



SCHOOL OF ENGINEERING, PHYSICAL AND  
MATHEMATICAL SCIENCE

DEPARTMENT OF COMPUTER SCIENCE

**UNDERGRADUATE  
STUDENT HANDBOOK  
2022 / 2023**



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

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

#### Disclaimer

This document was published in September 2022 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 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.

## Contents

<b>CONTENTS</b> .....	<b>3</b>
<b>1 INTRODUCTION TO YOUR DEPARTMENT</b> .....	<b>5</b>
1.1 WELCOME.....	5
1.2 HOW TO FIND US: THE DEPARTMENT.....	6
1.3 HOW TO FIND US: THE STAFF.....	6
1.4 HOW TO FIND US: THE EPMS SCHOOL ADMIN OFFICE.....	7
1.5 THE DEPARTMENT: DEPARTMENTAL ROLES.....	7
1.6 STAFF RESEARCH INTERESTS .....	8
<b>2 SUPPORT AND ADVICE</b> .....	<b>8</b>
2.1 SUPPORT WITHIN YOUR SCHOOL.....	8
2.2 DISABILITY & NEURODIVERSITY TEAM (DNN).....	8
<b>3 COMMUNICATION</b> .....	<b>9</b>
3.1 POST.....	9
3.2 COMMUNICATION FROM THE DEPARTMENT .....	9
3.3 PERSONAL TUTORS .....	9
3.4 QUESTIONNAIRES.....	10
<b>4 TEACHING</b> .....	<b>10</b>
4.1 DATES OF TERMS.....	10
4.2 ACADEMIC TIMETABLE .....	10
<b>5 TEACHING SPECIFIC TO COMPUTER SCIENCE</b> .....	<b>10</b>
5.1 CHECKPOINTS.....	10
5.2 TUTORIALS.....	11
5.3 ADVANCED TOPICS SEMINARS.....	11
5.4 DEGREE COURSES .....	11
5.4.1 The Modules .....	11
5.4.2 The Year in Industry Degree Courses.....	12
5.4.3 Accreditation .....	13
5.5 MODULE REGISTRATIONS .....	13
5.6 CHANGE OF DEGREE COURSE.....	13
<b>6 FACILITIES AND RESOURCES WITHIN YOUR DEPARTMENT</b> .....	<b>14</b>
6.1 LABORATORIES AND EQUIPMENT .....	14
6.2 USE OF THE DEPARTMENTAL COMPUTER SYSTEM .....	14
6.3 UNAUTHORISED USE OF COMPUTER SYSTEMS .....	14
6.4 THE LIBRARY .....	15
<b>7 ASSESSMENT INFORMATION</b> .....	<b>15</b>
7.1 ANONYMOUS MARKING .....	15
7.2 SUBMISSION OF COURSEWORK .....	15
7.2.1 Coursework Policy.....	15
7.3 INDIVIDUAL PROJECTS.....	16
7.4 COMPUTER SCIENCE RESIT OPTIONS FOR 2022/23.....	16
7.5 ACADEMIC MISCONDUCT .....	20
7.5.1 Projects and plagiarism .....	20
7.5.2 Student responsibilities.....	20
<b>8 ENGAGEMENT REQUIREMENTS</b> .....	<b>21</b>
<b>9 HEALTH AND SAFETY INFORMATION</b> .....	<b>21</b>
9.1 CODE OF PRACTICE ON HARASSMENT FOR STUDENTS .....	21

9.2	FIRE SAFETY .....	21
9.3	LONE WORKING POLICY AND PROCEDURES .....	22
<b>10</b>	<b>PRIZES.....</b>	<b>22</b>
<b>11</b>	<b>COMPUTING SOCIETY .....</b>	<b>23</b>
<b>12</b>	<b>THE DEPARTMENTAL OUTREACH PROGRAMME .....</b>	<b>23</b>
<b>13</b>	<b>DEPARTMENT CODE OF CONDUCT .....</b>	<b>24</b>
13.1.1	Mobile phones and lab etiquette .....	25
<b>14</b>	<b>COLLEGE MAP .....</b>	<b>25</b>

## 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.

The Department of Computer Science at Royal Holloway, University of London. The Department was founded in 1968, and we are proud of our fifty-three-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 Handbook contains important information specific to undergraduate students registered for Computer Science degree courses and modules. Additional information relating to all RHUL Programmes can be found [here](#) in the College Undergraduate Student Handbook. Both Handbooks should be read very carefully and referred to regularly. You will find an electronic copy of the Department Student handbook (this handbook) on the [Computer Science UG Departmental Moodle page](#), where there is also detailed information about the degree courses, modules and people within the Department as well as the Department's teaching methods.

The Department complies with the College Regulations, Student Charter and Codes of Practice. The Codes of Practice cover Academic Welfare, Freedom of Speech, Student Union Affairs, Personal Harassment, and Health and Safety. No interpretation of the information presented here should conflict with these regulations or a Code of Practice. In the case of any apparent difference, the College regulations will prevail.

Students starting at university are often living away from home for the first time and we understand how challenging this can be so offer a range of services and activities to help students orientate themselves. In this Handbook or the [College Student Handbook](#), students will find advice on their studies, and pointers to the many 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 Department of Computer Science is in the Bedford Building. Please see a copy of the Campus Map on the final page of this Handbook.

## 1.3 How to find us: the staff

### CONTACT DETAILS

Name	Telephone	Email	Bedford Room
<b>Executive Dean of EPMS School:</b>			
Prof Gavin Shaddick	01784 443430	<a href="mailto:gavin.shaddick@rhul.ac.uk">gavin.shaddick@rhul.ac.uk</a>	1-27
<b>Head of Department of Computer Science</b>			
Prof Carlos Matos	01784 443430	<a href="mailto:carlos.matos@rhul.ac.uk">carlos.matos@rhul.ac.uk</a>	1-22
<b>Academic Staff</b>			
Prof. Sara Bernardini	01784 276792	<a href="mailto:sara.bernardini@rhul.ac.uk">sara.bernardini@rhul.ac.uk</a>	2-24
Dr Yun Kuen Cheung	01784 917102	<a href="mailto:Yunkuen.cheung@rhul.ac.uk">Yunkuen.cheung@rhul.ac.uk</a>	1-14
Prof Dave Cohen	01784 443692	<a href="mailto:d.cohen@rhul.ac.uk">d.cohen@rhul.ac.uk</a>	2-10
Dr Nicolo Colombo	01784 443759	<a href="mailto:Nicolo.colombo@rhul.ac.uk">Nicolo.colombo@rhul.ac.uk</a>	2-21
Dr Santiago Franco Aixela	tbc	<a href="mailto:Santiago.FrancoAixela@rhul.ac.uk">Santiago.FrancoAixela@rhul.ac.uk</a>	1-14
Prof Alex Gammerman	01784 443434	<a href="mailto:alex.gammerman@rhul.ac.uk">alex.gammerman@rhul.ac.uk</a>	2-18
Dr Yang Gao	01784 276098	<a href="mailto:yang.gao@rhul.ac.uk">yang.gao@rhul.ac.uk</a>	2-23
Prof Gregory Gutin	01784 414229	<a href="mailto:Gregory.Gutin@rhul.ac.uk">Gregory.Gutin@rhul.ac.uk</a>	2-12
Prof Matthew Hague	01784 443673	<a href="mailto:matthew.hague@rhul.ac.uk">matthew.hague@rhul.ac.uk</a>	2-08
Dr Dong Gyun Han	tbc	<a href="mailto:DongGyun.Han@rhul.ac.uk">DongGyun.Han@rhul.ac.uk</a>	McCrea 0-14
Prof Adrian Johnstone	01784 443425	<a href="mailto:a.johnstone@rhul.ac.uk">a.johnstone@rhul.ac.uk</a>	2-15
Dr Yuri Kalnishkan	01784 414256	<a href="mailto:yuri.kalnishkan@rhul.ac.uk">yuri.kalnishkan@rhul.ac.uk</a>	2-28
Dr Giorgios Koutsoukos	01784 443424	<a href="mailto:giorgios.koutsoukos@rhul.ac.uk">giorgios.koutsoukos@rhul.ac.uk</a>	1-21
Dr Julien Lange	01784 443694	<a href="mailto:julien.lange@rhul.ac.uk">julien.lange@rhul.ac.uk</a>	2-09
Miss Emma Lieu	tbc	<a href="mailto:Emma.Lieu@rhul.ac.uk">Emma.Lieu@rhul.ac.uk</a>	1-19
Prof Zhaohui Luo	01784 443431	<a href="mailto:zhaohui.luo@rhul.ac.uk">zhaohui.luo@rhul.ac.uk</a>	2-32
Prof. Zhiyuan Luo	01784 443697	<a href="mailto:zhiyuan.luo@rhul.ac.uk">zhiyuan.luo@rhul.ac.uk</a>	2-27
Mr Jasper Lyons	tbc	<a href="mailto:Jasper.lyons@rhul.ac.uk">Jasper.lyons@rhul.ac.uk</a>	1-26
Dr Daniel O'Keefe	01784 276034	<a href="mailto:daniel.okeefe@rhul.ac.uk">daniel.okeefe@rhul.ac.uk</a>	1-25
Mr Ilia Nouretdinov	01784 443912	<a href="mailto:I.R.Nouretdinov@rhul.ac.uk">I.R.Nouretdinov@rhul.ac.uk</a>	1-26
Prof Alberto Paccanaro	01784 414239	<a href="mailto:alberto.paccanaro@rhul.ac.uk">alberto.paccanaro@rhul.ac.uk</a>	1-11
Stephen Piddock	tbc	<a href="mailto:Stephen.Piddock@rhul.ac.uk">Stephen.Piddock@rhul.ac.uk</a>	McCrea 0-10
Mr Nery Riquelme Granada	01784 276821	<a href="mailto:nery.riquelmegranada@rhul.ac.uk">nery.riquelmegranada@rhul.ac.uk</a>	1-26
Dr Reuben Rowe	01784 276827	<a href="mailto:reuben.rowe@rhul.ac.uk">reuben.rowe@rhul.ac.uk</a>	2-13
Prof Elizabeth Scott	01784 443427	<a href="mailto:e.scott@rhul.ac.uk">e.scott@rhul.ac.uk</a>	2-14
Prof. Hugh Shanahan	01784 443433	<a href="mailto:hugh.shanahan@rhul.ac.uk">hugh.shanahan@rhul.ac.uk</a>	2-26
Farid Shahandeh	tbc	<a href="mailto:farid.shahandeh@rhul.ac.uk">farid.shahandeh@rhul.ac.uk</a>	tbc
Prof Kostas Stathis	01784 443698	<a href="mailto:kostas.stathis@rhul.ac.uk">kostas.stathis@rhul.ac.uk</a>	2-22
Prof Volodya Vovk	01784 443426	<a href="mailto:v.vovk@rhul.ac.uk">v.vovk@rhul.ac.uk</a>	2-20
Prof. Magnus Wahlström	01784 443429	<a href="mailto:magnus.wahlstrom@rhul.ac.uk">magnus.wahlstrom@rhul.ac.uk</a>	2-11
Prof Chris Watkins	01784 443419	<a href="mailto:c.j.watkins@rhul.ac.uk">c.j.watkins@rhul.ac.uk</a>	2-29
Dr Li Zhang	01784 446098	<a href="mailto:li.zhang@rhul.ac.uk">li.zhang@rhul.ac.uk</a>	2-23

### Systems Support – [CIMHelpdesk@rhul.ac.uk](mailto:CIMHelpdesk@rhul.ac.uk)

Francesco Fildani	01784 443315	Systems Administrator	0-02
Narinderpal Sehra	01784 443111	CIM Manager	0-02
Adrian Thomas	01784 443428	Health & Safety Coordinator	0-02

### Disability & Neurodiversity Team (DNN) Network Member:

Prof. Chris Watkins	01784 443419	<a href="mailto:c.j.watkins@rhul.ac.uk">c.j.watkins@rhul.ac.uk</a>	2-29
---------------------	--------------	--	------

### 1.4 How to find us: the EPMS School Admin office

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

School Admin/Helpdesk	01784 276881	<a href="mailto:EPMS-School@rhul.ac.uk">EPMS-School@rhul.ac.uk</a>	1-29
-----------------------	--------------	--	------

### School Administration Team and your main School Admin contacts are:

Sharon Clutterbuck  
Vicky Gilyatt  
Helen Eve  
Stuart Hollister  
Elaine Marshall  
Charlie Merrett  
Tim Wilson-Soppitt

### School Manager

Student & Programme Administration Manager  
Placements/Year in Industry Officer

Vanessa Law  
Cheralyn Terblanche  
Iona Sweeney

### 1.5 The Department: Departmental Roles

Head of Department	Prof. Carlos Matos
Undergraduate Education Lead	Prof. Matthew Hague
Knowledge Exchange Lead	Prof. Adrian Johnstone
Research Lead	Dr Kostas Stathis
Director of Admissions	Prof. Gregory Gutin
Chair of UG Departmental Assessment Board	Prof. Volodya Vovk
Assistant of UG Departmental Assessment Board	Dr. Nicolo Colombo
Director of Student Experience	Prof. Hugh Shanahan
Director of Pastoral Care	Prof. Chris Watkins
Director of Careers and Employability	Prof. Alberto Paccanaro
Year in Industry Degree Course Directors	Prof. Alberto Paccanaro (autumn) Dr Reuben Rowe (spring)
Chair of Projects Committee	Prof. David Cohen & Prof. Argyrios Deligkas
Outreach and Recruitment	Dr. Santiago Franco Aixela
Chair of Academic Misconduct Panel	Prof. Adrian Johnstone
Teaching Support Staff Lead	Dr Julien Lange
Undergraduate Admission Lead	Prof. Gregory Gutin

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 Tutor 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 Director of Student Experience. 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.

## 1.6 Staff research interests

In the UK Research Assessment Exercise 2021, the Department was ranked 17th in the UK for Computer Science and Informatics research. All research publications and conference papers were rated of international quality, with half of them recognised as world leading.

You can read about the research interests of members of staff by clicking on their profiles on the [CS 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 in the [ISG 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 10:00am to 16:00pm Monday to Friday. The Helpdesk is staffed throughout these opening hours.

You can ring 01784 276881 during office hours or email [EPMS-School@rhul.ac.uk](mailto: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 to another professional team within the College. The Helpdesk is situated in room 1-29, in Bedford Building.

### 2.2 Disability & Neurodiversity Team (DNN)

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 & Neurodiversity Team Network Member in your department:

Name: Prof. Chris Watkins  
Phone: 01784 443419  
Email: [c.j.watkins@rhul.ac.uk](mailto:c.j.watkins@rhul.ac.uk)



## 3 Communication

### 3.1 Post

Students should not use the College address for private mail.

### 3.2 Communication from the Department

The Department will primarily contact you via your RHUL email address. Please check your mailbox at least once per day during term and twice a week outside of term.

Departmental information is available on the Departmental Moodle page [here](#). Announcements will also be made on this page. Make sure that you can access the page and have not muted announcement notifications.

### 3.3 Personal Tutors

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

The Tutors' role is to look after the academic welfare of the student advisee: they offer guidance on module 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 Tutor may contact the [Pastoral Care Director](#) to discuss the matter and, if necessary, request a change.

All students should aim to see their tutors at least twice in each academic year. As a minimum the meetings should cover their choice of modules for examination entry at the start of the Autumn term and preliminary choice of modules for the following year in the Spring term. However, students should not feel that these are the only topics they can discuss, for example, if a student has pastoral care concerns they should not hesitate to get in touch.

Although Tutor group tutorials are held during the first year, enabling Tutor and student to get to know each other, a students can also meet with their Tutor at other times during the academic year if they are experiencing problems. All staff allocate two hours of time per week (office hours) during which they are available. Meetings outside of these times will depend on availability and can be requested via email.

Students should inform their Tutor about any matters, medical or personal, that adversely affect their academic progress during the academic year.

Tutors will normally provide academic references as needed by their tutors when seeking employment or places in post-graduate education. More information on references can be found through the following link: [Reference Requests - Royal Holloway Student Intranet](#)

### 3.4 Questionnaires

We welcome student feedback on any aspect of the Department. If a student has an issue with or suggestion for a module, the best action is to approach the lecturer or module coordinator directly. Students will also have the opportunity to provide feedback on each module by completing a questionnaire towards the end of term. These will be passed on to the Department and used in module quality assurance procedures; feedback on changes resulting from previous module questionnaires is given via the Staff-Student Committee. Students can also provide feedback through their Student representative and through focus groups that the Department organises.

## 4 Teaching

### 4.1 Dates of terms

Term dates are found [here](#)

### 4.2 Academic Timetable

**There are no study weeks in Computer Science** although Joint honours students may have study weeks in their other Department (for example Maths). Students should refer to their other department's Student Handbook to check. If their other department does have study weeks, students must still attend their Computer Science module classes during those weeks

## 5 Teaching Specific to Computer Science

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 [Degree Course Library](#).

### 5.1 Checkpoints

All first-year students will have to attend a programming laboratory module, CS1822. A set of checkpoints will be published each week. Every two weeks students will meet with a teaching assistant to discuss and validate their solutions. A checkpoint has not been passed until the teaching assistant has marked it.

To pass the CS1822 module a student **MUST** pass the first-term checkpoints. The pass requirements will be published on the CS1822 Moodle page. If a student does not pass enough checkpoints they will be offered to transfer to CS1821, where they will need to complete additional checkpoints in the second term, be restricted in their choice of project and complete a reflective essay on a computer science topic.

## 5.2 Tutorials

First year students will attend small-group tutorials in mathematics and other professional issues, with their Personal Tutor. These tutorials are critical for the first year programme. Students have the chance to engage in problem-solving activities with their Personal Tutor. The tutorials will provide immediate help in addressing any initial difficulties they may have with problem solving activities.

Attendance is mandatory. Any student failing to attend a tutorial will be contacted by the Department and will be expected to improve in the future. Students who fail to attend tutorials will receive attendance warnings.

## 5.3 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 covered.

## 5.4 Degree Courses

Computer Science degree courses 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 Courses may be taken wholly within the Department, or with Modules from other departments. Single honours programmes are based wholly in our Department (courses are listed [here](#)) or as joint honours programmes, approximately 50% Computer Science, with the balance from another department.

### 5.4.1 The Modules

All undergraduate (BSc and MSci Degree Courses) are delivered using a system of modules. Full details for each course are found in the Degree Course Library, click [here](#) and select your Course.

MSci Degree Courses have additional progression requirements which can be found in Section 15, PART B of the Undergraduate Regulations, click [here](#) and **read them**. This includes but is not limited to the fact that, in line with [Undergraduate Regulations](#), MSci students who fail to progress at the first attempt will be automatically transferred to the equivalent BSc degree course.

Year in Industry Degree Courses also have additional progression requirements, including achieving a minimum of 60% stage average in years 1 and 2 (separately) and passing all module units in those years. In MSci with a Year in Industry Degree Course, the average and pass requirements apply to year 3. Students who do not meet the progression hurdles are transferred to the non-Year in Industry variant of their Degree Course. For full details about Year in Industry progression hurdles, students should read the CS Placement Handbook found on the [CS3001/CS4001 Moodle page](#). More information below.

### 5.4.2 The Year in Industry Degree Courses

The Year in Industry Degree Course involves a student spending approximately one year working in a company in a computer science focussed role. This 30 credit module (CS3001) contributes towards the student's final stage average (14% of the degree score in the case of a BSc programme). 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 in the case of a BSc programme).

It may be possible for students on Degree Courses 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 discuss this with their Personal Tutor and the [Year in Industry Degree Course Director](#).

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.

For full details about the Placement year students should refer to the [Year in Industry Moodle page](#) and the Year in Industry /Placement Student Handbook which will be found on the [CS3001 Moodle page](#).

Students on degree courses that explicitly include Year in Industry who do not succeed in gaining a placement by the published deadline, or who do not meet the minimum year average requirements shown in the Year in Industry Student Handbook, will be transferred onto the equivalent degree course without the Year in Industry option. They will proceed into their final year instead of the placement year.

Year in Industry BSc students who have an agreed placement but fail to progress to their third year will not be permitted to continue with that Placement and they will be automatically transferred onto the equivalent BSc degree course to continue their Degree in accordance with terms to be agreed by the Department Assessment Board.

Year in Industry MSci students who have an agreed a placement but fail to progress to their fourth year will not be permitted to continue with that Placement and they will be automatically transferred onto the equivalent BSc degree course in accordance with terms to be agreed by the Department Assessment Board.

The Department has a dedicated Placements Officer, who will be able to help and advice with placements for students registered for the Year in Industry degree courses. Our Placements Officer, Iona Sweeney, is located in Bedford Building, room 1-29.

### 5.4.3 Accreditation

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 NCSC.

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

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

### 5.5 Module registrations

You can only register for 120 credits' worth of modules in each academic year (this excludes modules which are being re-sat and which cannot be taken alongside modules from the next stage of study).

You will have the option of changing modules up to the end of week 3.

Any modules a student wishes to take on an extracurricular basis (that is, not counting towards their degree course) must be identified at the start of the academic year. The maximum amount of extracurricular credits allowed in any one year is limited to a maximum of 60 credits and subject to the agreement of the Student's Personal Tutor and the Module's host department.

### 5.6 Change of Degree Course

In addition to the conditions contained within the [College Undergraduate Student Handbook](#), the Department will not allow a change to the MSci Degree Course after the start of Term 1 of Year 3. For MSci students, the Department will approve a switch to the corresponding BSc programme at any time before the start of their Fourth Year exams. If the student is in the Fourth Year, this means they would graduate with a BSc. However, there are accreditation implications (explained above) if the student has not completed a third or fourth year project.

Students must first obtain the approval of their personal tutor and then complete the online Change of Degree Course Online form [here](#).

## 6 Facilities and resources within your Department

### 6.1 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 and 0-06. These labs are accessible to Computer Science students on a 24/7 basis using their student ID card.

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.

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>

### 6.2 Use of the Departmental computer system

The software required during your studies is available on a virtual machine provided by the [CIM team](#). The virtual machine is accessible via the free NoMachine client (installed on all college machines) or a web-browser.

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.

Students must 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@rhul.ac.uk](mailto:cimhelpdesk@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.

### 6.3 Unauthorised use of computer systems

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

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

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

## 6.4 The Library

The Information Consultant for Computer Science is Eva Garcia Grau, who can be contacted at [eva.garciagrau@rhul.ac.uk](mailto:eva.garciagrau@rhul.ac.uk)

## 7 Assessment Information

To view the assessment structure for each module click on the [Module Catalogue](#) and select the Department and module code (number only).

### 7.1 Anonymous marking

All summative assessments are marked anonymously except for Group work, final year project reports and verbal presentations or where the percentage of the coursework that contributes to the final grade is relatively small.

### 7.2 Submission of coursework

Each module lecturer will advise you on the process for submitting their coursework or completing their assessment. All coursework must be submitted according to the requirements on the assignment specification and by the deadline set by the Department to fulfil submission requirements. See also the coursework grid and the Departmental electronic submission policy on the [Departmental Moodle Page](#).

Please refer to the Extensions Policy and guidance on the College's webpage about [Applying for an Extension](#). 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 coursework grid on the [UG Departmental Moodle Page](#). Students who wish to apply for an extension for one of these assessments should speak directly with Their Personal Tutor.

#### 7.2.1 Coursework Policy

Coursework may be formative (intended to help you learn) and/or summative (counting towards your result for that module). 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 three teaching weeks of the submission date for all years (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> years). If it is not returned by this time, please inform the [Undergraduate Education Lead](#).

### 7.3 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 on the Project Moodle page [here](#).

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 Chair of the Projects Committee, or your 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.

### 7.4 Computer Science Resit Options for 2022/23

The regulations do not normally allow students to re-sit coursework components that they have passed or to retake a module which they have passed overall.

Resits are offered at a component level. That is, if you resit a component, you resit all the subcomponents associated with that component. Component information is published on the CS coursework grid.

The information below outlines, by module, which assessments students can resit (if offered by the Department Assessment Board) during the main assessment period and during the Summer Vacation Assessment Period (SVAP)

#### YEAR 1

##### **CS1811 (Object Oriented Programming I)**

**Main Assessment Period:** CW1: Quizzes (5%); CW2: Coursework (25%); EX: Exam (70%)

**SVAP:** Coursework (25%), Exam (75%). The exam will cover the original quizzes (CW1) and CW2.

##### **CS1812 (Object Oriented Programming II)**

**Main Assessment Period:** CW1: Coursework (30%); CW2: Quizzes (10%); EX: Exam (60%)

**SVAP:** Coursework (30%), Exam (70%). The exam will cover the original quizzes (CW2) and CW1.



### **CS1821 (Programming Fundamentals)**

**Main Assessment Period:** CW1: Checkpoints; CW2: Individual Assignments (60%); Group Team Project (40%). Resit students are assigned a group but cannot attend lectures and will only attend labs to meet their group.

**SVAP:** The group component will be a new individual games project. .

### **CS1822 (Programming Laboratory)**

**Main Assessment Period:** CW1: Checkpoints; CW2: Individual Assignments (60%); Group Team Project (40%). Resit students are assigned a group but cannot attend lectures and will only attend labs to meet their group.

**SVAP:** The group component will be a new individual games project.

### **CS1840 (Internet Services)**

**Main Assessment Period:** CW: Written Assignment (20%); EX: Written exam (80%)

**SVAP:** 100% exam replaces both components above.

### **CS1860 (Mathematical Structures)**

**Main Assessment Period:** CW: Quizzes (5%); EX: Written exam (90%); ONTEST: Written Assignment (5%)

**SVAP:** 100% exam replaces all components above.

### **CS1870 (Machine Fundamentals)**

**Main Assessment Period:** CW1: Written Assignment (10%); EX: Written exam (90%)

**SVAP:** 100% exam replaces both components above.

### **CS1890 (Software Design)**

**Main Assessment Period:** CW: Quizzes (35%); Project (65%). If resitting the Project, attend all group meetings as if taking the module for the first time (all labs but not lectures). If resitting the Quizzes, complete these as if taking the module for the first time.

**SVAP:** resit individual assignment if Project failed, resit Quizzes if failed.

## **YEAR 2**

### **IY2760 (Introduction to Information Security)**

**Main Assessment Period:** CW1: (20%); CW2: (20%); Exam (60%)

**SVAP:** 100% Exam replaces all components above.

### **CS2800 (Software Engineering)**

**Main Assessment Period and SVAP:** CW (40%); Exam (60%)

### **CS2810 (Team Project)**

**Main Assessment Period:** Project (100%). Attend all group meetings, as if taking the module for the first time (but not lectures), resit group assignments if failed, resit the individual report if failed (provided group mark has been gained and the report can be written).

**SVAP:** resit Individual Report if failed (provided a group mark has been gained and report can be written).

**CS2815 (Small Enterprise Team Project)**

**Main Assessment Period:** Project (100%). Attend all group meetings, as if taking the module for the first time (but not lectures), resit group assignments if failed, resit the Individual Report if failed (provided group mark has been gained and the report can be written).

**SVAP:** resit Individual Report if failed (provided a group mark has been gained and report can be written).

**IY2840 (Computer and Network Security)**

**Main Assessment Period:** CW1: Set Exercises (20%); CW2: Set Exercises (20%); EX: Exam (60%)

**SVAP:** 100% Exam replaces all components above.

**CS2846/CS2847 (User-Centred Design)**

**Main Assessment Period:** Project - group and individual work (100%). Attend all group meetings, as if taking the module for the first time (but not lectures).

**SVAP:** resit first Individual Assignment if failed, resit final Individual Report if failed.

**CS2850 (Operating Systems)**

**Main Assessment Period and SVAP:** CW1 (10%); Exam (60%); ONTEST: Quizzes (10%); Project (20%)

**CS2855 (Databases)**

**Main Assessment Period and SVAP:** CW1: Written Assignment (8%); CW2: Written Assignment (8%); Exam (70%); Mini-Project/Program (14%)

**CS2860 (Algorithms and Complexity)**

**Main Assessment Period:** CW1: Written Assignment (10%); CW2: Written Assignment (10%); CW3: Quizzes (10%); Exam (70%)

**SVAP:** 100% Exam replaces all components above.

**CS2900 (Multi-Dimensional Data Processing)**

**Main Assessment Period and SVAP:** Exam (80%); TEST1: Quiz (5%); TEST2: Quiz (5%); TEST3: Quiz (5%); TEST4: Quiz (5%)

**CS2910 (Symbolic Artificial Intelligence)**

**Main Assessment Period and SVAP:** Exam (60%); ONTEST: Quizzes (20%); Project (20%)

## YEAR 3

It is not possible to Resit a Year 3 Module during the SVAP unless extenuating circumstances have been approved and the Resit(s) have exceptionally been allowed by the Department Assessment Board. Unless specified otherwise below, students who have been offered a Module Resit by the Department Assessment Board may Resit any of their failed components within that module. Exceptions are:

### **CS3821 (Full Unit Final Year Project)**

#### **IY3821 (Full unit project (Information Security))**

#### **CS3822 (Individual Project in Artificial Intelligence)**

100% project component (without including a professionalism grade) replaces all components attempted during 1<sup>st</sup> attempt

### **CS3810 (Half Unit Individual Project)**

100% project component (without including a professionalism grade) replaces all components attempted during 1<sup>st</sup> attempt

### **PC3001 (User-Centred Design)**

Project - group and individual work (100%). Attend all group meetings, as if taking the module for the first time (but not lectures).

## YEAR 4

It is not possible to Resit a Year 4 Module during the SVAP unless extenuating circumstances have been approved and Resit(s) have exceptionally been allowed by the Department Assessment Board. Unless specified otherwise below, students who have been offered a Module Resit by the Department Assessment Board may Resit any of their failed components within that module. Exceptions are:

### **IY4500 (MSci Project in Information Security)**

100% project component (without including a professionalism grade) replaces all components attempted during 1<sup>st</sup> attempt

### **CS4825 (MSci Team Project)**

Resits are unavailable due to the nature of this module. Students offered a Retake can only Repeat in attendance

## 7.5 Academic Misconduct

It is very important that students read the College Policy on Academic Misconduct which can be found in the UG College Student Handbook [here](#). In addition to this the Department monitors 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. The Department also uses tools that search large online repositories of material looking for unattributed copying of text.

Students sometimes do not realise that it is just as much an offence to give sight of their 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 a student takes that could undermine the College's assessment processes is an offence. If a student is being pressured or bullied to give their work to somebody else, then they should not give way but instead ask the Department for support.

Cutting and pasting material from any source, online or traditional, is plagiarism. Apart from such obvious cheating, the College 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 they 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, the student must work alone on their submissions. Similarly, they must not ask forums such as Stack Overflow for advice.

If evidence of an offence is found, then a report is prepared for the Department's Chair of Academic Misconduct. If 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 Undergraduate regulations. Serious or repeat offences can lead to termination of a student's registration.

**To help avoid plagiarism students MUST complete the mandatory Moodle course: Academic Integrity (SS1001) before submitting their first assessment.**

### 7.5.1 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. Students who do reference such a resource should be aware that in grading the relevant assignment the marker will take into consideration how much thought the student has put into the process. If it is clear that the student has simply 'cut and pasted' an answer, then they should expect their mark to be low.

### 7.5.2 Student responsibilities

To protect the value of the qualification sought and protect the assessment system students:

- Should not present other people's work as their own
- Should not provide their work to others
- Should tell the Department if they think other people are undermining the assessment system.
- Should, if in doubt, speak to their Personal Tutor.

## 8 Engagement Requirements

Students in the Department are expected to engage fully with their studies throughout the year. To ascertain student engagement the following will be monitored:

- attendance of tutorial sessions;
- attendance of labs;
- attendance of other compulsory sessions;
- submission of online summative assessment quizzes; and
- submission of summative assessment coursework.

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 the student's Personal Tutor or the Director of Student Experience.

A continued pattern of non-attendance will trigger formal warnings and will eventually lead to the student's registration at College being discontinued.

## 9 Health and Safety Information

The [Health and Safety webpage](#) provides general information about our health and safety policies.

The Department is committed to ensuring the safety, health and welfare of all staff, students, and visitors. Students are expected to adhere to the [Code of Conduct](#) whenever 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.

### 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 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. No one should attempt to tackle a fire themselves.

The Department has a fire alarm test which is carried out between 08:00-12:00 every two weeks on a Tuesday and lasts 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 a Fire Marshall.

### 9.3 Lone working policy and procedures

The College has a 'Lone Working Policy and Procedure' that can be found [here](#).

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.

## 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 2<sup>nd</sup> Year Group Project**

Each member of the group will be awarded a Certificate of recognition.

### **College Sciences 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 sciences at the end of their 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 sciences, having regard to academic and intellectual distinction.

### **Harrison Prize**

Awarded to the best and most efficient final year Joint Honours student in sciences, 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. They aim to achieve this goal, be an encouraging open source collaboration through publications and sharing sessions, participating in regional and international conferences and competitions and creating opportunities for enthusiasts to meet like-minded people. Its mission is to:

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

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

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

The Computing Society was founded by and is run by students. It is independent of the Department, but we are proud to support it where possible.

## 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. The Department runs 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 at prospective applicants and their Parents. 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 of the Code of Conduct below when using Labs 0-06, 0-05 and 0-04 in Bedford Building

**Except when organised teaching sessions are taking place, students are free to:**

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

**Students 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 are found in the reception area outside the lab areas.
- Computers must not be moved. Chairs and tables should be left where they were found.

**Students must not:**

- Let anybody into the building or labs whom you do not know. If they see anybody they do not know in the lab contact Security on extension 3063 (01784 443063 from their mobile).
- Leave any personal items unattended in any of the Labs or reception areas.
- Bring in any food items such as pizzas or drinks, including alcohol. Bottled water is allowed.
- 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](mailto: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 their password to anyone.
- Leave their PC or laptop unattended when logged in. Students should set a screensaver with password on resume or use Ctrl Alt Del to lock the computer if 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 them 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.



### 13.1.1 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.

Please report any equipment failures, or broken furniture or fittings to the systems team by sending an email to [cimhelpdesk@rhul.ac.uk](mailto:cimhelpdesk@rhul.ac.uk).

## 14 College Map

