

School of Computer Science Undergraduate Handbook Guide 2013

School intranet and student guidebooks:

<http://workspace.nottingham.ac.uk/display/CompSci/Computer+Science>

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Correct at time of going to press September 2013

Please be aware that information may change so please refer to the online handbook

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Courses

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School Information

- [School of Computer Science](#)
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School of Computer Science

The School of Computer Science is located on the University's [Jubilee Campus](#).

School Office

The [School Office](#) (Room A31) is located on the ground floor, just inside the main (lakeside) entrance. Please go to the window for enquiries and information.

Noticeboards

Noticeboards are situated at various locations throughout the School:

- General Information : Ground Floor in the Hub
- Undergraduate: Ground Floor
- Postgraduate Taught and Careers: First Floor
- Postgraduate Research: Second Floor

The undergraduate and postgraduate pigeonholes, where your School mail will arrive, can be found by the rear door near Central Catering, South Wing, A floor. Uncollected mail will be discarded over the Summer vacation each year.

Undergraduate Degrees

- [Course Directors \(Undergraduate\)](#)
- [Progression and Degree Classification \(Undergraduate\)](#)

- [Credits](#)
- [General Degree Regulations](#)
- [Programme Specific Regulations](#)

Information

- [Finding your course specific information \(with module details\)](#)

Credits

The University has standard rules about how many credits you must take at what level in each stage of your degree; these can be found in the [University of Nottingham Qualification Framework](#) (and are usually repeated and sometimes further restricted in the supplementary regulations for your course).

For a Bachelors or Integrated Masters degree with Honours you need to gain 120 credits in each academic year, 360 credits over all (480 for Integrated Masters). Normally you will do 60 credits in each Semester, but it is often possible to do 70 credits in the Autumn semester and 50 credits in the Spring semester (only exceptionally can you take 50 credits in the Autumn semester and 70 in the Spring semester).

General Degree Regulations

The University has a set of general rules ([regulations](#)) for all Bachelors and Intergrated Masters degrees - these are all part of the University's Teaching [Quality Manual](#).

Programme Specific Regulations

In addition every course has its own specific rules, which identify (for example) any modules which you must specifically do, and what choices of modules you have. These are called "supplementary regulations" and are available from the University web site: [Supplementary Regulations](#) .



Note

These **regulations can change from year to year**, so make sure that you are looking at the correct year's regulations. Normally this will be for the first year in which you were registered for this degree course at the University.

For details of **course structure** however, (i.e. which modules you should be taking) you should look in the **regulations for the current session**.

Course Directors (Undergraduate)

2013/14

Undergraduate Course Director

Dr Tony Pridmore

Qualifying Year Co-ordinator

Dr Max Wilson

2012/13

Undergraduate Course Director

Professor Chris Greenhalgh

Qualifying Year Co-ordinator

Dr Max Wilson

Previous course directors

Course	Course Director 2008/9	Course Director 2009/10	Course Director 2010/11	Course Director 2011/12
BSc and MSci Computer Science (G400 & G404)	T Altenkirch	D Landa Silva	G Hutton	G Hutton
BSc and MSci Computer Science with Artificial Intelligence (G4G7 & G4G1)	J Garibaldi	J Garibaldi	U Aickelin	J Garibaldi
BSc Computer Science with Robotics (G4H6)	J Garibaldi	J Garibaldi		
BSc Computing and Information Systems CIS (G425)	P Blanchfield	C Higgins	C Higgins	C Higgins
BSc e-Commerce and Digital Business (GNK1)	R Qu	R Qu	T Pridmore	
BSc Software Engineering (formerly Software Systems) (G601)	M Radenkovic	M Radenkovic	B Koleva	C Higgins
BSc Computer Science and Management Studies (GN42)	B Koleva	T Pridmore	T Pridmore	T Pridmore
MSci and BSc Mathematics and Computer Science (GG14 & GG41)	R Backhouse	T Altenkirch	N Alechina	T Altenkirch

Progression and Degree Classification (Undergraduate)

The University general regulations for all [Bachelors degrees](#) plus the [Supplementary Regulations](#) for your particular degree course specify exactly what you need to do to remain on your course at the end of each year prior to your final year ("progression") and how your final degree class is calculated ("classification"). The first year is sometimes called the "Qualifying year", and the second year is called "Part I", the third year is called "Part II" and the fourth year is called "Part III". The rules are quite complicated, but the following gives a brief summary of them (but please refer to the regulations to be certain - this summary is not definitive).

Information

Unlike some other modular assessment systems (e.g. most 'A' levels) it is NOT possible to retake modules or years if you fail them or "give up". You have ONLY ONE chance to resit the assessment in any failed module, and your resit mark is normally only considered when deciding whether you can continue your studies (e.g. resit marks do not normally count towards your final degree class). So it is vital that you do as well as you can in your assessments right from the beginning of your study.

Warning

This summary is provided for information only and is not definitive (for example the regulations may have changed since this summary was last updated) - please refer to the University general regulations for all [Bachelors degrees](#) plus the [Supplementary Regulations](#)

- Progression
 - Honours Students (120 credits)
 - Integrated Masters Students
 - Ordinary Students (100 credits)
- Classification

Download:

- [Progression Chart \[PDF\]](#)

Progression

At the end of each year prior to your final year of study, you must meet certain requirements in order to progress to the next year. Progression is determined once all of the marks for each module have been returned by the relevant lecturers. Progression depends on: what your overall average mark is (weighted by credits); how many credits you have passed (with a mark of 40 or more); how many credits you have "soft failed" (with a mark of 30-39); and how many credits you have "hard failed" (with a mark of less than 30). The following tables show the circumstances under which you can progress to the next year of study.

Honours Students (120 credits)

Module Average	Pass Credits	Hard fail credits	Progression Status
N/A	120	N/A	Progress (rule 9)
>=40	>=80	0	Progress (rule 10a)
>=50	>=100	<=20	Progress (rule 10b)
>=45	>=90	<=10	Progress (rule 10c)

Integrated Masters Students

To progress to Part II students must obtain an average mark of at least 55%, which may include resit marks, in Part I. A student not meeting this threshold may be offered the opportunity to transfer to the BSc Computer Science degree, provided they satisfy the requirements for that degree.

To progress to Part III students must obtain an average mark of at least 55%, at the first attempt, in Part II. Students who fail to progress to Part III may be awarded a BSc Computer Science degree, provided they satisfy the requirements for such a degree.

Ordinary Students (100 credits)

Module Average	Pass Credits	Hard fail credits	Progression Status
N/A	100	N/A	Progress (rule 9)
>=40	>=60	0	Progress (rule 10a)
>=50	>=80	<=20	Progress (rule 10b)
>=45	>=70	<=10	Progress (rule 10c)

Note, however, that most Course supplementary regulations specify one or more modules which you **must** pass, in addition to the above rules. For example, you must pass G51PRG and G51OOP in the first year in order to progress on the Honours degree.

If you do not progress initially then you have the opportunity to resit any modules that you have failed. After resits the progression calculation is performed again using the higher of the original and the resit mark in each module. (But note that the resit mark does not appear on your transcript and is not normally used to determine your final degree result - so it is **much** better to pass the first time.)

If you still do not progress after resits then, if you are currently registered for an honours degree (everyone is to begin with), the Ordinary degree progression rules are used with your best 100 credits for the year. If you progress under the Ordinary degree rules then you will be able to return to the next year of study, but now registered for an Ordinary degree rather than an Honours degree. If you do not satisfy the Ordinary degree regulations then you are unable to continue your studies at the University of Nottingham - your study is "terminated". Depending on how you have done in the past you *may* qualify for a Certificate or Diploma.

Classification

Your final degree classification is based primarily on your final mark. This is based on a weighted combination of your Part I (second year) and Part II (third year) marks; the exact weighting used is specified in the supplementary regulations for your course.

The marks used for Part I and Part II are first-sit marks only (i.e. resit marks are ignored at this stage), and are weighted according to the number of credits for the module.

For **Honours degrees**, the overall mark is rounded to the nearest integer and the degree class determined as follows:

Rounded Mark	Honours Degree Class
>=70	First
68-69	Borderline* (Upper Second or First)
60-67	Upper Second 2:1
59	Borderline* (Lower Second or Upper Second)
50-58	Lower Second
49	Borderline* (Third/Lower Second)
40-48	Third
39	Borderline*(Ordinary/Fail or Third)

*In the case of borderlines, in the absence of (formal) extenuating circumstances, the higher mark is awarded if and only if the candidate has achieved at least 50% of their non-qualifying-year credits with marks in the higher classification. For example, if a BSc student has a final mark of 68 but has 120 credits of modules in Parts I and II with marks of 70 or more, they would be awarded a First; otherwise they would be awarded a 2:1. If the student is an MSci student with a final mark of 68 but has 180 credits of modules in Parts I, II and III with marks of 70 or more, they would be awarded a First; otherwise they would be awarded a 2:1.

If a student fails to meet any of the above criteria then their resit marks can also be taken into account. If, taking the best of first sit and resit marks, they would now pass then they are awarded a "Pass" degree.

If a student does still not meet the criteria then they may be allowed to resit failed modules with a view to being awarded a Pass (or Ordinary) degree, or may be considered for an Ordinary degree.

For an Ordinary degree the best marks at first attempt or resit are considered over the student's best 100 credits at Part I and best 100 credits at Part II. An Ordinary degree can be awarded if the rounded average for these modules is at least 40.

Under certain circumstances an Ordinary degree with Merit can be obtained - see the University regulations for details.

If a student, even after resits, does not qualify for any of the above then they may be awarded a Diploma if they successfully progressed to Part II, or a Certificate if they successfully progressed to Part I.

Timetables

- Lectures
- Examination Timetables

Lectures

Lectures start promptly on the hour. Most lectures last for about 50 minutes.



Information

For lecture and lab times please see [University Timetabling Office](#)

Examination Timetables

Examination timetables are available from the University's [Examinations Office](#).

Courses and Modules

- [Course Transfer](#)
- [Module Activities](#)
- [Module Registration](#)
- [Optional Modules](#)
 - [FAQ Specific Optional Modules](#)

The University runs a modular degree scheme. This means that all degree **courses** are divided into **modules**, and each module has a number of **credits** associated with it. Each module has a level corresponding to the year of study in which it is normally taken:

- 1 - Undergraduate Qualifying Year
- 2 - Undergraduate Part I
- 3 - Undergraduate Part II
- 4 - Undergraduate Part III, Postgraduate or Masters level

In order to pass your degree, you must gain a set number of credits at an appropriate level, a certain number of which will be in your chosen subject. The details of how many credits and what subjects is given by the University and course regulations.

The teaching year is divided into two **semesters** (called Autumn and Spring), of 14 and 16 weeks, respectively. Most modules take one semester to complete. However, these two semesters actually take place during *three* University **terms** of approximately 10 weeks each. At the present time there is an exam period at the end of each semester, although this may change in the future. In addition, Masters students complete a dissertation over the summer period (the Summer semester), making their course of study 12 full months.

Course Transfer



Note: in general it is easier to transfer early on in your course, and normally you would transfer at the start or end of a semester.

Contents

- University Information
- Transfers within Computer Science
 - Transfer from BSc (Honours) to MSci
- Transfers between Schools
- Details of Internal Transfers at end of Qualifying Stage

University Information

Academic Services Division has a page on Transfers (and suspension and withdrawal):
<http://www.nottingham.ac.uk/academic-services/current-students/withdrawing-or-suspending-studies.aspx>

The Quality Manual has the full regulations on Course Transfers:
<http://www.nottingham.ac.uk/academic-services/quality-manual/study-regulations/changes-to-taught-course.aspx>

Transfers within Computer Science

All transfers must be approved by the Course Director for the course that you want to transfer onto - see [Course Directors \(Undergraduate\)](#) and [Course Directors \(Postgraduate Taught\)](#). Please talk to them if you are considering changing course.

In general it is possible to transfer between all courses at the start of the Qualifying Stage, provided that you would have met the entry requirements for the course that you want to transfer to. In Computer Science this means that most transfers are fine, but transferring to BSc/MSci Mathematics and Computer Science will require 3 A's at A-level including Mathematics.

It is possible to transfer between many of the School's courses at the end of the Qualifying Stage or in the first three weeks of Part I. The requirements are summarised at the bottom of this page. Essentially, since 2010/11 transfers between G400/G404 CS, G601 SE and G4G7/G4G1 CS/AI are trivial, while the simplest transfer options from joint honours are from GN42 CS/Mgmt to G601 SE, and from GG14/GG41 Maths/CS to G400/G404 CS.

It is generally difficult to transfer between courses after the start of Part I - please discuss it with the appropriate Course Director.

Transfer from BSc (Honours) to MSci

It is possible to transfer from a BSc (Honours) course to the corresponding MSci (Honours) course where one exists (i.e. G404 CS and G4G1 CS/AI) providing that you would have satisfied the progression requirements for the MSci course. In particular this means:

- transfer during Qualifying Stage - fine
- transfer before/during Part I - must have progressed on Honours from Qualifying Stage
- transfer before/during Part II - must have achieved a Part I average of at least 55% (which may include resit marks)
- transfer before/during Part III - is not possible

As there is no equivalent Chinese qualification, transfer to one of the MSci programmes is, unfortunately, not suitable for UNNC students. The School would, however, like to encourage UNNC students to stay on to do the MSc in Advanced Computing Science (G403).

Transfers between Schools

Please refer to the University guidance. In general the decision rests with the School that you want to transfer into. If you want to transfer to Computer Science then please discuss this with the relevant Course Director.

Details of Internal Transfers at end of Qualifying Stage

Transfer from \ to	G400/G404 CS	G601 SE/SS	G4G7/G4G1 CS/AI
Common	G51FSE(2), G51MCS , G51OOP(5), G51PRG	G51FSE(2), G51MCS , G51OOP(5), G51PRG	G51FSE(2), G51MCS , G51OOP(5), G51PRG
Required	G51CSA, G51DBS*, G51FUN	G51CSA, G51DBS	G51IAI
Optional	G51IAI	G51FUN, G51IAI	G51IAI
G400/G404 CS Taken: G51APS, G51CSA, G51DBS, G51FSE(2), G51FUN, G51IAI(4), G51MCS, G51OOP(5), G51PRG, G51REQ(6)	n/a	OK	Need G51IAI or equivalent.
G601 SE/SS Taken: G51CSA, G51DBS, G51FSE(2), G51FUN(3), G51IAI(4), G51MCS, G51OOP(5), G51PRG, G51APS, G51REQ(6),	Need G51FUN or equivalent	n/a	Need G51IAI or equivalent. May take G51FUN if not already taken.
G4G7/G4G1 CS/AI Taken: G51APS, G51CSA, G51DBS, G51FSE(2), G51FUN, G51IAI, G51MCS, G51OOP(5), G51PRG, G51REQ(6)	OK	OK	n/a
GN42 CS/Mgmt Taken: G51CSA(1), G51DBS, G51FSE(2), G51MCS, G51OOP(5), G51PRG	Need G51FUN or equivalent. Must take G51CSA if not already taken. May be required to take G51FUN* if not already taken.	OK. Must take G51CSA if not already taken. May take G51IAI, G51FUN if not already taken.	Need G51IAI or equivalent. May take G51CSA, G51FUN if not already taken.
GG14/GG41 Maths/CS Taken: G51CSA1, G51FUN, G51OOP3, G51PRG (maths considered equivalent to G51MCS)	Need G51FSE or equivalent. Must take G51CSA, G51DBS* if not already taken. May take G51IAI if not already taken.	Need G51FSE or equivalent. Must take G51CSA, G51DBS if not already taken. May take G51IAI if not already taken.	Need G51FSE, G51IAI or equivalent. May take G51CSA, G51DBS if not already taken.

Footnotes:

* At course director's discretion.

- (1) G51CSA not taken on GN42 or GG14/GG41 prior to 2010/11
- (2) G51FSE is considered equivalent to G51ISE prior to 2011/11 at Nottingham and prior to 2011/12 at UNNC & UNMC
- (3) G51FUN optional on G601 prior to 2010/11
- (4) G51IAI optional on G400/G404 and G601 prior to 2010/11
- (5) G51OOP was covered by G51PRG (20 credits) prior to 2010/11 at Nottingham and prior to 2011/12 at UNNC & UNMC
- (6) G51REQ replaced G51SCI in 2010/11 at Nottingham and replaces it in 2011/12 at UNNC & UNMC

Note that "Need G51XXX or equivalent" might be satisfied by having already taken the module in question as an option or by an undertaking from the student to study/catch up relevant material, subject to the course director's approval.

Module Activities

Each module will include a number of activities to support your learning, which may include lectures, laboratory sessions, small group tutorials, problem classes, and coursework. In addition you should routinely be reviewing your notes, reading supporting material, attempting past papers and challenging your own understanding. In most cases the lectures will be your primary source of information, including what other activities are available.

Lab sessions, problem classes and module tutorials are intended to help you sort out any misunderstandings and difficulties with the course, as well as to develop your skills. You will get much more out of them if you prepare for them beforehand by trying to identify the points that are causing difficulty.

The programming module (G51PRG) is supported through laboratory sessions where you will do a lot of hands-on programming. Postgraduate laboratory demonstrators are present throughout and are able to help with the following: helping you with programming problems; checking that the solutions you hand in are your own work; occasionally taking attendance registers.



Note

All lectures, laboratory sessions and tutorials provided by the School are to be regarded as **compulsory** for those students who are registered for them. In this connection, you should read the section on [Attendance Procedures](#) in the University's Quality Manual. On most courses, regular **course work assignments** are set, and these too are to be regarded as **compulsory**

Module Registration

Almost all teaching and assessment is done within individual modules. The University regulations and your course's supplementary regulations specify exactly which module you must do, and what kinds of choices you have. In Computer Science your [Undergraduate Course Director](#) or [Postgraduate Course Director](#) has the ultimate responsibility to approve your choice of modules — if you have particular questions then please ask them.

Additional guidance on option module choice can be found in the following sections: [Optional Modules](#) and [FAQ Specific Optional Modules](#)

The University maintains a central [Module Catalogue](#) which lists and describes the modules available in each year together with information about pre- and co-requisites (i.e. other modules that you have to have taken).

When you register with the school you will be given a module entry form listing the modules for which you are currently registered and supporting information. You should complete this form and bring it to the **compulsory module sign-off event** (unless otherwise advised for your particular course).



Information

All modules chosen from outside the School which are not already pre-printed on your form must be approved and signed for by the school offering the module before the School module sign-off event.



Note

If you are choosing optional modules (especially outside the School) it is your responsibility to check that the module lectures and other activities do not clash (bear in mind that it may take some time to get from one campus to another). It is also important for returning students to complete module pre-registration correctly and on time — this pre-registration information is used when drawing up the teaching timetable.

Exceptional changes to optional module enrolment

Clearly we would like all students to complete the normal module entry process, and late changes of module enrolment are not considered to be in a student's best interest, because of the likelihood of missed teaching/assessment. The School will, however, normally allow changes of module enrolment after the change of mind period subject to the approval of the module convenor for any new module (indicating that it is reasonable for the student to change at that point, for example if they have already been attending). The course director would then be expected to review the request (in terms of the revised choice of module and face-value reason). The hard cut-off (for dropping modules) is the middle of the teaching period for that module (typically the end of week 6 of that semester), unless there are formal/extenuating/circumstances (with ECF, etc.). Module convenors do not need to provide any specific support for late changes of enrolment, but should make all relevant resources available to all students registered for their module. Note that late changes will NOT normally be made where the sole reason is to avoid an impending assessment.

The standard University [exceptional amendment form](#) should be used for any such request.



Note

The student is responsible for getting the approval of the module convenor and of their course director for any new module. The form should then be handed in to the School office.

Optional Modules

- [FAQ Specific Optional Modules](#)

- [Types of options](#)
- [Things to Check](#)
- [Final Approval](#)

Types of options

Most stages of most courses allow you some flexibility in your choice of modules, i.e. you can choose some optional modules. There are typically three places that you can look for optional modules:

- in the [supplementary regulations](#) for your course, under the Approved Course of Study for your current stage;
- other modules within your School, as listed in the University [Module Catalogue](#); and
- modules in other Schools, also listed in the University [Module Catalogue](#).

Things to Check

For any optional module you must check that you satisfy the pre- and co-requisites for the module as listed in the University [Module Catalogue](#) (if in doubt check with the module convenor).

You must also check that the [timetable](#) allows you to attend the scheduled module activities.

For any module not explicitly listed as an option for your course you must check that you are nominally allowed to take the module based on the "target students" identified in the University [Module Catalogue](#).

For any module outside your home School (including Business School modules) you must get your choice approved and signed for by the School offering the module.

You must ensure that your choice of options includes the enough credits at the right level for your current stage as per the [University of Nottingham Qualification Framework](#) :

Degree	Stage	Total credits at level 1 or above	Including minimum at level
BSc Honours/MSci	Qualifying Year	120	all at level 1
	Part I	120	90* at level 2
	Part II	120	100 at level 3
MSci	Part III	120	120** at level 4
BSc Ordinary	Qualifying Year	100	all at level 1
	Part I	100	80 at level 2
	Part II	100	60 at level 3

You must ensure that your choice of options satisfies any additional requirements in the [supplementary regulations](#) for your course. For example, **(most Honours courses in CS actually require at least 100 credits at level 2 in Part I. (*)** If you have already taken some level 4 modules in Part II then you may take up this number of credits at a lower level in Part III.

Final Approval

Finally the Course Director must ultimately approve your choice of optional modules (to ensure that it is consistent with and appropriate for your course of study).

For some common questions about specific optional modules see [FAQ Specific Optional Modules](#)

FAQ Specific Optional Modules

This page is subject to continuous revision. It aims to answer some common questions about specific optional modules.

If you don't find the answer to your question then email the appropriate Course Director or add a comment to this page.

Contents

- [Computer Science Level 1 Modules](#)
- [Computer Science Level 4 Modules for Part II Students](#)
- [Computer Science Level 4 Modules for Specific Programs](#)
- [Foreign Language Modules](#)
- [Mathematics Modules](#)

Computer Science Level 1 Modules

Please note that only the following level 1 Computer Science options can be taken by CS students after the Qualifying year (if not already taken):

- G51DBS Database Systems
- G51IAI Introduction to Artificial Intelligence
- G51FUN Functional Programming
- G51WPS Web Programming and Scripting

Computer Science Level 4 Modules for Part II Students

For MSc Part II students and for BSc Part II students with a Part I average of 55% (which may include resit marks) there are several level 4 that you can take as options. In all cases this is made explicit in the "target students" field for the module in the University Module Catalogue. Currently these are:

- G54ACC Advanced Computer Communications
- G54ALG Algorithm Design
- G54ARC Advanced Computer Architecture (suspended 2012/13)
- G54CCS Connected Computing at Scale (new addition)
- G54DIA Designing Intelligent Agents
- G54DMT Data Mining Techniques and Applications
- G54FOP Mathematical Foundations of Programming
- G54FPP Foundations of Programming Mini-Project
- G54MDP Mobile Device Programming
- G54MXR Mixed, Virtual and Augmented Reality (suspended 2012/13)
- G54ORM Operations Research and Modelling
- G54PDC Parallel and Distributed Computing.(suspended 2012/13)
- G54SIM Simulation for Computer Scientists
- G54VIS Computer Vision

Subject to approval from the module convenor these modules are also available:

- G54ADS Advanced Data Structures (requires G52ADS, ideally also G51FUN - requires approval from module convenor)

Computer Science Level 4 Modules for Specific Programs

There are a number of level 4 Computer Science modules that are exclusively available to students on specific courses. These can be identified by the use of the word "Only" in the "target students" field for the module in the Module Catalogue. These currently include:

- G64MIT Management of IT - only available to students on the MSc Management of Information Technology
- G54PRG Programming - only available to students without substantial prior study of programming
- G64DBS Database Systems - only available to students on the MSc IT and MSc MIT (see G51DBS as an alternative)
- G64ICP Introduction to Computer Programming - only available to students without substantial prior study of programming
- G64INC Introduction to Network Communications - only available to students on the MSc IT and MSc MIT (see G52CCN as an alternative)
- G64SPM Software Project Management - not available to UG students (see G51FSE, G52SEM and G53SQM as alternatives)
- G64SWE Software Engineering - not available to UG students (see G51FSE, G52SEM and G53SQM as alternatives)

There are constraints on the following level 4 options taken in Part III (they are not available at all in Part II):

- G54ADM System and Network Administration - not available to students who have taken (or are taking) G51UST
- G54CPL Concepts of Programming Languages - not available to students who have done G52MAL and G53CMP or equivalent
- G54IHC Introduction to Human Computer Interaction - not available to students who have taken (or are taking) G52HCI Human Computer Interaction
- G64OOS Object Oriented Systems - not available to students who have taken (or are taking) G52CPP or equivalent

Foreign Language Modules

In general you can take foreign language modules. As with all modules outside the School these must be individually signed off by the offering school. As well as checking that you meet the pre-requisites for the module the offering school will often also assess your suitability to take the module.

Mathematics Modules

Students should ensure that any maths modules they take are at the appropriate level. In general, introductory mathematics modules should be taken in the Qualifying Stage (if at all).

The following Maths modules may be suitable for CS students (confirm with Course Director and School of Mathematical Sciences):

- HG1M11 Engineering Mathematics 1
- HG1M12 Engineering Mathematics 2
- HG2M03 Advanced Calculus and Differential Equation Techniques
- HG2M13 Differential Equations and Calculus for Engineers

The following Maths modules are only suitable for CS students with LIMITED prior mathematics (e.g. GCSE only) and are NOT suitable for students with A-level maths or who have done the University of Nottingham Foundation year (e.g. at UNNC):

- HG1FNC Foundation Mathematics

The following Maths modules are NOT suitable for CS students:

- HG0FAM Foundation Algebra and Mathematical Techniques (level 0)
- HG1M01 Calculus and its Applications (target students OUTSIDE science/engineering)
- HG2M02 Applied Algebra (target students OUTSIDE science/engineering)

Examinations and Other Forms of Assessment

You will encounter various kinds of assessment during your course, ranging from formal examinations to informal coursework exercises. The main forms of assessment that you will encounter are described below.

- Coursework Submission and Deadlines
- Purposes of Assessment
 - Formative Assessment
 - Summative Assessment
- Types of Assessment
 - Written Examinations
 - Coursework
 - " Informal" Coursework
 - " Formal" Coursework

Purposes of Assessment

It is also important to note that different assessments may have different purposes; the two main alternatives are formative and summative assessment.

Formative Assessment

A formative assessment is designed to give you feedback so that you can learn from your mistakes (and successes!). Where a module has a lot of small, regular assessments these are often (largely) formative, being intended to help you learn the material, build skills and identify any weaknesses you may have in that area. Informal (non-assessed) coursework is also generally formative in nature — they are an opportunity to build and test your skills and knowledge.

Summative Assessment

A summative assessment is designed only (or primarily) to assess your knowledge and skills in that area, for example a final written examination. Note that many assessments have both a formative element (you get potentially useful feedback which you can use to target further work or correct specific errors) and a summative element (they contribute to your final assessment mark), for example regular assessed programming exercises and larger courseworks around the mid-point of a module.

All modules in the School are expected to have an average within a certain target range. If the average falls outside this range, the School's Examiners Board may deem it to be appropriate to adjust the marks for the module, either up or down.

Please see the School's [Re-assessment rules](#) if you have been given the opportunity for re-assessment.

Types of Assessment

Written Examinations

Many modules involve formal written examinations. These take place at the end of each taught module (usually in weeks 13 and 14 of the semester). Exact times and locations of examinations are published by the University's [Examinations Office](#), and copies are displayed in the School as soon as they become available.



Note

It is your responsibility to ensure that you register for the correct modules, which form your examination entries on the [Student Portal](#), and turn up at the correct place at the correct time.

The University's Quality Manual includes further details and a formal description of [Assessment Regulations](#).



Important

Please remember that activities continue after the examinations and you are required to remain at University until the end of each term.

Coursework

Aside from exams, assessment within the School of Computer Science can be divided into two main types:

"Informal" Coursework

This is especially common in Qualifying Year modules, and is typically set weekly or fortnightly. The handing-in dates and times are specified in each module by the module lecturer. Any variations from the normal procedure, as outlined here, will also be made known by the module lecturer.

Except occasionally in borderline cases with extenuating circumstances, informal coursework does not count towards the final examination mark. However, continual poor performance and/or persistent late handing in of work will be taken into account by the examiners. Do not be misled by the term informal; informal course work should be considered compulsory and a reasonable standard of effort and presentation is expected.

“Formal” Coursework

For those courses not entirely assessed by traditional written examinations (see the [Module Catalogue](#)), one or more pieces of more formal course work will be required. These will be set in addition to any informal course work and a distinction between the two will be clearly made during lectures. Formal coursework must always be handed in by a given deadline.

Students who are having difficulties with these open assessments and who feel themselves likely to submit late should consult the module lecturer (and probably also their personal tutor) at the earliest opportunity and certainly before the advertised deadline for the coursework. Where medical or other problems occur, extensions may be granted, or account of the circumstances made when the work is marked — see [Illness and Other Issues](#) . Otherwise standard penalties will be applied for late submission — see [Policy on Late Submission](#) .

See [Coursework Submission and Deadlines](#) for details of coursework submission options.

Please also see [Marking Criteria](#) .

Coursework Submission and Deadlines

To be updated

Coursework Deadlines

Download:

- [Coursework Coversheet \[WORD\]](#)

Submission Methods

Depending on the kind of coursework a number of different submission methods may be used. The main ones are listed below.

The CourseMaster System

Some modules (especially G51PRG) may use the CourseMaster system to both submit and automatically mark practical programming exercises. If this is the case then the module lecturer will provide specific guidance.

Paper submission

To hand in printed or written coursework (unless otherwise instructed) please follow the instructions on the coursework hand-in box outside the School Office, A31.

The [coursework coversheet](#) can be printed and attached to your work. Please make sure you stamp it before submission. You should receive a confirmation on your email address on the day after the coursework's deadline. If you have any queries, please speak to the School Office (ast@cs.nott.ac.uk).

Electronic submission

Some modules require that you submit coursework (or other things such as dissertations) electronically. The module lecturer or module-specific pages will tell you exactly what is required.

The main electronic submission system in the University is through [Moodle](#). (log in using your University/IS username and password) There is a [tutorial area within moodle](#) which includes [information on submitting an assignment in moodle](#).

There is also an older UNIX-based electronic submission system used in the School is called "cw"; its use is described below.

Information on submitting coursework using the cw system

Introduction

This document has been written to assist you should your course tutor have advised you to use the cw system to submit coursework. If you have been advised to submit coursework via a different method please follow the instructions of your course tutor and not this document.

Submitting Coursework

You will need to ensure all your files are located on your Unix fileserver (which can be Linux server *avon*, *bann*, *clyde*, *mersey*, *roach* or *severn*). One way to do this is to log into a lab machine and copy files onto your *H:* drive.

- Log into your home Unix machine.
- Change to the directory containing the files or subdirectories you wish to submit.
- Type: `cw submit [list of files or directories]`
Where *list of files or directories* is the name of a single file or a list of file/directory names separated by spaces.
- Select the ID for the coursework you are submitting.
- Enter *y* to confirm.
- A receipt number will be displayed and you will receive an emailed receipt also.

Should you wish to change your submission before the deadline, you can resubmit using the same steps. Resubmissions will completely replace your original submission so **make sure you submit all files at once**. Resubmitting after the deadline will usually result in a penalty for missing the deadline even if your original submission was before the deadline.

Marking Criteria

- [Policy on Late Submission of Assessed Materials](#)
- [Policy on Plagiarism](#)

In general assessments are marked in accordance with the expectations associated with the degree classifications.

Exceptional (90-100%) The work should exhibit all the characteristics of an Excellent grade. Additionally the work should be essentially without fault and of the highest possible quality, exhibiting a substantial original component.

Outstanding (80-89%) The work should exhibit all the characteristics of an Excellent grade. Additionally the results should exhibit independent thought and originality. Any short-comings should be no more than incidental.

Excellent (70-79%) The work should display a complete and thorough understanding of the conceptual and practical issues surrounding the topic. The work should be well structured with a clear line of argument and the quality of the analysis should be excellent. The work should be comprehensive and rigorous. Any software should be complete in all respects and exhibit very high quality. There should be evidence of reading beyond the core lecture material.

Good (60-69%) The work should show a good understanding of the conceptual and practical issues surrounding the topic. Arguments should be clearly structured. The quality of analysis and writing should be good. The work should be competently conducted using recognised and appropriate methods. Any software should be complete and usable and exhibit good levels of quality.

Average (50-59%) The work would be expected to display a fair understanding of the key conceptual and practical issues, although weakness may be present in some areas. There work should have a basic structure, and there should be some argument around the information available. The analytical content should be fair. Any software should be adequate to illustrate principles; it may display weakness in areas not central to the work.

Adequate (40-49%) The work would display an incomplete understanding of the central issues relating to the topic. The work would lack a clear structure and strong argument and the quality of analysis would be below average. Any software would be poorly designed, incomplete, poorly commented and difficult to understand; it would exhibit poor levels of quality.

Poor (below 40%) The work would display a very poor understanding of the area; there would be no clear structure and the analysis may be weak or incomplete. Any software would be limited in capability, and difficult to use.

Policy on Late Submission of Assessed Materials

A candidate who submits assessed coursework after a deadline set by the School will have the mark for that coursework reduced by 5% for each normal working day (including vacations but not weekends, public holidays or University holidays) that has passed since the deadline, until a mark of 0% is reached. For example, an original mark of 67% would be successively reduced to 62%, 57%, etc.

Notwithstanding the University's standard procedure (above), the School (usually the module lecturer) may specify a length of time after the coursework deadline as the point at which a mark of 0% will be awarded, so long as:

1. the period is no longer than that which would arise from the example given above;
2. the period is made clear to the candidate at the beginning of the module;
3. in all circumstances, a candidate will receive a mark of 0% if, without sufficient cause, the coursework has not been submitted prior to the meeting of the relevant Board of Examiners.



Warning

The School is highly likely to award 0 marks for programming solutions that are handed in late. This is because we might make model solutions available at the end of the exercises, which would allow you to copy them. Please, do not hand work in late. If you think you are going to be late for a good reason, then tell the course lecturer and your tutor before the deadline.



Note

Please note that, even if you have recognised study support needs, you **must still negotiate extensions before** the deadline, and not retrospectively.

Policy on Plagiarism

The University regards such acts as cheating, plagiarism and the fabrication of results as serious academic offences, which are unacceptable in a scholarly community dedicated to the pursuit of knowledge (see [Academic Offences Policy and Procedure](#)).

Information

Plagiarism means copying or taking someone else's work and pretending that it is yours. Plagiarism is not allowed. Any student who plagiarises the work of others will be reported to Head of School or representative who will interview the candidate. Where plagiarism is found the School may award a mark of zero for (a) that specific piece of work (b) the assessment of which it is part or (c) the whole module. In more serious or contested cases it will be referred to the University's Academic Offences Committee. This Committee has the power, in the case of plagiarism, to apply a mark of zero to the module, to the whole semester or to the whole year of study. It is also an offence to aid others to commit plagiarism, for example, by providing them with your own answers.

Warning

The following actions are considered to be plagiarism (this list is not exhaustive):

1. copying paragraphs or programs from a textbook or web page (or anywhere else);
2. copying another person's work either with or without their knowledge;
3. working together in groups of two or more to produce a single program or essay and then each member of the group submitting a copy of this as their own work;
4. getting someone else to do some or all of the work and then submitting it as your own work (whether you pay them or not).

Tip

You **must stop** other **people** from **copying** your work by checking that your file permissions are set properly and by not leaving printouts lying around or near the printers.

- Working in groups is acceptable, and encouraged for some subjects, provided that the group work does not lead to a finished program or essay. It is important to understand that a program or essay which is submitted as coursework must contain a sufficient amount of your own effort to make it your work rather than the group's work. More specifically, you may want to discuss possibilities for algorithms and data structures that might be appropriate to some particular piece of coursework, and this is perfectly acceptable. But when you go to the machine you must code up your own solution to the problem.
- You must not use a friend's program as a template or a short cut towards your own solution. In other words, any work you hand in should clearly be your own and should not be a joint effort. Essays can include a small number of short paragraphs quoted from a source (e.g. text book, journal paper, Web site) providing you acknowledge the source and list all references in the essay; this shows that you are reading round the subject as you should.
- These guidelines are general, and may be adjusted by the module convenor for the specifics of the module. If you are in any doubt as to what is allowed then you must consult with your module convenor.
- The underlying motivation is fairness: That all students in a module are treated equally, and no students obtain an unfair advantage over others.

Note

You should set in italics any text which is the work of others as well as surrounding the quoted text in quotation marks. In addition, you should make sure that you cite the reference where the work has been copied from. Of course in the case of shared authorships and group work, others means those outside of the group or set of shared authors.

For more information about definitions of plagiarism and how to avoid it see <http://www.nottingham.ac.uk/csc/academic-integrity/student/>

As stated there, the general goal is to learn in your writing how to "carefully distinguish between our own ideas and the work, words and ideas of others".

We also need to tell you that we use Automatic Plagiarism detectors which are capable of comparing all students' programs across an entire module. These detectors are very sophisticated and are capable of spotting programs that are identical, nearly identical or just similar, or where attempts were made to conceal the plagiarism by renaming variables, etc. We regularly check your work with such tools and have spotted many cases of plagiarism in previous years.

Study Abroad

Information on opportunities to study abroad is available via our Study Abroad page on the School webpages:

<http://www.nottingham.ac.uk/computerscience/studywithus/study-abroad.aspx>

Prizes

Each year the School awards a number of prizes at the discretion of the UG and PGT Exam Boards. The Prizes below were awarded in 2012/13 and details may change for 2013/14.

- Undergraduate Prizes
 - Springer Science and Business Media Prize
 - Individual Project Prize
 - BCS, The Chartered Institute for IT Prize
 - School Prize
 - IBM Individual Project Prize
 - School and Alumni Best Stall at Group Project Open Day Prize
- Postgraduate Taught Prizes
 - The Mark Treglown Prize
 - The ITI Prize
 - The HCI Prize
 - The ACS Prize
 - The CSE Prize



information

Prizewinners are published in our News section.

Undergraduate Prizes

In addition to these prizes, the University awards a prize of £100 to the student with the best overall performance. The award is announced at the July degree ceremony and not before.

Springer Science and Business Media Prize

Awarded for the best student performance in final year of study.

Prize: \$200 (US) worth of books

Individual Project Prize

Awarded for the most outstanding overall Individual project in the final year of study.

Prize: £250

(This prize will be offered to BSc and MSci students in future years).

BCS, The Chartered Institute for IT Prize

Awarded for promoting the wider impact of Computer Science.

Prize: £150 and 12 month subscription to the BCS

School Prize

Awarded to the student who has the highest final average mark.

Prize: £100

IBM Individual Project Prize

To reward the best project in terms of what was achieved overall, how robust and usable the delivered system is and how well it has been documented.

Prize: £50 per winning team member

School and Alumni Best Stall at Group Project Open Day Prize

Prize: £50 per winning team member

Postgraduate Taught Prizes

The Mark Treglown Prize

Awarded to the student with the best dissertation on the G507 and G565 programmes.

The ITI Prize

Awarded to the student with the best dissertation on the ITI programme.

The HCI Prize

Awarded to the student with the best dissertation on the G440 programme.

The ACS Prize

Awarded to the student with the best dissertation on the G403 programme.

The CSE Prize

Awarded to the student with the best dissertation on the G402 programme.

Projects

Contents

- Second Year Group Project
 - Group Project Open Day
 - Project Presentation Equipment
 - Sharing Group Files
- Final Year Project
 - Final Year Project Source Code Submission
 - Final Year Project Submission
- Masters Project
 - Masters Project Submission
 - MSc Presentations Schedule
- Project Equipment Requests
- Presentation Guidelines
- Project Handbooks
 - Final Year (3rd Year) Project Handbook
 - MSc Dissertation Handbook
 - MSci (4th Year) Project Handbook
 - MSc in Computer Science and Entrepreneurship Projects

Useful links:

- [Research Ethics Guidelines](#)
- [Policy on Plagiarism](#)

Second Year Group Project

The **Technical Services Group (TSG)** provides hardware and software to help second year undergraduates complete their projects, and to make the presentations at the end of their projects.

- [Initial Development](#)
- [Electronic Submission](#)
- [Project Presentations/Open Day](#)
- [General Information](#)

Initial Development

- [Requesting Equipment](#)
- [Helpful hints](#)
- [Sharing Group files](#)

Electronic Submission

- [Handing in your reports electronically](#)

Project Presentations/Open Day

- [Presentation Equipment](#)
- [Open Day information](#)

General Information

- [Group Project Homepage](#)

Group Project Open Day

- [Location](#)
- [Hardware](#)
- [Software](#)
- [Posters](#)

Location

The Group Project Open Day will be held in the terminal room, A32. All 3 rows will be available for use for the open day.

Hardware

The PCs in A32 are all of the same specification:

- Intel Core 2 Duo E8500 (3.16 GHz, 1333MHz, 6MB)
- 4G RAM
- 160G Hard Drive
- 256MB DDR2 ATI RADEON HD 3450 DVI/VGA and TV out DUAL Display
- 16x DVD+/-RW Drive
- 19" E198FP Black TFT LCD Monitor (1280 x 1024) TCO99

PCs will be allocated by TSG.

A link with the [PC allocations](#) is available (Link available when machines have been allocated)

Software

A list of the [Software installed](#) is available. Please do not install software on the machines in A32. If you require software then contact tsg@cs.nott.ac.uk

Machines may be brought in from home. Any equipment brought it from home must have an undamaged fused moulded UK plug or power adapter and must be checked and logged by TSG before plugging it in. The equipment must be checked and logged by Tomasz Glazer (Room A39) before it is plugged in. The condition is that there is no claim against the University for loss, damage, theft or other scenarios whilst the machine is on University property.



Please remember that you don't have to contact TSG if you are happy to use the standard hardware and software (as listed above) in the Terminal Room.

Posters

Posters should be restricted to A32 and should be removed before you leave the labs at the end of the open day. Here is the relevant quotation from Dr Hutton's email on the subject which is still valid this year:

You must not display posters anywhere in the building other than in the designated labs. You must clean up your stand yourself after the open day, removing everything that you brought along with you. Marks will be deducted from groups that leave materials in the labs.

Project Presentation Equipment

- Default Equipment
- Support Personnel

Project presentations are restricted to using PowerPoint or other default software.

If you would like to bring in your own self powered non-networked laptop can you email tsg@cs.nott.ac.uk so that we know that a laptop will be being used for that particular session. Please can you make sure that you know how to present the output to an external monitor (this is not the default on most laptops).

Please do not install anything on the project presentation machine in the seminar room.

Default Equipment

- PC
- Projector
- DVD Player
- White Board

Details of the project dates and times will be made available later.

Support Personnel

Before each session a member of TSG staff will check the equipment used for the presentations is working and will be on call during the session in case of equipment problems.

Sharing Group Files

- [Helpful Hints](#)
- [Sharing Files \(amongst your Group Project\)](#)

Helpful Hints

When sending email to any member of the TSG concerning your project it will speed matters up greatly if you mention, where relevant:

- always quote your CSiT username if sending email from an ACS account. CSiT usernames are of the form abc00u or abc00mnot ones starting itx or psy,
- the name of the group project if applicable (*gp-abc1* for example),
- the name of the machine involved,
- the date and time of your presentation if applicable.

Also if replying to an email from the TSG about projects please keep the subject line the same as when you received the email message; the reply button or command in most email clients does this (with the normal addition of *Re:*). Many members of the TSG file their email in special folders and may not look for project email in other folders, so your email may be missed if the subject line has been altered.

Sharing Files (amongst your Group Project)

Each group has been set up with a Unix group id of the same name as the project group's main mailgroup, e.g. gp-abc1. Files that are in that group may then have the group permissions set so that all users in the group can read and/or write these files. To take advantage of this mechanism it is best to create a directory in one of the group members' user area and then use the `chgrp` command to change the ownership of that directory to the group (by default on our system all files created within that directory will then also be in the group the directory belongs to). You then need to use the `chmod` command to add group read and/or write permissions (by default on our system only the person who owns the file may read and/or write it).

```
For example:mkdir ~/SharedProj
chgrp gp-abc1 ~/SharedProj
cp file ~/SharedProj
chmod g+rw ~/SharedProj/file
```

Final Year Project

The **Technical Services Group (TSG)** provides hardware and software to help final year undergraduates complete their projects, and to make the presentations at the end of their projects.

- [Initial Development](#)
- [Electronic Submission](#)
- [General Information](#)

- [Final Year Project Source Code Submission](#)
- [Final Year Project Submission](#)

Initial Development

- [Requesting Equipment](#)
- [Helpful hints](#)

Electronic Submission

- [Handing in your reports electronically](#)
- [Handing in your source code electronically](#)

General Information

- [Individual Project handbook](#)

Final Year Project Source Code Submission

To be updated



Information

In addition to these instructions, you should also follow the [instructions](#) for submitting your report.

- [Submitting Source Code](#)

Submitting Source Code

Create a directory on your Unix (H:) drive to contain all your source code, eg: `mkdir cs3_final_source` Copy all your source code into this directory.

Now run the `cw submit` command giving the directory name as a parameter, eg: `cw submit cs3_final_source` Select the appropriate *ID* from the list. Make sure you then follow all the prompts until you are given a receipt number and shown which files you have successfully submitted.

Follow the link for more details about the [cw system](#).

Final Year Project Submission

To be updated



Information

Paper hand-in details can be found in the [final year project handbook](#).

Electronic hand-in details are found below.

- Producing a PDF
- Submitting your Report

Producing a PDF

To produce a PDF version of your project report:

1. LaTeX on Unix
 - latex file.tex (which produces file.dvi)
 - dvips file.dvi -o (which produces file.ps)
2. Troff on Unix
 - rundoc -t -Pps file > file.ps (which produces file.ps)
3. Anything on Windows
 - Select *Print* from the File menu, just as if you were printing to het. Make sure you have selected a PostScript printer:
 - in the School this will be het, vav or tet
 - at home use, for example, an Apple LaserWriter
 - Check the *Print to file* box in the print dialogue box. This tells the system that you are printing to a file, rather than sending the document to a printer.
 - When you click *OK* to print the job, the system will prompt you for a file to save the PostScript in.
 - Tell the system to put the output file in, for example, *H:file.ps*. The *.ps* is important, as it identifies the file as raw PostScript to be distilled.
 - **Before** selecting OK change the *Save as type*: selection line from *Printer Files (.prn)* to *All Files (*.*)*. This prevents a *.prn* suffix being added to the filename, making it *file.ps.prn*.
 - If the system won't print to the *H:* drive then you can print to *C:\Temp\file.ps* and then move the file to your *H:* drive (right click to move the file rather than left click).

After the above you should have a file called *file.ps* somewhere under your Unix home directory (aka *H:*). Make sure you are logged in to robin, tuck, much or scarlet as appropriate (especially if you produced the PostScript on Windows), cd to the correct directory and then issue the following commands to create the PDF.

- distill file.ps (produces file.pdf)
- acroread file.pdf (views the PDF)

Submitting your Report

To submit the electronic copy of your project report, log into your home Unix machine and type: `cw submit filename` Where *[filename]* is the name of the file containing your report.

Select the appropriate *ID* from the list.

Make sure you then follow all the prompts until you are given a receipt number and shown which files you have successfully submitted.

Project Equipment Requests

Most projects do not require specific requests due to the range of software that is already made available to students in the labs and on the UNIX servers.

- See [list of this standard equipment](#),

If you request software or hardware that is not listed and we have confirmed it will be possible to source the equipment then there may be a delay in getting your PC ready as we deal with external suppliers. Delays of a month have been encountered previously, so please contact TSG if you need advice on this matter.

- [Standard Equipment](#)
- [Special Requests](#)

Standard Equipment

If your project can be developed using the following hardware/software you should not place an equipment request, simply use any lab machine for development.

- Details of this [lab software](#) are available from the Technical Services Group pages.
- [Documentation](#) for a number of installed Windows and Unix software packages can be found on the Technical Services Group pages.

Special Requests

Should it not be possible to develop using the standard lab machines you may place a Project Equipment Request via a TSG ticket.

- You may request Windows or Unix/Linux software.
- The hardware on which your software is installed may be of a lower specification to the main lab machines, and the PC may be shared with other project groups.
- It may not be possible to fulfill all requests.
- If you require specialist software/hardware you will need to submit a TSG ticket. TSG will aim to set up your required hardware and/or software within two weeks of the submission date.

 Submit a Special Equipment Request

Important points to remember

- If you need Unix software or only need PC software already in the labs (e.g. JAVA JDK), then you will be able to use any PC in the school for your project.

And if you do need to make a specific project request:

- TSG asks for your project aims to be detailed in the ticket.
- Your project supervisor needs to approve.
- If you request that your project uses a PC then it is very likely that the PC will be shared between 2 or 3 projects.
- Requests for multiple PCs for a single project will not be countenanced.
- If you are allocated a PC then you must check it within one week of it being released to you and notify TSG of any missing or misconfigured software or hardware.

If working on a group project, you should also remember:

- Only one request should be submitted for the whole group project otherwise it can lead to confusion over what equipment is required, and delays in the equipment being made available.
- The group will be contacted by the TSG if we have any queries regarding the project.
- If you decide to use a machine outside of the School for project development please note that your software **must** run on the default Computer Science configuration of machines in A32 as you will be required to demonstrate your project within the School as part of your project assessment.

Presentation Guidelines

Some helpful notes on giving presentations are given below. This is not a definitive set of dos and don'ts but just a few random pointers that might help improve the quality of your presentation. Choose the points that you think are relevant or appropriate. In any event talk to your supervisor beforehand to establish the content and style of your own particular presentation.

- What makes a bad speaker?
- So what makes for a good lecture/lecturer?
- Preparation
- The Talk Itself
- Afterwards
- Final Thoughts

What makes a bad speaker?

- Talks too slowly.
- The talk is at the wrong level (either too simplistic or too difficult).
- Stands still and just talks.
- There are no visual aids — or even worse there are poor visual aids.
- Has a monotonous voice.
- Not responsive to the audience.
- Flippancy!
- Stares at the OHP, avoiding eye contact with the audience.
- Poor timekeeping.

So what makes for a good lecture/lecturer?

- First establish a rapport with the audience — at the very least say "Hello".
- Introduce yourself as there might be someone in the audience who doesn't know you — even if you only suspect one person out of an audience of a hundred you should still introduce yourself. (For the purposes of your project talks you will be introduced by the chair of the session so this won't be so crucial. However, it is still useful to have an introductory OHP which has your name on it — just in case somebody missed it.)
- Use appropriate words, terminology and jargon. If you think you have used a technical word without explaining it, then pause to explain it. Don't talk down and don't talk up.
- Make sure everyone can hear you — speak to the person on the back row, speak clearly and reasonably slowly.
- Use intonation in your voice to add colour and interest. Be expressive.
- Use the OHP well (see below)!!
- Establish eye contact with the audience, but don't threaten them.
- PREPARE your talk (see below).

Preparation

In a more structured fashion... There are a number of simple rules to giving a good talk.

1. Check the room out (if possible). Where are the light switches, plugs etc.? What facilities are available? OHP? Slide projector? Looking at the room plan how you can use it (see Style below).
2. Write out the script of your talk completely. Do this especially if you think you are going to be nervous - if you freeze then read the script. Put stage directions on the script, e.g. "Put OHP No.6 up", "Switch off lights", "Write definition on blackboard", "Refer back to flipchart at this point", etc., etc. HOWEVER - do not plan to use the script!! It is your liferaft if you begin to fall to pieces. It is your insurance against everything else going wrong. In some talks it is important to read from a script - for example, when the talk is concerned with contractual obligations and can become binding in a legal sense. But for your purposes the two golden rules are:
 - (i) Have a script; and
 - (ii) Don't use it (if possible)!
3. Plan the structure of the talk. There must be a beginning, a middle and an end — sounds too obvious? Then listen to some of your colleagues' presentations!
4. At the beginning you should establish a rapport with the audience. This does **not** mean telling a joke (see below). Tell them what you are going to talk about if nothing else.
5. Try to find out who your audience is going to be — their age, qualifications, experience, maybe even political affiliations! Then make your talk appropriate to that audience. Plan to use specific words and if the audience does not know these words then include appropriate explanation.
6. You should plan the following elements of your talk:
 - Links: a bad talk is obvious by its lack of links. A link is a sentence or two that joins two different parts of the talk, e.g. "So we have seen that the evidence supports the use of carrots for improving your sight, let us now consider how carrots achieve this".
 - Frames: around each topic you should include a "frame". A frame introduces a topic and then rounds it off. Again, frames are more obvious when omitted - the audience is often left wondering - "What has this got to do with x y z?" when in fact the presenter is no longer talking about x y z but has forgotten to tell anyone else! *Example:* "I would now like to consider the Nietzschean proposition - God is dead". And as an end frame, "So to sum up, Nietzsche got it badly wrong — God is very much alive".

(As an aside these two structural elements are very important in conveying meaning even though they say nothing which is not new to the audience. It is frequently the case that very good students (and researchers for that matter) are poor communicators precisely because they omit links and frames. To them the structure of the argument is obvious, the problem is that the structure of their talk is not obvious.)

1. Think of a working title for the talk - and then stick to this! The title might be in the form of a question, e.g. "What is data?" or "Can rabbits see in the dark?" There again a punning title is usually OK, "As easy as pi" (where pi is 3.14159).
2. If the subject is really big or you are new to it — brainstorm the general area and then pick some topics that you will cover in the talk.
3. Make sure you are ready for the obvious questions after the talk is over. You can be very cunning and leave obvious gaps — the audience (if they stay awake) will spot the gaps and jump in, and you will have the answer ready and prepared.
4. Plan a good summary at the end. In general you should say things three times over. Tell them what you are going to do, tell them and then tell them what you told them--- and even after all this someone will have missed the main point.
5. You can generally get one idea across in one hour. Do not pack your talk with peripheral junk and try to tell them everything. A common failing in student presentations is to chuck ideas at the audience at the rate of one a minute — in three minutes flat everyone is lost!
6. Practise the talk. Stand in front of a mirror and give the talk. A full hour's talk will condense into about 30 minutes in front of the mirror (see Timekeeping below).
7. If you are using OHP slides then remember the dictum — Big, Bold and Black: Seven Lines of Seven Words. Vary this formula only if you have good experience of what works and what doesn't.

The Talk Itself

1. If you have a script then do NOT read from it unless you think you are going to crack up. Some people read bullet points from postcards which they carry around during the talk - this is OK.
2. If you do crack up then grab the script and just read it!! But it is strictly for emergencies only!
3. Before you go into your talk have a few quiet moments on your own. Think POSITIVELY about the talk. Visualise a perfect talk. Imagine the ideal talk and then imagine yourself giving it. Make sure your own self esteem is good - if you think you are second rate then you will give a second rate talk.
4. Engage your audience using eye contact. Try to read the audience. Where are the important or interested people? Key in on them. Are they bored? Disinterested? (If so see below — Stimuli).
5. Get the rapport of the audience. If they are visiting you then welcome them, if you are visiting them then thank them for the opportunity to talk to them; if the weather is good or bad or whatever you might mention that or something else harmless. Don't mutter about politics, race relations, football, religion, your hangover from last night or anything else vaguely contentious.
6. Do not tell a joke or be flippant in any way. Jokes are notoriously difficult to tell---badly constructed and poorly delivered they will wreck your talk completely. Equally don't direct "off the cuff" flippant remarks to your pals in the audience — you will instantly lose the goodwill of all your non-pals!! If you must make a joke then do it well into the talk (after half an hour — so this counts them out for your project presentation), make it subtle and make no reference to it other than a brief smile when you notice that someone has got it. It is a common failing, year after year, of students trying and failing, to be funny. There is a big difference between telling jokes in a pub and delivering jokes in a formal presentation. (Aside: Some students frequently try to hide their inability to give a good presentation through the use of casual and repeated flippancy. Their attitude is one of - well you all know me, and I know you, and after all this is just a game, so what the hell, now where's that slide, oh I can't find it, never mind it wasn't important, here's the next one, well it speaks for itself, most of you know this, so I'll take it off before you can read it, is the time up yet? no, oh I'll go on then, etc., etc. Remember that this is an assessed part of your degree, approach it seriously and responsibly — don't be flippant.)
7. Use the OHP correctly. Put on the slide, straighten it and then stand well back to see what the audience is seeing. Don't hover around the OHP itself. Point to the screen not the OHP. A common mistake is to use the OHP as a comfort — sometimes people physically hang onto it! The problem here is that a small shake of the OHP translates to a massive shake on the screen. Equally you might shade out what is meant to appear on the screen. So to avoid any problem — get away from the machine! When you have finally finished with the OHP switch it off.
8. Style. Make sure you know your own style and stick to it. Some lecturers are "chalk-n-talk"--- they say something and then write it on the board. Other people are "OHP-n-talk", i.e. put up a slide and talk about it, then put up another and talk about it, etc. Other styles are "The Enthusiast"--- bounds about the lecture theatre (this style is common amongst sales and marketing people), "The Expert" — stands quite still, talks calmly and without interruption and completely unscripted and uses no other aids and finally "The Story Teller" — lectures consist of a string of anecdotes and name dropping. The only one to avoid is the last — superficially the story teller is interesting but at the end of the talk mature reflection reveals that he/she has communicated little in the way of real material and has used the presentation to boost their own ego! Be aware of your positioning in the room. Some lecturers sit on desks or chairs while others prefer to stand — when standing you can be "up front" standing among the audience or more defensively behind a desk or podium. These are all quite valid — just make sure you know what you are comfortable with.
9. Vary the stimuli — this is an advanced technique to be used in either a long lecture or a sequence of lectures (so it doesn't apply to your talks). The idea is this — sooner or later you are going to be boring, when this occurs "vary the stimuli". For example you might suddenly change style — imagine "The Expert" who suddenly becomes "The Enthusiast" — the effect on the audience can be mind blowing. It is not a technique to use too much — maybe once a year. However, it works.
10. Demonstrations. These are double edged. If a demo goes well then it will add substantially to the quality of a presentation but if it goes wrong it will wreck the rest of the talk. So take care and make sure you remain well within the bounds of safety. Never try something for the first time in front of the audience. If somebody asks to see a certain feature working and you are unsure you can pull it off then just say "I'm not sure if that will work the way this machine is set up - but come and see me after the talk and I'll show you". Thus you get out of doing the demo but still maintain credibility.
11. Timekeeping — stick to time limits exactly. You should have some idea of where you should be as the talk progresses. For example, put the time on each OHP flysheet when it should be placed on the OHP. (Put this as the clock time says 3.06 and how many minutes into the talk — if possible you don't want to pause adding up how many minutes you've got left.) In this way you can either speed up or slow down as required to finish on time. As you get better at giving talks you can have slides that can be omitted (without loss of coherence) to speed up a talk and topics that can be slipped in to pad out a short talk - but don't try this during your presentations.
12. When answering questions never be afraid to say "I don't know". It is generally best to be straightforward and honest. "I don't know" is quite alright because it is an acceptance on your part and equally doesn't threaten anyone in the audience. Try to avoid saying "I don't understand you" since this threatens the questioner while admitting your own inability. This is not a hard and fast rule since sometimes questions are badly phrased but it is better to try and be positive. Ask for clarification or answer what you think the questioner was asking, if the questioner is genuinely interested then he or she should realise that the original effort was badly directed and should come back with a clearer version.
13. Finally, never answer a question with "I was told to do this by X, Y and Z" (usually where X is your supervisor!). This is your project, your work and your presentation — accept the responsibility that goes with the position. You may well have been "told" to do

something but in answering a question you should give the reasons that underlay that "telling". Don't pass the buck! Answer the question!

Afterwards

Immediately after the talk is over reflect on whether it was a success or not. Consider each element of the presentation and try to gauge how it was seen by the audience. Make a mental note to make that element better next time.

Final Thoughts

All these points are pretty mainstream and uncontroversial, vary them at your peril. But don't let any of this be restrictive. If you can manage ten minutes without any script, OHPs, etc. and remain word perfect the effect would be stunning. Equally there are many other ways of putting ideas across — rhyming verse, dress up as Father Christmas, dance as you talk, engage in a question'n'answer session with the audience, etc., etc. It all depends on your character and skills.

Project Handbooks

- [Final Year \(3rd Year\) Project Handbook](#)
- [MSc Dissertation Handbook](#)
- [MSci \(4th Year\) Project Handbook](#)
- [MSc in Computer Science and Entrepreneurship Projects](#)

Final Year (3rd Year) Project Handbook

This page contains general information about the 3rd year modules G53IDA, G53IDE, G53IDJ, G53IDR, G53IDS, G53IDY.

For more information, you should attend the lectures or read the recommended textbook: C. Dawson, *The essence of computing projects: A student's guide*.

- Module Descriptions 2013-2014
- Choosing a Project and Supervisor
- Deliverables and Dates for 2013-2014
- Requesting hardware and software
- Dissertation
- Examples of Good Final Year (3rd year) Dissertations
- Difference between 20 and 40 credit projects
- Dissertation Submission Instructions 2013-14
 - Dissertation Submission Deadline
- Assessment Criteria
- Grades
- Lectures

Module Descriptions 2013-2014

- G53IDA Individual Dissertation Artificial Intelligence
- G53IDE Individual Dissertation for UK Erasmus Students
- G53IDJ Individual Dissertation Joint Honours
- G53IDS Individual Dissertation Single Honours
- G53IDY Individual Dissertation Software Engineering

Choosing a Project and Supervisor

You need to find a supervisor and agree your project topic by the deadline (see [deliverables and dates](#)). The sooner you do this, the more choice you will have, as supervisor places fill up and you may not be able to find a supervisor who is willing to supervise the project you want to work on. A list of supervisors and project topics they offer is given on <http://groups.cs.nott.ac.uk/G53IDS/>. You can also come up with your own project topic, but you need to discuss it with your supervisor to make sure it is appropriate and the supervisor is happy to supervise it. Please ask your supervisor to sign you up using the CS marks server.

If you have a question, you can email the project co-ordinator, Milena Radenkovic.

Deliverables and Dates for 2013-2014

- **07 October 2013:** deadline for students to agree a project topic with a supervisor. Students who have not found a supervisor by this date will be randomly assigned to available supervisors.
- **14 October 2013:** deadline for submission of your detailed project proposal including a detailed project plan (approximately 2 pages) to your supervisor. Your supervisor will give you formative feedback on your project proposal: you must revise your project plan according to your supervisor's feedback.
- **25 October 2013:** deadline for submission of your revised project proposal (in pdf) via Moodle ((under Assignments choose the link to Project Proposal). Your project proposal and plan are not marked (see above), however if you do not submit a project proposal you will not be allowed to give a presentation at the end of term (and so will get a mark of 0 for the presentation).
- **27 November 2013:** Presentation. You will give a 10 minute presentation (with 5 minutes for questions) of your progress on the project. This may be a presentation with slides, but you can combine it with a demo if you have a prototype. Assessment will be based on progress relative to your project plan in your project proposal adjusted for the difficulty of the project (which is why you can only give a presentation if you submit a proposal) and comprises 10% of the mark for the module. You will also get formative feedback on your presentation skills.
- **28 February 2014:** deadline for submission of a dissertation outline and sample chapter of your dissertation to your supervisor. You will receive formative feedback on the outline and sample chapter.
- **06 May 2014:** deadline for submission of your dissertation. You must submit your project dissertation (in pdf) and code in electronic form, and two paper copies of the dissertation. Details of the suggested dissertation structure can be found in the [Dissertation](#) section and assessment criteria in the [Assessment Criteria](#) section. The dissertation comprises 80 % of the module mark.
- **14 May 2014:** Demo Day. You will give a demo of your project. Assessment of the demo is based on the quality of software. You will also get formative feedback on the quality of your presentation skills in the demo. The demo mark comprises 10% of the mark for the module.

Requesting hardware and software

See the School policy on [software and hardware support for project work](#) and if you need special hardware and software for your project, and your supervisor agrees, you can [submit an equipment request](#).. When you submit the request, an email will be sent to the supervisor to approve it.

Dissertation

The recommended structure of your dissertation is as follows (note this is for guidance only: variations are possible depending on the type of project--you should discuss the structure of your dissertation with your supervisor)

- **Title page** with a signed declaration that the dissertation is your own work. You are reminded of the University's [policy on plagiarism](#)
- **Abstract** giving a short overview of the work in your project
- **Table of contents** giving page numbers for all major section headings
- **Introduction** setting out the aims and objectives of your project
- **Motivation** explaining the problem being solved
- **Description of the work** explaining what your project is meant to achieve, how it is meant to function, perhaps even a functional specification
- **Related work** explaining what your project does that is new or is better than existing work in the same field
- **Design** containing a comprehensive description of the design chosen, how it addresses the problem, and why it is designed the way it is
- **Implementation** containing a comprehensive description of the implementation of your software, including the language(s) and platform chosen, problems encountered, any changes made to the design as a result of the implementation, etc.
- **Evaluation** explaining how your software was tested (using different datasets or in different environments), statistical evaluation of performance, results of user evaluation questionnaires, etc.
- **Summary and further work** including a personal reflection on your experience of the project and a critical appraisal of how the project went
- **Bibliography** containing a *complete* list of books and other publications that are either explicitly referred to in the text, or which are recommended for further reading on the topic
- **Appendices**, e.g., User Manuals, supporting evidence for claims made in the main part of the dissertation (e.g. a copy of a user evaluation questionnaire), samples of test data, etc. Note that Appendices are optional

Examples of Good Final Year (3rd year) Dissertations

- [Computational methods in intelligent portfolio optimization, Jianhua Zheng 2012 \[PDF\]](#)
- [Content-based Image Retrieval Systems, Shan Chen 2012 \[PDF\]](#)
- ['ShindigFeed' - A Location Based Image Sharing System for Events James Boucher 2012 \[PDF\]](#)
- [Fitness Tracking Application And Website Katie Louise Tinkler 2012 \[PDF\]](#)
- [Detection of Spinal Vertebra in 2D and 3D Using Mathematical Morphology and Polynomial Curve, William Ward 2012 \[PDF\]](#)
- [Structure Editing of Graphs, Lei Yu 2012 \[PDF\]](#)
- [Spindroid Development and Marketing of an Android based Fruit Machine, Stephen Nutbrown 2012 \[PDF\]](#)
- [On Demand Forecasting in Workforce Scheduling, LingXiao Li 2010 \[PDF\]](#)
- [Jason + Extension of the Jason agent programming language, Daniel Kiss 2010 \[PDF\]](#)
- [An Automated Venue Scheduling and Booking System For the University of Nottingham Sports Centre, Daniel Brown 2010 \[PDF\]](#)
- [A Belief Revision Systems, Hai Nguyen 2009 \[PDF\]](#)
- [A System to Aid Automated JUnit Testing of Java Projects, Andrew Young 2009 \[PDF\]](#)

Difference between 20 and 40 credit projects

A 20 credit project should involve a substantial element of problem solving, just as a 40 credit project does. However, unlike in a 40 credit project, you will not be normally expected to produce a substantial amount of software. Typically, a 20 credit project will instead address the problem via design, evaluation, combination of existing technologies, etc.

If you are doing a 20 credit project, you should be working on your project on average 6 hours a week (as opposed to 12 hours a week for a 40 credit project).

Word limits:

- **20 credits:** 10-15,000 words
- **40 credits:** 15-25,000 words

The word limit does not include appendices or other supporting documentation. Your dissertation **should not exceed the word limit**. You do not have to use up your word limit to get a good grade; never 'pad out' your dissertation, this will only annoy the markers.


Dissertation Submission Instructions 2013-14

Your dissertation needs to be submitted both on paper and electronically using Moodle. The code only needs to be submitted electronically using Moodle.

1. Paper submission:

Please submit two unbound copies of your dissertation (do **not** include a complete listing of your code) to the School office A31 **before the deadline**.

- Please print it double-sided, with at least a 2.5cm margin on the left.
- Do not bind your dissertation: binding will be arranged by the School office.
- Your dissertation should have the following (or close enough - don't worry about the font etc.) [front page \[WORD\]](#) [front page \[PDF\]](#). Don't forget to sign the front page on both copies.
- Please print the dissertation well in advance and arrive to submit it with plenty of time to spare.
- If you are even a minute late with the actual hand-in, this will count as a late submission and penalised by 5% of the mark.

 Do not hand in the dissertation to anyone apart from to the School Office.

2. Electronic submission :

Please submit your dissertation as a pdf (the only accepted format!) and your code as one file (.zip, .jar or .tar.gz) using Moodle (under Assignments choose the link to Dissertation), **by the deadline**

Please contact the module convenor Milena Radenkovic if you have problems accessing Moodle or have a good reason to request an extension. Your supervisor cannot give you an extension (neither can the module convenor without an approved extenuating circumstances form).

Dissertation Submission Deadline

Deadline 06 May at 15.30

Assessment Criteria

Your supervisor will grade your work and this will be moderated by a second marker. Assessment will be based on the following aspects of your project and dissertation:

- Aims & objectives
- Background research
- Specification & design
- Quality of software produced
- Critical appraisal

The following guidelines outline the typical requirements of specific grades. It is not necessary that a project exhibit all the criteria listed in each grade given below to fall within that grade. The characteristics of each grade are merely representative of that grade. The balance between various aspects of the work will be considered during assessment.

Grades

- *Exceptional (90-100%)* The work and dissertation should exhibit all the characteristics of an Outstanding grade. Additionally the dissertation should be publishable without significant reworking or alteration. Any software and supporting documentation should be of the highest possible quality. The work should display complete and comprehensive originality. In short the work should be reflected in a dissertation of stunning and universally accepted quality!
- *Outstanding (80-89%)* The work and dissertation should exhibit all the characteristics of an Excellent grade. Additionally the results should be publishable in a suitably modified form. The work should exhibit a large degree of independent thought and originality. Technical assistance from the supervisor would have been minimal and the student would have exhibited high levels of self motivation. Any software and supporting documentation should be of the highest possible quality.
- *Excellent (70-79%)* The work should display a complete and thorough understanding of the conceptual and practical issues surrounding the chosen topic. There should be evidence of independent thought in the form of some degree of originality in the presentation and discussions of the material. The dissertation should be well structured with a clear line of argument and the quality of the analysis should be excellent. Any software should be completed in all respects and exhibit very high quality; there should be evidence of a high degree of testing. Supporting documentation should be complete and approaching the standard of high quality professional documentation.
- *Good (60-69%)* The work should show a good understanding of the conceptual and practical issues surrounding the chosen topic; the arguments should be clearly structured, but there is no specific requirement for any degree of original work. The quality of the analysis and the writing of the dissertation should be good. Software should be competently designed using a recognised design method; evidence of testing should be presented. The software should be a complete and usable package which not only illustrates the principles of the work but also exhibits good levels of quality. Supporting documentation should be excellent for all purposes; it should be complete, well written, well presented and generally exhibit high quality.
- *Average (50-59%)* The work would be expected to display an adequate understanding of the key conceptual and practical issues, although weakness may be present in some areas. There should be evidence of some attempt to construct an argument around the information available. The analytical content should be average. Software should be adequate to illustrate principles; it may display weakness in areas not central to the work and lack comprehensive testing. Supporting documentation would be well presented yet lack completeness; the quality of the documentation should be very good.
- *Adequate (40-49%)* The work would display an incomplete understanding of the central issues relating to the chosen topic. The dissertation would lack a clear structure and strong argument and the quality of analysis would be below average. The writing would be mediocre. Software would be poorly designed, incomplete, poorly commented and difficult to understand; it would exhibit poor levels of quality. Supporting documentation would be adequate.
- *Poor (below 40%)* The work would display a very poor understanding of the chosen area; there would be no clear structure and the analysis may be weak or incomplete. The dissertation would be poorly written and presented. Software would be limited in capability, and difficult to use. Supporting documentation would be inadequate for most purposes.

Lectures

- **30 September 2013** 13:00 - 14:00, Exchange C33. Introduction to the module; choosing, defining, planning your project.
- **07 October 2013** 13:00 - 14:00, Exchange C33. Managing your project.
- **21 October 2013** 13:00 - 14:00, Exchange C33. Preparing your presentation.
- **03 February 2014** 13:00 - 14:00, Exchange C33: Writing your dissertation.
- **03 March 2014** 13:00 - 14:00, Exchange C33: Preparing for your demo.

MSci (4th Year) Project Handbook

This page contains general information about the 4th year MSci modules G54MIP and G54MGP. For more information, you should read the module details G54MIP and G54MGP in the [UoN Module Catalogue](#).

- [Module Descriptions 2013-2014](#)
- [Choosing a Project and Supervisor](#)
- [Deliverables and Dates for 2013-14](#)
- [Requesting hardware and software](#)
- [Dissertation](#)
- [Examples of good dissertations](#)
- [Dissertation Submission Instructions 2013-14](#)
 - [Individual Projects](#)
 - [Group Projects](#)
 - [Dissertation Submission Deadline](#)
- [Assessment Criteria](#)

Module Descriptions 2013-2014

G54MIP MSci Individual Project

- The G54MIP MSci Individual project is similar in concept to the third year Individual Dissertation project (G53IDS and similar module codes) that you will have already undertaken as part of your third year of studies. However, the major difference is in the extent of the project and the intended target deliverable. There are two broad types of MSci Individual project:
 - **Research Oriented Projects:** The project will be undertaken with a supervisor with specific research experience in the topic area, with the intended target deliverable of one (or more) *external reports*, such as research manuscript(s). Any manuscript will be authored jointly with the supervisor, and may include other post-graduate students and/or research staff. There should be a realistic expectation at the start of the project that a manuscript will be written which may be submitted to an external research conference (or even a scientific journal).
 - **Software Development Oriented Projects:** The project will be undertaken under the guidance of a supervisor and should aim to deliver a software product to, or evaluate the software with, a specific *external sponsor*. This external sponsor could be another member of staff within the University (including in Computer Science), a Research Group, a user group, business, charity, local organisation, etc. The external sponsor may be involved in the specification, design, implementation or evaluation of the product, or any combination of these parts.

G54MGP MSci Group Project

- **Group Development Project:** The project will be similar in nature to the second year Software Engineering Group Project (G52GRP), but of a greater scope and extent. A group of (normally) between 3 and 4 students will work collaboratively to develop a specific deliverable *product* of substantial size which, again, should have some form of *external* aspect. A group project may, as with individual projects, be tailored towards either research or software development, but must require substantial efforts from all members of the group and have specifically identified roles for the participants. That is, it must be clear as to how and why the project justifies the need for a group effort. Examples might include: (i) a collaborative research project combining a set of interlinked theoretical and practical studies, including carrying out series of experiments, which will then be written up in the form of several research manuscripts; or (ii) a software development project requiring extensive design, implementation and evaluation, which may gather requirements from an external customer, implement software, evaluate the software on a substantial user group, **and** demonstrate the software at an external event (such as a trade show).

Choosing a Project and Supervisor

You need to find a supervisor and agree your project topic by the deadline (see [deliverables and dates](#)). The sooner you do this, the more choice you will have, as supervisor places fill up and you may not be able to find a supervisor who is willing to supervise the project you want to work on. A list of supervisors and project topics areas they offer is given on <http://groups.cs.nott.ac.uk/G53IDS/> (i.e. the same topic areas as for third year projects). You can also come up with your own project topic, but you need to discuss it with a supervisor to make sure it is appropriate and the supervisor is happy to supervise it. **Once you have identified a topic area, you must discuss the manner in which it will constitute an MSci project (as opposed to a third year project) with the supervisor, bearing in mind the descriptions above. Please ask your supervisor to sign you up using the CS marks server at <http://groups.cs.nott.ac.uk/G53IDS/>.**

If you wish to undertake an MSci group project, then you should identify the other students with which you wish to work, and approach a supervisor as a group. Normally, this will be done in response to any supervisor who has specifically indicated the possibility of a group project on their ideas pages. However, it is possible for a group to identify their own project and approach a supervisor.

Once you have identified your project topic area, either as an MSci Individual Project or an MSci Group Project, you must write a brief (one to two page) description, discuss this with your supervisor and email a draft to the project co-ordinator, Milena Radenkovic, by the interim deadline (see below). You **must** have your project approved by the convenor prior to commencing any work on it.

Deliverables and Dates for 2013-14

- **07 October 2013:** Deadline for students to agree a project topic with a supervisor. Students who have not found a supervisor by this date will be randomly assigned to available supervisors.
- **14 October 2013:** Interim deadline for submission of your project proposal in the form of an outline project plan (approximately 2 pages) to your supervisor, and emailed to the module convenor, Milena Radenkovic. See below for the required contents of the

project plan. Your supervisor will give you formative feedback on your project proposal: you must revise your project plan according to your supervisor's feedback.

- **25 October 2013:** Final deadline for submission of your revised project proposal (in pdf). You should make your submission using the Moodle. Your project proposal and plan are not marked (see above), however if you do not submit a project proposal you will not be allowed to proceed and may fail the module.
- **04 December 2013:** Interim presentation. You must present an outline of the progress of your project so far, and a plan of work for completing the project. Individual projects will be allocated 10 mins for the presentation, plus 5 mins for questions; group projects will be allocated 25 mins, plus 5 for questions. The interim presentation comprises 10% of the module mark.
- **12 May 2014:** Deadline for submission of your dissertation. You must submit your project dissertation (in pdf) and code in electronic form, and two paper copies of the dissertation. Details of the suggested dissertation structure can be found in the Dissertation section and assessment criteria in the Assessment Criteria section. The dissertation comprises 80% of the module mark.
- **14 May 2014:** Final Presentation/Demonstration Day. You will give a final presentation / demonstration of your project. Assessment is based on the overall quality of the project, specifically focussing on the external deliverable aspect (e.g. software for a Software

Project Plan

The MSci project plan should be a two page document (two sides of A4), containing:

- **Project Title**
- **Background:** Briefly describe the background to the project, importance / need of the area, and motivation for carrying out the proposed work.
- **Aim(s) and Objectives:** The aim is a single sentence describing at a high-level what the point of the project is and what will be achieved. The objectives are sub-components of the general aim, detailing the individual aspects which need to be achieved in order to deliver the aim(s).
- **External Aspect:** Briefly identify the external aspect (customer/ deliverable/ user group/ etc.) of the project which distinguishes the project as an MSci project rather than a third-year individual dissertation project.
- **Workplan:** Describing the tasks to be carried out, timescales, deliverables and key dates (interim, final report, etc.). The timeplan should be realistic and should take into account other commitments such as exam periods, holidays, etc.

Requesting hardware and software

See the School policy on [software and hardware support for project work](#). If you need special hardware and software for your project, and your supervisor agrees, you can [submit an equipment request](#). When you submit the request, an email will be sent to the supervisor to approve it.

Dissertation

The recommended dissertation structure for a Software Development Oriented Project is given below, but note that this is for guidance only: variations are possible depending on the type of project. In particular, Research Oriented project dissertations may have a quite different structure, with far more emphasis on methods and analysis, such as a classic scientific layout of Introduction, Background (literature review), Methods, Results, Discussion, Conclusions, etc. **You should discuss the structure of your dissertation with your supervisor prior to submission.**

- **Individual Projects:** Word limit: 15-20,000 words
 - **Title page** with a signed declaration that the dissertation is your own work. You are reminded of the University's [policy on plagiarism](#)
 - **Abstract** giving a short overview of the work in your project.
 - **Table of contents** giving page numbers for all major section headings.
 - **Introduction** setting out the aims and objectives of your project.
 - **Motivation** explaining the problem being solved.
 - **Description of the work** explaining what your project is meant to achieve, how it is meant to function, perhaps even a functional specification.
 - **Related work** explaining what your project does that is new or is better than existing work in the same field.
 - **Design** containing a comprehensive description of the design chosen, how it addresses the problem, and why it is designed the way it is.
 - **Implementation** containing a comprehensive description of the implementation of your software, including the language(s) and platform chosen, problems encountered, any changes made to the design as a result of the implementation, etc.
 - **Evaluation and External Aspects** explaining how your software was tested (using different datasets or in different environments), statistical evaluation of performance, results of user evaluation questionnaires, etc. You should explicitly address how your project fulfilled (or not) its original intentions with regard to its 'external aspect'.
 - **Summary and Reflections** including a personal reflection on your experience of the project and a critical appraisal of how the project went.
 - **Bibliography** containing a *complete* list of books and other publications that are either explicitly referred to in the text, or which are recommended for further reading on the topic.
 - **Appendices** e.g., User Manuals, supporting evidence for claims made in the main part of the dissertation (e.g. a copy of a user evaluation questionnaire), samples of test data, etc. Note that Appendices are optional.
- **Group Projects:** Group Report and Individual Report (provisionally: each equally weighted, i.e. each contributing 40% of the 80% available)
 - **Group Common Report (Word limit: 10,000 words)** A common group report of similar overall structure to the individual report structure as described **above**, but **without** a section on *Summary and Reflections* (as this part is included in expanded form in your individual report as described **below**).
 - **Group Individual Report (Word limit: 10,000 words)** A structured report containing your personal contributions to the group work, and a critical appraisal of how the project went, including comments on how the group functioned together and the respective contributions of other group members. This *individual* report does not have to follow the same structure as above, nor should it simply duplicate material contained in the group report. It should describe your personal contributions in more detail than in the group report. Consequently, the headings within your group individual report should be tailored to your contribution. For example, if you carried out software development, while your group partner carried out all other aspects, your individual reports would be structured completely differently. Whatever the exact structure, you must include

explicit separate sections on **self-reflection** (what you contributed to the group), **group-reflection** (how the group functioned together), and **peer-reflection** (what you believe other members of the group contributed). The collective 'reflection' sections may be used by the supervisor as a basis for moderating the mark awarded for the Group Common Project to individual members of the group. That is, *it is possible that not all members of the group will receive the same mark for the Group Common Report, if it is decided that group members have made unequal contributions*. Note that, 'unequal contributions' does not mean all group members must do the same thing; group members almost certainly will have different roles and will make different contributions. The supervisor will assess, in conjunction with the respective reflections, whether these various contributions deserve equal or unequal marks.

Note: Word limits do not include appendices or other supporting documentation. Your dissertation **should not exceed the word limit**. You do not have to use up your word limit to get a good grade; never 'pad out' your dissertation, this will only annoy the markers.

Examples of good dissertations

- [Implementation of the Game of Shogi Using functional programming, Waseem Suleman, MSci Hons 2012 \[PDF\]](#)

Dissertation Submission Instructions 2013-14

Your dissertation needs to be submitted both on paper and electronically using Moodle. The code only needs to be submitted electronically using Moodle.

Individual Projects

1. Paper submission:

Please submit two unbound copies of your dissertation (do **not** include a complete listing of your code) to the School office A31 **before the deadline**.

- Please print it double-sided, with at least a 2.5cm margin on the left.
- Do not bind your dissertation: binding will be arranged by the School office.
- Your dissertation should have the following (or close enough - don't worry about the font etc.) [front page \[WORD\]](#) [front page \[PDF\]](#). Don't forget to sign the front page on both copies.
- Please print the dissertation well in advance and arrive to submit it with plenty of time to spare.
- If you are even a minute late with the actual hand-in, this will count as a late submission and penalised by 5% of the mark.



Do not hand in the dissertation to anyone apart from to the School Office.

2. Electronic submission :

Please submit your dissertation as a pdf (the only accepted format!) and your code as one file (.zip, .jar or .tar.gz) using Moodle (under Assignments choose the link to Dissertation), **by the deadline**.

Please contact the module convenor, Milena Radenkovic if you have problems accessing Moodle or have a good reason to request an extension. Your supervisor cannot give you an extension (neither can the module convenor without an approved extenuating circumstances form).

Group Projects

Please submit two unbound copies of the Group Common Report, and two unbound copies of each individual's Group Individual Report to the School office A31 **before the deadline**.

1. Paper submission

- Please print it double-sided, with at least a 2.5cm margin on the left.
- Do not bind your dissertation: binding will be arranged by the School office.
- Your dissertation should have the following (or close enough - don't worry about the font etc.) [front page \[WORD\]](#) [front page \[PDF\]](#). Don't forget to sign the front page on both copies.
- Please print the dissertation well in advance and arrive to submit it with plenty of time to spare.
- If you are even a minute late with the actual hand-in, this will count as a late submission and penalised by 5% of the mark.



Do not hand in the dissertation to anyone apart from to the School Office.

2. Electronic submission :

Please submit a single pdf of the Group Common Report, and one pdf of each individual's Group Individual Report. Also, submit the group's code as one single file, .zip, .jar or .tar.gz (for Software Development projects) using Moodle (under Assignments choose the link to Dissertation), **by the deadline**.

Dissertation Submission Deadline

Deadline 12 May 2014 at 15.30

Assessment Criteria

The general guidelines on the assessment criteria for MSci 4th year projects are broadly similar to those for [3rd year Individual projects](#). There will, however, be a particular focus on the external aspect of your project, as previously agreed in your project specification. MSci projects are *not* just repeats of 3rd year projects, and a generally higher level of performance, specifically in terms of delivery of the external aspect, will be required to achieve the respective grades.

Support and Resources

This section of the handbook includes information about various resources that may help you in your studies.

- Useful web pages
- Other sources of support
- Lab Facilities and Closures
 - Using the University's Computers
- Disability Information for Students
- Illness and Other Issues
 - Who to Talk To
- Personal Tutors
- Feedback Mechanisms
- Qualifying Year Resits
- Study Techniques
- FAQ

Useful web pages

The University provides lots of useful information, including the following:

- [Exam Papers](#) — electronic access to past exam papers, organised by module (note that modules can change from year to year, so check with the lecturer for this year which past papers and questions are relevant).
- [Module Catalogue](#) — a complete list of modules and information about them.
- [Reading Lists](#) — centrally managed reading lists, including links to the University Library's reservation system (Note that different lecturers may specify and update reading lists at different times. It is best to check with the lecturer before going out to buy textbooks).
- [Regulations for Undergraduate Courses](#) — the standard University regulations for all Undergraduate courses.
- [Regulations for Taught Master Degrees](#) — the standard University regulations for all Taught Postgraduate courses.
- [Student Services Centre](#) — the first point of contact for a wide range of support services within the University.
- [Supplementary Regulations](#) — course-specific regulations, including module choice and progression constraints.
- [Timetabling Office](#) — central timetables, including almost all lectures and labs.
- [University Card Support](#) — anything to do with your University card.
- [General University regulations](#)
- [U-Now](#), the University of Nottingham's open courseware initiative

See also this list: [Central Support Services](#).

Other sources of support

- [Students' Union](#)
- [Student Services Centre](#)
- [University Counselling Service](#) — for students and staff. Follow on [Twitter](#)
- [The Academic Support office](#) has a range of materials available, plus individual and group sessions:
 - [Study materials](#), including:
 - [Dissertation writing](#) — includes UG, MSc and PhD (some material is specifically about 'research questions')
 - [Tools for Managing Your Time](#) [PDF]
 - [Dissertation writing workshops](#) — 6 sessions, Oct-Dec & Nov-Mar.
 - [Dissertation Overview](#) — one 2 hour session
 - [One to one sessions](#)

The [Pathways Project](#) includes sections on:

- Writing skills, including dissertations
- Information skills, including critical analysis & plagiarism
- Improving learning, including Organising yourself and your time.

Lab Facilities and Closures



Warning

Please note that food and drink should not be brought into labs, and mobile phones should be turned off before entering a lab.

- Using the University's Computers
- Lab Facilities
- Planned Lab Closures
- Short Notice Lab Closures

Lab Facilities

Room	Use	General/Restricted	Opening Hours	No. of Machines	Hardware	OS	Applications
A32	Terminal Room	General Access	24hrs	180	Intel Core i7-3820 3.60GHz 16G RAM	Windows 7 x64	Various
C11	IT Terminal Room	IT Masters students	24hrs	30	Intel Core 2 Duo E8500 3.16 GHZ-4G RAM	Windows 7 x64	Various
B52	General Access, OS: Windows 7, Applications: Various	In support of specific modules only	24hrs	25	Intel Core i7-3820 3.60GHz 16G RAM	Windows 7 x64 + As requested by module convener	Various + As requested by module convener

Planned Lab Closures

All labs may be kept closed for a short period in the morning to enable cleaning staff to clean the rooms unhindered. This especially applies to A32.

Closure dates are inclusive.

Room	Use	Closure Period	Reason
All	All labs	Monday 23th December 2013 - Wednesday 1 January 2014	Bank Holiday/University holiday, building closed
All	All labs	Friday 18th April 2014 - Monday 21 April 2014	Bank Holiday/University holiday, building closed
All	All labs	Monday 5th May 2014	Bank Holiday, building closed
All	All labs	Monday 26th May 2014	Bank Holiday, building closed
All	All labs	Saturday 23th August 2014 - Monday 25th August 2014	Bank Holiday, building closed

Short Notice Lab Closures

Labs may have to be closed at short notice if there is a need for urgent systems upgrade. In general these sessions will be timetabled for vacations and Wednesday afternoons, but sometimes these have to be carried out immediately. The [At Risk Periods](#) page gives more details.

Using the University's Computers

- [In Computer Science](#)
- [Information Services](#)
- [Code of Practice](#)

In Computer Science

Computer support is provided within the School by the School's [Technical Services Group](#). Documentation on using the School's computers can be found at <http://support.cs.nott.ac.uk/intro/>.

Note that, at least at the present time, you will have different login details on the School's computers and on non-School (Information Services) computers (such as those in the Learning Resources area of the library).

Information Services

[Information Services](#) offers services to the whole University, including the library, PCs for use by staff and students, email, and so on.

The best place from which to access computers out of hours will be the terminal room at the top of the Learning Resource Centre (LRC) on the Jubilee Campus, which is also open 24 hours a day. Your University card is required to gain entry to the LRC.

See the document "[A Guide to Using the UNIX machines in the School of Computer Science](#)" for details of how to make use of School Unix machines (not PCs) from outside the School.

Code of Practice

Your use of School and University computing facilities is governed by regulations and a [Code of Practice](#) which the University takes very seriously. Make sure that you read and understand it. In particular any abuse of email, World Wide Web or the Internet in general will be treated as a **serious** disciplinary offence. The School and University have sophisticated logging systems for detecting misuse.

You are expected to behave responsibly and with consideration for other users when using the shared computers. You are expected to keep your password secure; this means don't write it down, don't tell anyone what it is, change it if you suspect someone else knows it, and make it sufficiently obscure that it will not easily be broken by a program that checks through lists of words, telephone numbers, etc. No-one else should be able to use your username. It is not only you who might suffer; each user has certain privileges on the machine, such as being able to access the files of certain other users, and these too are at stake.

Attempts to violate the security of the computers are treated very seriously indeed. The immediate penalty is usually expulsion from the machine; this could have serious effects on your work here. Further disciplinary action may also be taken. Please be aware that TSG uses software that monitors file usage and file types kept on user discs on Computer Science machines.

Disability Information for Students

Services for students who have a disability, dyslexia and/or a long-term medical condition

The University is strongly committed to equality of opportunity in its provision for all students. It is committed to providing on-going support with the focus on providing accessible services and supporting students in completing their courses to their potential.

Full information on the range of support and services available for students is available at www.nottingham.ac.uk/studentsservices

Disclosure and confidentiality

It is your responsibility to ensure that the University is aware of your situation. You can alert the University to your requirements by:

- direct contact with appropriate services such as Academic Support or Disability Support
- indicating disability on the annual registration forms
- direct contact with appropriate staff eg the DLO for your School or your personal tutor

Early disclosure to the University is essential to ensure the timely provision of appropriate support services.

The information you give will be processed and held in the University administration systems and used for the administration of your academic related support and any other legitimate University purpose. In doing so, the University will observe at all times the data protection principles embodied in the Data Protection Act 1998.

Our Disclosure and Confidentiality Policy can be found at:

www.nottingham.ac.uk/studentsservices/supportforyourstudies/disabilitysupport

What we can offer you...

Academic Support (AS) and Disability Support (DS)

Academic Support (comprising Dyslexia Support and Study Support) and the Disability Support Team are located in the Student Services Centre (SSC), in Portland Building on University Park, and by appointment on our Jubilee and Sutton Bonington campuses, as well as other teaching sites.

We can assist with queries regarding:

- admissions and registration
- assessments in relation to disability and dyslexia and recommendations to academic staff about reasonable adjustments in the learning, teaching and assessment environments
- for home students, assessment for and access to Disabled Students' Allowances (DSA) which can provide equipment and support from trained non-medical helpers
- recommendations for adjustments to arrangements for examination and assessment
- timetabling arrangements
- access to alternative formats such as Braille and large print
- individual specialist support for students with dyslexia or other Specific Learning Difficulties
- access to specialist technology in libraries
- liaison with libraries for enhanced services such as extended loans
- residential accommodation – adapted study bedrooms
- accessible transport around and between our Nottingham campuses

Academic Support also provides study support (academic writing skills, time management etc) to students.

If you would like to contact us please phone the Student Services Centre on (0115) 9513710

or email disability-support@nottingham.ac.uk

or dyslexia-support@nottingham.ac.uk

The University of Nottingham ACCESS Centre (UNAC), in the Student Services Centre, provides assessments for students who have applied for Disabled Students' Allowances.

Disability Liaison Officers (DLO)

The School appoints Disability Liaison Officer(s), who provide a point of reference, advice and guidance for members of staff and students in the School about student disability issues and support. The DLOs are part of a network that meets regularly to share information and good practice. DLOs liaise with both the Academic Support and the Disability Support Teams, as necessary, in relation to individual students and general policies and procedures.

If you have any requirements or concerns talk in the first instance to your DLO - or contact your personal tutor.

School Disability Liaison Officer(s)

Dr Gail Hopkins

<http://www.nottingham.ac.uk/computerscience/people/dipa.patel>

To access these services, you must:

- be a registered student at the University of Nottingham
- provide documentary evidence of your condition or impairment, such as a letter from your GP or specialist

If you have a specific learning difficulty such as dyslexia, you must:

- provide evidence in the form of a post-16 diagnostic assessment, in English, from an educational psychologist or suitably qualified specialist teacher

Useful links:

Graduate School [support for disabled postgraduate students](#)

Illness and Other Issues

- [Who to Talk To](#)

If you feel unwell and this is affecting your work, you should let your personal tutor know. You are expected to attend lectures. If you are ill for more than a couple of days it is sensible to get a doctor's note and give this to a member of staff in the [School Office](#) during the contact times. If we know you are ill we can make allowances, and if it is serious it can be taken into account when your examination marks are considered. This is only possible where written evidence of the problem and its affect on your work are available.

Most students go through a period when they find it hard to cope. The most common difficulties are relationships which go wrong, the divorce of parents, or death of a close relative. Maybe you feel that the course is beyond you, or find the stress of examinations difficult to handle? You are likely to feel very alone in this kind of distress and probably find it hard to talk about. You will find the academic staff sympathetic and helpful and your tutor will certainly be prepared to spend time hearing how you feel and will assist in making any kind of arrangements that may help. Your personal tutor is probably the best person to speak to. Should you feel this is inappropriate, for whatever reason, you should approach the member of staff with responsibility for student pastoral care. Alternatively see any member of staff you feel comfortable in talking to — see [Who To Talk To](#) . Any conversation will normally be kept confidential, except in so far as you permit details to be mentioned for instance to an examiners' meeting (but if you require a professional guarantee of confidentiality then you should talk to a professional counsellor).



Note

It is very important that you:

- collect objective evidence (such as doctors or counsellors letters) of any circumstances which may adversely affect your study
- inform the School (in the first instance via your personal tutor, the School office or the module lecturer concerned) as soon as possible if your study is being affected.



Information

For more information on **University policy for dealing with extenuating circumstances** see [Quality Manual > Assessment > Extenuating Circumstances Procedures, Guidance and Form](#)

Useful links:

[Quality Manual > Assessment > Extenuating Circumstances Procedures, Guidance and Form](#)

[University Health Centre](#)

[Counselling Service Follow on Twitter](#)

[Nightline](#) a confidential listening and information service

[Chaplains](#)

Who to Talk To

You can find complete lists of Academic, Research, Administrative and Technical staff in the School in the [School's staff listing](#). The details for each member of staff should include their photo and contact details, including office, email and phone number.

All staff should read emails on a regular basis (but be aware that some staff are part-time and will read email only on the days of the week when they work).

- [Administrative Staff](#)
- [Technical Support](#)
- [Disability Support](#)
- [Personal Tutors](#)
- [Module Conveners](#)
- [Course Directors](#)
- [Student Course Representatives](#)

Administrative Staff

Several different Administrative Staff are directly involved with taught students — see the [School Office](#).

Technical Support

Questions about the School's computers should be addressed to the [Technical Services Group's](#) User Support Officer in the [User Support Office](#) off the main terminal room, A39, or online using the support "Ticket" system.

Disability Support

The School's disability liaison officer(s) are listed on the [Disability information for students](#)

Personal Tutors

You can always talk to your [Personal Tutor](#); even if they don't know the answer they will be able to help you find someone who does. If you don't know or have forgotten who your personal tutor is, please log on to [ePars](#), or contact the [School Office](#).

Alternatively, or in addition, you can also talk to:

- The School's Senior Tutor ([Peter Blanchfield 2012/13](#), [Gail Hopkins 2013/14](#))
- The School's Director of Operations [Hannah Robinson](#)

Module Conveners

Questions related to a particular module should normally be addressed to the academic member of staff teaching the module in the first instance. Module conveners can be found in the module descriptions in the University's [Module Catalogue](#).

Course Directors

Questions related to your course as a whole (rather than to a particular module) should normally be addressed to the Course Director for that course in the first instance. Course directors are listed on the School [Course Directors \(UG\)](#) and [Course Directors \(PGT\)](#) pages.

Student Course Representatives

Student representatives are responsible for collecting general views and information from their year/course as a whole, reporting the information to the [\[Undergraduate\]](#) or [\[Postgraduate Learning Community Forum\]](#), and feeding back to students.

Personal Tutors

At the beginning of the academic year each student will be allocated a member of academic staff to act as his or her personal tutor. If you don't know who your personal tutor is by the middle of week one then ask the Student Support Administrator in the School Office.

Students will normally keep the same tutor throughout their course at Nottingham, although this is not always possible as staff move on or have sabbaticals from time to time.

If for some reason your personal tutor is not available then you may contact the Senior Tutor, the Director for your course, or the School's Director of Operations — see [Who To Talk To](#).

- [What is the role of the Personal Tutor?](#)
- [How often do I see my Personal Tutor?](#)
- [Group Tutorials for Undergraduates](#)

What is the role of the Personal Tutor?

Your personal tutor is your first point of contact for any questions or issues that you may have about your time at Nottingham. They can provide you with important general information about study at Nottingham. You should normally talk to them if you are experiencing problems, especially where these may affect your study (for example, if you have [extenuating circumstances](#) in relation to an exam or coursework). They will also provide you with academic references which you may require when applying for jobs or further courses. In addition, they can help to challenge you to get the most from your time at University. Your personal tutor will not normally provide help with particular modules - each module has its own support facilities, which in some cases include tutorials. The University provides more general information about personal tutors and tutorials here: [Student Support and Development \(University Quality Manual\)](#) & [Guidance for Personal Tutors](#).

How often do I see my Personal Tutor?

Every student should meet their personal tutor three times each academic year, the first meeting being in the first two weeks of the Autumn Semester. You should schedule these individual tutorial meeting using the University's Moodle system, which can be accessed directly via <http://moodle.nottingham.ac.uk> (you will need to have registered with the University before you can do this).

Group Tutorials for Undergraduates

In addition to these individual meetings, students in their first year of study *at the University of Nottingham UK Campus* will also have five time-tabled group tutorials with their personal tutor, to provide additional general information about study at Nottingham and the chance to ask more questions. You can find these in the timetable as modules G51TUT (Qualifying year) and G52TUT (Part I). You will need to check with your personal tutor when you meet them in week one exactly which weeks your group tutorials will take place in — they may be weekly or fortnightly.

Feedback Mechanisms

- Examination Feedback to you
- Dissertations
- Module Feedback from you
- Other Routes
- Complaints procedure

Examination Feedback to you

Each module convener will normally write a brief report on examinations for which they are responsible. This feedback will be published at:

<http://webservices.cs.nott.ac.uk/cs-feedback/listing.php>

Dissertations

Dissertations are substantial pieces of work that make a significant contribution to your overall course. As such we cannot guarantee to complete the rigorous marking and second-marking procedures within 21 days of the submission date.

Module Feedback from you

In order that we can find out your views you will be asked to complete a number of questionnaires. This enables us to take your comments on board and to improve our modules and overall learning experience accordingly. The University-wide Student Evaluation Scheme is a mechanism to gather student views on teaching. Towards the end of most modules you will be asked to complete two questionnaires: Student Evaluation of Teaching (SET) and Student Evaluation of Module (SEM). In the first lecture of each module, module conveners will address a few good and bad points taken from SET/SEM questionnaire results from the previous session.

Just before the Spring Semester examinations you will probably be asked to complete a "Course Experience Questionnaire" which relates to your particular year of study. This enables the School to assess and improve the quality of the overall learning experience provided in each year of study.

Other Routes

Raising issues in tutorials and via the appropriate representative on the School's [Undergraduate] or [Postgraduate] Learning Community Forum (LCF) will also enable you to make comments, good and bad, on how things are going.

Complaints procedure

If you have any problems which cannot be addressed directly with the parties concerned or through the above routes then the University sets out a standard [Complaints Procedure](#).

Qualifying Year Resits

This page contains pointers to revision material and reassessment information for Qualifying Year modules in Computer Science 2012

Downloads:

- G5AIAI revision guidance 2011 [PDF]
- G51APS exam guide 2012 [WORD]
- G51CSA resit arrangements 2012 [WORD]
- G51CSA Exam Guide 2011 [PDF]
- G51DBS Exam Guide 2011 [PDF]
- G51DBS retakes 2012 [PDF]
- G51FSE revision guide 2012 [WORD]
- G51OOP resit guide 2012 [WORD]
- G51OOP Revision Notes 2011 [PDF]
- G51WPS revision notes 2012 [PDF]
- G51REQ guide 2012 [WORD]

Modules

- Modules
 - G51APS Algorithmic Problem Solving
 - G51PRG Programming
 - G51FUN Functional Programming
 - G51MCS Mathematics for Computer Scientists
 - G51DBS Database Systems
 - G51REQ Requirements Engineering
 - G51CSA Computer Systems Architecture
 - G51UST UNIX Software Tools
 - G51OOP Object Oriented Programming
 - G51FSE Foundations of Software Engineering

G51APS Algorithmic Problem Solving

G51APS exam guide [WORD]

G51PRG Programming

<http://g51prg.cs.nott.ac.uk/PDFs/prg-exam2012.pdf>

G51FUN Functional Programming

G51FUN Resit Guide

G51MCS Mathematics for Computer Scientists

<http://www.cs.nott.ac.uk/~vxc/g51mcs/g51mcs.html>

G51DBS Database Systems

G51DBS Resit Guide [PDF]

G51REQ Requirements Engineering

G51REQ Exam Guide [WORD]

G51CSA Computer Systems Architecture

G51CSA resit arrangements [WORD]

G51UST UNIX Software Tools

<http://www.cs.nott.ac.uk/~pk/g51ust/resit-guidance.html>

G51OOP Object Oriented Programming

[G51OOP Resit Guide \[WORD\]](#)

G51FSE Foundations of Software Engineering

[G51FSE Resit Guide \[WORD\]](#)

G51WPS Web Programming and Scripting

[G51WPS Revision Notes \[PDF\]](#)

Study Techniques

Much more so than at school, your performance here will depend on how well-motivated you are and how efficiently you use your time. Whereas information was meted out to you at school, you will now find that at times (all the time?) here information is given to you so rapidly or is available in such quantity, that if you get behind or fail to tackle the mass of information, you will find it difficult to catch up.

There are a few tricks of the trade ...

- [Lecture Notes](#)
- [Making Notes](#)
- [Organising Your Time](#)
- [Reading](#)
- [Lab Classes](#)
- [Giving Presentations](#)

Download:

- [Study Skills for Computer Science \[PDF\]](#)

Lecture Notes

Always read through your lecture notes within a day or two of the lecture. Fill in any gaps you have left; ask the lecturer or your tutor to explain parts that are not clear to you. Don't wait until the exams are upon you to read through your notes. It is too late for you to remember what is missing, to correct mistakes in your notes, and to pick up on misconceptions that have affected your understanding of later work. By all means read your corrected notes through at exam time.

Making Notes

It's always important to make notes during class – by choosing what to write down it requires that you interpret what you are listening to. By attending to what you are hearing, and deciding what to write down, it helps you to remember what you've heard and commit more to long term memory. Further, if you revisit your own notes the next day, or at the end of the week, you reinforce your ability to remember it long term, by retrieving it from long-term memory for the first time. It helps to make notes directly onto your lecture notes (if you have a hard copy during the lecture).

This process also works for when you are reading books or any additional reading. Making notes about what you read, and thus interpreting what you read, helps you to remember it.

Remember – **Lecture notes alone may not include everything you need for the exam** – the exam may include information that was spoken by the lecturer about the problems covered in class or in what lecturers have requested that you read extra to the lecture notes.

Organising Your Time

You will have to organise your time carefully to ensure adequate time for revision of lecture notes, coursework, social and sporting activities, and sleep, as well as lectures, tutorials, and lab sessions. A total of about 40 hours per week on academic work is not unreasonable. If you manage your time well, you should be able to fit in several hours of recreational activity a week as well. You should note that coursework often builds up towards the end of term, because a) you need to be taught some things before you can receive the coursework, and b) because students naturally leave coursework until its almost due. This creates a peak of stress and tiredness. While the timing of coursework (part a) is not under your control, when you work on it (part b) is under your control. If you find you have a quiet week – then it's the perfect time to begin a coursework – even if it's not due for a few weeks. This may allow you to continue socialising or taking part in sports, even when it gets to the busy times.

Reading

Do consult text books and documents. Don't be frightened to use the library facilities; you're not expected to know your way around it straight away. The librarians will be only too pleased to help you, if you let them know your difficulties.

Don't stare passively at a book when you mean to be studying from it; decide what it is you want to know from the book and actively look for it. It's a good idea to scan through the book (or chapter, or section) first, then ask yourself what you want to know from it, then read it, then try to recall what you have read, then check back that what you recall is consistent with what is actually written. This technique can be applied to lecture notes and other documents equally well, of course.

Lab Classes

Lab classes are a perfect time to get hands-on with what you are learning. However, they are relatively short (compared to the time required to work on a coursework) and the time you get with a lecturer or teaching assistant may be even briefer. The best way to prepare for a lab class, is to try the stuff in advance – so you know all the questions you want to ask when you get there and you get time with someone who can answer your questions.

Giving Presentations

Giving presentations just gets easier with time – its easier after 10, 20, 50, 100 presentations. So make sure your assessed presentations are not your 1st, 2nd, 3rd, etc presentations. Find any reason to present anything to anyone as soon as possible – and your assessed presentations will be when you are more practiced. Its simply a matter of experience, and developing the skill and confidence that only comes with experience. If you think other people are better at presenting than you, its only because they have had more experience before and outside of university.

FAQ

- How do I find out who my personal tutor is?
- How do I obtain references?
- How do I change course?
- What if I change my address?
- When is graduation?
- What are the term and semester dates?
- What are the dates for the exam periods this Session including reassessment period?
- How can I find out about fees?
- How do I obtain a certification letter or provisional transcript from the University?
- Where can I find my timetable?
- When and how do I submit coursework?
- How do I let the School know about extenuating circumstances?
- How are resit marks used?
- What happens if I have failed a particular module(s)?
- What are the University's progression criteria?
- Can a student request a resit even if they meet the progression criteria in order to boost marks?
- If a student is currently on Honours, does not meet Honours progression criteria but meets the Ordinary degree criteria, then do they automatically get transferred off Honours?
- Are final year students allowed to request resits in modules with poor performance in order to achieve a better final year average?
- How is degree classification obtained in the School?
- How are assessment marks and progression information received by students?
- Do these award regulations take into account individual marks including fails?
- What happens if I am borderline?
- Does the School have a viva-voce exam procedure for borderline candidates?
- What books do I need to purchase?
- What will be taught during each week of the course?

How do I find out who my personal tutor is?

You will be issued with details of your personal tutor during Week One. It will also be made available through Moodle but if you cannot find it here please ask at the [School Office](#)

How do I obtain references?

Ask your [personal tutor](#) , project supervisor or another member of academic staff in the School who you feel comfortable asking.

How do I change course?

In the first instance, discuss with the [undergraduate course director](#) or [postgraduate course director](#) for the course you wish to transfer to.

What if I change my address?

If you change your home address or your local term-time address, you must alter this yourself through the [Student Portal](#) which forms part of your student record.

When is graduation?

[Graduation dates](#) can be found in the [Academic Services](#) pages.

What are the term and semester dates?

[Term and semester dates](#) are available from the [University calendar](#).

What are the dates for the exam periods this Session including reassessment period?

[Examination dates](#) are available from the [University Courses Office](#) page.

How can I find out about fees?

Information on fees can be found from the [University Fees](#) page.

How do I obtain a certification letter or provisional transcript from the University?

Contact the [Student Services Centre](#).

Where can I find my timetable?

Timetables are available from the [University Timetabling Office](#).

When and how do I submit coursework?

Deadlines for submission and details of how to submit coursework are available from the page on [Coursework Submission and Deadlines](#).

How do I let the School know about extenuating circumstances?

Information can be found on the School webpage on [Illness and Other Issues](#), and full details on [extenuating circumstances](#) are in the University [Quality Manual](#)

How are resit marks used?

For progression from year 1 and year 2, a resit mark (or best mark if the resit mark is lower) would be used for progression purposes but the first mark would be held for transcript purposes and also be used to calculate the second year average which is used for degree classification purposes.

What happens if I have failed a particular module(s)?

If a year one or two a student is noted as not meeting the progression criteria to move on to the next stage (year) of course at the School's Summer Examiners' meeting held in June, then the student will automatically be entered for resits in all soft and hard failed (0-39) modules during the August/September Reassessment Period.

Any Postgraduate taught student who does not meet the MSc award criteria after the May examinations session will automatically be put forward for reassessments (exam based or coursework where appropriate) in all soft and hard failed modules (0-49) during the August/September Reassessment Period.

What are the University's progression criteria?

The [Regulations for Undergraduate Courses](#) are available through the University's Quality Manual under the Completion of a Stage section. Please also see the School's [Progression and Degree Classification \(UG\)](#) summary.

The [Regulations for Taught Masters Degrees](#) are available through the University's Quality Manual under the Completion of a Stage section. Please also see the School's [Progressions and Degree Classification \(PGT\)](#) summary.

Can a student request a resit even if they meet the progression criteria in order to boost marks?

No, this is not normally allowed. However, students with extenuating circumstances may request re-assessment in affected modules.

If a student is currently on Honours, does not meet Honours progression criteria but meets the Ordinary degree criteria, then do they automatically get transferred off Honours?

No, an Honours student who does not meet Honours progression criteria will automatically get the chance and be entered to resit for Honours in the August/September Reassessment Period.

Are final year students allowed to request resits in modules with poor performance in order to achieve a better final year average?

No, this is not allowed.

How is degree classification obtained in the School?

Please see [Model 1](#) of the University [Quality Manual](#) and also the School's [Progression and Degree Classification](#) summary and the University [Regulations for Undergraduate Courses](#) page.

How are assessment marks and progression information received by students?

At the end of each assessment period following the Autumn and Spring semester examinations, students receive their marks through the

[Blue Castle](#) website. Following the Spring semester examination period, students also receive information regarding their progression, including recommended resit/first sit assessments. In order to access Blue Castle, students need their Novell/University username and password.

Do these award regulations take into account individual marks including fails?

No, degree classifications are made on the basis of yr2: yr3 averages and individual marks are not used in this process.

What happens if I am borderline?

We will look at each borderline case on an individual basis and in consultation with our External Examiners in order to make a judgment on degree classification.

Does the School have a viva-voce exam procedure for borderline candidates?

No, the School itself does not have an automatic viva-voce policy in place but, if an External Examiner wished to individually interview any borderline candidate this is within their right.

What books do I need to purchase?

The lecturer should let you have details during the first lecture.

What will be taught during each week of the course?

The lecturer should provide an overview of the lecture programme and resources provided throughout the module. There may also be lecture outlines provided via the staff web pages or electronic learning system.

If your question isn't answered by any of the above, please ask at the [School Office](#)

Careers and Opportunities

- [Industrial Year Out](#)
- [Careers Advice](#)
 - [Careers and Employability Service](#)
- [Postgraduate opportunities](#)
 - [Advanced MSc](#)
 - [Postgraduate Research Degrees](#)

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- [Industrial Placement](#)
 - [Industrial placement opportunities 2014](#)
 - [Industrial Placement Opportunities 2013](#)
 - [Industrial Placement Opportunities 2012](#)
- [Nottingham Advantage Award](#)

Industrial Year Out

For Home/EU undergraduates, it is possible to opt to do an industrial placement year, normally between your second and third years of study. For more information please see [Industrial Placement](#) .

Careers Advice

For Part II and MSc students you are likely to have two main aims this year: to gain a degree, and to find a job. Not only will you be working hard with the usual coursework and lecture materials, you have to find time to keep your project on track, fill in application forms and attend interviews.

Careers and Employability Service

Unless you already have your employment arranged, you should register with the [Careers and Employability Service](#). **Don't forget that their service to you continues beyond graduation – there's no cut off.** Careers appointments can be held over the telephone (including feedback on CVs etc) if you are not in Nottingham.

There is a Student Careers noticeboard on B floor which gives up to date information on Company Presentations and Job Opportunities.

For more information please [Careers](#) .

Postgraduate opportunities

You may find that academic life appeals to you. If you found your third year project or MSc dissertation absorbing and get pleasure from learning, then you might want to consider continuing your academic career. There are a variety of options open to you at this university and others, including taught and research based MScs, MPhils and PhDs.

Advanced MSc

If you are coming towards the end of a Bachelors degree in the school, or the IT or MIT MScs then you could consider one of the Advanced MScs offered by the School

Here is the current [complete list of taught MScs](#) in the School.

Postgraduate Research Degrees

You might also consider staying on for a PhD. This involves studying for three years, often with a grant from a body such as EPSRC, or the host University. You will have the chance to discover new things for yourself, and to become absorbed in a field of study. As a PhD student you will also get some opportunity to assist with laboratory and exercise classes, and may help in tutoring. Gaining a PhD is necessary if you would like to work as an academic yourself, a career which offers considerable freedom to work on your own initiative and to follow your own ideas. Having a PhD may not be a great advantage in the early stages of your career outside academia, but there is evidence that PhDs tend to *rise further* as their careers progress.

Our postgraduate grants are awarded on merit, which means final degree results. You will need to get an Upper Second Class degree to be considered. If you feel a PhD might interest you, it is best to discuss this with your tutor who may be able to help you identify a project and potential supervisor. Alternatively, if you are clear about the field of study, you could talk to a lecturer who is part of a [Research Group](#) in that

area. See the [Postgraduate Research](#) page for more information about applying.

There is also no need to restrict your applications to this School, as there will be places available at nearly all universities in the UK. Check the Careers Service "Further Study" letters for more information, as well as papers such as the *Times Higher Education Supplement* or *New Scientist*. You can also apply directly to a particular department expressing your interest in their work.

Careers

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- [Contact](#)
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Sub-pages

- [Career Opportunities 2013-2014](#)
- [Career Opportunities 2012-2013](#)
- [Career Opportunities 2011-2012](#)

Overview

This page aims to provide useful information about Computer Science/IT career opportunities, part-time Computer Science/IT related work, career-oriented events, useful links, and the like.

If you're a Home/EU student interested in doing a one-year industrial placement between your second and third year of studies, check out the [Industrial Placement](#) page.

Contact

School Contact

School of Computer Science Careers Officer: [Hannah Robinson](#)

University Contact

The University's Careers and Employability Service.

Careers Adviser: [Deborah Till](#)

Employability Officer: [Kathryn Wright](#)

Useful Links

- [Year in Industry \(YINI\)](#)
- [Shell Step](#) might be helpful for finding summer internships.
- The Careers and Employability Service publishes a newsletter called [Futures](#).
- [Graduate Destinations](#)
- [Prospect](#) the UK's official graduate careers website

Students with disabilities

The School currently holds details from a company called [EmployAbility](#) who are an organisation dedicated to helping students & graduates with disabilities to find work and work with many major employers. For further details please contact the Careers Officer, [Disability Liaison Officers](#) or visit <http://www.employ-ability.org.uk>

Industrial Placement

Contents:

- [Overview](#)
- [Contacts](#)
- [How to Participate](#)
 - [Quick summary of steps](#)
 - [Administrative Fee](#)
 - [How to obtain a YINI Letter](#)
 - [Students with a Disability or Long Term Medical Condition](#)

Sub-pages:

- [Industrial placement opportunities 2014](#)
- [Industrial Placement Opportunities 2013](#)
- [Industrial Placement Opportunities 2012](#)

Overview

This page aims to provide useful information and links about industrial placements for Home/EU students, including lists of open placement opportunities that have been communicated to the School of Computer Science.

Be sure to check out the [Careers Page](#) for useful information on Computer Science/IT career opportunities, part-time Computer Science/IT related work, career-oriented events, useful links, and the like.

Contacts

- Industrial Placement Coordinator: [Hannah Robinson](#)
- General information: [Industrial Placement](#)
- [University's Careers and Employability Service](#). Careers Adviser: [Deborah Till](#) Employability Officer: [Kathryn Wright](#)
- [The Year in Industry Initiative \(YINI\)](#). See the the How to Participate section below regarding how to obtain the letter that YINI asks for.
- The following might be helpful for finding placements/summer internships: [Shell Step](#)

How to Participate

Quick summary of steps

A brief overview of how to participate follows. Specific aspects are described in more detail further down in the page.

- Come to the **information meeting**: TBA
- Talk to your tutor about this. If there is any question as to whether you are going to meet the progression criteria for the final year of your degree, you may not be permitted to take a year out.
- Look for a company using information provided here and your own initiative! Keep in mind that the placement has to be related to your degree.
- If you want to do a placement, it is important to start the process early, i.e. October-November, as many of the large, high-profile corporations mainly recruit placement students during the autumn of the preceding academic year.
- Once you have a placement offer, print the [form](#), complete it and get it signed by your personal tutor and the placement coordinator. Then hand it in to the Student Support Administrator in the School Office at the usual opening times.

If you have further questions, please contact the placement coordinator by email or in person.

Download:

- [Industrial Placement Form](#)

Administrative Fee



Please note that you, in order to remain registered as a student with the University when doing a placement year, you will be asked to pay an administrative fee. The fee for an **optional** year out, which is what you are doing as a School of Computer Science student, is not to be confused with fees for a year out which is **part** of a degree: those are much higher.) Details of exceptional fees can be found on the University pages.

The Tuition Fees Office will send you or the fee payer an invoice for the administrative fee in October/November.

It is of course very important to pay this fee promptly.

How to obtain a YINI Letter

YINI asks students who apply for placements through them for a letter from their University that confirms their eligibility for doing a placement and their continued student status during the placement. A suitable letter can be obtained from the Student Registry. Proceed as follows:

- [Request](#) a formal student certification letter from the Student Registry.
- Under the section "Purpose of Letter", select "Confirmation of student status"
- Enter the following text in the section "Comments": Please note on the letter that the University understands that I will be applying for an industrial placement as an optional component of my course for the Session 20XX/20YY, subject to meeting the progression criteria for my final year of the course, and that, if approved, I will continue to be registered with the University for the duration of my placement. (Replace 20XX/20YY with the session during which you're intending to do a placement.

Students with a Disability or Long Term Medical Condition

Do you have individual requirements, e.g. because of a disability or long term medical condition? Are you concerned about what impact this might have for an industrial placement? Please get in touch with the placement coordinator to discuss your requirements or concerns, either by email or in person.

As long as you are registered as a student with the School, which you are while on a placement, we have a responsibility to help, and we are naturally committed to do so. For example, we can put you in touch with people who can help finding an industrial placement that is right for you, or, once you have secured a placement, we are happy to discuss your requirements with the employer, and whether the university can provide any support while you are undertaking your placement. In some situations, it may even be possible to agree on specific support beforehand, which might help in securing a placement.

Nottingham Advantage Award

Award-winning and international, the scheme spans the University, making students more employable and helping them get the most out of their time here. Working with employers and academics, bringing the best of their experience and guidance to our students.

Visit the [Nottingham Advantage Award Workspace] and watch the video to find out how you can get involved and start achieving more.

As part of the Advantage Award programme students from the School of Computer Science have the unique opportunity to act as community IT consultants working on projects with local third sector organisations.

Useful links (UG-PGT)

- [Computer Science Society \(CompSoc\)](#)
- [Learning Community Forum \(Postgraduate\)](#)
- [Learning Community Forum \(Undergraduate\)](#)
- [Tutoring Statement](#)