

Department of

COMPUTER SCIENCE

undergraduate

Welcome Week 2016

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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** at registration in the Department. If your card is not available from the department, please therefore go to the Student Administration Centre in the Foundation Building (No. 765, ground floor) **after Monday, 26th September 2016** to collect it.

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

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

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

If you should have any further questions, you are always welcome to contact us in the Student Office on the ground floor of the Ashton Building (room G09) or by 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 it will list the time and location of all of your lectures, practicals and tutorials. It is important that you check this timetable on a daily basis during the first few weeks of the semester, as changes may occur to time and/or location.

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

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

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

- you miss lectures
- you are unable to submit coursework on the due date
- you have problems affecting your exams or overall performance


Absence Form: This form should be completed if you miss any lectures, please submit it to the Student Office as soon as possible to ensure that your attendance record is up-to-date and so that you will not be sent attendance letters unnecessarily. Please also see **Section 4.4** of the Student Handbook.

DEPARTMENT OF COMPUTER SCIENCE NOTIFICATION OF ABSENCE WITH GOOD CAUSE			
This form should be submitted <u>within one week</u> of absence to the Student Office (Room G.09, Ashton Building)			
Full Name: _____		Student ID: _____	
Personal Tutor: _____		Programme: _____	
		Year 1 <input type="checkbox"/>	
		Year 2 <input type="checkbox"/>	
		Year 3 <input type="checkbox"/>	
		Year 4 <input type="checkbox"/>	
		MSc <input type="checkbox"/>	
I certify that I was/will be absent from the University			
From: __/__/__		To: __/__/__	
		Total Number of Days Absent: ____	
I have resumed/will resume my attendance on: __/__/__			
Brief explanation of the absence:			
.....			
.....			
.....			
.....			
(Please continue on a separate sheet if necessary)			
Evidence provided (see overleaf):			
.....			
Signed: _____		Date: __/__/__	
<i>Please note that the purpose of this form is to excuse attendance at lectures/practicals/tutorials only. If you wish your circumstances to be taken into consideration by the Board of Examiners, you will also need to complete the appropriate Application for Consideration of Mitigating Circumstances form (see overleaf for further explanation).</i>			
For office use only:			
Received by Student Office:			
Signed: _____		Date: __/__/__	
Abs. List <input type="checkbox"/>	Copy to PT <input type="checkbox"/>	Attendance D/b <input type="checkbox"/>	TULIP <input type="checkbox"/>

Mitigating Circumstances Form for coursework: Please complete this form if any of your assignments, class tests or project work have been affected by mitigating circumstances. Please attach evidence to this form. Please also see **Section 4.5** of the Student Handbook.

[illegible]

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 see **Section 4.5** of the Student Handbook.


**UNIVERSITY OF
LIVERPOOL**

APPLICATION FOR CONSIDERATION OF MITIGATING CIRCUMSTANCES

Full Name: _____ Student ID: _____

Programme of study: _____

Year 1 ☐
 Year 2 ☐
 Year 3 ☐
 Year 4 ☐
 MSc ☐

Personal Tutor: _____

Modules affected by Mitigating Circumstances

Module Code	Module Title	Date of Assessment	Missed/Affected

Details of Mitigating Circumstances
 Please provide a description of the mitigating circumstances that may have affected your performance in the above modules, including the time period over which these circumstances occurred. Please state what aspect(s) of the assessment you feel have been affected.

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Supporting documentation
 Please list all the documentation provided in support of your claim. The documentation should be stapled to this form. Medical claims should be supported by a medical note, other claims should be supported by appropriate documentation (for example, police reports, insurance reports).

.....

.....

Student declaration
 I confirm that all the information contained in this statement is accurate and complete to the best of my knowledge. I consent to the information being used by the Mitigating Circumstances Committee, and understand that the information will be treated in the strictest confidence.

Signature of Student: _____ Date: ____/____/____

FOR USE BY THE CHAIR OF THE MITIGATING CIRCUMSTANCES COMMITTEE ONLY
 I recommend that the following action be taken in respect of this claim:

.....

Signature of Chair: _____ Date: ____/____/____

WELCOME WEEK PROGRAMME - 19 - 23 SEPTEMBER 2016

Monday, 19 September 2016			
12:00-16:00	<p>CS UG registration for: Year 1, direct entry Year 2 (non XJTLU) students</p> <p>Surnames A-K 12:00 -12:45 Surnames L-M 12:45 - 13:30 Surnames N-V 13:30 - 14:15 Surnames W-X 14:15 - 15:00 Surnames Y-Z 15:00 - 16:00</p> <p><i>Ground Floor Foyer, Ashton Building</i></p>	<p>CS UG registration for: Year 1, direct entry Year 2 (non XJTLU) students</p> <p>Surnames A-K 12:00 -12:45 Surnames L-M 12:45 - 13:30 Surnames N-V 13:30 - 14:15 Surnames W-X 14:15 - 15:00 Surnames Y-Z 15:00 - 16:00</p>	<p>Collection of information regarding your studies. If available, student ID cards will be distributed once registration is completed.</p> <p>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 received from the University. Students who have applied for their Visa from within the UK will need to have their documents checked by the Department.</p>
Tuesday 20 September 2016			
09:30-12:00	<p>CS UG registration for: Year 2 XJTLU students</p> <p><i>Ground Floor Foyer, Ashton Building</i></p>	<p>Departmental Registration. Please attend at the time given according to the first letter of your family name:</p> <p>Surnames A-K 09:30 - 10:00 Surnames L-M 10:00 - 10:30 Surnames N-V 10:30 - 11:00 Surnames W-X 11:00 - 11:30 Surnames Y-Z 11:30 - 12:00</p>	<p>Collection of information regarding your studies. If available, student ID cards will be distributed once registration is completed.</p> <p>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 received from the University. Students who have applied for their Visa from within the UK will need to have their documents checked by the Department.</p>
13:00 - 12:00	<p>CS UG Year 1 and direct entry Year 2 (non XJTLU) students</p> <p><i>Ashton Lecture Theatre, Ashton Building (ALT)</i></p>	<p>Undergraduate Year 1. Talk on Programmes with a Year in Industry.</p>	<p>Dr Valentina Tamma, the Director of Studies, will give a short talk on programmes with a year in industry. This talk is aimed at all students in Year 1 regardless of whether they are registered on a year in industry programme.</p>

Wednesday, 21 September 2016			
14:30 - 15:30	CS UG Year 1, direct entry Year 2 and XJTLU Students <i>Electrical Engineering and Electronics Building, ground floor Lecture Theatre—ELT.</i>	Welcome talk from Head of Department.	The Head of Department or representative will give an introduction to study in the Department.
Thursday, 22 September 2016			
09:30-14:00	CS UG Year 1, direct entry Year 2 and XJTLU Students <i>Various offices in the Ashton and George Holt Buildings.</i>	Meeting with Academic Advisor, a ten minute slot during this period will be allocated at registration.	This will be a short meeting with you Academic Advisor, a member of the academic staff who will be there to support you throughout your studies.
14:30 - 15:00	CS UG Year 1, direct entry Year 2 and XJTLU Students <i>Electrical Engineering and Electronics Building, ground floor Lecture Theatre—ELT.</i>	Introduction to Library, Guild of Students, Staff Student Liaison Committee, Study Abroad and COMPSOC (the departmental student society).	Zelda Chatten, the Computer Science Subject Librarian, will give an introduction to library facilities for Computer Science students. A Study Abroad Ambassador will give a brief presentation about what Study Abroad is and inform students about the upcoming events relating to this. 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 opportunity to join COMPSOC, the departmental student society.
15:00-15:30	CS UG Year 1, direct entry Year 2 and XJTLU Students <i>Electrical Engineering and Electronics Building, ground floor Lecture Theatre—ELT.</i>	Peer mentoring Talk	The talk will outline the peer mentoring scheme in the Department and, at the end of the session, you will meet your peer mentor (one of the current students).
15:30 -16:00	CS UG Year 1, direct entry Year 2 and XJTLU Students Refreshments /Tour of the Department	<i>Ashton Building Foyer</i>	Peer mentors will take their groups for refreshments and a guided tour of the Department.

Friday, 23 September 2016				
10:00-16:00	<p><i>All CS Students</i></p> <p><i>Laboratory 4, George Holt Building</i></p>	<p>Computer registration on departmental computer system. Please attend at the time given according to the first letter of your family name.</p> <p>Surnames A-G 10:00 -11:00 Surnames H-M 11:00 - 12:00 Surnames N-T 14:00 - 15:00 Surnames U-Z 15:00 - 16:00</p>	<p>All students must register on the departmental computer system, which is separate to that of the University. There will also be some familiarisation exercises and a photo session.</p>	
13:00 - 14:00	<p>CS UG XJTLU Students</p> <p><i>Electrical Engineering and Electronics Building, ground floor Lecture Theatre—ELT.</i></p>	Talk for XJTLU students	<p>This will include talks by the XJTLU Link Tutor, the Chinese Language and Culture Advisor and staff from the Management School and English Language Centre</p>	

FREQUENTLY ASKED QUESTIONS

General

Where can I find help and advice?

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

What should I do if I have a problem with my registration?

If you have any problems with registering your modules on Liverpool Life or if you are unsure about your options, please contact the Student Office (G09).

Where can I find my timetable?

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

Where will my lectures be held?

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

How will I know which tutorial/labs to go to for my modules?

You will automatically be assigned to practical and tutorial groups on your personalised timetable (please also see page 4 of this booklet).

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

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

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

Changes of programme are possible for students on single honours degree programmes. Approval is required from either:

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

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

Year Two Students Only

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

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

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:	__/__/__
For office use only: Received: __/__/__ Entered: Spider __/__/__ Orbit __/__/__	

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

A change of programme may be possible between G400, G500, G490, G501, G610 and G700 for students who were on the ICS programme at XJTLU, or between G490 and GN34 (formally known as N300) for students who were on the IMS programme. Changes will require the approval of the Director of Studies, **Dr David Jackson** (DJackson@liverpool.ac.uk) or **Dr Giorgos Christodoulou** (gchristo@liverpool.ac.uk).

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

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. If you are unable to contact him/her, then please contact the Student Office (room G09) for advice.

What should I do if I am not happy with my Academic Advisor?

Please contact the staff in the Student Office who will try to arrange an alternative advisor. Female students who would prefer to have a female Academic Advisor should also contact the Student Office (G09).

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

If you have problems which cannot be resolved, you may either need to take some time out from University (suspension) or you may wish to leave the University completely (withdrawal).

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

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

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

Please note that if you do not inform us that you intend to suspend/withdraw, you will still incur fees and the date of suspension/withdrawal cannot normally be backdated.

Where can I get a letter confirming my student status?

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

What should I do if I lose my Student Smart Card?

Replacement cards can be obtained online. Please see: <http://www.liv.ac.uk/student-administration/student-administration-centre/documents-id-cards/documents-id-cards/> for further details.

Attendance

What should I do if I miss a lecture?

Attendance is monitored and you should try to attend as many lectures, practicals and tutorials as possible.

If you miss a lecture for a good reason (eg, illness, personal circumstances or unavoidable delay), you should complete an absence form which is available from the Student Office or online at

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

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

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

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

Can I see my attendance record?

You will be able to see your attendance record online on the departmental website at:

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

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

Coursework

How do I submit coursework?

Coursework is normally submitted 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.

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

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

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

PLACES OF INTEREST

Academic

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

Ashton Building (no. 422 on campus map)

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

George Holt Building (no. 231)

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

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

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

Other useful places . . .

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

Non-Academic

- Blackwells book shop 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
- Pubs - Cambridge, Augustus John, Philharmonic