Disclaimer

The information contained in the Student Handbook is partially prescribed by UCL’s Academic Regulations (www.ucl.ac.uk/srs/academic-manual/c6/core-programme-information). The sections and sub-sections marked ‘Centrally Provided’ are based on standard text which applies to all UCL students, with other content provided by the department.

The department has made significant effort ensure the information presented in this document is comprehensive and correct, however no guarantee can be given that it will not be amended during the academic year. Any changes will be made to the digital version of this document, which will be made available via the Computer Science web page, along with a changelog.

Please also see the UCL disclaimer regarding published information: www.ucl.ac.uk/prospective-students/disclaimer
Welcome

Congratulations on joining a thriving department at a very exciting time for our subject. I trust you will find your study time with us inspiring and enriching, and you are looking forward to contributing to our future success.

We pride ourselves on excellence in research and teaching, but we are also a lively, friendly and inclusive community of undergraduates, postgraduates, research students and staff; so we hope you can engage with the department’s activities and feel part of it.

Being a student at UCL gives you unparalleled opportunities; our industry exchange programme is the largest of its kind anywhere, and UCL Advances offers the chance to win start-up funding for students seeking to start their own business, so we encourage you to use our expertise to help you plan for the future after your degree

UCL Computer Science enjoys a rich history – we established the first connection to the precursor of the Internet outside the US – and we continue to create innovative technologies that change lives with computers. I am delighted that you can be part of this and I wish you all the best for your time at UCL.

Best wishes,

[Signature]

Professor John Shawe-Taylor
Head of Department
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1 Introduction

About this handbook

The Computer Science Student Handbook for Undergraduate Programmes is designed to provide all undergraduate students with key information regarding the department, their programme of study. It includes details of academic requirements, notification and explanation of codes, regulations, policies and procedures, as well as the other aspects of University life – sources of help and support, student representation, social opportunities, and the facilities available to students.

Where information is available via UCL's central webpages (www.ucl.ac.uk/current-students) or in the overarching Academic Regulations (www.ucl.ac.uk/srs/academic-manual), which all students should familiarise themselves with, this has been summarised but not replicated in full. Instead, links are given to the relevant materials so that students can be sure they are accessing the most up to date information.

Students should be aware that in some cases departmental and faculty rules override the default rules specified in the Academic Regulations.

Students who take modules owned by other departments should ensure they also refer to the Handbook, or equivalent, for those departments.

Scope

The Student Handbook relates to the following undergraduate programmes:

Undergraduate Affiliate
Affiliate Computer Science (Undergraduate Affiliate)

Bachelor of Science
BSc Computer Science (G400)

Master of Engineering (MEng)
MEng Computer Science (G402)
MEng Computer Science (International Programme) (G403)
MEng Mathematical Computation (G430)
2 Introduction the Department of Computer Science & Faculty of Engineering Sciences

2.1 UCL Computer Science

An introduction to the department and its history.

Computer Science was established at UCL in the early 1970s when the Department of Statistics was expanded to form a joint Department of Statistics and Computer Science. The initial nucleus of computer scientists came from the University of London Institute of Computer Science, which was renowned for its established MSc programme and for its research.

In 1980 the independent Department of Computer Science was formed with Professor Peter Kirstein as its first Head. At that time there were seven academic staff (including three professors) and just one main research area: computer networks and data communications.

Today our portfolio of taught programmes has developed in line with the department's growth. During 2016-17 in addition to our undergraduate and research degrees, we will be offering fourteen MSc Programmes, thirteen specialist programmes and the generalist MSc Computer Science for non-computer science graduates.

In the 2014 Research Excellence Framework (www.ref.ac.uk) evaluation UCL was ranked in first place for Computer Science, out of 89 Universities assessed. 61% of its research work is rated as world-leading (the highest possible category) and 96% is rated as internationally excellent.

Our teaching programmes are designed to engage students and give them the skills to address the world’s challenges. We have pioneered new teaching methods for our undergraduates, and involve our postgraduates with our cutting-edge, highly-rated academic research. The graduates we educate progress to a wide range of roles within engineering and technology sectors and beyond.
2.2 Computer Science within the Faculty of Engineering Sciences

An explanation of the relationship between department and its parent faculty.

The Department of Computer Science works closely with the Faculty of Engineering Sciences and its teaching departments to ensure that opportunities to create novel and exciting synergies in both research and teaching are fully exploited. For example, the department participates in the Integrated Engineering Programme (IEP), which provides undergraduate students with opportunities to engage in a broad range of interdisciplinary activity. Similarly, joint research initiatives link Computer Science with a broad range of other research groups in the Faculty, and this feeds directly into the design of the department’s taught degree programmes.

UCL Faculty of Engineering Sciences is uniquely international, reflecting UCL’s global outlook. Formally organised within academic departments, its work and impact transcends the boundaries between academic subjects and departments. The Faculty of Engineering Sciences works with ten other diverse faculties at UCL, from the Slade School of Fine Art to the School of Life and Medical Sciences, to produce innovative, multidisciplinary work.

Many essential technologies originated from studies and work at UCL, including the rapid production of vaccines, fibre-optic communications (for which a share of the 2009 Nobel Prize in Physics was awarded) and the Internet infrastructure. The complexity of today’s societies means that engineers deal with an incredible range of challenges, ideas and techniques.

Though diverse, all the Faculty’s departments, institutes and centres specialise in combining the analysis and rigour of science with a spark of innovation and practicality, to change the world.
2.3 Key staff contacts

Information on key staff members within the department and Faculty of Engineering Sciences.

General support

The Reception Desk and Departmental Office, located in the Malet Place Engineering Building (MPEB) room 5.25, provide students with access to face to face advice on many issues relating to the day-to-day running of the department, and can direct students to the most appropriate point of contact to help resolve their query. No appointment is necessary.

The Departmental Office is open Monday to Friday from 09:00 – 13:00 and 14:00 – 17:00.

Programme support

The programme’s Programme Administrator (based in MPEB 5.22, contact details below) can help with a wide range of issues and is often the best person to speak to in the first instance. Students are welcome to email, telephone, or come to speak with a member of the team in person, with no appointment needed.

For any issues relating to a specific module, students should contact either the relevant lecturer or the Module Leader in the first instance (see Section 3.1 for an explanation of roles and responsibilities).

Students are always free to contact their Programme Director for advice on academic issues or any other matters relating to their studies. Academic staff often teach on multiple modules and/or have a range of responsibilities that take them away from their offices, so it is often advisable to email – either to get a prompt resolution or to arrange an appointment.

All Programme Directors and Module Leaders will keep an office hour during term time and over the examination period. Students are very welcome to drop in on staff during their office hours if there is anything they would like to discuss.

Specific support and welfare

UCL provides a range of support services to students, including for general welfare issues, equality and diversity, specific support for disabled students and for those who are facing emotional and psychological problems, crisis support, and advice on financial matters and accommodation. Details of these services and how to access them are given in Section 15.
Key contacts:

Students should also refer to the Computer Science contacts page (www.cs.ucl.ac.uk/contacts) for up to date details of the department’s staff.

Senior management

**Head of Department**
Prof John Shawe-Taylor (j.shawe-taylor@ucl.ac.uk)

**Deputy Heads of Department**
Prof Steve Hailes (s.hailes@ucl.ac.uk)
Prof Yvonne Rogers (y.rogers@ucl.ac.uk)
Prof Anthony Steed (a.steed@ucl.ac.uk)

**Director of Studies**
Dr Graham Roberts (graham.roberts@ucl.ac.uk)

**Undergraduate Departmental Tutor**
Dr Graham Roberts (graham.roberts@ucl.ac.uk)

**Departmental Manager**
Jill Saunders (j.saunders@ucl.ac.uk)

**Head of Technical Support Group**
Denis Timm (d.timm@ucl.ac.uk)

Programme contacts

**Undergraduate Affiliate**
Affiliate Tutor
Dr Jens Krinke (j.krinke@ucl.ac.uk)

Study Abroad Tutor
Dr Earl Barr (e.barr@ucl.ac.uk)

Teaching and Learning Manager
Nisha Gosai (n.gosai@ucl.ac.uk)

**BSc and MEng Programmes**

UG Year 1 Coordinator
Dr Kevin Bryson (k.bryson@ucl.ac.uk)

UG Year 2 Coordinator
Dr Licia Capra (l.capra@ucl.ac.uk)

UG Year 3 Coordinator
Dr Denise Gorse (d.gorse@ucl.ac.uk)

UG Year 4 Coordinator
Dr Graham Roberts (graham.roberts@ucl.ac.uk)

Programme Administrators
Simone Thompson (ugadmin@cs.ucl.ac.uk)
Lydia O'Donoghue (ugadmin@cs.ucl.ac.uk)

Other professional services

**Deputy Departmental & HR Manager**
Lynette Hothi (lynette.hothi@ucl.ac.uk)

**Departmental Finance Manager**
Dawn Bailey (dawn.bailey@ucl.ac.uk)

**Facilities and Operations Manager**
JJ Giwa-Majekodunmi (j.giwa@ucl.ac.uk)

**Teaching and Learning Manager**
Nisha Gosai (n.gosai@ucl.ac.uk)

**Departmental Office Administrator**
Patricia Fenoy (p.fenoy@ucl.ac.uk)
## Faculty staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Dean</td>
<td>Prof Nigel Titchener-Hooker (<a href="mailto:n.titchener-hooker@ucl.ac.uk">n.titchener-hooker@ucl.ac.uk</a>)</td>
</tr>
<tr>
<td>Faculty Manager</td>
<td>Ms Sara Collins (<a href="mailto:sara.collins@ucl.ac.uk">sara.collins@ucl.ac.uk</a>)</td>
</tr>
<tr>
<td>Faculty Tutor</td>
<td>Dr Simon Banks (<a href="mailto:s.t.banks@ucl.ac.uk">s.t.banks@ucl.ac.uk</a>)</td>
</tr>
</tbody>
</table>
3 Departmental staff related to the programme

3.1 The programme team

Information on the roles of module and programme leaders and other key staff who are involved in programme delivery.

Roles and responsibilities

(i) Programme Director

All degree programmes have an academic Programme Director who provides academic leadership for the programme. They are principally responsible for the design, delivery, and operation of the programme as a whole, including ensuring the coherence and currency of the curriculum, and for students’ academic experience.

The Programme Director for the department’s undergraduate programmes is Dr Graham Roberts, who is also the Director of Studies and Departmental Tutor. Prof Robin Hirsch is the leader for the mathematical content of the MEng Mathematical Computation.

The Programme Director will check that students are provided with adequate information relating to their modules, including learning outcomes, assessments, and how these are marked. They will also ensure that assessments are planned across the programme so that there is a diversity of assessment methods and clustering is avoided.

They will also ensure that students have the opportunity to provide feedback on all modules contributing to the programme, and in relation to the programme as a whole. They are responsible for ensuring this is collected and reported to the Departmental Teaching Committee for review.

Further information:

- Responsibilities of the Programme Leader
  [www.ucl.ac.uk/srs/academic-manual/policy-az/responsibilities/programme-leader](http://www.ucl.ac.uk/srs/academic-manual/policy-az/responsibilities/programme-leader)

(ii) Year Coordinator

Each undergraduate degree has a Year Coordinator who is responsible for operational management of teaching and learning within a designated year of the programme. The Year Coordinator acts as academic lead for the teaching staff who contribute to that year,
is responsible for the quality and coherence of teaching, and is a key contributor to the development of the curriculum.

The Year Coordinator is responsible for the co-ordination of coursework deadlines through the year to ensure these are not clustered. They also have responsibility for ensuring that students are provided with adequate and timely information and advice, and for management of the programme’s tutorial activity.

Students should contact the Year Coordinator if they have queries about modules or options in a specific year.

(iii) Module Leader

All modules have an academic Module Leader who is responsible for the organisation, teaching and assessment for that particular module. The Module Leader is generally an academic from the department that owns the module. They design the curriculum for the module, plan its delivery and determine how it will be assessed, and publish the relevant learning materials and assessment information. The Module Leader will ensure that the External Examiner participates in the setting of summative assessment for the module and will ensure the consistency of marking practices.

The Module Leader will typically act as an Internal Examiner for the module’s summative assessments, which means they will mark students work, ensure second marking and external review by the External Examiner, and present students’ results to the Board of Examiners.

The Module Leader will also ensure that students have the opportunity to provide feedback on the module, and that this is received by the department’s Teaching Committee.

(iv) Module contributors (lecturers, speakers, etc.)

For many modules, multiple academic staff and external staff contribute to the teaching of the module. Often, contributors will deliver content relating to their speciality or area of research. They will be responsible for the delivery of their specific aspects or sections of the module, however the Module Leader retains overall responsibility for the module.

(v) Teaching Assistants (TAs)

The delivery of some modules is supported by Teaching Assistants, who are current research students or postdocs within the department. The tasks that TAs undertake varies between modules, but typically can include teaching, demonstrating in labs, leading tutorial groups, invigilating tests, and providing feedback on assessments.

A TA may be nominated by the programme’s Board of Examiners to act as an Assistant Internal Examiner, in which case they may mark students’ assessed work (where a TA is first marker, the second marker will always be a member of staff).
TAs report to the Module Leader and the Teaching Assistant Coordinator (who is responsible for the recruitment, training and management of TAs). The Module Leader will provide the TAs with all relevant background material and instruction required to carry out their activities effectively, providing explanation and guidance as necessary.

(vi) **Programme Administrator**

The Programme Administrator is responsible for administering and coordinating departmental, Faculty and UCL process relating to the programme. This includes admissions, enrolment, module registration, teaching group allocation, curation of the programme’s Moodle pages, coursework submission and feedback, invigilation of tests and local examinations, reporting of students’ results to the Board of Examiners (to which they also act as Secretary), and publication of provisional results.

They also provide support to students on the programme, including general (non-academic) advice and guidance and help with processes, including engagement monitoring, extenuating circumstances, coursework submission and getting feedback on assessments.

If students have specific questions relating to a module, then it is advised that they should contact the Module Leader in the first instance. If students have queries concerning the programme in general, then the Programme Director is the best person to approach.

(vii) **Chair of the Board of Examiners**

The Undergraduate Board of Examiners is the departmental body responsible for ensuring academic standards on the programme, reviewing students’ results and recommending degree awards. The Chair of the Board of Examiners is Dr John Dowell. The Chair of the Board of Examiners for Undergraduate Programmes is responsible for the proper running of the Board processes, including collecting and processing the results of the assessment processes, and running the Board of Examiners meeting where results are confirmed and decisions made on how each student progresses through each stage of their degree programme.

(viii) **External Examiner**

Each programme and module is allocated an External Examiner who works with UCL’s academic staff to ensure academic standards, consistency of practice, and fair treatment of students. In most cases, the External Examiner for the module is the same as for the overall programme, but where modules are shared across several programme this is not always the case.

The primary responsibilities of an External Examiner are to review summative assessment methods prior to students being assessed, to review a representative sample of summative marked work, and to submit an annual report, based upon their professional judgement, about the programme.
The External Examiner will consider: whether the academic standards set for the programme qualifications are appropriate; the extent to which the assessment processes are rigorous, ensure equity of treatment for students and have been fairly conducted within UCL’s regulations and guidance; the standards of student performance in the programme, or parts of programmes; and the comparability of the standards and student achievements with those in some other higher education institutions in the UK.

**Further information:**

- Responsibilities of the External Examiner  
4 Key dates

4.1 Term and closure dates: 2016-17

An overview of term dates, exam and assessment periods, and core activities (Centrally Provided).

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>26 September 2016 – 16 December 2016</td>
</tr>
<tr>
<td>Term 2</td>
<td>09 January 2017 – 24 March 2017</td>
</tr>
<tr>
<td>Term 3</td>
<td>24 April 2017 – 09 June 2017</td>
</tr>
</tbody>
</table>

Reading Weeks are the weeks beginning Monday 7 November 2016 (Week 7), and Monday 13 February 2017 (Week 6) for those departments that operate them.

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas College Closure</td>
<td>Close 5.30pm Friday 23 December 2016</td>
</tr>
<tr>
<td></td>
<td>Open 9.00am Tuesday 3 January 2017</td>
</tr>
<tr>
<td>Easter College Closure</td>
<td>Close 5.30pm Wednesday 12 April 2017</td>
</tr>
<tr>
<td></td>
<td>Open 9.00am Thursday 20 April 2017</td>
</tr>
<tr>
<td>Bank Holidays</td>
<td>Closed - Monday 01 May 2017</td>
</tr>
<tr>
<td></td>
<td>Closed - Monday 29 May 2017</td>
</tr>
<tr>
<td></td>
<td>Closed - Monday 28 August 2017</td>
</tr>
</tbody>
</table>

Further information:

- Term dates 2016-17:  
  [www.ucl.ac.uk/staff/term-dates/2016-2017](http://www.ucl.ac.uk/staff/term-dates/2016-2017)
4.2 UCL examination periods: 2016-17

Students will undertake a range of assessments throughout their programme. Typically, this includes a mixture of coursework and written examinations. Coursework is set during each term, whereas formal examinations take place in the main examination period, which is in Term 3.

- Coursework is completed throughout the year. The completion deadlines will be published via the Moodle page for the relevant module (see Section 17 for information on Moodle).

Students should expect for their individual examination timetable to be published near the end of Term 2.

Further information on assessments is given in Section 13.

4.3 Computer Science key dates: 2016-17

Dates of key departmental and faculty-level events.

The Integrated Engineering Programme (IEP) Scenario Weeks are Weeks 24 and 30 (Year 1), Weeks 10, 16, 20, and 26 (Year 2) (See Section 6.2 for information on IEP and the Scenarios).

The department operates Reading Weeks on the dates given in Section 4. During one of these weeks there is normally no timetabled Computer Science teaching, allowing time for completing coursework and self-study. If a module run by another department is taken, then that department’s reading week policy applies.

Any other events relevant to undergraduate students will be notified via email or Moodle.
5 Keeping in contact

Details of how UCL and the department will communicate with students through their studies (Central and Local).

UCL will communicate with students via:

- **UCL student email** – Students should check their UCL email regularly.
  www.ucl.ac.uk/isd/services/email-calendar

- **UCL Moodle** – UCL’s online learning space, used by module organisers, programme leaders, departments and faculties to provide essential information in addition to learning resources.
  www.ucl.ac.uk/moodle

- **myUCL** – A weekly term-time e-newsletter to all students (undergraduate and postgraduate) at UCL, which covers key internal announcements, events and opportunities.

- **UCL Instagram** – UCL’s official Instagram channel, featuring news, events, competitions and images from across the UCL community.
  www.instagram.com/ucl

- **@ucl Twitter channel** – Sharing highlights of life at UCL from across UCL’s diverse community.
  www.twitter.com/ucl

- **Unitu** – A tool that enables students to communicate with their Student Academic Representatives, submit and vote on issues and ideas, and raise topics for discussion. Where appropriate, the department will provide feedback on the actions it has taken to address the issues raised.
  ucl.unitu.co.uk

Students must check their UCL email account on a regular basis as a condition of their registration with the University. Important instructions, including those regarding examination entry and module registration, plus other essential Departmental and UCL information, will be circulated via your email. It is students’ responsibility to ensure that they check their email account regularly and respond to messages as appropriate by the given deadline.

Access to email and other UCL services depends on having a working UCL account. Current UCL policy requires passwords to be changed regularly and students need to pay attention to this. The ISD Helpdesk in the UCL DMS Watson Science Library can provide support for account related issues.

Further information on computer access is given in Section 24.2.
Programme structure

Organisation and design of the programme

Details of the structure of the programme, its duration, course units, and qualification conferred.

Summary of undergraduate programmes

The Department of Computer Science offers both Bachelor of Science (BSc) and Master of Engineering (MEng) degree programmes. The BSc Computer Science is a full time programme taken over three years; the MEng Computer Science and the MEng Computational Mathematics are full time Integrated Masters programmes, which combine undergraduate and postgraduate study into a single four-year degree.

A MEng degree is a Masters qualification but completed as an undergraduate degree. The final year modules are all at Level 7 (Masters). The taught modules taken in Year 4 of the MEng are all part of the department’s specialised MSc programmes, meaning that students are taking the same modules alongside the postgraduate students.

Each year of a programme is organised into multiple academic modules, which are self-contained, unit/credit-rated blocks of learning and teaching which collectively make up the programme. The unit/credit rating for each module reflects the number of learning hours it requires to complete. The department’s undergraduate modules are typically 0.5 unit or 1.0 unit, and its postgraduate modules are typically 15, 30 or 60 credits (0.5 unit is equivalent to 15 credits).

Students typically take 4.0 course units’ worth of modules per year of the programme (for example, 8 x 0.5 unit modules). Course units are awarded to a student on successful completion of the outcomes associated with the module. Students must complete and pass sufficient course units to progress through the programme and, ultimately, to be eligible for the award of a degree.

Modules (subjects)

(i) Academic level

Each module has an academic level which relates to its complexity, the academic skills, amount of prior knowledge and amount of learner autonomy required to complete it. The Levels are aligned to the Framework for Higher Education Qualifications (FHEQ). These are: Level 4 (First), Level 5 (Intermediate), Level 6 (Advanced), and Level 7 (Masters).
For undergraduate degree programmes, the academic level of the modules students will take increases with each year of the programme.

<table>
<thead>
<tr>
<th>Programme year</th>
<th>BSc</th>
<th>MEng</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG Year 1</td>
<td>4 units, Level 4 (First)</td>
<td>4 units, Level 4 (First)</td>
</tr>
<tr>
<td>UG Year 2</td>
<td>4 units, Level 5 (Intermediate)</td>
<td>4 units, Level 5 (Intermediate)</td>
</tr>
<tr>
<td>UG Year 3</td>
<td>4 units, Level 6 (Advanced)</td>
<td>4 units, Level 6 (Advanced)</td>
</tr>
<tr>
<td>UG Year 4</td>
<td>-</td>
<td>4 units, Level 7 (Masters)</td>
</tr>
</tbody>
</table>

A BSc (Hons) degree typically comprises 360 credits (12.0 course units), with a maximum of 150 credits (5.0 course units) at Level 4 (First) and a minimum of 90 credits (3.0 course units) at Level 6 (Advanced).

A MEng (Hons) degree typically comprises 480 credits (16 course units), with a maximum of 150 credits (5 course units) at Level 4 (First), a minimum of 90 credits (3 course units) at Level 6 (Advanced), and a minimum of 120 credits (4 course units) at Level 7 (Masters).

Further information:

- Level Descriptors  
  [www.ucl.ac.uk/srs/academic-manual/c2/c2-intro](http://www.ucl.ac.uk/srs/academic-manual/c2/c2-intro)
- Undergraduate Qualification Descriptors  
  [www.ucl.ac.uk/srs/academic-manual/c2/qualification-descriptors/ug](http://www.ucl.ac.uk/srs/academic-manual/c2/qualification-descriptors/ug)

(ii) Core, optional and elective modules

The modules that make up a programme are either core, optional or elective, which reflects whether they must be taken or can optionally be taken. The programme’s curriculum (also called a programme diet) will prescribe in what combinations modules can be taken, any restrictions on doing so, and how much credit can and must be taken.

- **Core**: these modules are fundamental to the programme’s curriculum and students must take these.

- **Optional**: these modules are strongly related to the programme and students can choose which of these they wish to take, usually from within specific groups (for example, a student may be asked to choose two optional modules from one group and three from another, etc.).

- **Elective**: these modules are not programme specific, but allow students the opportunity to explore their interests more widely. Students are usually restricted to taking one or two elective modules.

The optional and elective modules that are offered in a given year may vary depending on the availability of teaching staff, changes to the overarching programme design, demand, and other factors. Students may therefore find that some optional and elective modules that are part of the programme structure will not be available.
Information on choosing core, optional and elective modules is given in Section 7.

Further information:

- Credit and Learning Hours
  www.ucl.ac.uk/srs/academic-manual/c2/framework-components/credit-learning-hours

- Taught Undergraduate Qualifications
  www.ucl.ac.uk/srs/academic-manual/c2/qualifications/ug

6.2 Programme curricula

Each programme has its own specific curriculum, which prescribes which modules must and may optionally take. The department’s undergraduate and postgraduate syllabus indices provide detailed information on Computer Science modules, including a description of the content, intended learning outcomes, method of instruction, method of assessment, and recommended reading:

- Computer Science Undergraduate Syllabus Index
  www.cs.ucl.ac.uk/students/syllabus/ug

- Computer Science Postgraduate Syllabus Index
  www.cs.ucl.ac.uk/students/syllabus/pg

Students should note that the department’s programmes are reviewed annually, and this often results in changes to the overall programme design and to the syllabus and assessment method of individual modules. For programmes spanning multiple years, students will usually follow the version of the programme curriculum that was in place when they commenced the programme, however they will usually take the most recent versions of the relevant modules. It is important to refer to the curriculum and syllabuses for the relevant academic year.

The undergraduate programme curricula are in Appendix 1.

BSc and MEng Computer Science

The BSc and MEng Computer Science have a common curriculum in Years 1 and 2, which means that students on both programmes will take the same modules for those years, but different modules from Year 3. Both programmes are part of the Faculty’s Integrated Engineering Programme (IEP), which defines a range of common content for degree programmes across the Faculty of Engineering Sciences (see below).

The programme curricula are in Appendix 1.
Integrated Engineering Programme (IEP)

The majority of undergraduate programmes within the Faculty of Engineering Sciences, including BSc and MEng Computer Science, are based on the IEP Framework. This means that these programmes have a core discipline (its primary subject – which is Computer Science), and a minor discipline (a secondary subject) through which students can customise their degree and gain valuable interdisciplinary experience.

In Year 1, alongside the modules from their core discipline, students also take core IEP modules which are intended to develop their professional skills. In Years 2 and 3 they will also take modules from their selected minor subject.

The minor subjects within the IEP that can be taken by Computer Science students are (www.engineering.ucl.ac.uk/integrated-engineering/minors):

- Biomechanics
- Biomedical Engineering
- Connected Systems
- Engineering and Public Policy
- Entrepreneurship
- Environmental Engineering
- Finance and Accounting
- Intelligent Systems
- Management
- Modern Foreign Languages
- Nanotechnology
- Ocean Engineering
- Regenerative Medicine
- Strategic Thinking in Engineering and Technology
- Sustainable Building Design
- Sustainable Energy

Students take one module from their chosen minor in Year 2 and two modules in Year 3. This allows a subject outside of computer science to be studied in reasonable depth; alternatively, students can choose the computer science Intelligent Systems minor.

The IEP curriculum focuses on design and professional skills, group working, writing and presentation skills, interdisciplinary working, and personal development. It is designed to familiarise students with working with those from different backgrounds, which is essential for success in modern business. It will also encourage them to become flexible adopters of new ideas.

Scenarios

The ‘scenarios’ are real-world problems based on current engineering challenges that students will attempt to solve working in small teams. Students will be tasked with the scenario problem at the start of the week and then work towards a solution over the next five days, attending formal ‘client meetings’ and facilitation drop-in sessions along the way, and presenting their findings by the end of the week.

In Year 1 (Term 2), students will work on two five-week problem scenarios based on the department’s Coding Curriculum school’s outreach initiative in Weeks 24 and 30 (credited to ENGS101P). In Year 2 (Terms 1 and 2), students will work on four dedicated
one-week problem scenarios in Weeks 10, 16, 20, and 26 (credited to COMP203P, COMP204P and COMP205P).

Each scenario is new and created by the programme team in advance based on real-world issues. The scenarios are designed to build in complexity as students take part in them, and they get to try different techniques to see how their academic learning can be made relevant in a mock professional setting.

The scenarios aim to give students a chance to put their learning into action in order to tackle real-world problems.

- IEP Scenarios
  www.engineering.ucl.ac.uk/integrated-engineering/scenarios

Challenges

The ‘challenges’ are complex, global problems which are set by external partners. These range from themes of sustainability and global health, to open-ended engineering problems set by international partners in the ‘How to Change the World’ programme.

There are two challenges in Year 1 (credited to ENGS101P) which each run over five weeks in Term 1, and one challenge in Year 2 (credited to either COMP3091 or ENGS300PA in Year 3), called ‘How to Change the World’, which runs over two weeks at the end of Term 2.

Students will tackle these challenges in interdisciplinary project groups. They will get valuable training and practice in applying their engineering, management and computing skills in the context of global societal problems, of working cooperatively in multidisciplinary teams, of communicating effectively and responding creatively and quickly to tough challenges.

- IEP Challenges
  www.engineering.ucl.ac.uk/integrated-engineering/challenges

MEng Computer Science (International Programme)

The MEng Computer Science (International Programme) is a variant of the MEng Computer Science in which students complete Year 3 at an agreed upon international partner institution that offers a comparable programme of study. Students who undertake the MEng Computer Science (International Programme) resume the standard Year 4 curriculum on their return to UCL.

BSc and MEng Computer Science students entering Year 2 can apply to transfer to the MEng Computer Science (International Programme). Applications are competitive, therefore there is no guarantee that an application will be successful. If unsuccessful the student remains on or reverts to their degree programme registration.
Students who want to take the International Programme must make an appointment to discuss their proposed application with the Study Abroad Tutor, Dr Earl Barr (e.barr@ucl.ac.uk).

**Further information:**

- UCL Study Abroad  
  [www.ucl.ac.uk/studyabroad](http://www.ucl.ac.uk/studyabroad)

**MEng Mathematical Computation**

The MEng Mathematical Computation curriculum combines computer science modules and mathematics modules taught by the Department of Mathematics. It focuses on theoretical computer science and equips students with the ability to model complex systems, and represent, manipulate, and analyse the vast amounts of data and knowledge required to solve massively complex problems.

The MEng Computer Science has a range of option modules that can be taken including advanced and masters level computer science modules. The core computer science modules in Years 1, 2 and 3 are a subset of those taken on the BSc and MEng Computer Science programmes.

The MEng Mathematical Computation is not part of the IEP Framework (see above). There is no international variant of the programme.

The programme curriculum is in Appendix 1.
7 Advice on choosing module options and electives

7.1 Choosing modules

Information on choosing modules (Centrally Provided).

Modules are the individual units of study which lead to the award of credit. Many programmes offer students the opportunity to choose between different modules that they are interested in. In all Computer Science programmes the first year is composed entirely of compulsory core modules, with choices being available in all later years. If students need to choose modules, their department will advise them of how and when to do this, usually during departmental introductions. There may be a deadline by which students should make their choices, so students should keep an eye out for information from their department.

Affiliate students will be advised of the process for selecting modules by their home department. Modules may need to be selected before enrolment, or after the student has arrived at UCL.

Further information:

- Selecting Modules
  www.ucl.ac.uk/new-students/select-modules

7.2 Key contacts for module selection

Contact details for departmental staff who can give advice on module selection.

If you require additional advice on your module selection, then please speak to the Programme Director for your programme of study in the first instance. Students may also seek academic advice from their Personal Tutor (see Section 10) or the Director of Studies. The Programme Administrator (based in MPEB 5.22) may also be in a position to help but they are unable to provide academic advice.

Students selecting modules from other departments must seek the permission of their Programme Director in the first instance, who will advise on whether this is allowed and whether the student must also seek the permission of the relevant Module Leader in the module’s home department.
The contact details for Programme Directors and other academic contacts are given in Section 2.3.

7.3 Module selection deadlines

**Information on the deadlines for choosing modules, and how a student will know if they have secured a place**

Students must complete their module selection for the current academic year via Portico by **14 October 2016**. This includes where all modules are core (as with Year 1 of the programme). The department will approve module selections based on availability and suitability (i.e. whether any prerequisites are met).

Modules have a limited number of places available. Places are allocated in the following order of priority: (1) students on programmes for which the module is core, (2) students on programmes owned by the Computer Science department, (3) students on programmes owned by other departments, and on a first come first serve basis.

If a student selects an optional or elective module that has no capacity remaining or for which they do not satisfy the prerequisites, the selection will be rejected and the student will be asked to select an alternative module.

In some cases, not all combinations of optional modules are possible due to timetabling constraints, i.e. sessions for some optional modules clash with others and are therefore mutually exclusive. Significant effort has been made to minimise this, but students should carefully consider the timetable that eventuates from their module selections, ensuring there are no clashes and the workload is manageable for them. UCL provides the facility to generate a custom timetable for a group of modules via the Common Timetable ([www.ucl.ac.uk/timetable](http://www.ucl.ac.uk/timetable)).

It may be possible to attend the initial lectures of an optional or elective module before making a final decision on whether to select it. However, this depends on whether or not there is spare capacity in the teaching space. If there is insufficient space available then any students who are not formally registered on the module will be asked to leave.

Any students experiencing problems with module selection or having to make alternative selections after the module selection deadline should contact either the programme’s Programme Administrator (based in MPEB 5.22) or, for undergraduate affiliate students – the Affiliate Tutor, Dr Jens Krinke (j.krinke@ucl.ac.uk).

Students’ final module selections will be confirmed on Portico by no later than **31 October 2016**. At the start of the second term, students will be required to check their modules on Portico are correct to ensure they are entered for the correct examinations.

Affiliate students will be provided with specific guidance and information on their module selection during their induction period.
8 Progression and award

8.1 Progression and award requirements

Information on how a student progresses through the programme, including what a student needs to complete and pass to be awarded a degree, the consequences of unsatisfactory progress.

Completing an undergraduate module

For undergraduate programmes, in order to pass a module it must first be completed, which means that the student has been academically assessed in all the summative assessments for the module. In other words, the student must have submitted work that can be assessed by a marker for each of the assessments.

Non-attendance to an assessment or non-submission of work without permission or Extenuating Circumstances, or submission of empty pages or negligible work will result in a mark of zero and for the assessment and the module will be considered incomplete.

If a module is incomplete on the first attempt, then the student will be required to be reassessed in the relevant assessments at the next opportunity.

Further information:

- Undergraduate Requirements to Complete a Module
  www.ucl.ac.uk/srs/academic-manual/c4/assessment complete

Passing a module

The pass mark for modules at Level 4 (First), Level 5 (Intermediate), and Level 6 (Advanced) is 40%. The pass mark for modules at Level 7 (Masters) is 50%. Some modules also set independent pass marks for individual assessments; this can be different than the pass mark for the module.

In order to pass an undergraduate module (Levels 4, 5 and 6), a student must have: (i) completed all assessments; (ii) achieved a minimum mark of 40% for the module overall; (iii) achieved any minimum marks set for specific assessments; and (iv) achieved a minimum mark of 40% for any non-condonable assessments (as prescribed by the Scheme of Award).

In order to pass a Masters module (Level 7), a student must have: (i) achieved a minimum mark of 50% for the module overall; (ii) achieved any minimum marks set for
specific assessments; and (iii) achieved a minimum mark of 50% for any non-condonable assessments (as prescribed by the Scheme of Award).

In order to meet accreditation requirements of the Institution of Engineering and Technology (IET), all assessments that are weighted 30-100% (inclusive) of a module have a pass mark of 30%. This is in addition to any other requirements specified in the Scheme of Award. Further details of IET accreditation are given in section 12.

A module mark is determined from a weighted average of all its assessment marks, which is the total sum of each assessment mark multiplied by its assessment weighting. The calculated module mark is then rounded to the nearest integer.

Further information:
- Assessment Framework: Taught Programmes - Requirements to Pass a Module
  www.ucl.ac.uk/srs/academic-manual/c4/assessment/pass-requirements

Programme-specific criteria

Progression is the process by which a student moves from one year or stage of the programme to the next (from year 1 to year 2 for example). In order to be permitted to progress, students must have completed and passed the required number of course units for that year of the programme.

At the end of the academic year, the Computer Science Undergraduate Board of Examiners reviews students’ results and makes a decision on whether students will be permitted to progress, should undertake reassessment, or should be awarded a degree. The Board makes its recommendations to the Faculty of Engineering Board of Examiners for approval, and finally to the UCL Board of Examiners to be finally ratified.

Students should note that the progression requirements prescribed for programmes within the Faculty of Engineering Sciences supersede those given in the UCL Academic Manual.

(i) BSc Computer Science

Progression from Year 1 to Year 2

In order to progress from Year 1, students must have completed 4.0 course units (120 credits) and have passed at least 3.5 course units (105 credits). They must register to be reassessed in Year 2 any course units not yet completed and/or passed.

Students may not progress from Year 1 if they have incomplete/failed course units and have exhausted the permissible attempts.

Progression from Year 2 to Year 3
In order to progress from Year 2, students must have completed 8.0 course units (240 credits) and have passed at least 7.0 course units (210 credits). They must register to be reassessed in Year 3 any course units not yet completed and/or passed.

Students may not progress from Year 2 if they have incomplete/failed course units and have exhausted the permissible attempts.

Award of Honours Degree

Students will be eligible for the award of BSc (Hons) Computer Science provided they have: (i) completed 12.0 course units (360 credits); (ii) passed at least 11.0 course units (330 credits), including at least 2.0 course units (60 credits) at Level 6 (Advanced); (iii) have fulfilled all attendance and assessment requirements prescribed; and (iv) have satisfied the Honours Degree Modern Foreign Language Requirements.

Students who do not complete and pass the final year project may be eligible for the award of the BSc Computing.

Award classification criteria are detailed in Section 13.4.

(ii) MEng Computer Science

Progression from Year 1 to Year 2

In order to progress from Year 1, students must have completed 4.0 course units (120 credits) and have passed at least 3.5 course units (105 credits). They must register to be reassessed in Year 2 any course units not yet completed and/or passed.

Students may not progress from Year 1 if they have incomplete/failed course units and have exhausted the permissible attempts.

Progression from Year 2 to Year 3

In order to progress from Year 2, students must have completed 8.0 course units (240 credits), have passed at least 7.0 course units (210 credits), and have achieved a weighted average of at least 50% for Years 1 and 2. They must register to be reassessed in Year 3 any course units not yet completed and/or passed.

Students may not progress from Year 2 if they have incomplete/failed course units and have exhausted the permissible attempts.

Progression from Year 3 to Year 4

In order to progress from Year 3, students must have completed 12.0 course units (360 credits), have passed at least 11.0 course units (330 credits), and have achieved a weighted average of at least 50% for Years 1, 2 and 3. They must register to be reassessed in Year 4 any course units not yet completed and/or passed.
Students may not progress from Year 3 if they have incomplete/failed course units and have exhausted the permissible attempts.

Award of Honours Degree

Students will be eligible for the award of MEng (Hons) Computer Science provided they have: (i) completed 16.0 course units (480 credits); (ii) passed at least 14.5 course units (435 credits), including at least 3.0 course units (90 credits) at Level 6 (Advanced), at least 3.0 course units (90 credits) at Level 7 (Masters), and including the final year project; (iii) have fulfilled all attendance and assessment requirements prescribed; and (iv) have satisfied the Honours Degree Modern Foreign Language Requirements.

Award classification criteria are detailed in Section 13.4.

(iii) MEng Computer Science (International Programme)

Students in Year 2 of the BSc and MEng Computer Science can apply to transfer onto the MEng Computer Science (International Programme) in order to undertake a Year Abroad at a partner institution.

Transfer and Progression from Year 2 to Year 3

In order to progress to Year 3 of the MEng Computer Science (International Programme), students must have completed 8.0 course units (240 credits), have passed at least 7.0 course units (210 credits), and have achieved a weighted average of at least 60% for Years 1 and 2. They must register to be reassessed in the Late Assessment period of Year 3 any course units not yet completed and/or passed.

Students who do not meet these requirements revert to their original programme and are subject the progression requirements of that programme.

Progression from Year 3 to Year 4

In order to progress from Year 3, students must have completed 12.0 course units (360 credits), have passed at least 11.0 course units (330 credits), have met all Year 2 progression requirements, and have achieved a weighted average of at least 50% for Years 1, 2 and 3. They must register to be reassessed in Year 4 any course units not yet completed and/or passed.

Students may not progress from Year 3 if they have incomplete/failed course units and have exhausted the permissible attempts.

All progression decisions at the end of Year 3 are provisional. Progression from Year 3 will not be confirmed until all marks are available and have been ratified by the Board of Examiners. Progression may therefore be confirmed at the start of Year 4.

Award of Honours Degree
Students will be eligible for the award of MEng (Hons) Computer Science provided they have: (i) completed 16.0 course units (480 credits); (ii) passed at least 14.5 course units (435 credits), including at least 3.0 course units (90 credits) at Level 6 (Advanced), at least 3.0 course units (90 credits) at Level 7 (Masters), and including the final year project; (iii) have fulfilled all attendance and assessment requirements prescribed; and (iv) have satisfied the Honours Degree Modern Foreign Language Requirements.

Award classification criteria are detailed in Section 13.4.

(iv) MEng Mathematical Computation

Progression from Year 1 to Year 2

In order to progress from Year 1, students must have completed 4.0 course units (120 credits) and have passed at least 3.5 course units (105 credits). They must register to be reassessed in Year 2 any course units not yet completed and/or passed.

Students may not progress from Year 1 if they have incomplete/failed course units and have exhausted the permissible attempts.

Progression from Year 2 to Year 3

In order to progress from Year 2, students must have completed 8.0 course units (240 credits), have passed at least 7.0 course units (210 credits), and have achieved a weighted average of at least 50% for Years 1 and 2. They must register to be reassessed in Year 3 any course units not yet completed and/or passed.

Students may not progress from Year 2 if they have incomplete/failed course units and have exhausted the permissible attempts.

Progression from Year 3 to Year 4

In order to progress from Year 3, students must have completed 12.0 course units (360 credits), have passed at least 11.0 course units (330 credits), and have achieved a weighted average of at least 50% for Years 1, 2 and 3. They must register to be reassessed in Year 4 any course units not yet completed and/or passed.

Students may not progress from Year 3 if they have incomplete/failed course units and have exhausted the permissible attempts.

Award of Honours Degree

Students will be eligible for the award of MEng (Hons) Mathematical Computation provided they have: (i) completed 16.0 course units (480 credits); (ii) passed at least 14.5 course units (435 credits), including at least 3.0 course units (90 credits) at Level 6 (Advanced), at least 3.0 course units (90 credits) at Level 7 (Masters), and including the final year project; (iii) have fulfilled all attendance and assessment requirements
prescribed; and (iv) have satisfied the Honours Degree Modern Foreign Language Requirements.

Award classification criteria are detailed in Section 13.4.

**Referred assessment (or referral)**

If a continuing student (i.e. one not in the final year of their programme) narrowly fails a module with a mark between 35% and 39%\(^1\), they may be asked to complete an additional assessment for the relevant module in order to provide the Board of Examiners enough information to make a pass/fail judgement on the student’s overall performance in that module. This is called a referral or referred assessment.

The overall module mark will be capped at 40% for any modules where assessments have been successfully referred. If the referral is unsuccessful, the higher of the original failed mark and the referral mark will apply.

The referred assessment is taken by the student over the summer period. Students who will undertake a Year Abroad must complete any referred assessment prior to leaving UCL. Referral is not available to final year students.

**Consequences of failure to meet progression requirements**

Information on the consequences of failing to meet the programme’s progression requirements.

Students who do not complete and pass the course units required to progress from the relevant Year of their programme will not be permitted to progress (i.e. they cannot enter the next Year of the programme).

Those students who are eligible for reassessment will be automatically permitted a second attempt at the failed modules. They may do so either as a repeating or resitting student at the next available opportunity (see Reassessment).

Students who are not eligible for reassessment, for example where no further attempts are permitted, will not be permitted to progress and their registration will be terminated.

\(^1\) Note: in some modules in the Faculty of Mathematical and Physical Sciences, the referral band is 30% to 39%
Consequences of failure to meet award requirements

Information on the consequences of failing to meet the programme's award requirements and on interim awards, where permitted.

Students in the final year of the programme who do not complete and pass the course units required for the award of honours degree will not be recommended for that award.

Those students who are eligible for reassessment will be automatically be permitted a second attempt at the failed modules. They may do so either as a repeating or resitting student at the next available opportunity (see Reassessment).

Students who do not meet the requirement for the award of honours degree and are not eligible for reassessment, for example where no further attempts are permitted, will be considered for an interim award. Where they meet the relevant requirements, an interim award will be recommended, otherwise no award will be recommended and the student’s registration will be terminated.

Interim awards

Candidates who fail to meet the requirements for their intended award may be eligible for an interim award if they meet or surpass defined learning outcomes and credit requirements.

Ordinary Degree (Bachelors without Honours)

BSc Computer Science students in their final year who do not meet the requirements for the award of Honours Degree will be eligible for the award of Ordinary Degree provided they have: (i) completed 11.0 course units (330 credits); (ii) passed at least 10.0 course units (300 credits), including at least 2.0 course units (60 credits) at Level 6 (Advanced); and (iii) have fulfilled all attendance and assessment requirements prescribed.

If students have passed the final year project, the degree will be BSc Computer Science, otherwise this will be BSc Computing.

An Ordinary Degree is unclassified (i.e. there is no First, Second or Third class).

Bachelors with Honours

MEng students in their final year who do not meet the requirements for the award of Master of Engineering (Hons) will be eligible for the award of Bachelor of Science (Hons) provided they have: (i) completed 16.0 course units (480 credits); (ii) passed at least 13.0 course units (390 credits), including at least 2.0 course units (60 credits) at Level 6 (Advanced) and 2.0 course units (60 credits) at Level 7 (Masters); (iii) have fulfilled all
attendance and assessment requirements prescribed; and (iv) have satisfied the Honours Degree Modern Foreign Language Requirements.

Award classification criteria are detailed in Section 13.4.

Further information:

- Interim Qualifications
  [www.ucl.ac.uk/srs/academic-manual/c4/progression-award/interim-qualifications]

Reassessment

Information on the reassessment of failed modules, including how many attempts are permitted, when these must be taken, and in what mode students can undertake reassessment.

In the event that a student fails to pass a module at the first attempt they may be offered the opportunity to be reassessed (on one further occasion only), unless: they have been awarded a degree; they are eligible for the award of a degree; they have been excluded from UCL on the grounds of academic insufficiency; or they have been excluded from UCL as a result of misconduct.

Reassessment must be taken at the next available opportunity, which may be almost immediately, in the late summer period (where relevant), or in the next academic session, depending on the programme structure and the student’s circumstances.

Students may undertake reassessment as either a repeating or a resitting student:

- **Repeating** students enrol on the failed modules and attend all teaching activities. The fees for repeating students are charged pro-rata to the credit-weighting of the modules concerned.

- **Resitting** students are not enrolled on the modules and do not attend any additional teaching. There is no fee for resitting the assessment. Resitting students have access to UCL’s facilities such as the library and other learning resources, although there may be limited availability of some resources during UCL vacation periods.

There are some modules that must be retaken in repeating mode as they require the student to be in attendance (for example, those involving significant lab or project work). Students who are not permitted to progress and are permitted to be reassessed will be counselled in relation to their options.

Students may decide not to be reassessed, but are advised to seek academic advice before making a decision as the fail mark will be counted in the calculation of their progression, award and classification, and may mean that a student is ineligible for a qualification.
Students will receive the higher of the assessment marks achieved at the first or second attempt. The overall module mark is not capped.

If a module is failed twice, it remains a fail permanently.

**Further information:**

- Assessment Framework: Taught Programmes - Reassessment
  [www.ucl.ac.uk/srs/academic-manual/c4/failure/reassessment](http://www.ucl.ac.uk/srs/academic-manual/c4/failure/reassessment)

**Consequences of unsatisfactory progress**

Students’ progress through their programme will be monitored continually through attendance and engagement monitoring, completion of formative and summative academic assessment, and academic their performance therein.

A student’s progress will be deemed to be **unsatisfactory** if they do not meet the minimum attendance requirements for their modules, including all lectures, seminars, tutorials and project-related meetings, have persistently neglected their coursework and/or have significantly underperformed in their academic assessments without adequate explanation or formally approved Extenuating Circumstances.

Any such cases will be reviewed by the Faculty Tutor who, with the Head of Department and relevant tutors, decide what action should be taken.

In these circumstances the student may be allowed to continue their programme of study without interruption, subject, if thought fit, to satisfying a further academic test; or they may be readmitted on a probationary basis for a term at a time; or they may be required to suspend their programme of study for a period of up to one academic session and may be readmitted after satisfactorily passing an academic test; or they may be refused readmission.

Students are expected to inform their Programme Director or Programme Administrator at the earliest opportunity about non-academic circumstances which have affected their studies via an Extenuating Circumstances application. Subject to the outcome of the application, the circumstances can be taken into account before a final decision is made.

Please also see Section 8.3 for information on attendance requirements.

**Further information:**

- Assessment Framework: Taught Programmes - Consequences of Failure
  [www.ucl.ac.uk/srs/academic-manual/c4/failure](http://www.ucl.ac.uk/srs/academic-manual/c4/failure)

- Current Students - Academic Progress and Examinations
  [www.ucl.ac.uk/current-students/exams_and_awards/GI/academicprogress](http://www.ucl.ac.uk/current-students/exams_and_awards/GI/academicprogress)

- Assessment Framework: Taught Programmes – Extenuating Circumstances
  [www.ucl.ac.uk/srs/academic-manual/c4/extenuating-circumstances](http://www.ucl.ac.uk/srs/academic-manual/c4/extenuating-circumstances)
8.2 Modern Foreign Language education

Details of the UCL Modern Foreign Language requirements for undergraduate degrees (Centrally Provided).

UCL is committed to Modern Foreign Language education and requires all UK Honours Degree students to enter UCL with, or have developed by graduation, a basic level of language competence. Students who fail to satisfy the requirement by the end of their programme will not be eligible for the award of an Honours Degree. Students should speak to their personal tutor or programme leader in the first instance if they have any questions about the requirement.

Further information:

- Modern Foreign Language Requirements
  [www.ucl.ac.uk/srs/academic-manual/c4/progression-award/mfl](http://www.ucl.ac.uk/srs/academic-manual/c4/progression-award/mfl)
9 Our expectations of students

9.1 Hours of study

Information on the expected hours of study required that are for undergraduate programmes (Central and Local)

Students on full-time programmes are expected to devote approximately 40 hours per week to their study during term time. This time is made up of formal learning and teaching events such as lectures, tutorials, and computer lab sessions as well as independent and group study.

9.2 Personal study time

Activities such as completing coursework, reading, research, and revision are assumed to be part of a student’s personal study time, which is not timetabled. During normal opening hours, there are many locations around the UCL campus that are available to students for personal study, including the various UCL Libraries, hubs, and other learning spaces (www.ucl.ac.uk/library/sites).

9.3 Attendance and engagement

Information on attendance requirements, how student’s attendance and engagement is monitored, and penalties for poor attendance (Centrally Provided).

Attendance requirements

UCL expects students to aim for 100% attendance, and has a minimum attendance requirement of 70% of scheduled learning, teaching and assessment activities. If a student does not meet this requirement they may be barred from summative assessment.

Further information:

- Attendance Requirements
  www.ucl.ac.uk/srs/academic-manual/c1/taught-registration/attendance
Barring Students from Assessment
www.ucl.ac.uk/srs/academic-manual/c1/agreements/barring

Engagement monitoring

UCL monitors and assesses students' engagement with their studies against a set of ten points of engagement over the course of their registration. This enables the department to identify any potential issues as early as possible so that action can be taken to support students who may require it. This also helps the university to meet the requirements set by the UK Border Agency for students with Tier 4 visas.

Each point of engagement relates to a specific period in the academic year and could be satisfied by, for example: attendance to a departmental event (induction, lecture, tutorial, etc.), coursework submission, interaction relating to a module, or meeting with a dissertation/project supervisor; these points and methods of engagement are defined by UCL’s Registry and Academic Services. It is important to note that engagement means that the student is actively participating in their programme, not just that they are in attendance.

There may be times when the programme's Programme Administrator will contact students to ask them to confirm their engagement if it has not been possible to do so by other means. Students should respond quickly and by any deadlines given.

Students whose engagement cannot be verified will be considered as 'not engaged'. If a student is not engaged on three occasions they be considered for suspension on the grounds of academic insufficiency, and those on a Tier 4 visa must be reported to the UK Home Office.

Any students whose attendance or progress is deemed to be an issue will be called for an interview with their Programme Director and/or the Teaching and Learning Manager.

Further information:

- Engagement Monitoring
  www.ucl.ac.uk/srs/staff-support/engmonitoring

- Suspensions of Studies on Grounds of Academic Insufficiency
  www.ucl.ac.uk/srs/academic-manual/c1/agreements/academic-suspensions

Tier 4 students: absence from teaching and learning activities

The majority of the department’s international students require a Tier 4 visa to study in the UK, and in order for them to secure a visa, UCL has to be able to sponsor them, which we can only do if we have a license from UK Government.
In line with UCL’s obligations under UK immigration laws, students who hold a Tier 4 visa must obtain authorisation for any absence from teaching or assessment activities.

**Further information:**

- Authorised Absence  
  [www.ucl.ac.uk/srs/academic-manual/c1/taught-registration/absence](www.ucl.ac.uk/srs/academic-manual/c1/taught-registration/absence)
- UCL Visa and Immigration pages  
  [www.ucl.ac.uk/iss/immigration-visa](www.ucl.ac.uk/iss/immigration-visa)

**Absence from assessment**

Any student who is absent from an assessment must obtain authorisation for the absence by submitting a request for Extenuating Circumstances.

**Further information:**

- Extenuating Circumstances  

**9.4 Student conduct**

Information on UCL’s disciplinary policies and the behaviour expected from students (Centrally Provided).

**Student Code of Conduct**

UCL enjoys a reputation as a world-class university. It was founded on the basis of equal opportunity, being the first English university to admit students irrespective of their faith and cultural background and the first to admit women. UCL expects its members to conduct themselves at all times in a manner that does not bring UCL into disrepute. Students should ensure they read and familiarise themselves with UCL’s Student Code of Conduct and be aware that any inappropriate behaviour may lead to actions under UCL’s Student Disciplinary Procedures.

**Further information:**

- UCL Student Code of Conduct  
  [www.ucl.ac.uk/srs/academic-manual/c1/code-of-conduct](www.ucl.ac.uk/srs/academic-manual/c1/code-of-conduct)
- Student Disciplinary Code and Procedure  
  [www.ucl.ac.uk/srs/academic-manual/c1/disciplinary-code](www.ucl.ac.uk/srs/academic-manual/c1/disciplinary-code)
10 Tutorials and supervision

10.1 Academic and personal tutors

Information on what students can expect in terms of academic and personal tutoring (Central and Local).

Academic and personal tutoring

UCL is committed to providing all students with the academic guidance and personal support that they need to flourish as members of our active learning and research community. As part of the wider support infrastructure provided by a programme, every undergraduate or taught postgraduate student will be assigned a member of staff who can provide constructive academic and personal development guidance and support. At the start of the year, students will be provided with the name and identity of their Personal Tutor, the date of their first meeting, and where and when the personal tutor can be found in term time. Students are encouraged to be proactive in engaging with their Personal Tutor, as it is the responsibility of the student to keep in touch.

Departmental Personal Tutors

All undergraduate students for programmes based in the Computer Science will be allocated to a personal tutor within the Department Computer Science by 31 October 2016. Each personal tutor will contact their tutees to organise their initial meeting, during which arrangements for subsequent meetings will be discussed.

For some programmes, personal tutor meetings take the form of small tutorial groups, which tutees meet with their personal tutor collectively.

Further information:

- Personal Tutors
  [www.ucl.ac.uk/ppd/personal_tutors](http://www.ucl.ac.uk/ppd/personal_tutors)

Academic tutoring

Each programme has a tutoring strategy to suit the aims, curriculum and structure of the programme. Typically, the programme will include group tutorials, with students having the option of meeting with a tutor individually as needed. The tutorial arrangements are announced during the programme’s Induction Week.
Office hours

All Programme Directors and Module Leaders will hold an office hour during term time and over the examination period. Students are welcome to drop in on members of staff during their office hour if there is anything they would like to discuss.

Staff office hours will be normally advertised on the department’s Moodle page.

10.2 Departmental pastoral support

Students have access to a wide range of health and counselling services provided by UCL. In addition, the department has an experienced team who provide pastoral support, advice and guidance to students on a range of issues.

**Personal Tutors** take an interest in their tutees as individuals and offers guidance on their personal and professional development. If and when needed, a Personal Tutor provides a safety net for the students' physical, mental and emotional welfare; acting as a point of referral to avert crisis. However, the normal tutoring role provides facilitation and guidance on a more everyday basis, so that the student can independently integrate the academic and extracurricular elements of their learning and development.

The **Programme Administrators** (based in MPEB 5.22) can help students with many issues relating to their studies, particularly those relating to UCL and departmental processes, including student records, module selection, coursework submission, extenuating circumstances, and complaints. Usually students would speak to the administrator for their programme, but they can seek advice from any member of the team, including the **Teaching and Learning Manager**.

**Departmental Equal Opportunities Liaison Officers** (DEOLOs) can provide students with general information and advice, and specialist advice in relation to equal opportunities matters.

The **Head of Department** and **Deputy Heads of Department** each hold a regular open hour for students to raise and discuss any issues, concerns or suggestions they may have with a senior member of staff (see the open hour schedule in Section 18.5).

Contact details for key staff are given in Section 2.3.

10.3 Dissertation supervision

Information on how project/dissertation supervision operates and the expectations of both the supervisor and student.

All programmes have a 1.0 course unit final year project module that requires a dissertation to be written to document the results. Projects run from October to April, allowing a substantial and challenging project to be undertaken. All projects have a
**project supervisor**, who is usually a member of departmental staff and also one of the internal examiners for the project.

The **undergraduate projects organiser** will advise students on how to find a project at the start of the academic year. Students may choose a project from a list of project proposals submitted by the department’s academic staff. Alternatively, students can propose their own project ideas to potential project supervisors. Ultimately, all projects must have a project supervisor who approves the project as suitable.

There are two main categories of projects:

- **Individual projects**: each student has an internal supervisor and weekly tutorial meetings.

- **Individual projects in collaboration with a person or organisation outside the department**: each student has an external supervisor who they are in regular contact with and an internal supervisor for weekly tutorials.

Students will be provided with a detailed set of guidelines for the project and the required content of the dissertation.

Students should meet with their project supervisor for one-to-one project tutorials each week during Terms 1 and 2. The student should use these meetings to outlines the work they have done since the last tutorial, and receive feedback and advice from their project supervisor. When the dissertation is being written the supervisor confirms that the structure and content are valid, and can review draft sections.

If the project supervisor is away for more than two weeks, they should arrange a temporary supervisor to cover their absence. By default, tutorials are face-to-face but alternative arrangements, such as using Skype, are possible.

The role of the project supervisor is to monitor the progress of the project, giving advice and feedback at the tutorials. The project supervisor also checks that the dissertation structure and content is correct, and that it is written in a timely manner. The default assumption is that the student is in charge of their project and responsible for making the decisions to move it forward, taking into account the feedback from the project supervisor. The project supervisor will take action if this is not happening, with the aim of getting the project back on track, but it is not their responsibility or role to run the project for the student.

Students should take the responsibility for confirming the time and place for each tutorial with their project supervisor and for giving an accurate report on their progress at each tutorial.
10.1 UCL Transition Programme

Information on the UCL Transition Mentors programme for new undergraduate students (Centrally Provided).

Transition Mentors

The UCL Transition Programme supports new first-year students at UCL, helping them to settle in quickly and achieve their potential. Each first-year student is assigned a Transition Mentor for their first term. Transition mentors are later-year students within each department who work with small groups of students on a weekly basis to help them settle in to UCL and London as well as focusing on academic issues and topics specific to their degree programme. First-year students meet their Transition Mentor during the first week of term at their department’s ‘Meet your Mentor’ session.

Further information:

- Transition at UCL
  [www.ucl.ac.uk/transition](http://www.ucl.ac.uk/transition)
11 Placements and study abroad

11.1 Information on placements

Extra-Mural Year Placement

An industry placement is where a student optionally spends a year working in industry between the penultimate and final year of their programme, thus adding one year (Extra-Mural Year, or EMY) to the overall length of their degree. Students on the BSc Computer Science may take an EMY Placement between Years 2 and 3, while students on the MEng Computer Science and MEng Mathematical Computation may take an EMY Placement between Years 3 and 4.

<table>
<thead>
<tr>
<th>Year of registration</th>
<th>BSc</th>
<th>BSc (EMY)</th>
<th>MEng</th>
<th>MEng (EMY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Year 1</td>
<td>Year 1</td>
<td>Year 1</td>
<td>Year 1</td>
</tr>
<tr>
<td>2</td>
<td>Year 2</td>
<td>Year 2</td>
<td>Year 2</td>
<td>Year 2</td>
</tr>
<tr>
<td>3</td>
<td>Year 3</td>
<td>EMY Placement</td>
<td>Year 3</td>
<td>Year 3</td>
</tr>
<tr>
<td>4</td>
<td>-</td>
<td>Year 3</td>
<td>Year 4</td>
<td>EMY Placement</td>
</tr>
<tr>
<td>5</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Year 4</td>
</tr>
</tbody>
</table>

Industry placement opportunities will be advertised as they become available. There is no guarantee that places will be available, or will be with a specific company or in a specific area. Any placement must be approved by the department and by the Faculty Teaching Committee, which will make sure that adequate, identifiable supervision and training are provided by the host company, that adequate supervision is provided by the student’s home department, and that the student’s plan of work for the year is related to the student's core discipline and is of adequate level.

(i) Assessment of the EMY Placement

The programme curriculum for students taking an EMY Placement includes an additional module, COMP3101 – Computer Science Internship, which is added to the final Year of the programme. This module is valued at 1.0 course unit. At the end of their placement, students will be required to complete a written report as the summative assessment for this module. The report will be submitted to the host company for approval and then to the department for marking. The assessment is Pass or Fail only, so no mark is awarded.

(ii) Award requirements for programmes with an EMY Placement
Students taking an EMY Placement will have an additional 1.0 course unit added to their degree programme. They will therefore need to complete and pass an additional 1.0 course unit above the standard award requirements for their programme, however the EMY is not included in the calculation of the programme mark and award classification.

BSc Computer Science (with EMY Placement)

Students will be eligible for the award of BSc (Hons) Computer Science provided they have: (i) completed 13.0 course units (390 credits); (ii) passed at least 12.0 course units (360 credits), including at least 2.0 course units (60 credits) at Level 6 (Advanced); (iii) have fulfilled all attendance and assessment requirements prescribed; and (iv) have satisfied the Honours Degree Modern Foreign Language Requirements.

Award classification criteria are detailed in Section 13.4.

MEng Computer Science (with EMY Placement)

Students will be eligible for the award of MEng (Hons) Mathematical Computation provided they have: (i) completed 17.0 course units (510 credits); (ii) passed at least 15.5 course units (465 credits), including at least 3.0 course units (90 credits) at Level 6 (Advanced), at least 3.0 course units (90 credits) at Level 7 (Masters), and including the final year project; (iii) have fulfilled all attendance and assessment requirements prescribed; and (iv) have satisfied the Honours Degree Modern Foreign Language Requirements.

Award classification criteria are detailed in Section 13.4.

11.2 Studying on a Year Abroad

Information on programmes with study abroad options, how to apply, entry requirements and assessment.

Year Abroad via MEng Computer Science (International Programme)

The MEng Computer Science (International Programme) is a variant of the MEng Computer Science in which students complete Year 3 at an agreed upon international partner institution which offers a comparable programme of study. Students who undertake the MEng Computer Science (International Programme) resume the standard Year 4 curriculum on their return to UCL.

BSc and MEng Computer Science students entering Year 2 can apply to transfer to the MEng Computer Science (International Programme). This is not available to students on the MEng Mathematical Computation.
The applications process is managed by the department’s Study Abroad Tutor, Dr Earl Barr (e.barr@ucl.ac.uk). Students who wish to transfer to the MEng Computer Science (International Programme) first need to have an interview with the Study Abroad Tutor who will make a decision on whether the student can transfer.

If approved, the student will transfer to the MEng Computer Science (International Programme). They will then attend sessions on how to prepare for the Year Abroad and how to apply to the universities that the student is interested in attending.

Applications will require references from at least one academic staff member, ideally including the student's Personal Tutor, who should be kept informed of the progress of the application. The process is competitive, meaning that there is no guarantee of acceptance onto the programme or of going on a year abroad. If an application is unsuccessful, the student transfers back to their original degree programme.

Those students who successfully secure a placement at a partner institution will need to satisfy the academic requirements for undertaking the Year Abroad (see below), which considers their performance over Years 1 and 2 of their programme.

Students who may be interested in the International Programme are encouraged to seek advice from the Study Abroad Tutor, Dr Earl Barr (e.barr@ucl.ac.uk).

Academic requirements for the Year Abroad

In order to progress into Year 3 of the MEng Computer Science (International Programme), and undertake a placement Year Abroad, students must have completed 8.0 course units (240 credits), have passed at least 7.0 course units (210 credits), and have achieved a weighted average of at least 60% for Years 1 and 2.

Students who do not meet the academic requirements for the Year Abroad will not be permitted to progress to Year 3 of the MEng Computer Science (International Programme). They will be transferred to their original programme and will not undertake the Year Abroad placement.

Curriculum for the Year Abroad

The destination university will provide detailed information about the modules available on the Year Abroad. The student must agree a specific set of modules to be taken with the Computer Science Study Abroad Tutor. This is a binding agreement and any changes need to be discussed and agreed with the department. The set of modules selected should have the same level and similar content to the equivalent Year 3 modules at UCL, but there may well be significant variation as university programmes can differ widely, or have particular specialisations.

Students who successfully complete the Year Abroad will have a mark credited to the module COMP3100 – Computer Science Study Abroad, which counts as 4.0 course units. This contributes to the overall programme mark and award classification.
11.3 Internships

Information on summer internships.

The Computer Science programmes do not include mandatory summer internships as part of the programme, however it is common practice for students to intern over the summer.

Information on internships is given in Section 21.3.
12 Professional accreditation

Details of professional accreditation of programmes, any associated requirements integrated into the programme, and any requirements for students.

The BSc Computer Science, MEng Computer Science and MEng Mathematical Computation are fully or partially accredited by both the Institute of Engineering and Technology (IET) and the Chartered Institute for IT (BCS).

- Chartered Institute for IT
  [www.bcs.org](http://www.bcs.org)

- Institute of Engineering and Technology (IET)
  [www.theiet.org/academics/accreditation](http://www.theiet.org/academics/accreditation)
13 Assessment and examination

Information on examination and assessment, including details of the information students will receive, how work is set and marked, and when they will receive notification of their marks.

13.1 How will students be assessed?

Types of assessment

Assessment is a general term used to describe the mechanism to measure student achievement. A variety of assessment methods may be applied to reflect an integrated curriculum design.

The department’s programmes typically use a mixture of **formative** and **summative** assessment to test different skills and to enable students to achieve the intended learning outcomes: formative assessment provides feedback to students about their progress towards achieving the intended learning outcomes for the module; summative assessment provides a clear statement of achievement or failure that can be made in respect of an individual student’s performance and contributes to an overall degree classification.

Assessment structure

Each module will have one or more **summative assessments**. The mark for each summative assessment contributes a given percentage towards the overall module mark. Examples of common assessments include examinations, coursework, presentations, group project work, and in-class tests. Most modules have multiple assessments, such as coursework and examination.

Some summative assessments have multiple parts, for example a coursework might be comprised of app development, a report, and a presentation. The mark for each assessment part contributes a given percentage towards the overall assessment mark.

The assessment structure for each module is summarised on the module’s syllabus indices. Students should expect that, for each module, the details of all summative assessments, any constituent parts, and their weightings will be published via the module’s Moodle page at the start of term (www.ucl.ac.uk/moodle).

Further information on completing and passing modules is given in Section 8.

- Please see the module syllabus pages here:
Assessment information

Assessment is a critical aspect of the programme and it is important for students to understand how and when they will be assessed, what is expected of them, and how this will contribute to their overall award.

Programme Directors are responsible for ensuring that students are provided with comprehensive, accurate and timely information for all the assessments they will take throughout their programme. Students should expect the following information to be published for each assessment, where relevant, at the point it is set:

- **A description of the assessment task** (i.e. what is required), any word count or other restrictions, and any penalties that may be applied if restrictions are exceeded;
- **Marking criteria** setting out how marks will be awarded for the assessment (see Section 13.2 for further information), including:
  - for group work, information on whether and how the contribution of individuals will be assessed;
  - for peer assessed work, information on how marking should be carried out, and on how the marks awarded by peers will be second-marked and moderated;
- Instructions on the **style of referencing** to be used, and examples of this;
- Instructions on **when and how work should be submitted** (i.e. the deadline);
- Information on **when and how provisional marks and feedback will be published**.

### 13.2 Marking criteria and learning outcomes

Information on what marking criteria and learning outcomes are, and what information students can expect to receive.

**Marking criteria**

Each summative assessment has **marking criteria** that sets out how the work will be marked. This is typically an explicit statement of the criteria applied in marking, including a detailed description of the qualities representative of different grades or ranges of marks. For quantitative assessments, such as exams, this is commonly an explicit explanation of how the assessment is scored, i.e. how many marks are available in total and how many marks are associated with each question.

The marking criteria for coursework and other assessments are published via the module’s Moodle page at the point the coursework is set. For written examinations, the
Learning outcomes

The learning outcomes for each module specify what a student should be able to do as a result of having completed it, ideally something that is measurable. So typically an action rather than a concept. Summative assessments are designed to test students’ learning against these outcomes. The learning outcomes for each module are published on the syllabus web page.

- Please see the module syllabus pages here: www.cs.ucl.ac.uk/students/syllabus

13.3 Marking scales

Details of the marking scales in use on the programme and how these vary between modules.

Programme marking scales

Summative assessments are criterion-referenced, which means that the assessment evaluates the ‘absolute’ quality of a candidate’s work against the marking criteria; the same work will always receive the same mark, irrespective of the performance of other students in the cohort. A single overall marking scale is used, which runs from 0-100%.

Programme marks fall into different classes of performance:

<table>
<thead>
<tr>
<th>Mark</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 – 100</td>
<td>First Class</td>
</tr>
<tr>
<td>60 – 69</td>
<td>Upper Second Class (2:1)</td>
</tr>
<tr>
<td>50 – 59</td>
<td>Lower Second Class (2:2)</td>
</tr>
<tr>
<td>40 – 49</td>
<td>Third</td>
</tr>
<tr>
<td>0 – 39</td>
<td>Fail</td>
</tr>
</tbody>
</table>

The marking scale assumes rounding to the nearest integer, with decimal places below five being rounded down and decimal places of five or more being rounded up.

The marking scale for modules and their assessments relates to the Academic Level of the module. Modules at Level 4 (First), Level 5 (Intermediate) and Level 6 (Advanced) are marked on the undergraduate scale (i.e. the module pass mark is 40%), whereas
Modules at Level 7 (Masters) are marked on the postgraduate scale (i.e. the module pass mark is 50%). Further information on Academic Levels is given in Section 6.1.

Some assessments are binary marked, which means that a genuine attempt will be awarded a mark of 100, otherwise the work will be given mark of 0. The aim of this type of assessment, which usually carries a small weighting, is to help students to learn but to relieve the pressure of chasing each and every mark.

**Publishing provisional and final marks**

Assessment marks are returned as either a provisional numerical mark or as a grade. Numerical marks remain provisional, and subject to change, until these have been verified by the programme’s Board of Examiners, which takes place following completion of the academic year. The reason for this is that marking must be subjected to internal moderation and external review to ensure fairness, consistency, and equitability of standards before marks and awards can be finalised.

**Final marks** are published via Portico (www.ucl.ac.uk/portico) following verification by the Board of Examiners at the end of the academic year.

### 13.4 Award classification

Information on how assessment and module marks are combined to reach a programme mark and classification.

The overall module marks for each year of the programme are combined to form a weighted mark which is used to determine the award classification.

**Module marks**

A module mark is determined from a weighted average of its summative assessment marks, i.e. the total sum of each assessment mark multiplied by its assessment weighting. The calculated module mark is then rounded to the nearest integer.

For example, for a module with an examination weighted at 70% and a coursework weighted at 30%: **module mark = (exam mark × 70%) + (coursework mark × 30%).**

In order to pass an undergraduate module, i.e. one at Level 4 (First), Level 5 (Intermediate), and Level 6 (Advanced), a student must: (i) complete the module; (ii) achieve an overall module mark of 40%; (iii) achieve a minimum mark of 40% in any assessments that are prescribed as non-condonable in the programme’s Scheme of Award; and (iv) achieve any minimum marks prescribed for individual assessments in the programme’s Scheme of Award.
In order to pass a postgraduate module, i.e. one at Level 7 (Masters), a student must: (i) achieve an overall module mark of 50%; (ii) achieve a minimum mark of 50% in any assessments that are prescribed as non-condonable in the programme’s Scheme of Award; and (iii) achieve any minimum marks prescribed for individual assessments in the programme’s Scheme of Award.

A unit weighted module mark is determined by multiplying the module mark by the course units awarded for that module. Students are awarded course units for a module when it is passed.

The requirements to complete and pass a module are explained in Section 8.1.

Further information:
- Assessment Framework: Taught Programmes - Requirements to Pass a Module
  [www.ucl.ac.uk/srs/academic-manual/c4/assessment/pass-requirements](http://www.ucl.ac.uk/srs/academic-manual/c4/assessment/pass-requirements)

Undergraduate programme mark

The overall programme mark is determined from a year and credited weighted average of the marks for modules that count towards the award. A Year Average is calculated for each year of the programme based on the course units the student has accumulated for that year. The Year Averages are then weighted according to a ratio specified in the Scheme of Award for that programme. This produces an overall programme mark, which is then rounded to the nearest integer.

A Year Average is determined based on the modules that have been passed in that year. This is calculated as the sum of the unit-weighted module marks divided by the total course units for that year. Where students have completed an Extra-Mural Year, this is not included in the calculation of the programme mark and award classification.

For BSc Computer Science, the overall programme mark is calculated by weighting the Year 1, 2 and 3 Averages in the ratio 1:3:5, as follows:

\[
\left( \frac{1}{9} \times \text{Yr1 Average} \right) + \left( \frac{3}{9} \times \text{Yr2 Average} \right) + \left( \frac{5}{9} \times \text{Yr3 Average} \right)
\]

For MEng Computer Science and MEng Mathematical Computation, the overall programme mark is calculated by weighting the Year 1, 2, 3 and 4 Averages in the ratio 1:3:5:5, as follows:

\[
\left( \frac{1}{14} \times \text{Yr1 Average} \right) + \left( \frac{3}{14} \times \text{Yr2 Average} \right) + \left( \frac{5}{14} \times \text{Yr3 Average} \right) + \left( \frac{5}{14} \times \text{Yr4 Average} \right)
\]

The marks for retaken or substitute modules will be assigned to the year in which that module was first attempted, rather than in the year it was actually taken, if that is different.

- More detailed award rules can be found here:
  [www.ucl.ac.uk/srs/academic-manual/c4/c4-intro](http://www.ucl.ac.uk/srs/academic-manual/c4/c4-intro)
Award classification

Honours degree classification criteria

BSc Computer Science

Three Year Honours: students will be eligible for the award of BSc (Hons) Computer Science provided they have: (i) completed 12.0 course units (360 credits); (ii) passed at least 11.0 course units (330 credits), including at least 2.0 course units (60 credits) at Level 6 (Advanced) – and including the final year project; (iii) have fulfilled all attendance and assessment requirements prescribed; and (iv) have satisfied the Honours Degree Modern Foreign Language Requirements.

Three Year Honours with an EMY: students will be eligible for the award of BSc (Hons) Computer Science provided they have: (i) completed 13.0 course units (390 credits); (ii) passed at least 12.0 course units (360 credits), including at least 2.0 course units (60 credits) at Level 6 (Advanced) – and including the final year project; (iii) have fulfilled all attendance and assessment requirements prescribed; and (iv) have satisfied the Honours Degree Modern Foreign Language Requirements.

Award classification is based on the programme mark:

<table>
<thead>
<tr>
<th>Programme mark</th>
<th>Award classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 – 100</td>
<td>First Class</td>
</tr>
<tr>
<td>60 – 69</td>
<td>Upper Second Class (2:1)</td>
</tr>
<tr>
<td>50 – 59</td>
<td>Lower Second Class (2:2)</td>
</tr>
<tr>
<td>40 – 49</td>
<td>Third</td>
</tr>
<tr>
<td>0 – 39</td>
<td>Fail: no award</td>
</tr>
</tbody>
</table>

Borderline criteria:

If the overall programme mark is 1% of a classification boundary, the student is in the borderline zone and may be considered for raising to the higher classification. This will take into account, for example: (i) whether the majority of course units passed fall in the higher classification; (ii) whether there is evidence of “exit velocity” (i.e. do the student’s marks get progressively better); and (iii) whether passed modules with high course units or particular significance fall in the higher classification, in particular the final year project module. Such consideration will be at the discretion of the Board of Examiners.

MEng Computer Science and MEng Mathematical Computation

Four-Year Integrated Masters: students will be eligible for the award of MEng (Hons) provided they have: (i) completed 16.0 course units (480 credits); (ii) passed at least 14.5 course units (435 credits), including at least 3.0 course units (90 credits) at Level 6 (Advanced), at least 3.0 course units (90 credits) at Level 7 (Masters) – and including the final year project; (iii) have fulfilled all attendance and assessment requirements
prescribed; and (iv) have satisfied the Honours Degree Modern Foreign Language Requirements.

**Four-Year Integrated Masters with an EMY:** students will be eligible for the award of MEng (Hons) provided they have: (i) completed 17.0 course units (510 credits); (ii) passed at least 15.5 course units (465 credits), including at least 3.0 course units (90 credits) at Level 6 (Advanced), at least 3.0 course units (90 credits) at Level 7 (Masters) – and including the final year project; (iii) have fulfilled all attendance and assessment requirements prescribed; and (iv) have satisfied the Honours Degree Modern Foreign Language Requirements.

Award classification is based on the **programme mark**:

<table>
<thead>
<tr>
<th>Programme mark</th>
<th>Award classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 – 100</td>
<td>First Class</td>
</tr>
<tr>
<td>60 – 69</td>
<td>Upper Second Class (2:1)</td>
</tr>
<tr>
<td>50 – 59</td>
<td>Lower Second Class (2:2)</td>
</tr>
<tr>
<td>40 – 49</td>
<td>Third</td>
</tr>
<tr>
<td>0 – 39</td>
<td>Fail: no award</td>
</tr>
</tbody>
</table>

**Borderline criteria:**

If the overall programme mark is 1% of a classification boundary, the student is in the borderline zone and may be considered for raising to the higher classification. This will take into account, for example: (i) whether the majority of course units passed fall in the higher classification; (ii) whether there is evidence of “exit velocity” (i.e. do the student’s marks get progressively better); and (iii) whether passed modules with high course units or particular significance fall in the higher classification, in particular the final year project module. Such consideration will be at the discretion of the Board of Examiners.

**Further information:**

- Faculty of Engineering Sciences Scheme of Award  
  [www.ucl.ac.uk/srs/academic-manual/documents/derogations-2016-17](http://www.ucl.ac.uk/srs/academic-manual/documents/derogations-2016-17)

- Undergraduate Progression and Award Requirements  
  [www.ucl.ac.uk/srs/academic-manual/c4/progression-award/honors](http://www.ucl.ac.uk/srs/academic-manual/c4/progression-award/honors)

- Undergraduate Modern Foreign Language Requirement  
  [www.ucl.ac.uk/srs/academic-manual/c4/progression-award/mfl](http://www.ucl.ac.uk/srs/academic-manual/c4/progression-award/mfl)

- Undergraduate Classification Scheme  
  [www.ucl.ac.uk/srs/academic-manual/c4/classification/honours](http://www.ucl.ac.uk/srs/academic-manual/c4/classification/honours)
13.5 Feedback

Information on what feedback is, how will students recognise it (questions in lectures, emails etc.), how and when students will receive feedback on their work and what will it look like.

Assessment feedback

Students should receive feedback for every summative assessment. The aim of feedback is to provide an evaluation of the assessed work that has been marked, to help students evaluate their work and identify and understand how it could be improved, to develop students’ assessment literacy, and to inform their future learning.

Feedback takes a variety of forms, including individual written comments, annotated marking schemes, individual oral feedback, automated feedback, model or indicative answers, face-to-face marking in lab classes, and feedback given during lectures. The type of feedback given depends on the nature of the assessment and the approach of the marker.

Details of when and how feedback will be provided for the assessment will be published alongside the assessment instructions and marking criteria via the module’s Moodle page (usually at the point the assessment is set).

If students find that they have not been provided with feedback on an assessment within an appropriate timeframe, they should approach the Module Leader or Programme Director for advice.

UCL feedback turnaround policy

Regular feedback is an essential part of every student’s learning. It is UCL policy that all students receive feedback on summative assessments within one calendar month of the submission deadline. This feedback may take the form of written feedback, individual discussions, group discussions, marker’s answers, model answers or other solutions (although students should note that UCL is generally unable to return examination scripts or comments on the same). Students writing dissertations or research projects should also expect to receive feedback on a draft on at least one occasion.

If, for whatever reason, a department/division cannot ensure that the one calendar month deadline is met then they will tell students when the feedback will be provided - it is expected that the extra time needed should not exceed one week. Where feedback is not provided within the timescale, students should bring the matter to the attention of their Departmental Tutor or Head of Department.

Further information:
- UCL Feedback Policy
  www.ucl.ac.uk/srs/academic-manual/c4/feedback
### 13.6 Examinations

**Information on written examinations and a link to the UCL Examination Guide for Candidates on the Examinations and Awards website (Centrally Provided)**

Students must ensure that they are aware of the regulations governing written examinations detailed in the *UCL Examination Guide for Candidates* on the Examinations and Awards website. Students should pay particular attention to the regulations around examination irregularities. Students who are suspected of any form of cheating or of breaching the Examination Regulations will be investigated under UCL’s Examination Irregularities and Plagiarism procedures.

**Further information:**
- Current Students – Examination and Awards  
  [www.ucl.ac.uk/current-students/exams_and_awards](http://www.ucl.ac.uk/current-students/exams_and_awards)
- Assessment Framework - Examinations  
  [www.ucl.ac.uk/srs/academic-manual/c4/examinations/principles](http://www.ucl.ac.uk/srs/academic-manual/c4/examinations/principles)
- Assessment Framework - Examination Irregularities and Plagiarism  
  [www.ucl.ac.uk/srs/academic-manual/c4/irregularities-plagiarism/principles](http://www.ucl.ac.uk/srs/academic-manual/c4/irregularities-plagiarism/principles)

### 13.7 Coursework

**Information on coursework submissions, clear information about where and how to submit work, including details of any electronic submission methods and the technical support available.**

Most modules offered by the department have one or more coursework assessments, with some coursework comprising multiple parts. For example, a coursework might include a written report, a practical demonstration, and a presentation. At the point each coursework (or part) is set, specific information on when and how to submit the required work will be published via the module’s Moodle page.

**Submission procedure**

The procedure for coursework submission is set by the home department for each module. Computer Science modules are prefixed with the code ‘COMP’, and for these modules coursework is submitted either in hard-copy or electronically as follows:
Hard copy submission: a coursework coversheet must be completed, signed and attached to the work, which should then be handed in to the Computer Science Departmental Office. The deadline is 12:00 (noon) on the day of submission.

Electronic submission: the work must be uploaded and submitted to the assessment submission point on the module’s Moodle page. The deadline is 23.55 on the day of submission.

Students who undertake modules owned by other departments should ensure they familiarise themselves and comply with the submission procedures prescribed by those departments.

Information on the penalties for late submission are given in Section 13.8.

Support for coursework submission

If a student has difficulties understanding any aspect of the coursework, they should consult the member of staff who was responsible for setting it.

Technical support for submission via Moodle is provided by the Information Service Division (ISD) Help Desk via email, telephone or in person. The Help Desk is available Monday to Friday between 08:30 and 17:30.

Students can also seek advice from the Programme Administrator for their programme, who can advise on the submission procedure and help resolve any common problems students may face.

It is ultimately a student’s own responsibility to ensure their work is submitted on time. Students are expected to plan their time sensibly, and take appropriate precautions to back-up and safeguard their work. In most cases, computer failures, virus infections or similar will not be regarded as sufficient excuse for late submission.

Further information:

- ISD Help Desk
  [www.ucl.ac.uk/isd/help](http://www.ucl.ac.uk/isd/help)

13.8 Coursework late submission penalties

Information on penalties that apply for late submission of coursework (Centrally Provided).

Late submission penalties

Planning, time-management and the meeting of deadlines are part of the personal and professional skills expected of all graduates. For this reason, UCL expects students to
submit all coursework by the published deadline date and time, after which penalties will be applied.

If a student experiences something which prevents them from meeting a deadline that is sudden, unexpected, and significantly disruptive and beyond their control, they should submit an Extenuating Circumstances (EC) Form. If the request is accepted, the student may be granted an extension. If the deadline has already passed, the late submission may be condoned i.e. there will be no penalty for submitting late.

In the first instance, students are encouraged to speak with their Programme Administrator (based in MPEB 5.22) if they need advice on the Extenuating Circumstances procedure. Completed applications for Extenuating Circumstances along with supporting evidence should be submitted via email to the Teaching and Learning Manager, Nisha Gosai (n.gosai@ucl.ac.uk).

More detailed information on Extenuating Circumstances is given in Section 14.3.

Further information:

- Late Submission
  [www.ucl.ac.uk/srs/academic-manual/c4/failure/late-submission](http://www.ucl.ac.uk/srs/academic-manual/c4/failure/late-submission)

- Extenuating Circumstances

13.9 Absence from assessment

Information about absence from assessment and the consequences of this (Centrally Provided).

Any student who is absent from an assessment will receive a mark of zero unless they obtain authorisation for the absence and formally defer their assessment to a later date by submitting a request for Extenuating Circumstances. Absences from assessment need to meet the criteria for Extenuating Circumstances and be supported by appropriate evidence. If Extenuating Circumstances are not approved, the mark of zero will stand and, for Modules at Level 4 (First), Level 5 (Intermediate) and Level 6 (Advanced), the module will also be incomplete.

In line with UCL’s obligations for students studying under a visa, Tier 4 students must also obtain authorisation for any absence from teaching or assessment activities under the Authorised Absence procedures.

Further information:

- Extenuating Circumstances

- Authorised Absence Policy
13.10 Coursework word counts and penalties

Information about word counts and penalties.

Word counts

Assignment briefs will include clear instructions about word counts, the inclusion of footnotes, diagrams, images, tables, figures and bibliographies etc. Students are expected to adhere to the requirements for each assessment. Students exceeding these parameters may receive a reduction in marks.

For project work the department typically specifies maximum page counts rather than word counts, due to the wide variety of kinds of projects. The instructions for each summative assessment will be published to the relevant module’s Moodle page at the point the assessment is set. This will include any specific parameters and, where relevant, any consequences for exceeding them.

Further information:

- Word Counts
  www.ucl.ac.uk/srs/academic-manual/c4/failure/word-count

13.11 Consequences of failure

Information on the consequences of failure, including reassessment, referral and substitution of failed modules (Centrally Provided).

Reassessment

The Programme Scheme of Award describes the modules which students must complete and pass in order to achieve their degree. Where a student fails to meet these requirements at the first attempt, and there are no Extenuating Circumstances (www.ucl.ac.uk/srs/academic-manual/c4/extenuating-circumstances/principles) material to that failure, they may be reassessed on one more occasion only, unless they have been awarded a degree, are eligible for the award of a degree, or have been excluded from UCL on the grounds of academic insufficiency or as a result of misconduct. Students who have passed a module are not permitted to resit or repeat that module.

The department’s Schemes of Award will be published via the department’s Moodle pages by no later than 31 October 2016.
Failure of a Year Abroad

Where a student fails a Year Abroad, either owing to interruption, non-engagement or failure to achieve the pass mark, there is no opportunity for reassessment of the Year Abroad and the student must transfer to an equivalent degree where there is no Year Abroad requirement.

Students on MEng Computer Science (International Programme) who fail to meet the academic requirements for the modules they take on the Year Abroad will not be credited the 4.0 course units for COMP3100 – Computer Science Study Abroad. Since it is not possible to undertake reassessment of the Year Abroad, the student will transfer either to the BSc Computer Science or MEng Computer Science and will undertake Year 3, with all attempts considered the second attempt. The student will be counselled as to their options and their implications.

Timing of reassessment

Reassessment must be made at the next scheduled occasion, which may be almost immediately, in the late summer period or in the next academic session, depending on the programme structure and the student’s circumstances.

Students will be kept informed of any requirements for reassessment, their options, and then timeframes for this.

Timing of reassessment: Year Abroad students

Students who are on a Year Abroad at the time of the next scheduled occasion will be re-examined during the late assessment period in the summer following their Year Abroad.

Any students undertaking the MEng Computer Science (International Programme) Year Abroad in Year 3 but who are required to undertake reassessment for modules failed in Year 2 will be reassessed in Year 4 (i.e. when they return to UCL).

Reassessment of modules failed on the Year Abroad in Year 3 is not permitted.

Resit marks

Students will receive the higher of the marks achieved at the first or second attempt, whether for the original module or a substitute module. Marks will be included in the classification calculation for the year in which the module was originally taken.

If the mark obtained for the second attempt is in the referral band, the Board of Examiners may permit a referral assessment, provided the student satisfies all other requirements.
Referral is not permitted in the final year. Further information on referral is given below and in Section 8.

Referred assessment

On a limited number of undergraduate modules, students who achieve a mark of 35 to 39 (or 30 to 39 in the Faculty of Mathematical and Physical Sciences) may be eligible for Referred Assessment. Eligible students will be asked to undertake an additional assessment in the summer and, if they are successful, the mark for that module will be capped at 40 and the student will be permitted to progress to the next year of the programme. Students in their final year, including those registered on Integrated BSc programmes, are not eligible for referred assessment.

Further information on referral is given in Section 8.

Further information:

- Undergraduate Referral
  
  www.ucl.ac.uk/srs/academic-manual/c4/failure/ug-referred-assessment

Format of reassessment

Students will normally only be reassessed in those module components which they have failed.

Substitution of failed module(s)

Subject to faculty approval, modules up to the value of 1.0 course unit (30 credits) across the whole programme may be substituted for modules that have been failed. Students will be required to attend all teaching and undertake all assessment for the new module, but the assessment for the new module will be treated as a second attempt. All applications for the substitution of new modules must be made by the Faculty of Engineering Sciences to UCL Assessment and Student Records (www.ucl.ac.uk/srs/our-services/student-administration).

The substitute module(s) must satisfy the programme requirements in terms of credit-weighting and academic level. Students who wish to substitute modules should discuss this with their Programme Director.

The marks and course units for any substitute modules will be included in the calculation for the mark of Years in which the replaced modules were originally taken. For example, if a failed module in Year 1 is replaced with a substitute module taken in Year 2; the mark and course units for the substitute module would be allocated to Year 1.

Further information:
13.12 Coursework referencing

Information about accepted referencing methods.

A student’s academic work will typically draw on information, concepts and ideas from a range of different sources, including for example: academic journals, books, standards, technical specifications, policy and law, and websites.

Referencing is a method of citing the sources that have been used to informed the work in question. Accurate referencing is important to demonstrate how widely the student has researched their subject, to show the basis for their arguments and conclusions, and to avoid plagiarism.

There are many different styles that can be used for referencing, with Harvard and Vancouver being amongst the most common at UCL. The style that should be used for each module or assessment will be informed by the relevant module tutor when the assessment is set. Examples of these styles will be provided via the module’s Moodle page.

Further information:

- UCL Plagiarism Web Pages
  [www.ucl.ac.uk/current-students/guidelines/plagiarism](http://www.ucl.ac.uk/current-students/guidelines/plagiarism)

- References, Citations and Avoiding Plagiarism
  [www.ucl.ac.uk/library/docs/guides/references-plagiarism](http://www.ucl.ac.uk/library/docs/guides/references-plagiarism)

13.13 Plagiarism in Computer Science

Information about academic integrity (plagiarism) in the discipline and where to seek advice on referencing.

Plagiarism is defined as the presentation of another person's thoughts or words or artefacts or software as though they were a student's own. It is also possible for a student to self-plagiarise by reproducing their own material which has already been used in other assessed work.

Computer Science students will typically produce a wide range of work throughout their programmes, for example including written reports, analyses, technical responses, software artefacts, and presentations. Students will be advised on the appropriate style
of referencing they should use for each of the assessments they will undertake at the point it is set (this will be published to the module’s Moodle page).

UCL’s plagiarism policy (www.ucl.ac.uk/current-students/guidelines/plagiarism) and the guidance published by Library Services (www.ucl.ac.uk/library/docs/guides/references-plagiarism) sets out in detail what constitutes plagiarism, what students should to avoid this in practice.

In addition, students in Computer Science should be particularly aware of the risk of plagiarism through the reproduction of content from external sources (for example, the internet), the falsification of programme output, and the use of any external services for the purpose of producing code or other software artefacts (including design elements).

If in doubt, students are strongly recommended to seek guidance from the relevant member of staff who can provide advice and guidance in relation to the assessments they set.

Information on UCL’s plagiarism procedure is given in Section 13.14.

13.14 Plagiarism and Examination Irregularities Procedures

Information about UCL’s examination irregularities and plagiarism procedures.

UCL students are expected to be aware of and adhere to UCL’s referencing and examination requirements as a condition of their enrolment:

- **For examinations**, the UCL Examination Guide for Candidates is published annually on the Examinations and Awards website. All candidates for written examinations must ensure they are familiar with the requirements for conduct in examinations set out in this guide.

- **For coursework submissions**, students must ensure that they are familiar with the UCL Library Guide to References, Citations and Avoiding Plagiarism which provides detailed guidance about UCL’s referencing and citation requirements. Students should also ensure that they are familiar with the specific referencing requirements of their discipline.

UCL will use plagiarism detection software to scan coursework for evidence of plagiarism against billions of sources worldwide (websites, journals etc. as well as work previously submitted to UCL and other universities). Most departments will require students to submit work electronically via these systems and ask students to declare that submissions are the work of the student alone.

Any student suspected of examination misconduct, plagiarism, self-plagiarism, collusion, falsification or any other form of academic misconduct which is likely to give an unfair advantage to the candidate and/or affect the security of assessment and/ or compromise
the academic integrity of UCL will be investigated under the Examination Irregularities and Plagiarism procedures. If misconduct is found, students are likely to be failed for that assignment and/or module. Serious or repeated offences may lead to failure of the whole year, suspension or even expulsion. A breach of copyright or intellectual property laws may also lead to legal action.

**Further information:**

- UCL Examination Guide for Candidates
  [www.ucl.ac.uk/current-students/exams_and_awards](http://www.ucl.ac.uk/current-students/exams_and_awards)

- Library Guide to References, Citations and Avoiding Plagiarism
  [www.ucl.ac.uk/library/docs/guides/references-plagiarism](http://www.ucl.ac.uk/library/docs/guides/references-plagiarism)

- Examinations Irregularities and Plagiarism Procedures
  [www.ucl.ac.uk/srs/academic-manual/c4/irregularities-plagiarism/principles](http://www.ucl.ac.uk/srs/academic-manual/c4/irregularities-plagiarism/principles)

- Students can also seek advice from the UCLU Rights and Advice Centre
  [www.uclu.org/services/advice-welfare](http://www.uclu.org/services/advice-welfare)

### 13.15 Research ethics

**Information about research ethics, approvals process, code of conduct, etc. on the programme (where applicable).**

All Computer Science students who undertaking research, for example through their project/dissertation, must consider the ethical implications of the work they intend to carry out and seek ethical approval for this.

Research ethics ensures that the rights, dignity and best interests of all parties involved in, or affected by, a student’s research are protected. This often simply means gaining consent from informants and organisations, behaving with empathy in the field, and providing anonymity to people and places during and after the research phase.

Students will receive guidance on research ethics from their Project Supervisor through their project/dissertation module. Some degrees also cover research ethics through the taught part of the programme. Students who wish to undertake research through their taught modules, for example as part of an assessment, should seek guidance on any ethical implications from the relevant module tutor.

**Further information:**

- UCL Research Ethics Committee
  [ethics.grad.ucl.ac.uk](http://ethics.grad.ucl.ac.uk)
13.16 Marking of assessments

Information about marking, second-marking and moderation, and the release of provisional marks.

Marking, second-marking and moderation

All work that is submitted for summative assessment is marked by a UCL Internal Examiner or Assistant Internal Examiner. All UCL programmes also include rigorous second-marking and internal moderation processes to ensure that marking is consistent and fair. Second-marking can take a number of different forms depending on the type of assessment, but the overall aim is to ensure that marking is as accurate as possible. Internal moderation also helps UCL to ensure that marking is equitable across different modules, pathways, options and electives.

Provisional marks

All marks are subject to change until verified by the programme’s Board of Examiners. Students should be aware that marks can and do change as a result of the second marking and moderation process. The results released though the year, for example via the module’s Moodle grade book, are therefore provisional. Students’ final marks are published following verification by the programme’s Board of Examiners at the end of the academic year.

13.17 External examining

Information about the External Examiner process and how to access reports via Portico.

External Examiners are senior academics or practitioners from other universities who help UCL to monitor the quality of the education we provide to our students. In particular, External Examiners scrutinise the assessment processes on each programme, helping UCL to ensure that all students have been treated fairly, that academic standards have been upheld and that the qualifications awarded are comparable with similar degrees at other UK universities.

Each External Examiner submits an annual report. Faculties and departments are required to reflect on any recommendations and address any issues raised in a formal response. The report and response are discussed with Student Reps at the Staff-Student Consultative Committee, and are scrutinised by faculty, department and institution-level
committees. Students can access their External Examiner’s report and departmental response via their Portico account or by contacting their Departmental Administrator in the first instance or Student and Registry Services directly (examiners@ucl.ac.uk).

14 Extenuating Circumstances and Reasonable Adjustments

14.1 Reasonable adjustment

Information about Reasonable Adjustments for teaching and assessment (Centrally Provided).

UCL will make Reasonable Adjustments to learning, teaching and assessment to ensure that students with a disability are not put at a disadvantage. UCL also provides Reasonable Adjustments for students who might not consider themselves to have a ‘disability’ but who nevertheless would benefit from additional support due to an ongoing medical or mental health condition. It is the responsibility of the student to request Reasonable Adjustments, and students are encouraged to make a request as early as possible.

Further information:

- Reasonable Adjustments
  www.ucl.ac.uk/srs/academic-manual/c4/reasonable-adjustments/principles

- Student Disability Services
  www.ucl.ac.uk/disability

14.2 Special examination arrangements

Information on Special Examination Arrangements (SEAs) (Centrally Provided).

Special Examination Arrangements (SEAs) are adjustments to central or departmental written examinations which can be made as a Reasonable Adjustment for students with a disability or longer-term condition or as a form of mitigation for students with shorter-term medical Extenuating Circumstances. This may include, but is not limited to extra time, a separate room, rest breaks and specialist equipment. Students must make an application to use the special examination facilities.

Further information:
14.3 Extenuating Circumstances

Information about when, where and how to submit a claim for Extenuating Circumstances (Centrally Provided).

Illness and other Extenuating Circumstances

UCL recognises that some students can experience serious difficulties and personal problems which affect their ability to complete an assessment such as a sudden, serious illness or the death of a close relative. Students need to make sure that they notify UCL of any circumstances which are unexpected, significantly disruptive and beyond their control, and which might have a significant impact on their performance at assessment. UCL can then put in place alternative arrangements, such as an extension or a deferral of assessment to a later date.

Longer-term conditions

The Extenuating Circumstances regulations are designed to cover unexpected emergencies; they are not always the best way to help students who might have a longer-term medical or mental health condition or a disability. Although there may be times when it is necessary for such students to use the EC regulations, students should make sure they are aware of, and take advantage of, all the other support mechanisms provided by UCL such as:

- Reasonable Adjustments
  [www.ucl.ac.uk/srs/academic-manual/c4/reasonable-adjustments/principles](www.ucl.ac.uk/srs/academic-manual/c4/reasonable-adjustments/principles)
- Special Examination Arrangements
  [www.ucl.ac.uk/srs/academic-manual/c4/examinations/special-examination-arrangements](www.ucl.ac.uk/srs/academic-manual/c4/examinations/special-examination-arrangements)
• Student Disability Services  
  www.ucl.ac.uk/disability

• Student Psychological Services  
  www.ucl.ac.uk/student-psychological-services

• Student Support and Wellbeing  
  www.ucl.ac.uk/srs/our-services/student-support-and-wellbeing

• Support to Study Policy  
  www.ucl.ac.uk/srs/academic-manual/c1/support-fitness/support

• Student Mental Health Policy  
  www.ucl.ac.uk/current-students/guidelines/student-mental-health

Further information:

• Extenuating Circumstances Regulations  
  www.ucl.ac.uk/srs/academic-manual/c4/extenuating-circumstances/principles

• Grounds for Extenuating Circumstances  
  www.ucl.ac.uk/srs/academic-manual/c4/annexes

• Extenuating Circumstances Form  
  www.ucl.ac.uk/srs/academic-manual/c4/annexes

14.4 Fitness to study

Information on support to study and fitness to study policies and procedures (Centrally Provided).

Support to Study Policy and Fitness to Study Procedure

Students with physical or mental health concerns are encouraged to make contact with the available support services as early as possible so that UCL can put in place reasonable adjustments to support them throughout their studies. However there may be occasions when a student’s physical or mental health, wellbeing or behaviour is having a detrimental effect on their ability to meet the requirements of their programme, or is impacting on the wellbeing, rights, safety and security of other students and staff. In such cases UCL may need to take action under the Fitness to Study Procedure.

Further Information

• Support to Study Policy  
  www.ucl.ac.uk/srs/academic-manual/c1/support-fitness/support
• Fitness to Study Procedure
  www.ucl.ac.uk/srs/academic-manual/c1/support-fitness/fitness

• Student Disability Services
  www.ucl.ac.uk/disability

• Student Psychological Services
  www.ucl.ac.uk/student-psychological-services

• Student Support and Wellbeing
  www.ucl.ac.uk/srs/our-services/student-support-and-wellbeing

• Learning Agreements, Barring, Suspensions and Terminations of Study
  www.ucl.ac.uk/srs/academic-manual/c1/agreements/learning-agreements

• Student Disciplinary Code and Procedures
  www.ucl.ac.uk/srs/academic-manual/c1/disciplinary-code

• UCL Student Mental Health Policy
  www.ucl.ac.uk/current-students/guidelines/student-mental-health
14.5 Key contacts for support arrangements

Key contacts in the department for assistance with reasonable adjustments, special examination arrangements, fitness and support to study and Extenuating Circumstances.

Support to Study at Computer Science

The department has an experienced team who provide pastoral support can also advise students on the range of support services and facilities available to them throughout their studies, both within the department and across the university.

In the first instance, students are encouraged to approach their Personal Tutor, who can provide guidance on physical, mental and emotional welfare and can also act as a point of referral to avert crisis.

Programme Directors can also advise students on the support that is available within the department and faculty, and specifically in relation to their programme of study (i.e. where students’ needs relate to programme specific issues). Students are welcome to contact their Programme Director in relation to academic and non-academic issues.

Departmental Equal Opportunities Liaison Officers (DEOLOs) can provide students with general information and advice, as well as specialist advice in relation to equal opportunities matters. The department has two DEOLOs:

- Mrs JJ Giwa-Majekodunmi
  j.giwa@ucl.ac.uk | +44 (0)20 3108 7001

- Dr Graham Roberts
  graham.roberts@ucl.ac.uk | +44 (0)20 3108 7047

If a student is unsure of the best source of support, then they should contact the Programme Administrator (based in MPEB 5.22). Usually students would speak to the administrator for their programme, but they can seek advice from any member of the team, including the Teaching and Learning Manager.

Information on pastoral support and student welfare is given in Section 10.2. The contact details for key staff are given in Section 2.3.
15 Changes to registration status

15.1 Changing programme, interrupting study and withdrawing

Information on how to interrupt study, change or withdraw from a programme (Centrally Provided).

Changing registration status

Students wishing to make changes to their registration status should first discuss their plans with their Personal Tutor or Supervisor who can explain the options available and help students to make the right decision. Students should also ensure that they read the relevant sections of the UCL Academic Manual before making any requests to change their academic record.

Applications must be made in advance of the effective date of change.

Changing modules

If a student wishes to make changes to their individual modules, an application must be made by the Departmental Tutor to the Examinations Office, via the Faculty Office. The deadline for changes to modules during the session is 27 January each year. Any student wishing to make a change after this date must be referred to the relevant Faculty Tutor.

Further information:

- Change of Course Unit / Module Selection
  www.ucl.ac.uk/srs/academic-manual/c1/taught-registration/module-selection/#4.7.6
- Changes to Registration Status
  www.ucl.ac.uk/current-students/services_2/registration_status

Changing programme

If a student wishes to transfer from one UCL degree programme to another, they must make a formal application. The deadline for change of degree programme during the academic session is 31 October each year. Students should log in to their Portico account and complete the online application under the ‘C2RS Home’ menu. Students
must discuss their plan with the departments involved before requesting a change of programme on Portico.

**Further information:**

- Programme Transfers  
  [www.ucl.ac.uk/srs/academic-manual/c1/taught-registration/transfers](http://www.ucl.ac.uk/srs/academic-manual/c1/taught-registration/transfers)

- Changes to Registration Status  
  [www.ucl.ac.uk/current-students/services_2/registration_status](http://www.ucl.ac.uk/current-students/services_2/registration_status)

**Interruption of studies**

If a student requires a temporary break from their studies and plans to resume their programme at a future date, they must apply for a formal Interruption of Study.

**Further information:**

- Interruption of Study  
  [www.ucl.ac.uk/srs/academic-manual/c1/taught-registration/interruption](http://www.ucl.ac.uk/srs/academic-manual/c1/taught-registration/interruption)

- Changes to Registration Status  
  [www.ucl.ac.uk/current-students/services_2/registration_status](http://www.ucl.ac.uk/current-students/services_2/registration_status)

**Withdrawing from a programme**

If a student wishes to leave their degree programme prior to completing their final examinations they must apply for a formal withdrawal from their studies. Once withdrawn, the student cannot return to the programme at a later date. Applications must be made in advance of the effective date of change. Students should log in to their Portico account and complete the online application under the 'C2RS Home' menu.

**Further information:**

- Changes to Registration Status  
  [www.ucl.ac.uk/current-students/services_2/registration_status](http://www.ucl.ac.uk/current-students/services_2/registration_status)

**Key contacts for registration changes**

Key contacts in the department for assistance with changes to registration status, including programme transfers, withdrawal and interruption.
Students who wish to change their module selection, transfer to a different programme of study within UCL, or withdraw from their programme entirely should contact their programme’s **Programme Administrator** for advice in the first instance.

Students who wish to interrupt their studies should contact the **Teaching and Learning Manager**, Nisha Gosai ([n.gosai@ucl.ac.uk](mailto:n.gosai@ucl.ac.uk)), to discuss their options and the process for doing this.

The contact details of key staff are given in Section 2.3.
16 Student support and wellbeing

16.1 Support services

Information regarding central wellbeing and support services, including what services are offered, locations and contact information (Centrally Provided).

UCL is committed to the wellbeing and safety of its students and tries to give assistance wherever possible to ensure that studying at UCL is a fulfilling, healthy and enjoyable experience. There is a wide range of support services for student - the Current Students Support website provides more information. Students should be aware that, while there are many services on offer, it is their responsibility to seek out support and they need to be proactive in engaging with the available services.

The Student Centre

The Student Centre provides front-line administrative services to UCL students and is an excellent source of information about the services provided by Student Support and Wellbeing. They can also provide advice about a range of Student Records enquiries and fulfil requests for proof of student status.

Further information:

- Current Students
  www.ucl.ac.uk/current-students/support

- Student Centre
  www.ucl.ac.uk/current-students/student-centre

Student Disability Services

Student Disability Services provide a comprehensive range of support services for students who have a disability which impacts upon their studies at UCL. They support students with physical and sensory impairments, specific learning difficulties, autistic spectrum disorders, mental health difficulties, and long-term health conditions. As well as arranging for adjustments to learning environments, the team loan out specialist equipment and provide one-to-one tutoring and support for students with specific learning difficulties.

Further information:
Student Psychological Services

Student Psychological Services is dedicated to helping UCL students with personal, emotional and psychological concerns. The Student Psychological Services Team is diverse and consists of a variety of highly trained and experienced professionals, who offer short-term CBT and psychodynamic support. There are currently two psychiatrists and ten therapists on staff with varying kinds of psychological training and expertise.

Further information:

- Student Psychological Services
  [www.ucl.ac.uk/student-psychological-services](http://www.ucl.ac.uk/student-psychological-services)

International Student Support and Welfare

The International Student Support and Welfare Team provide specialist support and advice for all non-UK students at UCL. As well as immigration information, they help to support students through the transition to university in the UK by organising the International Student Orientation Programme (ISOP) at the start of each term, and arranging regular workshops for international students which tackle particular issues.

Further information:

- International Student Support and Welfare
  [www.ucl.ac.uk/iss](http://www.ucl.ac.uk/iss)

Study Abroad Support

The Study Abroad Team provide administrative and welfare support to all undergraduate students undertaking a period abroad as part of their studies, working with colleagues across academic departments in order to advise and guide students from application through to their return to studies at UCL.

Further information:

- Study Abroad website
  [www.ucl.ac.uk/studyabroad](http://www.ucl.ac.uk/studyabroad)
Accommodation

UCL Residences provides a range of accommodation options including three Halls of Residence, self-catered student houses and intercollegiate halls shared with other colleges of the University of London. Each Hall has a Warden and Vice-Warden to support students and foster a positive environment within the accommodation.

Further information:

- Wardens and Vice Wardens at UCL Residences
  www.ucl.ac.uk/current-students/support/wellbeing/wardens-and-vice-wardens

Financial support

At UCL we understand students can face a range of financial issues. We aim to help and advise students as much as possible, so that they have more control over their own financial situation. The Student Funding Team offer online information and one-to-one support through appointments as well as a drop-in service. Students with a more complex or sensitive circumstances can make an appointment with the Student Funding Welfare Adviser.

Further information:

- UCL Financial Support
  www.ucl.ac.uk/current-students/money/bursaries/financial-advice-and-Support

Student of Concern

There are many sources of support for students who are having difficulties, but sometimes it is hard to know how to help a student who appears to be struggling, particularly if they seem unwilling or unable to seek the help they need. Anyone concerned about the behaviour of a student, who believes the problem may be related to health and wellbeing issues, is encouraged to complete the UCL Student of Concern Form (www.ucl.ac.uk/registry-admin/support). Depending on the concerns raised, Student and Registry Service may respond by offering support or advice to the student or the person who submitted the form, liaise with support services or, if necessary, work with the relevant authorities to ensure the student is safe.

Further information:

- Student of Concern
  www.ucl.ac.uk/registry-admin/support/open
16.2 Sources of support

Information about registering with a doctor and out-of-hours support services (Centrally Provided)

Registering with a doctor

Students are strongly encouraged to register with a doctor as soon as possible after they arrive in London so that they can access healthcare as quickly as possible if they become ill or injured. When attending a university in the UK students are also advised to be vaccinated against Meningitis C.

The Ridgmount Practice is a National Health Service (NHS) practice providing healthcare and dental services for students living within its catchment area (i.e. near the main UCL campus). Students can also choose to register with a practice closer to where they live if they prefer. The Ridgmount Practice also runs a Walk-in Surgery which any UCL student can attend, even if they are not registered with the practice.

Further information:

- Register with a Doctor
  www.ucl.ac.uk/new-students/doctor-register
- Ridgmount Practice website
  www.gowerplacepractice.nhs.uk

Out-of-hours support and information helpline

UCL works in partnership with Care First to provide an out-of-hours support and information helpline. The helpline is free of charge and includes access to information specialists who are trained by Citizens Advice and to professionally-qualified and BACP-accredited counsellors who can help students with a range of emotional and psychological difficulties.

Further information:

- Care First
  www.ucl.ac.uk/current-students/support/wellbeing/care-first
Crisis support - immediate help

If a student is in crisis there are a range of UCL and external sources of help such as Nightline, Ridgmount Medical Practice, Hall Wardens, Student Psychological Services and the Samaritans.

Further information:

- Crisis Support – immediate help
  www.ucl.ac.uk/support-pages/crisis_support
16.3 Equality and diversity support

Information on how students can access support/information related to Equality and Diversity (Centrally Provided).

Equality and diversity

UCL fosters a positive cultural climate where all staff and students can flourish, where no-one will feel compelled to conceal or play down elements of their identity for fear of stigma. UCL is a place where people can be authentic and their unique perspective, experiences and skills seen as a valuable asset to the institution. The Equalities and Diversity website brings together a range of information on issues relating to race, gender, religion and belief, sexual orientation, and disability amongst other equalities initiatives at UCL.

Departmental Equal Opportunity Liaison Officers

Departmental Equal Opportunities Liaison Officers (DELOs) provide support and assistance for students and staff about issues relating to equalities and diversity.

- **Mrs JJ Giwa-Majekodunmi**  
  j.giwa@ucl.ac.uk | +44 (0)20 3108 7001

- **Dr Graham Roberts**  
  graham.roberts@ucl.ac.uk | +44 (0)20 3108 7047

Further information:

- Equalities and Diversity  
  [www.ucl.ac.uk/hr/equalities](http://www.ucl.ac.uk/hr/equalities)

- Support for Pregnant Students  
  [www.ucl.ac.uk/current-students/support/wellbeing/pregnancy](http://www.ucl.ac.uk/current-students/support/wellbeing/pregnancy)

- Support for Students who are Parents  
  [www.ucl.ac.uk/current-students/support/mature-students-and-parents/student-parents](http://www.ucl.ac.uk/current-students/support/mature-students-and-parents/student-parents)

- Religion and Belief Equality Policy for Students  
  [www.ucl.ac.uk/current-students/guidelines/religious-equality](http://www.ucl.ac.uk/current-students/guidelines/religious-equality)

- UCL LGBT Student Support  
  [www.ucl.ac.uk/support-pages/lgb](http://www.ucl.ac.uk/support-pages/lgb)
16.4 Harassment and bullying policies

Information on UCL’s Zero Tolerance policy on harassment and bullying (Centrally Provided).

Harassment and bullying

Every student and member of staff has a right to work and study in a harmonious environment. UCL will not tolerate harassment or bullying of one member of its community by another or others and promotes an environment in which harassment and bullying are known to be unacceptable and where individuals have the confidence to raise concerns in the knowledge that they will be dealt with appropriately and fairly.

Further information:

- UCL Policy on Harassment and Bullying
  www.ucl.ac.uk/current-students/guidelines/harassment-bullying
- UCLU Rights & Advice Centre
  www.uclu.org/services/advice-welfare

Sexual harassment

It is unacceptable for any person at UCL, whether staff or student, to be subjected to any unwanted and persistent behaviour of a sexual nature. UCL is working with UCLU to implement a two-year action plan to tackle issues of sexual harassment and make sure that staff and students have access to relevant training. Any UCL student experiencing sexual harassment may access confidential support from a range of sources including their personal tutor or any other member of staff in their department or faculty who they trust, their Hall Warden, a UCLU student officer, the trained staff in the UCLU Rights and Advice Centre (www.uclu.org/services/advice-welfare) or the UCL Student Mediator (www.ucl.ac.uk/student-mediator).

Further information:

- UCLU Zero Tolerance to Sexual Harassment
  www.uclu.org/sexualharassment
Support for students who have been affected by sexual violence

UCL will do its utmost to support anyone who has been, or is being, affected by sexual violence. If a student would like to talk to somebody at UCL, the Student Support and Wellbeing Team can offer advice on the support available both internally and externally.

Further information:

- Support for Students Who Have Been Affected by Sexual Violence
  [www.ucl.ac.uk/current-students/support/wellbeing/svs](http://www.ucl.ac.uk/current-students/support/wellbeing/svs)
17 Learning resources and key facilities

17.1 UCL library and learning resources

Information on university-wide learning resources and key contacts for support (Centrally Provided).

UCL Library Services

UCL has 19 libraries and a mixture of quiet study spaces, bookable study rooms and group work areas. Each library has staff that students can ask for help. The UCL Library Services page has information for students about using the library, services available, electronic resources and training and support.

Further information:

- Library information for students
  www.ucl.ac.uk/library/students

UCL Information Services Division (ISD)

The UCL Information Services Division (ISD), the primary provider of IT services to UCL, offers IT learning opportunities for students and staff in the form of ‘How to’ guides which provide step-by-step guidance to all of ISD’s key services, including email and calendar services, user IDs and passwords, print, copy and scanning, wifi and networks. There are also opportunities for digital skills development (www.ucl.ac.uk/isd/services/learning-teaching/it-training) through face-to-face training in areas such as data analysis, programming, desktop applications and more, along with individual support through drop-ins and via the ISD Service Desk. UCL also has a licence for Lynda.com (www.ucl.ac.uk/lynda) which provides thousands of high quality video-based courses from programming to presentation skills.

E-learning services (www.ucl.ac.uk/isd/services/learning-teaching/elearning-students) available to students include Moodle, Turnitin and Lecturecast and allow students to access online course materials or take part in online activities such as group work, discussions and assessment. Students can re-watch some lectures using the Lecturecast service and may also use interactive tools in the classroom.

ISD provides desktop computers and laptops for use or loan in a number of learning spaces (www.ucl.ac.uk/isd/services/learning-teaching/spaces). A map of computer workrooms is available on the ISD website. The Desktop@UCL service provides access to hundreds of software applications to support students. It is also possible to access a
large range of applications remotely, from any computer, using the Desktop@UCL Anywhere Remote Access Service:

www.ucl.ac.uk/isd/services/computers/remote-access

All students are encouraged to download the UCL-Go app, available for iOS and Android devices. The app gives access to Moodle and timetabling and shows where desktop computers are available on campus.

UCL Centre for Languages and International Education (CLIE)

The UCL Centre for Languages and International Education (CLIE) offers courses in over 17 foreign languages (including English), along with teacher training courses, across a range of academic levels to support UCL students and staff and London's wider academic and professional community. CLIE provides degree preparation courses for international students, courses satisfying UCL’s Modern Foreign Language requirements and a range of UCL summer school courses. Students can also access a database of language-learning resources online through the CLIE Self-Access Centre, including film and documentary recommendations and books for self-study.

**Further information:**

- Centre for Languages & International Education
  www.ucl.ac.uk/clie
- Centre for Languages & International Education Self Access Centre
  resources.clie.ucl.ac.uk/home/sac

17.2 Departmental and other library and learning resources

Information on departmental and faculty library spaces and resources, IT provision/support, social spaces etc.

Library resources for Computer Science:

UCL has a number of libraries and learning spaces that students can use in order to access library and other information services, computing facilities, and for quiet or group study (www.ucl.ac.uk/library/sites). The Science Library and the Main Library are in close proximity to the Malet Place Engineering Building and Gower Street and are
(i) UCL Libraries

UCL Science Library

The Science Library (www.ucl.ac.uk/library/sites/science) houses collections relating to a range of scientific disciplines, including Engineering and Computer Science, and provides access to quite study spaces, bookable group study rooms, the Learning Laboratory (the largest computer cluster at UCL), a postgraduate cluster room, printing and photocopying facilities, and technical support via the ISD Service Desk.

The Science Library is located in the DMS Watson Building on Malet Place (adjacent to the Malet Place Engineering Building). The easiest way to access it is to enter Malet Place via Torrington Place and walk down towards the archway visible in the distance. The building is located on the left hand side just before the archway is reached.

UCL Main Library

The Main Library (www.ucl.ac.uk/library/sites/main) primarily holds collections in the Arts and Humanities, and provides access to quiet study spaces, reading rooms, the Reference Room (a computer cluster room which offers laptops for loan), and printing, scanning and photocopying facilities.

The easiest way to reach the Main Library is to enter the main UCL site via the Gower Street entrance, walk around the left hand side of the central portico and enter the door at the top of the ramp. Once inside, turn left and go through the door at the end of the small corridor. The library entrance and reception desk are to the right, adjacent to the Octagon.

(ii) Science Reference Libraries

Students will need access to a variety of specialised texts, journals and other publications through their coursework and projects/dissertations. Their Project Supervisor can often give the best advice on where to find these but, in general, if what students require is not available via UCL, they should make use of Science Reference Libraries. UCL library staff can tell you more about these facilities.

The British Library

The British Library, Science, Technology and Business section (previously Science Reference and Information Service) hosts a large reference collection on science, technology, commerce, patents, trademarks and design. Students can register for a free Reader Pass (www.bl.uk) to make use of the Library’s reading rooms. The Library is located near St Pancras station on Euston Road.
The Science Museum

The Science Museum Library hosts a large collection of books and periodicals focusing on the history and social aspects of science, technology and medicine at its Wroughton site (near Swindon). A smaller collection is available via the Dana Research Centre and Library in South Kensington.

Further information:

- UCL Library – Subject Support – Computer Science  
  www.ucl.ac.uk/library/subject-support/guides/computer-science

- UCL Science Library  
  www.ucl.ac.uk/library/sites/science

- UCL Main Library  
  www.ucl.ac.uk/library/sites/main

- British Library – Science  
  www.bl.uk/subjects/science

- Science Museum – Collections  
  www.sciencemuseum.org.uk/about-us/collections-and-research/collections

IT facilities for Computer Science

UCL facilities

UCL has a number of computer workrooms and quick login kiosks across campus, and these are available for use by all UCL students (www.ucl.ac.uk/isd/services/learning-teaching/spaces). These machines run the Windows 7 Desktop@UCL service and have a range of software applications available (swdb.ucl.ac.uk). Students should discuss any additional software requirements with their Programme Leader.

There is also a dedicated IT workroom that provides improved access for disabled students, which is called the Student Enabling Information Technology (SEnIT) suite. This has a range of specific hardware and software designed to assist disabled students to study independently. The SEnIT suite is located at ground floor level, in room B10 of the Wilkins building, Gower Street, near the Print Room Café.

Further information:

- UCL Learning Spaces  
  www.ucl.ac.uk/isd/services/learning-teaching/spaces

- Student Enabling Information Technology suite  
  www.ucl.ac.uk/disability/it-support/SEnIT-suite
There are a number of computer labs in the Malet Place Engineering Building (rooms 1.05, 1.21 and 4.06), which are exclusively available for use by Computer Science students. Since these labs are also used for teaching, a weekly timetable will be posted on the door for students to determine when the lab is available.

In general students are free to use any machine in any of the labs, but some will be marked for special use and certain groups of students have priority use of these machines.

The labs are a quiet study zone, and students should be considerate of other users. There is no eating or drinking allowed in any of the labs, which may be monitored by CCTV for security reasons.

The Computer Science Technical Support (TSG) Helpdesk offers a range of services, and provides advice, information and technical assistance, including in relation to software, hardware, networking and licencing issues. The Helpdesk is available Monday to Friday, 09.30 – 17:00 (term), 11:00 – 15:00 (out of term) and can be contacted via email (request@cs.ucl.ac.uk), telephoning 020 7679 7280, on in person (MPEB 4th floor).

Further information:

- Computer Science – TSG - Helpdesk
tsg.cs.ucl.ac.uk

- Computer Science – TSG - Services
tsg.cs.ucl.ac.uk/services

Meeting and social spaces

The Engineering Faculty provides an Undergraduate Student Hub in the Henry Morley Building. This space is for private-study, social, educational and extra-curricular activities. Student societies take a lead in the control, use and management of the facility.
17.3 Moodle (virtual learning environment)

Information on how to access Moodle and support contacts (Centrally Provided).

About Moodle

Moodle is UCL’s online learning space (also called a Virtual Learning Environment). It includes a wide range of tools which can be used to support learning and teaching. Moodle is used to supplement taught modules, in some cases just by providing essential information and materials, but it can also be integrated more fully, becoming an essential component of a module. Some modules may use Moodle to provide access to readings, videos, activities, collaboration tools and assessments, an assessment outline, learning resources, and reading lists.

Further information:

- Moodle
  www.ucl.ac.uk/moodle

- Moodle Frequently Asked Questions
  wiki.ucl.ac.uk/display/ELearningStudentSupport/Moodle

- Quick Start Guide
  wiki.ucl.ac.uk/display/ELearningStudentSupport/Moodle+Quick+Start+Guide+for+Students

Moodle at Computer Science

All taught modules at Computer Science have a Moodle page. Depending on the approach taken by the Module Leader, the Moodle page may be used more or less intensively.

At a minimum, the Moodle page will include: the module’s syllabus and intended learning outcomes; staff contact details; a news forum; learning resources; a reading list; and an outline of the module’s assessments. The assessment outline will describe the assessment and any of its parts, and will specify how each assessment is weighted, and whether these are non-condonable or have any additional requirements.

Additionally, detailed assessment instructions and marking criteria will be published for each assessment at the point it is set. This will include, where relevant, guidance on appropriate styles of referencing, and any parameters such as word counts, and an indication of when and how feedback will be provided. To avoid unnecessary duplication, these items may be in the form of links to external resources.
Students should note that accessing teaching materials published via Moodle is not a substitute for attending teaching sessions. All students are expected to meet the minimum attendance requirements and to fully engage with their programme of study.

Further information:

- Moodle – Baseline Use
  
  [wiki.ucl.ac.uk/display/UCLELearning/UCL+E-Learning+Baseline:+enhancing+e-learning+provision](wiki.ucl.ac.uk/display/UCLELearning/UCL+E-Learning+Baseline:+enhancing+e-learning+provision)

### 17.4 LectureCast and recorded lectures

Information on the use of LectureCast (Echo360) and other systems to record and publish lectures, seminars etc. within the department.

#### About LectureCast

LectureCast is a system for recording lectures and publishing them to students via the web (typically via Moodle). The system is able to capture material displayed via the projector or visualizer, audio is captured from the room's microphone system, and video of the presentation area (i.e. the lecturer or presenter).

Currently this system is available in approximately 50 teaching spaces across the UCL estate, therefore this is not available for all lectures.

The availability of recorded sessions is not guaranteed and is not a substitute for attendance.

Further information:

- Portico login
  
  [www.ucl.ac.uk/portico](www.ucl.ac.uk/portico)

- Echo360
  
  [www.echo360.com](www.echo360.com)

### 17.5 Portico (student information system)

Information on Portico – what it is, why it is important and who to contact for support (Centrally Provided).

About Portico
Portico is the main UCL student information system which is used by all students for:

- Updating personal data such as addresses or contact numbers
- Completing online module registration
- Viewing information about programmes/modules
- Viewing examination timetables and results
- Pre-enrolment and re-enrolment
- Applying for graduation ceremonies

It is essential that students keep their contact details up to date on Portico to ensure they receive important information from the university.

Further information:

- Portico login
  [www.ucl.ac.uk/portico](http://www.ucl.ac.uk/portico)

- Portico Helpdesk
  [www.ucl.ac.uk/srs/portico/helpdesk](http://www.ucl.ac.uk/srs/portico/helpdesk)
18 Student representation

18.1 University College London Union (UCLU)

Information on UCLU, how to run for election and how to find a student representative.

UCLU is the students’ union at UCL. As the student representative body, it is run by students for students. UCLU is independent of UCL and a registered charity, providing a range of services to support UCL students and help them develop skills and interests while at UCL. UCL students are automatically members of UCLU (but can opt out), and the Union is run by seven full-time student sabbatical officers who are elected by cross-campus ballot each year and take a year out of their studies in order to work for the Union. These officers represent students on various UCL committees and campaign on the issues that matter to students.

Further information:

- UCLU website
  [www.uclu.org](http://www.uclu.org)

- UCLU membership information (including how to opt out)
  [www.uclu.org/membership](http://www.uclu.org/membership)

- UCLU elections information (including how to run for office)
  [www.uclu.org/representation/elections](http://www.uclu.org/representation/elections)

18.2 Student societies

Information on student societies (Central and Local).

UCL students currently run over 250 different clubs and societies through UCLU, providing a wide range of extra-curricular activities for students to get involved with during their time at UCL.

The society most relevant to Computer Science is **UCLU TechSoc** ([www.techsoc.io](http://www.techsoc.io)), which has a large number of members from the department. TechSoc puts on a full programme of events, from workshops to hackathons, tech talks by external speakers, and other social events.
Further information:

- UCLU Clubs and Societies
  [www.uclu.org/clubs-societies](http://www.uclu.org/clubs-societies)
- UCLU TechSoc
  [www.techsoc.io](http://www.techsoc.io)

18.3 Student Academic Representatives

Information on UCL’s Student Academic Representatives (StARs) (Centrally Provided).

The principal function of UCLU is to represent the needs and interests of all UCL students at the university, regional and national level. Central to this mission are elected Student Academic Representatives (StARs).

StARs are elected to represent students’ views and interests. They sit on various departmental, faculty and University level committees and act as the voice of students, ensuring that UCL takes the needs of students into account in its decision-making. StARs also liaise with UCLU and UCL staff to resolve issues.

Being a StAR is an opportunity not to be missed. Participants can gain a StARs certificate and, if applicable, Higher Education Achievement Report (HEAR) accreditation in recognition of their contribution to students and UCL. StARs receive training for their role and additional skill building sessions such as public speaking, assertiveness and negotiation. They work on real issues and make changes to teaching, assessment and local facilities.

Further information:

- StARs website
  [www.uclu.org/representation/education/student-academic-representatives-stars](http://www.uclu.org/representation/education/student-academic-representatives-stars)
- Find your StAR
  [www.uclu.org/representation/education/student-academic-representatives-stars#yourstar](http://www.uclu.org/representation/education/student-academic-representatives-stars#yourstar)
- Become a StAR
  [www.uclu.org/student-academic-representatives-stars/be-star](http://www.uclu.org/student-academic-representatives-stars/be-star)

18.4 Staff Student Consultative Committee

Information on the role of the Staff-Student Consultative Committee (Centrally Provided).
Every department at UCL has a Staff-Student Consultative Committee (SSCC) that meets at least twice a year. The SSCC provides a forum for discussion between staff and student representatives (StARs). This is an important opportunity for students to give feedback on their learning experience and is central to maintaining and improving the quality of education at UCL.

18.5 Feeding back to the department

Other ways (specific to the department/programme) that students can give feedback, including local processes and key contacts.

Open hour with the Head of Department

Computer Science offers students a weekly ‘open hour’ with the Head or Deputy Heads of Department. This is the chance for students to informally speak to a senior member of staff about any concerns or issues they may be experiencing. Students are welcome to attend without appointment:

The open hour schedule for 2016-17 is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Staff</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 October 2016</td>
<td>13:00 – 14:00</td>
<td>Prof John Shawe-Taylor</td>
<td>MPEB 5.14</td>
</tr>
<tr>
<td>13 October 2016</td>
<td>13:00 – 14:00</td>
<td>Prof Steve Hailes</td>
<td>GS 5.06</td>
</tr>
<tr>
<td>21 October 2016</td>
<td>13:00 – 14:00</td>
<td>Prof Anthony Steed</td>
<td>GS 4.13</td>
</tr>
<tr>
<td>4 November 2016</td>
<td>13:00 – 14:00</td>
<td>Prof Steve Hailes</td>
<td>GS 5.06</td>
</tr>
<tr>
<td>16 November 2016</td>
<td>13:00 – 14:00</td>
<td>Prof Anthony Steed</td>
<td>GS 4.13</td>
</tr>
<tr>
<td>24 November 2016</td>
<td>13:00 – 14:00</td>
<td>Prof John Shawe-Taylor</td>
<td>MPEB 5.14</td>
</tr>
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<td>2 December 2016</td>
<td>13:00 – 14:00</td>
<td>Prof Yvonne Rogers</td>
<td>GS 2.13</td>
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<td>Prof Steve Hailes</td>
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</tr>
<tr>
<td>16 January 2017</td>
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<td>Prof Anthony Steed</td>
<td>GS 4.13</td>
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<td>2 February 2017</td>
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<td>10 February 2017</td>
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<td>GS 5.06</td>
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<td>Prof Yvonne Rogers</td>
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<td>6 March 2017</td>
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<td>GS 4.13</td>
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<td>15 March 2017</td>
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<td>Prof Yvonne Rogers</td>
<td>GS 2.13</td>
</tr>
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<td>23 March 2017</td>
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<td>GS 5.06</td>
</tr>
<tr>
<td>27 April 2017</td>
<td>13:00 – 14:00</td>
<td>Prof Yvonne Rogers</td>
<td>GS 2.13</td>
</tr>
<tr>
<td>5 May 2017</td>
<td>13:00 – 14:00</td>
<td>Prof Anthony Steed</td>
<td>GS 4.13</td>
</tr>
<tr>
<td>7 June 2017</td>
<td>13:00 – 14:00</td>
<td>Prof John Shawe-Taylor</td>
<td>MPEB 5.14</td>
</tr>
</tbody>
</table>
Unitu

Unitu (www.unitu.co.uk) is a tool that students can use to raise issues, concerns, or others matters for discussion with their peers, to their Student Academic Representative (StAR), and to the department. It provides facilities for students to discuss and vote on matters they wish escalated to the department for attention, including academic and non-academic matters. This enables the department to consider and, where necessary, act promptly to address these, and for students to see the decisions and action that has been taken.

Computer Science students will be automatically enrolled into two groups: one for the department as a whole and one for their specific programme of study. They will be able to create, discuss, and vote on issues in both areas, communicate directly with their peers from across the department and with their StAR.

18.6 UCLU Rights and Advice Centre

Information on the UCLU Rights and Advice Centre (Centrally Provided).

The UCLU Rights & Advice Centre is a service available to UCL students to help with any difficulties that might occur while at UCL. The Rights & Advice Centre’s trained and experienced caseworkers can give advice about:

- **Immigration** - including applying for a Tier 4 visa
- **Academic issues** - including examination irregularities and student complaints
- **Housing** - including contract checking and housemate disputes
- **Employment** - including unpaid wages and part time employment contracts
- Many other legal and university matters

Students can make an appointment or attend a drop-in session for free, confidential and independent advice and support.

Further information:

- UCLU Rights and Advice Centre
  www.uclu.org/services/advice-welfare
18.7 Student complaints

Information on UCL’s informal and formal student complaints policies and procedures (Centrally Provided).

UCL aims to ensure that every student is satisfied with their experience of UCL. However we recognise that from time to time problems do arise and students may wish to express concern or dissatisfaction with aspects of UCL or the quality of services provided.

Informal resolution

Many complaints can be resolved at an informal or local level without needing to submit a formal complaint. Students can speak to their Personal Tutor, Programme Leader, Departmental or Faculty Tutor, or Student Academic Representative (StAR) if they have any concerns about their programme. They can also speak to the UCL Student Mediator or the UCLU Rights and Advice Service. UCL strongly encourages this kind of resolution and does expect students to have attempted some form of informal resolution before making a formal complaint.

Formal complaints

If an issue cannot be resolved at a local level, students may feel they need to submit a formal complaint using UCL’s Student Complaints Procedure. UCL aims to ensure that all complaints are treated fairly, impartially, effectively and in a timely manner, without fear of victimisation. The Complaints Procedure applies across all Schools, Faculties, Academic Departments and Professional Service Divisions.

Further information:

- Student Complaints Procedure  
  [www.ucl.ac.uk/srs/academic-manual/c1/complaints](http://www.ucl.ac.uk/srs/academic-manual/c1/complaints)

- UCL Student Mediator  
  [www.ucl.ac.uk/student-mediator](http://www.ucl.ac.uk/student-mediator)

- UCLU Rights & Advice Centre  
  [www.uclu.org/services/advice-welfare](http://www.uclu.org/services/advice-welfare)
19  Student feedback

19.1  The role of student feedback

The importance of feedback and how UCL uses the results (Centrally Provided).

UCL’s goal is to put students’ feedback, insights and contributions at the heart of our decision-making. We value students’ feedback and work with students as partners in the process of shaping education at UCL. In recent years, as a direct result of student feedback, we extended library opening hours, opened new study spaces and scrapped graduation ticket fees for students.

19.2  Student surveys

Student surveys and how UCL uses the results, including information about the NSS, PTES and Student Barometer (Centrally Provided).

One of the principal ways in which UCL gathers and responds to student feedback is via online student experience surveys such as the National Student Survey, The Postgraduate Taught Experience Survey and the Student Barometer. Whether it’s about teaching, accommodation, or facilities, surveys are a chance for students to have their say about what works and what needs improving, to help us make sure that UCL is as good as it can be for current and future students. Each survey usually takes just a few minutes to complete, all responses are anonymous and some include a generous prize draw. Every piece of feedback is read and the results of each survey are then shared with staff right across UCL – including President & Provost Michael Arthur.

Further information:

- UCL Student Surveys
  www.ucl.ac.uk/teaching-learning/studentsurveys/student-info
19.3 Student Evaluation Questionnaires

Information on Student Evaluation Questionnaires – when they occur and why they are important (Central and Local).

Departments also run Student Evaluation Questionnaires (SEQs) on individual modules throughout the year. This gives students the opportunity to feedback about the teaching on their specific modules, helping departments to continuously improve learning, teaching and assessment. Feedback from SEQs feeds into the Annual Student Experience Review process.

Programme and Module Feedback

At the end of each term, students will be asked to complete (anonymously) a Module SEQ for each of the modules they have taken in that term. In addition, near the end of the academic session, students will be asked to complete a Programme SEQ to provide feedback on their programme overall.

The responses are analysed and the findings are discussed at the Staff Student Consultative Committee and Departmental Teaching Committee meetings and feed into the Annual Student Experience Review exercise.

19.4 Annual Student Experience Review

Information on the ASER process and how student representatives are involved (Centrally Provided)

UCL’s Annual Student Experience Review (ASER) process requires all departments to undertake an annual self-evaluation and produce a development plan for how they plan to improve in the coming year. The self-evaluation involves looking at student feedback from surveys and student evaluation questionnaires as well as other data about student performance and academic standards, such as the feedback provided by the External Examiner, which helps departments to understand what is working well and what might need improving. Student Academic Representatives (StARs) are active participants in the evaluation process and creation of the development plan through discussions at departmental and faculty committees, giving students an important role in identifying and planning improvements within their department. Students can view the completed reports and action plans on the faculty/departmental intranet.

Further information:

- Annual Student Experience Review
UCL ChangeMakers

Information about the ChangeMakers project, who they are and how a student can find out more or become involved (Centrally Provided).

UCL ChangeMakers encourages students and staff to work in partnership with each other on educational enhancement projects to improve the experiences of students across UCL. **UCL ChangeMakers Projects** supports students and staff in running projects to improve the learning experience at UCL. Anyone with an idea, or who wants to get involved, can submit a proposal for funding and support. **UCL ChangeMakers ASER facilitators** are students who work with Student Academic Representatives and staff in selected departments to formulate the departmental educational enhancement action plan.

**Further information:**

- UCL ChangeMakers
  
  [www.ucl.ac.uk/changemakers](http://www.ucl.ac.uk/changemakers)
21 Employability and careers

21.1 Computer Science careers

UCL Computer Science graduates have an excellent reputation for the breadth and depth of their knowledge, and their skills are highly valued by global businesses. Many graduates go on to secure careers in a range of organisations, including global IT consultancies, as IT analysts with City banks, as IT specialists within manufacturing industries, or starting up their own companies.

The department provides information on employment opportunities available, where and how to get advice, and career planning via its Careers webpage. The departmental Careers Tutor is Dr Chris Clack (c.clack@ucl.ac.uk).

UCL Engineering operates a Careers Service which organises careers events, helps students build relationships with employers, and offers tailored advice to students in Engineering disciplines on developing their CV and on their interview skills.

Further information:
- Computer Science Careers
  www.cs.ucl.ac.uk/careers
- Faculty of Engineering Careers Service
  www.engineering.ucl.ac.uk/careers-support

21.2 UCL careers

Information on UCL’s careers services (Centrally Provided).

UCL Careers provides a wide variety of careers information, one-to-one guidance and events for UCL students and recent graduates, and assists them through the entire job hunting process, including exploring options, searching for vacancies, preparing CVs and applications, practicing for interviews, aptitude tests or assessment centres, and providing access to recruitment fairs and other employment-related events. They can also advise on exploring options for further study and funding. These specialised services and events are available to graduates, international students and Master’s students for up to two years following course completion.

UCL Careers also supports work-related learning, including internships and placements. UCL students who are required to complete a placement or internship as part of certain courses are supported in their search, application, and work by UCL Careers. Students can also sign up for UCL Talent Bank, a shortlisting service connecting students to small and medium sized organisations.
Further information:

- UCL Careers
  www.ucl.ac.uk/careers

21.3 Optional internships

Information on internships that are not part of the programme (i.e. faculty opportunities).

It is common practice for students in all years to do an internship over the summer period, whilst not attending university. Suitable paid internships are regularly advertised by the UCL Careers Centre or via email by the department. The department also has a Student Internship Manager who works with external companies to set up internship opportunities and matches students to suitable internships.

Internships are not part of a degree programme and not assessed. However, they provide valuable experience, and give a head start for finding a good job at graduation.

The Internship Manager is:

- Dr Yun Fu
  yun.fu@ucl.ac.uk | +44 (0)20 3108 7035

21.4 Entrepreneurship at UCL

Information on entrepreneurship and enterprise at UCL.

UCL has a long and successful track record of supporting spin-outs and start-ups developed by its academic and student communities. Many of the student and staff entrepreneurs have won external awards and achieved substantial investment allowing their enterprises to grow and reach their full potential. UCL offers a wide range of support to students ranging from training programmes, advice on whether an idea has commercial potential, one-to-one sessions with business advisers, funding, competitions and incubator space to help them start or grow their business.

Further information:

- UCL Enterprise
  www.ucl.ac.uk/enterprise
The UCL Global Citizenship Programme is a two-week programme for UCL undergraduates and taught postgraduates offering the chance to put their studies in a global context, learn new skills and see the world differently. The Programme runs for two weeks after summer exams have finished, providing a range of opportunities to help students boost their studies, enhance their future and make an impact on the world. Participation is free and open to all UCL undergraduate and taught postgraduate students on a first come, first served basis.

Further information:

- UCL Global Citizenship Programme
  www.ucl.ac.uk/global-citizenship/programme
Information on how UCL uses student information, for what purposes, and the steps taken to safeguard this information; where to find information security, intellectual property and email policies; Information on how to enquire or make a related complaint (Centrally Provided).

How UCL uses student data

UCL uses student information for a range of purposes connected with their studies, health and safety. UCL takes the protection of student information very seriously and complies with the Data Protection Act (DPA) 1988. Information about students will only be shared within UCL when necessary. UCL may also be required by law to share information with some external agencies for a variety of purposes, such as UCLU, the Higher Education Statistics Agency and UK Visas and Immigration. After students leave UCL their data is retained in the permanent archives.

Further information:

- UCL General Student Privacy Notice  
  [www.ucl.ac.uk/srs/academic-manual/c1/annexes](http://www.ucl.ac.uk/srs/academic-manual/c1/annexes)

- UCL Confidential Information Statement  
  [www.ucl.ac.uk/srs/academic-manual/c1/annexes](http://www.ucl.ac.uk/srs/academic-manual/c1/annexes)

- UCL Information Security Policies  
  [www.ucl.ac.uk/informationsecurity/policy](http://www.ucl.ac.uk/informationsecurity/policy)

- Data Protection  
  [www.ucl.ac.uk/privacy/data-protection](http://www.ucl.ac.uk/privacy/data-protection)
24 Health, safety and security

24.1 Health and safety at UCL

Information on UCL’s health, safety and security policies and procedures (Centrally Provided).

UCL’s overall objective is to provide and maintain a safe and healthy environment for staff, students, people who work with UCL and those who visit. Health and safety is an integral part of the way in which UCL’s activities are managed and conducted. The UCL Safety Services webpage includes further information about health and safety policies and useful guidance and tools for risk assessment. The UCL Security Services webpage includes information regarding security operations, emergency contacts and tips for staying safe at UCL.

Further information:

- UCL Health and Safety Policy
  www.ucl.ac.uk/estates/safetynet/policy
- UCL A-Z Safety Guidance
  www.ucl.ac.uk/estates/safetynet/guidance
- General Fire Safety for UCL Students
  www.ucl.ac.uk/estates/maintenance/fire/documents
- UCL Security Services
  www.ucl.ac.uk/estates/security
- Staying Safe at UCL
  www.ucl.ac.uk/estates/security/crime-prevention/staying-safe

24.2 Health and safety at Computer Science

The policy of the department is to promote the safety, health and welfare of all its staff, students, visitors, contractors and members of the public on the department’s premises and to protect them elsewhere from any adverse effect on their health or safety arising from the activities of the Department.

The Head of Department is responsible for safety in connection with work done in the Department and in its name. The Departmental Safety Officer (DSO) is appointed by the Head of Department to assist them in the creation, development, monitoring and review of the department’s arrangements for safe working. Computer Science has one Departmental Safety Officer:
The department has a detailed policy and related website (www.cs.ucl.ac.uk/safety), which describes safety procedures and policies, and lists the responsibilities of staff in relation to first aid, fire evacuation, and emergency situations.

Further information:

- Responsibilities of the Departmental Safety Officer
  www.ucl.ac.uk/estates/safetynet/guidance/roles_responsibilities

Emergencies

Out of office hours, and in all other emergencies call The Security Control Room on 222 (from any UCL Phone) or +44 (0)20 7679 2222 (from any mobile or non-UCL Phone). Security will then obtain the full details of the emergency so that all relevant parties (internal and external) can be informed. Please state the exact location of the incident and as much useful information as possible.

First aid

Minor injuries should be treated in the department by a first aider or, if necessary, by the Accident and Emergency Department of University College Hospital (UCH), the entrance to which is 235 Euston Road.

If a first aider is not readily available and hospital referral is not warranted, then the Ridgmount Practice (020 7387 6306) may be contacted for advice from the duty doctor or nurse (0930 – 1730, Monday to Friday).

First aid boxes (containing dressings, plasters and other stores for treating minor injuries) are available at the following locations:

- Departmental Office (MPEB, 5th Floor, room 5.25)
- Teaching and Learning Office (MPEB, 5th Floor, room 5.22)
- TSG Helpdesk (MPEB, 4th Floor, room 4.20)
- Security Desk (66-72 Gower Street, Ground floor)

Further information:

- First Aid Provision
  www.cs.ucl.ac.uk/safety/firstaid
Reporting safety issues

Students should report any safety issues or concerns to the **Departmental Safety Officer** as soon as possible. In particular, they should report fire doors that do not close properly, blocked fire exits, misplaced fire extinguishers and any other safety hazards. In the case of urgent safety problems, the assistance of any member of staff should be sought as soon as possible.

Smoking and vaping

Smoking, vaping or being in possession of lit cigarettes, cigars or pipes is not permitted in any premises occupied or utilised by UCL staff, students and visitors, or in UCL vehicles. UCL also prohibits smoking/vaping immediately outside the entrances or open windows of any such premises, including on the bridges between MPEB and the Roberts Building.

Further information:

- UCL Policy on Smoking
  [www.ucl.ac.uk/hr/docs/no_smoking_policy](http://www.ucl.ac.uk/hr/docs/no_smoking_policy)

24.3 Security

(i) **Student ID Cards**

All students will be issued with a UCL ID smart card at the beginning of their programme of study. This is an important part of UCL's security provision and students should keep this safe, and carry it with them at all times whilst on UCL premises. Students may from time to time be asked by Security staff to show their ID card, and are therefore encouraged to wear this in plain sight whilst on campus. This helps the university to provide a safe and secure environment in which to work and study.

In the event that a student loses their ID card, they should request a replacement as soon as possible by going to the Access Security Office in Andrew Huxley building (near the South Junction).

Further information:

- Identity Cards
  [www.ucl.ac.uk/estates/security/systems/identity-cards](http://www.ucl.ac.uk/estates/security/systems/identity-cards)
(ii) **Building access**

The department’s facilities at the Malet Place Engineering Building and 66-72 Gower Street are normally open to students from **07:45 until 20:00**, Monday to Friday during term time. These buildings, as with most of the UCL estate, require a valid UCL Staff or Student ID Card to access. Term dates are given in Section 4.

Please note that students are not permitted to work in the department alone at any time, and no students are permitted to work in the department’s facilities when the university is closed (i.e. over the Christmas and Easter periods and any other public holidays).

Students should report suspicious objects, or anyone acting suspiciously, to a member of staff, or to the UCL Security on +44(0)20 7679 2222 (the emergency number on an internal phone is 222) if no departmental staff are available.

(iii) **Computer access**

Computer Science students will have access both to the department’s local computer facilities and also those provided by UCL’s Information Services Division (ISD), for example the live@ucl desktop service, computer cluster rooms across campus, quick access kiosks, library machines, and for UCL and eduroam wifi services.

**Computer Science account**

New students will register for their Computer Science accounts as part of their Induction Week activity. The department will ask students to review and accept the conditions of use relating to their Computer Science account and the department’s equipment and networks. Any breach of these conditions will be treated seriously, and offenders may be subject to departmental and/or UCL disciplinary procedures.

**UCL ISD account**

Students having completed online pre-enrolment via Portico will already have obtained their UCL account information. Those who do not complete pre enrolment should visit the ISD Helpdesk on the ground floor of the DMS Watson Library once they have enrolled.

The DMS Watson Library building is the next block along, on the right hand side as you face this building. For access you will need your Student ID.

**Further information:**

- **IT for New Students**
  [www.ucl.ac.uk/isd/students](http://www.ucl.ac.uk/isd/students)
- **Eduroam**
  [www.eduroam.org](http://www.eduroam.org)
25  After study

25.1  Transcripts

Information on transcripts and how to access replacements.

All graduating students will receive an official transcript, detailing examinations taken and results achieved. Transcripts are issued automatically and sent to the contact address held on Portico. Additional transcripts are available via the UCL Transcript Shop.

Transcripts for affiliate students are issued automatically upon the students’ completion of their study at UCL and are issued to the student’s home university or posted to the student’s contact address.

Further information:

- Transcripts
  [www.ucl.ac.uk/current-students/exams_and_awards/qualifications/transcripts](http://www.ucl.ac.uk/current-students/exams_and_awards/qualifications/transcripts)

25.2  Higher Education Achievement Report

Information about the Higher Education Achievement Report (HEAR) (Centrally Provided).

The Higher Education Achievement Report (HEAR) is an electronic transcript of a student’s verified academic results and approved non-academic achievements whilst at UCL. Students who commenced their studies in or after September 2011 will have a HEAR made available to them online, via our HEAR provider, Gradintel, each summer - new students will be invited to register for this facility during their first year of study and throughout their students. Students can share their HEAR, free of charge, as a secure electronic token with third parties via their registered Gradintel account.

Further information:

- Higher Education Achievement Report
  [www.ucl.ac.uk/hear](http://www.ucl.ac.uk/hear)
25.3 UCL Alumni community

Information on UCL Alumni activities and key contacts (Centrally Provided).

The UCL Alumni Online Community is a global network of more than 200,000 former students of UCL. Alumni can take advantage of a wide range of benefits, services and discounts – on campus, across the UK and globally – including the Alumni Card, access to thousands of e-journals and library services and a free UCL-branded email service. The UCL Alumni Online Community also posts information about events and reunions happening around the world and other ways to get involved, including the UCL Connect professional development series.

Further information:

- UCL Alumni
  aoc.ucl.ac.uk/alumni/alumni-community
Appendix 1

Programme structures / curricula

Programme structures for 2016-17:

- BSc Computer Science
- MEng Computer Science
- MEng Mathematical Computation

Module syllabus indices for 2016-17:

- Undergraduate  
  [www.cs.ucl.ac.uk/students/syllabus/ug](http://www.cs.ucl.ac.uk/students/syllabus/ug)
- Postgraduate  
  [www.cs.ucl.ac.uk/students/syllabus/pq](http://www.cs.ucl.ac.uk/students/syllabus/pq)
Programme structure / curriculum (2016-17)

<table>
<thead>
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<th>Programme:</th>
<th>BSc Computer Science (Year 1)</th>
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<tbody>
<tr>
<td>Code:</td>
<td>UBSCOMSING05</td>
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<tr>
<td>Diet:</td>
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</table>

**Overall**

Students select 4 units in total, comprising: 4 units from the core modules.

**Core modules**

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
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<tbody>
<tr>
<td>COMP101P</td>
<td>Principles of Programming</td>
</tr>
<tr>
<td>COMP102P</td>
<td>Theory I</td>
</tr>
<tr>
<td>COMP103P</td>
<td>Object-Oriented Programming</td>
</tr>
<tr>
<td>COMP104P</td>
<td>Theory II</td>
</tr>
<tr>
<td>COMP105P</td>
<td>Robotics Programming</td>
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<tr>
<td>MATH6301</td>
<td>Discrete Mathematics for Computer Scientists</td>
</tr>
<tr>
<td>ENGS101P</td>
<td>Engineering Challenges</td>
</tr>
<tr>
<td>ENGS102P</td>
<td>Design and Professional Skills 1</td>
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</tbody>
</table>
Programme structure / curriculum (2016-17)

Programme: BSc Computer Science (Year 2)
Code: UBSCOMSING05

Diet: 16UBSCOMSING052F

Overall

Students select 4 units in total, comprising: 3.5 units (7 modules) from the core modules; and 0.5 units (1 module) from the optional modules, corresponding to their chosen IEP minor.

Core modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>COMP201P</td>
<td>Networking and Concurrency 0.5</td>
</tr>
<tr>
<td>COMP202P</td>
<td>Logic and Database Theory 0.5</td>
</tr>
<tr>
<td>COMP203P</td>
<td>Software Engineering and Human Computer Interaction 0.5</td>
</tr>
<tr>
<td>COMP204P</td>
<td>Systems Engineering Project 1 0.5</td>
</tr>
<tr>
<td>COMP205P</td>
<td>Systems Engineering Project 2 0.5</td>
</tr>
<tr>
<td>COMP206P</td>
<td>Mathematics and Statistics 0.5</td>
</tr>
<tr>
<td>COMP207P</td>
<td>Compilers 0.5</td>
</tr>
</tbody>
</table>

Optional modules (IEP minor)

Students select 0.5 units (1 module) from this group, corresponding with their chosen IEP Minor.

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLUG</td>
<td>All Undergraduate Programmes -</td>
</tr>
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</table>
**Programme structure / curriculum (2016-17)**

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</thead>
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<td>16UBSCOMSING053F</td>
</tr>
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</table>

**Overall**

Students select 4 units in total, comprising: 1 unit (2 modules) from the core modules; 1 unit (1 module) from optional modules (group 1); 1 unit (2 modules) from optional modules (group 2); and 1 unit (2 modules) from optional modules (group 3), corresponding to their chosen IEP minor.

**Core modules**

<table>
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<td>COMP3004</td>
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<tr>
<td>COMP3005</td>
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</table>

**Optional modules (Group 1)**

Students select 1 unit (1 module) from this group.

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP3091: Individual Project for Year 3 BSc</td>
<td>1.0</td>
</tr>
<tr>
<td>ENGS300PA: Interdisciplinary Research Project</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Optional modules (Group 2)**

Students select 1 unit (2 modules) from this group.

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP3011: Functional Programming</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3012: Interaction Design</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3013: Database and Information Management Systems</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3035: Networked Systems</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3058: Artificial Intelligence and Neural Computing</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3072: Image Processing</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3080: Computer Graphics</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3095: Research Methods</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3096: Group Research Project</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP6010: Computer Music</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Optional modules (Group 3)**

Students select 1 unit (2 modules) from this group, corresponding with their chosen IEP Minor.
Students who take an Extra-Mural Year (EMY) Placement between Year 2 and Year 3 will have the following module added to their Year 3 programme. This is in addition to their standard module selection and will be added automatically by Student Registry Services.

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP3101 Computer Science Internship</td>
<td>1.0</td>
</tr>
</tbody>
</table>
Programme structure / curriculum (2016-17)

<table>
<thead>
<tr>
<th>Programme:</th>
<th>MEng Computer Science (Year 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code:</td>
<td>UMNCOMSING14</td>
</tr>
<tr>
<td>Diet:</td>
<td>16UMNCOMSING141F</td>
</tr>
</tbody>
</table>

**Overall**

Students select 4 units in total, comprising: 4 units from the core modules.

**Core modules**

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP101P</td>
<td>Principles of Programming</td>
</tr>
<tr>
<td>COMP102P</td>
<td>Theory I</td>
</tr>
<tr>
<td>COMP103P</td>
<td>Object-Oriented Programming</td>
</tr>
<tr>
<td>COMP104P</td>
<td>Theory II</td>
</tr>
<tr>
<td>COMP105P</td>
<td>Robotics Programming</td>
</tr>
<tr>
<td>MATH6301</td>
<td>Discrete Mathematics for Computer Scientists</td>
</tr>
<tr>
<td>ENGS101P</td>
<td>Engineering Challenges</td>
</tr>
<tr>
<td>ENGS102P</td>
<td>Design and Professional Skills 1</td>
</tr>
</tbody>
</table>
Programme structure / curriculum (2016-17)

<table>
<thead>
<tr>
<th>Programme:</th>
<th>MEng Computer Science (Year 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code:</td>
<td>UMNCOMSING14</td>
</tr>
<tr>
<td>Diet:</td>
<td>16UMNCOMSING142F</td>
</tr>
</tbody>
</table>

**Overall**

Students select 4 units in total, comprising: 3.5 units (7 modules) from the core modules; and 0.5 units (1 module) from the optional modules, corresponding to their chosen IEP minor.

**Core modules**

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP201P</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP202P</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP203P</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP204P</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP205P</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP206P</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP207P</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Optional modules (IEP minor)**

Students select 0.5 units (1 module) from this group, corresponding with their chosen IEP Minor.

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLUG</td>
<td>-</td>
</tr>
</tbody>
</table>
Programme structure / curriculum (2016-17)

Programme: MEng Computer Science (Year 3)

Code: UMNCOMSING14

Diet: 16UMNCOMSING143F

Overall

Students select 4 units in total, comprising: 2 units (4 modules) from the core modules; 1 unit (2 modules) from optional modules (group 1); 1 unit (2 modules) from optional modules (group 2), corresponding to their chosen IEP minor.

Core modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP3004</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3005</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3095</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3096A</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Optional modules (Group 1)

Students select 1 unit (2 modules) from this group.

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP3011</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3012</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3013</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3035</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3058</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3072</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP6010</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Optional modules (Group 2)

Students select 1 unit (2 modules) from this group, corresponding with their chosen IEP Minor.

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLUG</td>
<td>-</td>
</tr>
</tbody>
</table>

Additional modules (EMY only)

Students who take an Extra-Mural Year (EMY) Placement between Year 2 and Year 3 will have the following module added to their Year 3 programme. This is in addition to their standard module selection and will be added automatically by Student Registry Services.

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP3101</td>
<td>Computer Science Internship</td>
</tr>
</tbody>
</table>
Programme structure / curriculum (2016-17)

Programme: MEng Computer Science (Year 4)
Code: UMNCOMSING05

Diet: 16UMNCOMSING054F

Overall

Students select 4 units in total, comprising: 1 unit (1 module) from the core modules; a minimum of 2.5 units (5 modules) and a maximum of 3 units (6 modules) from the optional modules; and a maximum of 0.5 units (1 module) from the elective modules.

Core modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPM091</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Optional modules

Students select a minimum of 2.5 units (5 modules) and a maximum of 3 units (6 modules) from this group.

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPM007</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM012</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM014</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM022</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM023</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM024</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM026</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM027</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM028</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM030</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM034</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM041</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM042</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM050</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM052</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM054</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM055</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM056</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM058</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM061</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM062</td>
<td>0.5</td>
</tr>
<tr>
<td>Module</td>
<td>Title</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>COMPM063</td>
<td>Introduction to Cryptography</td>
</tr>
<tr>
<td>COMPM064</td>
<td>Applied Cryptography</td>
</tr>
<tr>
<td>COMPM065</td>
<td>Computer Security II</td>
</tr>
<tr>
<td>COMPM066</td>
<td>Malware</td>
</tr>
<tr>
<td>COMPM067</td>
<td>Privacy Enhancing Technologies</td>
</tr>
<tr>
<td>COMPM068</td>
<td>Cryptanalysis</td>
</tr>
<tr>
<td>COMPM072</td>
<td>Mathematical Methods, Implementations and Algorithmics</td>
</tr>
<tr>
<td>COMPM076</td>
<td>Virtual Environments</td>
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<td>COMPM077</td>
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<tr>
<td>COMPM078</td>
<td>Inverse Problems in Imaging</td>
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<td>Acquisition and Processing of 3D Geometry</td>
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<td>COMPM081</td>
<td>Geometry of Images</td>
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<tr>
<td>COMPM081</td>
<td>Geometry of Images</td>
</tr>
<tr>
<td>COMPM082</td>
<td>Affective Computing and Human-Robot Interaction</td>
</tr>
<tr>
<td>COMPM083</td>
<td>Statistical Natural Language Processing</td>
</tr>
<tr>
<td>COMPM085</td>
<td>Computational Photography and Capture</td>
</tr>
<tr>
<td>COMPM090</td>
<td>Applied Machine Learning</td>
</tr>
</tbody>
</table>

**Elective modules**

Students select a maximum of 0.5 units (1 module) from this group.

<table>
<thead>
<tr>
<th>Module</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLUG</td>
<td>All Undergraduate Programmes</td>
<td>-</td>
</tr>
</tbody>
</table>
Programme structure / curriculum (2016-17)

Programme: MEng Computer Science (International Programme) (Year 1)
Code: UMNCOMSINT14
Diet: 16UMNCOMSINT141F

Overall

Students select 4 units in total, comprising: 4 units from the core modules.

Core modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP101P</td>
<td>Principles of Programming 0.5</td>
</tr>
<tr>
<td>COMP102P</td>
<td>Theory I 0.5</td>
</tr>
<tr>
<td>COMP103P</td>
<td>Object-Oriented Programming 0.5</td>
</tr>
<tr>
<td>COMP104P</td>
<td>Theory II 0.5</td>
</tr>
<tr>
<td>COMP105P</td>
<td>Robotics Programming 0.5</td>
</tr>
<tr>
<td>MATH6301</td>
<td>Discrete Mathematics for Computer Scientists 0.5</td>
</tr>
<tr>
<td>ENGS101P</td>
<td>Engineering Challenges 0.5</td>
</tr>
<tr>
<td>ENGS102P</td>
<td>Design and Professional Skills 1 0.5</td>
</tr>
</tbody>
</table>
Programme structure / curriculum (2016-17)

Programme: MEng Computer Science (International Programme) (Year 2)

Code: UMNCOMSINT14  Diet: 16UMNCOMSINT142F

Overall

Students select 4 units in total, comprising: 3.5 units (7 modules) from the core modules; and 0.5 units (1 module) from the optional modules, corresponding to their chosen IEP minor.

Core modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP201P</td>
<td>Networking and Concurrency</td>
</tr>
<tr>
<td>COMP202P</td>
<td>Logic and Database Theory</td>
</tr>
<tr>
<td>COMP203P</td>
<td>Software Engineering and Human Computer Interaction</td>
</tr>
<tr>
<td>COMP204P</td>
<td>Systems Engineering Project 1</td>
</tr>
<tr>
<td>COMP205P</td>
<td>Systems Engineering Project 2</td>
</tr>
<tr>
<td>COMP206P</td>
<td>Mathematics and Statistics</td>
</tr>
<tr>
<td>COMP207P</td>
<td>Compilers</td>
</tr>
</tbody>
</table>

Optional modules (IEP minor)

Students select 0.5 units (1 module) from this group, corresponding with their chosen IEP Minor.

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLUG</td>
<td>All Undergraduate Programmes</td>
</tr>
</tbody>
</table>
Programme structure / curriculum (2016-17)

<table>
<thead>
<tr>
<th>Programme:</th>
<th>MEng Computer Science (International Programme) (Year 3)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>UMNCOMSINT14</td>
</tr>
<tr>
<td>Diet:</td>
<td>16UMNCOMSINT14INT143F</td>
</tr>
</tbody>
</table>

**Overall**

Students will agree their module selection with the Study Abroad Tutor. They will undertake modules comparable to those within the MEng Computer Science (Year 3) curriculum. Their performance on those modules will be mapped to COMP3100.

**Core modules**

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP3100 Computer Science Study Abroad</td>
<td>4.0</td>
</tr>
</tbody>
</table>
## Programme structure / curriculum (2016-17)

<table>
<thead>
<tr>
<th>Programme:</th>
<th>MEng Computer Science (International Programme) (Year 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code:</td>
<td>UMNCOMSING05</td>
</tr>
<tr>
<td>Diet:</td>
<td>16UMNCOMSING054F</td>
</tr>
</tbody>
</table>

### Overall

Students select 4 units in total, comprising: 1 unit (1 module) from the core modules; a minimum of 2.5 units (5 modules) and a maximum of 3 units (6 modules) from the optional modules; and a maximum of 0.5 units (1 module) from the elective modules.

### Core modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPM091</td>
<td>1.0</td>
</tr>
</tbody>
</table>

### Optional modules

Students select a minimum of 2.5 units (5 modules) and a maximum of 3 units (6 modules) from this group.

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPM007 Operational Risk Measurement for Financial Institutions</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM012 Programming and Mathematical Methods for Machine Learning</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM014 Requirements Engineering and Software Architecture</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM022 Software Abstractions and Systems Integration</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM023 Validation and Verification</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM024 Tools and Environments</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM026 Financial Institutions and Markets</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM027 Financial Information Systems</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM028 Language Based Security</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM030 Distributed Systems and Security</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM034 Multimedia Systems</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM041 Web Economics</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM042 Complex Networks and Web</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM050 Advanced Topics in Machine Learning</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM052 Information Retrieval and Data Mining</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM054 Machine Vision</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM055 Supervised Learning</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM056 Graphical Models</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM058 Bioinformatics</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM061 People and Security</td>
<td>0.5</td>
</tr>
<tr>
<td>COMPM062 Computer Security I</td>
<td>0.5</td>
</tr>
<tr>
<td>Module</td>
<td>Title</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------------</td>
</tr>
<tr>
<td>COMPM063</td>
<td>Introduction to Cryptography</td>
</tr>
<tr>
<td>COMPM064</td>
<td>Applied Cryptography</td>
</tr>
<tr>
<td>COMPM065</td>
<td>Computer Security II</td>
</tr>
<tr>
<td>COMPM066</td>
<td>Malware</td>
</tr>
<tr>
<td>COMPM067</td>
<td>Privacy Enhancing Technologies</td>
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<tr>
<td>COMPM068</td>
<td>Cryptanalysis</td>
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<tr>
<td>COMPM072</td>
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<td>Inverse Problems in Imaging</td>
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<tr>
<td>COMPM080</td>
<td>Acquisition and Processing of 3D Geometry</td>
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<tr>
<td>COMPM081</td>
<td>Geometry of Images</td>
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<tr>
<td>COMPM081</td>
<td>Geometry of Images</td>
</tr>
<tr>
<td>COMPM082</td>
<td>Affective Computing and Human-Robot Interaction</td>
</tr>
<tr>
<td>COMPM083</td>
<td>Statistical Natural Language Processing</td>
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<td>COMPM085</td>
<td>Computational Photography and Capture</td>
</tr>
<tr>
<td>COMPM090</td>
<td>Applied Machine Learning</td>
</tr>
</tbody>
</table>

**Elective modules**

Students select a maximum of 0.5 units (1 module) from this group.

<table>
<thead>
<tr>
<th>Module</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLUG</td>
<td>All Undergraduate Programmes</td>
<td>-</td>
</tr>
</tbody>
</table>
## Programme structure / curriculum (2016-17)

<table>
<thead>
<tr>
<th>Programme:</th>
<th>MEng Mathematical Computation (Year 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code:</td>
<td>UMNCOMSMAT05</td>
</tr>
<tr>
<td>Diet:</td>
<td>16UMNCOMSMAT051F</td>
</tr>
</tbody>
</table>

### Overall

Students select 4 units in total, comprising: 4 units from the core modules.

### Core modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP101P</td>
<td>Principles of Programming</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP102P</td>
<td>Theory I</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP103P</td>
<td>Object-Oriented Programming</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP104P</td>
<td>Theory II</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP105P</td>
<td>Robotics Programming</td>
<td>0.5</td>
</tr>
<tr>
<td>MATH1201</td>
<td>Algebra 1</td>
<td>0.5</td>
</tr>
<tr>
<td>MATH1202</td>
<td>Algebra 2</td>
<td>0.5</td>
</tr>
<tr>
<td>MATH1401</td>
<td>Mathematical Methods 1</td>
<td>0.5</td>
</tr>
</tbody>
</table>
## Programme structure / curriculum (2016-17)

<table>
<thead>
<tr>
<th>Programme</th>
<th>MEng Mathematical Computation (Year 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>UMNCOMSMAT05</td>
</tr>
<tr>
<td>Diet</td>
<td>16UMNCOMSMAT052F</td>
</tr>
</tbody>
</table>

### Overall

Students select 4 units in total, comprising: 3.5 units (7 modules) from the core modules; and 0.5 units (1 module) from the elective modules.

### Core modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP2012</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP201P</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP202P</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP207P</td>
<td>0.5</td>
</tr>
<tr>
<td>MATH1402</td>
<td>0.5</td>
</tr>
<tr>
<td>MATH2201</td>
<td>0.5</td>
</tr>
<tr>
<td>MATH7501</td>
<td>0.5</td>
</tr>
</tbody>
</table>

### Elective modules

Students select 0.5 units (1 module) from this group, corresponding with their chosen IEP Minor.

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLUG</td>
<td>-</td>
</tr>
</tbody>
</table>
# Programme structure / curriculum (2016-17)

**Programme:** MEng Mathematical Computation (Year 3)

**Code:** UMNCOMSMAT05  
**Diet:** 16UMNCOMSMAT053F

## Overall

Students select 4 units in total, comprising: 1.5 units (3 modules) from the core modules; a minimum of 2 units (4 modules) and a maximum of 2.5 units (5 modules) from the optional modules; and a maximum of 0.5 units (1 module) from the elective modules.

### Core modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP3004</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3005</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3063</td>
<td>0.5</td>
</tr>
</tbody>
</table>

### Optional modules

Students select a minimum of 2 units (4 modules) and a maximum of 2.5 units (5 modules) from this group.

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP3011 Functional Programming</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3012 Interaction Design</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3035 Networked Systems</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3058 Artificial Intelligence and Neural Computing</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3072 Image Processing</td>
<td>0.5</td>
</tr>
<tr>
<td>COMP3080 Computer Graphics</td>
<td>0.5</td>
</tr>
<tr>
<td>ECON3014 Game Theory</td>
<td>0.5</td>
</tr>
<tr>
<td>MATH3307 Biomathematics</td>
<td>0.5</td>
</tr>
<tr>
<td>MATH3506 Mathematical Ecology</td>
<td>0.5</td>
</tr>
<tr>
<td>MATH3601 An Introduction to Mathematica</td>
<td>0.5</td>
</tr>
<tr>
<td>MATH3704 Algebraic Number Theory</td>
<td>0.5</td>
</tr>
<tr>
<td>MATH3802 History of Mathematics</td>
<td>0.5</td>
</tr>
<tr>
<td>MATH7202 Algebra 4: Groups and Rings</td>
<td>0.5</td>
</tr>
<tr>
<td>MATH7701 Number Theory</td>
<td>0.5</td>
</tr>
<tr>
<td>STAT3101 Probability and Statistics II</td>
<td>0.5</td>
</tr>
<tr>
<td>STAT3102 Stochastic Processes</td>
<td>0.5</td>
</tr>
</tbody>
</table>

### Elective modules

Students select a maximum of 0.5 units (1 module) from this group.
<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLUG</td>
<td>All Undergraduate Programmes</td>
</tr>
</tbody>
</table>
Programme structure / curriculum (2016-17)

Programme: MEng Mathematical Computation (Year 4)
Code: UMNCOMSMAT05
Diet: 16UMNCOMSMAT054F

Overall

Students select 4 units in total, comprising: 1 unit (1 module) from the core modules; and 3 units (6 modules) from the elective modules.

Core modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPM091</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Elective modules

Students select a maximum of 3 units (6 modules) from this group.

<table>
<thead>
<tr>
<th>Module</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLUGM</td>
<td>-</td>
</tr>
</tbody>
</table>