

Postgraduate Research Student Handbook

2016/17



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Introduction

A Welcome to new Students from the Head of Department, Professor Katie Atkinson



Computer Science at the University of Liverpool has a history going back to the 1960s. As the subject grew in importance, the Department of Computer Science was created in 1982, to provide a focus for continued development within the University. Since then the Department has grown and flourished. We now expect to welcome around 280 new undergraduate students including a number from Xi'an Jiaotong Liverpool University (XJTLU) in China, about 50 new postgraduate students, and many others embarking upon various joint degree and research programmes.

Like other University departments, we see ourselves as having a dual role: in research, aimed at developing new knowledge and understanding of the subject of Computer Science, and in teaching and learning, through which we seek to pass on this knowledge and understanding to others. In our University, the two activities are interwoven, and both staff and students participate in both; we see learning as a co-operative process that requires effort from both sides.

It may take you some time, also, to familiarise yourself with the organisation and ways of working of the University and the Department. Don't worry if you find these changes difficult at first; you will not be the only one feeling this way. I am sure that you will soon get used to the new way of life that you find here.

The purpose of this handbook is to give you at least some of the information you will need to help you find your way around the system initially; other parts will be useful for future reference. Please do look through this handbook, so that you know what it contains, and so that you will be able to find the information when you need it.

Finally, if you do encounter problems, with your work or otherwise, please remember that my colleagues and I are all here to help you in any way we can. We all hope that your time at the University of Liverpool will be a happy and rewarding experience for you, and we will do our best to make it so.

I look forward to getting to know you during the coming year.

Introduction

Information about the Department

The Department is a vibrant centre for research and teaching and offers a highly respected range of undergraduate and postgraduate degree programmes. The 2014 Research Excellence Framework rated the Computer Science department 1st in the UK for 4* and 3* research, with 97% of our research being rated as world-leading or internationally excellent - the highest proportion of any Computer Science department in the UK.

Members of the department are at the forefront of fundamental and applied research in several internationally renowned areas and are closely involved with prominent companies and research organisations worldwide. The University of Liverpool is a Russell Group institution and has one of the largest concentrations of engineering and scientific expertise in the UK. This provides our staff and students with fantastic opportunities and resources.

The Department of Computer Science is part of the School of Electrical Engineering, Electronics and Computer Science. The Department is housed in two buildings, The Ashton Building houses the offices of the academic, technical support and administrative staff and contains a lecture theatre and meeting rooms. In The George Holt Building you can find the technical support staff, academic offices, laboratories and student common room.

Research Groups

The Department's main research groups are available on the following web page:

<http://intranet.csc.liv.ac.uk/research/>

Algorithms and Optimisation group: <http://intranet.csc.liv.ac.uk/research/optimisation/>

Automata, Computability and Complexity Theory Group:

<http://intranet.csc.liv.ac.uk/research/complexity/>

Economics and computation Group (EcCo): <http://intranet.csc.liv.ac.uk/research/ecco/>

Networks and Distributed Computing group:

<http://intranet.csc.liv.ac.uk/research/networks/>

Argumentation Group: <http://intranet.csc.liv.ac.uk/research/argumentation/>

Data Mining and Machine Learning Group: <http://intranet.csc.liv.ac.uk/research/dmml/>

Knowledge Representation Group: <http://intranet.csc.liv.ac.uk/research/kr/>

Robotics and Autonomous Systems Group: <http://intranet.csc.liv.ac.uk/research/robotics/>

Verification Group: <http://intranet.csc.liv.ac.uk/research/verification/>

The Departmental Website for PGR Students is at

<http://intranet.csc.liverpool.ac.uk/research/pgr/>

Arrival and Registration

Before arriving: you will receive an email asking to you to register online via the Liverpool Life Student Web Pages. Once logged on please select the 'New Student Registration' tab and ensure all your details are correct. It is at this point you will also need to upload a photograph for your student ID

Arriving at the University: In order to confirm you have arrived at the university, you will need to log onto the Liverpool Life Student Web Page from a Campus Computer. These can be found in the library, academic department or halls of residence. To log on you will need your Student ID Number and simply follow the instructions on screen; this will register you with Computer Services and allow you access to the University Computer Network.

Please then report to the Student Administration Centre on Brownlow Hill to collect your Student ID Card. This must be carried on you at all times and will permit you entry to the Library, Sports and Fitness centre, department and allow you to print documents.

International Students: If you are an international Student requiring a Visa to study in the UK, in order to comply with UKVI requirements you need to provide some further documentation. When collecting your Student Card from the Student Administration centre, please take your passport, original qualifications, BRP visa, and if appropriate your Identity Card for Foreign Nationals and funding letter. Please be aware that should you fail to register on campus, the University has a responsibility as your immigration sponsor to inform the UK Home Office.

Arriving at the Department: Once you have registered please come to the Student Support Office on the 5th Floor of the Electrical Engineering Building. It is here you will be allocated an office and given swipe card access to the building. There is a £10 deposit for your office key which should be signed for upon arrival in the department. You will then meet with your supervisor and be given details of the Postgraduate Induction Events.

Key Contacts

Supervisors

All PhD Students in the department of Computer Science have at least two supervisors. Usually these are academic staff from the department although occasionally they are from other departments, universities or industrial partners. The Primary Supervisor is a student's main contact for the duration of their studies.

Each student also has a panel of two independent assessors. These are involved in the annual assessment of each student's progress. These two advisors make up an Independent Progress Assessment Panel (IPAP) who provide feedback and advice with a recommendation to the progress committee.

Student Support Office

Please contact Alison Goodyear, PGR Student Experience Administrator, for day-day support, advice and enquiries. She will also be able to help with any issues which you feel are affecting your studies and direct you to further support should you require it. You may also wish to use the Student Support Office on the ground floor Ashton Building which is open Monday – Friday 9:15am – 4:45pm.

Email: eeecspgr@liverpool.ac.uk Tel: 0151 795 8492

Departmental Director of Postgraduate Research

Dr Clare Dixon is the Departmental Director of Postgraduate Research. She oversees all aspects of postgraduate research in the Department of Computer Science. Her office is on the first floor of the Ashton Building and the best way to contact her is via email.

Email: cldixon@liverpol.ac.uk Office: 111

The PGR Student Team

the PGR Student Team is part of Student Administration Services. They are responsible for the University regulations, policies and procedures for all postgraduate researchers in the University. They also provide administrative support for PhD examinations, the general student record and research council and grant funded studentships.

Website: <https://www.liverpool.ac.uk/student-administration/research/>

PGR Development Team

The PGR Development Team is responsible for providing development training for PhD students in the university. They also run various one off workshops throughout the year which students are encouraged to attend.

Website: <http://www.liverpool.ac.uk/pgr-development/>

Your PhD Studies

Research Degree

At the University of Liverpool a PhD involves independent and individual research, undertaken under the guidance of at least two supervisors. PhD study normally lasts for three years full-time research, with an additional fourth year available for completing the writing of a thesis. The minimum registration period is two years and a maximum of four years full-time research. PhD students must also complete the Doctoral Training Programme.

Whilst the research should be the student's own, supervisors will help in defining the scope and direction of the project and suggest material relevant to it. A PhD culminates with writing the results of the research into a thesis. The thesis should be clearly written and well structured, demonstrate an in depth knowledge of the research area, make an original contribution to learning; clearly indicate the contribution of the thesis and the relationship it has to the work of others in the area. This is (usually) examined by two examiners one internal and one external. Part of the examination is a viva (an oral examination) where the student has a chance to defend their research in front of their examiners.

Supervision for a PhD usually takes the form of regular meetings with your supervisors. The regularity of supervision meetings varies dependent on the stage of research but typically are weekly or every two weeks. It may also be beneficial to discuss particular aspects of your work with other members of the Department, School or University.

The following is taken from the Ordinances of The University of Liverpool:

[https://www.liverpool.ac.uk/media/livacuk/commsec/ordinanceandregulations/ORDINANCE,57\(A\),Degree,of,Doctor,in,Philosophy,from,2014-15.pdf](https://www.liverpool.ac.uk/media/livacuk/commsec/ordinanceandregulations/ORDINANCE,57(A),Degree,of,Doctor,in,Philosophy,from,2014-15.pdf)

The Degree of Doctor in Philosophy may be conferred upon a graduate of this or any other approved University or Institution, or a candidate who holds a qualification deemed by the Senate to be equivalent to an Honours Degree of this University who has submitted one of the following:

- A thesis embodying the results of his/her individual research. The thesis may contain published papers, in which case these must be integrated into the thesis in a coherent and structured manner; or
- A published book or books describing a coherent line of research; or
- A substantial collection of original creative material developed specifically in pursuit of the degree, together with a written thesis which contextualises that work within an academic framework;
- Which is adjudged to make an original contribution to learning; which is coherently structured and clearly presented; and which shows evidence of systematic study and of ability to relate subject.

Descriptors for qualifications at Doctoral (D) level are reproduced below from the QAA Framework for higher education qualifications in England, Wales and Northern Ireland. This is taken from:

http://www.qaa.ac.uk/en/Publications/Documents/Doctoral_Characteristics.pdf

Doctorates are awarded to students who have demonstrated:

1. The creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
2. A systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
3. The general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
4. A detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

1. Make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences;
2. Continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas, or approaches;
and will have:
3. The qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

Doctoral degrees are awarded for the creation and interpretation, construction and/or exposition of knowledge which extends the forefront of a discipline, usually through original research.

Holders of doctoral degrees will be able to conceptualise, design and implement projects for the generation of significant new knowledge and/or understanding. Holders of doctoral degrees will have the qualities needed for employment that require both the ability to make informed judgements on complex issues in specialist fields and an innovative approach to tackling and solving problems.

Responsibilities of a Postgraduate Research Student and Supervisory Team

You can find the full list of responsibilities in the Code of Practice on the PGR Student Team website.

Student

- To agree a programme of work and develop a project plan with supervisors at the beginning of the project and to review this at appropriate intervals in each academic year in consultation with the supervisors, informing the supervisors about deviation from this.
- To engage with their research, and training, work independently and take ownership and responsibility for the research and meeting agreed objectives and deadlines.
- To familiarise themselves with the relevant University policies, procedures and regulations governing research degrees.
- To ensure that any obligations to or requirements from their sponsors and funding bodies are met.
- To devote the appropriate time and effort to their studies. Full-time students are expected to spend a minimum of 35 hours per week engaged in research (including formal skills training), normally on the University campus. Part-time students are expected to devote an average of 16 hours per week to their studies.
- To undertake a Skills Audit at the start of their programme, in consultation with their supervisors and complete the required skills training as agreed with their supervisor and Departmental guidelines.
- Engage with the wider research community in the department, for example by attending University seminars and also events nationally and internationally and by keeping up to date with research in their area.
- To communicate research findings to others in the academic community, via the Department or School PhD events, the University Poster Day and at other opportunities such as research paper submissions as agreed with the supervisors.
- Maintain a professional and courteous relationship with their supervisor, prepare draft documents in good time and be prepared to receive and act upon advice and critical feedback of their work
- Meet regularly with their supervisors, arrive punctually and to record at least one formal meeting per month in the University systems.
- To maintain the progress of work in accordance with the stages agreed with supervisors, including in particular the presentation of written work as required in sufficient time to allow for comments and discussion before proceeding to the next stage.
- To complete the University's Annual Progress Report in the required timescales and to complete other progress reports required.
- To check their University email account on a regular basis and act promptly on messages received from the University.
- Inform their supervisor and any other relevant staff of any difficulties that are affecting their research such as personal, health or financial problems.

- To ensure that the thesis is submitted before the final submission date, is the student's own work, is in the correct format, and that all appropriate acknowledgements have been made.
- Before leaving the University, to clear any area in which they have been working.

First Supervisor

- Establish a professional and supportive relationships with their research students, in order to facilitate their development as a researcher
- To provide guidance about literature and techniques and ensure that students are aware of the current developments in both specific and wider areas of research
- To encourage students to question critically the existing literature around the specific subject area, the assumptions of the research project and the results they obtain
- To encourage and arrange students to talk about their work within the University for example during group seminars, Department/School PhD events and Poster Day.
- To encourage students to communicate their findings to the wider academic community via attendance and submission to workshops, conferences and by writing journal papers
- To provide a suitable induction to the research group and academic Department, School and University and ensure the students attend any Departmental School or University Induction events
- To be familiar with the University policies, procedures and regulations governing research degrees
- To ensure that students are made aware of the requires timescales for completion of research degree programme and the consequences of not making satisfactory progress with their research project
- To advice students on issues relating to academic integrity, provide advice and guidance on the University policies on such matters and take steps to assist students to avoid plagiarism, collusion and dishonest use of data
- To advise students on the processes, implications and consequences of changes in registration, for example to Submission Pending or in relation to a suspension of studies
- To ensure that any circumstances that might require a student's formal registration to be amended or suspended are bought to the attention of the School Director of Postgraduate Research
- To give guidance about the planning of the research programme. A draft programme of work should be agreed by the Student and Supervisor, with deadline for completion of the stages of this
- To ensure that students, in agreement with Departmental Director of Postgraduate Research, complete the required skills training, commencing with a Skills Audit which must be completed in consultation with the student and supervisor

- To meet regularly with students ensuring that at least one formal meeting per month (at least twelve per year) takes place with the research student each month, recorded on using the PGR toolbox and signed off in a timely manner
- To convene a meeting at least once per term to discuss with the student on-going progress issues with other members of the supervisory team
- To ensure that Annual Progress Reports are completed in accordance with the University Procedures, and timescales completing the relevant section of the report on behalf of the supervisory team
- To provide realistic feedback to the students regarding their progress
- To ensure that drafts of reports and the thesis are read within agreed timescales and appropriate feedback is provided
- To assist the Head of Department/School and Departmental Director of Postgraduate Research with the selection of the Examiners, to inform the student of the names of the Examiners and to ensure that the student is prepared and supported for the oral examination for example by a mock viva

Second or Other Supervisors

- To consult with the First Supervisor on the feasibility of the proposed project and the suitability of the student to undertake the research, before formal registration and in an initial meeting of the student and all supervisors.
- To assist the student and First Supervisor in completing a Skills Audit at the beginning of the student's first year.
- To meet with the student and all members of the supervisory team at least once per term (three times per year), to discuss progress and the direction the research is taking.
- To be available at other times than formal meetings and to provide general support as required to the student and the First Supervisor.
- To discuss with the First Supervisor any formal recommendations relating to the student's registration, such as suspension of studies, and to submission pending.
- To discuss the student's progress with the First Supervisor as part of the Annual Progress Monitoring.
- To assist in the nomination of Examiners.

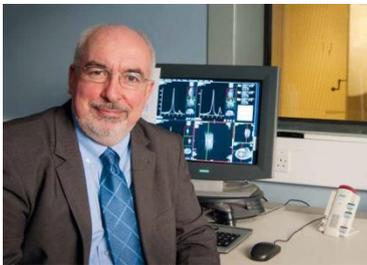
The Liverpool Doctoral College

As a PGR Student at the University of Liverpool you are now part of the Liverpool Doctoral College (LDC). The LDC aims to support all PGR Students by providing world class innovative training, tailored skills development, opportunities for employability and entrepreneurship training and creates a research community for all PGR Students in the university.

<https://www.liverpool.ac.uk/doctoral-college/>

<https://www.liverpool.ac.uk/intranet/doctoral-college/>

“Welcome to the Liverpool Doctoral College – a Thriving Global Research Community”



Professor Graham Kemp, Director of the Liverpool Doctoral College:

“Welcome to the Liverpool Doctoral College (LDC), the home for all doctoral training and development across the University.

Our aim is to help you, as postgraduate researchers across the University, thrive in your doctoral programme and progress to the post-doctoral career of your choice. We will support you in this with the full resources of our dedicated team of expert supervisors, professional services staff and student peers.

We are a world-leading research institution. Our researchers work at the highest international levels and the impact of their work is felt across the globe. As well as the value this adds to the experience of our doctoral students, the LDC makes three specific commitments:

- Innovative doctoral training – a choice-led approach allowing you the flexibility and freedom to tailor your development programme to meet your needs, circumstances and aspirations.
- The support of a thriving global LDC community - enhancing both the student experience and the University’s research culture, and supporting the development of future research leaders.
- A focus on employability and entrepreneurship - delivering a tailored package of careers inspiration and skills development, to help you meet the expectations of employers, but also to help you thrive as entrepreneurs in your own right.

I am delighted to welcome you to the LDC and the University of Liverpool, and I wish you every success as you embark on your research degree.”

Welcome Week

Twice a year the LDC Provides a full week of activities to welcome new students to the University. This will be held from 10th – 14th October 2016 and in again in March 2017. This includes a number of events from the Liverpool Guild of Students as well as many academic workshops including an introduction to the LDC, Graduate Teaching Assistant Training and a Library showcase.

LDC Placements

During your degree there will be opportunities to apply for a funded Industry placement to enhance your skills and career prospects in preparation for new opportunities whether inside or outside of academia. Impact is also an important part of the current research environment and so this can benefit your current research and provide good preparation for an academic career. PGR Students have a chance to apply for a 15-day placement from either a list of established projects or in a company of their choice.

LDC Training

The LDC offers a wide range of training and development for all students. This includes training within your School, providing you with subject specific skills and knowledge, but also focuses on developing cross-School collaboration providing you opportunities to look beyond your department and follow inter-disciplinary interests too.

The LDC is committed to ensuring each student undergoes training in the following areas:

- Communication and Writing
- Research Methods
- Ethics and Governance
- Impact/Personal effectiveness
- Employability and Entrepreneurship

This enhanced training package ensures you make the most of your opportunities in Liverpool and will guide you towards a successful career in the future; whether inside or outside of academia. Research Students in Liverpool work at the forefront of their subjects and are a valuable part of the research community. By providing a well-supported development programme we hope to provide you with all the necessary skills to complete world class research making significant impact on the welfare of global communities as well as improving business and decision making processes world-wide.

DNA

Within the first few weeks of the programme you will have the opportunity to analyse your development needs with your supervisor to create a personalised training plan for your studies. The DNA (Development Needs Analysis) will help you identify appropriate opportunities to enhance your skills and aid your research.

At the end of each year you will be asked to update this document with your supervisor to identify any new areas for development and assess your progress.

Your training will be split into the following:

Core Modules: These modules form the basis of your postgraduate training programme aimed at ensuring you have the essential skills needed for your research, for example in specific research methods, and have a broad knowledge and understanding of your subject area. It is expected that students will complete all elements of their School's core training.

Optional Modules: These can be chosen from the Faculty LDC Website which outlines all training available in every department, including our general skills training. This allows you to look outside of your home department should your project be in an interdisciplinary area. For example, you may wish to attend a wide breadth of seminars or you might require support in specific areas such as data management or software training. The University's general skills workshops also allow you to build upon your general personal skills set, for example in communication and networking, or to obtain training in developing your options after your PhD with employability workshops.

Each School/Department within the University has a recommended Training Statements to be used as a guide for the core and optional modules you should consider. You can also find the Faculty of Science and Engineering LDC Training List here:

<https://www.liverpool.ac.uk/intranet/doctoral-college/development/>

Specific details of your school's training can be found on the following page.



Core Departmental Training

Throughout your study at the University of Liverpool you will be expected to complete the Postgraduate Research Development Programme. This consists of general University requirements as well as department specific training. Further details can be found on <http://intranet.csc.liverpool.ac.uk/research/pgr/>

Year 1 – Required Modules

Module Code	Module Name	When
APRS	Taking ownership of your PhD	1 st month
	Professional Conduct	Tbc
ECSR 011	Doctoral Training PhD Plan & DNA	After 3.5 months
ECSR 012	End of Year Report	8 months
ECSR 013	End of Year Interview and Presentation	9 months
ECSR 014	Doctoral Training Seminars	Oct – May
CSCR 003	Computer Science PG Workshop Attendance	April/May
	Computer Science Research Seminars	
PDRR 001	Personal Development Report	On going

Year 2 – Required Modules

Module Code	Module Name	When
ECSR 022	End of Year Report	End of year 2
ECSR 023	End of Year Interview	End of year 2
CSCR 009	Presentation at Comp Sci PG Workshop	April/May
APRC 101	Careers	Throughout the year
APPR 002	Poster Day	Semester 1, week 12
PDRR002	Personal Development Report	On going

Year 3 – Required Modules

Module Code	Module Name	When
ECSR 032	End of Year Report	End of year 3
ECSR 033	End of Year Interview	End of year 3
ECSR 034	Thesis and viva workshop	Various
APRC	Careers	Throughout the year
	Postgraduate Workshop	
	Computer Science Research Seminars	
CSCR 016	Technical Talk	On going
PDRR003	Personal Development Report	On going

Annual Progress Requirements

Students must update the PGR Toolbox with their supervisory meetings at least once a month. As well as this, in June, you will need to complete an APR (annual progress report).

This can be found in the Liverpool Life Portal and you will receive an email with directions on how to complete it.

Module Descriptions

APRS – Taking ownership of your PhD

During your first few weeks you will be required to register for a “Taking ownership of your PhD” workshop. This is a one-day workshop for new researchers and will help you to take ownership of your own PhD, through discussions and activities exploring the planning processes for the PhD and working with your supervisor. Further details on the workshop can be found here <https://www.liverpool.ac.uk/pgr-development/offering/workshops/?view=i#i>

ECSR 011 – Doctoral Training PhD Plan

In consultation with their supervisors, all students must prepare a project plan that defines the scope of the project and outlines the objectives to be achieved in the first year. The Progress Assessment Panel (PAP) members will subsequently provide feedback on this plan.

ECSR 012/022/032– End of Year Report

At the end of every year students will need to prepare a written report of around 10 pages. This will be forwarded to the IPAP members and your End of Year interview will take place.

ECSR 013/023/033 – End of Year Interview (and Presentation)

Your Supervisor will arrange and schedule for a progress assessment panel (PAP) to conduct the presentation and interview. At the beginning of the progress interview, students in the first year will be required to give a presentation. The members of the panel will then fill out a feedback form which will be given back to you and borderline or unsatisfactory progress cases will be discussed by the progress committee. This committee then assesses whether a student will be allowed to continue into the next year of their programme. Please see Student Progress Procedures for further information.

ECSR 014 – Doctoral Training Seminars

The Doctoral Training Seminars are run once a week from October - May. These seminars bring together Electrical Engineering and Computer Science Students to give you further training and advice during your first year and are run by Prof Darek Kowalski.

CSCR 003/9 Computer Science Workshop

This is an annual event in which all PhD students in the department come together to share their research. All 2nd year students give a presentation on their research and receive feedback from their PAP member's, this is normally held in May.

PDRR 001/2/3 PGR Portfolio of Activity

The PGR Portfolio of Activity is an online record that allows you to maintain a log of all the training and other professional activities undertaken during your research. You will find your PGR Portfolio of Activity via the PGR Toolbox in your Liverpool Life Portal.

APRC 101 - Careers

The Careers Development Programme allows 2nd year PhD students to set aside time to consider research and engage in activities that will enhance their future careers. Further details on how to complete this module can be found at: <http://www.liverpool.ac.uk/pgr-development/careers-development/>

APPR 002- Poster Day

All Students must produce a poster on their research which will be presented at the Faculty Poster Day. This day is attended by industry representatives as well as academics from across the University so is an opportunity to network as well as to present your research to academic professionals outside of the department.

CSCR 016 - Technical Talk

All students are required to give a technical presentation about their work to a specialist audience either at a conference or workshop, a seminar at another institution or a seminar to your research group.

ECSR 034 Thesis and Viva workshop

This is a one off workshop to guide you through the thesis hand in procedures and what to expect during your viva. Please come armed with any questions you have from what to wear on the day to which forms to fill in during your final year.

For more information on requirements including specific details please see the departmental intranet page here: <http://intranet.csc.liverpool.ac.uk/research/pgr/>

Student Progress

Each year students undergo an end of year assessment. In the Department of Computer Science this consists of an end of year report and interview. This assessment is conducted by a Progress Assessment Panel (PAP) which normally consists of two independent academic advisors from the department. During the annual review, students should use the opportunity to highlight any issues they believe have impacted their ability to undertake research and make good progress. The PAP will determine whether or not adequate progress has been made and will return a written report to the progress committee with their recommendation.

The possible outcomes of the Annual Review are:

- a) For Students that are not yet due an annual review, their initial registration on the programme is confirmed and he/she is permitted to continue on their programme and re-register for the next academic session
- b) That the student's initial registration is downgraded to MPhil and he/she is permitted to re-register for the next academic session under the revised qualification aim
- c) That the student has made satisfactory progress and is permitted to re-register for the next academic session
- d) That the student has not made sufficient satisfactory academic progress but is permitted a further period of time under review and their academic progress will be assessed further by the Progress Assessment Panel
- e) That the student has not made satisfactory academic progress and that his/her studies be terminated immediately
- f) That the student should be deemed withdrawn and his/her studies be terminated under the deemed withdrawn procedures

For further information on the student progress procedures you can find the Guide on the Academic Progress of Postgraduate Research Students here:

<https://www.liverpool.ac.uk/media/livacuk/student-administration/research/documents/PGR,CoP,,16,11,2015.pdf>

Sickness Absence

Short term sickness should be reported to your supervisors. You should obtain a doctor's medical note for serious illness and for all absences from the Doctoral Training Programme requirements. In cases of longer term illness (more than one month) students should speak with their supervisory team and consider a suspension.

Suspension or withdrawal of studies

Occasionally students experience serious difficulties which prevent them from making satisfactory progress on their research. In such cases the student should discuss the circumstances with their supervisor and seek advice from Alison Goodyear, the School PGR Student Experience Officer. All requests for a suspension of studies must be approved by the DDP, Dr Clare Dixon and the Faculty DPGR, Dr David Joss, and will not be granted retrospectively.

International students who wish to suspend their studies should be aware that the University must report this change in circumstances to the UK Visas and Immigration. Students will be required to leave the UK for the duration of their suspension. They should also discuss this decision with the International Support Team.

Plagiarism

PhD Students are subject to the University's policy on Plagiarism and Fabrication of Data for Postgraduate Research Programmes. All types of work submitted by students are covered by this policy and any misrepresentation of his/her own work will be treated extremely seriously, with action appropriate to the circumstances being taken. For further information please see: <https://www.liverpool.ac.uk/media/livacuk/student-administration/research/documents/pgrcodeofpractice/Appendix,4,PGR,Plagiarism,Policy,29.6.2016.pdf>



Thesis and Viva

Thesis

Your Thesis should not exceed 100,000 words and will usually be examined by two examiners; an internal and an external. Your supervisor will be able to help give feedback on drafts of your thesis and there is lots of practical help you can get including workshops run by the PGR Development Team and English Language Centre. There are also online resources you can find via the website along with guidelines on the formatting and reference style.

Forms to be completed in Year 3/4

- **Submission Pending** Once you finish the practical research and begin writing up your thesis your student registration is transferred to 'Submission Pending'. To do this you need to submit a Transfer of Registration form to the Student Support Office. Please be aware this can have financial implications.
- **Intention to submit** At least 2 months before you hand in your thesis an Intention to Submit form needs to be handed in to the Student Support Office. This outlines who your external and internal examiners will be.
- **Thesis submission** Once you have written your thesis, you are required to submit two soft bound copies (spiral bound is NOT accepted) to the Student Administration Centre, along with the submission cover sheet.

All forms can be found on the PGR Student administration website.

Viva

After your thesis has been passed to the examiners, you will be invited to attend a viva with them. This is an oral examination where examiners can ask questions about your thesis and work related to this. It will allow you to explore, clarify and defend your research and tests both your research and knowledge of its context and significance.

There is no fixed length of time for a viva and they can be anything from 1 hour to several hours in length. Your examiners will provide you with informal feedback before an official report is produced.

The examiners then recommend one of the following:

- Pass
- Pass subject to minor modifications (which should be carried out within 3 months)
- Resubmission subject to major modifications (which should be made within 1 year)
- Awarded MPhil qualification and if required minor modifications to be made

- Resubmission for an MPhil qualification – major modifications to be made, again to be submitted within 1 year
- Fail

Any modifications should be discussed with your supervisor and the changes will be approved by the examiners. You then must submit an electronic version to the library via the website.



The Department of Computer Science

Computer Science at Liverpool is at the forefront of research with over 70 registered PhD students working on a variation of topics encompassing world class fundamental and applied research. <https://www.liverpool.ac.uk/computer-science/>

Student and Departmental Office

The Computer Science Student Office is open 9:15 – 4:45 Monday to Friday. It is located in room G09 on the ground floor of the Ashton Building. Your main contact for any general enquires is Alison Goodyear, she is based Electrical Engineering Student Office (5th Floor) three days a week and in the Computer Science Departmental Office for the remainder of the week.

The Departmental Office is next door to the student office and houses many of the administrative staff. In here you can find Lisa Smith (PA to the Head of Department), Elaine Smith (Finance Administrator), Rebekah Martin (Management Services) and Helen Mattocks (Online Programme Administrator)

Common Room

On the ground floor in the Ashton Building there is a staff and research student common room which postgraduate research students are welcome to use. Please ensure when using this area that it is left clean and tidy.

The common room is also where you can find the departmental mailboxes. Please regularly check the trays labelled RAs and PhDs as any internal or external post addressed to you will be placed here.

There is also a coffee club within the department for staff and PhD students. Members are asked to share the cost which varies depending on whether you have tea or coffee. If you would like to join the coffee club please speak with Dave Shield who will explain what is involved. If you use the tea, coffee and milk in the common room you must pay a contribution for this in the kitchen area.



Resource Room

The resource room is next door to the departmental office, in here you will find stationary items and photocopiers. Please write down any item you take in the book provided. If you require any help please contact the Departmental Office.

Out Of Hours

Your swipe card should provide 24 hour access to the department. If you are working outside of normal hours please complete the out of hours book which can be found on the Building Managers Desk in the Ashton Building.

School Societies and Activities

All PhD Students in the department are invited to join the Departmental Student Society COMPSOC. This is a society associated with the University's Guild of Students and is run by students and involves various social and sporting activities. For information on the Departmental Student Society, please contact Dr Prudence Wong: P.Wong@Liverpool.ac.uk

Technical Support

The Departmental Technical Support Staff are responsible for maintaining and administering the computer facilities within the department. The group is headed by Mr Ken Chan kjc@liverpool.ac.uk. The first point of contact for technical advice and assistance during term time should be the Help Desk in room 225 (2nd floor George Holt). This is open during term time from 9:30-12:30 and 14:00 – 16:00 Monday to Friday and is shut on Wednesday afternoons.

Computer Science Facilities

Postgraduates will normally be provided with a desktop running either Windows 7 or Scientific Linux. These share a common filestore, which is accessible to all systems across the department (but not exported to machines elsewhere In the University or outside). Each machine also provides access to the other environment across the network (using Exceed from a local Windows box to a remote Linux server, or Citrix from Linux to a remote Windows login). If you wish to connect your laptop to all departmental facilities please contact the technical staff for details.

Other Network services provided automatically include remote access to the departmental Linux systems and common filestore, departmental and personal web-based information and email via the main university server. Other services available on request include

database facilities (MySQL and Oracle) and collaborative management of source code and other documents (CVS or Subversion).

Please note that the computer services facilities are administered separately from the CSD maintained systems and the computer science username and password will be different from the one you use to access University-wide services.

All use of computing facilities within the University is subject to the regulations of the use of IT facilities and relevant codes of practice. These cover areas such as use of email and the web, teaching centres and laboratories and the departmental, University and National academic computer networks. The full regulations can be found here:

<http://www.liverpool.ac.uk/csd/regulations/>.

Communication

The main method of communication will be via your University of Liverpool email address. Please check this regularly as any important updates or information will be shared with you in this way.

Health and Safety

Ensuring the safety of students, staff and visitors is one of the University's highest priorities. As a student your responsibilities are:

- To take reasonable care for the health and safety of yourself and others
- To act in accordance with the University safety rules
- To read the fire procedure notices and familiarise yourself with the alternative fire exits
- To report incidents, near misses or dangerous conditions to a responsible member of staff
- To co-operate with health and safety instructions

When using university phones, the emergency number for fire, police or ambulance is 2222. For less urgent matters, if you require a first aider please contact the Departmental First Aider Mrs Helen Mattocks, Departmental Office bradleyh@liverpool.ac.uk 0151 795 4276

The department has a weekly fire alarm test which is normally held on Wednesday at around 9:50 for the Ashton Building, and 10am on Tuesday in the George Holt. The alarm will ring for a few seconds but please do not evacuate the building. If the alarm continues to ring for more than a minute, please leave the building as this will not be a drill.

If you have any problems or questions about safety, please raise them with the Departmental Safety Co-ordinator Mr Phil Jimmieson, room 120, Ashton Building P.Jimmieson@liverpool.ac.uk 0151 795 4236

Conference Attendance

PhD students are encouraged to submit and present their work at high quality conferences and journals. This allows students to obtain feedback from experts in their fields outside the University and keep up to date with new developments in their field. For funding to attend conferences, please discuss sources of funding with your supervisor. If you have paid a research support fee this can be used to support conference attendance, in this instance please email the School Finance Team: eeecsfm@liverpool.ac.uk.

Student Representation

The University recognises the importance of appropriate student representation at all levels in the institution. All Students are encouraged to take part in the Staff-Student Liaison Committee. This committee is a forum designed to give students opportunity to work with staff to improve the student experience. By representing other students in this forum we encourage students to put their own ideas forward and discuss anything which could be affecting their academic experience.

All Student Representatives are offered training and support by the Guild of Students and may have the opportunity to represent the School/Department at the Faculty committees or the University Senate.

<http://intranet.csc.liv.ac.uk/student/sslc/indexPGR.html>

For 2016-17 the PhD student Representatives are:

Paul Gainer	P.Gainer@liverpool.ac.uk	
Alkmini Sgouritsa	A.Sgouritsa@liverpool.ac.uk	Rm314
David Hamilton	cs0u9343@liverpool.ac.uk	Rm308
Thomas Carroll	sgtcarr2@student.liverpool.ac.uk	Rm308
Grammateia Kotsialou	G.Kotsialou@liverpool.ac.uk	
Ioannis Lamprou	Ioannis.Lamprou@liverpool.ac.uk	
Reino Niskanen	R.Niskanen@liverpool.ac.uk	

We are always pleased to hear from people who would like to take part in the SSLC meetings and are interested in becoming a student representative. To get involved please contact Alison via eeecspgr@liverpool.ac.uk

Demonstrating

The Department employs postgraduate students to aid lecturers in their teaching of lab classes and assignments. Many of our PhD students are employed as teaching assistants (demonstrators) during undergraduate and postgraduate taught classes throughout the year. If you wish to take on this responsibility you must first discuss this with your supervisor and attend a university workshop on teaching and demonstrating. Please contact Dr Michele Zito who is the demonstrating co-ordinator Michele@liverpool.ac.uk



Departmental Seminars

Each week the Department hosts a seminar with academics from other institutions invited to share their research. This is held on Tuesdays 1-2pm in Ashton Lecture Theatre. PhD students are expected to attend these seminars and may suggest speakers via their supervisor. For a list of up-coming speakers please see the intranet page: <http://intranet.csc.liverpool.ac.uk/research/seminars/>

Liverpool Life – Your Online Record

This is one of the most important facilities you will use. You can access this from the University website on any computer and it provides PIN Protected access to essential personal and academic information. This can be used for the following purposes:

- Register and re-register for your studies online
- Access the PGR Toolbox and APR Record
- Check and update your personal details held by the university, such as, your address or emergency contact details
- View an on-going transcript of studies

- To view your University financial account
- Request documentation such as bank letters, council tax certificates and student status letters
- To submit intentions regarding the graduation ceremony, order tickets etc.

Further information regarding this system, including how to access it, can be found here:

<http://www.liverpool.ac.uk/students/student-administration-centre/student-record/spider.htm>

Student Administration Centre

The Student Administration Centre can be found on the ground floor of the Foundation Building on Brownlow hill. This is the team responsible for your student record, student ID cards and implements all the universities policies and procedures. This is also where you will hand in your thesis and is where the PGR Student team and Finance offices are housed.



University facilities

Liverpool Guild of Students

Liverpool Guild of Students (LGoS) is the Students' Union for the University of Liverpool. It supports students throughout their studies, offers advice, a range of extra-curricular activities, and is the very heart of social life on campus. Their motto is Listen, Lobby, Lead – listening to your opinions, lobbying the University, city or government to change in response and give you, as students, the chance to lead. LGoS is also the



place where all of the Student Societies are based as well as regular gigs with some of the UKs best known artists. There are over 300 Societies in total ranging from the departments very own Computer Science Society, to religious societies, sports groups, drama, languages or games. If you have any interest which is not already represented by a society you are able to set one up in order to socialise with other students and share interests.

The Guild building is also the central meeting point on campus, where students share their activities, develop their interests and skills, and ultimately have a lot of fun.



Computer Services

The Computing Services Department (CSD) provides central computing and information technology services to assist staff and students across the university. There are many PC Centres across the university campus which are available for individual student use. To use the PCs, you will need to self-register by following the on screen instructions on university PCs or if you are on your own laptop or computer follow the instructions found here: <http://www.liverpool.ac.uk/register>

Further information on all the services provided by CSD, including the helpdesk contact details can be found at: <http://www.liverpool.ac.uk/csd/>

Sport

The University has around 50 sports clubs and 100 exercise classes all within our state of the art Sports Centre in the heart of campus. There is also a 33 meter swimming pool, fitness suite, squash court, dance studio, climbing wall and remedial therapies including sports massage. As a University of Liverpool Student you can become a member for a discounted rate, for more information please see the website: <http://www.liverpool.ac.uk/sports/>

Library

The University has two main libraries which are open 24 hours a day - The Harold Cohen Library and The Sydney Jones Library. The Harold Cohen Library holds the main collections for Computer Science. The libraries hold a collection of approximately 1.9 million books, 1,830 computers and areas for both group and quiet study as well as a designated PhD study area. Your University ID Card will give you access to the libraries and enable you to self-issue and return books. There are introductory talks and tours available for new students as well as printed guides available online. Further information on the Library can be found at: <http://www.liverpool.ac.uk/library/>

Careers

The Careers and Employability service provides information, advice and guidance on planning your future career. The Service can put you in touch with leading employers, introduce you to new and exciting career options and even help you write CVs and applications. Some of the services they provide are:

- Advertising Part time job vacancies, internship and work experience opportunities
- Graduate job vacancies with both international companies and local employers
- Opportunities to meet with employers at Graduate Job Fairs
- Volunteering options both in the UK and overseas
- Specialist help with CVs, applications and interviews
- Impartial advice about options available with your degree

The careers advisor for the Computer Science department is Jackie Leyland. She has specialist knowledge about how graduates from our department can best position themselves in the marketplace to secure employment. The Careers and Employability Service is located on the 1st Floor of the Student Services Centre on Mount Pleasant, next door to the Guild of Students. Website: <http://www.liverpool.ac.uk/careers/>

Email: careers@liverpool.ac.uk

Tel: 0151 794 4647

Support for Students

Support and Advice within your School/Department

All students on programmes at the University of Liverpool are allocated a Supervisor who is responsible for providing appropriate support to help you to fulfil your academic potential in your studies. S/he will meet with you regularly to discuss academic performance and provide advice. Your Supervisor is the first person you should see if you are having problems with your academic studies.

Within the School's Professional Services support team there will also be a named person to act as a first point of contact if you are experiencing difficulties with any aspect of University life. This named contact within the School will provide both advice on School level procedures and signposting to central and specialised support services for students.

The contact for Computer Science is as follows:

Alison Goodyear - PGR Student Experience Administrator

eeecspgr@liverpool.ac.uk

0151 795 8492

Staff in the Student Support Office are also able to provide general advice and guidance. The Office is located on the Ground Floor of the Ashton Building and is open Monday – Friday, 9.15am – 4.45pm (closed Wednesday afternoon).

Disability Support Team

The University actively encourages students to contact the Disability Support Team as soon as possible, to discuss their support needs in a friendly and confidential environment. Working to a person-centred approach, the team, with your consent, can create an individual support plan.

The website sets out further information about the Team and its work, further information is available at www.liverpool.ac.uk/studentsupport/disability/index.htm

Disability Support Team: 0151 794 5117 Email: disteam@liverpool.ac.uk

Financial Support Team

The Financial Support Team is available to offer you help and guidance on a range of financial matters. The team can advise you on your entitlement to funding, liaise with

funding bodies if you experience difficulties and help you improve your financial capability. Students considering withdrawing, suspending or transferring their studies are encouraged to contact the team for advice on funding implications.

The team also offers a specialist debt advice service for students experiencing problems. A Money Adviser can discuss your options and negotiate with creditors for a repayment plan that you can afford.

Information is available at <http://www.liverpool.ac.uk/studentsupport/finance/>

Financial Support Team: 0151 794 6673 Email: fst@liverpool.ac.uk

International Support Team

The International Support Team is there to support and advise international students both on arrival and throughout their studies. They can provide specialist advice on student immigration matters and have lots of useful information on living and studying in Liverpool.

The IST also produces newsletters which are automatically sent to international students. These include important information regarding any changes to immigration rules and procedures so it is essential you read this information to keep up to date.

Information available at <http://www.liverpool.ac.uk/studentsupport/ist/>

International Support Team: 0151 794 5863

Email: ist@liverpool.ac.uk

Support for Care Leavers

There is individual support for any student who has come to the University from a care background or has been looked after by their local authority. For information and advice <http://www.liverpool.ac.uk/studentsupport/careleavers/>

Tel: 0151 794 5863

Email sscrec@liverpool.ac.uk

Student Health

All Students studying on a fulltime PhD programme will be entitled to free NHS care and it is strongly recommended that you register with a doctor upon your arrival in Liverpool. If you are living close to the University or within University accommodation then it's likely that you can register with Student Health. The University's Student Health Centre is located on Mount Pleasant next to the Liverpool Guild of Students' building, for further information please see <https://www.liverpool.ac.uk/study/postgraduate/welcome/campus/health/>

Student Counselling

The University Counselling Service helps students deal with a wide range of personal and emotional problems that may be affecting your capacity to study effectively. The counsellors are professionally qualified and experienced and enable students to talk over their difficulties in confidence.

The services provided range from drop-in sessions, one-to-one or group meetings and even PhD, men's and international support groups. For full details please see the website at: <http://www.liverpool.ac.uk/counserv/>

Tel: 0151 794 3304

Email: counserv@liverpool.ac.uk

Mental Health Advisor

It is estimated that one in four people will experience at least one diagnosable mental health problem in any one year. If you feel concerned that you or a friend may have mental health needs then you can contact the Student Mental Health Adviser Lindsay Pendleton. <http://www.liverpool.ac.uk/mhealth/>

Tel: 0151 794 2320

Email: mentalhealthadviser@liverpool.ac.uk

The English Language Centre

The English Language Centre (ELC) offers a range of specialised language support. This includes IELTS Practice and preparation, Cambridge ESOL CELTA, Summer courses and English language support programmes for international students. Further information on all the courses available can be found on the website: <http://www.liverpool.ac.uk/english-language-centre/>

