MSc Programmes in Informatics

Course Handbook 2016-17

- MSc in Advanced Computational Methods
- MSc in Advanced Computer Science
- MSc in Advanced Distributed Systems
- MSc in Advanced Software Engineering
- MSc in Cloud Computing
- MSc in Agile Software Engineering Techniques
- MSc in Software Engineering for Financial Services
- MSc in Web Applications and Services
  (Including ‘with Industry’ variants for all courses)
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Welcome/Introduction

We would like to extend a warm welcome from the Department of Informatics to all students taking our degree programmes, whether you are just starting at Leicester, or are nearing the completion of your studies. All our staff hope that you will enjoy an interesting and worthwhile time at the University of Leicester and we look forward to working with you during your time here.

Our Information for Students webpages provide background information about the Department and should help explain the things you will need to know about its organisation, how the programme you are taking is run, and what you need to do on a day to day basis over the course of your study with us. The pages contain information useful to you at the start of your programme, and throughout your years of study.

Of course, if you are a new student, then there is going to be a great deal for you to learn. Many of the topics covered by the Information for Students webpages will be explained during the Informatics Induction Week (26th September to 30th September 2016) which provides a general introduction to the Department and its teaching.

Whether you are a new student, or returning to us, you can always get help and advice from your Personal Tutor. He or she is a full time academic member of staff who will provide you with general guidance during your time here, and will help to look after you. You can find out more by looking at the Student Support and Welfare pages. They will help you to understand your responsibilities, but also tell you about what you can expect from us.

Much of the communication between staff and students takes place electronically. It is vital, from the start, that you check email on a regular basis. A large amount of the information about the department is available only on the web. It is important that you become familiar with the pages that concern the programme you are taking.

The Department has three Staff Student Committees -- one for the BSc students, one for MSc students and one for PhD students. Each Committee consists of student representatives and members of staff who are nominated to represent year groups. The role of the committees is to provide a forum in which staff and students can discuss general issues and problems which students may have, and for staff to give feedback to students. Of course, we hope that your time here will run as smoothly as possible, but these committees are here to provide help when needed.

We hope that you will have a most enjoyable time at the University of Leicester. However, you should not forget that you are here to get the best qualification you can achieve. You are required to attend lectures, do practical work, undertake background reading and so on, to ensure that you pass your modules. Of course, we hope that you will do as well as you possibly can. The Department offers prizes to those students who do well in University Examinations, and may offer additional prizes as well.

Good luck! Strive to work hard and play hard.

Dr Stephan Reiff-Marganiec
MSc Director

Induction

In the first week of term (26th-30th September) the Department runs an induction programmes for students who are just starting at Leicester. Timetables can downloaded from the following link:

http://www2.le.ac.uk/departments/computer-science/postgraduate/taught/induction-weeks

If you are new, and for any reason, have missed part of the induction programme, you should take two key actions. First, find your Personal Tutor by asking at the Student Administration Centre (Ground floor in College House) or by asking the Welfare Tutor (see the Student Support and Welfare section below). Your Personal Tutor
will advise you on how to proceed. Secondly, find out the first meeting times for the modules you are taking from the information sheets in the foyer of the Department.

For International Students

If you are an international student you have additional responsibilities as described in the Quick Guide to Student Responsibilities (http://www.le.ac.uk/sas/regulations/responsibilities) under the heading Responsibilities of International Students. Please read and observe these regulations very carefully.

Department Details

The Department is housed in the Computer Science Building which contains the individual staff offices. Some small group teaching may take place in staff offices, distributed on both the ground and first floors. Most of your lectures though will be in other buildings on the campus so here is the main campus map (http://www.le.ac.uk/maps/), along with links to other useful maps. The Department’s dedicated computer laboratories are on Floor 3 of the Charles Wilson Building, but you will also find computer laboratories in other buildings on the campus. The Student Administration Centre (Tel: 252 2129 or 252 3887), where students should direct general enquiries, is on the ground floor of College House.

The Department currently has about 350 undergraduates and about 130 taught postgraduates. In addition, it is currently supervising postgraduate students who are working towards doctoral degrees (PhD’s) and there are also postdoctoral research associates working on more advanced projects. On a more permanent level there are currently about 50 full members of staff, comprising Departmental Administrative and Technical Staff, Graduate Teaching Assistants, Teaching Fellows, Research Associates and Academic staff (Professors, Associate Professors and Lecturers). A list of members of staff and their offices can be found here: http://www.cs.le.ac.uk/people.

In addition to the undergraduate and postgraduate teaching, an equally important activity of the Department is its programmes of computer science research. Most of our members of staff are actively engaged in research and are frequently guests of universities both in the UK and other countries to lecture on their work. At any one time there may also be a small number of academic visitors pursuing their own research in collaboration with the permanent staff here. Most will be happy to describe their research to you if you are interested. You can find out more about the research interests of individual staff by looking at their web pages, which can be accessed at http://www.cs.le.ac.uk/people/.

Departmental Communications

Many important notices will be sent to you using your University email address. It is vital that you check this regularly during your time at University.

The departmental intranet is used to disseminate information. Students are encouraged to browse around the links listed on the Informatics Homepage that can be reached by clicking here: https://campus.cs.le.ac.uk/ForStudents/ForStudents.

More general information about the University can be found on links from the main University page. Please note that the University Regulations are published online at http://www.le.ac.uk/academic/Regs/index.html. Students should also be aware of the Internet Code of Practice and Guide to Legislation which is available at http://www.le.ac.uk/portals/regulations.html alongside a range of other guidance documents relating to computer usage.
Staff List and Key Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Duties</th>
<th>Member of Staff</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Overall running of the Informatics Department</td>
<td>Professor Reiko Heckel</td>
<td><a href="mailto:reiko@le.ac.uk">reiko@le.ac.uk</a>, Tel: 0116 252 3406</td>
</tr>
<tr>
<td>BSc Director</td>
<td>Administration of BSc course</td>
<td>Dr. Irek Ulidowski</td>
<td><a href="mailto:iu3@le.ac.uk">iu3@le.ac.uk</a>, Tel: 0116 252 3801</td>
</tr>
<tr>
<td>BSc Examinations Officer</td>
<td>Running of BSc Examinations</td>
<td>Dr. Stanley Fung</td>
<td><a href="mailto:pyf1@le.ac.uk">pyf1@le.ac.uk</a>, Tel: 0116 252 3807</td>
</tr>
<tr>
<td>MSc Director</td>
<td>Administration of MSc course</td>
<td>Dr. Stephan Reiff-Marganiec</td>
<td><a href="mailto:srm13@le.ac.uk">srm13@le.ac.uk</a>, Tel: 0116 252 2603</td>
</tr>
<tr>
<td>MSc Examinations Officer</td>
<td>Running of MSc Examinations</td>
<td>Prof. Rajeev Raman</td>
<td><a href="mailto:rr29@le.ac.uk">rr29@le.ac.uk</a>, Tel: 0116 252 3894</td>
</tr>
<tr>
<td>Welfare Tutor</td>
<td>Overall pastoral care of students, management of Personal Tutors.</td>
<td>Dr. Fer-Jan de Vries</td>
<td><a href="mailto:fdv1@le.ac.uk">fdv1@le.ac.uk</a>, Tel: 0116 252 3903</td>
</tr>
<tr>
<td>BSc Progressions Tutor</td>
<td>Administers students' academic progress throughout course</td>
<td>Dr. Tom Ridge</td>
<td><a href="mailto:tr61@le.ac.uk">tr61@le.ac.uk</a>, Tel: 0116 252 1304</td>
</tr>
<tr>
<td>MSc Progressions Tutor</td>
<td>Administers students' academic progress throughout course</td>
<td>Dr. Emilio Tuosto</td>
<td><a href="mailto:et52@le.ac.uk">et52@le.ac.uk</a>, Tel: 0116 252 5392</td>
</tr>
<tr>
<td>Women's Tutor</td>
<td>Alternative personal tutor for female students.</td>
<td>Dr. Effie Law</td>
<td><a href="mailto:lcl9@le.ac.uk">lcl9@le.ac.uk</a>, Tel: 0116 252 5341</td>
</tr>
<tr>
<td>Accessibility Tutor &amp; Equal Opportunities Officer</td>
<td>Maintain commitment to the university's Equal Opportunities policy.</td>
<td>Dr. Rob van Stee</td>
<td><a href="mailto:rvs4@le.ac.uk">rvs4@le.ac.uk</a>, Tel: 0116 252 5292</td>
</tr>
<tr>
<td>Student Administration Centre</td>
<td>Student Enquiries</td>
<td>College House</td>
<td><a href="mailto:csadmin@mcs.le.ac.uk">csadmin@mcs.le.ac.uk</a>, Tel: 0116 252 2129 or 0116 252 3887</td>
</tr>
</tbody>
</table>

Student Communications and Personal Details

The University keeps a record of your personal details such as your full name, addresses i.e. home address and term-time address, telephone numbers, personal email address and your emergency contact details. It is important to keep your details up to date as this will help you to receive information about your studies and exams and also ensure that official documents are provided to you with the correct name details.

You can check and update your details by logging-in to MyStudentRecord http://mystudentrecord.le.ac.uk using your University username and password. Click on the My Details tab and you will then be able to review and change your personal details.

It is important that you check your University email account frequently to ensure that you do not miss any important communication from the University.

There are coursework submission boxes in the foyer of the Computer Science Building. For some coursework assignments you will be instructed to post your work in a specified box by the deadline; be careful to post your work in the correct box.

Messages for members of staff may be left at the Departmental Office, which is on the ground floor of College House, or handed in at staff offices. Members of staff may also be contacted via email; their email ID’s are listed.
on the web http://www.cs.le.ac.uk/people/. If you wish to see any member of staff, you should make an appointment. You can do this by email, or by visiting the member of staff at their office. In the latter case, you may be seen immediately, but please bear in mind that we are all busy, and that you may well have to return at a suitable appointment time.

**Department Facilities**

The following notes describe the computing facilities available to Informatics students, how to register to use them and other relevant information. Much more information is available on the IT Services [http://go.le.ac.uk/it4students] web site. See also the items covering the use of the computing services in the University Regulations, and further details about IT Services which appear later on this page.

**Registration**

Before you can use the University or Department computer facilities you must complete your University Registration [https://register.le.ac.uk/]. You will require your student (UCAS) number to register for the first time.

On completing the online registration process new students will be provided with a University IT account username for the central computing services and a University email address. Generally your account will be active within about 1 hour of completing the registration procedure. Returning students will be reminded of their computer account details.

You will be asked to choose a password. You are responsible for the use made of your computer account and must not make your password available to anyone else. There are **no** circumstances in which University or Departmental staff will need to know your password.

Returning students should also use the online University Registration [https://register.le.ac.uk/] system to register for their 2nd or later academic year of study.

**Computing Facilities**

Support for computer facilities is divided between the Informatics Department’s own team and the central support provided by IT Services. Broadly speaking, the division is as follows:

*Informatics team (sysadmin@mcs.le.ac.uk)*

The Informatics labs, and all matters associated with your Informatics departmental Linux account.

*IT Services (ithelp@le.ac.uk)*

The central University IT services system (Windows 7) and the software installed on it, together with all matters concerning your ITS account.

**Computer User Areas**

Computer workstations are available to students in various areas of the campus:

- **Informatics labs**: The Informatics Department [http://www.cs.le.ac.uk/] operates 3 computer labs on the 3rd floor of the Charles Wilson building, and one lab in the Attenborough Seminar Block. These labs are specifically for the use of Informatics students (and students from other departments taking certain Informatics modules). Other students do not have access to these labs, and generally cannot use the facilities even if they do gain access. These are the only labs in which Informatics specific computer accounts will work.

Non-Informatics students can generally not use the facilities in these labs.

Some of these labs are **bookable for teaching purposes**.
- CW301/8 — main CS teaching lab, frequently booked ([timetable is online](http://www.le.ac.uk/its/)), machines are ITS/Linux dual boot; this lab is open 24/7;
- CWCORE — overflow CS lab (only booked for the largest teaching sessions), machines are ITS/Linux dual boot;
- CW307 — "network" lab containing free access re-configurable GNU/Linux & MS Windows machines with [very limited network access to the rest of the campus](http);
- AttSB101 — MSc teaching lab, machines are ITS/Linux dual boot.

These labs require an [access card](http) or access code to gain entrance at all times.

- **Open access computer user areas:** IT Services ([http://www.le.ac.uk/its/](http://www.le.ac.uk/its/)) operate a large number of user areas across campus with a total of over 900 machines. These are open to all ITS users; mostly during normal working hours, but 24/7 in a few cases. Out-of-hours access will require that you obtain an [access card](http).

  Many of the open access areas are frequently booked for scheduled classes during term time. Access will be restricted or impossible for other users at these times.

  In order to locate free workstations you can [see the current usage](http://www2.le.ac.uk/offices/itservices/resources/cs/2ls/pcareas/PC-Avail) of the open access areas (also on dedicated monitors located around campus in prominent locations).

  - **Network Access Stations:** IT Services provide these workstations with limited functionality at a number of high traffic locations.

  - There is also a [wireless campus network](http://www2.le.ac.uk/offices/itservices/resources/cs/sd/wifi) available to members of the university with their own WiFi enabled mobile devices. This service is available for across campus, in halls, and also allows WiFi access at many other university campus sites, both in the UK and abroad.

Both the Informatics Department and IT Services have acceptable usage policies covering the use of computer facilities; by using the facilities you acknowledge that you have read and understood the relevant policies and agree to abide by their conditions.

- [Regulations for IT Users](http://www2.le.ac.uk/offices/itservices/about/regulations) and [Acceptable Use policy](http://www2.le.ac.uk/offices/itservices/resources/cs/2ls/pcareas/pca-use) applying to computer facilities across campus;
- [Informatics specific policy](https://campus.cs.le.ac.uk/labsupport/labinfo/policy) applying additionally to facilities operated by the Informatics Department.

Note in particular that:

- Food and drink are forbidden in the computer user areas.
- Mobile phones should be silenced or switched off to avoid disturbing other users — **you should leave the room to take or make phone calls.**
- Connecting personal devices to the campus or departmental network is forbidden with the limited exceptions of: the [campus wireless network](http://www2.le.ac.uk/offices/itservices/resources/cs/sd/wifi)

**Halls of Residence Network**

All of the study rooms in University accommodation include internet access. This residential network is provided by a commercial company.
Computer Accounts

There are a number of different computer systems in operation on campus, and you may end up with accounts on several of them. The most important are described here.

- **ITS account** You will be issued with a ITS username and password as part of your initial registration with the university. This account gives you access to the Microsoft Windows system operated by IT Services. Your ITS account includes your personal "Z: drive", for you to store your files; it is backed up centrally and is available from all ITS machines and also via the web.

  The email address associated with this account is your "official" university email address, and you are obliged to monitor it regularly as the university and/or department may use it to send you official correspondence.

  The username issued for your ITS account is guaranteed to be unique to you, and is used as the basis for many other campus accounts, such as access to Blackboard Virtual Learning Environment (http://blackboard.le.ac.uk/), the CWIS web system and the Leicester Digital Library (http://library.le.ac.uk/).

- **Informatics account** This account is issued to you by the Informatics department for use on the GNU/Linux network operated in the Informatics labs. This account includes a separate area of file store specifically for use with your Informatics department linux account.

  This is often casually referred to as your "linux" account.

  Your Informatics account also gives you access to various extra services such as the Informatics student web server, tomcat servers, MySQL database, SVN version control system.

  It is important that you understand which system you are using when you encounter problems and are looking for the right place to seek help.

Remote access

- **ITS** There is no direct remote access to the ITS Windows 7 service. However it is possible to get:

  - remote access to your ITS file store (http://www2.le.ac.uk/offices/itservices/resources/cs/2ls/filestore/webaccess);
  - remote access to your email using either the Outlook webmail service (http://webmail.le.ac.uk/) or any IMAP or MS Exchange capable mail reader;
  - remote access to "campus-only" web pages will often require use of your ITS username and password.

- **Informatics** services available remotely include:

  - A remote desktop on student Linux machines using NX client
  - you can get direct shell access using ssh to student GNU/Linux machines;
  - access to "campus-only" web pages requires use of your ITS username and password.

Printing

The computers in the open access user areas and the Informatics labs will submit print jobs to the A4 charged print service. Your jobs are held in the print queue until you visit a printing station and release them using a Copy Card.

There are print stations in most open access user areas and the Informatics labs. Printing costs from 5p per page of A4, and there are options for duplex and colour printing, as well as large format A3 printing.
University mobile App
The University of Leicester mobile app offers many useful features, such as:

- Blackboard: Get instant access to Blackboard Mobile Learn
- Find a PC: Find an available PC on campus
- Library: Browse and check item availability

Getting help
ITS and central service problems
For help with the ITS service, or any of the other services centrally managed by IT Services, you should consult the IT Services support pages (http://go.le.ac.uk/it4students). If your problem is so severe that you cannot do that, you can visit the Help Zone in the Main Library, email to ithelp@le.ac.uk, or alternatively telephone on (0116 252) 2253.

Informatics service problems
For problems specifically with the services run by the Informatics department (e.g., GNU/Linux system, CourseMarker, hand-in system) you should first consult the Informatics help pages. The GTAs operate a help desk service in the main Informatics CW301/8 lab at times advertised.

Learn at Leicester
Whatever your subject or level of study, there are many, many different ways in which you can access academic advice and support. The Learn at Leicester webpage provides you with further details of this support, together with direct links to a wide range of resources and services to help you:

- Make the most of the Library
- Develop your IT skills
- Manage your own learning
- Improve your English language
- Get independent advice about your course
- Manage your student information
- Sharpen your mathematics and statistics skills

You can access all of this by visiting: www.le.ac.uk/learnatleicester

University Library
The Library is your gateway to high quality information relevant to your studies. Using it effectively contributes directly to your success.

The Library provides you with:

- access to a huge range of specialist digital and print information resources for your subject;
- help in finding and using information - online, face to face and by telephone;
- individual and group study space, including the Graduate School Reading Room exclusively for postgraduate students;
- PCs and wireless networking for your own device throughout the David Wilson Library;
- study and meeting facilities at the Brookfield Postgraduate Teaching Centre;
- services for distance learners and researchers.

The Library is a shared resource for all members of the University. Please respect it and observe the Library regulations available at www.le.ac.uk/library/about.
To get started, visit www.le.ac.uk/library.

For information about your subject, please visit http://www2.le.ac.uk/library/find/subjects/computerscience

**IT Services**

Whilst studying at the University you will have a University IT account and email address. There are hundreds of University PCs available with Office 2013 and many specialist programs to help you with your studies.

Visit www.le.ac.uk/it4students for more information about:

- **Student email**: access your email and calendar anywhere; on your laptop or mobile device
- **Printing**: print from any device to a University printer
- **Microsoft Office**: available at no cost whilst you study at the University
- **IT Help**: visit the Help Zone in the Library, phone 0116 252 2253, ithelp.le.ac.uk for IT Self Service, web chat or email ithelp@le.ac.uk
- **IT Training**: attend our workshops in Word, PowerPoint and Excel
- **Wifi**: free access to eduroam wifi on campus, in student accommodation or at other universities
- **PCs on campus**: there are over 900 PCs available, with 350 located in the David Wilson Library (including 24/7 access during exam periods)
- **OneDrive**: the online storage location for all your files
- **Blackboard Virtual Learning Environment**: support and information for all your courses
- **Leicester Digital Library**: access to journals, databases and electronic books online

**Student Learning Development**

Studying for a degree is a stimulating, challenging and rewarding experience. In order to make the most of this experience, the University of Leicester provides a wide range of resources and services to support and enhance your academic development in areas such as essay-writing, critical thinking, independent learning and time-management. The Student Learning Development Team is here to help you develop the skills and abilities you need in order to succeed in your studies. To find out more about how we can help you develop your academic skills and abilities, visit our website: www.le.ac.uk/succeedinyourstudies.

**Students’ Union Education Unit (ED)**

Education help and advice is provided by the Students’ Union for all students.

If you would find it helpful to talk to someone outside of your department, we offer a free, confidential service to help and advise you about where to go and what to do. If you wish to come and talk to us about your personal circumstances or academic worries, for example, exams or putting together an academic appeal, we will provide professional and friendly support.

You will find the Education Unit staff in the Students’ Union Building on the first floor, within the West Wing. Opening hours are 10.00 am to 4.00 pm, and you can either pop in or book an appointment by contacting us on the following details:

**Contact**: Students’ Union Education Unit (ED), Students’ Union (First Floor)
+44 (0)116 223 1132 | educationunit@le.ac.uk | http://leicesterunion.com/support/education

Online chat facilities are also available for appointments and drop in sessions.

Facebook – https://www.facebook.com/talktoED (Drop in on Wednesdays, 3:30pm-4:30pm)

Skype - @ed_ducation1 (Drop in on Tuesdays, 9am-10am)
Learn a New Language with Languages at Leicester

There are many benefits to learning a new language. Not only could you enhance your career prospects and broaden your cultural horizons, but studies show that you could also improve your literacy skills, boost your memory, increase your attention span and even help to grow your brain!

Study with the Languages at Leicester Team on campus, and you will be taught by expert native tutors who are based within our School of Modern Languages, which has been ranked 3rd in the country in the University League Tables, The Guardian University Guide 2016.

We offer 16 different languages including Arabic, British Sign Language, Chinese, German, Korean and Spanish to name just a few, six levels of learning and two course lengths, so you can study in a way that suits you. Classes take place during evenings and Wednesday afternoons, as well as intensive ‘fast track’ courses on Saturday mornings.

Find out more about Languages at Leicester, including fees and term dates at: www.le.ac.uk/ml/lal.

The successful completion of a Languages at Leicester course will appear on your Higher Education Achievement Report (HEAR) when you graduate. For further details about the HEAR, please visit: www.le.ac.uk/hear.

Contact: Languages at Leicester +44(0)116 252 2662 | lalenquiries@le.ac.uk | www.le.ac.uk/ml/lal

University Facilities

University Bookshop

The Bookshop is owned by the University and is located on the ground floor of the David Wilson Library.

All prescribed and recommended texts are stocked, so that students can rely on the Bookshop for the books that they need in the course of their studies. We also sell a wide range of paperbacks and books of general interest. Books not in stock can be quickly provided to order. The Bookshop has a range of deals in the Autumn term which are exclusively for students.

Greetings cards, a wide range of stationery items and University of Leicester branded merchandise and clothing are always available.

The opening hours are:

- Monday to Friday 9.00 a.m. - 5.30 p.m. (5.00 p.m. in vacations)
- Saturday 10.00 a.m. - 2.00 p.m.

Contact: University Bookshop, David Wilson Library

+44 (0)116 229 7440 | bookshop@le.ac.uk | www.le.ac.uk/bookshop

Twitter: @LeicUniBookshop | Facebook: www.facebook.com/UoLBookshop

University Regulations

Senate Regulations (www.le.ac.uk/sas/regulations) contain rules and other important information about being an undergraduate or taught postgraduate student at the University of Leicester. The Regulations are part of the formal contract between you and the University; you will have confirmed when completing registration that you will comply with procedures defined in the University’s Regulations.
The **Quick Guide to Student Responsibilities** ([www.le.ac.uk/sas/regulations/responsibilities](http://www.le.ac.uk/sas/regulations/responsibilities)) summarises some of your most important responsibilities as a student at Leicester, as defined in detail in the Regulations. These responsibilities relate to:

- attendance
- submission of work by set deadlines
- term time employment (full-time students – Home/EU and International)
- illness or other circumstances impacting upon studies
- maintaining your personal details
- the additional responsibilities of international students

Failure to adhere to student responsibilities can have serious consequences and may lead to the termination of your studies.

**Student Responsibilities**

The University expects its students to behave responsibly and with consideration to others at all times. The University’s expectations about student behaviour are described in:

- the Student Charter
- the Regulations governing Student Discipline
- the Student Code of Social Responsibility
- the Code of Practice governing Freedom of Speech
- the University’s regulatory statement concerning Harassment and Discrimination

These can be found at [www.le.ac.uk/senate-regulations](http://www.le.ac.uk/senate-regulations)

**Attendance and Engagement Requirements**

Attendance and engagement with your course is an essential requirement for success in your studies. The University’s expectations about attendance are defined in Senate Regulation 4: governing student obligations ([see www.le.ac.uk/senate-regulation4](http://www.le.ac.uk/senate-regulation4)). Full-time students must reside in Leicester, or within easy commuting distance of the city, for the duration of each semester. You should attend all lectures, seminars, practical sessions and other formal classes specified in your course timetable, unless you have been officially advised that attendance at a particular session is not compulsory or you have received formal approval for absence. You are also expected to undertake all assessments set for you.

The University operates a Student Attendance Monitoring procedure. Your attendance will be monitored throughout the academic year and if sessions are missed without an acceptable explanation being provided to your department then neglect of academic obligations procedures will be initiated. This may result in your course of study being terminated.

If you are an international student and your course is terminated this will be reported to UK Visas and Immigration (UKVI), in line with University sponsor obligations.

**Neglect of Academic Obligations**

You are expected to attend all learning and teaching events which are timetabled for you. These include lectures, tutorials or practical classes. You are also expected to submit work within the deadlines notified to you. Persistent failure to attend taught sessions and/or to submit work, without good cause, will be considered to be a neglect of academic obligations. Departmental procedures for dealing with neglect are set out within the University’s regulations ([see http://www.le.ac.uk/senate-regulation4 ‘Neglect of academic obligations’](http://www.le.ac.uk/senate-regulation4)). In the most serious of cases of neglect the University has the right to terminate a student’s course.
Examination Regulations

If your course involves any exams you must ensure that you are familiar with the University's Examination Regulations (www.le.ac.uk/sas/assessments/examregs). These contain a variety of regulatory information and instructions relating to exams, including the rules governing:

- scheduling
- admittance
- student conduct
- permitted and prohibited items and clothing
- use of calculators and dictionaries
- absence due to illness
- cheating

You can also find information about exams in the Students’ Guide to Exams (www.le.ac.uk/sas/assessments/exmsguide).

Course details

There are two main considerations when choosing a pathway through the taught postgraduate programmes: what type of postgraduate degree are you aiming for and what programme do you want to do. This page tries to answer your questions, but you can (and if in any doubt should) always consult your personal tutor about your options.

Degree Programmes Available

Masters (MSc)

An MSc programme requires 180 credits, which are obtained from attending taught modules and completing the MSc Individual Project. Students typically attend 120 credits of taught modules, while the project counts for the remaining 60 credits. Students are normally only allowed to progress to the project once they have passed the taught component. Details of the taught modules to attend are listed below under the Programmes on offer.

Students are admitted in September and January.

- Students admitted in September follow Semester 1 modules until December. In January, after examinations, they follow Semester 2 modules. Examinations are taken again in May. Students who wish and are permitted to proceed undertake their individual project during the summer and submit their dissertation in the second half of September.

- Students admitted in January start by following Semester 2 modules. There are no precedence rules between the two semesters. Examinations are taken in May. Students then break during the summer period and resume in September for Semester 1 modules. Examinations are taken in January after which those who wish and are permitted to proceed start their project. Dissertations are then submitted in the second half of May.

Masters (MSc) with Industry Placement

The general requirements and programme structure are as for Masters (MSc), however students on the with Industry programmes will spend some time in Industry as part of their degree programme. Students will follow two taught semesters and the industry placement will take place before students take up the project. Depending on the length of the Industry placement students might start on a project in October (an option not available for non-with Industry MSc students).
The industry placement is of a duration of 3-8 month and it is the student’s responsibility to secure a placement. The flexible length of the placement will allow the student and employer to meet their specific needs. Students will have to complete a placement report as part of their placement. As both securing the placement as well as completing additional work places extra obligations on the student, we are offering a structured programme (embedded in two non-credit bearing but compulsory modules) which prepare and support with industry students for finding placements and getting the most out of them.

Please note that students who do not achieve an overall merit level of performance in the first semester modules will revert to the standard MSc programme after the first semester. Students who have not found a suitable placement by the relevant deadline towards the end of the second semester will also revert to the standard MSc programme at the end of the second semester. **A change to the length of the programme of study has implications for your visa status, if you are an international student.** If you have any queries with regard to Visa issues, please consult a member of the International Student Support team in Student Welfare Services.

**Postgraduate Diploma**

A Postgraduate Diploma programme requires 120 credits, which are obtained from attending taught modules. Details of the taught modules to attend are listed below under the Programmes on offer.

Students are admitted in September and January.

- Students admitted in September follow Semester 1 modules until December. In January, after examinations, they follow Semester 2 modules. Examinations are taken again in May.
- Students admitted in January start by following Semester 2 modules. There are no precedence rules between the two semesters. Examinations are taken in May. Students then break during the summer period and resume in September for Semester 1 modules. Examinations are taken in January.

**Postgraduate Certificate**

A Postgraduate Certificate programme requires 60 credits, which are obtained from attending taught modules. Postgraduate Certificates are only available for the Advanced Computer Science Programme. Details of the taught modules to attend are listed below under the Programmes on offer.

Students are admitted in September and January.

**Pathways through the Degree Programmes**

**ACM**

The field of algorithms is today an extremely important enabling technology. Web search-engines, routing in the Internet, genome analysis, cryptography and image analysis are just a few examples of applications that depend critically on suitable choices of algorithms and data structures. The focus of the **Advanced MSc in Computational Methods** is on the design, analysis and engineering of algorithms, covering their use for modelling real-world problems.

**ACS**

The **Advanced MSc in Computer Science** is intended for students who wish to supplement their education in a specific set of advanced topics and cutting-edge technologies that they require for their professional lives, or to pursue their studies further to a PhD on a specific topic. It offers a broad menu of modules from which students can construct their own pathway with the advice and assistance of a member of staff.

**ADS**

The presence of software applications as components of many different kinds of systems with dynamic configurations is increasing at an unprecedented pace. The focus of the **Advanced MSc in Distributed Systems** is
on new methods, architectures and design techniques for software systems that are able to operate, with guaranteed levels of quality of service, across heterogeneous and distributed platforms.

**ASE**

The **Advanced MSc in Software Engineering** focuses on the methodologies and technologies that address the challenges that companies are facing for competing in the volatile markets of today: How to generate applications from high-level business models to reduce time-to-market and development costs? How to evolve legacy systems and promote business processes in an economy dominated by the need to offer and integrate, on demand, new services?

**CC**

The **MSc in Cloud Computing** focuses on the algorithmic basics and the software engineering principles and techniques underlying cloud computing. It equips students with the understanding and practical skills required by today’s market such as deciding on the best ways to employ the opportunities offered by cloud computing to address specific problems and how to design and build software for an environment with rapidly changing demands dominated by economic pressures.

**SET**

**MSc in Agile Software Engineering Techniques** Today, software is becoming ever more complex, developed with very short time to market, and required to cope with changing requirements. This scenario calls for increased levels of flexibility and agility, both in the technologies used and the processes followed for engineering software. This MSc will provide a sound background on the methods and techniques that can meet these challenges. Hands-on modules based on the Eclipse framework will ensure that this knowledge is framed in practical contexts of usage.

**SFS**

**MSc in Software Engineering for Financial Services** This MSc programme concentrates on architectures for building scalable financial software systems, thus preparing software engineers for a plethora of jobs in the financial industry. In particular it considers technologies and techniques that are particularly relevant for the challenges of the financial market, predominantly a need to migrate from mission-critical, monolithic legacy systems to more flexible architectures that allow speedy reaction to customer and business partner’s needs. The technical aspect must be seen in the context of the business environment, where software engineers typically interact with a world of financial jargon and departments with specialised roles and needs.

**WAS**

**MSc in Web Applications and Services.** The evolution of web-based technologies has now led to what is known as "Web 2.0": a semantically enriched information source with advanced potential to provide specialised software applications "on the fly". A plethora of standard PC-based applications is now appearing online (calendar and diary tools, text editors, spreadsheets, among other) that can be used in a distributed collaborative setting. Developing such applications is particularly challenging, partly due to the wide background required but also the rapid emergence of new technologies. This MSc is intended to equip students with a sound understanding of the area and its emerging trends, while at the same time providing a very hands-on approach to current technologies such as .Net.

**Modules**

There are three kinds of modules (four for with Industry students) in the programme:

**CO7210** (http://www.cs.le.ac.uk/Modules/current/CO7210): Personal and Group Skills (15 credits)

This module is offered in both semesters and provides students with skills that are way up the value chain of any IT employer. Students attend a series of seminars given by researchers from universities or companies followed
by group discussions moderated by a member of staff. Each group prepares a joint essay based on the seminar and the discussions. Students also attend workshops organised by the Student Learning Centre (http://www.le.ac.uk/slc) on topics like project planning, writing and presentation skills, as well as careers in general.

**Taught Modules (15 credits each)**

Each pathway except Advanced Computer Science requires 4 or 5 core modules, ticked in the table, and 2 or 3 additional modules chosen among the whole menu (there may be some restrictions due to timetabling). Students on the Advanced Computer Science course can compose their own pathway. Students cannot take more than 2 modules from the supplementary list (1 for a Certificate).

Software Engineering for Financial Services is offered in conjunction with the Department of Economics. In addition to the modules listed below, students will take EC7084 (Principles of Finance) as core, and can take EC7093 (Principles of Banking), EC7061 (Corporate Finance) and EC7075 (International Money and Finance) as options.

Course codes are ACM (Advanced Computational Methods), ADS (Advanced Distributed Systems), ASE (Advanced Software Engineering), SET (Agile Software Engineering Techniques), SFS (Software Engineering for Financial Services) and WAS (Web Applications and Services). In order to facilitate this, some modules from the list below are not offered (the Module Choice Verifier (http://www.cs.le.ac.uk/admissions/masters/mcv) software will provide current details).

<table>
<thead>
<tr>
<th>Main Modules</th>
<th>ASE</th>
<th>ADS</th>
<th>ACM</th>
<th>CC</th>
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<th>SFS</th>
<th>WAS</th>
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<tr>
<td>CO7105 (<a href="http://www.cs.le.ac.uk/Modules/current/CO7105">http://www.cs.le.ac.uk/Modules/current/CO7105</a>): Advanced C++ Programming</td>
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<td>CO7200 (<a href="http://www.cs.le.ac.uk/Modules/current/CO7200">http://www.cs.le.ac.uk/Modules/current/CO7200</a>): Algorithms for Bioinformatics</td>
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<td>CO7205 (<a href="http://www.cs.le.ac.uk/Modules/current/CO7205">http://www.cs.le.ac.uk/Modules/current/CO7205</a>): Advanced System Design</td>
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<td>CO7206 (<a href="http://www.cs.le.ac.uk/Modules/current/CO7206">http://www.cs.le.ac.uk/Modules/current/CO7206</a>): System Re-engineering</td>
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<td>CO7207 (<a href="http://www.cs.le.ac.uk/Modules/current/CO7207">http://www.cs.le.ac.uk/Modules/current/CO7207</a>): Generative Development</td>
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<td>CO7095 (<a href="http://www.cs.le.ac.uk/Modules/current/CO7095">http://www.cs.le.ac.uk/Modules/current/CO7095</a>): Software Measurements and Quality Assurance</td>
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<td>CO7209 (<a href="http://www.cs.le.ac.uk/Modules/current/CO7209">http://www.cs.le.ac.uk/Modules/current/CO7209</a>): Software Reliability</td>
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<td>CO7211 (<a href="http://www.cs.le.ac.uk/Modules/current/CO7211">http://www.cs.le.ac.uk/Modules/current/CO7211</a>): Discrete Event Systems</td>
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<td>CO7212 (<a href="http://www.cs.le.ac.uk/Modules/current/CO7212">http://www.cs.le.ac.uk/Modules/current/CO7212</a>): Game Theory in Computer Science</td>
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<td>CO7214 (<a href="http://www.cs.le.ac.uk/Modules/current/CO7214">http://www.cs.le.ac.uk/Modules/current/CO7214</a>): Service-Oriented Architectures</td>
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<td>CO7215 (<a href="http://www.cs.le.ac.uk/Modules/current/CO7215">http://www.cs.le.ac.uk/Modules/current/CO7215</a>): Advanced Web Technologies</td>
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<td>CO7216 (<a href="http://www.cs.le.ac.uk/Modules/current/CO7216">http://www.cs.le.ac.uk/Modules/current/CO7216</a>): Semantic Web</td>
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CO7217 (http://www.cs.le.ac.uk/Modules/current/CO7217): Agile Cloud Automation

CO7218 (http://www.cs.le.ac.uk/Modules/current/CO7218): Financial Services Information Systems

CO7219 (http://www.cs.le.ac.uk/Modules/current/CO7219): Internet and Cloud Computing

Supplementary Modules (please note that some of these modules may not be available and pre-requisites may apply)

CO7002 (http://www.cs.le.ac.uk/Modules/current/CO7002): Analysis and Design of Algorithms

CO7007 (http://www.cs.le.ac.uk/Modules/current/CO7007): Communication and Concurrency

CO7096 (http://www.cs.le.ac.uk/Modules/current/CO7096): Compression Methods for Multimedia

CO7099 (http://www.cs.le.ac.uk/Modules/current/CO7099): Cryptography and Information Security

MA7371: Financial Mathematics I

MA7377: Operational Research

CO7090 (http://www.cs.le.ac.uk/Modules/current/CO7090): Distributed Systems and Applications

CO7094 (http://www.cs.le.ac.uk/Modules/current/CO7094): System Modelling

CO7098 (http://www.cs.le.ac.uk/Modules/current/CO7098): Web Technologies

CO7201 (http://www.cs.le.ac.uk/Modules/current/CO7201): Individual Project (60 credits)

Candidates for the MSc undertake, after examinations, an individual project on an approved topic, leading to the submission of a core, which represents the technical achievement of the project and may be (e.g.) a piece of software, together with a 12,000 word dissertation. The project will contain some element of original work, and may involve informal collaboration with other organisations, subject to the previous approval of the project module convenor.

CO7260 and CO7261 (http://www.cs.le.ac.uk/Modules/current/CO7260 and http://www.cs.le.ac.uk/Modules/current/CO7261): Employability Skills (0 credits)

Candidates for the MSc with Industry undertake during Semester 1 and Semester 2 two additional non-credit bearing, yet compulsory modules that prepare them for the employment market and support them in securing and getting the best out of their placement. Students will need to engage with certain tasks on these modules and attendance at the offered sessions is expected. Failure to perform satisfactorily will lead to removal from the with Industry programme.

Choosing Modules

Since you have a wide range of modules to choose from, we encourage you to research your module choices carefully. You should use a number of resources to help you make up your minds:

- Read the section titled Modules Available and the links therein to find out detailed information about modules.
- The Module Convenor — he or she is in the best position to tell you what the module involves!
- Your Personal Tutor.
• The Module Choice Verifier tool (http://www.cs.le.ac.uk/admissions/masters/mcv) — this tool will help you check whether a choice of modules follows the regulations for your degree programme.

Module choices must be made by the specified **strict** deadline, which is after roughly two weeks of teaching in each semester. Before the deadline for module choices, you are welcome to attend as many modules as you wish: we encourage you to attend all modules that you consider as options from the beginning and that you start to drop the ones that you rule out. It is not sensible to change into a module that you have not attended by the end of the second week as you will have missed material and will need to catch up on this very quickly in your own time.

The procedure for making module choices will be advised to you as part of the Welcome Pack that you will receive on your arrival.

In your first semester, you have to choose a full set of eight modules, i.e. you have to choose modules both for your first and second semesters. You will be allowed to change your second semester choices in the second semester, but you **cannot** change your first semester modules in your first semester once the deadline for module choices is past.

**Changing Things**

If you decide that you have made an inappropriate choice of modules or degree you should consult with your personal tutor, the MSc Director and/or MSc Progression Tutor.

**Modules**

The most likely change that you might wish to make is a change of module. Note that you **cannot** change your first semester modules in your first semester once the deadline for module choices is past. However, you can change the module choices for your second semester within about two weeks of the start of your second semester. You are encouraged to research your module choices as indicated above, and the procedure for indicating changes to the module choices for your second semester will be communicated on this page (https://campus.cs.le.ac.uk/ForStudents/degree-struct/MSCModChange.xml).

Again, once the deadline for changing your second semester modules is past, you will not be allowed to change your second semester module choices.

**Degree Programme**

Students may transfer from any of the specialised courses to Advanced Computer Science with the permission of the programme director under advice of the personal tutor. To enact the change, a "change of degree programme" form is required, which is available from the main reception in the Fielding Johnson Building, or in soft copy here (http://www.le.ac.uk/transfercourse). Please note that the instructions on the registry web page are somewhat complex, as they also cater for students changing between departments. If you want to change from one of our programmes to another one of ours, you require only a signature from the Informatics MSc Programme Director.

**Type of Degree**

Students may change the type of degree with the permission of the programme director under advice of the personal tutor. However, students who have passed the taught component may decide not to complete a dissertation and rather graduate with a postgraduate diploma. In this case they do not need explicit permission but need to write to the course director with their intention.

Students might also wish to change the type of their degree to the MSc with Industry. We can allow for this, however this programme has higher entry requirements, so a change will require a reassessment of the application and there are implications for foreign students in that they will need to renew their Visa during their programme. If you wish to discuss such a change please contact the programme director.
Changing away from the with Industry programme is also possible, and the programme director will advise. Note however that this will have an impact on your Visa, as you will complete your programme of study earlier than planned. For any queries with regard to Visa issues, please consult a member of the International Student Support team in Student Welfare Services.

Programme and Module Specifications

View the programme and module specifications for your course via www.le.ac.uk/sas/courses

In the programme specification you will find a summary of the aims of your course of study and its learning outcomes, alongside details of its teaching and learning methods and means of assessment. The programme specification also identifies the core modules that make up the course and any choice of optional modules. Each module has its own specification that formally records that module’s aims, teaching and learning methods, assessment components and their percentage weighting.

Teaching Timetable

The Departmental Timetable is available at https://campus.cs.le.ac.uk/ForStudents/timTabsAndCals

Students have access to a personalised timetable from the university's MyStudentRecord website.

Please note the following important points:

1. The personalised timetable on MyStudentRecord is the ultimate source of information.

2. The personalised timetable is based on your current module registration data held by the university. If you have recently changed module selections, or if you are a new student and have not made module selections yet, you will not see a correct timetable. If neither of these apply to you but you still see a timetable with incorrect modules, this means your module registration data held by the university is incorrect. This has serious consequences. You should correct this by contacting your progression tutor (MSc: Dr Emilio Tuosto).

3. Certain classes are known as "subgroup events" whereby students are divided into groups and attend only one out of a number of sessions. This is typically the case with some of our computer lab classes, and seminars in Management and Economics departments. In the departmental master timetable they are denoted by the 'Group' column with CC1, CC2 etc. Your personalised timetable will only show the session that you are assigned to, and you should attend that session. If you are a new student or just changed to the module, your personalised timetable will not show such sessions. Check with the module convenor to see which session you should go to. If you do not belong to these cases and still do not see such sessions in your personalised timetable, contact the departmental timetable officer (Sally Taylor at the department office). In any case, you should follow the advice of the module convenor.

For modules given by other departments you should contact the respective department. Note that some departments only assign subgroups later on in the semester.

4. Personalised timetables will only display correct information after the module registration period (after the second teaching week). Also, you should take note of any announcements made by module convenors about changes to the timetable.

Lab bookings

You can see when the labs are occupied by teaching sessions by checking the lab bookings at https://campus.cs.le.ac.uk/ForStudents/labTimTables.
Coursework Submission

You should make sure that you submit your assignments by their due date to avoid any marks being deducted for lateness. Penalties for late submission of coursework follow the University scheme defined in Regulations governing the assessment of taught programmes (see www.le.ac.uk/senate-regulation7 or www.le.ac.uk/sas/assessments/late-submission).

Please note that every assessed coursework assignment (worksheet/problem sheet/etc) has associated with it a deadline for submission. We need you to meet these deadlines, since it is in your interest that we keep to the prearranged timetable for the marking and return of coursework so that you receive constructive feedback on your progress in good time.

On most of our modules the turnaround time for marking should normally be less than ten working days. As a result of the need to get your work marked, the tight schedules that markers may have to work to, and fairness to all students, the deadline stated is a strict deadline, there will be no extensions and work handed in late will receive no marks.

In the event of your being unable to do coursework because of illness or other bona fide reason, allowance will be made provided that a medical certificate or other adequate documentary evidence is produced (see Student Support and Welfare). Only when marking will take more than ten working days will the (University) penalties of mark reduction apply; otherwise there will be no extensions, and you must hand in work by the due date.

The University operates rules concerning the late hand-in of coursework: University Rules on Late Submission. For modules where turnaround time for marking is more than ten working days, the Department operates these University rules. Examples of such modules are project modules CO7201 and CO7210 for the MSc.

In view of the importance of handing in work on time, you need to make a conscious effort to organize your time effectively. Note in particular that when we allocate, say, three weeks for a piece of coursework, we mean that it will take you three weeks (allocating the correct proportion of your time to the module) to carry out the work. You will not be able to meet the deadline if you spend two and a half weeks on something else and then try to do all the work in the last three days.

For our part, we recognise that the speedy return of coursework, containing helpful comments, is of importance to you in understanding how well you are progressing. The Department complies with the University’s policy for the return of marked coursework (see www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for details of the full policy). For precise information about individual modules consult the module convenor or module Study Guide.

Change of Course/Module

Discuss your options with your personal tutor, or another appropriate member of staff in your department, if you are considering a change of course or module. Changes of course or module require approval by your department and will only be allowed in certain circumstances.

See www.le.ac.uk/sas/courses/transfercourse or www.le.ac.uk/sas/courses/transfermodule for details of the procedures involved and deadlines that apply.

Marking and Assessment Practices

Student anonymity will be preserved during the marking of all formal examinations. Summative coursework (i.e. coursework that contributes to your module mark or grade) will be marked anonymously unless there are sound educational reasons for not doing so, or the type of assessment makes marking impractical.

Each programme at the University has one or more External Examiners, who are members of staff of other institutions that review the academic standards at the University and confirm that these are appropriate and comparable with other Universities.
The External Examiners for your courses are listed at:
www.le.ac.uk/sas/assessments/external/current-postgraduate-external-examiners

Module Assessment

The broad assessment pattern of each individual Informatics module is specified in its module form (module forms for each of the current modules can be found at http://www.cs.le.ac.uk/Modules/current).

The detailed assessment pattern of each individual module will be explained to students in detail at the beginning of the module, for example by providing a printed or electronic copy of the Study Guide. The Study Guide can normally also be viewed at the module’s Web site under Teaching Resources for students.

Please read through the study guide at the start of each module.

Most modules taught in the Department of Informatics are assessed partly by an end of semester exam and partly by coursework completed at regular intervals while the module is being taught. The overall module mark is the weighted average of the coursework mark and the exam mark. In a typical BSc module coursework accounts for 30% of the overall mark and the exam accounts for 70% of the overall mark, but some of the laboratory intensive modules have a 40% coursework and 60% exam split, or even 50%/50%. MSc modules typically have a 40%/60% split between coursework and exam or are coursework only.

To pass an individual module requires a student to achieve an overall module mark of at least 50%.

Coursework Assessment

The Study Guide for each module will contain the arrangements for assessing coursework for that module. Coursework may be of different kinds: pen-and-paper, programming, software specification, participation in group discussions, oral presentations, software demonstrations etc. The study guide will include: deadlines, format of submission, weighting of each individual component, etc.

It is important that you understand the arrangements for handing in coursework for each of your modules; if you do not submit it in its required form then it may not get marked.

It is very important to do well in the coursework. Not only will coursework help you to prepare for the examination, but also having a bad coursework mark means you have to do very well in the examination to pass the module.

Examination

If your programme (course) involves any examinations you should ensure that you are familiar with the University's Examination Regulations. These contain a variety of regulatory information and instructions relating to examinations, including rules governing:

- admittance
- student conduct
- permitted and prohibited items
- use of calculators and dictionaries
- absence due to illness
- cheating in examinations.

The University’s Students’ Guide to Exams can be found http://www.le.ac.uk/sas/assessments/examsguide.

There are three Examination Periods in each year: January, Midsummer (late May to early June) and September. There is no lecturing during the Examination Periods. Semester One modules are examined in the January Exam Period, and Semester Two modules in the Midsummer Exam Period.
Examinations are normally scheduled utilising two periods a day for the First Semester examinations (9.30 a.m. and 2.30 p.m.), and two slots a day for the Second Semester examinations (9.30 a.m. and 2.30 p.m.). Examinations are held on six days a week, Monday to Saturday, and special arrangements cannot be made to accommodate students’ personal preferences, unless these arise from specific religious requirements identified by the student at the commencement of the academic year, or are associated with approved measures to support students with disabilities. Students with disabilities who require special examination arrangements should contact the AccessAbility Centre.

The extent to which the timetabling of examinations can be adapted to meet the specific religious requirements of individual students will vary from case to case, but the University will make such alternative arrangements as are in its power, subject to the overriding requirements that the examinations must be scheduled within the published examination periods, and that alternative arrangements introduced for individual students must not disadvantage the majority. Students making requests for special treatment on religious grounds should recognise that measures designed to meet their needs might therefore involve an unavoidable element of inconvenience (for example, the requirement to remain incommunicado for a period of time).

A timetable of examinations will be available on University’s Examinations and Timetabling Web pages.

All students are issued by the University with unique student numbers. You will use this number for all examinations during your degree here. The use of this number on your examination scripts, instead on your name, ensures that written examinations are marked giving you as much anonymity as possible.

You will be informed in each examined module as to whether you can use a calculator in the examination, and if so, what sort of calculator. Many modules in the University allow for the use only of the standard approved calculators, the Casio FX83GTPLUS or FX85GTPLUS.

Coursework-Only Modules

The following modules are coursework-only:

- CO7201: MSc Individual Project, whose module form can be found at [http://www.cs.le.ac.uk/Modules/current/CO7201.pdf](http://www.cs.le.ac.uk/Modules/current/CO7201.pdf), and the
- CO7210: Personal and Group Skills, whose module form can be found at [http://www.cs.le.ac.uk/Modules/current/CO7210.pdf](http://www.cs.le.ac.uk/Modules/current/CO7210.pdf).

Both these modules, by their nature, are considered to be those that “involve(s) laboratory work” or “must be done in residence” for the purposes of paragraphs (22), (27) and (28) of the Regulations.

The module CO7210 is marked entirely according to participation in group activities and production of group deliverables. The department considers that it is not possible to provide a suitable alternative assessment, if a student fails CO7210. As a result, the module CO7210 cannot be reassessed if a student fails it.

Similarly, the MSc Individual Project (CO7201) cannot be reassessed. If a student fails, and the failure relates to the quality of the written submission for the module (which in this case refers to the MSc Individual Project final report) the Board of Examiners will normally permit the the student to resubmit the report. However, if the failure relates to other aspects of the project, for example, if a student doing a software development project fails because s/he did not develop software of the required functionality, quality or depth, then the Board of Examiners will deem the student to have failed the module without the possibility of reassessment.

Examples of other coursework-only modules are (please check module study guides to understand the assessment patterns for a specific module):

- CO7105: Advanced C++ Programming, whose module form can be found at [http://www.cs.le.ac.uk/Modules/current/CO7105.pdf](http://www.cs.le.ac.uk/Modules/current/CO7105.pdf)
- CO7205: Advanced System Design, whose module form can be found at [http://www.cs.le.ac.uk/Modules/current/CO7205.pdf](http://www.cs.le.ac.uk/Modules/current/CO7205.pdf)
CO7207: Generative Development, whose module form can be found at http://www.cs.le.ac.uk/Modules/current/CO7207.pdf

The University Examinations Procedure

You may be interested to know how the general examination process works. Exam papers are usually set by the module convenor (who is usually the lecturer too). These papers are then checked to be correct and appropriate by another member of staff. In the case of an exam which counts towards a student’s final degree classification, the paper is sent for further checking by an External Examiner, who is an academic at another university in the U.K. and who also checks that the module is comparable in difficulty with similar subjects lectured at comparable universities.

After the examinations have been held and the papers marked (anonymously, as indicated above), the marking is further checked by another member of staff. The scripts are then identified and the coursework marks are added in.

Panels and Boards of Examiners

The raw combined examination and coursework marks are considered by the MSc Panel of Examiners and the MSc Board of Examiners. The MSc Panel of Examiners comprises all staff responsible for MSc assessment. The job of the MSc Panel of Examiners is, roughly, to finalize individual module marks. The MSc Board of Examiners comprises selected staff from the department, external examiners and a representative from the University’s Academic Services. The Board of Examiners receives module marks from the Informatics MSc Panel of Examiners, as well as from Panels of Examiners in other departments, a report from a Mitigating Circumstances Panel, and finalizes the progression and graduation decisions based on these marks. Both the panels, and the boards, meet three times every year, in mid-February, mid-June and late October. The main business of these meetings is as follows:

- Mid-February: consider whether or not students who entered in the previous January can proceed to the project.
- Mid-June: consider award of degrees to students who submitted dissertations in May, consider whether or not students who entered in the previous September can proceed to the project.
- Late-October: consider award of degrees to students who submitted dissertations in September.

At all meetings of the Panel or Board of Examiners, the students’ performance is considered as a whole, particularly for major decisions such as degree awards and passing or failing the taught part. External examiners are present at the Board meetings, and are always consulted on major decisions. The recommendations of the Board of Examiners are subject to formal approval by the Senate of the University.

Mitigating Circumstances

Mitigating circumstances are broadly of three kinds:

- Explanations of (short-term) reasons for missing compulsory teaching sessions or coursework;
- Explanations of (longer-term) personal or medical problems, that significantly affected studies over a period of time;
- Explanations for missing written examinations.

Prior to the meetings of the Board and Panel of Examiners, mitigating circumstances of the last two kinds are taken into account by a Mitigating Circumstances Panel. It is normally the Personal Tutor who will present the case for any mitigating circumstances to be considered. Thus, it is imperative that your Personal Tutor is kept aware of any factors that could significantly affect your academic performance.

There are specific deadlines for presenting mitigating circumstances for consideration by the Mitigating Circumstances Panel. The deadline is one week after the end of the relevant Examination Period, or one week after the deadline for submitting the MSc Individual Project dissertation in September. If the mitigating
circumstances are not considered by the Mitigating Circumstances Panel, they will not be considered by the Exam Board. If serious mitigating circumstances are not brought to the department's attention within the indicated timeframe, it is possible that the decision on a student is postponed to the next meeting of the Exam Board, which may cause a considerable delay in progression/graduation decisions.

Feedback and the Return of Work from Staff

Coursework

The Department complies with the University's policy for the return of marked coursework (see www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for details of the full policy:

General principles:

- Feedback and provisional grading on coursework will be returned within 21 days of the submission date;
- In exceptional circumstances where this is not possible, you will be notified in advance of the expected return date and the reasons for the longer turn-round time and where possible staff will provide some interim feedback: for example in the form of generic feedback to the class regarding common errors and potential areas for improvement.

Examinations

The Department complies with the University's policy for the return feedback on examinations (see www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for details of the full policy:

General principles:

- Following the approval of the provisional results by examination boards, departments will make the results available to students within 14 days. Where appropriate this will include a breakdown at the level of the examination and coursework.
- Departments will arrange for feedback on examination performance to be provided.

Progression and Classification of Awards

The University’s system for the classification of awards and the rules of progression are defined in the Regulations governing taught postgraduate programmes of study (https://www2.le.ac.uk/offices/sas2/regulations/documents/sr6-taught-postgraduate). Alternatively, refer to the Student and Academic Services website for information about degree classification and progression: www.le.ac.uk/sas/assessments/pgt-progressionaward

Any specific progression requirements for your course are stated in its programme specification (see http://www.le.ac.uk/sas/courses/documentation)

General Information

The MSc programmes in Informatics follow the following structure:

- 120 taught credits and a 60 credit dissertation.
- Taught modules are 15 credits, so eight taught modules are taken in all.
- There is one progression point: this is at the end of having taken all eight taught modules. For students on "with industry" degrees, progress is also checked at the end of the first semester of taught courses (students with insufficiently good performance at the end of the first semester may be asked to transfer to the "plain" versions of their degree programs).
- The "dissertation" for Informatics MScs refers to the MSc Individual Project (CO7201).
Module Outcomes

All taught modules are 15 credits. The module may have different components such as coursework and exam. The Study Guide for each module will explain how the different components of a module will be combined to give an overall mark for the module (also known as the Module Mark).

For most taught modules offered by the Informatics department, the two components are coursework and examination, and they are combined with a weighting of 40% and 60% respectively. The taught module "Personal and Group Skills" (CO7210) is 100% coursework. Modules offered by other departments may have different components and weightings; details will be given in the module's Study Guide.

To pass a taught module, or the dissertation, the module mark must be 50% or greater. Module marks correspond to grades as follows:

<table>
<thead>
<tr>
<th>Assessment or Module Mark</th>
<th>Grade</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥70%</td>
<td>A</td>
<td>Pass</td>
</tr>
<tr>
<td>60 – 69%</td>
<td>B</td>
<td>Pass</td>
</tr>
<tr>
<td>50 – 59%</td>
<td>C</td>
<td>Pass</td>
</tr>
<tr>
<td>40 – 49%</td>
<td>D</td>
<td>Fail</td>
</tr>
<tr>
<td>&lt; 40%</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Re-assessment

If a student fails to achieve the 50% pass mark in a module s/he shall be allowed to resit the failed components on one occasion only. The maximum mark awarded for a re-assessed component of an assessment will be 50%. However, not all components of all modules can be resat.

- The nature of a piece of coursework may mean that the coursework cannot be reassessed in the same form. This applies to many modules in Informatics.
- As described in the section on Coursework-only Modules, the MSc Individual Project (CO7201) and the Personal and Group Skills Module (CO7210) cannot be reassessed.

Please also see section on Reassessment: Timing and Logistics below.

Progression Requirements

- The progress of each student shall be considered by the Informatics MSc Board of Examiners at the end of the taught component of the programme. The Board of Examiners shall determine whether a student is permitted to progress to the dissertation or research project.
- The Board of Examiners uses the progression requirements in the table below.

<table>
<thead>
<tr>
<th>Taught Module Credits Failed at First Attempt</th>
<th>Progression Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 30 credits (fail two or less than two modules)</td>
<td>A student will proceed to, or continue with, the dissertation or research project and is entitled to re-sit failed modules up to the maximum credit value set out in paragraph 6.23 in the regulations, at the earliest opportunity. If, after reassessment, a student has any module mark of &lt; 40%, Grade ‘F’, s/he will not be allowed to continue work on the dissertation or research project and shall be considered at the next meeting of the Board of Examiners.</td>
</tr>
</tbody>
</table>
### MSC Programmes in Informatics

**DEPARTMENT OF INFORMATICS**

**UNIVERSITY OF LEICESTER**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Failure Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 to 45 credits (fail three modules)</td>
<td>A student will proceed to or continue with, the dissertation or research project and is entitled to re-sit failed modules up to the maximum credit value set out in paragraph 6.23 in the regulations, at the earliest opportunity. If, after reassessment, a student has more than 30 credits of failed modules, or any module mark of &lt; 40%, Grade ‘F’, s/he will not be allowed to continue work on the dissertation or research project and shall be considered at the next meeting of the Board of Examiners.</td>
</tr>
<tr>
<td>46 to 60 credits (fail four modules)</td>
<td>A student will not proceed to, or continue with, the dissertation or research project but is entitled to re-sit failed modules, up to the maximum credit value set out in paragraph 6.23 in the regulations at the earliest opportunity. If, after reassessment, a student has 30 credits or fewer of failed modules, and no module mark &lt; 40%, s/he will be allowed to progress to, or continue with, the dissertation research project. If, after reassessment, a student has more than 30 credits of failed modules, or any module mark of &lt; 40%, Grade ‘F’, s/he will not be allowed to continue work on the dissertation or research project and shall be considered at the next meeting of the Board of Examiners.</td>
</tr>
<tr>
<td>More than 60 credits (fail five or more modules)</td>
<td>A student will not proceed to, or continue with, the dissertation or research project, but is entitled to re-sit failed modules up to the maximum credit value set out in paragraph 6.23 in the regulations in order to meet the requirements for intermediate award, where the relevant programme specification makes provision for such an award. Where there is no provision for an intermediate award, or where the number of credits failed is such that the student cannot redeem a sufficient number to meet the requirements for an intermediate award, a board of examiners shall terminate his/her course for academic failure.</td>
</tr>
</tbody>
</table>

Please note the following clarifications and important points.

- As will be noted in the following section, a student who has enough credits to obtain an MSc may still be allowed to resit failed modules in order to get an MSc with Merit or Distinction.
- A student who does not, after reassessment, pass six taught modules, will either not be allowed on to the MSc Individual Project, or if they have previously been allowed on to the MSc Individual Project, will receive no credit for the Project. A student can only receive credit for the project if s/he also passes at least six taught modules.
- A student who fails five or more modules in the first attempt cannot receive an MSc even if they resit modules.

**Award of MSc Degree**

To obtain an MSc degree a student must have attempted every assessment component for each of the taught modules, unless mitigating circumstances have been accepted, and have achieved the following thresholds:
<table>
<thead>
<tr>
<th>Award</th>
<th>Performance</th>
<th>Failed credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters Degree</td>
<td>A dissertation/project mark of at least 50% (grade C) and</td>
<td>No more than 30 credits with a mark of less than 50%, grade ‘D’, and no module mark &lt; 40%, grade ‘F’</td>
</tr>
<tr>
<td></td>
<td>Either:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) an overall credit-weighted average mark of at least 50% or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) at least 90 credits at 50% or above from the taught modules, (grade C)</td>
<td></td>
</tr>
<tr>
<td>Masters Degree with Merit</td>
<td>A dissertation/project mark of at least 60% (grade B) and</td>
<td>No more than 15 credits with a mark of less than 50%, grade ‘D’ and no mark &lt; 40%, grade ‘F’</td>
</tr>
<tr>
<td></td>
<td>Either:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) an overall credit-weighted average mark of at least 60% or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) at least 60 credits at 60% or above from the taught modules, (grade B)</td>
<td></td>
</tr>
<tr>
<td>Masters Degree with Distinction</td>
<td>A dissertation/project mark of at least 70% (grade A) and</td>
<td>No credits with a mark of less than 50%, grades ‘D’ or ‘F’</td>
</tr>
<tr>
<td></td>
<td>Either:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) an overall credit-weighted average mark of at least 70% or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) at least 60 credits at 70% or above from the taught modules, (grade A)</td>
<td></td>
</tr>
</tbody>
</table>

**Award of Postgraduate Certificate/Diploma**

To be awarded a Postgraduate Diploma a candidate must:

<table>
<thead>
<tr>
<th>Award</th>
<th>Taught Modules</th>
<th>Failed credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate Diploma</td>
<td>A credit-weighted average mark of at least 50%, or at least 90 credits at 50%, grade ‘C’, or above</td>
<td>No more than 30 credits with a mark of less than 50%, grade ‘D’, and no module mark &lt; 40%, grade ‘F’</td>
</tr>
<tr>
<td>Postgraduate Diploma with Merit</td>
<td>A credit-weighted average mark of at least 60%, or at least 90 credits at 60%, grade ‘B’ or above</td>
<td>No more than 15 credits with a mark of less than 50%, grade ‘D’ and no mark &lt; 40%, grade ‘F’</td>
</tr>
<tr>
<td>Postgraduate Diploma with Distinction</td>
<td>A credit-weighted average mark of at least 70%, or at least 90 credits at 70%, grade ‘A’ or above</td>
<td>No credits with a mark of less than 50%, grades ‘D’ or ‘F’</td>
</tr>
</tbody>
</table>

To be awarded a Postgraduate Certificate a candidate must:

<table>
<thead>
<tr>
<th>Award</th>
<th>Taught modules</th>
<th>Failed credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate Certificate</td>
<td>A credit-weighted average mark of at least 50%, or at least 45 credits at 50%, grade ‘C’, or above</td>
<td>No more than 15 credits with a mark of less than 50%, grade ‘D’, and no module mark &lt; 40%, grade ‘F’</td>
</tr>
<tr>
<td>Postgraduate Certificate with Merit</td>
<td>A credit-weighted average mark of at least 60%, or at least 45 credits at 60%, grade ‘B’ or above</td>
<td>No credits with a mark of less than 50%, grade ‘D’</td>
</tr>
<tr>
<td>Postgraduate Certificate with Distinction</td>
<td>A credit-weighted average mark of at least 70%, or at least 45 credits at 70%, grade ‘A’ or above</td>
<td>No credits with a mark of less than 50%, grade ‘D’</td>
</tr>
</tbody>
</table>
Please note, the Postgraduate Certificate is only awarded in Advanced Computer Science.

**Feedback**

Provisional feedback is normally given after each of the meetings of the Boards of Examiners. By logging into the University's student records system, students will be able to see all of the following information that applies in their case very shortly after the relevant Examination Board finalizes them:

- Marks, broken down into Exam and Coursework components.
- Resit recommendations, where resits are required.
- Progression information, for students who have completed the taught part and are intending to progress to the project.
- Degree award information, for students who have completed their degree.
- Program transfer information: this information will almost always be for students who are on "with Industry" programs.

After the results of the first and second semester of taught modules are available, there will be a Personal Tutor week, where you can consult your Personal Tutor about the implications of the results (e.g. "with my current grades, can I get an MSc with Merit?").

After you have completed the MSc, there is not normally a meeting with the Personal Tutor, though of course you should feel free to arrange a meeting with the Personal Tutor if there are any questions. Detailed feedback on the final MSc Project mark is normally not released automatically, but after the Examination Board has met and finalized the outcome of the MSc Project, in case you have any queries you can ask your PT or project supervisor for additional feedback on the outcome of the project.

In addition, at the completion of the degree:

- the University will write to students confirming the award of their degree. This normally takes place one month after the relevant Board of Examiners has awarded the student the degree.
- the department will provide students, upon request, an unofficial transcript containing indications of individual module marks and provisional degree title and classification. These unofficial transcripts are normally available within about two weeks after the Board of Examiners has awarded the student the degree.
- the University Registry will provide official transcripts after the Graduation Ceremony.

The department does not normally provide mark records at the end of each semester for example. If these are needed for specific purposes, such as reporting progress to a sponsor, or to accompany a job/further study application, please contact your Personal Tutor.

**Re-assessment: Timing and Logistics**

- As noted above, only components of taught modules for a maximum of 60 credits can be resat. In case 75 or more credits have been failed, the Department reserves the right to decide which modules the student should be allowed to resit.
- Resits must be taken at the first opportunity that the resit is offered to the student. Both coursework and exam resits are only offered to the student after the student has completed one attempt at all eight modules in the taught part of the MSc.
Examination Resits

- Resits of the examination component (exam resits in short) of Informatics modules will be scheduled in both the January and Midsummer examination periods, but not in the September examination period.

- As noted above, student will be offered an exam resit for a module only after he or she has completed one attempt at all eight modules in the taught part of the MSc. Thus:
  - October entry students will be offered exam resits for Informatics modules in January (about 15 months after the start of their MSc course).
  - January entry students will be offered exam resits for Informatics modules in Midsummer (about 18 months after the start of their MSc course).

- Exam resits for modules offered by departments other than Informatics may occur at other times. For example, some Economics resits are offered in September. Thus:
  - October entry students will be offered exam resits for Economics modules in September (about 11 months after the start of their MSc course).
  - January entry students will be offered exam resits for Economics modules either in Midsummer (about 18 months after the start of their MSc course) or in September (about 21 months after the start of their MSc course).

- Because we have two MSc intakes, there will be resit exams scheduled in each of January and Midsummer. However, students should not take these exams until they are offered to them, i.e. after they have completed one attempt at all taught modules.

Coursework Resits

- We remind you once again that two coursework-only modules in Informatics (CO7201 and CO7210) cannot be resat.

- Resits of the coursework component (coursework resits in short) for Informatics modules will be offered over the Easter break or the summer break.

- As noted above, student will be offered a coursework resit for a module only after he or she has completed one attempt at all eight modules in the taught part of the MSc. Thus:
  - October entry students will be offered coursework resits for Informatics modules in the following summer period (about 10-11 months after the start of their MSc course).
  - January entry students will be offered coursework resits for Informatics modules in the Easter break (about 15 months after the start of their MSc course).

- Coursework resits for modules offered by departments other than Informatics may occur at other times. For example, Economics coursework resits are typically offered in September. Thus:
  - October entry students will be offered coursework resits for Economics modules in September (about 11 months after the start of their MSc course).
  - January entry students will be offered coursework resits of failed Economics modules in September (about 21 months after the start of their MSc course).

- Because we have two MSc intakes, there will be students doing coursework resits for any given module in each Easter or summer period. However, students should not attempt coursework resits until they are offered to them, i.e. after they have completed one attempt at all taught modules.
Other Issues

- Resitting students are normally without residence. This means:
  - A resitting student is not expected to attend lectures and/or participate in the module with other students.
  - A student requires a working University IT services (UoL) account in order to ensure continued access to all electronic teaching materials. A student's University IT services account will normally be functioning until the resit exam is over, but the student should periodically check that their IT account is still working (particularly in advance of any exam revision period), and contact University IT Services if there is a problem.

- In case of coursework resits, it is the student's responsibility to ensure that they have access to the required university or departmental IT facilities to complete the coursework resit.

- You may contact the module convenor in advance of the examination to obtain answers to any queries; depending upon the availability of his or her time, the module convenor will usually try to help.

- International students who have to take resits should contact an International Student Advisor at the Welfare Office as soon as possible in order to seek immigration advice.

Referencing and Academic Integrity

Principles of academic integrity apply to the work of everyone at the University, staff and students alike, and reflect the University's commitment to maintaining the highest ethical and academic standards. A key part of this is acknowledging where and when, in the process of producing your own work, you have drawn on the work of others. In practice, this means that the ideas, data, information, quotations and illustrations you use in assignments, presentations, reports, research projects etc. must be credited to their original author(s). This process of crediting the work of others is achieved through referencing (see the section below on 'Referencing styles'). Failure to do this properly is to risk committing plagiarism: the repetition or paraphrasing of someone else’s work without proper acknowledgement.

What we mean by ‘plagiarism’, ‘self-plagiarism’ and ‘collusion’

Plagiarism is used as a general term to describe taking and using another’s thoughts and writings and presenting them as if they are our own. Examples of forms of plagiarism include:

- the verbatim (word for word) copying of another’s work without appropriate and correctly presented acknowledgement;
- the close paraphrasing of another’s work by simply changing a few words or altering the order of presentation, with or without appropriate and correctly presented acknowledgement;
- unacknowledged quotation of phrases from another’s work;
- the presentation of another’s concept as one’s own;
- the reproduction of a student’s own work when it has been previously submitted and marked but is presented as original material (self-plagiarism).

Collusion is where work is prepared or produced with others but then submitted for assessment as if it were the product of individual effort. Unless specifically instructed otherwise, all work you submit for assessment should be your own and must not be work previously submitted for assessment either at Leicester or elsewhere. For more detailed information on how the university defines these practices, see also: www.le.ac.uk/sas/assessments/plagiarism
The University regards plagiarism and collusion as very serious offences and so they are subject to strict penalties. The penalties that departments are authorised to apply are defined in the Regulations governing student discipline (see www.le.ac.uk/senate-regulation11 ‘Plagiarism and collusion: Departmental penalties for plagiarism and/or collusion).

**Resources and advice to help you study with integrity and avoid committing plagiarism**

Negotiating these various rules, regulations and conventions can sometimes be a challenge, especially if they are new or different from previous experiences of studying. Check the Student Learning Development website for guidance on how to manage your studies so that you meet the required standards of critical scholarship and academic integrity: www2.le.ac.uk/offices/ld/resources/study/plagiarism-tutorial

If you are in any doubt about what constitutes good practice, ask your personal/academic tutors for advice or make an appointment with Student Learning Development for individual advice. You can book an appointment online by visiting: www.le.ac.uk/succeedinyourstudies.

One of the most important practices in ensuring the academic integrity of your work is proper referencing. The following section contains details of how to ensure your work meets the specific referencing requirements for the discipline(s) you are studying.

**Referencing style**

You must use a consistent referencing style when referring to books and other publications that you have read for your coursework. Most subject areas have a specific referencing style which you are required to use. If you are on a Joint or Major/Minor programme you may find that your subjects use different referencing styles and it is important that you use the correct ones. To find out which referencing style each department uses, and for information and help on each referencing style, please visit http://www.le.ac.uk/library/help/referencing.

Requirements differ on how to arrange bibliographies (complete list of all reference and other sources at the end of your coursework) and whether references are included within the word count for your coursework – please refer to any separate guidance provided on these points.

**Declaration of Academic Honesty**

All on-campus students involved in our BSc/MSc programmes MUST take the online course on plagiarism for Informatics and hand in a signed declaration of academic honesty by Friday 9 October 2015.

Submission instructions:

1. Take the online course on plagiarism for Informatics available at www2.le.ac.uk/offices/ld/resources/study/plagiarism-tutorial. The online course on plagiarism takes about 30 minutes to complete.
2. Download and read the **Declaration of Academic Integrity Form** available at https://campus.cs.le.ac.uk/ForStudents/plagiarism/DoAIF.pdf
3. Print, fill in, sign and post it into the designated box in the foyer of the Computer Science Building by **Friday 9 October 2015**.

**Proof Reading**

The University has rules and regulations in the context of proof reading, which are available at http://www2.le.ac.uk/offices/sas2/assessments/proof-reading. They are also copied below for completeness of information. Please note that, as it says, failure to obey these rules will lead to investigation under the plagiarism guidelines.
The University does not offer a proof-reading service to students nor does it recommend the use of any proof-reading services. Proof-reading is the final stage of producing a piece of written work and therefore, whenever possible, the University believes that students should carry out their own proof-reading. Where a student chooses to ask another individual to proof-read their work or engages a proof-reading service to undertake this task they must adhere to the following rules.

1. In all cases work submitted by a student must be their own work and any use of a third party proof-reader or proof-reading or editing service must not compromise the authorship of the work submitted.
2. Students should consult their department on its policy with respect to the use of proof-readers for particular programmes and modules and ensure that they adhere to the relevant rules.
3. Students should declare that a proof-reader has been used on submission of their work.
4. Where a proof-reader or proof-reading service is used they may:
   a) Identify spelling and typographical errors
   b) Identify poor grammar
   c) Highlight formatting errors or inconsistencies
   d) Identify errors in labelling of diagrams, charts or figures
   e) Highlight a sentence or paragraph that is overly complex or where the intended meaning is not clear
   f) Draw attention to repeated phrases or omitted words
5. Where a proof-reader or proof-reading service is used they must not:
   a) Rewrite passages of text to clarify the meaning
   b) Change any words or figures, except to correct spelling
   c) Check or rewrite calculations, formulae, equations or computer code
   d) Rearrange or reformat passages of text
   e) Contribute any additional material to the original
   f) Re-label diagrams, charts or figures
6. Failure to adhere to the above requirements will result in an investigation under the academic dishonesty regulation and appropriate penalties will be applied.

Mitigating Circumstances

The University recognises that students may suffer from a sudden illness or other serious event or set of circumstances which adversely affects their ability to complete an assessment or the results they obtain for an assessment. In such cases the mitigating circumstances regulations and procedures may be applied. These regulations are designed to ensure the fair and consistent treatment of all students.

You must keep your department(s) informed at all times of any personal circumstances that may impact upon your ability to study or undertake assessments. Tell your department(s) or Distance Learning Hub about any such circumstances at the time they occur. You need to supply supporting documentation (e.g. a medical certificate) as soon as possible and no later than the deadline relevant to the assessment(s) affected. Normally, the deadline for submission of a mitigating circumstances claim will be no later than five working days after the assessment deadline to which it relates.

See www.le.ac.uk/sas/regulations/mitigation for full details of the mitigating circumstances regulations and procedures, including the University’s definition of a mitigating circumstance.

The Informatics Department expects you always to report on your illness or other mitigating circumstances via our online form. You must provide the department also with a medical certificate, if the illness has certain serious consequences.

In more detail:

- Students who suffer an minor illness
  - that leads to absences from classes or labs
must self-certify their illness using the online form provided on https://campus.cs.le.ac.uk/MCF/ as soon as they are fit to do so, no later than five working days after return to the University.

- Students who suffer an illness
  - that prevents them from doing a class test or handing in a coursework, or
  - or which might be a contributory factor in a failure to meet course deadlines or to perform up to expectations in any academic assignment
  - that leads to an absence during an exam, or
  - has a duration of more than seven days

should seek medical advice, submit a medical certificate to the Departmental Office, and also fill in the above online form as soon as they are fit to do so, no later than five working days after return to the University.

Note the further regulations:

- Students are responsible for collecting medical certificates from the Victoria Park Health Centre and supplying a copy to the Office of the Department.
- Students registered with other general practices should ensure that their medical certificates are similarly distributed.
- It is the responsibility of students to seek medical help (and a medical certificate) as soon as possible for any ill health experienced during, or near to, the exam periods the Victoria Park Health Centre during the First and Second Semester and September resit examination periods.

### Notification of Mitigating Circumstances with the MCF system

Mitigating circumstances should be communicated to the Department with help of the online form provided on https://campus.cs.le.ac.uk/MCF/.

Any substantiating evidence should be given to the Office of the Informatics Department before the expiry of any departmental deadlines governing the submission of evidence of special circumstances. If no such deadlines exist, the evidence must be submitted as soon as it is available, and in any event before the meeting of the relevant board of examiners is due to take place.

### Further Notes

- **For MSc students:** In order for the Exam Board to consider mitigating circumstances the relevant Notification of Illness forms must be submitted by 12 noon of the Friday one week after the end of the January and Midsummer examination periods for students taking exams or by 12 noon of the Friday one week after the scheduled submission deadline of the CO7201 project for students taking the project.
- It is the responsibility of students who are required to produce medical evidence of fitness to continue or resume study to acquire such evidence by the date specified to them by the Registry, the Graduate Office or the Board of Examiners.
- **Appeals** against degree classification and appeals against termination of course may be disallowed if the appeal is based on mitigating circumstances which the appeals panel believes should have been communicated earlier to the department concerned.

### Religious Observance: Special Requirements Form

If for religious reasons you would like to take leave of absence or you will miss classes or you would like examinations not to be scheduled on particular dates, then please complete the Religious Observance form you can find on http://www2.le.ac.uk/offices/sas2/assessments/documents. You should hand the form in at the Reception Desk in the Fielding Johnson Building and a copy of the form to the Informatics department office.
If you will (or have) missed compulsory sessions, or if your coursework has been affected, then it is obviously essential that the department is aware of this, and so you should also provide full details using the online form provided on https://campus.cs.le.ac.uk/MCF/.

**Feedback on Absences and Missed Coursework**

All forms that request for Absences and Missed Coursework will be considered by the Departmental Academic Committee (DAC) and will normally be approved if they have followed the prescribed procedures. The DAC meets regularly and may, of course, reject a request for excusing an absence or missed coursework, or it may ask the student to provide additional documentation, or ask them to attend meeting with a member of staff such as their Personal Tutor.

**Personal Support for Students**

**Departmental Student Support Arrangements**

In order to offer guidance and support to students, our department has set up a tutoring system which consists of 3 different kind of tutors:

- personal tutor
- welfare tutor
- progression tutor

Each type of tutor has a specific remit described in the subsections below.

In more specific cases you may also want to talk to our

- Women Tutor: Dr Effie Law (Appointments should be made by email)
- Equal Opportunities Officer: Dr Rob van Stee (Contact can be made through the Departmental Office)
- MSc Programme Director: Dr Stephan Reiff-Marganiec (Appointments should be made by email)
- Head of Department: Prof Reiko Heckel (Contact should be made through the Departmental Office)

**Personal Tutors**

From discussion of academic progress, to friendly advice on personal matters; personal tutors are there to provide support, advice and guidance on an individual level. Common topics for discussion may include course changes, study progress, module choices, exam results, career opportunities or more personal problems such as accommodation or financial difficulties. The Department’s personal tutor system operates in accordance with the Code of Practice on Personal Support for Students: www.le.ac.uk/sas/quality/personaltutor

During the first week, all taught postgraduate students and those undergraduates who are principally studying in the Informatics Department will be assigned and will meet their personal tutor (PT). This will be an academic member of staff in the Department. Undergraduates not on Informatics programmes will be assigned a personal tutor in some other department.

Your PT is there to help you with any problem that might arise during your studies including academic problems, social and accommodation issues, financial problems etc. Needless to say, your PT may not always be able to help directly with every problem you bring, but should be able to advise you who in the University would be best equipped to help your particular needs. Your PT is the interface between you and the University and can act as your advocate should you run into problems with the Department or University. Your PT does not normally change for the whole of your time at Leicester and can write job references for you both while you are a student and also after you have left the University.
You will have regular meetings with your PT. Initially, such meetings help us to check that you have adapted to the University environment, you have a functioning email account, know when/where your lectures are etc. This also provides further opportunity to consolidate key information concerning assessed coursework, self-certification and examinations.

There are also two series of **Personal Tutor Weeks** which allow various pieces of administration to be covered as painlessly as possible for all concerned as well as providing an opportunity for problems and issues to be raised. The provisional dates of these weeks for the forthcoming academic year are

- **Personal Tutor Weeks for MSc Students**
  - week 3: 10-14 October 2016 (for Sept 2016 entry MSc students only)
  - week 9-10: 21 November-2 December 2016
  - week 15: 30 January-3 February 2017 (for Jan 2017 entry MSc students only)
  - week 18: 20-24 February 2017 (for all other than Jan 2017 entry MSc students)
  - week 30: 19-23 June 2017 (Exam feedback)

Should you wish to see your PT about any issue, you should follow whatever arrangements your tutor has given you during your first week about the best time or method of contacting him or her.

**Welfare Tutor**

The Welfare Tutor is Dr Fer-Jan de Vries. The Welfare Tutor has overall responsibility for the pastoral care of students within each programme in the department. Although in the first instance you should consult your PT about any specific problem, if the matter requires communication with a party outside the Department your Welfare Tutor may become involved. If you have problems with your PT, or your PT is temporarily unavailable, you may consult the Welfare Tutor.

The following responsibilities fall within this remit

- Assigning PTs, dealing with requests for change of PT and organising personal tutor weeks. The welfare tutor will notify the secretaries which students failed to attend meetings at the end of each semester and the secretaries will send a standard letter/email informing them of the consequences.
- Acting as special needs tutor and liaising with the University’s University Student Support Arrangements regarding AccessAbility, Student Welfare, Counselling and Wellbeing Service, or Student Learning Development.
- Passing information about problems affecting students’ performance to the examinations boards. This will include discussing all potential cases with PTs and using the departmental records of student problems.
- Acting as a backup when PTs are away.

Should you wish to see your Welfare Tutor about any issue, please send an email to make an appointment.

**Progression Tutors**

The progression tutor is Dr Emilio Tuosto for MSc students. The role of the progression tutors is to monitor the overall progress of students in the department. Progress and performance on individual modules will be studied by module convenors and personal tutors, and if there is any form of general concern, this will be passed to the progression tutors.

If students are regularly missing classes, or performing badly, then the progression tutors have the power to issue warning letters. Penalties, such as withdrawal of the right to resit, may be made.
University Student Support Arrangements

Student Services Centre

The Student Services Centre in the Charles Wilson Building provides you with convenient and easy access to many support services all in one place. The recent move involves six services including: Student Welfare, Student Counselling and Mental Wellbeing, Career Development Service, Unitemps and Fees and Payments.

The opening hours are:

<table>
<thead>
<tr>
<th>Term time</th>
<th>Monday to Thursday</th>
<th>9.00 a.m. to 7.00 p.m</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>Friday</td>
<td>9.00 a.m. to 5.00 p.m</td>
</tr>
</tbody>
</table>

Contact: Student Service Centre, Charles Wilson Building
http://www2.le.ac.uk/offices/ssc

AccessAbility Centre

The Centre offers a range of services to all students who have specific learning difficulties, such as dyslexia, disabilities or long-term conditions including mental health which have a substantial day to day impact on their studies. Staff offer one to one support, the co-ordination of alternative examination arrangements and assistance with applications for the Disabled Students' Allowance. It is possible to be screened for specific learning difficulties and access to formal assessment is available. Students are means tested to see if they are eligible for assistance with the cost of formal assessments. The open access Centre acts as a resource base for students and staff and is a relaxed place for students to work. Its computers are equipped with specialised software for screen enlargement. Essay planning and speech output software is on the University network. The Centre has some specialised equipment (CCTV, enlarged keyboard, and chairs) and some for loan (chairs, writing slopes and digital recorders). Photocopying and printing facilities are also available. The Centre welcomes self-referrals as well as referrals from academic staff.

Contact: AccessAbility Centre, David Wilson Library
Tel/minicom: +44 (0)116 252 5002 | Fax: +44 (0)116 252 5513 | accessable@le.ac.uk | www.le.ac.uk/accessability

Student Welfare Centre

The Student Welfare Service offers wide ranging practical support, advice, and information for students.

Financial advice is offered, with information on budgeting and funding. Specialised staff can advocate over late loans and other financial issues. Students can apply for hardship grants and loans through the Service.

Information, advice and guidance is available on finance issues and budgeting. In addition, students can apply for hardship awards and loans through the welfare service.

For international students, the Student Welfare Service coordinates The International Welcome Week in September and January. Expert immigration advice is available and students are strongly advised to renew their visas through the scheme provided by Student Welfare. Specialised Officers also support students who experience financial or personal problems.

Contact: Student Welfare Service, Student Services Centre, Charles Wilson Building.
Tel: +44 (0)116 223 1185 | Fax: 0116 223 1196 | welfare@le.ac.uk | www.le.ac.uk/welfare
Counselling and Wellbeing Service

This Service offers a range of expertise and support for the psychological aspects of health and wellbeing. Services on offer include:

Student Counselling Support

Time-limited, free and confidential one-to-one counselling to help students find ways of dealing with academic-related or personal issues that may be affecting ability to study or engage with student life. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

For information see our website: www.le.ac.uk/counselling

Contact: Student Counselling Service, Student Services Centre, Charles Wilson Building
+44 (0)116 223 1780 | counselling@le.ac.uk

Student Mental Wellbeing Support

Practical, emotional and skills based one-to-one support to students managing mental health issues whilst at the University. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

Contact: Student Support (mental wellbeing), Student Services Centre, Charles Wilson Building
+44 (0)116 252 2283 | mentalwellbeing@le.ac.uk
www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing

Student Healthy Living Service

The Student Healthy Living Service provides direction to health care and health related activity which will contribute to wellbeing and help students to enjoy a balanced life. Students should register for health care local to the University; The University works closely with the Victoria Park Health Centre where staff have expertise in student health. More information can be found on the Healthy Living Service website.

Contact: Student Healthy Living Service
+(0)116 223 1268 | healthyliving@le.ac.uk | go.le.ac.uk/healthyliving

Health Care and Registering with a Doctor

Illness can affect any one of us at any time and for this reason the University strongly advises you to register with a doctor in Leicester. The Victoria Park Health Centre (www.victoriaparkhealthcentre.co.uk) has expertise in student health and has provided medical care to the University’s students for many years. The Health Centre is located conveniently close to the main-campus and registration is free.

If when you come to University you are already under the care of a ‘specialised team’, have a known medical condition including mental health or waiting for an appointment it is still advisable to register at the Victoria Park Health Centre. Soon after arrival, make an appointment to discuss with one of the doctors who will then be in a better position to communicate with the relevant doctors and help you to manage your condition to avoid any unnecessary disruption to your studies. Please take with you information from your current doctor or consultant which includes diagnosis, current management, including medication (provide a certified English translation if the original is not in English). This is essential for international students as some conditions may be managed differently in this country, particularly in relation to medication which may be licensed differently and may need changing to something which is available to prescribe in this country. If you take medication for your condition you must bring 12 weeks supply with you to ensure continuity until the registration process is complete.
More information about registering with a doctor and other health and well-being services can be found at: http://www2.le.ac.uk/offices/healthy-living-for-students/new-students/uk-students

**Careers and Skills Development**

Dr Richard Craggs is the careers tutor – his office is G8 in the Computer Science building and one can arrange a meeting with him by filling in the Booking Form online or by emailing cs-industry@le.ac.uk.

**LinkedIn Group**

Useful careers information will be posted to the University of Leicester Computer Science Alumni Group. You should join this group, creating a LinkedIn profile if you haven’t already. This is where placement and graduate positions will be advertised.

**Career Development Service**

With your drive and determination, the Career Development Service can help you develop the skills and abilities that will not only help get you to where you want to be after university, but will stay with you for life.

Career development at Leicester isn’t just about getting some work experience and writing a CV; we make sure that you get personal support to achieve your aspirations. We’re here for you from the moment you arrive, through to your graduation and beyond. We’ll give you the opportunity to try new things and to figure out what you want from your career— what it is that really drives, motivates and inspires you.

We’ll also help you identify your personal strengths and what you need to develop to be ahead of the crowd. Even if you’re not sure what it is you want to do yet, we can help you develop the skills and experience that you need to get that first job out of university, but also the ability to manage your own career development and succeed on whichever path you choose.

It’s your career development journey and you decide where it is that you want to go. By working with us you make sure that you’re giving yourself the best possible chance to get there. We’ve got the knowledge and resources to spur you on to success so, by working with us, you really will make the most of you!

When you arrive at Leicester you’ll have access to MyCareers: https://mycareers.le.ac.uk, our career management system, by simply using your university username to login. This is the gateway to:

- Booking one-to-one appointments with our career consultants for support with career planning, job hunting, CVs and applications, and mock interviews
- Booking workshops, such as mock assessment centres and psychometric testing
- Meeting employers who are coming on campus
- Finding all the opportunities available exclusively for Leicester students such as paid internships, volunteering, and extra-curricular activities

If you are looking for part time work whilst studying, make sure you sign up to Unitemps, based in the Student Services Centre, for opportunities on campus and in the city.

We’re here to support you throughout your time at university so make sure that you come and visit us in the Student Services Centre in the Charles Wilson Building and log-in to your MyCareers account to get started!

**Contact the Career Development Service:**

0116 252 2004 | careershelp@le.ac.uk | www.le.ac.uk/careers

@uolcds | fb.com/uolcds
Feedback from Students

Student Feedback Questionnaires

Towards the end of each module there is a questionnaire distributed in class, to be completed anonymously, asking for your views on matters relevant to your teaching and learning.

There are also year questionnaires that cover issues related to your year as a whole. This will be sent in the third term to all students who are studying principally in this Department, usually at the same time as you receive the registration documents for and details of next year's courses. Issues arising from all forms of feedback can also be discussed at the Staff Student Committee meetings.

The Department would like to encourage you to use these questionnaires as well as the Staff Student Committee as much as possible: thoughtful feedback from students makes a real difference to the quality of the degree programmes the Department provides.

The responses are passed to Head of Department and also to a module review panel where members of staff discuss how the module has run and what changes, if any, might be made to improve the module next year.

Student Staff Committees

The University has robust systems in place governing the quality and standards of its degree programmes and your experience as a student here. We are confident that, like the vast majority of students here, you will enjoy and be satisfied with your course. In most instances your department will be able to resolve any issues that do occur but we recognise that this will not always be possible.

For this reason, the Department would like to encourage you to use feedback questionnaires as well as the Student Staff Committee as much as possible: thoughtful feedback from students makes a real difference to the quality of the degree programmes the Department provides.

This page stores information concerning the Student Staff Committees of the Department of Informatics. Starting in 2008/09, three separate committees will run: one for students on BSc programmes, another for MSc programmes, and a third for PhD/MPhil students. It is expected that postgraduate as well as undergraduate students will be represented on the respective committees. Training for student representatives on departmental committees is provided by the Students' Union’s Education Unit.

We welcome every student who wishes to do so to become a course representative. Meeting schedule, meeting agenda, and (in due time) meeting minutes are available from this page. Course representatives can raise issues in the relevant parts of SSC meetings. Inclusion of further sections in a specific meeting agenda can be done by contacting the secretary. Urgent matters can be brought to the attention of relevant directors, head of department, or the SSC secretary.

Information about Course Reps

- Code of Practice on the Work of Student/Staff Committees

The list of student representatives for the academic year 2016/17 will eventually be found here.

Course representatives for BSc can be contacted at cs-bsc-reps@mcs.le.ac.uk

Course representatives for MSc can be contacted at cs-msc-reps@mcs.le.ac.uk

The secretary is Dr Nir Piterman.

The report of the Academic Review Panel (January 2010) can be found here. Several students, from all levels and programmes of study, contributed to the review. Their participation was praised by the panel and greatly appreciated by the Department.
The schedule of SSC meetings for 2016/17 can be found below:

- For MSc (Wednesdays 1500-1630)
  - 26th October 2016
  - 30th November 2016
  - 22nd February 2017
  - 15th March 2017

**Departmental Prizes**

The department offers a number of prizes for outstanding performance in the MSc. These prizes are awarded in June and October each year, i.e. once per intake. A prize comes with a certificate and a cash award, and a prize may be jointly awarded to one or more students. The prizes are currently:

- **O-Sys Best Student Prize**: awarded to the best student on the MSc programmes in Informatics, based on credit weighted average (including both project and taught modules).
- **Santander Prize (formerly Financial Services Prize)**: awarded to the best student on the MSc Software Engineering for Financial Services, based on credit weighted average (including both project and taught modules).
- **Best Project Prizes**: Three prizes are awarded in this category, one for each of: the best Software Development Project (Alstom Software Project Prize), the best Technical Project (O-Sys Technical Project Prize) and the best Theoretical Project

**Societies**

**University of Leicester Computing Society** is a society dedicated to the field of computing - but that doesn’t mean we are limited to computing students. Anyone with an interest is welcome to join.

We provide a tonne of value for any potential member, and joining the society is a mere £3 for the entire year, which allows you to attend all events we run including programming help sessions and gaming sessions.

While we always encourage members to make the most of the society, we don’t require you come to any sessions - come to the ones you want to come to, when you wish to do so.

Society membership is now managed totally online using a simple webform! To join just visit our student’s union page at http://leicesterunion.com/groups/computing and sign up at http://leicesterunion.com/groups/computing/join!

**Safety and Security**

**Emergency evacuation**

In the event of the fire alarm sounding you must obey the following instructions:

- Leave the laboratory immediately and proceed by the stairs to the fire assembly point.
- DO NOT log-off and/or save your work.
- DO NOT use the lifts.
- DO NOT re-enter the building until told to do so.
Emergency situations

The University maintains an emergency response line 24 hours per day, every day of the year. Dial 888 on any internal phone (or 0116 252 2023 from mobile/external phones).

In the event that you call the normal fire, ambulance or police emergency services by calling 999 (or 9-999 from an internal phone) due to an incident on campus you should also inform the University Emergency Response line by calling 888 on an internal phone (or 0116 252 2023 for mobile/external phone), so that they can facilitate access by the emergency services and coordinate the response.

Access to Facilities

You may use the open access areas and Informatics laboratories at any time they are not booked for teaching and the building is open. In addition, some labs are open 24/7.

In order to access the Informatics labs at any time, and to access the open access areas out of normal working hours, you will need an access card.

Most Informatics students will receive your access card at one of the induction/registration sessions when you first arrive. Since 2012 this is also your University card.

Otherwise you need to get a form signed by one of the Informatics department office team (ground floor in College House).

You should take your completed and signed form to the Security Lodge, between 9:00 and 15:30 Monday to Friday.

If you lose your swipe card, or if it stops working, you need to visit the Security Lodge to obtain a replacement. A charge is made for replacing lost swipe cards (but not faulty ones).

If your card does not give you access to an area that you require, you will need to speak to the departmental administrators and they will contact security directly to sort this out.

Personal Belongings

Your personal belongings are not covered by the University’s insurance. You are therefore advised to check whether your parents’ or family policies provide adequate protection. If not, private insurance arrangements should be made.

A lost property service operates from the Security Lodge, which is situated at the far end of the Fielding Johnson Building on Wyggeston Drive, University entrance No. 1.

Bicycles may be brought onto the main campus but must be placed in the cycle racks provided, and appropriate security measures taken to help to prevent theft and damage. For advice on preventing cycle theft and details of the University’s Coded Cycle Scheme visit: www.le.ac.uk/estates/facilities_&_services/security/CodedCycleScheme.html

Complaints and Academic Appeals Procedures

The University has robust systems in place governing the quality and standards of its degree programmes and your experience as a student here. We are confident that, like the vast majority of students here, you will enjoy and be satisfied with your course. In most instances your department will be able to resolve any issues that do occur but we recognise that this will not always be possible. For this reason, the University has official procedures that allow eligible cases to be formally reviewed.

Information about these procedures, including the relevant forms, can be found on the Student and Academic Services website: see www.le.ac.uk/sas/regulations/appeals-complaints. These pages should be read in
conjunction with the University's Regulations governing student appeals (www.le.ac.uk/senate-regulation10) and Regulations governing student complaints (www.le.ac.uk/senate-regulation12).
## Department of Informatics Staff List

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
<th>User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>BELLO, Bello (Mr)</td>
<td>Graduate Teaching Assistant</td>
<td>G3</td>
<td>bsb15</td>
</tr>
<tr>
<td>BORONAT, Artur (Dr)</td>
<td></td>
<td>F28</td>
<td>ab373</td>
</tr>
<tr>
<td>BUIJORIANU, Manuela (Dr)</td>
<td>Research Associate</td>
<td>G5</td>
<td>lb312</td>
</tr>
<tr>
<td>CHITCHYAN, Ruzanna (Dr)</td>
<td></td>
<td>F27</td>
<td>rc256</td>
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<tr>
<td>CRAGGS, Richard (Dr)</td>
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<td>G8</td>
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<td>CROLE, Roy (Dr)</td>
<td></td>
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<tr>
<td>DE VRIES, Fer-Jan (Dr)</td>
<td>Research Associate</td>
<td>F32</td>
<td>fdv1</td>
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<tr>
<td>EDLIN-WHITE, Rob (Dr)</td>
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<td>F24</td>
<td>rew25</td>
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<tr>
<td>ERLEBACH, Thomas (Prof.)</td>
<td></td>
<td>F20</td>
<td>te17</td>
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<td>FUNG, Stanley P. Y. (Dr)</td>
<td></td>
<td>F6</td>
<td>pyf1</td>
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<tr>
<td>GRANT, Richard (Mr)</td>
<td>Principal Computer Officer</td>
<td>F31</td>
<td>rfg3</td>
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<tr>
<td>HECKEL, Reiko (Prof.)</td>
<td>Head of Department</td>
<td>G11</td>
<td>rh122</td>
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<tr>
<td>HEINTZ, Matthias (Mr)</td>
<td>Research Associate</td>
<td>F24</td>
<td>mmh21</td>
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<tr>
<td>HOFFMANN, Michael (Dr)</td>
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<td>F7</td>
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<tr>
<td>HONG, Yi (Mr)</td>
<td>Research Associate</td>
<td>G14</td>
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<tr>
<td>HORNSEY, Gavin (Mr)</td>
<td>Administrative Assistant</td>
<td>F1</td>
<td>gjh17</td>
</tr>
<tr>
<td>IRKEGULOV, Mirzhan (Mr)</td>
<td>Graduate Teaching Assistant</td>
<td>G1</td>
<td>mi314</td>
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# 2016-17 Week Ranges

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**SPRING TERM**

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