Department of
COMPUTER SCIENCE
Undergraduate
Contents

Student Handbook & Smart Cards ....................... 3
Lectures and Tutorials/Practicals ....................... 4
Important Forms ........................................ 5
Welcome Week Programme ............................... 8
Frequently Asked Questions ............................. 10
Places of Interest ........................................ 16
STUDENT HANDBOOKS & SMART CARDS

Welcome to the Department of Computer Science. We hope that you will thoroughly enjoy your time here. Please take a few moments to read the following information.

If you are fully registered, you should have collected your Student Smart Card and a copy of the University Handbook at registration in the Department. If your card is not available from the department, please therefore go to the Student Administration Centre in the Foundation Building (No. 765, ground floor) after Monday, 24th September 2018 to collect it.

The Computer Science Student Handbook is available on the departmental website at: http://intranet.csc.liv.ac.uk/

This handbook includes important information relating to your study in the Department and is supplementary to the University handbook. Please take some time to familiarise yourself with the contents.

A selection of FAQs regarding study in the Department can be found on pages 10-15 of this booklet and are also available on the website at: http://intranet.csc.liv.ac.uk/student/

If you have any further questions, you are always welcome to contact us in the Student Office on the ground floor of the Ashton Building (room G09) or by emailing csstudy@liverpool.ac.uk. You can also find the Student Office on Facebook under UoL CS Student Office and Twitter @CS_StudOff_UoL
LECTURES AND TUTORIALS/PRACTICALS

Lectures will start in the week commencing **Monday, 24th September 2018.**

Please note that your personalised timetable is available via Liverpool Life and it will list the time and location of all of your lectures, practicals and tutorials. It is important that you check this timetable on a daily basis during the first few weeks of the semester, as changes may occur to time and/or location.

On your timetable you will notice that you have been allocated to practical and tutorial groups for some of the modules. Please ensure that you attend the allocated classes as it may have an impact on your attendance record if you attend a different group. If you experience any problems or difficulties and would like to change to another practical or tutorial group, please contact the module lecturer.

The start date for practicals and tutorials may vary, these usually start in week two/three but you will be given further information when you attend your first lectures.

Attendance is monitored and it is important that you keep us informed of any absence. The following pages show the forms that you should use to let us know if:

- you miss lectures
- you are unable to submit coursework on the due date
- you have problems affecting your exams or overall performance
Absence Form: This form should be completed if you miss any lectures. Please submit it to the Student Office as soon as possible to ensure that your attendance record is up-to-date and so that you will not be sent attendance letters unnecessarily. Please also see Section 4.4 of the Student Handbook.
**Extenuating Circumstances Form for coursework:** Please complete this form if any of your assignments, class tests or project work have been affected by extenuating circumstances. Please attach evidence to this form. Please also see Section 4.5 of the Student Handbook.

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**APPLICATION FOR LATE SUBMISSION OF COURSEWORK OR AFFECTED/MISSED COURSEWORK**

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<th>FULL NAME</th>
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<tr>
<td>STUDENT ID</td>
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<tr>
<td>PROGRAMME OF STUDY (e.g. G400)</td>
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<tr>
<td>YEAR OF STUDY</td>
<td>Year 1</td>
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If you are experiencing extenuating circumstances around the time of a coursework submission deadline, please contact your department/school to discuss the possibility of an extension to the deadline. This will only be granted on the basis of medical grounds or other exceptional circumstances and requires the permission of the Head of Department/School (or his/her nominee). A valid doctor’s certificate or other acceptable evidence will be required to verify illness; self-certification is not adequate (see GoPA Appendix M Annex 1: Policy on Extenuating Circumstances: Guidelines for Staff and Students at [https://www.liverpool.ac.uk/goap/academic-codes-of-practice/code-of-practice-on-assessment/](https://www.liverpool.ac.uk/goap/academic-codes-of-practice/code-of-practice-on-assessment/)).

**Details of your extenuating circumstances**

Please provide a **detailed** description of the extenuating circumstances that are affecting your ability to submit on time, including the time-period over which these circumstances are/have been occurring. It is **important** to provide as much information as possible for your Head of Department (or their designated nominee) to consider your application.

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**Request for extension to submission deadline**
Extenuating Circumstances Form for exams and overall performance: Please complete this form if you have extenuating circumstances which may have affected your exam(s) or overall performance. Please also see Section 4.5 of the Student Handbook.

**APPLICATION FOR CONSIDERATION OF EXTENUATING CIRCUMSTANCES**
(including Examinations or on-going Extenuating Circumstances)

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PROGRAMME OF STUDY (e.g. G400)

| YEAR OF STUDY | | SEMESTER | |
|---------------|---|-----------|
| Year 1 | Year 4 | | 1st |
| Year 2 | MSc | | |
| Year 3 | | 2nd |

MODULES AFFECTED BY EXTENUATING CIRCUMSTANCES
Please list each assessment separately and indicate if the work has been missed or affected

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Type/Name of Assessment (e.g. Essay 1, Project, Dissertation, Assignment 1, Class test)</th>
<th>Coursework</th>
<th></th>
<th>Exam</th>
<th>Date of Exam Coursework Deadline</th>
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Details of extenuating circumstances
Please provide a detailed description of the extenuating circumstances that may have affected your performance in the above modules, including the time-period over which these circumstances occurred. It is important to provide as much information as possible for the Extenuating Circumstances Committee to consider your application. Simply stating 'I was ill' is not enough.

... (Continue on next page)
FREQUENTLY ASKED QUESTIONS

General
Where can I find help and advice?
In the first instance please go to the Student Office, room G09, Ashton Building. If staff there are unable to help, they will point you in the right direction.

What should I do if I have a problem with my registration?
If you have any problems with registering your modules on Liverpool Life or if you are unsure about your options, please contact the Student Office (G09).

Where can I find my timetable?
Your personal timetable will be available via Liverpool Life. Please check it regularly as changes may take place, particularly during the first few weeks of term.

Where will my lectures be held?
Your lectures will take place in various lecture theatres around the campus. The venues are listed on your personal timetable. You can also find the Campus Map here: http://www.liv.ac.uk/files/docs/maps/liverpool-university-campus-map.pdf

How will I know which tutorial/labs to go to for my modules?
You will automatically be assigned to practical and tutorial groups on your personalised timetable (please also see page 4 of this booklet).

How long am I expected to spend on my studies each week?
Usually ten hours study per week is expected for each 15 credit module, including both teaching and private study. Please see Section 4 of the Undergraduate Student Handbook.

What should I do if I want to change to another programme within the Department?
Changes of programme are possible for students on single honours degree programmes. Approval is required from either:

- **Dr David Jackson (DJackson@liverpool.ac.uk)**
  for students on G400, G401, G404, G490, G500, G501, G610 and G700
- **Dr Valentina Tamma (V.Tamma@liverpool.ac.uk)**
  for students on G402, G403, G491, G502, G503, G611, G701
- **Dr Giorgos Christodoulou (G.Christodoulou@liverpool.ac.uk)**
  for students on GN34 and G3N4

If the change is approved, you will need to complete a transfer form which can be obtained from the Student Office (G09). See section 3.4 of the Student Handbook.
Year Two Students Only

What should I do if I want to change one of my optional modules?

Optional modules can normally be changed during the first two weeks of each semester, with the exception of the 7.5 credit modules (COMP281, COMP282, COMP283, COMP284 and COMP285) which must be changed by the end of week one. You will need to collect the form below from the Student Office (room G09) and ask the Module Coordinator to authorise this. The Student Office will then amend your registration. Your Academic Advisor can give advice regarding your optional modules if you need it.

![Change of Module Form](image)

What should I do if I want to change to another programme within the Department?

A change of programme may be possible between G400, G500, G490, G501, G610 and G700 for students who were on the ICS programme at XJTLU, or between G490 and GN34 (formally known as N300) for students who were on the IMS programme. Changes will require the approval of the Director of Studies,

- **Dr David Jackson (DJackson@liverpool.ac.uk)**
  for students on G400, G401, G404, G490, G500, G501, G610 and G700
- **Dr Giorgos Christodoulou (G.Christodoulou@liverpool.ac.uk)**
  for students on GN34 and G3N4

If the change is approved, you will need to complete a transfer form which can be obtained from the Student Office (G09). See also section 3.4 of the Student Handbook.
What should I do if I have problems with my study, either for academic or personal reasons?
If you experience any problems, it is very important that you keep the Department informed so that appropriate advice can be given at an early stage. In the first instance you should contact your Academic Advisor. (as indicated on your Liverpool Life record). If you are unable to contact him/her, then please contact the Student Office (room G09) for advice.

What should I do if I am not happy with my Academic Advisor?
Please contact the staff in the Student Office who will try to arrange an alternative advisor. Female students who would prefer to have a female Academic Advisor should also contact the Student Office (G09).

What should I do if I want to suspend or withdraw?
If you have problems which cannot be resolved, you may either need to take some time out from University (suspension) or you may wish to leave the University completely (withdrawal).

In both cases you will need to obtain approval from either:

- **Dr David Jackson (DJackson@liverpool.ac.uk)**
  for students on G400, G401, G404, G490, G500, G501, G610 and G700
- **Dr Valentina Tamma (V.Tamma@liverpool.ac.uk)**
  for students on G402, G403, G491, G502, G503, G611, G701
- **Dr Giorgos Christodoulou (G.Christodoulou@liverpool.ac.uk)**
  for students on GN34 and G3N4
- **Mr Sebastian Coope (Sebastian.Coope@liverpool.ac.uk)**
  for students on GG14 and GG16

You will also need to complete a form, which is available from the Student Office (room G09).

Please note that if you do not inform us that you intend to suspend/withdraw, you will still incur fees and the date of suspension/withdrawal cannot normally be backdated.
Where can I get a letter confirming my student status?
You should request letters for banks, council tax exemption etc. via Liverpool Life.

What should I do if I lose my Student Smart Card?
Replacement cards can be obtained online. Please see: http://www.liv.ac.uk/student-administration/student-administration-centre/documents-id-cards/documents-id-cards/ for further details.

Attendance
What should I do if I miss a lecture?
Attendance is monitored and you should try to attend as many lectures, practicals and tutorials as possible.

If you miss a lecture for a good reason (e.g. illness, personal circumstances or unavoidable delay), you should complete an absence form which is available from the Student Office or online at http://intranet.csc.liv.ac.uk/student/forms/
If you are absent for longer than five days, you will also need to obtain a medical note or other suitable evidence. Completed forms should be returned to the Student Office.

What should I do if I forget to take my student smart card to a lecture or forget to scan my card?
If you are unable to scan your card or you forgot your card, please inform the Student Office (G09).

Please be aware that unscheduled checks take place during lectures to verify the attendance of students.

Can I see my attendance record?
You will be able to see your attendance record online on the departmental website at:
http://intranet.csc.liv.ac.uk/sam.html
You will need to enter your departmental username and password to view this.

Coursework
How do I submit coursework?
Coursework is normally submitted electronically. Your lecturer will advise you of the deadline and method of submission. You will be able to see deadlines and details of your own submissions on the departmental website at
http://intranet.csc.liv.ac.uk/sam.html
You will need to enter your departmental username and password to view this.
Technical

What should I do if I forget my username or password or have technical problems with the computers?
For matters relating to computer systems within the Computer Science Department, please go to the Departmental Help Desk, room H225 in the George Holt Building. The Help Desk is open during term time, Monday-Friday (except Wednesday afternoons) 10:30-12:30 and 14:00-15:30. You can also submit your query by email to CSC-HelpDesk@liverpool.ac.uk and it will be logged automatically in our system.

For problems with University computer systems (PC labs in the halls or libraries, or central services such as e-mail or Liverpool Life), you will need to go to one of the central University Help Desks. These are situated on Brownlow Hill (no. 224 on the campus map) or in the Harold Cohen or Sydney Jones Libraries.

When can I use the departmental facilities?
The Computer Science buildings are open during normal working hours from 8:30 to 17:00, Monday to Friday, and the computer labs will be cleared and locked at around 17:30. It is not possible to use the departmental Windows systems outside these times or at weekends.

The Departmental Linux service is accessible over the Internet (ssh1.csc.liv.ac.uk or ssh2.csc.liv.ac.uk), and so can be used at any time. Please see http://intranet.csc.liv.ac.uk/guides/network/ssh/ssh.html for more information.

The opening hours for University PC labs vary, depending on the location. However the Harold Cohen and Sydney Jones Libraries provide 24 hour access. Please see http://www.liv.ac.uk/csd/pccentres for more details.
PLACES OF INTEREST

Academic
To help you familiarise yourself with the Department and campus, we have compiled a list of useful rooms and places. Building numbers below refer to those on the campus map. Please ask a member of staff if you do not have a map.

Ashton Building (no. 422 on campus map)
- Student Office, ground floor (room G09)
- First floor lecture theatre (room 107)
- Academics’ offices

George Holt Building (no. 231)
- Helpdesk on second floor (room H225)
- Student Common Room/Private Study Area on the second floor (room H211/212)
- Laboratories on the first floor
- Student noticeboards on the first floor by Lab 1
- Toilets on the first floor by Lab 1
- Academics’ offices (second floor)

Student Administration Centre (SAC), Foundation Building (no. 765)
The SAC can assist will all student matters, in particular queries relating to fees and finance which are not dealt with by the Department.

Other useful places . . .
- Computer Science books in Harold Cohen Library (no. 431)
- Sydney Jones Library (no. 433)
- Careers & Employability Service (no. 502)
- Student Health (no. 502)
- Accommodation Office (no. 502)
- Liverpool Guild of Students (no.501, 502)

Non-Academic
- Blackwells book shop (no. 526)
- Banks and shops on Brownlow Hill
- Banks and shops on Oxford Street
- Victoria Gallery and Museum (no. 421)
- Sports Centre (no. 511)
- Two cathedrals at either end of Hope Street
- Pubs - Cambridge, Augustus John, Philharmonic Pub