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 https://www.royalholloway.ac.uk/computerscience/information for current students/home.aspx 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 programme up to date with the latest exciting industry and business relevant developments. This is the postgraduate handbook for entry to the 2017-18 session. It contains information on our degree programmes and courses. You will find advice on your studies and links to College services and guides that help students get the most out of their time with us.

1.2 How to find us: the Department

The Computer Science Department is located in the McCrea Building. This can be found on the College campus map as building 17.
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.
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1.5 How to find us: the Departmental office

The departmental office is located in room 119 on the lower ground floor of the McCrea Building. This can be found on the College campus map as building number 17. The departmental telephone number is 01784 443432.

1.6 The Department: practical information

Computer Science students benefit from a range of computer facilities in addition to those available for other students. Most of the information you need can be found via the departmental web pages. [https://www.royalholloway.ac.uk/computerscience/home.aspx](https://www.royalholloway.ac.uk/computerscience/home.aspx)

1.7 Staff research interests

In the UK Research Assessment Exercise 2014, 99% of the department's research publications and conference papers were rated as of international quality, with over a third recognised as world leading, and a further half internationally excellent. The Department carries out world-leading research in algorithms and complexity, bioinformatics, distributed and global computing, machine learning and software language engineering. The theories we develop lead to the design and building of novel practical computing systems, and their application in the real world. This is an essential element in validating our theories. It also generates opportunities for collaboration with industry and other institutions.

You can read about the research interests of members of staff on the departmental [research page](#).
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 Adviser.

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 https://campus-connect.rhul.ac.uk/cp/home/displaylogin (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 etc., 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 Computer Science Department 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. It is your responsibility to log on to your College account occasionally 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 Computer Science department is delivered to the student pigeonholes (alphabetical by surname) in the lift lobby of the McCrea Building (Lower Ground Floor). At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Registry 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) https://campus-connect.royalholloway.ac.uk/cp/home/displaylogin. 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 room 125. Every effort is made to post notices relating to class times etc. well in advance, but occasionally changes have to be made at short notice and in that case email and Facebook will be used.

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

2.5 Personal Advisers

During the first week, each student is allocated a member of the academic staff who will act as their Personal Adviser throughout their degree course. We would advise arranging a time to introduce yourself and meet with your allocated member of staff in the first few weeks of the academic year. The adviser’s role is to look after the academic welfare of the student advisee: they offer guidance on course choices and on general study techniques, and should be regarded as the main source of advice within the Department on academic matters.

Any student who is unhappy with their adviser may contact the Director of Pastoral Care (Prof Chris Watkins) or the Head of Department to discuss the matter and, if necessary,
request a change.

All students will be formally invited to see their advisers at the start of the autumn term, during Welcome Week, when they will confirm their choice of courses for examination entry. Students should feel free to see their adviser at any time during the academic year if they are experiencing problems. Usually, students should ask for an appointment by emailing their adviser. Students who experience difficulty in arranging meetings should contact the Head of Department by email. Advisers will normally provide academic references if requested by their advisees when seeking employment or places in further postgraduate education.

Students are encouraged to inform their adviser about any matters, medical or personal, that affect their academic progress during the academic year. Their adviser may recommend the student to seek help from the College's Counselling Service where appropriate. However, please note that information will not be passed on to the 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 wish the Examiners to take into account. Please see Section 7.1 for further details.

2.6 Questionnaires

At the end of each course, course questionnaires will be handed out to students during a lecture, and collected in at the same lecture. These will be passed on to the departmental Learning and Teaching Quality Committee and used in course quality assurance procedures; feedback on changes is given via the Staff-Student Committee.

2.7 Space

The department is based in the McCrea building. There are two dedicated laboratories managed by the Computer Science department.

3 Teaching

3.1 Dates of terms

Term dates can be found on the College website [here](#).

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/practicals etc., you are expected to keep your department informed and fill in a Notification of Absence Form (see 3.3 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. Furthermore, as Master’s programmes run for one calendar year from
September to September you are required to engage with your studies and be available to meet with staff after the end of the Summer Term until your programme end date in September. For Master’s programmes there is no summer vacation period.

3.2 Reading weeks

There are no reading weeks in the Computer Science department.

3.3 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 recognises that emergencies may occur at any time throughout the year. In light of this, the Computer Science Department 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 3.3.6 below). 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, including those with your Personal Adviser.

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 Postgraduate Taught 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 authorize your absence. If you are experiencing such difficulties on an ongoing basis, please contact your Personal Adviser or Year Tutor. In addition, an extensive range of additional support, guidance and advice is readily available from the College’s Welfare & Wellbeing services (Directorate of Student Life)
The Students’ Union also operate an Advice and Support Centre, details on which can be found here http://www.su.rhul.ac.uk/advice/.

3.3.1 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, practicals 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.

3.3.2 Departments’ responsibilities for monitoring attendance

The Computer Science Department will monitor your attendance at lectures, tutorials and laboratories. 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.

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.

3.3.3 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 & Policy Office (AQPO).

The College also has obligations placed on it by UK Visas and Immigration (UKVI) – (see 3.3.8 below).

### 3.3.4 Missing classes

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

[https://www.royalholloway.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx](https://www.royalholloway.ac.uk/ecampus/academicsupport/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 departments(s) by email to the departmental office and to your adviser.

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.

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.

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 (excluding Saturdays and Sundays)</td>
<td>Completed Notification of Absence Form – Self Certification</td>
</tr>
<tr>
<td>Illness for more than 5 consecutive term-time days (excluding Saturdays and Sundays)</td>
<td>Completed Notification of Absence Form - Self Certification plus Formal Medical Certification signed by the Health Centre, your GP or hospital consultant</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 Adviser).
- 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 departments 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.

Please note that filling in a Notification of Absence Form does not mean that your absence will be excused. It is your responsibility to follow up with your department to check whether or not your absence has been deemed acceptable (excused) or unacceptable (not excused).

3.3.5 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 Student Administration at the very earliest possibility. Wherever possible, please try to ensure you contact them via e-mail at student-administration@rhul.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 Student Administration 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.

3.3.6 Consequences of failing to attend

As indicated in 3.3.2 above the Department may contact you if there are concerns about your attendance

Permission for absence for any period on non-medical grounds must be obtained from the Head of Department. Students should consult their adviser in the first instance, before submitting the Notification of Absence form.

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 http://www.royalholloway.ac.uk/ecampus/academicsupport/formalwarnings/formalwarnings.aspx 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.

3.3.7 Meetings

You are likely to be ‘invited’ to meet with a member of academic staff in your department:
- if you fail to attend all learning activities in two consecutive weeks without providing an explanation
- where your pattern of absences is:
  - considered to be having an effect your work or causing concern for your well being
  - pointing to a possible disability that you may not have disclosed
  - where your attendance is approaching the minimum attendance level

You should take any meeting ‘invitation’ seriously. If you should have problems you are being offered an opportunity to seek advice and assistance. At the meeting the Department’s expectation of you will be made clear and the formal disciplinary process will be outlined to you.

3.3.8 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 the College Postgraduate Taught Regulations.

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.

Computer Science MSc courses are listed online at; https://www.royalholloway.ac.uk/computerscience/prospectivestudents/postgraduatetaught/pgt-courses.aspx
If you are enrolled as a **year in industry** student, please consult your placement handbook which can be found at this address;  

The project handbook can be found at;  

The following courses, collectively described as **The List**, are available to students on the Big Data MSc programmes. However, please note that not all courses are available in any given year. The courses available are announced each year just prior to pre-registration.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title</th>
<th>Credits</th>
<th>Te</th>
<th>Host</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS5100</td>
<td>Data Analysis</td>
<td>20</td>
<td>1</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5110</td>
<td>Methods of Bioinformatics</td>
<td>10</td>
<td>2</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5800</td>
<td>Object-oriented Programming</td>
<td>10</td>
<td>1</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5200</td>
<td>On-line Machine Learning</td>
<td>20</td>
<td>2</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5220</td>
<td>Digital Audio and Applications</td>
<td>10</td>
<td>1</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5234</td>
<td>Large-Scale Data Storage and Processing</td>
<td>20</td>
<td>2</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5250</td>
<td>Visual and Exploratory Analysis</td>
<td>20</td>
<td>2</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5490</td>
<td>Computational Optimization</td>
<td>10</td>
<td>2</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5504</td>
<td>Business Intelligence Systems, Infrastructures and Technologies</td>
<td>20</td>
<td>2</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5580</td>
<td>Advanced Data Communication</td>
<td>10</td>
<td>1</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5810</td>
<td>Programming for Data Analysis</td>
<td>10</td>
<td>1</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5840</td>
<td>Interconnected Devices</td>
<td>10</td>
<td>1</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5855</td>
<td>Database Systems</td>
<td>10</td>
<td>1</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5860</td>
<td>Advanced Distributed Systems</td>
<td>20</td>
<td>1</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5870</td>
<td>Wireless, Sensor and Actuator Networks</td>
<td>20</td>
<td>2</td>
<td>Computer Science</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Year</td>
<td>Department</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
<td>------</td>
<td>---------------------</td>
</tr>
<tr>
<td>CS5920</td>
<td>Computer Learning</td>
<td>10</td>
<td>1</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5930</td>
<td>Methods of Computational Finance</td>
<td>10</td>
<td>2</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5940</td>
<td>Intelligent Agents and Multi-Agent Systems</td>
<td>10</td>
<td>1</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5945</td>
<td>Semantic Web</td>
<td>10</td>
<td>1</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CS5950</td>
<td>Deep Learning</td>
<td>20</td>
<td>2</td>
<td>Computer Science</td>
</tr>
<tr>
<td>EC5041</td>
<td>Microeconometrics</td>
<td>20</td>
<td>2</td>
<td>Economics</td>
</tr>
<tr>
<td>EC5070</td>
<td>Decision Theory and Behaviour</td>
<td>20</td>
<td>2</td>
<td>Economics</td>
</tr>
<tr>
<td>EC5310</td>
<td>Corporate Finance</td>
<td>20</td>
<td>1</td>
<td>Economics</td>
</tr>
<tr>
<td>EC5320</td>
<td>Foundations of Finance</td>
<td>20</td>
<td>1</td>
<td>Economics</td>
</tr>
<tr>
<td>EC5321</td>
<td>Investment and Portfolio Management</td>
<td>20</td>
<td>2</td>
<td>Economics</td>
</tr>
<tr>
<td>EC5333</td>
<td>Financial Econometrics</td>
<td>20</td>
<td>2</td>
<td>Economics</td>
</tr>
<tr>
<td>EC5340</td>
<td>Fixed Income Securities and Derivatives</td>
<td>20</td>
<td>2</td>
<td>Economics</td>
</tr>
<tr>
<td>EC5360</td>
<td>Origins of the Financial Crisis</td>
<td>20</td>
<td>2</td>
<td>Economics</td>
</tr>
<tr>
<td>EC5370</td>
<td>Private Equity</td>
<td>20</td>
<td>2</td>
<td>Economics</td>
</tr>
<tr>
<td>MT5432</td>
<td>Inference</td>
<td>20</td>
<td>2</td>
<td>Mathematics</td>
</tr>
<tr>
<td>MT5436</td>
<td>Applied Probability</td>
<td>20</td>
<td>2</td>
<td>Mathematics</td>
</tr>
<tr>
<td>IY5501</td>
<td>Security Management</td>
<td>20</td>
<td>1</td>
<td>Information Security</td>
</tr>
<tr>
<td>IY5502</td>
<td>Introduction to Cryptography</td>
<td>20</td>
<td>1</td>
<td>Information Security</td>
</tr>
<tr>
<td>IY5511</td>
<td>Network Security</td>
<td>20</td>
<td>1</td>
<td>Information Security</td>
</tr>
<tr>
<td>IY5512</td>
<td>Computer Security</td>
<td>20</td>
<td>1</td>
<td>Information Security</td>
</tr>
<tr>
<td>IY5522</td>
<td>Security Technologies</td>
<td>20</td>
<td>1</td>
<td>Information Security</td>
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<tr>
<td>IY5604</td>
<td>Database Security</td>
<td>20</td>
<td>2</td>
<td>Information Security</td>
</tr>
<tr>
<td>IY5606</td>
<td>Smart Cards</td>
<td>20</td>
<td>2</td>
<td>Information Security</td>
</tr>
<tr>
<td>IY5609</td>
<td>Digital Forensics</td>
<td>20</td>
<td>2</td>
<td>Information Security</td>
</tr>
<tr>
<td>IY5610</td>
<td>Security Testing</td>
<td>20</td>
<td>2</td>
<td>Information Security</td>
</tr>
<tr>
<td>IY5612</td>
<td>Cyber Security</td>
<td>20</td>
<td>2</td>
<td>Information Security</td>
</tr>
</tbody>
</table>
4.1 Course registrations

While you have the option of changing course unit registrations 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 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.

5 Facilities

5.1 Libraries

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.

Details, including further resources available, opening times and regulations, can be found online: http://www.royalholloway.ac.uk/library/home.aspx

If you cannot find the specific items that you require in the library, it is possible to order an Inter-Library Loan or 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 Ms Leanne Workman, who can be contacted at leanne.workman@rhul.ac.uk.

The Library provides a range of training sessions designed to enhance your existing library and research skills. These are available in both class-based and self-study formats. For information on available sessions and to book a place, go to: http://libguides.rhul.ac.uk/training
5.2 Laboratories and computer equipment

The Department's main computer systems are Linux-based servers. These can be accessed remotely from any computer lab on campus, or indeed from any computer in the world, with an internet connection. See the Computer Science Computer Documentation and the College IT Services for students page.

5.2.1 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 College IT regulations, 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 in McCrea 103 (type news advice on the departmental system for the current schedule), or by e-mailing cimhelpdesk@rhul.ac.uk; look up the Help page for more information. Before asking for help, it is good etiquette to have a look at the local documentation, which you will find on the departmental website.

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

5.2.2 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 or College 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 monitors the use of the departmental system.

5.2.3 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. Confectionery and soft drinks are allowed whilst working, but not food items such as pizzas or alcoholic drinks. Users must leave their area tidy. Please report any equipment failures, or broken furniture or fittings to the systems team by sending an email to cimhelpdesk@rhul.ac.uk.
5.3 Photocopying, printing and computing

5.3.1 Photocopying

The departmental photocopier is in constant use by office staff and lecturers. For this reason, we are unable to allow postgraduate 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. Further information is available online: https://www.royalholloway.ac.uk/it/printing/home.aspx

If you require copying to be done for a seminar presentation, you need to give these materials to your tutor to copy on your behalf. Please make sure that you plan ahead and give the materials to your tutor in plenty of time.

5.3.2 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, libraries and Computer Centre. Further information on printing is available online: http://www.royalholloway.ac.uk/it/printing/home.aspx

5.3.3 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

6 Coursework Essays and Dissertation

All coursework is mandatory.

6.1 Coursework essay

Coursework may be formative (intended to help you learn) or summative (also counting towards your final mark for that course). Formative coursework may also be referred to in the Department as mandatory zero-weighted or mandatory non-assessed. Feedback from coursework (formative or summative) will normally be provided within two teaching weeks of the submission date. If it is not returned by this time, please inform the departmental office.

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 Sections 7.8 and 7.9. All coursework should be submitted by the specified deadline. Penalties for late submission are described under Assessment, Section 7.4.

6.2 The dissertation

The Individual Project is a compulsory element of the programme and is worth 60 credits. The project is a major individual piece of work which is assessed through a dissertation (and, in the case of Year-in-Industry programme, a placement report). Please consult the Individual Project Handbook for all relevant information.

6.3 The dissertation supervisor

Your department will assign you a dissertation supervisor who will oversee your work. In most cases students are happy with the supervisory relationship. However, there are occasions where for some reason the supervisory relationship does not work and breaks down. If this happens, you should speak as soon as possible with the Programme Director or your Personal Adviser to see whether the problem can be resolved informally, e.g. through mediation, changing supervisor. You should not wait until after you have received your final degree results to raise the matter as it is very difficult for the College to resolve such matters or take remedial action at that point.

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. In order for an extension to be granted you will need to provide the department with adequate documentation in accordance with the guidance in Appendix B of the *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 Appendix B of *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 (Directorate of Student Life)* 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 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 & Wellbeing services (Directorate of Student Life)*, 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 are not unpreventable. There is therefore very little that the Sub-board can do, in terms of current College regulations, to mitigate such circumstances.

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 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 Submission of written work

The following Departmental policy applies to all students on taught programmes of study:

a. All coursework must be submitted electronically or on paper (as specified by the assignment) by the deadline set by the Department to fulfil submission requirements.

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

c. Departments may exercise discretion in relation to submission on paper in the case of part-time students and set appropriate deadlines for such students to submit a paper copy.

Written coursework that is not submitted electronically should be delivered to the departmental office. Normally, a container is placed outside the door. All students must sign in their work on the register provided. All coursework should be submitted by the specified deadline. Penalties for late submission are described below.

7.3 Extensions to deadlines

Extensions to submission deadlines for individual students for medical or personal reasons
must be approved in advance by the student's adviser, and documentary evidence may be required.

7.4 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section 13 (5) of the College’s Postgraduate Taught Regulations 2017-18 (https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx)

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 7.2 above).

Section 13 (5)  
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 on applying for an extension to the deadlines set, and the section for details on submitting requests for extenuating circumstances to be considered.

7.5 Anonymous marking and cover sheets

Assessed coursework is submitted and marked anonymously. Most submissions are made electronically using the Department's anonymous submission system, which allocates a code number to each student, or via Moodle (see individual course specifications for details).

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

7.6 Penalties for over-length work

The Computer Science department does not in general set maximum lengths for pieces of work. Where a limit is set the following College policy applies to all students on taught programmes of study:
Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13 (6) of the College’s Postgraduate Taught Regulations 2017-18.

Section 13 (6)

Work which exceeds the upper word limit will be penalised as follows:

(a) for work which exceeds the upper word limit by up to 10%, the mark will be reduced by ten percent of the mark initially awarded;

(b) for work which exceeds the upper word limit by more than 10% but less than 20%, the mark will be reduced by twenty percent of the mark initially awarded;

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

*eg. an awarded mark of 65% would be reduced to 55%.

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.

7.7 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.

7.8 Assessment offences

The College has regulations governing assessment offences which can be found on the following webpage:

http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

Assessment offences include, but are not limited to plagiarism (see 7.9 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 Advisers 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. Students with extenuating circumstances which affect their ability to submit work should contact their departments about the possibility of an extension or other support.

7.9 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.

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.

7.10 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 the 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.

7.11 Progression and award requirements

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

If you do not pass a course unit at a first attempt you may be given an opportunity to ‘re-sit’ or ‘repeat’ the course unit.

For details on the requirements governing the level of award please see the section on the Consideration and Classification of Candidates for the Award in the Postgraduate Taught Regulations. http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx.

Re-sit of a failed course unit – normally gives students an opportunity during the summer of the following academic year to re-sit any failed parts of a course unit not passed. Students do not have to attend any classes. Marks for work which has been passed will be carried forward. Students are required to register to resit course units. Unless students have been informed otherwise, the mark for such courses will be capped at 50%.

Repeat of a failed course unit – if you are given the opportunity to repeat a course unit in attendance you will need to register for the course unit for the following academic year and satisfy afresh all the assessment and attendance requirements, that is, you are expected to attend all classes and redo all required coursework and examinations for the course unit. No marks from the previous attempt at the course unit are carried forward and no work completed as part of the first attempt at the course may be resubmitted for assessment. The mark for a course repeated in attendance is not capped.

Please note that it is not possible to re-sit or repeat a course unit which you have passed.

NB: Students entered to resit an examination will normally not receive an overall percentage mark greater than 50% for that course unit. In exceptional circumstances, students who fail the individual project may be allowed to repeat it, in which case they will normally be assigned a new topic. A written case must be made to the Head of Department for a repeat to be granted and any supporting evidence must be submitted with the request.

Students on Year-in-Industry programmes who fail the project are not allowed to repeat their placement.

7.11.1  Progression to the placement for year in industry

The decision on progression to the placement is taken by the examination sub-board. There are three main requirements for progression:

- Engage with the activities run by the Careers Service throughout the year
- Show good academic performance throughout the year, in particular:
  - For students of Data Science & Analytics, Machine Learning or Computational Finance programmes - achieve a good result in CS5100’s examination, CS5810 coursework assignment and show good performance in coursework assignments throughout the year (in
particular, CS5100).
- For students of Internet of Things or Distributed and Networked Systems programmes – achieve a good result in CS5840 and CS5860 coursework assignments and show good performance in coursework assignments throughout the year.
- Pass the taught part of the programme.

Please note that satisfying the progression requirements is not a guarantee that you will go on a placement; finding a placement remains the ultimate responsibility of the student.

A student on the year-in-industry programme who fails to satisfy the progression requirements or secure a placement is transferred to the corresponding programme not involving a placement. A student on a non-year-in-industry programme who wishes to transfer to the corresponding year-in-industry programme can qualify by fulfilling the progression requirements and finding a suitable placement. All degree transfers are effected after the progression decision is made by the sub-board in June.

7.11.2 Placement Test

In order to progress to the placement, a student on Data Science & Analytics, Machine Learning or Computational Finance programmes should normally achieve a 60% combined average in CS5810 Programming for Data Analysis coursework and in the CS5100 Data Analysis exam run in January (each component being weighed equally), with a minimum of 40% in each. A student on Internet of Things or Distributed and Networked Systems should normally achieve a 60% combined average in CS5840 Interconnected Devices and CS5860 Advanced Distributed Systems coursework (each component being weighed equally) with a minimum of 40% in each.

The CS5100 Data Analysis exam will take place in January 2018. Sample exam questions will be provided for training purposes beforehand.

Students who have narrowly missed the required grades will be considered on an individual basis and may be allowed to progress at the discretion of the sub-board subject for good performance in coursework undertaken in other courses throughout the year.

7.11.3 Passing the examinations

Students who have passed the previous stages and have secured a placement with an employer are still required to pass the taught part of the programme in the Summer term exams (May) to actually go on the placement.

The final decision on a student’s progression to a placement is taken by the sub-board in mid-June. The placement therefore may not start before 1 July 2017. Students taking courses outside the departments of Computer Science and Economics may have the decision further delayed until the examination marks are confirmed.

7.11.4 Progression to the Project
The decision on progression to the individual project is taken by the examination sub-board. Normally, to progress to the project a student must pass the taught part of the programme, i.e., achieve a pass mark (at least 50%) in every course or a mark of 40–49% in courses up to a total of 40 credits.

A student who did not pass the taught part of the programme may be allowed to progress to the project at the discretion of the sub-board. In order to graduate from the programme the student must then resit or repeat the failed courses in the next year according to the regulations.

If a student is not allowed to progress to the project and is given an opportunity to resit or repeat the failed courses in the next year according to the regulations, they must enter the project ballot again in the next year. Please note that we cannot guarantee that the student will be allocated the same project and supervisor.

7.12 Outcomes of course unit assessment

The Postgraduate Taught Regulations require that for a student to qualify for final consideration in a course unit by the Sub-board of Examiners, a candidate must first:

(a) have satisfied the attendance requirements specified for the course;

(b) have completed and presented for assessment all work specified for the course within specified deadlines.

The Sub-board of Examiners will determine an outcome and a percentage mark recorded as an integer between 0% and 100% inclusive for each candidate who qualifies for final consideration, as follows:

(a) an outcome of Pass (P) with a percentage mark will be returned where the candidate has achieved a mark of 50% or above overall and in all elements of the assessment which carry an individual pass requirement;

(b) an outcome of Fail (F) with a percentage mark will be returned where the candidate has achieved a mark of 49% or below overall, or in any element of the assessment which carries an individual pass requirement;

For details on the requirements governing the level of award please see the section on the Consideration and Classification of Candidates for the Award in the Postgraduate Taught Regulations.

http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

7.13 Examination/assessment results

Please see the Examinations & Assessments website for details of how you will be issued with your results.

The Examinations & Assessments website is the place where you can access the Instructions to Candidates and details of the examinations appeals procedures.
7.14  
**Key Postgraduate Assessment Regulations**

7.14.1  **Course Designations**

All course units are now designated as follows:

<table>
<thead>
<tr>
<th>New nomenclature</th>
<th>Old nomenclature</th>
<th>Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory (condonable fail)</td>
<td>Core</td>
<td>Courses that you must take but do not have to pass to qualify for the award</td>
</tr>
<tr>
<td>Mandatory (non-condonable fail)</td>
<td>Core</td>
<td>Courses you must take and must pass to qualify for the award</td>
</tr>
<tr>
<td>Optional (Condonable fail)</td>
<td>Optional/elective</td>
<td>Some programmes have optional courses that you can choose from. You can normally fail these with marks of between 40 and 49% and still qualify for an award *</td>
</tr>
<tr>
<td>Dissertation/project</td>
<td>Dissertation/project</td>
<td>The major piece of independent work you have to complete for the award of the MA/ MSc/ MBA</td>
</tr>
</tbody>
</table>

*Programme Specifications will outline which courses you must pass and which you can fail with marks of between 40 and 49% in order to qualify for the award or for a particular degree title: [https://www.royalholloway.ac.uk/studyhere/progspecs/allspecs.aspx](https://www.royalholloway.ac.uk/studyhere/progspecs/allspecs.aspx)

7.15  **Award Classifications**

For details about the requirements for the award of PGCert, PGDip and Master's degree please see Section 15 of the Postgraduate Taught Regulations: [http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx](http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx) and your Programme Specification: [https://www.royalholloway.ac.uk/studyhere/progspecs/allspecs.aspx](https://www.royalholloway.ac.uk/studyhere/progspecs/allspecs.aspx)

In particular you are advised to note the following stipulations in Section 15:

(a)  **Condoning of fails**: a mark of Fail in up to 40 credits will be condoned at the first attempt where an award can be made unless there are extenuating circumstances warranting a further attempt, or a requirement from a Professional or Regulatory Body that you must pass all courses to qualify for the award.

(b)  **Award of merit**: if you have taken more than one attempt at a course you will not normally be considered for the award of a Merit or Distinction.

You are reminded that the College does not permit students to be registered on two programmes at the same time. If you are completing resits/repeats on a programme at the College or another institution while registered at the College on your postgraduate programme, you are in breach of College regulations and should speak with your department about this as soon as possible. The same applies if you are completing resits/
repeats at the College and register for a programme of study at another institution.

### 7.16 Resit Options

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Exam/Assignment</th>
<th>Re-submit Assignment</th>
<th>Re-submit Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS5100</td>
<td>Data Analysis</td>
<td>Examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS5110</td>
<td>Methods of Bioinformatics</td>
<td>Examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS5200</td>
<td>On-line Machine Learning</td>
<td>20%</td>
<td>Re-submit assignment</td>
<td>Re-submit Exam</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS5220</td>
<td>Digital Audio and Applications</td>
<td>10% / 10%</td>
<td>Matlab project 1,2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS5234</td>
<td>Large-Scale Data Storage and Processing</td>
<td>30%</td>
<td>Assignments</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
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<tr>
<td>CS5250</td>
<td>Visualisation and Exploratory Analysis</td>
<td>10% / 10% / 10%</td>
<td>Re-submit assignment</td>
<td>Re-submit Exam</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>CS5490</td>
<td>Computational Optimization</td>
<td>Examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS5504</td>
<td>Business Intelligence Systems, Infrastructures</td>
<td>40%</td>
<td>Coursework</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and Technologies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS5585</td>
<td>Databases</td>
<td>60%</td>
<td>Examination</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Weightage</td>
<td>Assessment</td>
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<td>-------------</td>
<td>--------------------------------------------------</td>
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<td>---------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>CS5800</td>
<td>Computation with Data</td>
<td>30%</td>
<td>Report and/or Examination</td>
<td></td>
</tr>
<tr>
<td>CS5810</td>
<td>Programming for Data Analysis</td>
<td>70%</td>
<td>Examination</td>
<td></td>
</tr>
<tr>
<td>CS5821 MSc</td>
<td>Individual project</td>
<td>100%</td>
<td>Code and report by end of term 1</td>
<td></td>
</tr>
<tr>
<td>CS5822 MSc</td>
<td>Individual project for Year in Industry students</td>
<td>100%</td>
<td>Submit updated version of project</td>
<td></td>
</tr>
<tr>
<td>CS5825 MSc</td>
<td>Individual project for (IoT/DNS)</td>
<td>100%</td>
<td>Submit updated version of project</td>
<td></td>
</tr>
<tr>
<td>CS5826 MSc</td>
<td>Individual project for (IoT/DNS) for Year in Industry students</td>
<td>100%</td>
<td>Submit updated version of project</td>
<td></td>
</tr>
<tr>
<td>CS5840</td>
<td>Interconnected Devices</td>
<td>60%</td>
<td>Project and/or Examination</td>
<td></td>
</tr>
<tr>
<td>CS5860</td>
<td>Advanced Distributed Systems</td>
<td>40%</td>
<td>Examination</td>
<td></td>
</tr>
<tr>
<td>CS5870</td>
<td>Wireless, sensor and Actuator Networks</td>
<td>50%</td>
<td>Project and/or Examination</td>
<td></td>
</tr>
<tr>
<td>CS5920</td>
<td>Machine Learning</td>
<td>12%</td>
<td>Assignments and/or Examination</td>
<td></td>
</tr>
<tr>
<td>CS5930</td>
<td>Methods of Computational Finance</td>
<td>80%</td>
<td>Examination</td>
<td></td>
</tr>
<tr>
<td>CS5940</td>
<td>Intelligent agents</td>
<td>30%</td>
<td>Assignments and/or Examination</td>
<td></td>
</tr>
<tr>
<td>CS5945</td>
<td>Semantic Web</td>
<td>40%</td>
<td>Coursework and/or Examination</td>
<td></td>
</tr>
<tr>
<td>CS5950 Deep Learning</td>
<td></td>
<td>10% / 10%</td>
<td>Set Exercise/ Project and/or Examination</td>
<td></td>
</tr>
</tbody>
</table>
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 Director of Pastoral Care, Prof. Chris Watkins. Inevitably, problems will sometimes arise that the Director of Pastoral Care is not qualified to deal with. The College offers a high level of student welfare support which includes a comprehensive Health Centre, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of financial, career and other advice. Further details of each service can be found on the College web on the Student Welfare page: https://www.royalholloway.ac.uk/students/help-support/help-and-support.aspx

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. The Departmental Disability and Dyslexia Service (DDS) representative is the Director of Pastoral Care, Prof. Chris Watkins. You must also contact the DDS (Founders West 143; tel: +44 (0)1784 276473; email: disability-dyslexia@royalholloway.ac.uk) who advise on appropriate sources of help. Further information is available on the College web on the Support, health and welfare page https://www.royalholloway.ac.uk/students/help-support/disabilities-and-dyslexia/home.aspx

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 postgraduate taught students are represented. For constitution see committee’s handbook under Compliance/Governance http://www.royalholloway.ac.uk/iquad/collegepolicies/home.aspx

The Committee meets three times each year and plays an important role in the Department as a forum for airing student views.

You can use the Committee to raise any issues which concern students. Notices will appear on departmental notice boards giving details of forthcoming elections or the names of current representatives.

8.5 Students’ Union

The Students’ Union offers a wide range of services and support, from entertainment and clubs/societies to advice on welfare 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 https://www.su.rhul.ac.uk/advice/

8.6 Learning resources: library, IT, photocopying and printing

There are several online resources to support students' academic skills development and language learning. Here are some subscription resources available to Royal Holloway students.

Skills4Study Campus is an interactive e-learning resource that helps you understand, practise and improve core skills needed for successful study: writing, critical thinking, reading and note-making, referencing and understanding plagiarism, and exam techniques.

EAP Toolkit offers a set of 100 learning activities (75+ hours of study) which provides an introduction to a wide range of academic study skills for international students.

Tips and Techniques for Exam Success provides a collection of resources that will help you meet the challenges of summer term exams at Royal Holloway.

Further information - CeDAS is based in the International Building, ground floor. To access CeDAS resources or to book a workshop, course, or tutorial, simply go to: https://www.royalholloway.ac.uk/students/study/academic-skills/cedas/centre-for-the-development-of-academic-skills-cedas.aspx
8.7 Careers information

The College has a careers advisory service, housed in the Emily Wilding Davison Building, which is open to any student during normal College hours. http://www.royalholloway.ac.uk/careers/home.aspx.

The Department of Computer Science and the College Careers Service run a number of activities throughout the year aimed at preparing students for a placement and helping them to secure a placement. The activities include:

- **Advanced topics sessions** run during term-time. The sessions involve talks by industry speakers on the use of big data in their companies, and workshops organised by the Careers Service on practical issues such as writing a CV, interview skills, etc. Attendance is compulsory for students on year-in-industry programmes and registers will be taken.

- **Career fairs** are organised to give students an opportunity to meet potential employers and placement hosts. All students on year-in-industry programmes should attend these events.

- All students on year-in-industry programmes should have their CV checked by the Careers Service. A first draft of the CV should be submitted to Mr Simon Mantell of the Careers Service by the end of the Autumn Term.

Failure to satisfy these requirements will lead to the student being asked to meet with the Course Director and a representative from the Careers Service. The Department may then remove the student from the year-in-industry programme.

8.8 Non-academic policies

Please see the Regulations and Procedures webpage which includes information on non-academic policies, regulations, and codes of practice as well as the Student Charter. http://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 Adviser 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 https://www.royalholloway.ac.uk/students/study/academic-appeals/make-an-academic-appeal.aspx
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 either during normal working hours at an isolated location within the normal workplace or working outside of normal hours.

The Computer Science Department advises all students to follow the advice given below about the risks of lone working.

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

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.

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 safety policy whenever you are in the Department.

The Computer Science department is a low risk environment, but you should still take precautions by storing the emergency number for Campus Security in your mobile phone. There are phones in both McCrea 103 and McCrea 125 which can be used for this purpose; use 444 from these phones.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator, Adrian Thomas, McCrea Building, Room 355A, Phone
All students are registered for the Moodle course “Health and Safety in Computer Science”, which has documentation on proper posture and safety with electrical wiring. All students must read these notes and confirm that they have done so via the Moodle page.

9.3 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 2016017, 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.

9.4 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 Warders.

9.5 Accidents

All accidents and incidents must be reported to the Health and Safety Coordinator, Mr Adrian Thomas and the departmental office, Mrs Elaine Marshall. They will then complete the accident report form. Please refer to: https://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/accidentincidentinvestigation.aspx for the official college policy.
9.6 First Aiders and Fire Marshalls

Ms 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 a Fire Marshal for the ground, lower level of McCrea and can be found in room 119, Extension 3421.

9.7 Departmental Smoking policy

In accordance with British Law, smoking is not allowed anywhere in the Computer Science department building. 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.

For more information on the University's smoking policy and procedure, go to: https://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/smoking.aspx

9.8 Children and young persons

Children and young persons are only allowed on the campus if accompanied by a responsible adult and must remain with the adult at all times during their stay on the premises.

9.9 New and expectant mothers

New and expectant mothers are advised to consult their Personal Advisers at the earliest opportunity. Once written notification has been received, a pregnancy risk assessment will be performed.

9.10 Manual handling

Only persons who have been trained may perform a manual handling task for heavy items. If you require any manual handling to be performed, contact a member of the technical staff, 3rd floor, upper level or request the office to place a call with the college porters.

For more information on the University’s Manual handling policy and procedure, go to: https://www.royalholloway.ac.uk/iquad/collegepolicies/home.aspx

9.11 Security

If you need to contact Security at any time, the main office can be found in the Founders building, opposite the main reception. From an internal landline, Security can be contacted on Ext. 3063 or 01784 44 3063 from a mobile phone.
In case of an emergency Security can be contacted on Ext 444 from an internal landline or 01784 44 3888.

You are strongly advised to enter these numbers into your mobile phones.

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.

10.2 College codes of practice

Please see the following pages for further information;
www.royalholloway.ac.uk/ecampus/onlinestudenthandbook.aspx
### 11 Departmental Prizes

#### 11.1 The Alexey Chervonenkis Award

The Alexey Chervonenkis Award for the “Best Graduate of the Year”
£250.00

This prize is in memory of Professor Alex Chervonenkis, who was an Emeritus Professor of Computer Science at Royal Holloway and a long-time member of the Computer Learning Research Centre. Professor Chervonenkis sadly passed away in September 2014.

Among Alexey's outstanding scientific achievements are the development of the method of "generalized portrait", which was later further developed into the well-known Support Vector Machine, the derivation of necessary and sufficient conditions for the uniform convergence of the frequency of an event to its probability over a class of events, and the introduction of a new characteristic of a class of sets, later called the VC (Vapnik-Chervonenkis) dimension.

### 12 Computing Society

The Computing Society at Royal Holloway aims to create a network of enthusiasts, students, academics and professionals in the field of computing. We set to achieve this goal by encouraging open source collaboration through publications and sharing sessions, participating in regional and international conferences and competitions and creating opportunities for enthusiasts to meet like-minded people. Its mission is to:

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

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

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