Department of COMPUTER SCIENCE Postgraduate Taught

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STUDENT HANDBOOKS & SMART CARDS

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

If you are fully registered, you should have collected your **Student Smart Card** and a copy of the **University Handbook** following registration in the Department on Wednesday, 21 September. If your card is not available from the department, please therefore go to the Student Administration Centre in the Foundation Building (No. 765, ground floor) **after Monday, 26th September 2016** to collect it.

The **Computer Science Student Handbook** is available on the departmental website at:

http://intranet.csc.liv.ac.uk/student/

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

A selection of FAQs regarding study in the Department can be found on the following pages and at:

http://intranet.csc.liv.ac.uk/student/

If you should have any further questions, you are always welcome to call into

the Student Office on the ground floor of the Ashton Building (room G09) or by email on csstudy@liverpool.ac.uk. You can also find the Student Office on Facebook under **UoL CS Student Office** and Twitter **@CS_StudOff_UoL**

LECTURES AND TUTORIALS/PRACTICALS

Lectures will start in the week commencing Monday, 26 September 2016.

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

The start date for practicals and tutorials may vary. You will be given further information when you attend your first lectures.

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

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

- You miss lectures with good cause
- You are unable to submit coursework on the due date
- There are general problems affecting your performance

Absence Form: Please complete this form if you have missed any lectures and submit it to the Student Office as soon as possible to ensure that your attendance record is up-to-date and you will not receive attendance letters.

Please also see **Section 4.4** of the Student Handbook

NOTIFICATI	ON OF ABSENCE WITH GOOD CAUSE	
This form should to the Studer	be submitted <u>within one week</u> of absen nt Office (Room G.09, Ashton Building)	ce
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For office use only: Received by Student Office: Signed:	Date://	
Abs List Conveto PT	Attendance D/b	

Mitigating Circumstances Form for coursework: Please complete this form if any of your practical assignments, class tests or project work have been affected by mitigating circumstances. Please attach evidence to this form. Please also see Section **4.4** of the Student Handbook.

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	COMPUTER SCIEN	CE BOARDS	OF EXAMINERS	
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Mitigating Circumstances Form for exams and overall performance: Please complete this form if you have mitigating circumstances, which may have affected your exam(s) or overall performance. Please also contact your Academic Advisor. Please also see **Section 4.4** of the Student Handbook.

APPLICATIO	N FOR CONSIDERATION O	F MITIGATING CIRCUM	ISTANCES
Full Name:		Student ID:	<u></u>
Programme of study:	Year 1 Year 2 Year 3 Year 4 MSc gating Circumstances	Personal Tutor:	
Module Code	Module Title	Date of Assessment	Missed/Affected
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			C2.
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DEPARTMENT OF COMPUTER SCIENCE WELCOME WEEK PROGRAMME 21-25 SEPTEMBER 2015

	Wednesday, 21	September 2016		
	13:00-13:30 Surnames A-H			Collection of information regarding your studies. If available, Student ID cards will be distributed once registration is completed.
8	13.30-14:00 Surnames I-P	Departmental registration	Foyer, Ashton Building—Student Office	The majority of International students will need to collect their Biometric Residence Permit (BRP) on arrival in the UK prior to registration in the Department, in accordance with the information students will have already
	14:00-14:30 Surnames Q-Z			eceived from the University. Students who have applied for their Visa from within the UK will need to have their documents checked by the department.

Thursday, 242Sept	ember 2016		
10:30-11:15	Welcome talk	Ashton Lecture Theatre—ALT Ashton Building	The Director of Studies will give an introduction to study in the Department.
11:15-12:00	Refreshments and a tour of the Department	Ashton Lecture Theatre—ALT Ashton Building	This will be an opportunity to meet fellow students and some of the academic staff. There will also be a short tour of the Department.
15:00-15.30	Introduction to Library, Guild of Students, Staff Student Liaison Committee, Study Abroad and COMPSOC, the departmental student society	Ground Floor Lecture Theatre—ELT Electrical Engineering and Electronics Building,	Zelda Chatten, the Computer Science Subject Librarian, will give an introduction to library facilities for Computer Science students. A representative from the Guild of Students will give an introduction to the student representation system and the departmental Staff Student Liaison Committee. There will also be an introduction to the departmental student society, COMPSOC, and an opportunity to become a member. A Study Abroad Ambassador will give a brief presentation about what Study Abroad is and inform students about the upcoming events relating to this.
Friday, 23 Septem	ber 2016		
10:00-11:00 Surnames A-G			
11:00-12:00 Surnames H-M	Computer	Laboratorv 4/2	All students must register on the departmental computer system, which is
14:00-15:00 Surnames N-T	Registration	George Holt Building	separate to that of the University. There will also be some familiarisation exercises and a photo session.
15:00-16:00 Surnames U-Z			

FREQUENTLY ASKED QUESTIONS

General

Where can I find help and advice?

In the first instance please contact the Student Office, room G09, Ashton Building. If staff there are unable to help, they will point you in the right direction.

Where can I find my timetable?

The timetable is available via Liverpool Life. Please check regularly, particularly during the first few weeks of term.

Where will my lectures be held?

Your lectures will take place in various locations on the campus. The venues are listed on your personal timetable.

How long am I expected to spend on my studies each week?

Usually ten hours study per week is expected for each 15 credit module, including both teaching and private study. See also **Section 4** of the Student Handbook.

What should I do if I have a timetable clash?

Please contact the Student Office (room G09) for advice.

What should I do if I have problems with my study, either for academic or personal reasons?

If you experience any problems, it is very important that you keep the Department informed so that appropriate advice can be given at an early stage. In the first instance you should contact your Academic Advisor, Prof Leszek A Gasieniec (I.a.gasieniec@liverpool.ac.uk).

What should I do if I want to suspend or withdraw?

If you have problems which cannot be resolved, you may either need to take some time out from University (suspension) or you may wish to leave completely (withdrawal). In both cases you will need to obtain approval from the Director of Studies, Dr John Goulermas, and complete a form which is obtainable from the Student Office (room G09).

Where can I get a letter confirming my student status?

You should request status letters, e.g. for banks, council tax exemption etc. via Liverpool Life.

What should I do if I lose my student smart card?

Replacement cards can be ordered online. Please see: <u>http://www.liv.ac.uk/</u> <u>students/student-administration-centre/documents-id-cards/student-id-cards.htm</u>.

What should I do if I am having difficulties with my English language skills?

International students can attend classes offered by the English Language Centre. Please see <u>http://www.liv.ac.uk/english-language-centre/in-sessional-support/</u>

Coursework

How do I submit coursework?

Coursework is normally submitted either electronically or via the Student Office. Your lecturer will advise you of the deadline and method of submission. You will be able to see deadlines and details of your own submissions on the departmental website at

http://intranet.csc.liv.ac.uk/sam.html

You will need to enter your departmental username and password to view this.

Attendance

What should I do if I miss a lecture?

If you are absent with good cause, you will need to complete an absence form which is available from the Student Office (room G09) or online at

http://intranet.csc.liv.ac.uk/department/ltas/mitigation.html .

If you are absent for longer than five days, you will also need to obtain a medical note or other suitable evidence. Completed forms should be returned to the Student Office. Please see Section 4.4/4.5 of the Student Handbook.

What should I do if I forget to take my student smart card to a lecture or forget to scan my card?

If you are unable to scan your card or you forgot your card, please inform the Student Office (G09).

Can I see my attendance record?

You will be able to see your attendance record on the departmental website at http://intranet.csc.liv.ac.uk/sam.html

You will need to enter your username and password to view this.

Do I need attend over the summer?

All the MSc programmes involve full time study from September to September. You are, therefore, expected to be at the University over the summer period while completing the COMP702 project.

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

These can normally be changed during the first **two weeks** of each semester. You will need to collect the form below from the Student Office (room G09) and ask your Academic Advisor to authorise this. The Student Office will then amend your registration. Your Academic Advisor can give advice regarding your optional modules if you need it.

DEPARTMENT OF COMPUTER SCIENCE CHANGE OF MODULE(S) FORM

Name:	
ID No.:	
Programme Code:	
Dropped Module(s):	
New Module(s):	
Approved by (Module Coordinator):
Date:	<u> </u>
For office use only: Received:	//Entered: Spider//Orbit/

Technical

What should I do if I forget my username or password or have technical problems with the computers?

For matters relating to computer systems within the Computer Science Department, please go to the departmental Help Desk, room H225 in the George Holt Building. The Help Desk is open during term time, Monday-Friday (except Wednesday afternoons) 10:30-12:30 and 14:00-15:30

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

When can I use the departmental facilities?

The Computer Science buildings can be accessed during normal working hours from 8:30 to 17:00, Monday to Friday, and the computer labs will be cleared and locked at around 17:30.

It is not possible to use the departmental Windows systems outside these times or at weekends. The departmental Linux service is accessible over the Internet (<u>ssh1.csc.liv.ac.uk</u> or <u>ssh2.csc.liv.ac.uk</u>), and so can be used at any time. Please see http://intranet.csc.liv.ac.uk/guides/network/ssh/ssh.html for more information.

The opening hours for University PC labs vary, depending on the location. However the Harold Cohen and Sydney Jones Libraries provide 24-hour access. Further information is available at <u>http://www.liv.ac.uk/csd/pccentres</u>.

PLACES OF INTEREST

Academic

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

Ashton Building (no. 422 on campus map)

- Student Office, ground floor, room G09
- First floor lecture theatre (room 107)
- Academics' offices

George Holt Building (no. 231)

- Laboratories on the first floor;
- Student noticeboards on the first floor by Lab 1;
- Toilets on the first floor by Lab 1;
- Academic offices on the second floor
- Student Common Room/Private Study Area on the second floor (room H211/212)
- Helpdesk on second floor (room H225)

Student Administration Centre (SAC), Foundation Building (no. 765)

The SAC can assist will all student matters, in particular fees and finance issues which are not dealt with by the Department.

Other useful places . . .

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

Non-Academic

- Blackwells book shop in University Square
- Barclays Bank and shops on Brownlow Hill
- Banks and shops on Oxford Street;
- Victoria Gallery and Museum (no. 421)
- Sports Centre
- Two cathedrals at either end of Hope Street

