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Department of Computer Science
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Disclaimer

This document was published in September 2017 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 both ‘Departments’ ‘Centres and ‘Schools’. Students on joint or combined degree programmes will need to use two departmental handbooks.

An electronic copy of this handbook can be found on your departmental website (www.https://royalholloway.ac.uk/computerscience/home.aspx ), and on the USB drive given to you during Welcome Week, where it will be possible to follow the hyperlinks to relevant webpages.
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1. Introduction to the Department

1.1 Welcome

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 forty-nine 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 2017-18 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 McCrea Building, on the Lower Ground Floor, with some offices on the First Floor. The McCrea Building can be found on the College Campus Map as building 17.
1.3 Map of the Egham campus
Student parking is limited and a parking permit is required. This can be obtained via Security. You will need proof of insurance and ID before a permit will be issued.

1.4 How to find us: The Staff

CONTACT DETAILS

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1.5 How to find us: the Departmental office

The department office is located in room 119 on the lower ground floor of the McCrea Building.

1.6 The Department: Departmental Roles

Head of Department
Deputy Head of Department (Teaching and Learning) and Chair of UG Sub-board of Examiners
Deputy Head of Department (Research and Enterprise)
Academic Coordinator
Student Experience
Pastoral Care
UG Admissions
Outreach Activities
Careers and Year in Industry
Chair of Projects Committee
Director of Graduate Studies
Postgraduate Studies (Taught) (PGT)
Chair of PGT Sub-board of Examiners
PGT Admissions
Industrial Liaison
Examinations Officer

Prof. José Fiadeiro
Prof. Elizabeth Scott
Prof. Adrian Johnstone
Dr Carlos Matos
Prof. Chris Watkins
Prof. Gregory Gutin
Mr Nuno Barreiro
Prof. Alberto Paccanaro
Dr Iddo Tzameret
Prof. Kostas Stathis
Dr Yuri Kalnishkan
Prof. Zhaohui Luo
Dr Zhiyuan Luo
Prof. Gregory Chockler
Prof. Volodya Chockler

Admin
Department Administrator
Department Manager
Placements Officer
UG Department Administrator
PGT Department Administrator
Janet Hales
Jo Hible
Shirley Lunn
Elaine Marshall
Sharon Thomas

Systems
CIM Manager
Health & Safety Coordinator
Systems Administrator
Narinderpal Sehra
Adrian Thomas
Francesco Fildani

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 two undergraduate teaching laboratories managed by the Computer Science department on the lower ground floor of the McCrea building.

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/computerdocumentation/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, either at one of the regular advice sessions (type ‘news advice’ for the current schedule), via the online Help Desk at http://cimhelpdesk.rhul.ac.uk or by e-mailing support@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. 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.

Confectionary and soft drinks are allowed whilst working, but not food items such as pizzas or alcoholic drinks. 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 support@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, bioinformatics, distributed and global computing, machine learning and software language engineering.

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

2 Communication

It is vitally important that you keep in touch with us and we keep in touch with you. Members of staff will often need to be able to contact you to inform you about changes to teaching arrangements, special preparations you may have to do for a class or meetings you might be required to attend. You will need to be able to contact members of the Department for example, if you are unable to attend a class, or wish to arrange a meeting with a tutor or your Personal Tutor.

Email to your College email address is routinely used and you should check regularly (at least daily) if any official communication has been sent to your email address. Do not ignore the email as it will be assumed that it will have been received by you within 48 hours, excluding Saturdays and Sundays.

You should also make a habit of checking the student pigeonholes in the Department.
2.1 Email

The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the Student Portal (Campus Connect) or direct via Outlook.com http://outlook.com/ Email to this address will be used routinely for all communication with students. Email may be used for urgent communication and by course tutors to give or confirm instructions or information related to teaching so it is important that you build into your routine that you check your emails once a day. Email communications from staff and all the Faculty Administrators should be treated as important and read carefully.

The College provides a number of PC Labs around Campus for student use, and you can also use your own laptop/smart phone, so the Department expects you to check your email regularly. It is also important that you regularly clear your College account of unwanted messages or your in-box may become full and unable to accept messages. Just deleting messages is not sufficient; you must clear the ‘Sent Items’ and ‘Deleted Items’ folders regularly. It is your responsibility to make sure your College email account is kept in working order. If you have any problems contact the IT Service Desk http://itservicedesk.rhul.ac.uk/

The Department of Computer Science will only use the address in the College Global Address List and does not use private or commercial email addresses, such as Hotmail or Gmail. Students who prefer to use commercial email services are responsible for making sure that their College email is diverted/forwarded to the appropriate commercial address. Detailed instructions on how to forward mail can be accessed by visiting http://help.outlook.com/ and searching for forwarding (you may need to use IE browser to access this as the link does not work on some browsers). This process is very easy, but you do have to maintain your College account. When you delete a forwarded message from, say, Hotmail, it will not be deleted from the Royal Holloway account. Please ensure you log on to your College account regularly and conduct some account maintenance or your account may become full and therefore will not forward messages.

If you send an email to a member of staff in the Department during term time you should normally receive a reply within 3-4 working days of its receipt. Please remember that there are times when members of staff are away from College at conferences or undertaking research.

2.2 Post

All post addressed to students in the Department of Computer Science is delivered to the student pigeonholes (alphabetical by surname) situated in the stairwell/lobby on the Lower Ground floor of McCrea building. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Academic Services is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.
2.3 Telephone and postal address

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 on the Student Portal (Campus Connect). There are occasions when the Department needs to contact you urgently by telephone or send you a letter by post.

The Department does not disclose students’ addresses and telephone numbers to anybody else (including relatives and fellow students) without the student’s specific permission to do so.

2.4 Notice boards

The official student notice boards are on the walls in the corridor near the Media Lab (room 125). Every effort is made to post notices relating to class times well in advance, but occasionally changes have to be made at short notice and in that case email will be used.

It is your responsibility to check the times and venues of all class meetings and of any requirements (e.g. essay deadlines) relating to your courses, so, if in doubt, please ask!

2.5 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 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 source 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, a 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.

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

Students are encouraged to inform their advisor about any matters, medical or personal, that affect their academic progress during the academic year. Their adviser 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 Sub-board of Examiners for the purpose of informing the Examiners of matters that may have affected the student's performance in assessed work or examinations: it is the student's sole responsibility to provide separately to the Chair of the Sub-board at the appropriate time, in writing and accompanied by documentary evidence, any information that the student would like the Examiners to take into account.

2.6 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 Teaching Quality Committee and used in course quality assurance procedures; feedback on changes is given via the Staff-Student Committee.

2.7 Space

The department is based in the McCrea building. As noted in section 1.7, there are two dedicated laboratories managed by the Computer Science department: room 103 and room 125.

3 Teaching

3.1 Dates of terms

Term dates can be found on the College website. You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency which requires you to leave the country and/ or miss lectures/ seminars/ practical’s etc., you are expected to keep your department informed and fill in a Notification of Absence Form (see 3.4 below). During the summer term, after the summer examination period, you are expected to attend all required academic activities organized by your department(s) and to be available should you be required to meet with College staff for any reason.

3.2 Academic Timetable

Your individual timetable is available to see online via Campus Connect. You can download this to a personal calendar if you wish. You should check your timetable regularly as it links to the live Timetabling system, so will update automatically to reflect any changes. Timetable changes within two working days will be notified by email to your RHUL account. You will receive separate communications by email and on Campus Connect about exactly how to access and download your timetable.
3.3 Reading weeks

There are no reading weeks in Computer Science. All Joint Honours students must still attend all Computer Science courses.

3.4 Attending classes and engaging with your studies

The College has a responsibility to ensure that all students are attending regularly and progressing with their studies. While it is essential that you attend all the compulsory learning activities related to your programme of study, the College understands that emergencies may occur at any time throughout the year. In light of this, the Department of Computer Science has set a minimum attendance level at 80%. You should be aware that you may also study courses that have different and specific course attendance requirements, particularly if you are taking courses in another department, so it is essential that you check all programme and course handbooks to ensure you are fully aware of the requirements.

Your regular attendance in class and consistent engagement with your studies are fundamental requirements of your learning experience with the College. As such, failure to attend and/or absence without permission can result in serious consequences and may lead to disciplinary action, including the termination of your registration (see 3.4.6). Your ‘classes’ are any learning or teaching activity deemed essential to your programme of study. The term is used to encompass a variety of different activities, including lectures, seminars, tutorials, workshops, field work, laboratory work, and meetings your Personal Tutor.

It is vital that you manage your time effectively, so that any paid employment, voluntary work, extracurricular activities or social commitments do not interfere with periods where you are required to attend classes. With regard to paid employment during the course of your programme of study with the College, the Undergraduate Regulations (http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx) stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis shall not exceed 20 hours per week during term time. No student may undertake paid work which may conflict with his/her responsibilities as a student of the College.

If you face difficulty in attending any classes or undertaking an assessment it is very important that you inform the department(s) in which you are studying as early as possible, citing the reasons for your non-attendance. The department will make a decision on whether or not to authorise your absence. If you are experiencing such difficulties on an ongoing basis, please contact your Personal Advisor/Personal Tutor or the Deputy Head of Department (Teaching). In addition, an extensive range of additional support, guidance and advice is readily available from the College’s Welfare & Wellbeing Services (Academic Services Directorate) (https://www.royalholloway.ac.uk/students/help-support/help-and-support.aspx). The Students’ Union also operate an Advice and Support Centre, details on which can be found here http://www.su.rhul.ac.uk/advice/.
3.4.1  Your responsibilities in relation to attendance

Your responsibilities around attendance and engagement include:

- attending all classes necessary for the pursuit of your studies (including lectures, seminars, practical and personal tutorials);
- undertaking all summative and formative assessment requirements for your courses;
- attending all meetings and other activities as required by the department(s) in which you are studying;
- where you experience any form of difficulty in attending classes, for whatever reason, contacting the department(s) in which you are studying to notify them of your circumstances at the earliest possibility.

You are expected to fully engage in your classes, undertaking any reading, research or further preparation identified between these sessions alongside punctual attendance. It is essential that you make suitable arrangements for travel to your classes and plan to arrive in good time, as teaching starts on the hour and finishes at ten minutes before the hour. You will be marked absent if you turn up late without good reason.

3.4.2  Departments’ responsibilities for monitoring attendance

The Department of Computer Science will monitor your attendance at all lectures/lab sessions/tutorials. It is your responsibility to complete any attendance register that is circulated and to make sure that your attendance has been noted. The activities at which your attendance is monitored may vary depending upon the discipline in which you are studying or the department in which you are taking courses in the case of electives, for example.

You must not sign the attendance register for anyone else, or allow someone else to sign the register on your behalf. Doing so is fraudulent and will result in disciplinary action being taken.

It is important that you attend all the learning activities related to your programme of study. Whilst attendance is compulsory at all learning activities, it is recognised that emergencies may occur at any time throughout the year and therefore as indicated above a minimum attendance requirement has been set.

You will be contacted in the event that:

i.  you fail to attend for **two weeks** without providing notification of your absence;
ii.  you display a **pattern of absence** that the department feel is affecting or is likely to affect your work
iii.  you display a pattern of absence that the department feel is a cause for **concern over your wellbeing or may point to a disability which you may not have disclosed**.
3.4.3 College’s responsibilities for monitoring attendance

The College has a number of important obligations in relation to monitoring your attendance and engagement, including legal responsibilities under the Equality Act (2010). As a result, the College may adjust the attendance requirement for your programme but will only do this when such adjustment does not compromise competence standards or your ability to reach the learning outcomes of your programme.

Any need to adjust attendance requirements will be treated case by case and discussed by the department with the Disability and Dyslexia Services (DDS) and Academic Quality and Policy Office (AQPO).

The College also has obligations places on it by UK Visa and Immigration (UKVI) (see 3.4.7 below).

3.4.4 Missing classes

If you are unable to attend College for whatever reason you must advise the department in which you are taking the course(s) in question and complete the relevant Notification of Absence Form, which is available online.

https://www.royalholloway.ac.uk/ecampus/academichelp/attendance/notificationofabsence.aspx

Figure 1 - Notification of Absence Form – Absence Due to Illness
This must be submitted to the relevant department(s) together with the relevant supporting documentation either before your absence or within five working days of the end of the period of absence.

You should ensure:

a. that you advise the department by email to the department office on depsec@cs.rhul.ac.uk and to your advisor.

b. that you complete the Notification of Absence Form, copies of which are also available from the Health Centre.

c. that you submit the paperwork to your department(s) either before your absence or within FIVE working days of the end of the period of absence. Failure to do so may result in the absence being counted as unacceptable and counting against the minimum attendance level. The appropriate form must be emailed to the departmental office to Elaine.marshall@rhul.ac.uk

d. that you meet any departmental requirements concerning notification of absence or request for leave of absence as you may be required to meet formally with an academic tutor. Please note that completing a Notification of Absence form does not mean that your absence will be excused. It is your responsibility to follow up with the department to check whether or not your absence has been deemed acceptable (excused) or not acceptable (not excused).

This table shows the documentation that is required should you be absent for any reason.

<table>
<thead>
<tr>
<th>Reason for absence</th>
<th>Documentation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness up to and including 5 consecutive term-time days</td>
<td>Completed Notification of Absence Form – Self Certification</td>
</tr>
<tr>
<td>(excluding Saturdays and Sundays)</td>
<td></td>
</tr>
<tr>
<td>Illness for more than 5 consecutive term-time days</td>
<td>Completed Notification of Absence Form - Self Certification plus Formal Medical Certification signed by your GP or hospital consultant</td>
</tr>
<tr>
<td>(excluding Saturdays and Sundays)</td>
<td></td>
</tr>
<tr>
<td>Unrelated to sickness</td>
<td>Notification of Absence Form plus supporting evidence</td>
</tr>
<tr>
<td>Leave of absence request</td>
<td>Notification of Absence Form plus any departmental requirement must be met</td>
</tr>
</tbody>
</table>

Note:
- If you are absent for a prolonged period it is essential that you keep in touch with the Department (e.g. through regular emails with your Personal Advisor/Personal Tutor).
- The Department will monitor the frequency of self-certified absences and the Head of Department may request a doctor’s medical certificate from you in the event of multiple and/or sustained instances of self-certified illness.
• The department(s) in which you are studying are responsible for monitoring your attendance and engagement, and deciding whether a period of absence is deemed acceptable or unacceptable (for further information please refer to the online guidance http://www.rhul.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx for details of what constitutes ‘acceptable’ and ‘unacceptable’ circumstances relating to absence). If deemed unacceptable the absence will be recorded as such and will count against your minimum attendance level.

3.4.5 Missing an examination

In the event that you are unable to attend an exam (e.g. through reasons of sudden illness), it is essential that you notify the Student Services Centre at the very earliest possibility. Wherever possible, please try to ensure you contact them via e-mail at student-enquiries@royalholloway.ac.uk before the scheduled start of the exam with your name, student ID and confirmation of the exam that you are unable to attend. Please include a brief explanation within the email outlining the reasons for the non-attendance.

This notification will then be forwarded by the Student Services Centre to your department so that they are aware of your non-attendance.

**Please note, this notification is not a substitute for formally notifying your department of Extenuating Circumstances.** It is essential that you inform your department and Chair of the Sub-board of Examiners by completing the Extenuating Circumstances form. For further information, please refer to the website https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/extenuatingcircumstances.aspx.

In the event that you do not complete the Extenuating Circumstances form, your department will be unable to consider the reasons for your non-attendance at your departmental Sub-Board of Examiners.

3.4.6 Consequences of failing to attend

As indicated in 3.4.2 above the Department may contact you if there are concerns about your attendance.

The Department monitors your attendance, academic engagement and progress in order to offer you appropriate academic and pastoral support and to identify where support from outside the Department may be necessary. Inadequate engagement on a course may lead to disciplinary action which can result in the termination of your registration (see section 3.13 on Disciplinary action).

The department will monitor your attendance at the regular meetings of the Computer Science Progression Committee. **It is your responsibility** to complete any attendance register that is circulated and to make sure that your attendance has been noted. The activities at which your attendance is monitored may vary depending upon the discipline in which you are studying.
Please note that you must not allow fellow students to sign the attendance register on your behalf if you cannot attend.

Should it become apparent that there are no acceptable reasons for your non-attendance and/or general lack of engagement with your studies, the Department may issue you with a formal warning which can escalate to the termination of your registration at the College. You are strongly advised to read the guidance on the formal warning process and the consequences of receiving such a warning on and in the relevant regulations.

In situations where you are experiencing documented severe difficulties the Department and College will make every effort to support you and counsel you as to the best course of action. However, there may be cases where, although non-attendance is explained by an acceptable reason, your level of attendance falls to a level which compromises educational standards and/or your ability to reach the learning outcomes of the course. In such cases it will be necessary to implement disciplinary procedures as detailed above.

3.4.7 Withdrawal of visa

If you are sponsored by Royal Holloway on a Tier-4 (General) Visa, should your registration at the College be terminated for non-attendance or a general lack of engagement with your studies, you will be reported to the UKVI and your Tier 4 visa will be withdrawn. Alternatively, in line with the College’s legal obligations to UKVI, if you fail to meet the requirement of your Tier 4 visa to attend classes and complete assessments, the College may terminate your student registration without following the disciplinary procedures outlined in the Academic Regulations and the decision is not open to appeal. Please see our Undergraduate Regulations.

3.5 Lectures and other classes

Nearly all courses are based around a programme of 50-minute lectures. Usually there are three timetabled sessions each week. Typically there will be two lectures and a laboratory or problems class, or three lectures.

Students are expected to take notes. Elementary courses in years one and two are usually supported by complete outlines provided by the lecturer via the Department website or Moodle, but students should take care to supplement these documents with their own material derived from the lectures, and from their own reading.

3.6 Reading, textbooks and the Web

Students are expected to pursue private study in addition to attending classes and completing coursework. Each course has a list of primary references which contain relevant material. The lecturer will give guidance on which parts of these texts the students are expected to study.

Increasingly, the web is a useful source of support material especially for formal documents such as protocol descriptions, data sheets and manufacturers’ information on operating system services. Many of the department’s courses have support material hosted on the College Moodle system.
Great caution should be exercised when using non-College web based sources since their provenance and accuracy is often hard to establish.

### 3.7 Libraries

All members of the 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. The location and opening hours of the libraries, together with a whole range of discipline specific information and links can be found on the Library web page.

### 3.8 First year 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 to the departmental office.

### 3.9 Advanced Topics seminar series

All undergraduate students are strongly encouraged to attend the Advanced Topics Seminars series. This is a series of talks held once a week 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.

### 4 Degree Structure

Full details about your programme of study, including, amongst others, the aims, learning outcomes to be achieved on completion, courses which make up the programme and any programme-specific regulations are set out in the programme specification available through [Course Finder](#) or the [Programme Specification Repository](#).

#### 4.1 Programmes

##### 4.1.1 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) GG47
- 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

4.1.2 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 condonable 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 noncondonable 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:

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

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>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>CS1820</td>
<td>15</td>
<td></td>
<td>Computing Laboratory (Robotics)</td>
</tr>
<tr>
<td>CS1830</td>
<td>15</td>
<td></td>
<td>Computing Laboratory (Games)</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>Course Code</td>
<td>Credits</td>
<td>Course Name</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>---------</td>
<td>------------------------------</td>
<td></td>
</tr>
<tr>
<td>CS2800</td>
<td>15</td>
<td>Software Engineering</td>
<td></td>
</tr>
<tr>
<td>CS2810</td>
<td>15</td>
<td>Team Project</td>
<td></td>
</tr>
<tr>
<td>CS2815</td>
<td>15</td>
<td>Small Enterprise Team Project</td>
<td></td>
</tr>
<tr>
<td>CS2850</td>
<td>15</td>
<td>Operating Systems</td>
<td></td>
</tr>
<tr>
<td>CS2855</td>
<td>15</td>
<td>Databases</td>
<td></td>
</tr>
<tr>
<td>CS2860</td>
<td>15</td>
<td>Algorithms and Complexity</td>
<td></td>
</tr>
<tr>
<td>CS2900</td>
<td>15</td>
<td>Multi-dimensional Data Process</td>
<td></td>
</tr>
<tr>
<td>CS2910</td>
<td>15</td>
<td>Artificial Intelligence</td>
<td></td>
</tr>
<tr>
<td>IY2760</td>
<td>15</td>
<td>Introduction to Information Security</td>
<td></td>
</tr>
<tr>
<td>IY2840</td>
<td>15</td>
<td>Computer and Network Security</td>
<td></td>
</tr>
</tbody>
</table>

**Year out course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS3001</td>
<td>30</td>
</tr>
</tbody>
</table>

**Stage three/four project courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS3810</td>
<td>15</td>
<td>Half unit project</td>
</tr>
<tr>
<td>CS3821</td>
<td>30</td>
<td>Full unit project</td>
</tr>
<tr>
<td>CS3822</td>
<td>30</td>
<td>Individual Project in Artificial Intelligence</td>
</tr>
<tr>
<td>IY3821</td>
<td>30</td>
<td>Individual Project in Information Security</td>
</tr>
</tbody>
</table>

**Stage three/four non-project courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS3003</td>
<td>15</td>
<td>SE IT Project Management</td>
</tr>
<tr>
<td>CS3110</td>
<td>15</td>
<td>Bioinformatics</td>
</tr>
<tr>
<td>CS3220</td>
<td>15</td>
<td>Digital Audio and Applications</td>
</tr>
<tr>
<td>CS3250</td>
<td>15</td>
<td>AI Data Visualisation and Exploratory Analysis</td>
</tr>
<tr>
<td>CS3470</td>
<td>15</td>
<td>Compilers and Code Generation</td>
</tr>
<tr>
<td>CS3480</td>
<td>15</td>
<td>SE Software Language Engineering</td>
</tr>
<tr>
<td>CS3490</td>
<td>15</td>
<td>Computational Optimisation</td>
</tr>
<tr>
<td>CS3510</td>
<td>15</td>
<td>Functional Programming and Applications</td>
</tr>
<tr>
<td>CS3846</td>
<td>15</td>
<td>SE Human Computer Interaction</td>
</tr>
<tr>
<td>CS3920</td>
<td>15</td>
<td>AI Machine Learning</td>
</tr>
<tr>
<td>CS3930</td>
<td>15</td>
<td>AI Computational Finance</td>
</tr>
<tr>
<td>CS3940</td>
<td>15</td>
<td>AI Intelligent Agents and Multi-Agent Systems</td>
</tr>
<tr>
<td>CS3945</td>
<td>15</td>
<td>AI Semantic Web</td>
</tr>
<tr>
<td>IY3606</td>
<td>15</td>
<td>IS Smart Cards/Token Security and Applications</td>
</tr>
<tr>
<td>IY3609</td>
<td>15</td>
<td>IS Digital Forensics</td>
</tr>
<tr>
<td>IY3612</td>
<td>15</td>
<td>IS Cyber Security</td>
</tr>
<tr>
<td>IY3660</td>
<td>15</td>
<td>IS Applications of Cryptography</td>
</tr>
<tr>
<td>IY3840</td>
<td>15</td>
<td>IS Malicious Software</td>
</tr>
</tbody>
</table>

**Year out course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS4001</td>
<td>30</td>
</tr>
</tbody>
</table>

**Stage four/five project courses**

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

**Stage four/five non-project courses**
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 CS1812 (or CS1813 instead of CS1812), 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**

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.
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.

4.2 Course registrations

You can only register for four course units in each academic year (this excludes courses which are being resat). While you have the option of changing courses within the first two/three weeks after the start of teaching (excluding Welcome week) subject to agreement from the department, once you have submitted assessment for the course, you may not replace it with another course either in that term or in a subsequent term (e.g. Spring term). Any courses that you wish to take on an extracurricular basis (that is, as extra and not counting towards your degree) must be identified at the start of the academic year or before any assessment has been completed for the course.

Initial course registration for new students is confirmed during Welcome Week. For continuing students, provisional course registration takes place at the end of the spring term with confirmation at the start of the next academic year.

A student’s choice of courses should meet the requirements of their degree programme. When choosing second year courses, students should also bear in mind the prerequisites for the third or fourth year courses they hope to take subsequently.

4.3 Change of programme

You are only permitted to change programmes up to a maximum of three weeks after the start of teaching (excluding Welcome Week) with the following exceptions:

- if the change is only in degree pathway title, which does not affect the course units taken and you are still taking the correct course units (worth 120 credits in total) as detailed in the relevant programme specification;
- if the change does affect the course units taken and you have to pick up an extra half unit in the Spring term but you would be taking the correct course units as detailed in the relevant programme specification and would have no less than 120 credits.
A student wishing to change their degree programme must gain permission from all the departments involved in both their existing and their proposed new degree programmes. Students should consult their advisor and then obtain a Change of Degree Programme form from the Undergraduate Administrator, Mrs Elaine Marshall. This form must be signed by the Academic Co-ordinator and the Department Manager. Transfers from Computer Science programmes on to single honours programmes in the School of Management are not usually allowed.

4.4 Exchange Programmes

The College offers students the opportunity to study abroad for a year through the International Exchange programme and the Erasmus programme. Students are able to apply to study abroad in Europe or at one of 28 International institutions in the USA, Canada, Australia, New Zealand, Hong Kong, Korea, Japan and Singapore, either as an integral part of their degree programme or as an additional year of study. Further details on participating in such programmes and restrictions placed on students in different departments are available at https://www.royalholloway.ac.uk/international/studyabroadandexchanges/outgoin
g/home.aspx.

5 Facilities

5.1 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: http://www.royalholloway.ac.uk/library/home.aspx

The Ground Floor of the Library contains a High Use Collection bringing together much of the course reading into one area. 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 to use in other study areas.

If you cannot find the specific items that you require in the Library, it is possible to gain access to the online resources of Senate House Library as well as access to use the Library’s physical collections or other university libraries. You can obtain further information on this here: https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/using-other-
libraries.aspx. The Information Consultant for Computer Science is Leanne Workman, who can be contacted at Leanne.workman@rhul.ac.uk.
5.2 Photocopying, printing and computing

5.2.1 Photocopying

The departmental photocopier is in constant use by office staff and lecturers. For this reason, we are unable to allow undergraduate students to use it. Instead you can use copier-printers (MFDs) 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.

5.2.2 Printing

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.

Departmental staff are unable, in any circumstances, to print anything out on your behalf. Copier-printers (MFDs) are located across the campus in the PC labs, the Library and Computer Centre. Further information on printing is available online: https://www.royalholloway.ac.uk/it/printing/home.aspx

5.2.3 Computing

The Computer Centre provides a range of IT training sessions designed to enhance your current IT skills. These are available in both class-based and self-study formats and successful completion of the course is rewarded by a College IT Skills certificate. To participate in these sessions, go to: http://www.royalholloway.ac.uk/it/training/home.aspx

The Department of Computer Science has its own computing labs, access to which has been discussed in Section 1.7.

6 Coursework and Projects

All coursework is mandatory.

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 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 7.10.1.

Coursework should be submitted by the specified deadline. The penalties for late submission are described under Assessment, Section 7.6.
6.1 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.asp

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 Assessment Information

7.1 Illness or other extenuating circumstances

Students are advised to carefully read the Instructions to candidates as well as the Extenuating circumstances – Guidance for students.

Extenuating circumstances are defined as unforeseen circumstances which are outside a student’s control and which may temporarily prevent a student from undertaking an assessment or have a marked/ significant detrimental/adverse impact on their ability to undertake assessment by coursework or examination to the standard normally expected.

This means that such circumstances rarely occur. They are outside your control as they are:

- Unforeseeable - you would not have prior knowledge of the event (e.g. you cannot foresee that you will be involved in a car accident);
- Unpreventable – you could not reasonably do anything in your power to prevent such an event (e.g. you cannot reasonably prevent a burst appendix.)
It is these short-term (temporary) circumstances that the College normally regards as extenuating circumstances.

**Inability to submit coursework**

If you are unable to submit coursework through unexpected illness or other acceptable cause (i.e. events which are unpreventable and unforeseeable) it is assumed that you will request an extension to the submission deadline from your department via the College’s online extension application portal. In order for an extension to be granted you will need to upload provide the department with adequate documentation in accordance with the guidance in *Extenuating Circumstances – Guidance for Students*. The decision on whether to grant an extension rests with your department.

**Absence from an examination**

The Sub-Board of Examiners may take the following into account when considering your results: if you miss an examination through unexpected illness, or other acceptable cause (events which are unpreventable and unforeseeable), if you commence an examination and have to leave due to acute illness or if you believe your performance on the day was seriously compromised by an unexpected and acute illness that you could not reasonably have been expected to have managed otherwise. You will, however, need to submit an *Extenuating Circumstances form* and have adequate supporting documentation in accordance with *Extenuating Circumstances – Guidance for Students*. You should also read the section **Illness & absences from an examination and departmental assessments and extenuating circumstances** in the Instructions to Candidates issued by Student Administration [http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx](http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx) for full details on how to inform your department about extenuating circumstances relating to missed examinations as well as the **deadline for submission of such information**.

**Ongoing circumstances**

If you have ongoing circumstances that you believe are adversely affecting your performance during the year, these should be raised with your department and with the College’s Welfare & Wellbeing Services (Academic Services Directorate) as soon as possible so that strategies to help you manage the situation can be considered e.g. you have an illness that does not constitute a disability, a family member is ill and needs your support or you have suffered an adverse life event.

It may be that the circumstances are severely impacting on your ability to study by causing you to repeatedly miss scheduled teaching and/or impacting on your ability to complete assessments at the designated time. If this is the case and there is not a reasonable method available to enable you to manage the situation, you may need to consider, in consultation with your department and Welfare (Academic Services Directorate), whether it would not be in your best interests to interrupt until the issues have been resolved and you are able to fully commit to and benefit from your academic studies.
Ongoing adverse circumstances do not normally constitute extenuating circumstances as they are not unforeseen and in some cases may be preventable. As such, it is unlikely that the Sub-board will be able to take action to mitigate such circumstances. For further information, please read the Extenuating circumstances – Guidance for students.

Support and exam access arrangements for disabled students and those in need of 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 can put in place 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 support and exam access arrangements (‘reasonable adjustments’) can be put in place. There is a process to apply for special arrangements for your examinations. Disability and Dyslexia Services can discuss this process with you when you register with them. Please see the section Students in need of support (including disabled students) for further guidance about registering with the Disability and Dyslexia Services Office.

Please note that if reasonable adjustments, including exam access arrangements, have been put in place for you during the academic year, the Sub-board will not normally make further allowance in relation to your disability or SpLD.

7.2 Classification of honours

At each stage of a programme, a student’s Stage Average is calculated as their mean mark for that stage, and the overall class of honours for the BSc degree programme is calculated as

$$\frac{2\text{nd stage average} + 2 \times (\text{final stage average})}{3}$$

For the MSci degree programme is calculated as

$$\frac{2\text{nd stage average} + 2 \times (\text{penultimate stage average} + \text{final stage average})}{5}$$

This means that first year marks do not influence the honours classification, although progression from stage one to stage two requires passes in all courses and a mark of less than 40% in CS1811 and CS1812 (or CS1813 if taken instead of CS1812) cannot be condoned.

The College regulations describe the detailed process for the Calculation of the Stage Average and Classification of the final award.
7.3 Assessment criteria

The general criteria used in the design of the marking schemes for coursework and examination scripts are described here. This will be supplemented by requirements for specific knowledge and skills associated with each course and programme.

90-100% Outstanding work displaying an exceptional degree of originality and creativity and/or exceptional analytical and problem-solving skills. Shows critical understanding of current knowledge, including relevant research papers and reviews.

80-90% Outstanding work which displays a high level of originality and creativity and/or the ability to suggest realistic solutions to novel problems. Evidence of wide reading which includes recent research papers and reviews.

70-80% Excellent work displaying a comprehensive knowledge and understanding of the subject together with the ability to evaluate critically selected aspects of current knowledge and to suggest original solutions to problems which are complex but not entirely novel. Evidence of wide reading which includes research papers and reviews.

60-70% Shows a good knowledge and understanding of the subject with no major gaps or omissions. Displays ability to analyse, interpret and organise information to produce coherent accounts or solve relatively complex problems. Evidence of wide reading beyond lecture notes and standard texts.

50-60% Shows a satisfactory knowledge and understanding of the essentials of the subject with an ability to integrate information into a clear, well-structured account, but lacking in breadth or depth, or with some significant aspects omitted. Demonstrates an ability to solve limited, defined, problems. Evidence that sources other than lecture notes and set texts have been consulted.

40-50% Shows a general knowledge and understanding of the subject but very limited in depth or breadth. Ability to solve basic familiar types of problem. Little or no evidence of reading around the subject. Work displaying deficiencies and omissions but not serious enough to warrant a failure.

30-40% Marginal Failure: knowledge and understanding of the subject are fragmentary, some aspects showing a very basic level of understanding but other aspects displaying fundamental errors and omissions.

20-30% Very limited range of knowledge with many important gaps and omissions. Shows incomplete understanding with numerous errors of interpretation.

10-20% Shows only the most limited and fragmentary knowledge of the subject with little or no understanding of essential principles and concepts.

0-10% Virtually devoid of any evidence of knowledge or understanding of the subject.
7.4 Submission of written work

a. All coursework must be submitted electronically by the deadline set by the department to fulfill 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 fulfill 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.

7.5 Extensions to deadlines

Extensions to submission deadlines for individual students for medical or personal reasons must be approved in advance by the student’s Personal Advisor/Personal Tutor, via the new College extension request system on the portal, and documentary evidence may be required.

If you submit too many extension applications then you will be required to meet your Personal Advisor/Personal Tutor, who may direct you to support services to help you meet your deadlines.

7.6 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.

Please ensure that you are aware of the deadlines set by your department(s) and also the requirements to meet this deadline, e.g. whether you need to submit electronic and/or paper copies for your submission to be deemed complete (see submission of written work above).

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 have had extenuating circumstances which have affected your ability to submit work by the deadline these should be submitted in writing, accompanied by any relevant documentary evidence, to your department(s).
As with all extenuating circumstances it is the discretion of the examiners whether to accept these as a reason for having not submitted work on time. Please see the section for details on submitting requests for extenuating circumstances to be considered.

7.7 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

7.8 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 Return of written coursework

The following College policy applies to the return of coursework:

Assessed work (other than formal examinations) should be returned within 4 weeks of the submission deadline, except in cases where it is not appropriate to do so for academic reasons. The deadline for the return of marked work should be made clear to students when they receive their assignments. In the event that the intended deadline cannot be met, the revised deadline must be communicated to students as soon as possible.

It is the department policy to aim to have coursework returned within 2 weeks of the submission date, within term time. You will be advised by your lecturer where to collect your returned written coursework.

7.10 Assessment offences

The College has regulations governing assessment offences which can found on the following webpage: http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.asp

Assessment offences include, but are not limited to plagiarism (see 7.10.1 below), duplication of work, that is, submitting work for assessment which has already been submitted for assessment in the same or another course, falsification, 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 assessment offences 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 Advisor/Personal Tutor or other members of staff in their department should they have any queries about what constitutes an assessment offence. The College treats assessment offences very seriously and misunderstanding about what constitutes an assessment offence will not be accepted as an excuse. Similarly extenuating circumstances cannot excuse an assessment offence.
7.10.1 Plagiarism

Definition of 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.

Plagiarism
It is fundamental within our system that individual students are assessed as to their own personal capabilities, and any attempt to undermine that process is treated as a very serious matter. The College regulations governing examination and assessment offences may be read online at http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.asp

When a member of staff suspects that a plagiarism offence has been committed, they must immediately submit a factual written report to the Head of Department who will investigate, using the procedures laid down in the regulations. The penalty for plagiarism can be as severe as termination of the student's registration.

General guidance on plagiarism 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 adviser.

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

7.11 Marking of illegible scripts

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in handwriting scripts which would lead to your scripts being illegible you should contact Disability and Dyslexia Services. Please note the deadline for making an application for Examination Access Arrangements is in January each year. Therefore it is in your interest to contact DDS as soon as you are able in the Autumn Term in order that you have time to get any necessary evidence required for the application.

7.12 Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specification (http://www.royalholloway.ac.uk/coursecatalogue/home.aspx) and also more generally in the Undergraduate Regulations.

For details on the requirements for degree classification please see the section on the Consideration for the Award in the Undergraduate Regulations.

Computer Science Resit Options for 2017/2018

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.

CS1811
Summer and May resits: 100% examination

CS1812
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 resit examination if failed
CS1820 (Computing Laboratory (Robotics))
Summer resits:
Submission of the individual final course report only, which will be graded with the existing participation weighting and presentation grade. This is possible only for those students whose presentation grade and group participation weighting are sufficient that they could pass with a new report.
May resits:
There are two options (student to choose):
1. Graded 25% for group project presentation and 75% for individual final course report.
   In this case you are assigned to a group within the new cohort and are required to attend all group meetings, participating and engaging fully.
   A new participation weighting will be awarded.
   The course leader will make you a member of the new group discussion forum. You will not be allowed to attend the robotics lectures, only your group meetings in the robotics labs and elsewhere.
2. Graded 100% for individual final course report.
   Purchase a Lego robotics kit. Build a new robotics project. Report to be submitted at the same time as the new cohort.
   Evidence (videos and plans) of the robot project must be made available. You will not be allowed to attend the supported robotics labs nor the robotics lectures.
   See the departmental website for details of deadlines at the beginning of the autumn term.

CS1830 (Computing Laboratory (Games))
Summer and May resits:
submit any of the individual assignments which were not passed at the first attempt; the individual report for the group project can only be submitted if the group project mark has been gained and the report can be written.

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:
100% examination

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)
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

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.

CS3110 (Bioinformatics)
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
IY3660 (Applications of Cryptography)
May resits:
submit coursework if failed and resit examination if failed

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

IY3840 (Malicious Software)
May resits:
submit coursework if failed and resit examination if failed

CS3846 (HCl, 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

CS3930 (Computational Finance)
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)
100% examination

7.13 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.
8 Student Support

8.1 Non-academic related enquiries & support

The Student Services Centre is located in the Emily Wilding Davison Building and provides a single point of contact for all non-academic related queries including accommodation, fees and funding, enrolment and graduation. For further details please visit http://www.royalholloway.ac.uk/ssc.

8.2 Students in need of support (including disabled students)

Your first point of reference for advice within the Department is the Pastoral Care Director. Inevitably, problems will sometimes arise that the Pastoral Care Director is not qualified to deal with.

The College offers a high level of student welfare support which includes a, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of student wellbeing financial, career and other advice. There is also an NHS GP practice (the Health Centre) on campus located in Founder’s East. Further details of each service can be found on the College web on the Student Welfare page.

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. The Disability and Dyslexia Services Office (DDS) representative is the Director of Pastoral Care (currently Prof. Chris Watkins located in room 252 in McCrea building). You must also contact the DDS (Founder’s West 143; Tel: +44 (0)1784 276473; email: disability-dyslexia@royalholloway.ac.uk) who will advise on appropriate sources of help. Further information is available on the College web on the DDS Support, health and welfare page.

8.3 Academic Skills Support

The Centre for the Development of Academic Skills (CeDAS) offers a variety of courses, workshops, 1:1 tutorials, online resources that aim to ensure all students at Royal Holloway reach their full academic potential in a range of areas, including academic writing, oral communication skills and maths and statistics.

Whatever your needs, CeDAS is there to ensure that you can perform to the best of your ability, whether it be through a workshop that introduces you to a crucial academic skill, a session within your department that focuses on writing in the discipline, a course that develops your confidence and competence in academic English language, or a 1:1 tutorial with a specialist to help you master a maths technique or sharpen your essay skills.

The Centre also oversees the Royal Holloway Proofreading Scheme, which enables students to pay for an approved third-party proofreader to identify surface error in final drafts. Please note that Royal Holloway does not permit the use of paid third-party proofreaders who are not part of this scheme.
The CeDAS Office can be found on the ground floor of the International Building, room IN002, and you can follow them on Twitter: @cedasrhul. Further details can be found on the CeDAS webpages: www.royalholloway.ac.uk/cedas.

8.4 Student-staff committee

There is a student-staff committee on which taught students are represented. The Committee meets three times each year and plays an important role in the Department as a forum for airing student views. For constitution see committee’s handbook under Compliance/Governance http://www.rhul.ac.uk/iquad/collegepolicies/home.aspx

You can use the Committee to raise any issues which concern students. Students will be given details by email of forthcoming elections or the names of current representatives.

The Undergraduate Student-Staff Committee comprises two undergraduate representatives from each year group, a representative for joint honours students, and two members of the academic staff. The student representatives are elected from their peer group near the beginning of each academic year. One of the student representatives will be chair for these meetings.

8.5 Students’ Union

The Students’ Union offers a wide range of services and support, from entertainment and clubs/societies to advice on housing and academic issues. The Advice and Support Centre, situated on the first floor of the Students’ Union, runs a confidential service that is independent from the College. Open 9.30am - 5pm, Monday – Friday, it operates an open door policy exclusively for students during term time. However, during vacation periods students should call to book an appointment. Full details can be found at www.su.rhul.ac.uk/support.

8.6 Learning resources: Library, IT, photocopying and printing

The departmental photocopier is in constant use by office staff and lecturers. For this reason, we are unable to allow undergraduate students to use it. Instead you can use copier-printers (MFDs) located in the libraries, 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 online: http://www.royalholloway.ac.uk/library/usingourlibraries/photocopyingandprinting.aspx

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 libraries and Computer Centre.

Departmental staff are unable, in any circumstances, to print anything out on your behalf. Copier-printers (MFDs) are located across the campus in the PC labs, libraries and Computer Centre. Further information on printing is available online: https://www.royalholloway.ac.uk/it/printing/home.aspx
8.7 Careers information

The College has a Careers & Employability Service, housed in the Emily Wilding Davison Building, is open to any student during normal College hours.

8.8 Non-academic policies

Please see the College Regulations and Procedures webpage which includes information on non-academic policies, regulations, and codes of practice as well as the Student Charter. This can also be found on the following webpage https://www.royalholloway.ac.uk/aboutus/governancematters/studentcharter.aspx.

8.9 Complaints and academic appeals procedure

If you have a complaint relating to any aspect of the Department or its staff, or to any academic or College matter, you should first discuss it informally with your Personal Advisor/Personal Tutor or with another member of staff in the Department. We would hope that the majority of issues of this kind can be resolved by informal discussion. There are, however, procedures that can be invoked in serious cases. These are set out in the College Complaints Procedures for students. You should raise your complaint as soon as possible.

If the complaint concerns an academic decision, there is an academic appeals process. Please note that an academic appeal can only be submitted once you have received your results via the College portal. Details of the appeals procedures and permitted grounds for appeal can be found on the following webpage.

9 Health and Safety Information

9.1 Code of practice on harassment for students

This can be found on the student home pages under the Your Responsibilities as a Student section of the webpage.

9.2 Lone working policy and procedures

The College has a ‘Lone Working Policy and Procedure’ that can be found at http://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/loneworking.aspx.

Lone working is defined as working during either normal working hours at an isolated location within the normal workplace or when working outside of normal hours. The Department and the type of work conducted by students is classified as a low risk activity and as such the following advice is relevant.

- Lone working is permitted, but it is good practice to ensure that a second person is aware of the first person’s location and that they have access to means of communication;
• It is recommended that the second person could be a relative/friend who knows where the first person is located and approximate time of return. Relevant details should be exchanged (e.g. campus number and security telephone number);
• Inspections/risk assessments of the work area are completed by the Departmental Health and Safety Coordinator to ensure that hazards have been identified, risks controlled and provisions for emergencies are in place (e.g. escape routes open, firefighting equipment, first aid etc);
• Any out of hours or weekend working needs to be reported to College Security Office extension 3063 stating name, location and duration of stay.

The Department is committed to ensuring the safety, health and welfare of all staff, students and visitors. You are expected to adhere to the following 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, Adrian Thomas, 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.

All students are registered for the Moodle course “Health and Safety in Computer Science”, which has documentation on proper posture and safety with electrical wiring. All students must read these notes and confirm that they have done so via the Moodle page.

9.3 Placements

The Department has a dedicated Placements Officer, Shirley Lunn, to help and advise with placements for students registered for the Year in Industry programme.

9.4 Working Hours

Normal working hours are 8.00am to 6.00pm Monday to Friday all year except when the College is closed for Public holidays and discretionary days. The doors to the buildings will be automatically opened at 7.00am and automatically locked at 6.00pm weekdays with the exception of College closure day.

Computer Science students have two dedicated laboratories managed by the Computer Science department. 103 and 125 (known as the Media Lab). The use of 125 is restricted to Computer Science students, whereas 103 is also for the use of Maths department students. Both laboratories are available for 2016-17; 24 hours a day, 7 days a week.
From time to time The Computing Society may book out the Media lab and/or 103 for events for members of the society. At these times the laboratories will not be available for general use by students.

9.5 Fire Safety

Posters or notices should not be stuck over the glass panels on smoke/fire doors in corridors. 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 9.15am 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.

Shirley Lunn is our qualified First Aider for Computer Science department. Shirley can be found in room 119, Extension 4212. If you cannot contact Shirley for First Aid you should contact Security on 01784 44 3063 (landline) or emergency 444 (internal).

Mrs Elaine Marshall is Fire Marshall for the ground, lower level of McCrea and can be found in room 119, extension 3421.

9.6 Accidents

All accidents and incidents must be reported to the Health and Safety Coordinator Mr Adrian Thomas and the departmental office Mrs Elaine Marshall. An accident report form will be completed in line with the official college policy. Please refer to: https://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/accidentincidentinvestigation.aspx

9.7 Departmental Smoking Policy

In line with British Law, there is no smoking allowed in any of the Computer Science department buildings. Smoking is only allowed in designated areas which are a minimum of 5 meters away from the building. It is the responsibility of the smoker to ensure that smoke does not enter any building. This also applies to e-cigarettes.

10 Equal Opportunities Statement and College Codes of Practice

10.1 Equal opportunities statement

The University of London was established to provide education on the basis of merit above and without regard to race, creed or political belief and was the first university in the United Kingdom to admit women to its degrees.
Royal Holloway, University of London (hereafter ‘the College’) is proud to continue this tradition, and to commit itself to equality of opportunity in employment, admissions and in its teaching, learning and research activities.

The College is committed to ensure that;

- all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins

- both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential

- it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity

- teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity

- all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material

- it creates a positive, inclusive atmosphere, based on respect for diversity within the College

- it conforms to all provisions as laid out in legislation promoting equality of opportunity.

11 Prizes

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

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

**Final Year Project Prize**
Awarded annually to a student who achieves an outstanding final year project.

**Driver Prizes**
Prizes awarded annually to the best Computer Science student in Year 1 and the best Computer Science student in Year 2.
Students may be awarded a Commendation letter if they achieve an excellent performance throughout the year, at the discretion of the Head of Department.

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

**College Faculty Prizes**

**Ede and Ravenscroft** for the Best First Year Performance  
Value: £250

**Ede and Ravenscroft** for the Best Overall Second Year Performance  
Value: £250

**Murgoci Prize in Science**
Awarded to the best student in the Science Faculty at the end of his or her first year.  
Value: £100

**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.  
Value: £50

**Martin-Holloway Prize**
Awarded to the best and most efficient final year student in the Science Faculty, having regard to academic and intellectual distinction.  
Value: £100

**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.

**12 Computing Society**

The Computing Society at Royal Holloway aims to create a network of enthusiasts, students, academics and professionals in the field of computing. We set to achieve this goal by 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](http://computingsociety.co.uk)

13 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 Science 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 1,000-2,000 visitors.

**University of London Taster Days** Taster days are aimed at lower sixth formers as an introduction to studying at university. 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. The complete programme of events is on the website.

**CodeGroovers** A software development company was set up by the Department of Computer Science to give our students the opportunity to work in real-world projects, for internal and external clients, and acquire important transferable skills.

**Undergraduate Research Opportunities (UROP)** The Department of Computer Science offers undergraduate students an opportunity to become involved in cutting edge research through the Undergraduate Research Opportunity (UROP) programme. UROP projects are individual research projects conducted under the supervision of academics, often in collaboration with other members of their research groups. They allow undergraduate students to experience research first hand and provide training in relevant research skills including literature research, algorithm development, prototyping, and experimentation.

**Science Ambassadors** Students from the department also participate as Science Ambassadors. They visit schools and colleges and get the students enthusiastic about Computer Science. In the past few years, our ambassadors have organised a lunchtime programming club at Langley Grammar School, and run a robotics competition at Charters School. If you would like to know more, please email Zhiyuan.luo@cs.rhul.ac.uk.
14 Beyond your degree

The careers service and alumni offices will support you as you enter professional life, and we hope very much that you will continue your association with us after you graduate.

14.1 Professional bodies

We encourage all students to become members of the appropriate professional body. Our primary body in the UK is the British Computer Society (BCS) (www.bcs.org). Student membership of the corresponding American bodies, the Association for Computing Machinery (ACM) (www.acm.org) and the Institute of Electrical and Electronic Engineers (IEEE) (www.ieee.org) is also valuable, especially for those intending to pursue postgraduate studies. Literature on these organisations is available to students.

14.2 Alumni

Your Royal Holloway experience doesn't have to end when you graduate, the College's Alumni Office will keep you in touch with College developments and other students. Reunion and get-together events are held regularly, both in the UK and abroad. The alumni office also distributes regular Alumni News updates and maintains the Alumni Directory which allows you to search for old friends by name or degree subject.

As a member of the alumni programme you can choose from a range of benefits and services, not only from the college but also from third party organisations. Such benefits include free access of the college libraries through to discounts on holiday cottages and magazine subscriptions.

14.3 Careers information

The College has a Careers Advisory Service, housed in the Careers Centre in Horton Building, which is open to any student during normal College hours. http://www.rhul.ac.uk/careers/home.aspx

The Careers Centre provides space to explore career options, and most of our workshops, presentations and careers guidance sessions take place here.

The Careers Assistants and Information Manager can offer advice on writing a CV or marketing yourself to an employer just by dropping in, and the centre has WiFi access and some great comfy chairs so you can make yourself feel at home!

By post: The Careers Service, Horton Building, Royal Holloway, University of London
By phone: +44(0)1784 443 073
By email: careers@rhul.ac.uk

The Careers Service is part of the Careers Group, University of London, which is recognised as an international centre of excellence and is the largest higher education careers service in the UK.
The College Careers Advisers offer individual guidance, and run regular seminars on topics such as CVs and interview techniques. The Careers Service offer a comprehensive vacancy service for part-time, vacation and full-time jobs. The Information Library has many resources that can help you, including books, directories, DVDs, and a wide range of handouts for you to take away covering occupations, employers, postgraduate study, voluntary work and much more.

A full programme of job hunting events and employer presentations is arranged during the autumn and spring terms, with a major Careers Information Fair in November. Career development seminars for postgraduate students are also arranged.

Careers Consultants provide a range of workshops in the Careers Centre on topics such as writing CVs and application forms, finding jobs, interview techniques, and career choice. See the events page at https://www.royalholloway.ac.uk/students/jobs-careers/events/go-to-a-careers-event.aspx for details of forthcoming workshops.