>
<td></td>
<td>Half unit project</td>
</tr>
<tr>
<td>CS3821</td>
<td>30</td>
<td></td>
<td>Full unit project</td>
</tr>
<tr>
<td>CS3822</td>
<td>30</td>
<td></td>
<td>Individual Project in Artificial Intelligence</td>
</tr>
<tr>
<td>IY3821</td>
<td>30</td>
<td></td>
<td>Individual Project in Information Security</td>
</tr>
<tr>
<td><strong>Stage three/four non-project courses</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>CS3003</td>
<td>15</td>
<td>SE</td>
<td>IT Project Management</td>
</tr>
<tr>
<td>CS3100</td>
<td>15</td>
<td></td>
<td>Bioinformatics</td>
</tr>
<tr>
<td>CS3250</td>
<td>15</td>
<td>AI</td>
<td>Data Visualisation and Exploratory Analysis</td>
</tr>
<tr>
<td>CS3470</td>
<td>15</td>
<td></td>
<td>Compilers and Code Generation</td>
</tr>
<tr>
<td>CS3480</td>
<td>15</td>
<td>SE</td>
<td>Software Language Engineering</td>
</tr>
<tr>
<td>CS3490</td>
<td>15</td>
<td></td>
<td>Computational Optimisation</td>
</tr>
<tr>
<td>CS3520</td>
<td>15</td>
<td></td>
<td>Functional Programming and Applications</td>
</tr>
<tr>
<td>CS3846</td>
<td>15</td>
<td>SE</td>
<td>Human Computer Interaction</td>
</tr>
<tr>
<td>CS3920</td>
<td>15</td>
<td>AI</td>
<td>Machine Learning</td>
</tr>
<tr>
<td>CS3930</td>
<td>15</td>
<td>AI</td>
<td>Computational Finance</td>
</tr>
<tr>
<td>CS3940</td>
<td>15</td>
<td>AI</td>
<td>Intelligent Agents and Multi-Agent Systems</td>
</tr>
<tr>
<td>CS3945</td>
<td>15</td>
<td>AI</td>
<td>Semantic Web</td>
</tr>
<tr>
<td>Course Code</td>
<td>Credit</td>
<td>Year</td>
<td>Title</td>
</tr>
<tr>
<td>------------</td>
<td>--------</td>
<td>------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>IY3606</td>
<td>15</td>
<td>IS</td>
<td>Smart Cards/Token Security and Applications</td>
</tr>
<tr>
<td>IY3609</td>
<td>15</td>
<td>IS</td>
<td>Digital Forensics</td>
</tr>
<tr>
<td>IY3612</td>
<td>15</td>
<td>IS</td>
<td>Cyber Security</td>
</tr>
<tr>
<td>IY3660</td>
<td>15</td>
<td>IS</td>
<td>Applications of Cryptography</td>
</tr>
<tr>
<td>IY3840</td>
<td>15</td>
<td>IS</td>
<td>Malicious Software</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit</th>
<th>Year</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS4001</td>
<td>30</td>
<td></td>
<td>Year in Industry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit</th>
<th>Year</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS4821</td>
<td>60</td>
<td></td>
<td>MSci Project</td>
</tr>
<tr>
<td>CS4822</td>
<td>60</td>
<td></td>
<td>MSci Project in Artificial Intelligence</td>
</tr>
<tr>
<td>IY4500</td>
<td>60</td>
<td></td>
<td>MSci Project in Information Security</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit</th>
<th>Year</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS4100</td>
<td>15</td>
<td>AI</td>
<td>Data Analysis</td>
</tr>
<tr>
<td>CS4200</td>
<td>15</td>
<td>AI</td>
<td>On-line Machine Learning</td>
</tr>
<tr>
<td>CS4234</td>
<td>15</td>
<td>DNS</td>
<td>Large-scale Data Storage and Processing</td>
</tr>
<tr>
<td>CS4504</td>
<td>15</td>
<td>DNS</td>
<td>Business Intelligence Systems, Infrastructures and Technologies</td>
</tr>
<tr>
<td>CS4860</td>
<td>15</td>
<td>DNS</td>
<td>Advanced Distributed Systems</td>
</tr>
<tr>
<td>CS4950</td>
<td>15</td>
<td>AI</td>
<td>Deep Learning</td>
</tr>
<tr>
<td>CS4980</td>
<td>15</td>
<td>AI</td>
<td>Autonomous Intelligent Systems</td>
</tr>
<tr>
<td>CS4990</td>
<td>15</td>
<td>AI</td>
<td>Natural Language Processing</td>
</tr>
<tr>
<td>IY4501</td>
<td>15</td>
<td>IS</td>
<td>Security Management</td>
</tr>
<tr>
<td>IY4523</td>
<td>15</td>
<td>IS</td>
<td>Secure Business Architectures</td>
</tr>
<tr>
<td>IY4606</td>
<td>15</td>
<td>IS</td>
<td>Smart Cards/Token Security and Applications (cannot be taken with IY3606)</td>
</tr>
<tr>
<td>IY4609</td>
<td>15</td>
<td>IS</td>
<td>Digital Forensics (cannot be taken with IY3609)</td>
</tr>
<tr>
<td>IY4610</td>
<td>15</td>
<td>IS</td>
<td>Security Testing Theory and Practice</td>
</tr>
<tr>
<td>IY4612</td>
<td>15</td>
<td>IS</td>
<td>Cyber Security (cannot be taken with IY3612)</td>
</tr>
</tbody>
</table>

- **Programme requirements**

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

- **Certificate and Diploma awards**

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

CertHE in Computer Science
DipHE in Computer Science
DipHE in Computing Studies
DipHE in Computer Science with Management
DipHE in Computing with Management Studies
Certificate Requirements

Students who are registered for BSc in Computer Science but who fail the second stage of their programme will be eligible for the award of Certificate of Higher Education in Computer Science, if they have fulfilled the requirements to progress from first to second stage of their degree programme, including passes in CS1811 and CS1822 (or CS1813 instead of CS1822), and passed at least 120 Computer Science credits from either the first or the second year.

Diploma Requirements

Students who are registered for BSc in Computer Science or Computer Science with Management but who fail to graduate will be eligible for the award of Diploma of Higher Education in Computer Science or Diploma of Higher Education in Computer Science with Management, if they have fulfilled the requirements to progress from second to third stage of their degree programme and passed at least 120 Computer Science credits from either the second or third year.

Students who are registered for BSc in Computer Science or Computer Science with Management but who fail to graduate will be eligible for the awards of Diploma of Higher Education in Computing Studies or Diploma of Higher Education in Computing with Management Studies, if they have fulfilled the requirements to progress from second to third stage of their degree programme and passed at least 90 Computer Science credits from either the second or third year.

- The year in industry

The Year in Industry programme is a degree variant which consists in the student spending approximately one year working in a company in a computer science focussed role as part of their degree. The year in industry is a 30 credit module that contributes towards the student’s final stage average (totally 14% of the degree score). This is not to be confused with the college-wide Placement Year, which may involve a placement in any topic, and contributes 30 credits towards the second year (7% of the final degree score).

It may be possible for students on programmes that do not explicitly include the Year in Industry option to take CS3001, with the agreement of any partner departments. Students who wish to consider this option should make an appointment to discuss it with their Advisor and with the Director of Year in Industry.

Every student undertaking an industrial placement will be assigned to an Academic Supervisor who is a member of the academic staff of the Department. The Director of Year in Industry will be responsible for overseeing the organisation of the industrial placements and for allocating Academic Supervisors.

Students may be given guidance on preparing their CV’s and on interview techniques, but it is their responsibility to satisfy the company of their suitability for the post.

Their work programme and terms of employment will be agreed by the Company involved, in consultation with the Director of Year in Industry. The Academic Supervisor will normally visit the student at least twice during their placement, and will maintain regular contact with the student. Any problems related to the placement should be referred to the Director of Year in Industry in the first instance.
Students on degree programmes that explicitly include the Year in Industry option who do not succeed in gaining a placement, or do not meet the minimum year average requirements given in the Year in Industry handbook, will be transferred onto the equivalent degree programme without the Year in Industry option. They will proceed into their final year instead of the placement year.

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

The Department has a dedicated Placements Officer, who will be able to help and advise with placements for students registered for the Year in Industry programme. Our Placements Officer, Sapna Luthra, is located in Bedford Building, room 1-29 (ext 4212).

- Accreditation

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

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

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

5.2 Course registrations

You can only register for 120 credits’ worth of courses in each academic year (this excludes courses which are being re-sat). You will have the option of changing courses up to the end of the second weeks after the start of teaching (excluding Welcome week). 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.

5.3 Change of Programme

You may transfer to another programme subject to the following conditions being met before the point of transfer:
(a) you must satisfy the normal conditions for admission to the new programme;
(b) you must satisfy the requirements in respect of mandatory courses and progression specified for each stage of the new programme up to the proposed point of entry;
(c) the transfer must be approved by both the department(s) responsible for teaching the new programme and that for which you are currently registered.
(d) if you are a student with Tier 4 sponsorship a transfer may not be permitted by Tier 4 Immigration rules.
(e) you may not attend a new programme of study until their transfer request has been approved.

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

Students should consult their advisor and then obtain and Change of Degree Online Programme form. Transfers from Computer Science programmes on to single honours programmes in the School of Management are not usually allowed.

6 Facilities

6.1 Facilities and resources within your department

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

6.2 The Library

The Library is housed in the Emily Wilding Davison Building.

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

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

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

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

6.3 Photocopying and Printing

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

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

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

7 Assessment Information

7.1 Anonymous marking and cover sheets

In line with College policy assignments with a summative component are, where possible, marked anonymously. There are a number of exceptions to this. In particular, when the fraction of the coursework that contributes to the final grade is relatively small or if the assignment is project-based and hence anonymous marking is inappropriate.

A full list of the courses that are marked anonymously and non-anonymously can be found on the coursework grid at https://www.royalholloway.ac.uk/computerscience/informationforcurrentstudents/home.aspx

7.2 Submission of work

All coursework is mandatory.

7.2.1 Electronic Submission

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

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

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

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

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

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

7.2.2 Coursework Policy

Coursework may be formative (intended to help you learn) and/or summative (counting towards your result for that course). Formative coursework may also be referred to in the department as mandatory zero-weighted and mandatory non-assessed.
Feedback from formative coursework will normally be provided within two (3rd and 4th year) or three (1st and 2nd year) teaching weeks of the submission date. If it is not returned by this time, please inform the departmental office.

All coursework, unless otherwise stated in the course specification, is expected to be the student's own work. The consequences of submitting another person's work as your own are described in Section 7.11.

Coursework should be submitted by the specified deadline. The penalties for late submission are described under Assessment, Section 7.7.

7.2.3 Individual Projects

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

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

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

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

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

7.3 Stepped Marking

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

Work submitted for assessment will be graded by using a set of marks with the pattern X2, X5 or X8. This means that an upper second class piece of work would be awarded 62%, 65% or 68%. This approach, which is called stepped marking, has been found to help in better aligning grades with marking criteria and for providing greater clarity to students about the standard of their work and how close they are to lower and upper grade boundaries. For example, a 62% represents a low 2:1, while a 68% indicates a high 2:1.
Assessed work which is quantitative (e.g. numerical or multiple-choice tests), where there are 'right or wrong' answers, e.g. language tests/exercises and/or where there is a detailed mark scheme under which each question is allocated a specific number of marks will be exempt from stepped marking.

7.4 Policy on the return of marked student work and feedback

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

Return of marked student work and feedback

College requires that all assessed work (other than formal examinations) 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.

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

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

7.5 Progression and award requirements

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

Subject to the course specific details below, you may be permitted to resit failed coursework components of courses that you have registered to resit. You should get a copy of the coursework resit form in your information pack that you collect during Welcome Week. The form is also available on the CS website. The deadline for submitting the form is 6th November 2020 at 12 noon.

7.5.1 Computer Science Resit Options for 2020/21

There are no Summer resits in Years 3 and 4.

Year 1

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

The below information outlines by course when resits would be offered and what action would be required by students if resits were needed:
CS1811 (Object Oriented Programming I)
Summer and May resits: 100% examination

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

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

CS1821 (Programming Fundamentals)
Summer resits: Quizzes may be retaken. The checkpoints and project can be retaken as an individual summer project.
May resits: You will be able to resubmit checkpoints and will be assigned a group for the project. You will not be able to attend the surgeries (only the checkpoint marking sessions) and will not be able to attend lectures.

CS1822 (Programming Laboratory)
Summer resits: Quizzes may be retaken. The checkpoints and project can be retaken as an individual summer project.
May resits: You will be able to resubmit checkpoints and will be assigned a group for the project. You will not be able to attend the surgeries (only the checkpoint marking sessions) and will not be able to attend lectures.

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

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

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

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

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

IY2760 (Introduction to Information Security)
Summer and May resits: Resit coursework if failed and resit examination if failed.
CS2800 (Object Oriented Software Engineering)
Summer and May resits: Submit report and TDD coursework if these components were failed: You may choose to do more coding in order to improve the quality of your work. Resit examination if failed.

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

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

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

CS2845 (Data Analytics and Visualisation) (for joint students only)
Summer and May resits: Submit coursework assignments not passed and resit the examination if failed

CS2846 (HCI, Human Computer Interaction)
Summer resits:
The students may resit:
- Individual Report 1 if failed or did not submit
- Individual Report 2 if failed or did not submit
- Examination if failed
The students may not resit:
- Group Project 1
- Group Project 2

May resits: Attend all group meetings, as if taking the course for the first time (but not lectures) and submit both group assignments if failed or did not submit and submit both individual assignments if failed or did not submit and resit examination if failed

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

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

CS2860 (Algorithms and Complexity)
Summer and May resits: 100% examination
CS2900 (Multi-Dimensional Data Processing)
Summer and May resits: Submit coursework assignments not passed and resit the examination if failed

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

**Year 3**
The regulations do not allow you to re-sit coursework components that you passed and you are also not allowed to re-sit any component of a course which you have passed overall. IY3xxx modules are not shown here as they are under the control of the Information Security Group.

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

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

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

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

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

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

CS3490 (Computational Optimisation)
May resits: 100% examination

CS3510 (Functional Programming and Applications)
May resits: 100% examination

CS3821 (Full Unit Final Year Project)
IY3821 (Full unit project (Information Security))

CS3822 (Individual Project in Artificial Intelligence)
May resits: 100% final assessment component

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

CS3846 (HCI, Human Computer interaction)
May resits: The same options as for CS2846
CS3920 (Machine Learning)
May resits: Submit coursework if failed and resit examination if failed

CS3940 (Intelligent Agents and Multi-Agent Systems)
May resits: Submit coursework and/or resit the examination

CS3945 ( Semantic Web)
May resits: 100% examination

Year 4
The regulations do not allow you to re-sit coursework components that you passed and you are also not allowed to re-sit any component of a course which you have passed overall. IY4xxx modules are not shown here as they are under the control of the Information Security Group.

CS4100 (Data Analysis)
May resits: submit coursework if failed and resit examination if failed

CS4200 (On-line Machine Learning)
May resits: submit coursework if failed and resit examination if failed

CS4250 (Visualisation and Exploratory Analysis)
May resits: submit coursework if failed and resit examination if failed

CS4234 (Large-scale Data Storage and Processing)
May resits: submit coursework if failed and resit examination if failed

CS4504 (Business Intelligence Systems)
May resits: submit coursework if failed and resit examination if failed

CS4821 (MSci Project)
CS4822 (MSci Project in Artificial Intelligence)
IY4500 (MSci Project in Information Security)
May resits: 100% final assessment component

CS4825 (MSci Team Project)
Resits are unavailable due to the nature of the module. Repeats will be required in the case of failure.

CS4860 (Advanced Distributed Systems and Communication Networks)
May resits: submit coursework if failed and resit examination if failed. Note, resubmission of coursework may require some lab sessions to be attended.

CS4920 (Machine Learning)
May resits: submit coursework if failed and resit examination if failed

CS4950 (Deep Learning)
May resits: submit coursework if failed and resit examination if failed

CS4980 (Autonomous Intelligent Agents)
May resits: submit coursework if failed and resit examination if failed
CS4990 (Natural Language Processing)
May resits: submit coursework if failed and resit examination if failed

7.6 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.

7.7 Penalties for late submission of work

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

Section 13 (4)

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

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

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

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

7.8 Penalties for over-length work

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

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

Section 13 (5)

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

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

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

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

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

7.9 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 may occasionally arise which prevent you from doing so. In this case you should apply for a deadline extension.

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.

A list of assessments for which extensions cannot be granted (i.e. are exempt) is available on the departmental website. If you would like an extension for one of these, you should speak directly with staff in the department Administrative Office.

7.10 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 Departmental Assessment Board will not make further allowance in relation to your disability or SpLD.
7.11 Academic Misconduct - Plagiarism

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

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

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

7.11.1 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.

7.11.2 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 you have 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.

Academic misconduct is any attempt to gain an unfair advantage in assessments by cheating in ways that include (but are not limited to): copying other people’s work from books, the internet or other students; commissioning others to produce submissions on your behalf; impersonation of others; collusion (where collective ideas are presented as uniquely those of the individual submitting the work); passing your work to others; and failing to conform to the rules of an assessment.

The College regulations on academic misconduct (also known as assessment offences) can be found on the Attendance and Academic Regulations page of the student intranet. It is a good idea to familiarise yourself with these regulations. 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.

7.11.3 Keeping assessment fair and accurate

When you register for a programme of study at Royal Holloway you are hoping to emerge with a qualification that will be respected by employers and other organisations. If these outside bodies came to believe that the College’s assessments of your performance were flawed, then your qualification would become worthless. It is vital, therefore, that we all ensure that the integrity and accuracy of coursework and examination assessments is maintained.

To put it rather directly: the quality and reputation of our teaching programmes is very high, and that’s why people choose to come to Royal Holloway. If you or others act in a way that undermines our reputation for fairness and accuracy, then everybody’s investment is at risk. All of us, students and staff, have a group responsibility to ensure that assessment is fair and accurate, and that individuals and groups do not cheat.

Students sometimes do not realise that it is just as much an offence to give sight of your work to others as it is to copy. This shouldn’t be surprising – after all, if a criminal forges currency and another criminal knowingly spends it then both are guilty – but it is perhaps worth reinforcing that any action you take that could undermine our assessment processes is an offence. If you are being pressured or bullied to give your work to somebody else, then do not give way but instead ask the department for support.

7.11.4 What we do

We monitor all submissions of coursework and examinations for evidence of attempts to undermine the integrity of the assessment process. Submitted work is analysed by pattern matching and machine learning systems that can identify subtle patterns of similarity between submissions. We also use tools that search large online repositories of material looking for unattributed copying of text.

If we find evidence of an offence, then a report is prepared for the department’s Chair of Academic Misconduct. If they find the evidence compelling, then a formal allegation will be sent to the student concerned, and a panel formed to hear their response.
If the panel upholds the allegation, then they will apply a penalty as described in the academic regulations. Serious or repeat offences can lead to termination of a student's registration, and sadly that has happened in the recent past.

7.11.5 Risky behaviour

Cutting and pasting material from any source, online or traditional, is plagiarism. Apart from such obvious cheating, we sometimes see situations in which students have colluded to present joint work as their own. It is easy to drift into this kind of misconduct. Sometimes students work together in the lab as they learn a topic, but you must not continue that sort of collaboration when preparing submissions of assessed coursework. Quite simply, unless a piece of work is being assessed as a group effort, you must work alone on your submissions. Similarly, you must not ask forums such as Stack Overflow for advice.

7.11.6 Projects and plagiarism

It is particularly important to ensure that material referenced within project reports (including websites, bulletin boards and other online resources as well as traditional texts) is correctly attributed: guidance on the correct use of citations will be found in the Projects Handbook.

Failure to reference any such resources that have been used will be treated 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 then you should expect your marks to be low.

7.11.7 Your responsibilities

To protect the value of the qualification you seek, protect the assessment system.

Do not present other people’s work as your own
Do not provide your work to others
Tell the department if you think other people are undermining the assessment system.
If in doubt, speak to your adviser.

8 Engagement Requirements

Students in the Department of Computer Science are expected to engage fully with their studies throughout the year, as measured by (where applicable):

- attendance of weekly tutorial sessions;
- attendance of labs;
- attendance of other compulsory sessions (e.g. weekly Live Sessions);
- submission of online summative assessment quizzes;
- submission of summative assessment coursework.

For students who can physically attend campus there is an expectation that they should physically attend these sessions at least once every two weeks.

The department will regularly collect and monitor student engagement data. Where the data indicates insufficient engagement and there are no apparent acceptable reasons for this, the department will initially send an email warning from the Director of Student Experience, which may lead to a meeting with your Personal Tutor or the Director of Student Experience.
9 Health and Safety Information

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

9.1 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.

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

The Department and the type of work conducted by students is classified as a low risk activity and as such the following advice is relevant.

- Lone working is permitted, but it is good practice to ensure that a second person is aware of the first person’s location and that they have access to a means of communication.;

- It is recommended that the second person could be a relative/friend who knows where the first person is location 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 Co-ordinator to ensure that hazards have been identified, risks controlled and provisions for emergencies are in place (e.g. escape routes open, firefighting equipment, first aid, etc.)

- Any out of hours or weekend working needs to be reported to College Security Office extension 3063 stating name, location and duration of stay.

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

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

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

9.3 Fire Safety
Fire doors should not be wedged open under any circumstances. Fire extinguishers should not be removed from their mounting except in the event of a fire or obstructions placed in front of them to inhibit accessibility. Fire extinguishers should not be used to prop open doors. In the event of discovering a fire, the nearest call point should be activated. Do not attempt to tackle the fire yourself.
The department has weekly fire alarm tests which are carried out at 9.30am every two weeks on a Tuesday and last for a few seconds. If the fire alarms sounds at any other time except during a test, you must vacate the building immediately and assemble at the meeting point nearest to the Horton Building, assembly point number 11. You must not re-enter the building until instructed to do so by the Fire Marshalls.

10 Prizes

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

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

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

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

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

**College Faculty Prizes**

**Ede and Ravenscroft** for the Best First Year Performance

**Ede and Ravenscroft** for the Best Overall Second Year Performance

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

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

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

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

11 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
12 The Departmental Outreach Programme

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

Science Festival
The College's annual contribution to the National Service Week programme involves all Science Faculty departments. We run robotics and games-based activities suitable for all ages, along with displays on computing history and the technology behind the film industry’s increasing reliance on digital computer graphics. Student helpers spend the day talking to visitors and guiding them through the hands-on activities. We usually expect 1,000 to 2,000 visitors.

Taster Days, Open Days and Applicant Visit Days
Taster days are aimed at lower sixth formers as an introduction to studying at University.

Open Days and Applicant Visit Days are targeted to prospective applicants and applicants. In these events, we run a series of talks and hands-on activities for our visitors. Interaction with our current students is an important part of the event.

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 (ITServices@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.