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A welcome to new students

from the Head of Department, Professor Leszek A Gąsieniec

Computer Science at Liverpool University 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 150 new undergraduates, including a number from Xi'an Jiaotong-Liverpool University 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 a University, the two activities are interwoven, and both staff and students participate in both; we see learning as a cooperative process which requires effort from both sides.

It may take you some time 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 Liverpool University will be a happy and rewarding experience for you, and will do our best to make it so.

I look forward to getting to know you during the coming year.
Section 1
Introduction to the Department

1.1. Information about the Department
The Department of Computer Science is part of the School of Electrical Engineering, Electronics and Computer Science and is located in the Ashton and George Holt Buildings. The Ashton Building houses the offices of the academic and administrative staff and the Holt Building houses the technical staff and the computer laboratories.

The Department is a vibrant centre for research and teaching in Computer Science. It offers a range of programmes in all aspects of contemporary computing, from undergraduate BSc degrees in Computer Science to postgraduate taught MSc programmes and PhDs. Members of the Department carry out both fundamental and applied research in several internationally renowned research groups namely Agent Applications Research and Technology; Complexity Theory and Algorithmics; Logic and Computation; and Economics and Computation. In the 2008 Research Assessment Exercise 75% of the Department's research activity was judged as 3* or 4* in 2008, putting it among the top 10 Computer Science departments in the country.

1.2. Research Groups
The Department's four main research groups are as follows:

Agent Applications, Research, and Technology (Agent ART)
The Agent ART group carries out basic and applied research into intelligent autonomous agents and multi-agent systems. Agents are computer systems that are capable of self-interested autonomous action in dynamic, unpredictable environments in order to meet their design objectives. A multiagent system is a collection of such agents; typically, such agents must interact with one-another in order to achieve their individual objectives. Such interaction may require the ability to dynamically cooperate, coordinate, and negotiate.

The Agent ART group at Liverpool is one of Europe's leading agent research groups. Members of the group carry out internationally respected research on all aspects of agent systems, although the group has particular strengths in the areas of Theoretical Foundations of Multi-Agent Systems, Argumentation and Dialogue, Ontologies and the Semantic Web (Semantic Web Technologies Lab), and Data Mining.

Complexity Theory and Algorithmics Group (CTAG)
What is harder: to classify web pages according to their relevance to a user, or to sort them into rank order? To win at chess or to win at checkers? Why do we expect from modern cryptosystems to be hard to break?
What's the best way to process a database query so that the response is as fast as possible?

Algorithmics and computational complexity are the areas that try to find satisfactory answers for such questions. While algorithmics concentrates on design and analysis of efficient algorithms for a given problem (e.g., which chess algorithm gives better chance of winning), computational complexity studies the relationships between problems themselves according to the kinds of algorithms that can solve them (e.g., whether it is harder to design an efficient algorithm playing chess or checkers).
Questions of this nature can be often made mathematically meaningful, which permits a rigorous mathematical analysis to be applied to proposed algorithms. Some other questions are too complex to be answered solely by using mathematical tools; in such cases, properly designed simulations or experiments could provide meaningful answers for specified range of input values.

CTAG is among the oldest and the largest research groups in the UK focused on algorithmics and computational complexity. Members of the group are internationally renown experts in the design and analysis of algorithms and data structures, computability and complexity theory. More recent work of the group include results on deterministic and randomised algorithms, graph algorithms, random structures, combinatorial optimisation, online algorithms, distributed computing and network protocols, limits of computability, bioinformatics and computational biology.

**Economics and Computation Group (EcCo)**
The group carries out research in the computational foundations of economics/game theory and economic theory in computer science. The group enjoys close collaborative links with the existing Complexity, Theory and Algorithms research group and the Agent Applications, Research, and Technology research group. Relevant topics of interest include (but are not restricted to) algorithmic game theory; mechanism design and auction theory; complexity and computation of solution concepts; optimization problems in economics and computational social choice. The group manages and teaches a specialised MSc degree programme (Advanced Computer Science with specialisation in Internet Economics). Also the group manages the formation, development and teaching of new finance-related degree programmes, and enjoys close contacts with industry.

**Logic and Computation (LoCo)**
Logic provides the foundational framework for representing, analysing and even implementing a wide range of computational systems. Computation allows us to do something with it. In particular, the two computational aspects of logic that we are mainly concerned with are verification and execution. Each of these utilises high-level logical descriptions in a fundamental way: verification techniques are used, for example, to check that a specific implementation satisfies a logical description or that a particular logical property holds within the description; execution allows us to treat the logical description as the program and attempt direct execution of this description.

The development of increasingly complex contemporary systems has led to a resurgence of interest in this area, in particular the use of combinations of non-classical logics in order to provide high-level abstractions of dynamic, distributed, autonomous, and self-organising computational systems. Members of the Logic and Computation group are well known for their research activities across this area, specifically their work on logical reasoning, formal software development, and managing distributed computation.
Section 2
Information on PhD Studies

2.1. Research Degree Requirements
At the University of Liverpool a PhD involves independent and individual research, undertaken under the guidance of 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 University Training requirements. Information about this is provided in Appendix A.

 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, demonstrating an in depth knowledge of the research area, the contribution of the thesis and the relationship it has to the work of others in the area. Having submitted the thesis this is usually examined by two examiners - one internal and one external. Part of the examination is a viva 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 bi-weekly. It may be also beneficial to discuss particular aspects of the work with other members of the Department, School, or University.

The following is taken from the Ordinances of The University of Liverpool, please see http://www.liv.ac.uk/commsec/calendar/rule%20docs/ORDINANCE_90_Degree_of_Doctor_in_Philosophy.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.liv.ac.uk/media/livacuk/student-administration/research/documents/pgrcodeofpractice/PGR_Code_of_Practice.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.

2.2 The Graduate School
The Graduate School supports, administers and coordinates training for the MPhil, PhD, and MD programmes at Liverpool. All postgraduate researchers and their supervisors are members of the Graduate School. There is a lot of useful information on their web site http://www.liv.ac.uk/gradschool/ about PGR degrees including training requirements; relevant forms, funding etc. (see section 4.)

The University Handbook for Postgraduate Research Students can be found at http://www.liv.ac.uk/student-administration/research/pgr-handbook/
The online version of the Department handbook can be found at http://intranet.csc.liv.ac.uk/student/pgr-handbook.pdf

2.3 Supervisors and Advisors
Postgraduate Research Students in the Department of Computer Science usually have two supervisors. These are normally academic staff from the Department of Computer Science. The primary supervisor is the main contact for PGR students.

Each student also has two advisors. These are involved in the assessment/monitoring of the student progress, but they are also an alternative source of advice where necessary. The advisors are usually academic staff from the Department of Computer Science but can also be academic staff from other Departments if this provides better support for the student. Students and supervisors should discuss and approach potential advisors in the first months of their studies and let Hannah Fosh and the Department Director of Postgraduate Research (DDPR) know who these are.
2.4 Student Registration and Arrival
There are two parts to your initial registration process, namely academic registration and financial registration. Your registration is not complete until both parts have been successfully concluded.

2.4.1 Registration
Student Registration: All student registration is online via the Liverpool Life (student portal) pages. Following login to Liverpool Life, you should select the tab for New Student Registration. You are then required to review, enter and verify the information contained in the following sections:

- Name and Address
- Emergency Contact
- Personal Details
- Academic Details
- Modules – *(not immediately necessary for research students)*
- Financial Details
- Previous Attendance
- Upload Pictures (for student smart card)
- Email Address

Further detail regarding the information to be confirmed in each of these sections can be found in the Online Registration Guidance Notes at [http://www.liv.ac.uk/student-administration/student-administration-centre/student-record/academic-registration/](http://www.liv.ac.uk/student-administration/student-administration-centre/student-record/academic-registration/)

Arrival on Campus: As well as registering online prior to the start of your research project, you are also required to confirm your arrival and attendance on campus. This is done by logging in to the Liverpool Life (student portal) and can only be complete from a University managed PC (not including Computer Science provided equipment), a PC in a University-owned Hall of Residence, or by using personal equipment in a University wireless zone.

Your student smart card: Part of the process of registering online includes the submission of a passport type photograph, which will be used for your student identity card. You should be aware that failure to submit a photograph prior to arrival will lead to a delay in the issue of your student smart card, which you will need to gain access to University facilities (e.g. the Library and the Sports and Fitness Centre). You will be able to collect your student smart card from the Student Administration Centre (SAC) only once you have satisfied all parts of the academic and financial registration procedures, including online confirmation of your arrival on campus.

International student requirements: If you are an international student requiring a visa to study in the UK, you will also need to provide the Student Administration Centre (SAC) with your passport and if appropriate your Identity Card for Foreign Nationals, which will be photocopied, to enable the University to comply with its immigration sponsorship responsibilities with the UK Home Office. Failure to do this will mean that you have failed to complete your academic registration. International students should be aware that, as your immigration sponsor, the University is required by law to inform the UK Home Office if you do not register with the University within the enrolment period.
Re-registration: Re-registration in subsequent years is dependent on satisfactory annual reviews of your progress via the Annual Progression Requirements. See Section 2.6

University Computer Facilities: You will need to register separately with Computer Services Division (CSD) to gain access to the University computer network. To register with CSD you will need your student ID number: Go to https://register.liv.ac.uk/register/ and self-register, or use any PC on the campus that is running the University's Managed Windows Services and follow the onscreen instructions. (Some services, such as Vital, are not accessible until the following day).

2.4.2 Fees
You will have to demonstrate that you have arrangements for the payment of your fees before you can register. See Paying Student Fees for further details.

Note that if you hold a scholarship or studentship, the awarding body should provide the University with an acceptable guarantee of payment.

However, if the sponsor does not provide an acceptable guarantee of payment, or defaults on the guarantee, you will become responsible for paying the fees yourself.

Self-financing students can pay their tuition fees in installments, by arrangement.

2.4.3 Arrival in Department
Once you have arrived and met with your supervisor you will need to complete the following.

Office key: Please call into the Departmental Office (G07) and collect your office key, there is a £10 deposit required for your office key. If you lose the office key you lose your deposit.

Swipe Access: Once you have received your Student Smart Card from the SAC, please call into the Departmental Office (G07). If you lose or break your Student Smart card you will be charged £5 for a replacement.

Department Computer Facilities: New PhD students should contact the Departmental Computer Science Helpdesk to register for the departmental computer systems. Following registration, students should aim to familiarise themselves with the departmental and University systems – email, the web pages etc.

Department Induction Event: Within the first few weeks of arriving the Department will hold a Postgraduate Induction Event.

2.5 Annual Progression Requirements (APR)
Research students are required to complete online Annual Progression Requirements that documents their formal meetings with their supervisors, their skills development and their record of training and generic activities. This is done via the PGR toolbox that allows students to capture and monitor their progress throughout the PhD. Students must record at least 12 meeting with their supervisors per year. This is compulsory for all PhD/MPhil students and is used to indicate engagement with their studies. The PGR Portfolio of Activity is used to document any training that falls outside the formal Doctoral Training Programme, including any conferences, work experience etc. In June of every year you will also be required to fill in the Annual Progress Report (APR) which is a series of questions designed to evaluate your progress.
International students who, under Tier 4 of the points-based immigration system, require a visa to study in the UK should be aware that the University is registered as a UK Home Office Immigration Sponsor. In this regard the University has statutory responsibilities to monitor and report to the UK Home Office any international student who fails to attend regularly and maintain normal expected attendance levels within the University.

2.6 Student Progress

As part of their PhD programme, postgraduate research students are expected to satisfy certain training requirements including both University Training and School or Departmental (subject specific) Training. These may take the form of attending courses, giving presentations, writing reports, recording information etc. Details of the University training requirements are at http://www.liv.ac.uk/pgr-development/programme/ and http://intranet.csc.liv.ac.uk/research/pgr/

A summary of this information is provided in Appendix A.

Student progress is checked annually. There are two main aspects detailed below.

A. Complete the Annual Progress Report.

This is an electronic form accessible from Spider that students, their supervisors, the DDPR and Graduate School must complete. It gives details of training carried out, portfolio of activity completed and a summary of progress to date. This is usually completed annually in June. Failure to complete the form will prevent re-registration for the next academic year.

B. Complete the Departmental end of the year report and interview

This takes place 8/9 months after initial registration. Guidelines on how to fill this report can be found on the Departmental PGR website (http://intranet.csc.liv.ac.uk/research/pgr/) and are summarised in Appendix A of this document. For students who started their degree at the beginning of an academic year, a submission deadline is normally set each year around the end of May. Progress interviews (involving the student and their advisors) are arranged soon after the report is submitted. Feedback from the assessors is returned to the student after these events have taken place and overall progress is checked by the Departmental Progress Committee. They may recommend that your PhD registration be continued or if your progress is unsatisfactory you may be given some time to improve and be re-assessed. Continuing unsatisfactory performance may result in your registration being changed to Mphil or your registration being terminated.

2.7 PhD Thesis

PhDs are examined by submission of a thesis and viva.

Once all your primary research has been carried out, usually after three years, you should complete the “Transfer of Registration Form” to change your registration to “submission pending”. You must also submit an “Intention to Submit” form at least two months before submitting a thesis. This includes details of proposed examiners. Both
of these forms are available at http://www.liv.ac.uk/student-administration/research/submission-and-examination/first-submission/ and must be returned to Hannah Fosh.

Please note that all the PhD training elements also need to have been satisfied. Information about thesis writing and preparing for your viva is given at http://www.liv.ac.uk/student-administration/research/submission-and-examination/your-viva/

Your thesis should be well presented, sensibly structured, and contain a clear and systematic account of your work, making clear its contribution to learning, and how it relates to research in the area. Your thesis should be written and formatted in line with university requirements. These can be found on the Graduate School web pages. It should be written in English and all sources should be clearly and appropriately referenced. Usually PhD theses (including footnotes and appendices) should not exceed 100,000 words and Mphil theses should not exceed 60,000 words.

Your PhD is examined (usually) by two examiners: an internal and an external examiner. They will read your thesis and conduct an oral examination (or viva) attended by you. Your supervisor will not be present at the viva examination. Viva’s vary in length but they are normally several hours in duration. The object of the viva examination is to allow students the opportunity to explore, clarify and defend their research in the presence of academic leaders in their chosen discipline. It is intended to test both the work and the candidate’s knowledge of its context and significance. There is no fixed format, but often examiners begin with relatively open-ended questions to help put the candidate at ease, followed by detailed questions working systematically through the thesis, and such general areas as the examiners think appropriate.

The internal examiner is responsible for arranging the date, time and venue for the viva which is normally held within three months of submission of the thesis. In advance of your viva, your examiners will prepare independent written reports on your thesis. After the examination, a formal joint report with an agreed recommendation will be produced. The internal examiner should provide you with informal feedback, and if necessary, a copy of the revisions that have been requested.

The outcomes from the PhD viva are
1. Pass;
2. Pass subject to minor modifications (the modifications should usually be carried out within three months of the viva);
3. Resubmission (revisions to be made usually within one year of the date of the viva);
4. To award Mphil (subject to amendments to the thesis if required);
5. Resubmission for the award of Mphil (revisions to be made usually within one year of the date of the viva);
6. Fail.

2.8. Key Skills – Computer Science
As well as technical skills relating to the subject, all programmes will provide the opportunity to develop study and transferable skills. These include giving presentations, report writing, working in teams, time management and other things that will be useful in later life whatever career a student adopts.
The postgraduate training programme (See Appendix A) helps students develop relevant key skills. An additional module which may help PGR students is the first semester module, COMP516 Research Methods in Computer Science, which includes various “high order transferable skills” such as searching for information on the WWW and libraries, reading and understanding research papers, writing papers (including referencing), a review of professional ethics and legal issues, and problem solving.

2.9 Teaching and Demonstrating
The Department of Computer Science employs postgraduate students to aid module lecturers in their teaching. Many of the undergraduate and postgraduate taught modules make use of postgraduate teaching assistants (“demonstrators”). Demonstrators may assist module lecturers in a variety of ways; the most common tasks are:

- helping with timetabled practical sessions
- marking assignments, and
- presenting tutorial classes.

Responsibility for the conduct and delivery of a module lies entirely with the module lecturer; this includes the responsibility to ensure that any demonstrators employed on the module are

- fully briefed on and prepared for the tasks they are required to carry out, and
- given any teaching material that will help them carry out their tasks in good time.

Postgraduate students are encouraged to participate in the Department’s teaching by assisting with lab classes and assessments. This should be first agreed with their supervisory team and should not exceed 15 hours per week. This provides useful job experience, financial assistance and is very helpful to the Department.


Students undertaking teaching duties should first attend a Graduate Teaching Assistant (GTA) Demonstrator Workshop (see [http://www.liv.ac.uk/eddev/CPD/GTA/GTA_Demonstrator_Workshop.htm](http://www.liv.ac.uk/eddev/CPD/GTA/GTA_Demonstrator_Workshop.htm)).

For further information on how to take part in Departmental teaching and demonstrating please contact Dr Michele Zito ([michele@liverpool.ac.uk](mailto:michele@liverpool.ac.uk)).

2.10 Conference Attendance
Postgraduate research 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 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 Fees this can be used to support conference attendance (contact the School Finance team for more details email [eeecsfin@liv.ac.uk](mailto:eeecsfin@liv.ac.uk)). You may apply for funding to present papers at conferences from the Departmental Travel Fund. Please do this via your supervisor and Head of Group providing information about the conference, publication and detailing all proposed expenditure.
2.11 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 research and the PG training programme. In the case of longer term illness (more than a month) students should discuss this with their supervisory team and consider a suspension (See Section 2.12).

2.12 Suspension or Withdrawal of Studies
Occasionally students experience serious health or other difficulties which prevent them from making satisfactory progress in their studies. In such cases the student should discuss the circumstances with their supervisor or seek advice from the Departmental Director of Postgraduate Research. This may lead to a request to suspend or withdraw from studies. All requests for a suspension of studies must be approved by the student’s school/department and the Graduate School and will not normally be granted retrospectively.

Further details, including the form to be completed in such an event, can be found at: http://www.liv.ac.uk/student-administration/research/your-student-record/

For international students who require a visa to study in the UK, requested and authorised suspensions of study for any reason will be reported to the UK Border Agency as part of the University’s statutory reporting responsibilities. This means students will be required to leave the UK for the duration of suspension.

2.13 Commitment to Studies
The following points, taken almost entirely from the Student Charter, are given to indicate what commitment is expected of you.

All students are expected:
1. To update Spider with any changes to local or home address or notify the Student Office, room G09.
2. To behave responsibly and observe the rules when using University facilities including computers.
3. To care for the security and premises of the Department, its equipment and amenities.
4. To keep in contact with the Department by checking their departmental email at least once every two weekdays.
5. To attend interviews with staff when requested to discuss their progress.
6. To attend the module offered by the English Language Unit if they feel they need additional assistance with English language (see Section 4.7).

2.14 Payment of Fees
It is the student’s responsibility to ensure that proper arrangements for the payment of all fees have been made and that those arrangements are completed in full and on time. See also Section 4.4.3.

2.15 Plagiarism, Collusion and Fabrication of Data
The thesis presented by a student on completion of his/her research as well as any other work produced as part of his/her PhD studies is expected to be written in the student’s own words and represent his/her original contribution to learning.
Plagiarism, collusion, and the fabrication of data are considered by the University to be a serious deviation from the standard of behaviour expected of its students.

The following definitions are contained within the University’s Code of Practice on Assessment and apply to all types of work submitted by students, including, for example, written work, diagrams, designs, charts, musical compositions and pictures:

**Plagiarism** occurs when a student misrepresents, as his/her own work, the work, written or otherwise, of any other person (including another student) or of any institution. 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, without appropriate and correctly presented acknowledgement;
- unacknowledged quotation of phrases from another’s work;
- the deliberate and detailed presentation of another’s concept as one’s own.

Plagiarism falls into one of two categories:

**Minor Plagiarism:** defined as:

- a small amount of paraphrasing, quotation or use of diagrams, charts etc. without adequate citation.

Minor plagiarism may result from poor scholarship (i.e. when a student, through inexperience or carelessness, fails to reference appropriately or adequately identify the source of the material which they use).

**Major Plagiarism:** defined as:

- extensive paraphrasing or quoting without proper citation of the source;
- lifting directly from a text or other academic source without reference; 
  (Where material is taken directly from a text or other source the cited material should be demarcated with quotation marks or in some other accepted way and the source should be cited.)
- the use of essays (or parts thereof) from essay banks, either downloaded from the Internet or obtained from other sources;
- presenting another’s designs or concepts as one’s own;
- continued instances of what was initially regarded as minor plagiarism despite warnings having been given to the student concerned.

**Collusion** occurs when, unless with official approval (e.g. in the case of group projects), two or more students consciously collaborate in the preparation and production of work which is ultimately submitted by each in an identical, or substantially similar, form and/or is represented by each to be the product of his or her individual efforts. Collusion also occurs where there is unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student’s own.

**Embellishment or fabrication of data** occurs when a student enhances or exaggerates legitimate data or wholly fabricates a set of data in the absence of legitimate data.

Students found to have committed plagiarism, to have colluded or to have presented fabricated data are liable to be severely penalised. In the case of plagiarism in the
thesis this may lead to failure of the PhD. The University’s Policy for Dealing with Plagiarism, Collusion and the Fabrication of Data and the Guidelines for Staff and Students (which can be found at http://www.liv.ac.uk/tqsd/pol_strat_cop/index.htm) apply to taught elements of the degree. The University’s Policy on Plagiarism and the Fabrication of Data for Postgraduate Research Programmes at http://www.liv.ac.uk/media/livacuk/student-administration/research/documents/pgrcodeofpractice/Policy_on_Plagiarism_and_Fabrication_of_Data_for_PGR_Students.pdf applies to the research elements of the degree.

2.16 Research Degree Appeals
Postgraduate research degree students may appeal against any of the following final decisions made by either the Board of Examiners or by the Examiners appointed to assess a written thesis:

a) That the candidate be deemed not to have attained the standard required for the degree and that no further opportunity be allowed for examination;
b) That a different award be made from that which the candidate was attempting to qualify (eg Mphil instead of PhD);
c) That a candidate be permitted to resubmit their thesis either for the intended award or for a lesser award (eg Mphil instead of PhD);
d) That no mark of distinction be given (applicable only for Mres awards).

For more details see Code of Practice on Assessment Appendix G which is at http://www.liv.ac.uk/tqsd/pol_strat_cop/cop_assess/Code_of_Practice_on_Assessment1.htm
Section 3
Practical information about the Department

3.1 Department Contacts

3.1.1 Academic Contacts

<table>
<thead>
<tr>
<th>Academic staff</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Head of Department</td>
<td><a href="mailto:L.A.Gasieniec@liverpool.ac.uk">L.A.Gasieniec@liverpool.ac.uk</a></td>
</tr>
<tr>
<td>Department Director of Postgraduate Research (DDPR)</td>
<td><a href="mailto:cldixon@liverpool.ac.uk">cldixon@liverpool.ac.uk</a></td>
</tr>
<tr>
<td>School PhD seminar series</td>
<td><a href="mailto:D.Kowalski@liverpool.ac.uk">D.Kowalski@liverpool.ac.uk</a></td>
</tr>
<tr>
<td>Careers Officer</td>
<td><a href="mailto:T.R.Payne@liverpool.ac.uk">T.R.Payne@liverpool.ac.uk</a></td>
</tr>
<tr>
<td>Disability Officer</td>
<td><a href="mailto:danushka@liverpool.ac.uk">danushka@liverpool.ac.uk</a></td>
</tr>
<tr>
<td>PG Staff-Student Liaison Committee</td>
<td><a href="mailto:A.Lisitsa@liverpool.ac.uk">A.Lisitsa@liverpool.ac.uk</a></td>
</tr>
<tr>
<td>Departmental Travel Fund</td>
<td><a href="mailto:walter@liverpool.ac.uk">walter@liverpool.ac.uk</a></td>
</tr>
</tbody>
</table>

A list of academic and support staff can be found at [http://www.csc.liv.ac.uk/people/staff.html](http://www.csc.liv.ac.uk/people/staff.html)

3.1.2 Support Contacts

<table>
<thead>
<tr>
<th>Administrative staff</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department &amp; Student Office</strong></td>
<td><strong>Mon-Fri: 9:15-16:45 (except Weds: 9:15-14:00 only)</strong></td>
</tr>
<tr>
<td>Student Experience Administrator</td>
<td>Mrs Janet Lowry</td>
</tr>
<tr>
<td>Student Experience Administrative Assistants</td>
<td>Miss Lindsay Chadwick</td>
</tr>
<tr>
<td></td>
<td>Mrs Helen Mattocks</td>
</tr>
<tr>
<td>School Administrator for PGR</td>
<td>Miss Hannah Fosh</td>
</tr>
<tr>
<td>Head of Department PA</td>
<td>Miss Lisa Smith</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Miss Rebekah Martin</td>
</tr>
<tr>
<td>School Finance Team</td>
<td>Miss Elaine Smith</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.1.3 Student Contacts

<table>
<thead>
<tr>
<th>PhD Students</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD Representatives</td>
<td></td>
</tr>
<tr>
<td>Agneau Belanyek</td>
<td><a href="mailto:A.Belanyek@liverpool.ac.uk">A.Belanyek@liverpool.ac.uk</a></td>
</tr>
<tr>
<td>Thomas Gorry</td>
<td><a href="mailto:T.Gorry@liverpool.ac.uk">T.Gorry@liverpool.ac.uk</a></td>
</tr>
<tr>
<td>Alkmini Sgouritsa</td>
<td><a href="mailto:A.Sgouritsa@liverpool.ac.uk">A.Sgouritsa@liverpool.ac.uk</a></td>
</tr>
<tr>
<td>David Hamilton</td>
<td><a href="mailto:cs0u9343@liverpool.ac.uk">cs0u9343@liverpool.ac.uk</a></td>
</tr>
</tbody>
</table>
**Department Office:** The Departmental Office is on the ground floor of the Ashton Building and open from 9:15-16:45, Monday to Friday. There you will find the Head of Department Secretary, Lisa Smith (Administrator and PA to the Head of Department), Helen Mattocks (Student Experience Administrative Assistant) Elaine Smith (CS Finance Administrator). The administrative staff, in particular Helen Mattocks will be able to help or advise you with many administrative issues or help you find the relevant member of staff.

For day to day PGR support, advice and enquires please contact Hannah Fosh (School Administrator for PGR), on Wednesdays Hannah is available in the Departmental Office, all other days Hannah can be found in the Student Support Office in EEE, 5th floor or is contactable via email hannahf@liv.ac.uk or phone (0151) 794 4532.

**Student Office:** This is located in room G09 on the ground floor of the Ashton Building. Students should contact the Student Office for general advice and assistance.

The office is open from 9:15-16:45 (Monday to Friday except Wednesday afternoons). Students are welcome to call in at any time during opening hours.

**Technical support:**
The Department's technical support staff are responsible for maintaining and administering the computing 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 on the second floor of the George Holt Building (next door to the Ashton building). This is open during term time from 9:30-12:30 and 14:00-16:00 (Monday to Friday except Wednesday afternoons).

**3.2 General Information**

**Mail:** Both internal and external post addressed to postgraduate students is delivered to the mailboxes located in the staff common room, Ashton Building. Students should check for post regularly. Please look in the mail trays labelled Ras and PhDs.

**Email:** It is often necessary for staff to communicate with students, and the most convenient way for us to do this is via email. It is, therefore, very important that students read their University email regularly (at least every other day). This mailbox can always be accessed via the University webmail facility http://webmail.liv.ac.uk/. Please note that students should always use their University email account rather than a personal email account when contacting staff.

**COMPSOC:** All students in the Department are welcome to join COMPSOC. This is a departmental society associated with the University’s Guild of Students. It is run by students and involves various social and sporting activities. Further information can be found on the COMPSOC noticeboard (outside Lab 1 on the first floor of the George Holt Building), by contacting the Student Office, or the Departmental Coordinator, Dr Prudence Wong (P.Wong@liverpool.ac.uk).

For information about PhD social activities please contact the PhD representatives (see Section 3.1.3)
Offices: Postgraduate research students are usually provided with a desk and computer in a shared office for PGR students and postgraduate researchers. There is a shared key to the meeting rooms and the resource room. Please keep your office space tidy and be considerate to others in the office. The door to the office should be locked when it is empty.

Common Room: Postgraduate research students are welcome to use the staff common room on the ground floor of the Ashton Building. Facilities are available to make hot drinks, warm up food etc. Please keep the kitchen clean.

Coffee Club: There is a coffee club within the department for staff and PhDs. Members are asked to share the cost (payable quarterly in arrears). The amount varies depending on whether you have coffee or tea, and with or without milk. If you would like to join the coffee club please talk with Dave Shield and he will explain what is involved and approximate cost. Coffee club facilities are also available to non-members for a suitable contribution.

Resource Room: The resource room is next door to the Departmental office. In the resource room you will find useful items a fax, stationery cupboards with various forms in the red trays (e.g. expense claim forms) that you may need to use during your degree. Paper for the photocopiers can be found here. Please write down any items you take in the book provided. Please ask the Departmental administrators in the Departmental Office if you are in need of any help.

To photocopy/print documents you require your CSD login and password and smart card.

Seminars: the Department holds weekly seminars which PGR students are encouraged to attend. Details are available at http://intranet.csc.liv.ac.uk/research/seminars/

The Departmental web pages contain comprehensive information on the programme and module specifications at http://intranet.csc.liv.ac.uk/teaching/ and details on postgraduate staff-student liaison committee, on-line PGR student handbook training requirements etc. Please see: http://intranet.csc.liv.ac.uk/research/pgr/

The University student intranet contains links to Spider and VITAL. Further information is available on https://student.liv.ac.uk/

Contact Details for the Department
Address: Ashton Building
Ashton Street
Liverpool
L69 3BX
Tel: 0151 795 4275
Fax: 0151 795 4235
3.3 Liverpool Life (student portal)
This is a most important facility for students. It provides a PIN protected access to essential personal and academic information. It is essential that students use the Liverpool Life for the following purposes:

i. To register (and re-register in the case of continuing students) for their studies online;
ii. To check and update term time, permanent and ‘graduation correspondence’ addresses, and emergency contact details (the emergency contact is the person that the University should contact in the unlikely event of the student suffering a serious illness or accident;
iii. To register for modules, and to check modules and registration status;
iv. To view their University financial account;
v. To submit intentions regarding their graduation ceremony (whether they wish to attend and how many guest tickets they require);
vi. To apply for University accommodation;
vii. To request documentation such as Council Tax Student Certificates and Student Status Letters
viii. To access PGR TOOLBOX

In view of the importance of the Liverpool Life, students should familiarise themselves with the use of the system as early as possible in the academic year.

If you are having problems accessing the Liverpool Life you should email the Liverpool Life Enquiry Service at spipin@liv.ac.uk.

3.3.1 VITAL (Virtual Interactive Teaching at Liverpool) is the University's virtual learning environment. A virtual learning environment, sometimes called a learning management system, is essentially a coherent collection of software tools and facilities that allow tutors to present learning materials; communicate with students; track student activity; manage assignments and assessments online through the Internet. Further information is available on http://vital.liv.ac.uk/.

3.4 Computer Science Facilities
The Department has around 300 computer workstations and servers, all networked together and connected to the wider University network and the global Internet. The facilities provide a full range of Microsoft Windows, Linux, and Apple Macintosh computing environments, as well as a selection of departmental network services. All of these are available exclusively to staff and students attending Computer Science modules, and are in addition to the University-wide computing facilities provided by the Computing Services Department (see Section 4.3)

Postgraduates will normally be provided with a desktop machine 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 within 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).
All systems share a common unified file system for individual users’ documents, programs, etc. Each user has their own data, which only they can access. These user files are backed up daily, to provide protection against accidental loss.

Printing is available using central University facilities: 
http://www.liv.ac.uk/csd/printing/staff-printing/

Other network services provided automatically to all members of the Department include remote access to the departmental Linux systems and common filestore, departmental and personal web-based information (including dynamically generated pages), and electronic mail via the main University email service. Other services available on request include database facilities (MySQL & Oracle), and collaborative management of source code and other documents (CVS or Subversion). Students and staff also have access to the full range of University facilities provided by the Computing Services Department.

Use of Computer Science facilities is restricted to students attending programmes or modules provided by the Department of Computer Science. The access is controlled by means of a username and password, which will typically be assigned during the initial registration period. Note that the Computer Science facilities are administered separately from the CSD-maintained systems, and the Computer Science username and password will be different from those used to access University-wide services. Similarly departmental filestore is distinct from (and independent of) the corresponding University facilities.

3.4.1 Laptops
Wired access for laptops is provided by a separate external “red network” (identified by red stickers on the relevant data points in staff offices). The red network gives access to all public services (e.g. dept web servers and external SSH access), but not to internal services such as filestore. This is essentially equivalent to the view from a personal home system. To access this network, contact a member of the technical staff to register your laptop.

Full access to all departmental facilities (from either a laptop or home system) is available via the departmental VPN service. See the technical staff for details.

Wireless connectivity is available via Computing Service-provided facilities, hence uses your main University username/password. This can be configured by connecting to the ‘AccessUOL’ wireless service, start up a web browser, and click on “Connect Now”. This should automatically configure your computer to use the EduRoam secure wireless service. You will typically be prompted for your (university) username and password. You may also see a warning regarding the 802.1x server certificate – this is perfectly normal.

3.4.2 Help Desk
The first point of contact for issues relating to the departmental computing facilities should be the Help Desk, which is situated on the second floor of the George Holt Building, in room H225. This is open during term time between 9:30-12:30 and 14:00-16:00, Monday to Friday (except Wednesday afternoons). Outside term time, students should contact a member of the technical staff directly.
The Help Desk should be used to report problems with equipment or software packages. It may also be able to offer advice with general programming problems. However, the technical support staff are typically not familiar with the detailed contents of research activities, so may not be able to assist with more specialised queries. Such issues should be directed to your supervisor or advisors. Similarly, questions about the organisation or structure of the PGR programme should be directed to the Student Office or DDPR in the first instance.

Note that this Help Desk is purely concerned with the Computer Science departmental equipment. Issues relating to University-wide facilities (such as electronic mail, printing, Student Web or the PC teaching centres in the libraries or halls) should be directed to one of the Computing Services Help Desks, on Brownlow Hill, or in the Harold Cohen or Sydney Jones Libraries.

### 3.4.3 Technical Support Staff

The technical support staff are:

- Adrian Cavinder  
  - ahc@liverpool.ac.uk  
  - Holt 216
- Ken Chan  
  - kjc@liverpool.ac.uk  
  - Holt 201
- Paddy Colleran  
  - P.Colleran@liverpool.ac.uk  
  - Holt 205
- Andrew Craig  
  - A.Craig@liverpool.ac.uk  
  - Holt 205
- Phil Jimmieson  
  - phil@liverpool.ac.uk  
  - Ashton 120
- Dave Nixon  
  - djn@liverpool.ac.uk  
  - Holt 216
- Dave Shield  
  - D.T.Shield@liverpool.ac.uk  
  - Ashton 320

### 3.4.4 Responsible Use of Computers

All use of computing facilities within the University, both departmental and University-wide, are subject to the Regulations for 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 text of these Regulations and Codes of Conduct are available at http://www.liv.ac.uk/csd/regulations/.

The following summary is intended to highlight some of the most pertinent points, but should not be taken as a complete statement of what is/is not acceptable use of the facilities. Students are expected to familiarise themselves with the full Regulations and Codes of Practice via the URL given above.

#### General

- Computing and network facilities are provided for registered users only. By registering for use of these facilities, students will have agreed to be bound by the Regulations for the Use of IT facilities.
- Use of these facilities will typically be authenticated by a username and password. Students must keep their password secure and secret, and must not allow anyone else to access computer facilities by way of their username. Similarly, students must not attempt to use the facilities through someone else’s username, or attempt to find out another person’s username/password combination.
- The computing facilities are provided to support University work. Limited use of email and web for personal and social purposes is tolerated, but such use should not become excessive, or interfere with or cause difficulties for other users.
Electronic Publishing (including Email and Web Pages)
- Material must not be sent by email or published on the web, in such a way as to obscure or hide the source of such material, or to claim an authority that it does not possess.
- Publication of material (including sending by email) must abide by the copyright of that material. In particular, material should not be published without obtaining the permission of the copyright owner.
- Material must not be published that is insulting, abusive or offensive, or that advocates or condones illegal activities.
- The computing facilities are provided to support a student’s programme of academic work. It is not permitted to use them for commercial purposes (including advertising).

Use of Laboratories
- Use of Labs and other shared facilities should show consideration for other users of the system. Loud or unruly behaviour, or the display of questionable material is not acceptable.
- Food and drink may not be taken into the Laboratories. Smoking is not permitted anywhere in the Department.
- Users must not attempt to open, move, disconnect or in any other way tamper with or attempt to destroy or damage any equipment. Headphones and USB devices may be connected to the front panel of a PC, but users must not otherwise connect any items of equipment to any part of the departmental computing facilities without first clearing this with the technical staff.
- Systems must not be left unattended. If students need to leave a terminal, they should either lock the screen (for a short absence) or log out of the system.
- The playing of computer games is not permitted at any time, unless specifically authorised for academic purposes.

Use of Networks
- All use of the departmental network must abide by the Regulations for Use of IT Facilities, and (where relevant) the JANET Acceptable Use policy.
- Personal laptops and similar systems may be connected to the “red network”, subject to authentication and adequate security (see Section 3.4.1). Other equipment may not be connected to the departmental network without prior authorisation.

3.5 Health and Safety
Student safety is important to us. Ensuring the health and safety of students, staff and visitors is one of the University’s highest priorities. The University is responsible for providing a safe environment and safe systems of work, but safety cannot be achieved without the full co-operation of everyone.

University Ordinances require every student whilst on University premises:
- to take reasonable care for the health and safety of themselves and others;
- to act in accordance with University safety rules.

In all Schools/Departments, students are required:
- to read the fire procedure notices and familiarise themselves with the alternative fire exits;
• to report accidents, near misses or dangerous conditions to a responsible member of the department;
• to co-operate with health and safety instructions.

On the University telephone system, the emergency number for fire, police or ambulance is 2222.

If students have any problems or questions about safety, they should raise them with a member of teaching staff or with the following:

**Departmental Safety Coordinator** Mr Phil Jimmieson, room 120, (P.Jimmieson@liverpool.ac.uk, tel. 0151 795 4236).

**Deputy Safety Coordinator**: Mr Adrian Cavinder, room H216 (ahc@liverpool.ac.uk, tel. 0151 795 4268).

**Departmental First Aider**: Mr Andrew Craig, room H205 (A.Craig@liverpool.ac.uk, tel. 0151 795 4269).

**Deputy First Aider**: Mrs Helen Mattocks, room G07 (H.Bradley@liverpool.ac.uk, tel. 0151 795 4276).

### 3.5.1 Fire Alarms

The fire alarm in the Ashton building is tested weekly on a Wednesday at around 9:50. The fire alarm in the Holt building is tested weekly on a Tuesday at around 10:00. In both cases, the bells in the building being tested will ring continuously for several seconds, while the bells in the other building will ring intermittently.

If the fire bells ring continuously for longer than this (or at any other time), everyone should immediately leave the building by the nearest exit. Do not stop to collect personal items, or linger in the building. Do not use the lifts. Assemble in the quadrangle green (leaving the roadways clear), and do not attempt to re-enter the building until told by the fire safety officer that it is safe to do so.

It is not necessary to leave the building if the bells are ringing intermittently, but do not attempt to use the corridor connecting the two buildings, or otherwise enter the building where the alarms are sounding.

Once a year, a fire safety evacuation practice will be held. The alarm will be sounded and the bells will ring continuously. Treat this as if it were a real fire, and leave the building immediately.

### 3.5.2 Out of Hours

Your swipe access card should provide 24hr access to the building. If you are in the department out of normal working hours please complete the out of hours book. This is located on the Building Manager’s desk in the Ashton Building.

### 3.6 Student Representation

The University recognises the importance of appropriate student representation at all levels in the institution. Student representation on school/departmental and faculty committees and the University Senate is governed by a Code of Practice on Student Representation. This is supplemented by an Annual Annex which offers guidance on the principles and implementation of the Code. These documents can be found at [http://www.liv.ac.uk/tqsd/pol_strat_cop/cop_on_student_representation.doc](http://www.liv.ac.uk/tqsd/pol_strat_cop/cop_on_student_representation.doc) [http://www.liv.ac.uk/tqsd/pol_strat_cop/annual_annex.doc](http://www.liv.ac.uk/tqsd/pol_strat_cop/annual_annex.doc)
The Code of Practice provides an institutional framework for student representation and sets out the minimum requirements for student representation at school/departmental and faculty level. All students are encouraged to stand for election to the School/Departmental Staff-Student Liaison Committees and information on the election process and dates will be made available through their school/department.

The Department operates a Postgraduate Staff Student Liaison Committee (PG-SSLC). The contact for matters relating to the PG-SSLC and postgraduate student representation in general is Dr Alexei Lisitsa (A.Lisitsa@liverpool.ac.uk), room 118 on the first floor of the Ashton Building.

For 2013-14 the PhD student representatives are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agneau Belanyek</td>
<td><a href="mailto:A.Belanyek@liverpool.ac.uk">A.Belanyek@liverpool.ac.uk</a></td>
<td>Rm211</td>
</tr>
<tr>
<td>Thomas Gorry</td>
<td><a href="mailto:T.Gorry@liverpool.ac.uk">T.Gorry@liverpool.ac.uk</a></td>
<td>Rm308</td>
</tr>
<tr>
<td>Alkmini Sgouritsa</td>
<td><a href="mailto:A.Sgouritsa@liverpool.ac.uk">A.Sgouritsa@liverpool.ac.uk</a></td>
<td>Rm314</td>
</tr>
<tr>
<td>David Hamilton</td>
<td><a href="mailto:cs0u9343@liverpool.ac.uk">cs0u9343@liverpool.ac.uk</a></td>
<td>Rm308</td>
</tr>
</tbody>
</table>

All Student Representatives on Staff-Student Liaison Committees are offered training and support by the Guild of Students and may have an opportunity to represent the school/department on faculty committees, or at the University Senate. Students can find out more information about what being a student representative entails on the Guild website [http://www.lgos.org/main-menu/your-voice/course-reps](http://www.lgos.org/main-menu/your-voice/course-reps)

**Student Handbook**: an online version of this Postgraduate Student Handbook is available on the Department’s web pages at [http://intranet.csc.liv.ac.uk/student/pgr-handbook.pdf](http://intranet.csc.liv.ac.uk/student/pgr-handbook.pdf)

The Handbook will be updated when necessary. A larger print version is also available on request.
Section 4
Practical Information about the University

4.1 Diversity and Equality
The University of Liverpool is committed to providing a positive learning and working environment where all members of the University community are treated with dignity and respect. We will address direct and indirect discrimination, harassment and victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation, spent criminal convictions (where there is no exemption from the legal provisions in place), socioeconomic background or any other irrelevant factor.

The University's Diversity and Equality of Opportunity Policy provides the overarching framework for translating this commitment into actions and has supporting Disability, Gender and Race Equality Schemes and Age, Religion and Belief and Sexual Orientation Action Plans. The Dignity at Work and Study Policy further outlines the University's commitment to eliminating bullying and harassment. These documents and further information can be found at: http://www.liv.ac.uk/diversity-and-equality/.

4.2 The University Library
The University Library, founded in 1881, contains an impressive collection of approximately 1.9 million books and periodicals including extensive and important special collections of rare books and archives.

The Library provides access to around 520,000 electronic books, 40,000 electronic journals and online access to most major databases. The Library is located on two main sites, the Sydney Jones Library and the Harold Cohen Library. The libraries provide about 1,800 computer and study spaces, zoned areas for group and quiet study and staffed helpdesks. The entire stock of the Library is included in its online catalogue and all electronic resources can be accessed in the library or via the web. The two main libraries are open 24 hours Monday to Friday throughout the academic year and there is a 24/7 renewal line for loans.

The Sydney Jones currently has seating for 600 readers and approximately 400 PCs. Bookable study rooms are available for student use. The Sydney Jones also has a “walk in” short loan collection and a I. The Special Collections and Archives department is located in the Sydney Jones Library and includes rare books, manuscripts and the library of the Science Fiction Foundation.

The Harold Cohen Library, with seating for 480 readers and 285 PCs, contains the main collections in Dentistry, Engineering, Science, Medicine, Veterinary Science and Mathematics facilities for both group and quiet study. There is also a branch library at the Veterinary Teaching Hospital on the Wirral.

The University ID card will give access to the libraries and enable students to self issue and return books. There are introductory talks and tours available for new students and staff will help them find their way around and show them how to use the online catalogue.

Printed and web guides to the various libraries and services are available and staff at the Information Support Desks or Computing Helpdesks will be happy to help if
students have a problem or a question. Further information on the Library can be found at http://www.liv.ac.uk/library/.

The library contact for Computer Science is Mrs Zelda Chatten (Z.Chatten@liverpool.ac.uk).

4.3 Computing Services

The computing facilities physically located within the Ashton and George Holt buildings are administered and maintained by the Department of Computer Science (see Section 3.4). These are distinct from the University-wide computing provision, which is the responsibility of the Computing Services Department (CSD).

Computing Services provides central computing and information technology services to assist the University in carrying out its learning, teaching, research and administration.

There are a number of PC Teaching Centres, which are primarily used for teaching but, when not booked for classes, are available for individual student use. These are located in centres across the Precinct and at the Leehurst Veterinary Centre. There are also a number of Learning Centres, not bookable for classes, on the Precinct and in some of the Halls of Residence. The Teaching and Learning Centres each contain PCs linked together by a network. To use the PCs, students first need to self-register by following the information on the screen of a PC Teaching or Learning Centre, or at https://register.liv.ac.uk/register/ on any computer connected to the Internet.

The PC Teaching Service is based on Microsoft Windows and provides access to a wide range of services, including electronic mail, the Internet, VITAL (the Virtual Learning Environment), word processing, spread sheets and databases.

There are a number of locations within the Precinct where students may use either WiFi (wireless) or a wired connection to connect their own laptop computer (or other mobile device) to the University’s network.

The main CSD Helpdesk is located in the Brownlow Hill Building (with satellites in the two main libraries) and provides a full range of support services including problem solving, software sales and registration queries.

Full details of the services provided by CSD are at http://www.liverpool.ac.uk/csd/.

4.4 Support and Advice

The University has a well established network of advice, guidance and support services for all students. Specialist teams and experienced advisers are available to support students on a whole range of issues. Information is available on the web at http://www.liv.ac.uk/studentsupport/ and in the publication ‘Your University’.

A number of services are located in the Student Services Centre including the Student Support Services as follows:
4.4.1 Student Support Services
The Student Support Services are based in the Student Services Centre. Our role is to provide students with advice, support and information. We have very experienced specialist advisors who are available for students to come and talk through any issues they may have. We provide a confidential and quiet space for students to come and talk to us about any issues affecting their well being. We can also offer a range of practical advice or will be able to direct students to the appropriate source of the information they need. Specialist services within the Student Support Services are described in the subsequent sections.

4.4.2 The Disability Support Team
The University encourages a supportive and accessible environment for disabled students. Disabled students, including those with dyslexia or other specific learning difficulties and those with mental health needs are advised to discuss their individual needs with their academic School/Department and the Disability Support Team in the Student Services Centre in order that appropriate support arrangements can be made. On request, information in this Handbook can be made available in an alternative format.

The Disability Support Team is available to provide support and guidance for students with a wide range of disabilities, health conditions, mental health issues or specific learning difficulties (e.g. dyslexia, dyspraxia). 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 the student’s consent, can create an individual support plan. This details specific support requirements and recommends reasonable adjustments where appropriate, and is used, to inform University academic departments, services and contacts of the student’s support needs. With consent, the Team can assist students in all areas of disability related support needs within their academic environment, including

- Liaising with the student’s academic School /Department to plan support
- Liaising with the Professional Services Departments, e.g. in relation to examination support, library support, accessibility software installation, physical accessibility.
- Guidance in applying for appropriate funding, i.e. Disabled Student Allowance, Charitable Trusts, Blue badge scheme.
- Support in arranging specialist equipment or assessments including those for specific learning difficulties, i.e. Educational Psychologist’s assessment and Study Needs assessment.
- Referral to a wide range of internal and external contacts for specialist advice including the University’s Mental Health Advisory Service, Action for Blind People.
- Support in arranging and managing non-medical study assistance, e.g. notetaker, study mentor, personal assistant.

The ‘Guide to Support and Services for Disabled Students’ sets out further information about the Team and their work. The booklet can be obtained from the Student Support Services, Student Services Centre. It is also available at http://www.liv.ac.uk/studentsupport/disability/index.htm.
The Team also facilitate the Disabled Student Network (DSN). The DSN is an informal group, comprising a number of disabled students and members of the Disability Support which meets several times a year to discuss issues which may be relevant to disabled students. This provides an opportunity for students to give direct input into the service offered to disabled students at the University of Liverpool.

Contact
Disability Support Team 0151 794 5117
Email: disteam@liverpool.ac.uk
Web: http://www.liv.ac.uk/studentsupport/disability/

The Departmental Disability Officer is Dr Danushka Bollegala (danushka@liverpool.ac.uk).

4.4.3 Financial Support Team
The Financial Support Team (FST) is available to offer students help and guidance on a range of financial matters. The team can advise students on their entitlement to statutory funding and liaise with funding bodies if they experience problems receiving their funding; students considering withdrawing, suspending or transferring their studies are encouraged to contact the Team for advice on their current and future funding.

FST are part of the Money Doctors programme that provides advice to students on how to improve financial capability. Throughout the year, the team organise a variety of interactive workshops and one to one sessions aimed at improving budgeting and money management.

The team also offers a specialist debt advice service, if a student is experiencing problems with debt, our Money Advisor can discuss any options and negotiate with creditors a repayment plan that the student can afford.

The Team also offers:
- Discretionary financial help through the Access to Learning Fund for students experiencing financial hardship
- Calculation of student support funding
- Calculation of welfare benefits and help with appeals if necessary
- Alternative sources of funding.

Contact
Financial Support Team 0151 794 6673
Email: fst@liverpool.ac.uk
Web: http://www.liv.ac.uk/studentsupport/finance/

4.4.4 International Support Team (IST)
The International Support Team (IST) is a specialist advisory service for international students. The IST is here to support and advise international students both on arrival and throughout their studies. The IST provides specialist advice on student immigration advice on student immigration matters (including advice on visa extensions) and other topics including, personal and cultural issues. If the IST cannot help directly, they have a wide range of contacts and can refer students to another service that can assist.
The IST website contains lots of useful information on living and studying in Liverpool. This includes information on safety, health, finance and advice specifically aimed at those international students who have their family with them in the UK while they study here.

The IST produces a newsletter and bulletins, both of which are automatically sent to international students’ University email accounts. These often include important notes and changes to immigration rules and procedures so it is essential that international students read this information to keep up-to-date. The newsletter also contains features on interesting events taking place and information about UK life.

If the required information cannot be found on the IST website, then please email for advice or contact the IST for an appointment.

Contact
International Support Team 0151 794 5863
Email: ist@liverpool.ac.uk
Web: http://www.liv.ac.uk/studentsupport/ist/

4.4.5 Support for Care Leavers
There is individual support for any students who have come to the University from a care background or have been looked after by their local authority.

Students who feel they would benefit from this type of support should contact Student Support Services for advice.

Email: sscrec@liverpool.ac.uk
Tel: 0151 794 5863
Web: http://www.liv.ac.uk/studentsupport

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

Students are able to contact the Counselling Service for support with a variety of issues such as personal, home and family relationships, depression, anxiety and loneliness. Support is available either through Drop-In sessions, one-to-one counselling sessions or through a programme of themed workshops and groups on topics including building confidence and self-esteem, making presentations, stress management, assertiveness, as well as a PhD support group.

The Drop-In Service runs each weekday, Monday to Friday, all year round, between 1.00pm and 2.00pm (no pre-booking necessary). This walk-in service gives students the opportunity to meet for up to twenty minutes with a counsellor to talk over any difficulties they are having. There is also a weekly Mens Space Drop-In run by the male counsellors for male students.
The permanent counselling staff offer a telephone consultation service Monday to Friday, which offers members of the University an opportunity to discuss concerns, receive information and advice about managing difficult situations e.g. when supporting a colleague or student in distress. Please contact Reception to arrange a consultation with the Duty Counsellor.

Contact
University Counselling Service 0151 794 3304
Fax 0151 794 3300
Email: counserv@liverpool.ac.uk
Web: http://www.liv.ac.uk/counserv

4.4.7 Mental Health Adviser (MHA)
The main function of the University MHA is to provide support to students with any mental health difficulties by facilitating their access to study successfully in the University.

The MHA works with individual students who have declared mental health needs during their application process to the University, or who develop mental health problems whilst at University.

The role of the MHA is to offer support, advice and liaison between the student and the appropriate University departments to ensure that the students’ mental health needs are adequately and appropriately responded to. Additionally, the MHA is able to offer consultation to students and staff regarding concerns about themselves or their concerns for others.

The MHA works closely with the Disability Support Team and other Student Services, including the Student Health Service, Counselling Service, University Residences and also with Academic Departments.

Contact
University Mental Health Adviser 0151 794 2320
Fax 0151 794 4718
Email: menthlth@liverpool.ac.uk
Web: http://www.liv.ac.uk/mhealth

4.5 Medical Registration
Students who are living away from home should register with a local General Practitioner. They may, if they wish, register with the University Medical Practice based in the Student Health Centre if they live within the practice area. Further information is available in ‘Your University’ (see Section 4.10).

4.6 Liverpool Guild of Students (LgoS)
The students’ union, Liverpool Guild of Students, supports students through advice, lobbying and a range of extra-curricular activities, as well as being at the heart of the student social life.

LgoS is a student-led charity and every student at the University of Liverpool is a member. We actively listen to our members and student contributions guide and shape our policies. We lobby and encourage students to take a lead in their university experience. Our main duty is to ensure that the University delivers an excellent student
experience. Keeping in contact with our students is one of our top priorities, and we do this in a variety of different ways – face to face, on Facebook and Twitter, within lecture theatres and online at www.lgos.org. We exist to support and represent the students of the University, as well as ensure that they make the most of their time in Liverpool. In short, we deliver student life support through representation, encouraging participation and ensuring a positive experience.

**Representation:** [http://www.lgos.org/main-menu/your-voice](http://www.lgos.org/main-menu/your-voice)

LgoS is student led and student focused, and there are many opportunities for students to take an active role in our leadership and development.

Four students are elected each year to take on the full time role of Student Representative Officer; these are students’ representatives to the University. They plan and implement lobbying activity, attend and chair meetings, develop policy, encourage engagement and ensure that they are accountable to students transparently and democratically. The Guild also has a staff team to support elected students, who also include Student Council, Scrutiny Panels and Working Groups as well as the Course Reps network.

We support the system of student reps, students elected by their peers to attend staff student liaison meetings and put the student point of view across. So if there aren’t enough books in the library, deadlines are too close to exams, rooms are overcrowded, or anything else is adversely affecting a student’s academic experience, they should talk to their course rep. If a student is interested in becoming a course rep then they should ask a member of staff in their department or contact the Representation & Democracy Co-ordinator Emily Spurrell, at Spurrell@liverpool.ac.uk within the first few weeks of term.

**Advice:** [http://www.lgos.org/main-menu/advice](http://www.lgos.org/main-menu/advice)

We hope that students’ time at the University of Liverpool will be completely positive and trouble free, but when things do go wrong we’re here to help. We offer free, confidential, non-judgemental academic advice to help students continue in their studies and achieve the result they are aiming for.

We offer advice to students seeking information or representation regarding academic issues. This service is free, confidential and non-judgemental. Our aim is to provide students with the information they will need to make an informed decision about the options available.

Students can book an appointment with our Academic Adviser by calling 0151 794 6868 or coming into our reception in the Guild Building. Our adviser is able to advise and support students in the event that they:

- wish to submit an academic appeal to challenge the qualification awarded;
- have been accused of plagiarism, collusion or fabrication of data;
- have been discontinued from their course and wish to know their options;
- wish to complain about some aspect of university life, such as halls of residence, teaching, or the level of support offered by their department; or
- have been affected by illness, unexpected circumstances in their personal life or other mitigation which they feel has affected their studies.

For more information visit: [http://www.lgos.org/main-menu/your-voice/course-reps](http://www.lgos.org/main-menu/your-voice/course-reps)

**Activity Groups:** [http://www.lgos.org/main-menu/societies](http://www.lgos.org/main-menu/societies)
There are lots of opportunities for students to get involved in LgoS, whether they want to volunteer their time to work on a community-based project with Community Action or join one of the many activity groups, from darts to theatre. We have over 100 groups representing a range of interests and activities. If there isn’t anything to suit a student’s tastes, they can start up their own activity group. More details can be found on our website [http://www.lgos.org](http://www.lgos.org).

Remember, many graduate employers will ask students about the extra-curricular activities they were involved in at university, so apart from being a fantastic opportunity to make friends with people with shared interests, becoming involved in an activity group is also a chance to gain valuable experience.

4.7 The English Language Unit (ELU)
The English Language Unit (ELU) is a teaching unit within the School of the Arts, specialising in language teaching and learning. It offers language support for registered international students, visiting fellows and international staff members. It also supports the English Department in providing a range of postgraduate courses for language teachers. The Director is Dr Sue Thompson.

Key services provided are:
- Summer programmes in English for Academic Purposes (EAP)
- Year-round programmes in General English and EAP
- English classes for international students/staff members
- English classes for Erasmus and Socrates exchange students
- International English support modules for postgraduate taught students
- Bespoke English language programmes for University departments
- IELTS (International English Language Testing System) Testing
- IELTS Practice & Preparation Courses
- Cambridge ESOL CELTA (Certificate in English Language Teaching to Adults)
- Bespoke English language programmes for external organisations

Contact
English Language Unit,
English Department
University of Liverpool,
Cypress Building, Chatham Street,
Liverpool L69 7ZR
Web: [http://www.liv.ac.uk/english-language-centre/](http://www.liv.ac.uk/english-language-centre/)

For EAP & International Student enquiries
Tel: +44 (0)151 794 2722
Email: elu@liverpool.ac.uk

For IELTS enquiries and testing
Tel: +44 (0)151 794 2722
Email: ielts@liverpool.ac.uk

For CELTA course information
Tel: 0151 7940516
Email: celta@liverpool.ac.uk
General fax: +44 (0)151 794 2739
4.7.1 English Language Unit modules for international PGR students
The English language unit offers support classes for international students including PGR students. They also offer thesis writing classes for PGR students. For more information please see http://www.liv.ac.uk/english-language-centre/in-sessional-support/

4.8 The Careers and Employability Service
The Careers and Employability Service provides information, advice and guidance on all a student needs to know about planning their career – be it working for a big firm, supporting a community organisation, studying for a higher degree, or taking time out to travel the world.

And because our services are all about the student, we believe we can be relied on to give students a head start in whatever career they decide to follow.

But relax. We’re not just here for those who were born knowing what they want to do. In fact, we specialise in helping those for whom life after University is for the time being one great big open book.

We can put students in touch with leading employers, introduce them to lots of stunning new career ideas, and even help students write world class CVs and applications. All a student has to do is take the first step and visit us either in person or online.

The Careers and Employability Service offers:
- Access to part time, term-time job vacancies
- Internships and work experience opportunities
- Graduate job vacancies with leading national and local employers
- Opportunities to meet organisations that want to recruit Liverpool graduates
- Volunteering opportunities in Liverpool, across the UK and overseas
- Specialist help with CVs, applications and interviews
- Information on further study options
- Advice and information on taking a year out
- Skills development opportunities
- Holiday jobs and work experience opportunities across the world (and in Liverpool)
- Impartial advice about options with a student’s degree.

The Careers and Employability Service is located on the first floor of the Student Services Centre, next door to the Guild of Students on Mount Pleasant, opposite the Metropolitan Cathedral.

Details of all our services are on the University website at http://www.liv.ac.uk/careers/ you can contact the Careers and Employability Service by email: careers@liverpool.ac.uk, telephone: 0151 794 4647

Students can also follow us on Facebook: https://www.facebook.com/livunicareers
4.9 Learning and Study Skills Support
Throughout their university career students will have opportunities to build and develop their skills for learning, such as study skills, time management and information literacy, as well as employability skills. A student’s tutors may identify areas where they need to develop and also highlight a range of resources. Students can also visit the Library where they will find help available from Library staff.

4.10 “Your University”
“Your University” is a general student handbook which includes the University’s Student Charter. It is also a practical reference book with information on University services, activities and procedures, and advice on the day-to-day essentials of life, such as travel, money matters and safety and wellbeing. Undergraduate and Postgraduate editions are produced annually for all new students and are included in pre-arrival mailings to new undergraduate students and made available on entry for new postgraduate students.

4.11 University Calendar (includes Ordinances and Regulations Governing Degrees)
The University Calendar is published at the beginning of each academic year by the Committee Secretariat. It contains information such as:

- Terms and semester dates
- The schedule and membership for the central University committees (the schedule for school/departmental committees can be obtained from their school or department)
- The University Statutes, Ordinances and Regulations – these are the rules that govern the running of the University
- A list of all academic and professional management and administrative staff at the University

The Calendar is only available as an electronic document and may be accessed at http://www.liv.ac.uk/commsec/calendar.htm.

4.12 Student Charter
The University of Liverpool Student Charter is issued jointly by the Senate and Council of the University and by the Liverpool Guild of Students. It makes explicit some of the reciprocal responsibilities which members of the University, both staff and students, have to each other and which policies and procedures in individual areas of the University should reflect. The Charter is included as an appendix to the ‘Your University’ publication given to new students.

The Annexe to the Student Charter is updated each year. It contains the names of all Academic Heads of Schools/Departments, Heads of Academic Services provided by the University, Wardens of the Halls of Residence, and Heads of Professional Services Departments.

In a number of areas the detailed working out of the commitments in the Charter are contained in University-wide Codes of Practice or similar documents and the Annexe contains a list of those currently in force together with information about how to obtain a copy of the relevant document.
An electronic version of both the Student Charter and Annual Annexe can be accessed at http://www.liv.ac.uk/tqsd/pol_strat_cop/studchart_bkgrd.htm.

4.13 University Complaints Procedure
The University operates a Student Complaints Procedure to be used when students have a complaint against the University. This procedure provides for complaints to be dealt with, as far as possible, on an informal basis. It also sets out the formal route for the consideration of complaints should informal procedures fail to resolve a complaint satisfactorily.

The Student Complaints Procedure can be accessed at http://www.liv.ac.uk/tqsd/pol_strat_cop/stud_complnt_proc.doc

Where the complaint is about an academic decision regarding assessment, the Assessment Appeals Procedure should be followed. Please see Section 2.15.

Complaints relating to the conduct of students are dealt with through the University’s Disciplinary Procedure which is administered by the Student Administration and Support Division. Further information and guidance about student conduct and discipline can be found at http://www.liv.ac.uk/media/livacuk/student-administration/student-administration-centre/documents/Student_Complaints_Procedure.pdf.

In case of complaint, please contact in the first instance the individual concerned. If students do not feel comfortable doing so or the complaint cannot satisfactorily be resolved with the individual concerned, then the complaint should be directed to the Academic Head of Department. If the complaint is of a general rather than specific nature, it may be more appropriate to ask a student representative to raise it at the Postgraduate Staff-Student Liaison Committee or other appropriate committee or group. An alternative contact for the Postgraduate Staff-Student Liaison Committee, in particular outside term time, is its secretary, Dr Alexei Lisitsa (A.Lisitsa@liverpool.ac.uk).

4.14 Jury Service
From time to time students are called for jury service. Jurors are selected at random by Her Majesty’s Courts Service from the electoral register and everyone on the electoral register between the ages of 18 to 70 may be selected.

Where jury service is likely to interfere with a student’s study or assessment, the student may seek deferral of their service. The Jury Central Summoning Bureau evaluates any requests for deferral which is usually no more than 12 months. A letter can be obtained from the Director of Student Administration and Support to assist students in their request for a deferral. To do this they should complete the jury summons including Section 3 and take the completed form to the Student Administration Centre, Ground Floor, Foundation Building. The Student Administration Centre is open between 09:00 and 17:00.

When a jury summons is received by the Student Administration Centre, the Director of Student Administration and Support will write on the student’s behalf to Her Majesty’s Courts Service enclosing the summons and explaining that it would be detrimental to the student’s studies to experience disruption due to undertaking jury service.
Her Majesty’s Courts Service will reply directly to the student. Where no reply is received in a reasonable time the student should contact Her Majesty’s Courts Service to enquire about the progress of their application for deferral.

The University cannot request an excusal on behalf of the student. Excusal requests should be sent directly by the student to the Summoning Bureau.

4.15 General Information

Student Administration Centre

The University’s central administration is based in the Foundation Building on the corner of Brownlow Hill and Mount Pleasant. This includes the Student Administration Centre (SAC) where there is an enquiry counter open from 9:00-17:00 each working day. The SAC can help with matters such as fees, loans, letters for banks, letters confirming student status and council tax exemption certificates. [http://www.liv.ac.uk/student-administration/student-administration-centre/documents-id-cards/](http://www.liv.ac.uk/student-administration/student-administration-centre/documents-id-cards/)

Sport and Recreation

The University has excellent sporting facilities both on and off campus. Further information is available at [http://www.liv.ac.uk/sports/](http://www.liv.ac.uk/sports/)

Liverpool Student Homes

To help students find private accommodation the University funds Liverpool Student Homes (LSH) in partnership with other institutions. LSH co-ordinates the advertising of private halls of residence and shared houses/flats. Although accommodation is not inspected by LSH there is a voluntary Code of Practice which owners can choose to sign up to, and registration requires landlords to adopt standards relating to safety and security. Further information is available at [http://www.studentpad.co.uk/liverpool/](http://www.studentpad.co.uk/liverpool/).

Blackwell’s University Bookshop (Tel: (0151) 709 8146)

The University bookshop receives booklists from all departments and normally has the listed books in stock before the beginning of each semester. As well as being one of the largest academic bookshops in the area, they will order books from anywhere in the world at no extra cost. They are developing a large section for second-hand academic texts. Further information is available at [http://bookshop.blackwell.co.uk/jsp/welcome.jsp](http://bookshop.blackwell.co.uk/jsp/welcome.jsp).
Appendix A: Training Requirements

This appendix gives the training requirements for Postgraduate Research Students. These are split into University training and Departmental or Subject Specific Training. For more information see http://intranet.csc.liv.ac.uk/research/pgr/ and http://www.liv.ac.uk/pgr-development/programme/

A.1 YEAR 1

Year 1: University Training
- First year Skills Training
  Aims to deliver training in generic skills to help students become researchers. For 2013 we will have a dedicated EEE/CS School Workshop (27th-29th November 2013).

- PDRR001 Annual Progression Requirements
  Includes a Record of Supervisory Meetings and PGR Portfolio of Activity.

Year 1: School Training
- ECSR011 PhD Plan
  Compose a short PhD plan. Usually around 3-4 months after arrival.

- ECSR012 First Year Report
  A report containing research aims, background work, results and a research plan. Submitted usually around 8 months after arrival usually in May.

- ECSR013 First Year Viva and Presentation
  Interview about research so far including a 20-25 minute presentation explaining the context of your research, what has been accomplished, and a research plan. Usually takes place 9 months after arrival usually in June.

- ECSR014 Attend Doctoral Training School Seminars
  Organised by Darek Kowalski (see http://cgi.csc.liv.ac.uk/~darek/dts.html). This seminar series is designed to develop a student's ability to work collaboratively and to strengthen their research skills. Often there are guest lectures from other academics or final year research students on a range of issues surrounding their PhD Study.

Year 1: Departmental Training
- CSCR003 Attend Postgraduate Workshop
  This is an annual event, in which second-year PhD students give talks about their research for a general Computer Science audience, including all 1st years.

A.2 YEAR 2

Year 2: University Training
- Poster Day
  Produce a poster and present it at the University Poster Day. This is usually held around April.

- Careers Skill Development
  This can be fulfilled a variety of ways to prepare for a career. This may alternatively be carried out in year three.
• **PDDR002 Annual Progression Requirements**  
  Includes a Record of Supervisory Meetings and PGR Portfolio of Activity

**Year 2: School Training**

- **ECSR022 Second Year Report**  
  A report consisting of:  
  - a succinct statement of the area of work, and the main contributions to the area that the work is intended to make;  
  - a description of the work completed so far; a description of the work to be completed during the forthcoming year; and  
  - a time-tabled plan for completion of the thesis over three years.  
  Usually submitted in May.

- **ECSR023 Second Year Viva**  
  At the progress interview, you will discuss your report and your future research plans. Usually takes place in June.

**Year 2: Departmental Training**

- **CSCR009 Attend and speak at the Postgraduate Workshop**  
  This is an annual event, in which second-year PhD students give talks about their research for a general Computer Science audience. This is a one day event which usually takes place March-May.

**A.3 YEAR 3**

**Year 3: University Training**

- **PDDR003 Annual Progression Requirements**  
  Includes a Record of Supervisory Meetings and PGR Portfolio of Activity

- **Careers Skill Development**  
  This can be fulfilled a variety of ways to prepare for a career. This may alternatively be carried out in year two.

**Year 3: School Training**

- **ECSR032 Third Year Report**  
  Report and subsequent interview detailing progress including a table of contents for the thesis, a timetabled plan for completing the thesis and any published papers. Submitted usually in May, interview in June.

- **ECSR033 Third Year Interview**  
  At the progress interview, you will discuss your report and your future research plans. Usually takes place in June.

**Year 3: Departmental Training**

- **CSCR016 Computer Science Research Presentation**  
  Give a technical presentation about your work to a specialist audience either at a conference or workshop, a seminar at another institution, or a seminar to your research group.
A.4 Additional Optional Training

- **COMP516 Research Methods**
  The research methods module includes various “high order transferable skills” such as: searching for information on the WWW and libraries, reading and understanding research papers, writing papers (including referencing), a review of professional ethics and legal issues and problem solving. See [http://intranet.csc.liv.ac.uk/teaching/modules/module.php?code=comp516](http://intranet.csc.liv.ac.uk/teaching/modules/module.php?code=comp516)

- **Final Year of BSc or MSc modules**
  Students are encouraged to attend any final year or MSc module appropriate to their PhD study. See [http://intranet.csc.liv.ac.uk/teaching/modules/index.php?level=3](http://intranet.csc.liv.ac.uk/teaching/modules/index.php?level=3) [http://intranet.csc.liv.ac.uk/teaching/modules/index.php?level=M](http://intranet.csc.liv.ac.uk/teaching/modules/index.php?level=M)

- **Seminars**
  Students are strongly encouraged to attend Departmental and group Seminars. Departmental seminars are usually on Tuesdays 4-5. This is an opportunity to learn about the latest research from visiting speakers. For more details see [http://intranet.csc.liv.ac.uk/research/seminars/](http://intranet.csc.liv.ac.uk/research/seminars/)

- **One day workshops**
  One day optional workshops offered by the graduate school. See [http://www.liv.ac.uk/pgr-development/further-development/one-day/](http://www.liv.ac.uk/pgr-development/further-development/one-day/)

- **Graduate Teaching Assistant (GTA) Demonstrator Workshops**
  The aim of this workshop is to prepare participants for teaching in laboratories and practical classes. This is compulsory if students wish to work as Demonstrators in the Department of Computer Science. See [http://www.liv.ac.uk/eddev/CPD/GTA/GTA_Demonstrator_Workshop.htm](http://www.liv.ac.uk/eddev/CPD/GTA/GTA_Demonstrator_Workshop.htm)
  Other GTA workshops are also offered. See [http://www.liv.ac.uk/eddev/CPD/GTA/](http://www.liv.ac.uk/eddev/CPD/GTA/)

- **Other training opportunities.**
  Many other training opportunities exist within the University provided by the Library, Computing Services, the English Language Unit, the Centre for Lifelong Learning etc. For more details see the links at [http://www.liv.ac.uk/pgr-development/further-development/](http://www.liv.ac.uk/pgr-development/further-development/)
Apendix B Glossary of Terms
See also the comprehensive Glossary given in the University Code of Practice on Assessment at http://www.liv.ac.uk/tqsd/pol_strat_cop/index.htm

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>PGR</td>
<td>Postgraduate Research (PhD)</td>
</tr>
<tr>
<td>DDPR</td>
<td>Departmental Director of Postgraduate Research</td>
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<tr>
<td>PGT</td>
<td>Postgraduate Taught (MSc)</td>
</tr>
<tr>
<td>APR</td>
<td>Annual Progression Requirements</td>
</tr>
<tr>
<td>RA</td>
<td>Research Associate/Assistant</td>
</tr>
<tr>
<td>LgoS</td>
<td>Liverpool Guild of Students</td>
</tr>
<tr>
<td>PG</td>
<td>Postgraduate</td>
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<tr>
<td>RSF</td>
<td>Research Support Fund</td>
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<tr>
<td>PG SSLC</td>
<td>Postgraduate Staff-Student Liaison Committee</td>
</tr>
<tr>
<td>SAC</td>
<td>Student Administration Centre</td>
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</tbody>
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B.1 Feedback on Student Handbook
We would welcome any suggestions on how to improve this handbook. If you have any comments, please contact:

Miss Hannah Fosh, (email hannahf@liv.ac.uk, phone (0151) 794 4532).

B.2 Disclaimer
We make every effort to ensure the accuracy of this Handbook. However, the content is subject to change and the most up to date version can be found online at http://intranet.csc.liv.ac.uk/student/pgr-handbook.pdf

A larger print version of this handbook is available on request.