Although the information contained in this document is believed to be accurate at the time of production, changes in circumstances may require modifications during the year.

Revised August 2018
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PART 1. ACADEMIC INFORMATION

Studying for your MSc

Awards

The MSc programmes consist of a taught stage (assessed from 120 credits) and a project stage (worth 60 credits). The taught stage consists of several courses. Assessment of the taught stage is completed in May, at the end of the examination period.

- MSc students take part in the taught stage and the project. Only students who have performed sufficiently well in the taught stage may progress to the project stage and be eligible for the award of MSc. (12 months full-time)
- Postgraduate Diploma students only take part in the taught stage, as this is an early exit route. (9 months full-time)
- The Postgraduate Certificate is an early exit route only. (9 months part-time)

Students may opt to complete only the Postgraduate Diploma or Postgraduate Certificate and may leave the programme after the May examinations. The Postgraduate Diploma is typically achieved by a small but significant proportion of the class each year.

A student may be awarded an MSc Merit award if (a) the average of the 120 taught credits is at least 14 (C1), and (b) the project is awarded at least C1, and (c) the average over all 180 credits is at least 15 (B3).

A student may be awarded an MSc Distinction award if (a) the average of the 120 taught credits is at least 17 (B1), and (b) the project is awarded at least B1, and (c) the average over all 180 credits is at least 18 (A5).

The full official requirements for the awards are given in Appendix A.

Full-time and Part-time study

Full time students should expect to spend five full working days attending courses each week during term time. It is not possible for full time students to also engage in full time employment.

Part time students must complete the program over a two year period. They will study around 30 credits of material for 4 semesters and must sit the examinations for their courses in the same academic year in which they enrolled for these courses. They must pass their first year taught courses at a satisfactory level before being able to continue with their studies. The Masters project can be completed over two summer periods rather than one.

It is not advisable for part time students to also engage in full time employment since this will result in a heavy workload for 2 years. Students who are working should endeavour to schedule their work so that they can attend all classes. In exceptional circumstances, they may be given permission to miss a small number of classes provided they discuss the matter with their advisor and undertake to make up the missed classes through personal study. Part time students should be aware that it is rarely possible to schedule taught courses over a restricted number of days. Dependant on your chosen optional courses, you may expect to be on campus on most week days.
Courses

Enrolment
Within the first two weeks of the academic year (that is, before the Friday of week 2), you must enrol on MyCampus for all 180 credits of your MSc programme. After that, you will only be able to change your Semester 1 courses on the approval of your Advisor of Studies: you should arrange to meet with your Advisor to discuss this. In January you will be able to change your existing choices for Semester 2, provided that you do so before the end of the second week of Semester 2. More information on enrolment can be found at https://www.gla.ac.uk/myglasgow/registry/enrolment/.

Attendance at lectures
Your timetable, containing the times and locations of all classes is available on MyCampus. You are strongly advised to attend all lectures. We have observed a strong correlation between lecture attendance and course pass rates. Thus, merely by attending lectures you will be able significantly to increase your chances of passing. Do not be tempted to cut classes in order to complete assessed coursework. In the long run you will lose out by having to spend extra time mastering the work. Do not expect lecturers or tutors to explain material to you just because you have chosen not to attend the relevant lecture(s). Lecturers will sometimes provide copies of handouts at lectures, but these do not usually comprise a complete record of the course, and you should expect to take additional notes during lectures. The policy on availability of course materials, other than at the appropriate lecture, is at the discretion of individual course teams. Please note that the Teaching Office does not have copies of any course handouts.

Recording lectures
You may make audio recordings of lectures for your own personal use under the following conditions:

1. You must personally ask the lecturer if they mind having their lectures recorded, and get their permission. If the lecturer does not give permission you should respect that and not record the lectures.
2. The recording is for your use only. Please note that lecture recordings and ALL course materials provided are for your own personal use and can only be used in relation to your own studies. Any unauthorised distribution of course materials, including emailing them to fellow students, uploading them onto unauthorised web sites and social media sites, such as YouTube or Course Hero, will be considered in breach of the code of conduct and will be subject to disciplinary action.

Use of Laptops
The use of laptops or other computing devices in lectures is at the lecturer’s discretion (aside from appropriate provision for students with particular special circumstances).
Assessment

Coursework

Each core and elective course usually entails two lectures per week, although many lecturers will organise additional tutorials or laboratory sessions if appropriate. Lecturers may provide or, at least, suggest extra reading material, but for courses at the Masters level, the student will be expected to be proactive in finding further material to enhance study.

All courses will normally include some summatively assessed coursework, assessment of which will count towards the final mark for the course. This coursework might be either practical laboratory exercises or written work. A course may also require a student to complete additional practical or tutorial exercises, and to do extra background reading and revision.

The submission dates for some coursework may extend beyond the end of semester. Students will normally be given feedback on their coursework within three weeks (15 working days) of submission. Note that because of the tight timetabling of the programme, this may mean that you may not get feedback from coursework before needing to make decisions on further course selections. If this is the case, any student who is concerned about their choices is encouraged to speak to the lecturers concerned for information and advice.

Note that the marks or bands awarded for coursework reflect students’ achievement on that particular item of assessment. They should not be interpreted as predictors of the final grades for the overall course, which will also take into account students’ achievement in the examination. The exact division of marks between the coursework and the examination will vary between different courses. Individual lecturers will make their choice explicit (see separate course descriptions for details).

Students cannot request that an academic decision regarding marks allocated to assessed work be changed, although they may request correction of administrative errors.

Important:

- Credit will only be given for courses in which a student has submitted at least 75% by weight of the assessment (including examinations). Note that many of the examinations have a weight less than 75%, so only attending the examination will not be sufficient for credit.
- Losing credit in just one course will mean that you will not be eligible for either a Postgraduate Diploma or a Masters award. This means that it would be very unwise for you to decide to not submit any specified items of coursework.
- All items of assessment have strict hand-in deadlines. Marks will be deducted for late submissions that are not accompanied by a valid notification of good cause. Coursework that is 5 or more working days late will be awarded 0 (band H). Submissions that are made after coursework is returned to the rest of the class will be awarded 0 (band H) – even if this is less than 5 working days from the hand-in deadline.
- Coursework cannot be redone unless explicitly stated otherwise by the course coordinator.
- A Declaration of Originality form must be signed online at https://studentltc.dcs.gla.ac.uk/ for EVERY submission. The only exception is when coursework is submitted via Moodle. In this case students will “sign” the own work form when submitting on Moodle. Students must click the submit button otherwise work may not be marked.

1 http://www.gla.ac.uk/services/senateoffice/policies/studentsupport/absencepolicy/
Assessment bands

A student’s achievement on assessed exercises or on examination questions within a course may be expressed as either a band, or as a numerical mark: this will vary according to the course. **In order to achieve credit in a course, students must complete at least 75% of the course summative assessment.**

There are eight grades: A (highest), B, C, D, E, F, G, H (lowest). Grades A-G are subdivided into bands; for example, grade B is subdivided into bands B1 (highest), B2, B3 (lowest).

If an item of assessment is expressed as a numerical mark, it will be translated into a band. The mapping table is available on the Computing Science Moodle pages.

Each band corresponds to a score (0 to 22), as determined by the university’s assessment code:

| Band | A1 | A2 | A3 | A4 | A5 | B1 | B2 | B3 | C1 | C2 | C3 | D1 | D2 | D3 | E1 | E2 | E3 | F1 | F2 | F3 | G1 | G2 | H |
|------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Score | 22 | 21 | 20 | 19 | 18 | 17 | 16 | 15 | 14 | 13 | 12 | 11 | 10 | 9  | 8  | 7  | 6  | 5  | 4  | 3  | 2  | 1  | 0  |

A **weighted aggregation score** (WAS) over a set of assessment items within a course is the weighted average of the scores associated with the bands assigned to the assessment items. The WAS is used to determine the final band for the course.

Before any course bands are formally assigned, all courses are subject to a moderation process at the internal examiners’ meeting, which ensures that assessment is appropriate for the session, and that students’ awards are not dependent on their elective choices. Such moderation may entail adapting the mark-band translation table.

Credits

Each course has its own requirements for completion. **These requirements include submission of assessment components amounting to at least 75% of the overall weight of assessment, i.e. if you don’t hand in at least something for each piece of assessed coursework you risk not getting credit for the course.** Some courses have other specific requirements – see Moodle pages for details of particular courses at each level.

- If you complete a course, you will be awarded the appropriate number of credits and a band/grade in the range A1 to H.
- If you are ill you may be awarded an MV (subject to the provision of a notification of good cause, along with any appropriate evidence), and you can take the resit exam as a first attempt.
- If you fail to complete a course, you will be classed as:
  - CW (Credit Withheld) if the situation can be redeemed in a resit exam, or
  - CR (Credit Refused) if the situation is irredeemable.
Examinations

Timetable.
Most examinations are held in late April or May, but the exact examination timetable is subject to confirmation by the University Registry, and is released late March. The results of the examinations are released after the June examiners’ meeting.

Use of Dictionaries and Calculators in Examinations
Overseas students for whom English is not their first language are permitted to use dictionaries in examinations. Only paper dictionaries may be used; no electronic devices of any form are permitted. English dictionaries are not permitted. All dictionaries are subject to inspection by an invigilator. Electronic calculators are typically not permitted in any Computing Science examinations. However, if a calculator is permitted in an examination, you will be advised by the course coordinator and it will also be noted on the front of the exam paper.

The University Code of Assessment can be found in section 16 of at www.gla.ac.uk/services/senateoffice/policies/assessment/codeofassessment/guide/.

Resit exams
Resit examinations will be offered to any student who achieves a band D1 or worse in any of the taught courses. Resit examinations will take place in August. Students may only resit an examination once. The highest possible band following a resit examination is C3 for the course. Please ensure that you are registered for resit exams on MyCampus and also advise your Programme Director and Advisor of Studies of the resit exams you intend to take.

Academic Writing Skills programme
All PGT students are required to take part in the Academic Writing Skills programme. This is run by LEADS (the Learning Enhancement ad Academic Development Service), not by the School of Computing Science. You will be invited to take part by email sometime during the year. More information can be found at https://www.gla.ac.uk/myglasgow/leads/awsp/forstudents/

Projects
The project is a key component of the Masters programmes undertaken by all students who have performed sufficiently well in the taught programme and who wish to be considered for a Masters award. The project is not undertaken by students exiting with a Postgraduate Diploma or Postgraduate Certificate award.

The project is taken over 13 weeks in the summer, and results in the submission of a dissertation. Please note that as the project requires full-time study over the summer, it cannot feasibly be done while undertaking full-time employment, nor can the period of the project be deferred to later years. Students are required to stay in Glasgow while undertaking their project.
In the project, you will work with your supervisor to both develop a feasible project plan and complete the project. You are expected to work independently with guidance from the supervisor. You will meet your supervisor throughout the summer and must be able to demonstrate continuous progress at these meetings. By the end of the summer the student must submit a dissertation that represents the work undertaken for the project – to be acceptable, the dissertation must reflect work of a Masters character and quality.

You will be allocated a project and supervisor before the end of the May examination period. More information about the projects, and the project allocation process, will be provided before the end of Semester 1.

Programme enhancement

Staff–Student Liaison Committees

Normally there will be two formal meetings of the staff-student liaison committee each semester with one further meeting during the summer to discuss the projects. You will be informed by email of the scheduled times for these meetings.

Class representatives will be recruited towards the beginning of Semester 1. You should think carefully about whether you would like to undertake this role. As well as providing valuable experience, including CV points, such participation will be recorded on your academic transcript, subject to the completion of SRC training (which lasts half a day).

You should contact one of your class representatives before the meeting if you have any matters that you would like them to raise, although please note that all students are welcome to attend the meeting.

Student representatives are encouraged to raise issues of immediate concern directly with the lecturer or programme director concerned, so that these issues can be dealt with promptly, rather than waiting to raise minor issues at the SSLC meeting. Only if these issues are not dealt with satisfactorily do they become a matter of concern for the SSLC.

Each SSLC provides a forum for students and staff to discuss the issues relating to the management of teaching. In particular:
- The SSLC allows students to raise issues of immediate concern, including problems with the delivery of teaching, coursework, overall workload, provision of resources, and project supervision.
- The SSLC provides a mechanism for staff to give immediate feedback on problems that can be solved quickly, clarify points raised, and agree remedial actions.
- The SSLC identifies issues of long-term significance that may require action by the Learning and Teaching Committee and, in some cases, lead to changes in a programme or school practice.
- The SSLC provides a forum for obtaining student input on issues of school or University-wide concern, for example consultation regarding major programme changes or University-wide structural changes.

Minutes are taken at all meetings and appropriate actions are identified, whether immediate actions on lecturers or the Programme Director or references to relevant school committees. The Learning and
Teaching Committee monitors the minutes of all SSLC meetings. The minutes are also published on Student Voice.

Course Evaluation

It is our aim that these programmes improve and develop over the years. To help us achieve these aims we ask you to respond to questionnaires, at least one for every course. For each course you study you are asked about the content, lectures, organisation and practical work, and are given the opportunity to make comments – a link to the online end-of-course questionnaire will be emailed to you. We hope you will take the time to provide us with this information.

In addition, we may sometimes ask you to comment on the introduction or removal of courses in our curricula. We would be grateful for your input on these matters.

Plagiarism

Please make sure that you read this information very carefully, that you fully understand it, and that you keep it in mind throughout the whole year. If you have any queries at all, or are unsure about information you wish to include in any of your coursework assignments, please do not hesitate to contact your MSc programme director, Adviser of Studies, or the Projects co-ordinator.

University Plagiarism statement

The following is an extract from the University of Glasgow Plagiarism Statement. The full statement can be found in the University Calendar at https://www.gla.ac.uk/myglasgow/senateoffice/studentcodes/staff/plagiarism/plagiarismstatement/

32.1 The University's degrees and other academic awards are given in recognition of a student's personal achievement. All work submitted by students for assessment is accepted on the understanding that it is the student's own effort.

32.2 Plagiarism is defined as the submission or presentation of work, in any form, which is not one's own, without acknowledgement of the sources. Plagiarism includes inappropriate collaboration with others. Special cases of plagiarism can arise from a student using their own previous work (termed auto-plagiarism or self-plagiarism). Self-plagiarism includes using work that has already been submitted for assessment at this University or for any other academic award.

32.3 The incorporation of material without formal and proper acknowledgement (even with no deliberate intent to cheat) can constitute plagiarism. Work may be considered to be plagiarised if it consists of:-

- a direct quotation;
- a close paraphrase;
- an unacknowledged summary of a source;
- direct copying or transcription.

With regard to essays, reports and dissertations, the rule is: if information or ideas are obtained from any source, that source must be acknowledged according to the appropriate convention in that discipline; and any direct quotation must be placed in quotation marks and the source cited immediately. Any failure to acknowledge adequately or to cite properly other sources in submitted work is plagiarism. Under examination conditions, material learnt by rote or close paraphrase will be expected to follow the usual rules of reference citation otherwise it will be considered as plagiarism. Schools should provide guidance on other appropriate use of references in examination conditions.
32.4 Plagiarism is considered to be an act of fraudulence and an offence against the University Code of Student Conduct. Alleged plagiarism, at whatever stage of a student’s studies, whether before or after graduation, will be investigated and dealt with appropriately by the University.

32.5 The University reserves the right to use systems, such as similarity checking software, to assist with the detection of plagiarism in the interests of improving academic standards when assessing student work. Such systems may be externally based.

Appendix B contains guidelines on plagiarism, and explains the circumstances in which it is legitimate to use another person’s work and how that work should be acknowledged.

Dealing with Plagiarism in the School of Computing Science

Plagiarism can easily be detected by a variety of means, including sophisticated software that is routinely used in the School.

It is the University’s and School’s policy to deal severely with all cases of plagiarism. The Head of School has the power to award a score of zero for work shown to have been plagiarised, and to amend the student’s record to reflect that decision. Serious and repeated offences are referred to the Senate Assessors for Student Conduct, who have the power to impose more severe penalties including suspension from the University.

Declaration of originality

With each piece of submitted work, the student will be required to complete a declaration of originality form online confirming that he/she has complied with our plagiarism policy in that piece of work.

I hereby declare that I have read and understood the above plagiarism policy and the attached guidelines. I undertake to comply with this policy in all my submitted work, and to consult a lecturer or programme director whenever I am uncertain about how the policy and guidelines are to be interpreted.

Use of Urkund

We are very good at spotting plagiarism in Essays and Dissertations. Therefore, it is in your best interest to eliminate plagiarised sections from your writing before submitting it. We provide information on, and access to, the plagiarism detection system Urkund (see https://moodle.gla.ac.uk/course/view.php?id=10102). You can upload a piece of writing for an exercise and it will compare it with a range of online and student materials, identifying sections in common. We would regard as plagiarism the inclusion of large sections of identical material and so you should use Urkund before submission, to ensure that you do not have a problem.

Contract cheating

Please note that the use of a service such as Freelancer, VWorker, Getacoder or EssayBay to do your coursework for you is a University Disciplinary offence which could lead to expulsion. These websites are monitored and if any of our assignments are found we will investigate further.

Advice on plagiarism

In summary: It is best for you to do your own coursework – not only will that mean you cannot be accused of plagiarism, but you will also gain the full benefit from your learning experience here at Glasgow.
If you are still unsure or unclear about what plagiarism is or need advice on how to avoid it: SEEK HELP. You can contact any of the following for advice and assistance:

- Lecturer
- Course Leader
- Dissertation Supervisor
- Adviser of Studies
- Student Learning Service
PART 2. ADMINISTRATIVE INFORMATION

School Contact Details

Teaching Office Hours: Monday - Friday: 09:00 – 16:30hrs
Room F161, School of Computing Science, Lilybank Gardens

Mrs Gail Reat
PGT Administrator
Face-to-face Masters queries 13:00-16:30hrs.
Outwith these hours please email Gail.Reat@Glasgow.ac.uk
Direct: +44 141 330 6042

Dr Helen Purchase
MSc CS+ Programme Director
Office: Sir Alwyn Williams Building, S104
Email: Helen.Purchase@Glasgow.ac.uk
Direct: +44 141 330 4484

Dr Simon Rogers
MSc IT+ Programmes Director
Office: Sir Alwyn Williams Building, S123
Email: Simon.Rogers@glasgow.ac.uk
Direct: +44 141 330 1649

SEMESTER DATES

Semester 1: 17th September 2018 - 14th December 2018
   Week 0 starts Monday 10th September, week 1 starts Monday 17th September
Christmas Vacation: 17th December 2018 - 4th January 2019

Semester 2: 7th January 2019 - 24th May 2019
   Week 17 starts Monday 7th January
Spring Vacation: 25th March 2019 - 12th April 2019
## Important Websites

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<td><a href="https://studentltc.dcs.gla.ac.uk/">https://studentltc.dcs.gla.ac.uk/</a></td>
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Communication and Resources

Moodle

Familiarise yourself as soon as possible with the online learning environment Moodle: http://moodle2.gla.ac.uk/. Students should be automatically enrolled in Moodle course pages after they enrol for a course on MyCampus. However, enrolment to the relevant Moodle pages can take up to 48 hours from when you enrol for the course on MyCampus. If, after this time, you still cannot access your courses on Moodle you should contact the IT helpdesk.²

It is very important to ensure that you are registered for your courses on Moodle and that you are able to access the Moodle resources as important information will be posted there (lecture notes, tutorial and laboratory sheets, course descriptors, deadlines, regulations, etc.). Information on the recommended texts for each course is available on the Moodle web page for that course.

Your login details for Moodle are the same that you have been given for MyCampus: your login will be the seven digits of your student number followed by the first character of your surname (e.g. 08040503h) and your password has already been sent to you.

Communications from staff

Communication to students about matters pertaining to the MSc programmes and courses will typically be sent by email: all students are required to become familiar with the university’s electronic mail system as soon as possible, and are expected to check email daily throughout term time and whilst working on their MSc projects. You should also check the General MSc info Moodle page regularly.

Adviser of Studies

You have an Adviser of Studies for the duration of this programme who is available by appointment to provide confidential advice and act as your advocate if required. He/she can assist you in making applications for financial support to University Access or Hardship funds or applying for career development loans.

The Adviser of Studies is also responsible for your registration. Details of your Adviser of Studies is available on MyCampus.

Please ensure that you make an appointment to see your Adviser of Studies at least once before the Christmas break.

Computing Resources

The Masters laboratory is room 1028 in the Boyd Orr building. It contains state of the art computers and booth space. The school also has other lab clusters in room 706, 715, 720 and 618/20. You are very welcome to use them if 1028 is full. Please be aware that there may be scheduled lab sessions, but it they are not occupied, you are welcome to use them.

You also have access to two rooms in the Library, set aside for the use of Computing Science students: The Jura Lab and the Islay Lab are on level 4 of the library. Note that these will often be being used for undergraduate lab sessions, but it they are not occupied, you are welcome to use them.

The Boyd Orr building is open from 08:00 until 22:30 Monday-Thursday, and until 21:30 on Friday, during semester. It is open 09:00-17:00 during vacations, but is closed on all public holidays.

Details of opening and closing times are displayed in the building itself. The Boyd Orr building and the Computing Science buildings are kept locked outside normal working hours.

² http://www.gla.ac.uk/services/it/helpdesk/
MSc students can get their card activated to give them out of hours access to the Boyd-Orr building and the school’s teaching labs. Students should first contact Boyd Orr Superintendent, room 224 in the Boyd Orr Building, in the first instance. If they are not there students can also ask the janitors in the Boyd Orr building who will be able to do this for them. Please note that 24 hour access is a privilege and may be withdrawn if students misbehave.

Out of hours access to room 1028 (Boyd Orr) is a hard-won privilege for MSc students, given because the programme organisers feel it contributes greatly to the educational benefits of the programme. It is essential that all students do their utmost to support this view by not abusing the privilege. Below are some rules with which you are expected to comply, but more importantly you are all asked to act responsibly and contribute to the general security by reporting any unauthorised use of, or misuse of, the building and its facilities.

- Out of hours, only registered MSc students may enter the building. No family, friends or fellow students who are not holders are allowed in the building. Note that at the end of normal hours all non-holders must leave the building.
- You must sign the security book at the janitor’s station when you enter and leave the building, filling in the appropriate time. Note that if you enter the building during normal hours and leave later, you should also sign the book.
- Spot checks are made by University security. You may be asked to provide student id card as proof of identity.
- Use of the lifts is forbidden during out of hours access.
- In an emergency, if assistance is required the telephone numbers are as follows:
  4282 Main Security Gatehouse
  4444 Emergency number for FIRE, POLICE or AMBULANCE.

Failure to comply with these regulations may result in your access to the MSc labs being withdrawn.

There are serious issues of security in the Boyd Orr building and the janitorial staff have a difficult job in monitoring its usage. Please co-operate with them fully at all times. Use of the MSc laboratories is monitored by CCTV camera as well as card entry logs.

**Pull Printing (UG)**

The School uses the universities central Pull Printing system. There is a pull-printer in Boyd-Orr 1028. The printers also have functions for scanning and copying. Printing costs 5p/7p for back-and-white single/double, and 15p/27p for colour single/double.

**Software Restrictions**

Any software which has been copied from file servers onto your own discs for the purpose of an exercise must be deleted at the end of the exercise. Similarly, you are not allowed to take copies from the hard discs out of the lab. You must not install your own software, and licensed software must not be saved on file servers.

**Support**

The Computing Science School has technicians based on Level 7 in Room 721 (Boyd Orr) and they should be informed of any technical problems in the first instance. Otherwise hardware faults should

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3 [http://www.gla.ac.uk/services/it/studentclusters/printing/printingscanningandcopying/](http://www.gla.ac.uk/services/it/studentclusters/printing/printingscanningandcopying/)
be recorded in the log books provided (stating the machine number if appropriate), and software faults should be reported by emailing support@dcs.gla.ac.uk.

Appendix C summarises what actions are and are not permitted in the School of Computing Science labs.

**Common Room Facilities**

Room 618 in the Boyd Orr building is available for all Computing Science students to use along with the designated booths in the Masters Lab. Please note that no food or drink may be consumed at the computer clusters in the Masters laboratory.

**Keeping up with your studies**

Keep us informed: if for any reason you find yourself missing work or falling behind, consult with your adviser of studies, project supervisor, or the Year Head to form a plan for catching up. Make sure you inform us while there is still time to deal with the problem effectively. If you do fall behind you should seek help immediately from your Adviser of Studies, your lecturers, or the Programme Director. The best time to contact lecturers is at the end of a lecture, when an appointment can be arranged if necessary. We recommend that if you are having difficulties that you make contact with someone sooner rather than later. In our experience, this often leads to a more successful outcome.

It is important that you maintain awareness of how you are coping with your courses throughout the year, and that you take appropriate action if things are not going well. If you fall behind or are worried about your progress, seek help immediately! If for any reason you find yourself missing classes, failing to complete assessments, or generally falling behind, consult with your adviser of studies and/or year head to form a plan for catching up. Make sure you inform us while there is still time to deal with the problem effectively. You should make every effort to keep up to date with your understanding of the lectures and the practical work, since once you get behind it is difficult to catch up again. In some courses, there is a gradual build up to a major exercise whilst in others the practical work is spread throughout the course. Inevitably the pressure builds up towards the end of each semester so you are strongly advised to plan accordingly.

If you miss any coursework, examination or mandatory lecture/tutorial, you are required to submit a notification of good cause on MyCampus along with any appropriate supporting evidence within 7 days of the deadline/exam. Notifications of an absence outwith this time may not be considered.

**Illness, problems and special or personal circumstances**

A period of ill health or other adverse personal circumstances could be a major threat to your degree. The School is anxious to offer as much support as it can to those who experience such problems, but we can only do so if we are aware of the problems at an early stage. Please contact your adviser of studies and the Year Head for your year as soon as you feel that your work is being affected by health or other personal difficulties.

The University has compiled a Student Absence Policy which indicates the procedures to be followed for

- the notification of absence from your studies and/or
- a notification of good cause.

If you are absent from the university you are required to provide an absence notification. We require this so that we are informed of the issue and can offer assistance if appropriate. Use the MyCampus absence reporting facility to notify us of absences.
If your absence is more than 7 days, or causes you to miss coursework deadlines, miss a compulsory class or miss exams, or makes you feel that your performance in coursework or exams has been affected by illness or personal circumstances, you are also required to provide a notification of good cause (i.e. student performance that has been negatively affected despite the best efforts of the student). You are required to provide the notification of good cause within 7 days of the absence, coursework deadline or examination date.

In all cases where you have missed deadlines, or believe that the quality of your submitted work has been affected due to ill health or other personal circumstances, you should obtain appropriate documentary evidence as described in the University Student Absence Policy.

The Board of Examiners will not necessarily take account of notifications of good cause reported after this deadline when considering a case for good cause.

Extensions to coursework

In terms of University policy, an extension of up to 3 working days does not require a Good Cause Claim as long as this has been agreed by the course convenor.

However, the School of Computing Science operates its own procedure for students requesting coursework extensions via our LTC system, and students are asked to use this system for all requests for coursework extensions of up to three days. Should a longer/further extension be required, a Good Cause Claim must be submitted in MyCampus (as above).

To request a coursework extension, please log into the following link: https://studentltc.dcs.gla.ac.uk/ and select “Good Cause” completing the required information.

The course coordinator will then respond to you via the LTC system to advise whether or not your request for an extension has been granted.

If you are unable to request an extension in the above way, you can send an email to extensions@dcs.gla.ac.uk

However, please ensure that the following instructions are adhered to, otherwise your email will be ignored:

1. The email must be sent from your student email address
2. The subject line must contain the course name followed by a space followed by the coursework number. Do not put any other information in the subject line.
3. The body of the email should contain the reason you are requesting an extension.
4. You may attach ONE pdf file to the email if appropriate.

For more detailed information please check the MOODLE page at http://moodle2.gla.ac.uk/course/view.php?id=3043

Illness affecting examinations

As mentioned above, the University's Student Absence Policy describes the procedures that must be followed in the case that an illness, or other personal circumstances, causes you to miss an exam. Similarly, if you believe that illness, or other personal circumstances, occurring prior to, or during, an exam has affected your performance at that exam; you should follow the same reporting procedures as described for missing an exam.

In particular, as mentioned above, the completed notification of good cause report on MyCampus must be received no later than 7 days after the date of the exam. The Board of Examiners will not necessarily take account of notifications of good cause reported after this deadline. Exceptions to this

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4 http://www.gla.ac.uk/services senateoffice/policies studentsupport/absencepolicy/
include the case where the illness itself prevents the student from submitting the notification any sooner.

Please contact your Adviser of Studies or your Program Director if you have any questions. Appendices E and F give additional information about examinations.

Late submission of coursework

If you submit your coursework late, you will incur a penalty of two secondary bands deduction per day – this applies to sub-components of a coursework item as well as to full components. So, if you submit three days late, and your work is awarded an A5, six secondary bands will be taken off, leaving you with a C3. After five days, the submission will receive a grade of H.

In the case where components or sub-components are marked in percentages, an equivalent reduction of 10% per day will be applied, with a cut-off of five days.

If your coursework has not been handed in by the time assessment feedback is given to the rest of the cohort, it will be counted as a non-submission.

Students with Disabilities

Any student with a Disability should contact and register with the Student Disability Service. Please note that for any special arrangements to be put in place for examinations (e.g. extra time or separate room) you must have registered with the Student Disability Service.
Attendance monitoring

There are class meetings at the start of semester 1 and before the examination period. Essential administration takes place at this meeting, and attendance is compulsory for all students.

The University now has a legal responsibility to monitor attendance and has issued the following guideline:

“All students are expected to attend all their timetabled learning and teaching sessions and to report absences as set out in the appropriate university absence policy.”

Accordingly, we will be checking your attendance at labs and lectures. Absences of two consecutive weeks without good cause will result in action being taken. We will contact you for an explanation and, if, after a further short period we don’t hear from you, you will be withdrawn from the programme.

The main aim of this procedure is to ensure that you are given an opportunity to provide an explanation for the absence. The ultimate sanction is withdrawal from the University by Registry if no acceptable explanation for continued absence is received. However, you should be aware that, as long as you keep the School informed of any legitimate absence, the Attendance Monitoring policy need not be a cause for concern.

Students who decide (at any time of the year) that the programme does not suit them, and wish to withdraw, should inform the Programme Director in writing, and also advise Registry.

TIER 4 Attendance

The University is required to monitor the attendance of its Tier 4 (non-EU) students to ensure compliance with the conditions of its Highly Trusted Sponsor (HTS) license to admit and teach international students. To ensure a consistent approach to providing evidence of student engagement in their studies, attendance will be captured for ALL students at a lab, tutorial or project supervision meetings.

If you are a student at the University on a Tier 4 visa, you should be aware that failure to attend and sufficiently evidence engagement with your courses will lead to follow-up e-mails, potential withdrawal from studies and your permission to remain in the UK will, as a consequence, be withdrawn by the Home Office. Administrative staff within the school will follow up by email, in the first instance, before any action of this nature is taken.
Some general administrative information

Personal Details
It is important that the University has up to date information on your student record. Therefore, if any of your personal details change after you have registered with the University (i.e. change of permanent or term address, status, etc), please remember to update this information immediately on MyCampus.

Safety
Make sure that you know the procedure in case of fire or other emergency for evacuation of the Boyd Orr Building and any other building in which you are attending classes.

Computer equipment that is not functioning properly may be a safety hazard. If you discover any equipment that is out of order, or in any other unsafe condition, please report this immediately to your tutor/lecturer or another member of staff. Hardware faults should be noted in the hardware fault book in the lab.

Security
You have been placed in the privileged position of having 24 hour access to a building holding a large amount of expensive equipment owned by a number of schools. Therefore under no circumstances should you admit anyone to the building outside of normal opening hours who has no right to be there. If you suspect that unauthorized persons have gained access then you must phone security on Extension 4444.

The Postgraduate Society
The student body have found it valuable to create a social organisation. Our Masters programmes are very demanding and it is important that students have the opportunity to gather socially. The Postgraduate Society is a society associated with the Student Representative Council from which it receives a certain amount of funding. The Society runs ceilidhs, sports, quizzes, trips etc., is wholly run by students in the class, and requires a small number of responsible students to volunteer to organise it. We hope that some members of the class will initiate the formation of this society for this year, and that all students will get involved in the Society and its events, since it only works if there is a lot of participation.

Retention Policy of Teaching Assessment Records
In line with the University’s Data Protection Policy, hard-copy coursework submissions not collected by students will be destroyed in October after the Examiners’ meetings.

The University has a strict policy regarding the retention of records that relate to teaching and assessment. This includes information for students on the availability of assessment information which academic schools must release to them on request.

For further details, see: http://www.gla.ac.uk/services/senateoffice/policies/assessment/retentionpolicy/

Complaints
If you have a complaint please raise it with a member of staff in the area concerned. We aim to provide a response to the complaint within five working days. This is Stage 1.

(a) If your query relates to administration, contact the teaching administrator.
If your query relates to a specific course contact the course lecturer.

If your query relates to your project, contact your project supervisor.

It is hoped that consultation with tutors, lecturers and/or the year head will resolve any difficulties or disputes that may arise. If you are not satisfied with the response provided at Stage 1 you may take the complaint to Stage 2 of the procedure. Similarly, if your complaint is complex, you may choose to go straight to Stage 2. See Appendix D for details of Stage 2 complaints and appeals.

**Viewing of exam scripts**

Students will have the opportunity to view their exam scripts following the exam diet in which the exam has taken place. Any such requests must be made within 2 weeks of the publication of exam results.

Arrangements for viewing exam papers will be posted on the general Computing Science Moodle page. Students will be required to contact the relevant member of the teaching office (full details will be available on the announcement on Moodle), listing the exam script(s) that they wish to see. The School will endeavour to make exam scripts available within one week of the request. A viewing arrangement will be made, and students will be able to see their script under supervision of an administrator. Students are not allowed to write on the exam script, take notes or take photographs of the exam script. We cannot post copies of exam scripts to students nor can we provide them to students electronically.

Exam scripts are provided so that students can see where they made mistakes, to learn from them. If a student notices that marks have been added up incorrectly, or that marks have been transferred incorrectly to the front of the script, or that some portion of the script has not been marked, they can bring this to the attention of the administrator who is monitoring the viewing. Students cannot question academic judgement and members of staff are not required to justify the marks they have awarded.

Appendix G gives information about getting feedback on examinations.

**Graduation**

Students who have been awarded the MSc will be entitled to attend a graduation ceremony to receive their degree. Normally, a student will attend the next ceremony following the October Masters Examiners’ Meeting. Graduation usually takes place in the last week of November or first week of December, although students may choose to graduate in absentia. The University does not hold graduation ceremonies for students who have achieved the Postgraduate Diploma or Postgraduate Certificate – their certificate will be posted to them.

If you think that your name may be mispronounced at the graduation ceremony, you can add a phonetic pronunciation of your name in the graduation section of MyCampus.
University Student Support

The Student Representative Council (SRC)

Advice Centre:
The SRC employ professional advisers to help you through any problems you might be having. These can range from welfare issues such as money and accommodation to representation in academic appeals and disciplinary matters. This is a free service, no appointment is necessary and their doors are open from 10-4 (Mon-Thurs) and 10-3 (Fri). You can also contact this service via advice@src.gla.ac.uk.

Student Representatives:
During the early weeks of each course, you will select student representatives who receive training from the SRC and represent your views on Staff-Student Liaison Committees. The role of these students is very important and it’s imperative that you keep them advised as to how the courses are progressing so that they can keep the school informed on everything from teaching to facilities, to help ensure that there is continuous improvement.

The University’s Code of Practice on Student Representation is set out in: //www.gla.ac.uk/services/senateoffice/qea/studentengagement/studentrepresentationstudentvoice/

Vice President (Education)
The VP-Ed oversees the whole course representative system, including providing the training. He/she also represents the views of all students to the University on a variety of Committees. If you have a matter relating to Education, either within the University or beyond, which you feel requires attention, do not hesitate to get in touch via vp-education@src.gla.ac.uk or by dropping in to the SRC offices.

This and any other information about the SRC is available from the SRC website at http://www.glasgowstudent.net/

Learning Enhancement & Academic Development Service (LEADS)
Advisers in the Learning Enhancement and Academic Development Service (LEADS)) will help you throughout your University career with your academic skills. We work to enhance your learning experience and help you achieve your full academic potential.

- All students are welcome at our classes and small group sessions
- One-to-one consultations are available to discuss how to approach your studies
- College-specific guidance is offered on essay writing, exam preparation, dissertations and research
- College-specific guidance is offered on essay writing, exam preparation, dissertations and research
- Dedicated International Writing Advisers for Undergraduate and Postgraduate Taught students
- provide bespoke classes and one-to-one consultations
- Dedicated classes and one-to-one consultations for postgraduate research students from our Postgraduate (Research) Writing Adviser
- Dedicated Royal Literary Fund Fellow Postgraduate Taught Writing Adviser provides one-to-one consultations
- Specialised guidance for mathematics and statistics courses.

https://www.gla.ac.uk/myglasgow/leads/students/
Student Welfare

A GP service, including a travel clinic, is available from the Barclay Medical Centre, on the ground floor of the Fraser Building.

The Counselling and Advisory Service is a confidential service available to all students including international students at Glasgow University. You can seek information and guidance on a wide variety of personal problems. You can make an appointment yourself or ask to be referred by a University doctor in University Health Service.

The Student Counselling and Advisory Service website includes several useful links:

http://www.gla.ac.uk/services/counselling/index.html

The International and Postgraduate Services Office, Student Recruitment and Admissions Service, provides a welfare service to assist overseas students during their period of study at Glasgow University. The International Students’ Adviser is able to help students with the practical aspects of living and studying in Glasgow. This office organizes an Orientation Events at the beginning of the session, at which you will find useful information on a wide variety of matters. The website of the International Student Adviser includes several useful links:

http://www.gla.ac.uk/international/support/

You can also consult your Adviser of Studies especially if your concerns are related to the programme.

Financial Support Available for Students

The University of Glasgow Financial Aid Team offers financial support to registered students who are experiencing financial difficulties or hardship during the course of their studies.

http://www.gla.ac.uk/services/registry/finance/funds/

SAAS HEI Discretionary and Childcare Funds:

Government funding available via the University to home UK undergraduates and postgraduates who have received their full Student Loans Company (SLC) loan entitlement (when eligible). Provides support across the academic session under several categories: accommodation; childcare; disability; mature student. Students who live with their parent(s) are ineligible for funding. Funding does not cover tuition fees and is not intended as a primary source of income. Applicants must demonstrate clear hardship i.e. a monthly shortfall between income and expenditure across the academic session, in order to be considered. Applicants must also take reasonable steps to reduce outgoings before submitting an application e.g. reducing budget for socialising; food budget; club memberships etc.

University Hardship Fund:

University funds available to part-time and full-time registered students. Students should exhaust all other resources available to them before submitting an application e.g. personal loans, overdraft etc. The fund will not provide ongoing support to any single individual. Payments can be made as a loan and/or a grant. Applications from students undertaking a one-year Masters programme will only be considered in exceptional circumstances. International students should refer to the International Student Support team before completing an application.

Crisis Loans:

Cash loans of up to £200 available from the Financial Aid Team, Level 2 Fraser Building, 2-4pm Monday-Friday. Loans are available to cover one-off unexpected hardship e.g. excessive bill, delayed/reduced payment from employment etc.
Full information on eligibility and application processes is available via the links above. If you have any questions regarding any of the funds please contact the Financial Aid Team – reg.finaid@admin.gla.ac.uk

English Language Support for Overseas Students

All students need to be proficient in the use of English, both in speech and in writing. These are very fast paced and intensive programmes and so you need to start with a high level of fluency in English language in order to cope with the initial stages.

We support overseas students wherever possible but many overseas students are disadvantaged, irrespective of their technical ability, if they do not have adequate English language skills. Attaining the minimum requirement for University entry is no guarantee of sufficient skills for study on our programmes and so if you were close to the minimum, further intensive practice is your best bet.

The EAS Unit here at the University offers year round student support for Overseas/EU students wishing to improve their English skills. More information on what they offer can be found on the EAS website: http://www.gla.ac.uk/schools/mlc/eas/. They hold weekly sessions during term time, but experience has shown that students enrolled on a Masters programme are not normally able to fit additional English classes into their timetable during term time.

Any student who is concerned about their English should discuss this with their Adviser of Studies as soon as possible.
Appendix A: Progression and Award Rules for MSc degrees

**Progression to the Masters project** requires:
- a GPA of at least 12 over 120 credits of taught courses
- a total of at least 120 credits
- at least 90 credits at level M, and
- at least 90 credits are grade D or above, and
- no credits at grades G or H.

The award of **Postgraduate Diploma** requires:
- a GPA of at least 9 over 120 credits of taught courses
- a total of at least 120 credits
- 90 credits at level M, and
- at least 80 credits at grade D or above.

Students who satisfy the criteria for progress to the Masters project, but choose not to take this option will be awarded the Postgraduate Diploma. They may be eligible for Merit (GPA at least 15) or Distinction (GPA at least 18).

A student who does not satisfy the award of Postgraduate Diploma may be eligible for a Postgraduate Certificate by selecting the 60 credits with the highest achievement. Of these 60 credits, at least 40 must be at level M.

The award of **Postgraduate Certificate** requires:
- a GPA of at least 9
- a total of at least 60 credits, and
- at least 40 credits at level M, and
- at least 40 credits at grade D or above.

The Postgraduate Certificate may be awarded with Merit (GPA at least 15) or Distinction (GPA at least 18).

Note that the Postgraduate Diploma and Certificate are exit awards only.

**Completing the Masters Project Stage**
Students who have been given permission to proceed to the Masters project stage of the programme will carry out a project which involves three months of full-time study. At the end of this period students submit a dissertation which is awarded a band by the examiners.

The award of **MSc** requires:
- satisfying the criteria for progression to the MSc project, and
- a project grade of at least D3.

The award of **MSc with Merit** requires:
- a GPA over 15 in all 180 credits\(^5\), and
- a GPA over 14 in the 120 taught credits, and
- a band of at least C1 in the project.

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\(^5\) The Board of Examiners will have discretion on whether a Merit award should be given if the GPA over 180 credits is between 14.1 and 14.9.
The award of MSc with Distinction requires:
- a GPA over 18 in all 180 credits,\(^6\) and
- a GPA over 17 in the 120 taught credits, and
- a band of at least B1 in the project

Since all students who are allowed to proceed to the Masters phase of the programme have already satisfied the requirements for the Postgraduate Diploma, any student who does not achieve a band D3 in the project will be awarded the appropriate Postgraduate Diploma.

Students who achieve an E1 or worse in the project may be permitted to resubmit it, under conditions specified by the Board of Examiners.

Note that all grade requirements for Merit and Distinction awards are for first sitting only; that is, they do not take into account results from resit examinations.

\(^6\) The Board of Examiners will have discretion on whether a Distinction award should be given if the GPA over 180 credits is between 17.1 and 17.9.
Appendix B: Plagiarism guidelines

The guidelines for preparing submitted work can be summarised simply as follows:

• Do your own work; do not expect anyone else to do any part of it for you.
• Whenever you have good reason to include or summarise another person’s work, acknowledge it clearly.
• Take care not to allow any other student to copy your work.

You should of course discuss your work with your lecturers, supervisors, tutors, and demonstrators, and seek help when needed. You may also discuss your work with other students in order to share ideas (provided that you do not share code, plans, or designs). Such discussions are a normal and healthy part of higher education.

Guidelines for software development (programs, databases, etc.)

In the context of software development, plagiarism arises if you submit artefacts (e.g. code) written by another person, presenting it as your own work.

Copying another student’s code is never acceptable, whether the code is typed in from a hand-written draft, typed in from a discarded printout, or copied electronically.

If you allow another student to copy your code, you are party to plagiarism; note that this includes making your code available to the public on websites such as GitHub.

If you attempt to disguise copying by, for example, changing identifiers or comments, that does not change the fact of plagiarism.

If you collaborate with another student on what was meant to be an individual piece of programming work, and if you conceal the collaboration, that is plagiarism. If you clearly acknowledge the collaboration, that is not plagiarism, but you will be assessed on the basis of your share of the work only.

If you reuse program code obtained from any source (such as a web site or textbook), that is plagiarism unless you clearly acknowledge the source. In larger programming assignments and projects, it is legitimate to reuse code with acknowledgement, but you will be assessed on the basis of your own code.

Examples

• Acceptable: Student A reminds student B where to find a file of source code provided by the lecturer.
• Acceptable: Students A and B, discussing a programming assignment, decide that the quick-sort algorithm would be a suitable choice; each student then goes away and codes that algorithm independently.
• Acceptable: Student A refers student B to a textbook example that illustrates a programming technique relevant to the current assignment.
• Acceptable: Student A shows student B how to use a compiler feature.
• Unacceptable: Student A tells student B how to do the current assignment.
• **Unacceptable**: Student A finds a discarded printout of a program, retypes it, perhaps changing identifiers and comments in an attempt to disguise the source.

• **Unacceptable**: Student A shows student B part of a solution to the current assignment.

• **Deprecated**: As above, but student B clearly acknowledges the help from student A. Although this is not plagiarism, student B will lose marks for not completing the assignment individually.

• **Unacceptable**: Student A reuses code from a textbook, without acknowledgement.

• **Deprecated**: Student A reuses code from a textbook, but acknowledges its source by a comment prominently placed beside the code. Although this is not plagiarism, the student will not receive marks for the reused code unless the assignment clearly encourages such reuse.

• **Unacceptable**: Students A and B collaborate on the design of a large program; each student then goes away and implements that design.

• **Acceptable**: Students A, B, C, and D work together on a team programming assignment, stating clearly who did what.

**Guidelines for essays**

In the context of an essay (whether coursework or examination), plagiarism arises if you include any text, diagrams, images, or even ideas generated by another person, presenting these as your own work.

Occasionally it may be appropriate for you to quote another person’s words verbatim, provided that you enclose the words in quotation marks and immediately acknowledge their source. For example: “Testing can prove the presence of errors, but can never prove their absence.” [Dijkstra]

Even where your essay summarises or paraphrases another person’s work, you must still explicitly acknowledge it.

If you copy another student’s essay (or any part of it), that is plagiarism. **If you allow another student to copy your essay, you are a party to plagiarism.**

If your essay includes diagrams, images, etc., taken from other sources, you must cite these sources. Failure to cite a source would amount to presenting another person’s work as your own, which would be plagiarism.

**Examples**

• **Acceptable**: Students A and B discuss the issue that is to be the subject of an essay assignment; both students then go away and write their essays independently.

• **Unacceptable**: Students A and B write an essay together; each student then goes away and makes changes.

• **Unacceptable**: Student A downloads an essay from an essay bank, perhaps making changes.

• **Unacceptable**: Student A asks a friend to write an essay for him/her.

**Guidelines for writing project reports/dissertations**

Every project culminates in a report/dissertation. This is a full account of the project work, and may include code and/or documentation.
In the context of a report/dissertation, plagiarism arises if you include any text, diagrams, images, data, code, documentation, or even ideas generated by another person, presenting these as your own work.

A report/dissertation is expected to review relevant previous work. For example, every software development project should be influenced by ideas from previous projects; and every research project should be informed by relevant previous research. Your report/dissertation must therefore include a bibliography, which lists all books, articles, web sites, etc. that you consulted in the course of your project. In the text of your report/dissertation, wherever you mention previous work, you must explicitly cite the appropriate bibliographic item(s). Failure to cite the source would amount to an attempt to present another person’s ideas as your own, which would be plagiarism.

Occasionally it may be appropriate for you to quote another person’s words verbatim, provided that you enclose the words in quotation marks and immediately acknowledge their source. For example: “Testing can prove the presence of errors, but can never prove their absence.” [Dijkstra]

If your report/dissertation includes diagrams, images, data, etc., taken from other sources, you must cite these sources. Failure to cite a source would amount to presenting another person’s work as your own, which would be plagiarism.

Examples

• **Acceptable**: The survey chapter of a student’s report summarises ideas previously published in an article, which is listed in the bibliography and explicitly cited in the survey chapter.
• **Unacceptable**: As above, but the article is not explicitly cited in the survey chapter.
• **Unacceptable**: A student reproduces or paraphrases text from a published article or another student’s report, without explicit acknowledgement.
• **Unacceptable**: A student reproduces an image from a published article or web site or another student’s report, without explicit acknowledgement.
• **Unacceptable**: A student’s project uses data extracted from a public database or mined from a web site, without explicit acknowledgement.
• **Unacceptable**: A student’s project reuses code obtained from a textbook or web site, without explicit acknowledgement.
• **Acceptable**: In a team project, the students collaboratively write software, documentation, and the report. Each student’s individual contribution is clearly identified in the report.
# Appendix C: Use of computing facilities

<table>
<thead>
<tr>
<th>Prohibited</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Using Equipment for Commercial Purposes</td>
<td>Game Playing</td>
</tr>
<tr>
<td>Food and Drink in labs</td>
<td>Mobile Phones with Activated Ring Tone</td>
</tr>
<tr>
<td>Accessing Offensive Material</td>
<td>Unapproved Installation of Software</td>
</tr>
<tr>
<td>Copying Software without Approval</td>
<td>Tampering with Equipment</td>
</tr>
<tr>
<td>Use of Unapproved Software</td>
<td>Storing Excessive amounts of non-teaching material</td>
</tr>
<tr>
<td>Sharing your password</td>
<td>Listening to music during lab sessions</td>
</tr>
<tr>
<td>Lock the machine for more than 10 minutes while you are away</td>
<td></td>
</tr>
<tr>
<td>Data must not be stored or manipulated in contravention of the Data Protection Act. For example, if you store other people’s personal data (perhaps from evaluations of your project or coursework) you must anonymise it.</td>
<td></td>
</tr>
</tbody>
</table>
## Permitted

| ![USB Drive] | Connect Memory Stick |
| ![Address Book] | Storing your address book |
| ![Email] | Email (Note that the privacy of your email is not guaranteed) |
| ![Wi-Fi] | Connect your personal devices (e.g. laptops, phones etc.) to the university wireless network |
| ![Headphones] | Listening to music outside lab times with earphones |

### Discouraged

| ![Excessive Web Browsing] | Excessive Web Browsing |

### Always

| ![Check] | Abide by University Email Regulations |
| ![Check] | Follow Instructions given by staff members |

The privacy of files in your filestore is **not guaranteed**. Support staff may, in the course of their duties, be required to explore and read files in your file store.
Appendix D: Stage 2 complaints and appeals

For Stage 2 complaints, the University will undertake a detailed investigation of the complaint, aiming to provide a final response within 20 working days. You can raise a Stage 2 complaint in the following ways:

- by e-mail: complaints@glasgow.ac.uk; by phone: 0141 330 2506
- by post: The Senate Office, The University of Glasgow, Glasgow, G12 8QQ
- in person: The Senate Office, Gilbert Scott Building, The University of Glasgow.

Complaints do not have to be made in writing but you are encouraged to submit the completed Complaint Form whether it is at Stage 1 or Stage 2. This will help to clarify the nature of the complaint and the remedy that you are seeking.

Remember that the SRC Advice Centre is available to provide advice and assistance if you are considering making a complaint. (Tel: 0141 339 8541; e-mail: advice@src.gla.ac.uk)

It is hoped that consultation with tutors, lecturers and/or the year head will resolve any difficulties or disputes that may arise. However, all students have the right of appeal against any School decision (with the exception of academic decisions), in writing, to the Head of School.

A student may further appeal against a School decision to the College of Science and Engineering and to the Senate. Details of the College and Senate appeals procedures are in the University Calendar which can be accessed from the Senate web pages.

The University has an Appeals procedure, the details of which can be found in the University Calendar; the Adviser of Studies can offer advice about the process of submitting appeals. Students cannot appeal against academic decisions.
Appendix E: Important information regarding examinations and other assessments

Prohibited materials in examinations

Section 17 of the Fees and General Information in the University Calendar covers regulations on student conduct in written examinations, and you should pay particular attention to points 3, 4, 5, and 6:

Please remember to avoid taking any prohibited materials into your examinations. Before you enter the examination room you must CHECK YOUR POSSESSIONS to ensure you have no revision notes in pockets or inside permitted material such as dictionaries. Only language dictionaries are permitted – NOT subject-related dictionaries. Bringing prohibited material into an examination room by mistake is not acceptable and penalties will be imposed irrespective of whether the material has been used during the examination.

Where an invigilator reports to the Senate that a student has been found with prohibited material, the student concerned is interviewed by the Senate Assessors for Student Conduct (under the provisions of the University's Code of Student Conduct). The Senate Assessors can impose a range of penalties and these can have very severe consequences for the student involved - for example, a common penalty is to award Grade H for the examination in question, with no opportunity to resit. In some cases, this can have the effect of preventing students from completing their degree, or from graduating.

DO NOT PUT YOUR DEGREE AT RISK.

If you believe that illness or other circumstances have affected your academic performance in any assessment (including an examination)

It is YOUR responsibility to bring any factors that may have affected your academic performance to the attention of the University and you must do this as soon as possible.

The Code of Assessment which is published in Section 16 of the Fees and General Information section of the University Calendar http://www.gla.ac.uk/myglasgow/senateoffice/policies/calendar/ covers incomplete assessment and good cause (paragraphs 16.6 – 16.13). ‘Good Cause’ means illness or other adverse personal circumstances affecting you and resulting in you missing an examination, or failing to submit coursework on time, or your performance in the assessment being clearly prejudiced. [Chronic illness is not covered unless there has been a short term worsening of the condition which specifically affects an assessment. If you have a long term chronic medical or mental health condition you are encouraged to register with the Disability Service if you haven’t already done so. Further information is available at www.gla.ac.uk/services/disability/.

If it is accepted that your assessment was affected by good cause, the work in question will be set aside and you will (as far as is practicable) be given another opportunity to take the assessment with the affected attempt discounted. Please note that Boards of Examiners are not permitted to award marks on the basis of undemonstrated performance and therefore your grade(s) will not be increased because your performance was impaired by medical or other personal circumstances.

A notification of good cause and supporting evidence must be completed following the guidelines in the University’s Student Absence Policy see: www.gla.ac.uk/services/senateoffice/policies/studentsupport/absencepolicy/
You **MUST** notify the University no later than one week (i.e. within 7 days) after the date of the examination or the due date for submission of the assessment affected.

The information you provide will be treated confidentially. Please do not shy away from divulging important information. It will be treated sensitively. Without your information the Board of Examiners will not be able to take the matter into account. Furthermore, you will not be able to appeal against your assessment result on the grounds of adverse medical or personal circumstances unless you can provide a good reason why this information could not be presented in time.

The Evidence of Good Cause document must be in the form of a report that describes the medical condition or other adverse personal circumstances. The report should include a supporting statement from an ‘appropriate person’ as defined in the University’s Student Absence Policy. (In the event of a short-term worsening of a long-term condition, it is possible for your Disability Advisor to provide such a supporting statement if you have actually consulted the Disability Service during the period when the difficulties were occurring.)
Appendix F: Sitting exams at the University of Glasgow

Exam candidates (particularly those who are sitting University of Glasgow exams for the first time) should familiarise themselves with the following instructions – this will ensure that time is not wasted with administrative arrangements once the exam has started.

Ensure that you have recorded the correct date / time / venue for your exam and make sure that you know where the venue is located (see the Campus Map at http://www.gla.ac.uk/about/maps/ if necessary). Aim to arrive at the exam hall around 15 minutes before the exam starts. Wait outside the hall until you are called in by the janitor. Your exam may be one of several different ones in the same hall – if so, make sure you know which desk row(s) are set aside for your exam. This information is displayed on a noticeboard outside the exam hall.

When you are called in to the exam room, leave any bags at the front of the exam hall. Ensure that any mobile phones are switched off, and remember to keep your student card with you. Calculators are not normally permitted in any Computing Science exam, so you should ensure that your calculator is left in your bag if you brought one to the exam.

Sit at any free desk in one of the row(s) set aside for your exam. There will still be a few minutes before the exam begins, so during this time you should firstly check that you are sitting in the correct place. Look at the front cover of the exam paper to double-check this, but do not open the exam paper until the invigilator has signaled that the exam has started.

At this time you should also fill in your details on the candidate attendance form (see below) and on the front cover of your script book. Complete the details in Sections 1-6 of the script book cover (see below). Note that the subject is “Computing Science” and the level is MSc etc. The paper title is the name of the course to which the examination relates, such as “Programming”, or “Information Retrieval (M)”, or Text as Data (H)”, etc. Next complete the right-hand side panel of the script book cover (see below) – note that “Surname” means family name, and “Forenames” mean given names. Finally, peel off the adhesive strip and fold over the front cover where the dotted line is shown. Your script book cover should now resemble that shown below (the perforations should not be undone by the candidate). Take care to read the instructions on the cover of the script book.

Place your completed candidate attendance form and your student card to one side of your desk. The former will be collected and the latter will be inspected once the exam begins, and if they are clearly visible to the invigilator, this will reduce disruption for you. Also you should expect your dictionary (should you have brought one) to be inspected by the invigilator when the exam is under way. Once you have completed these tasks, wait for the invigilator’s signal that the exam has started. You may then open the paper and start. During the exam, if you require an extra script book, raise your hand to attract the invigilator’s attention and he/she will bring one to you.

Towards the end of the exam, make sure that you have filled in the question numbers (in the order answered) and the number of script books used in the table at the bottom-right of your script book (as shown below). The invigilator will signal the end of the exam – at this point you should stop writing and remain seated. You should not talk to the people around you until the signal is given to leave. The invigilator will then collect the script books and once he/she is satisfied that all script books are present and correct, the signal will be given that you can leave the exam room. Try to leave as quietly as possible, as
some people doing other exams may still be working. Take care to ensure that you have not left any personal belongings in the exam room, and especially, remember to take your student card with you.

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### Examination Candidate’s Attendance Form

**Subject:** Computing Science (MSc(IT))  
**Title of Exam Paper:** Programming  
**Date:** 29 Apr 2018  
**Time:** 9.30 – 1.30  
**Desk No:** 38  
**Family Name:** Anthony  
**Given Names:** Neil  
**Matriculation No:** 0 7 1 2 3 4 5

**To the Invigilator:** This completed form should be collected from the candidate in the course of the examination. All attendance forms, together with any lists of candidates provided by the Registry, must be lodged with the Head of Department before the scripts are distributed for marking.

**Invigilator’s comments:**

**To the Head of Department:** This form, together with any lists of candidates, must be held in secure conditions until all scripts have been marked. It should then be retained for six months before disposal.
1: The examination script cover

2: Fill in your name on the front of the script, and down the side panel. Tear the plastic off the vertical adhesive strip and fold over.

3: The script should look like this once you have folded over the side panel.
Appendix G: SoCS Student Exam Feedback Policy

Generic Feedback

Lecturers shall provide generic exam feedback via the course Moodle page, within 3 weeks of publication of exam results. This shall include:

- Comment on how well students coped with each question
- A mapping from learning outcomes to exam questions, so that students can see where they did not achieve the learning outcomes. Where necessary, a pointer to the course slides/textbook will be provided.

Individual Feedback is provided only for Students Who MUST Resit to Progress/Graduate

Upon getting exam results, and realizing that they are unable to progress or graduate with the grades they have achieved:

A. A student can request to view their exam script within 2 weeks of publication of results. This will be arranged by the teaching admin staff. Students are strongly advised to consult the generic feedback on Moodle at this point.

B. If a student who needs to take the resit to graduate or progress requires further assistance he/she must do the following:
   - Email the lecturer within the 3 week cutoff period to request more feedback.
   - After the cutoff period, the lecturer will arrange a feedback session, which can be either individual or in a group.
   - Feedback sessions will be student-driven. Students must attempt the exam questions themselves before the session. Students have to ask specific questions; the lecturer will then explain and clear up misunderstandings. For example, we will not respond to: "How do you do question 2?" We will respond to questions such as "I attempted question 2 using a BubbleSort. Why was BubbleSort the wrong choice?" or "I thought I should use a While loop to do question 2 – should I have used a For loop?" or "I got stuck doing the SQL query in 2(d) – I couldn’t make it work with a join. What am I missing?"