Department of Computing

Student Notes

MSc Computing Science
MSc Computing (Specialisms)
MSc Advanced Computing
MRes Advanced Computing

October 2015

Student’s Name

Tutor’s Name: ____________________________

Tutor’s Office: ____________________________

Department of Computing
Huxley Building
Imperial College London
180 Queens Gate
London SW7 2BZ
INTRODUCTION

I would like to take this opportunity to welcome you to Imperial College London and to the MSc/MRes course in the Department of Computing. Many congratulations on achieving the qualifications for admission.

We are proud of the MSc/MRes courses in our department which we consider to be amongst the most successful of their kind anywhere in the world. They provide you with the unique opportunity to meet, and study under, a large number of internationally renowned experts in most branches of computing. The courses also give you hands-on experience with an enormous array of state-of-the-art equipment and software. You will become accustomed to much of this as part of your regular laboratory and coursework programmes, but remember that you are also free to use most of the facilities in your spare time as well.

As with all our degree courses, the MSc/MRes courses are adapting constantly to reflect the rapidly changing state-of-the-art. We are also continually updating the course structures and administration in order to maintain the highest educational standards. We welcome and encourage your active participation in this. We attach great importance to the views of the students. Please also feel free to talk to the individual lecturers about specific difficulties you may be having with their courses. They all appreciate constructive feedback when they are teaching. Also, if you are really enjoying a particular course or project, we would be delighted to hear about that too!

As Course Director for the MSc/MRes degrees, it is my responsibility to oversee the day-to-day running of the courses and to ensure that everything is going smoothly. I am always on hand to discuss both technical and administrative aspects of the MSc/MRes courses, and I encourage you to raise with me any comments or suggestions that you might have.
It is very important that you check your email frequently. A good deal of information may be sent via email. Also the departmental web pages are very good sources of information about all aspects of the course, including content, timetable and regulations. A list of useful web sites is given later in these notes.

Teaching Fellows on the MSc will provide academic, technical and pastoral support. If you are having any academic or personal difficulties of any kind, please contact them as soon as possible. You will find their contact details later in these notes. In particular, if you have any medical conditions that may affect your study and examination, please let them know immediately. Whatever problems you may have, remember that there is always someone who can help you. Do not be afraid to come forward.

I hope that you will find Imperial College a lively and stimulating environment in which to study. I wish you all the best while you are here and in the years ahead.

Dr. Fariba Sadri
email: f.sadri@imperial.ac.uk
Course Director
DATES OF TERMS FOR 2015/2016

Autumn Term: Saturday 3\textsuperscript{rd} October to Friday 18\textsuperscript{th} December 2015
Spring Term: Saturday 9\textsuperscript{th} January to Wednesday 23\textsuperscript{rd} March 2016
Summer Term: Saturday 23\textsuperscript{rd} April to Friday 24\textsuperscript{th} June 2016

SOME USEFUL WEB ADDRESSES

http://www.imperial.ac.uk/computing/current-students/pg-info/
For details of course structures, regulations, options and other useful links.

http://www.imperial.ac.uk/computing/current-students/course-admin/noticeboards/msc/
For course notice boards. Here via the notice board of your MSc/MRes course you can see much of the information about all aspects of the course in one place.

https://cate.doc.ic.ac.uk/personal.cgi?keyp=2014:
For lecture slides and notes and the schedule of courseworks.

http://www.imperial.ac.uk/students/new-students/postgraduates/
For College-wide services and information.

http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/professional-skills-masters/
Professional Skills courses provided for Masters Students
STAFF AND SPECIAL COURSE RESPONSIBILITIES

(All rooms numbers are in the Huxley Building.)

Professor S. Eisenbach  Head of Department

Dr. Fariba Sadri  Deputy Director of Postgraduates Studies
f.sadri@imperial.ac.uk
Room 447

Dr Peter McBrien  Director of Undergraduates Studies

Dr. William Knottenbelt  Deputy Course Director for MSc Computing Science
w.knottenbelt@imperial.ac.uk
Room 371

Dr. Fariba Sadri  Director of MRes in Advanced Computing
f.sadri@imperial.ac.uk
Room 447

Dr. Timothy Kimber  Teaching Fellow – MSc Advanced Computing, MSc Computing (Specialisms) and MRes Advanced Computing Co-ordinator,
Admissions Tutor
timothy.kimber06@imperial.ac.uk
Room 228

Dr. Fidelis Perkonigg  Teaching Fellow – MSc in Computing Science Co-ordinator,
Admissions Tutor
f.perkonigg@imperial.ac.uk
Room 228

Prof. Duncan Gillies  Departmental Senior Tutor
d.gillies@imperial.ac.uk
Room 355

Dr. Aldo Faisal  Disabilities Officer
a.faisal@imperial.ac.uk
Telephone: 02027 594 6373
Room 4.08, 4th Floor
Department of Bioengineering

Dr. Iain C.C. Phillips  Examinations Co-ordinator

Webmaster  webmaster@doc.ic.ac.uk

Librarian

Mrs Angela Goldfinch  Computing and Control Collection, Level 3,
East, Lyon Playfair Library and Electrical
and Electronic Engineering, Level 6
Administrative Staff

Ms. A. O’Neill  Departmental Administrator

Clerical Staff

Mrs. B. Claxton  MSc Administrative Officer
Mrs. A. Halford  Staff Office Secretary
Mr. A. Rochelle  UG Admission Secretary

PERSONAL TUTORING

All students are allocated a personal tutor. The tutor system has been set up to ensure that you have at least one personal contact in the Department. Your tutor will be able to give you guidance on which courses to select, will be your spokesperson at examiners meetings and will write references for you.

SOME OTHER SERVICES AVAILABLE IN THE COLLEGE

Student Counselling Service       Level 4, Sherfield Building
                                   South Kensington Campus
                                   0207 594 9637
counselling@imperial.ac.uk

College Tutors                   Dr. Lynda White
                                   l.white@imperial.ac.uk
                                   0207 594 8527

                                   Dr Simon Archer
                                   s.archer@imperial.ac.uk
                                   South Kensington Campus
                                   0207 594 5368

                                   Dr Mick Jones
                                   m.d.jones@imperial.ac.uk
                                   Hammersmith Campus
                                   0208 383 1643

                                   Mr Colin Kerr
                                   c.j.kerr@imperial.ac.uk
                                   South Kensington Campus
                                   0207 594 6044

College Health Service           South Kensington Campus
                                   Level 4 Sherfield Building
                                   0207 594 9401

Student Accommodation Centre    Student Accommodation Centre
                                   Level 3, Sherfield Building
                                   0207 594 9444
**ADDRESSES**

Students must provide both their term-time and home addresses upon registration at the start of each academic session. It is essential that any subsequent changes of address are notified to both the Registry and the departmental Tutor immediately. Change of Address forms are available from Mrs Claxton in room 370 Huxley Building.

**MAIL**

You must read your electronic mail (email) every day. The Department uses electronic mail and the web for announcements and official notices. All students will be allocated an electronic mail account.

Pigeon holes for ordinary (paper) mail are provided for undergraduate and MSc students in the Student Common Room on Level 2. Research students mail is put in pigeon holes in room 440. All student mail should be addressed as follows:

- Student's Name
- Department of Computing
- Huxley Building
- Imperial College London
- 180 Queens Gate
- London SW7 2BZ

**CLASSES**

Classes are normally held between the hours of 09.00 and 18.00. Wednesday afternoons are left free to allow students to take part in sports.

**COURSEWORK**

Coursework should not be handed in to the individual lecturers. Coursework should be submitted via CATE (Continuous Assessment Tracking Engine) and sometimes as hard copy at the Student Administration Office (room 370 Huxley). Unless coursework is handed in on time there is no guarantee that it will receive any marks. Coursework is an integral part of the course and all work should be retained by the student after it has been marked. Students may be required to re-submit all their coursework in the Summer term for review by External Examiners. Coursework will be returned to students as soon as possible after the final examiners meeting. Any coursework that has not been collected by the end of September will be disposed of.

Please note: Marked coursework will be returned to the racks in the Student Common Room (Level 2).

**ABSENCE/ILLNESS**

Absence of **more than one day** must be notified to the Teaching Fellows immediately, with an indication of the period likely to be involved. When absence on account of illness exceeds one week a medical certificate is required, and if part or the whole of an examination is missed on account of illness a medical certificate must be sent immediately. A medical certificate is also needed where coursework is submitted late for reasons of illness.
OUT OF HOURS ACCESS

Normal College hours are between 08.30 and 18.00, Monday to Friday. The times outside these hours are known as 'out of hours' periods. Students are permitted to work in some parts of the Huxley Building for parts of the out of hour’s periods. Entry to the building will not be permitted after 22.00 and all students must leave the building by 23.00. All students must carry their swipe card to be allowed out of hours’ access. The Security Guards hold a list of groups of students showing for which rooms and times out of hours access is permitted.

When using the Huxley Building out of hours, you must:

• carry your swipe card at all times,
• show it to the Security Guard or other members of College staff on request,
• enter your details in the attendance register on level 2 when you enter the building (or at 18.00 if you are already in), and sign off in the register when you leave.

SAFETY INFORMATION

Information available in your introduction packs.

GRADUATE SCHOOL PROGRAMME OF PROFESSIONAL SKILLS FOR MASTERS STUDENTS

Masters students will face a unique challenge to develop academic and professional skills while engaged in a short period of intensive study. In recognition of this challenge, the Graduate School have created a set of workshops and lectures based on the feedback received from students, Masters programme organisers, and employers, on the key skills requirements of Master’s students.

The Imperial MasterClass programme gives an introduction to each of the topics, offering training to support professional development such as ‘Public Speaking’, as well as improving academic performance and progression, for example ‘Preparing and Writing a Literature Review’ and ‘Research Ethics’. The workshops are short, lasting between 1.5 and 2.5 hours and have been made optional in recognition of the time restrictions faced by Master's students.

Current courses are listed below.
An up to date list and further information can be found at [http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/professional-skills-masters/](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/professional-skills-masters/)

• Academic Writing
• Creative Thinking
• Developing your Career through Networking
• Informational Posters - Layout & Design
• Interpersonal Skills
• Interview Skills
• Job Search with a Difference
• Leadership Skills
EXAMINATION REGULATIONS

Students are reminded of the University regulations concerning cheating in examinations.

In written examinations, a student who copies answers from another student, or allows an answer to be copied, or obtains information from notes or books in a closed-book examination, will be reported to the University, and may be refused permission to attend any subsequent examination within the University.

With respect to assessed coursework, including laboratory work, students are permitted and encouraged to seek information from text books, notes, lecturers and other students. However, except in the case of a joint submission, the report submitted must be the individual effort of each student. Any detected instance of copying of submitted work is subject to the same action as copying in written examinations.

PLAGIARISM

The college and the department take the issue of plagiarism very seriously. Please do not engage in this practice. The college has policies on plagiarism and exam offences. These can be found at

http://www3.imperial.ac.uk/registry/exams/examoffences

A departmental FAQ on plagiarism can be obtained at

http://www.doc.ic.ac.uk/~imh/plagiarism.html

Cases involving intimidation will additionally invoke Departmental or College disciplinary procedures.