Faculty of Computer Science and Technology

2018-19

M.Phil in Advanced Computer Science
Computer Science Tripos, Part III

Handbook

UNIVERSITY OF
CAMBRIDGE

On behalf of the Graduate Education Committee, we welcome to the M.Phil in Advanced Computer Science / Computer Science Tripos, Part III course and we hope you enjoy your time in Cambridge.

During your time in Cambridge it is likely that you will have many queries. We hope that this brief guide will be of some help but if it you have further questions you are welcome to ask us, Lise Gough, Joy Rook and Marketa Green, the Course Administrators, by phone (3)34656, (3)34652 or (7)63843, or just pop in to FS03 and FS05 at the William Gates Building.

Graduate Education Team
October 2018

Contents

The Department of Computer Science and Technology was founded in 1937 as the Mathematical Laboratory on the part of the New Museums Site now occupied by the Arup Building. The building was known as Old Pathology and was notorious for its strange smell (formaldehyde, used for preserving bodies) and the extra-large lift (for transporting them!). The name was changed to Computer Laboratory in 1969 and the Computing Service was created in 1970 as part of the same department. With effect from 1 October 2017, the name changed formally to Department of Computer Science and Technology.

In 2001 we moved into purpose-built facilities in West Cambridge. Our address is:

> Department of Computer Science and Technology
> University of Cambridge
> William Gates Building
> 15 JJ Thomson Avenue
> Cambridge, CB3 0FD

The Department of Computer Science and Technology is part of the Graduate School of Technology along with Engineering, Chemical Engineering and Biotechnology and the Judge Business School. See http://www.tech.cam.ac.uk/Graduate/aboutgrad

The department occupies the ground, first floor and most of the second floor of the William Gates Building. To help you find you way around the rooms are labelled by:

> Floor   (ground-G, first-F and second-S)
> Corridor   (north-N, centre-C, south-S, east-E, west-W)
> Number

For example room FS03 is on the first floor, south corridor.

The large central entrance corridor is known as The Street.

You will be based in SW01 (Teaching Room) and SW02 (Teaching Laboratory) on the second floor and FS07 (Teaching Room), FS09 (Teaching Room) and FW26 (Seminar Room) on the first floor. Access to these rooms and the rest of the secure area including the library is by the blue University Card and card readers. The University Card also gives you access to the main doors 24 hours a day, 365 days a year.
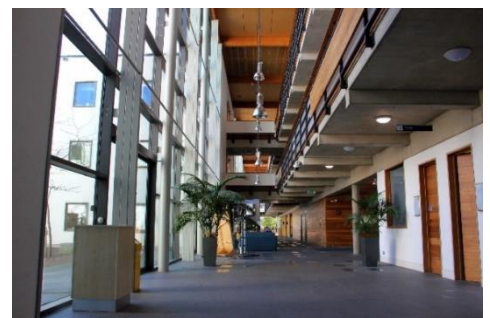
There is a small café on the ground floor which is open 09:30-16:00 Monday to Friday excluding public holidays. There is also a cafe in the Hauser Forum at the end of JJ Thomson Avenue south of the West Cambridge site.

The nearest supermarket is Sainsbury's which is located at Eddington. A cash-point machine can also be found there.

2.   THE COURSE FORMAT AND MODULES

Course Format 2018-19

For MPhil in Advanced Computer Science students, this course consists of:

a) 5 taught full modules;
b) 12 units from the mandatory Research Skills programme;
c) 6 weekly 'Wednesday seminars'; and
d) a research project report of no more than 15,000 words.

For Part III students, this course consists of:

a) 5 taught full modules;
b) a research project report of no more than 12,000 words.

Some students, at the discretion of the Examiners, may be called for a viva voce (oral) examination on the work submitted by the candidate under Regulation 1, and on the general field of knowledge within which such work falls.[1]

Modules 2018-19

Term	Code	Title
Michaelmas 2018	R249	Adv. topics in mobile & sensor systems and data modelling *(Continues in Lent)*
	L11	Algebraic Path Problems
	R05	Chip Multiprocessors
	R209	Computer Security: Principles and Foundations
	L21	Interactive Formal Verification
	L50	Intro to networking and systems measurements
	L95	Introduction to Natural Language Syntax and Parsing
	R244	Large-scale data processing and optimisation
	L42	Machine Learning
	L305	Metaprogramming
	L304	Multicore Semantics and Programming
	R02	Network Architectures
	L90	Overview of Natural Language Processing
	LE49	Probabilistic Machine Learning *(Department of Engineering code: 4F13)*
Lent 2019	L352	Advanced Graphics and Image Processing
	L41	Advanced Operating Systems
	R01	Advanced topics in computer systems
	R250	Advanced topics in machine learning
	L248	Computer Vision
	R254	Cybercrime
	L312	Digital Signal Processing with Computer Music
	P51	High performance networking
	P230	Interaction with Machine Learning
	R252	Machine learning for programming
	L310	Mobile Robot Systems
	R260	Technology and Law
	L301	Topics in concurrency

Guide to module code prefixes

L   *Lecture based module*   **R**   *Reading based module*
P   *Practical based module*   **LE** *Lectures at Engineering Dept, Assessment at Computer Lab*

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[1] See Appendix A for the official Regulations

Research Skills Programme

The Research Skills Programme is designed to provide advice on and training in a variety of practical skills required for research. The skills learnt will be useful in the student's individual project, other research-led modules, and in the student's future career.

MPhil students are required to take **all core units** and a minimum of 7 **optional units**.
Part III students may attend any of the units they are interested in.

Core Units	The core units are as follows:

- Online introduction to writing: What is academic English; Achieving Clarity in English; Studying in English – *This must be completed before **Thursday 5 October***
- Introduction to Academic Writing in the UK (CU1)
- Writing an Abstract *(to include a submitted written exercise)* (CU2)
- How to nail your literature review: Finding what you need (CU3-A)
- Scientific typography using LaTeX and BibTeX (CU3-B)
- Project minute madness (CU5)
- How to prepare a research presentation (CU4)
- How to nail your literature review: Bringing it all together (OU5)
  Highly recommended but optional

Optional Units	Students should choose units that are most relevant to their research plans, and supplementary to their previous experience. A list of units on offer and enrolment can be found on the 'Research Skills' Moodle Page: https://www.vle.cam.ac.uk/course/view.php?id=158382

Optional units will not require coursework to be completed or submitted beyond participation in the session itself. Some options will involve practical work, which will be carried out during the session. This will provide an opportunity for students to practice specific skills, but will not be formally assessed.

Signing up for Units	Registering for optional units can be done via the Moodle page above.
Research Skills Log Book	Every student will be issued with a RSP log book (blue book). For every unit taken, you are required to log the date, title, facilitator, and after each lecture 'stamp' the book as a record of your attendance. You will be required to submit your blue log book before the final Examiners meeting.
	We would also like you to complete the sections asking what skills you have learnt, and things that you would like to investigate as a result of the newly acquired knowledge or skill.
Lecture slides	Slides from the units will also be available on Moodle within 48 hours following the lecture.

Wednesday Seminars

All MPhil students need to attend a **minimum of 6** Wednesday seminars. These take place on Wednesdays during term time in Lecture Theatre 1 from 16:15 and last 30–60 minutes.
Please see http://www.cl.cam.ac.uk/seminars/wednesday/ for the list of seminars. Please log the seminars you attended in your blue Research Skills log book.

3.   ASSESSMENT AND EXAMINING

In 2018-2019, MPhil students must take 5 taught modules, complete the Research Skills Programme (all core units plus 7 optional units), undertake a project and submit a project report of up to 15,000 words. Part III students must take 5 taught modules and undertake a project and submit a project report of up to 12,000 words.

The modules should be selected from those offered in consultation with their course adviser. Each module is assessed independently. It is recommended that students take 3 modules in Michaelmas Term and 2 in Lent Term. It is possible to take 4 modules in the first term and 1 in the second but, because of the high workload involved, this should be discussed with your course adviser.

The deadline by which students must submit their final selection for Michaelmas Term modules is 17 October 2018. Module selections must be approved by the Advanced Taught Courses Management Committee. Student Administration will enrol MPhil students for modules on CamSIS. There will be one final opportunity to change module selections for Lent Term by 30 November 2018.

Students must obtain an average mark of **60%** across all taught modules and also **60%** in the project to obtain their degree.

A distinction will be awarded to MPhil students who gain an average of 75.0% or more across all of taught modules together with the project mark as weighted by its module equivalent (i.e. ≥ 900/1200 marks).

For Part III students, a Pass is awarded for average mark of 60% across all modules (including project), a Merit for 67% and a Distinction for 75%.

Coursework and Written Tests

Each taught module consists generally of 16 contact hours over 8 weeks which may be a combination of lectures, supervised practical classes, seminars and/or reading groups. Modules may be assessed by a combination of tests and/or coursework.
Please refer to webpage http://www.cl.cam.ac.uk/teaching/exams/acs_assessment.html for further details regarding coursework and tests.

Deadlines

A schedule of coursework deadlines will be published each term. Deadlines are taken seriously and marks will be deducted for late coursework submission.
The penalty will be calculated as follows: **penalty = n/10 x mark** where **n** is the integer part of the number of days late, rounded up to the nearest integer. Failure to submit the **research project** by the published deadline will result in outright failure of the course.

Extensions

Extensions will only be granted in **exceptional circumstances** such as illness or some other grave reason. Please see http://www.cl.cam.ac.uk/teaching/exams/deadlines.html for the Faculty's guidance and instructions as to what to do in such circumstances. In short, requests for mitigation must be made via a letter or email from your College Tutor. College Tutors are very experienced in dealing with delicate personal or medical issues with sensitivity and confidentiality.
However, in all circumstances requests for mitigation must be made in a timely manner, i.e. before the deadline, and reflect a **significant** impediment. In a six-month project almost everyone is likely to have a short-term illness or hardware failure and must plan around this. Note that while some mitigation requests (e.g. coursework) can be resolved within the department by deadline extension, others (such as missing an exam paper or late submission of a Part III or MPhil project) can only result in zero marks; there is a higher-level University "Applications Committee" whose role is to resolve these cases.

Oral examinations (viva voce examinations)

The final meeting of the Examiners for the course is expected to be held as follows:

Part III Students **Wednesday 19 June 2019**
MPhil Students **Wednesday 26 June 2019**

The Examiners will announce which students will be called for an oral examination by 4pm the day before the meeting. It is essential, therefore, that all students are in Cambridge and are available to attend if they are called. An oral examination can only improve a result or leave it unchanged.

Marking Guidelines for Coursework

Individual module lecturers will inform students about the assessment scheme for their module on the module's web pages. However, as an example, if a piece of work is marked out of 20, 12 marks will constitute a pass, and if marked out of 100, 60 marks will constitute a pass.
Full details on the scheme of assessment and marking guidelines can be found at
http://www.cl.cam.ac.uk/teaching/exams/acs_assessment.html

Plagiarism and Collusion

The University and Department take very seriously the use of unfair means, plagiarism and/or unauthorised collusion in work submitted for formal assessment. All students are expected to be familiar with and abide by the Faculty and University guidance on plagiarism. The Faculty's guidance on plagiarism can be found online at
https://www.cl.cam.ac.uk/teaching/exams/plagiarism.html.

The University's guidance on plagiarism, along with guidance on study skills and good academic practice is available at http://www.admin.cam.ac.uk/univ/plagiarism/.

Feedback

Students will be notified about their progress in Michaelmas and Lent Terms by letter following the Examiners' meetings in February and May.
The marks provide provisional feedback only; results are subject to confirmation at the Final Examiners' meeting and by the University of Cambridge's Board of Graduate Studies.

Official University transcriptions of results will be available from the University's Students Records Office and via the CamSIS self-service (extended access) in the August following the end of Easter Term and after graduation.

4. PROJECT GUIDELINES

Research projects

All students must undertake a research project during the Lent and Easter terms.
Each project must be supervised by a member of the academic staff who will also act as one assessor. Full details regarding projects can be found at
https://www.cst.cam.ac.uk/teaching/masters/projects/

The student is integrated into the research culture of the Department by joining one of the research groups. Students are expected to attend the Department's and research group's programme of research seminars. An element of the research training will be in the context of a research group and will be overseen by their project supervisor.

Project briefing

All students MUST attend the relevant Project Briefing session as follows:

M.Phil Students   Friday 5 October 2018   09:00   LT1, William Gates Building
Part III Students Thursday 11 October 2018   09:00   SW01, William Gates Building

The session will be presented by the Course Director and will cover project proposals, project supervision, and important deadlines.

Information on Projects

- Project selection and planning is in Michaelmas term. The project itself is undertaken in Lent and Easter terms.

- Projects can be research oriented or application oriented. Industrial collaboration on projects is possible.

- ACS teaching staff will propose research essays and projects that they are willing to supervise and these will be published on the website.

- A member of the Faculty's academic staff will be appointed as a project supervisor. This person is responsible for overseeing the project student. A member of the Faculty's academic staff may be appointed as a project advisor. The person is available as a second advisor to the project student.

- Initially, with the assistance of their course adviser, the student will be required to choose the research project they wish to undertake and find a supervisor. The deadline for this is **Friday 26 October.**

- The supervisor and adviser will then assist the student in producing a Project Proposal document and work plan. This must be submitted by **Friday 23 November**. The Proposal must include the tasks to be undertaken and the anticipated timescales. A latex template and cover sheet are available from http://www.cl.cam.ac.uk/teaching/masters/projects/

- For 'self-proposed' research projects, the deadline for submitting the full proposal **is Friday 16 November.**

- If your research project involves experiments on human subjects you should first seek the approval of the department's Ethics Committee. Full details of how to submit an application for ethics approval can be found at http://www.cl.cam.ac.uk/local/policy/ethics
- The supervisor, the advisor, and the Management Committee must all approve the Project Proposal document prior to the student starting work on the tasks specified in the Proposal.
- The supervisor will monitor the progress of the project and a formal progress review will be conducted in conjunction with the student and advisor at the end of Lent term.
- For Part III students, a project final report, of not more than **12,000** words, must be submitted no later than **11:00am** on **Friday 31 May 2018**. Please see the full guidance from the Examiners on Part III in ACS research projects http://www.cst.cam.ac.uk/teaching/masters/projects/part3/guidelines.html

  For MPhil students, a project final report, of not more than **15,000** words, must be submitted no later than **11:00am** on **Monday 10 June 2018**. Please see the full guidance from the Examiners on M.Phil in ACS research projects http://www.cst.cam.ac.uk/teaching/masters/projects/acs/guidelines.html
- The report shall provide evidence that the candidate can design and carry out investigations, assess and interpret the results obtained, and place the work in the wider perspectives of the subject.
- In mid-June, all students will give a presentation of their project and research work to colleagues and supervisors. Each presentation should be no more than twelve minutes long with three minutes of Q&A afterwards.

Word count for research projects

Full guidelines for calculating the word count for your project report can be found on the webpage http://www.cl.cam.ac.uk/teaching/masters/projects/part3/guidelines.html or http://www.cl.cam.ac.uk/teaching/masters/projects/acs/guidelines.html.

To summarise, the report should not exceed 15,000 words (12,000 for Part III's) including tables, footnotes and appendices, but excluding bibliography, photographs and diagrams. The words "photographs and diagrams" refer to entities that can be taken in with a single glance rather than a page of detailed equations.
Tables, equations and the like are best counted as having the number of words that text occupying the same area would have.

There are exceptions as to when appendices should be excluded and these can be found in section iii.c of the webpage mentioned above.

The safest way to justify being under the word limit is to count the words on a page with most plain text, and divide 15,000(12,000 for Part III's) by that to give a page limit. As a guideline the main body of your project (from the first page to last page before the bibliography) should be no more then 37-38 pages (based on 400 words of plain text per page).

Project Marking Guidelines

A research project is equivalent to seven taught modules for MPhil students and four taught modules for Part III students. Students are required to pass the research project report with a minimum mark of 60%.

Please refer to webpage http://www.cl.cam.ac.uk/teaching/exams/acs_project_marking.pdf for the project marking guidelines.

Term Dates 2018/2019

Term	Term Starts	Lectures Start	Lectures Finish	Term Ends	Study Weeks
Michaelmas	Tuesday 2 October	Thursday 4 October	Wednesday 28 November	Friday 30 November	Monday 3 - Tuesday 18 December Wednesday 2 to Monday 14 January
Lent	Tuesday 15 January	Thursday 17 January	Wednesday 13 March	Friday 15 March	Monday 18 March to Friday 5 April
Easter	Tuesday 23 April	Thursday 25 April	Wednesday 12 June	Friday 28 June	

* We strongly recommend that candidates for the MPhil in Advanced Computer Science remain in Cambridge for the study weeks.

Please refer to webpage http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/terms-study for the Terms of Residence rules.

Important dates to note

A weekly calendar of events can be found on the Moodle page https://www.vle.cam.ac.uk/course/view.php?id=159472

See also the 'Lecture timetables, calendars and talks' section on https://www.cl.cam.ac.uk/teaching/masters/ for the downloadable calendar and timetables.

Michaelmas

1 October: **Registration, Talk, Tour** 10:00am

2 October: All MPhil students must attend the University's **General Safety course** on Tuesday 3 October at Mill Lane Lecture Rooms, Mill Lane. Please arrive 15 minutes early to ensure the session can start on time.

4 – 5 October: Induction days

5 October: MPhil Project briefing session   09:00   Lecture theatre 1

10 October: Deadline for submission of complete PhD applications from all **USA** students who wish to be considered for funding competitions.

11 October: Part III Project briefing session   09:00   Room SW01

17 October: Last day to change module selection for Michaelmas Term

26 October:	Project Proposal Phase 1
2 November:	Postgraduate Open Day
16 November:	'Self-proposed' project proposals
23 November:	Project Proposal Phase 2 *or* for students undertaking an NLP project, nomination of three choices.
30 November:	Last day to change module selection for Lent Term
5 December:	Deadline for submission of complete PhD applications from all students who wish to be considered for funding competitions. Applications received after this date, or incomplete applications, will not be considered by these competitions.

Lent

15 January:	Start of assessment weeks including written papers and take-home tests
24 January:	NLP projects full proposals
11 - 15 March:	Project progress reviews
15 March:	Project one-minute madness (MPhil students)

Easter

23 April:	Start of assessment week including written papers and take-home tests
24 May:	Deadline for Project title changes
31 May 🕐**:**	**Part III students - 11:00 a.m. deadline for submission of research project reports and research essays**
7 June:	Part III Project Presentations
10 June 🕐**:**	**MPhil students - 11:00 a.m. deadline for submission of research project reports and research essays**

> ⚠️ *Students are required to remain in Cambridge between project submission and the final Examiners' meeting*

14 June:	Part III Oral examinations
19 June:	Part III Examiners' meeting; oral exams in afternoon
20 - 21 June:	MPhil Project Presentations
26 - 29 June	Part III general admission graduation dates
26 June:	MPhil Examiners' meeting; oral exams in afternoon
30 June:	Deadline for submission of PhD applications (all self-funding students wanting to start in October 2019)
2 July:	Degree Committee for the Faculty of Computer Science and Technology approves M.Phil Degrees
3 July:	MPhil Final results letters available (afternoon)
19 / 20 July:	MPhil earliest graduation date (known as *Congregation* at Cambridge)

Coursework deadlines

Most coursework modules are assessed continuously. A full schedule of coursework deadlines will be posted on the website at the beginning of each term.

6.   WHO'S HERE TO HELP

In Michaelmas Term, MPhil students will be assigned a Course Adviser who will monitor progress and write reports via the **CamSIS** reporting system. These reports are open and you can access them via your Self-Service web-pages. Part III students will have a College Director of Studies. **College Tutors** will also be able to read the reports and make comments. They are also available for non-academic matters. In Lent and Easter Term, your Project Supervisor takes over as adviser. Additionally, the following people are here to help. Add "@cam.ac.uk" after the user ID.

Prof. Ann Copestake	Head of Department	GC10	aac10
Caroline Stewart	Departmental Administrator	GC07	cb210
Dr Ian Wassell	ACS Course Director	SN06	ijw24
Dr Tim Griffin	Graduate Students Coordinator	FN13	tgg22
Nicholas Cutler	Librarian	GN04	ncc25
Carol Nightingale	Dept. Secretary of Finance	GE03	cs219
Lise Gough	Graduate Education Manager	FS05	lmg30
Joy Rook	Graduate Education Assistant	FS03	jlr59
Marketa Green	Graduate Education Assistant	FS03	mg797
Louis Massuard	Building Services	Stores	lm342
Ian Burton-Palmer	Building Services Manager	GW04	ib253
Reception staff	Reception Office	GC03	reception
Dr Martyn Johnson	Systems Administrator	GC09	maj1

Department of Computer Science and Technology	
Manager of the email system	*postmaster 'at' cl.cam.ac.uk*
Problems relating to computing systems	*sys-admin 'at' cl.cam.ac.uk*
Problems relating to Lab managed Win NT systems	*win-admin 'at' cl.cam.ac.uk*
Help with problems relating to printers	*printing 'at' cl.cam.ac.uk*
Masters courses	*http://www.cst.cam.ac.uk/teaching/current/acs.html*

Student Support	
Welfare and well-being	*http://www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing*
Disability Resource Centre	*http://www.disability.admin.cam.ac.uk/*
University Counselling Service	*http://www.counselling.cam.ac.uk/*
Accommodation Advice	*http://www.graduate.study.cam.ac.uk/terms-residence*

Student Complaints	
Student Complaints	*http://www.studentcomplaints.admin.cam.ac.uk/*
Code of Practice	*http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students*

Department of Computer Science and Technology

The library principally serves the staff and students of the Department of Computer Science and Technology, although other members of the University may use the library for reference purposes on application to the librarian.

Opening hours

At present the library is open and staffed between 9am and 5pm, Mondays to Fridays. The librarian is normally away for lunch from 1 until 2pm, and users visiting for the first time, or needing assistance, are advised to avoid those hours. Current members of the department may gain access to the library outside of these hours using their University access card including MPhil students.

Location of collections

All of the library's collections are housed in the single room of the library. The shelves are numbered such that case 1 is to the left of the main entrance and case 2 is the other side of that shelf unit cases 3-4 the next unit and so on.

Case no.	Contents
1	Book Locker (Undergraduate course texts)
2-6	Monographs and other published material
9-10	Oversize items
13-20	Periodicals
22	M.Phil dissertations
23	CL Tech reports; Ph. D. Theses; Standards

Colleges

Your College will carry varying numbers of relevant titles.

Recommended reading and preparation

Each module lecturer has provided some preparatory reading on their individual syllabi web pages. Please see http://www.cl.cam.ac.uk/teaching/current/acs.html.

Binding Machine

There is a binding machine available in the library. It also holds small stocks of comb binders, plastic covers and backs.

The librarian will happily give instructions on using the binding machine.

8. GRADUATE EDUCATION OFFICE

Student Administration is based in the William Gates Building, JJ Thomson Avenue, Cambridge, CB3 0FD.

Graduate Education Offices, FS03/FS05:

- Letters: certificates of attendance; termly feedback letters
- Submission of all coursework, take-home tests, project proposals, project reports and essays
- Module changes (module change forms available)
- Discuss continuation to the Ph.D. (Graduate Education Manager, Lise Gough)
- Degree Committee administration

Paper coursework must be submitted to Mrs Joy Rook or Mrs Marketa Green in FS03 and should have a completed cover sheet attached. Cover sheets are available from the Graduate Education Office, FS03. Marked work will be returned to your pigeonholes in FS03 in named envelopes.

Opening hours

> Monday to Friday   8:30 - 13:00   14:00 – 16:45

Please note that tea-breaks between 10.30 – 11.00 and 15.30 – 16.00 are sacred to the Graduate Education team. We also take bank holidays as part of our annual leave. If the Graduate Education Office is closed, you can drop correspondence off at Reception staff or leave it in the pigeonhole marked 'Graduate Education Administration' or drop it in the black post box outside FS05.

Graduate Education Team

Graduate Education Manager and Secretary of the Degree Committee
> Ms Lise Gough   (3)34656   Room FS05
> cldegcom@hermes.cam.ac.uk

Graduate Education Assistants
> Mrs Joy Rook   (3)34652   Room FS03
> clacsdadm@hermes.cam.ac.uk

> Mrs Marketa Green   (7)63843   Room FS03
> clacsdadm@hermes.cam.ac.uk

9. STUDENT REPRESENTATION

M.Phil Students are represented on the **Faculty of Computer Science and Technology** by a Junior Member. Elections for members are held in the November of each academic year. The Faculty receives the Minutes of the Staff Student Consultative Forum, the Committee for Advanced taught Courses, the Teaching Committee, and the Forum of Directors of Studies, and itself reports to the General Board of the University. The Faculty Minutes are sent to the Secretary General of the Faculties, the members and to Officers in the Department of Computer Science and Technology.

Copies are filed in the Departmental Secretary's office, currently Room GC07, William Gates Building. The junior members, two students on taught courses and one research student, attend the first part of each meeting during which unreserved business is discussed - that's the bulk of the business and includes things like the Head of Department's annual report, accreditation matters, examiners' reports, teaching matters related to the Tripos and M.Phil courses, the use of calculators in exams, new proposals for courses, etc.

Reserved business covers matters referring to named members of staff (e.g. promotions and leave of absence), and such things as the appointment of Examiners and the Form and Conduct of examinations.

Whilst the faculty representative elections are formally independent of the Graduate Union, under the terms of the GU Constitution (which has the approval of the University Council) the elected graduate representative is also a voting member of the GU governing council. Further information about the GU Council is available at http://www.gradunion.cam.ac.uk/representation/council.

Faculty meetings are fairly formal and reasonable dress is required!

M.Phil / Part III students are also represented on the **Staff Student Consultative Forum** and the **Graduate Students' Forum.** Both of these groups are relatively relaxed occasions and provide the opportunity for student and staff representatives to exchange comments about facilities and teaching. The **Graduate Students' Forum** is made up of research student representatives from research students and the M.Phil course, the Graduate Students Coordinator and a member of the Student Administrative team. The Forum has the opportunity to suggest courses and activities that fall within the remit of the Transferable Skills allocation as well as issues that are particularly relevant to research students in the Faculty. Meetings are held at lunch time once a term and the minutes are received by the Graduate Education Committee and Degree Committee.

The **Staff Student Consultative Forum** (SSCOF) is made up of student representatives from every year of the undergraduate course, a Part III student or M.Phil student, a research student co-opted from the Graduate Students Forum, and members of the academic, support and Student Administration team. Meetings are held at lunch time twice a term. See https://www.cl.cam.ac.uk/local/committees/staff-student/

Graduate Students also have a representative on the **Graduate School of Technology Committee.**

Elections for student representatives are held at the beginning of academic year.

10.   WOMEN@CL

Based at the Department of Computer Science and Technology, *women@CL* provides local and national activities for women engaged in computing research and academic leadership. The network was established because only one in four computing PhDs, one in eight computing academic staff and one in twenty computing professors are female, yet 33% of academic women, as opposed to 22% of men, aspire to leadership positions. The purpose of the *women@CL* network is to put in place a positive action programme for women in computing research, with a particular focus on interdisciplinary research, leadership and enterprise.

Our programme consists of a variety of local activities such as:

- ***women@CL* speaker lunches** are our popular monthly events, where we invite a female speaker to come and talk about her work, research, career issues and other interesting and relevant topics. We have a real diversity of speakers including women from academia, industry, start-ups, etc. Examples of previous events include career discussion panels and talks by Google, Microsoft Research, Intel, Cambridge Cell Networks, and many more. Speaker lunches are open to ALL, women and men.

- ***women@CL* talklets** take place once a term. In these events we invite female speakers from within the Computer Lab to come and talk about their research. Talklet lunches are open to ALL, women and men.

- **Big Sister, Little Sister programme (BSLS)** is a peer mentoring initiative, where new female members (little sisters) in the Computer Lab are matched with existing female members (big sisters) in order to provide moral support and information for the newcomers. *women@CL* provide and fund social opportunities for Big and Little Sisters to meet. Events have included formal halls at a variety of colleges; meals out at local restaurants; bowling. The date for the first BSLS welcoming event is still to be confirmed but it has been *provisionally* set to Thursday 18 October at 1pm in FW11. Lunch will be provided.

- **Coffee & Cake** are informal social gatherings held throughout the year for women in the Computer Lab in order to encourage networking and create a welcoming environment.

For more information on our meetings and resources for and about women in computing, please visit the *women@CL* webpage http://www.cl.cam.ac.uk/women/.

11. AFTERWARDS…

Graduation

Graduation ceremonies are handled by the colleges and students can choose from a number of Congregation dates throughout the year. They are generally held about three times a term and once in the Long Vacation. Degree ceremony dates can be found at
http://www.cambridgestudents.cam.ac.uk/your-course/graduation-and-what-next/degree-ceremony-dates

Students graduate with their college. The earliest date MPhil students can graduate is at the mid-July ceremony. Please see the relevant list of degree ceremony dates and check which of these dates your college offers.

Part III students are examined earlier than the MPhil students so they can graduate at their college's General Admission degree ceremony with the undergraduates from their college. However they do have the option of graduating at a later degree ceremony with graduate students if they prefer. Please see the relevant list of degree ceremony dates and check which of these dates your college offers
http://www.cambridgestudents.cam.ac.uk/your-course/graduation-and-what-next/degree-ceremony-dates

In order to graduate, students must fulfil certain conditions:

- Received a formal letter of approval from the University confirming the award of your degree . MPhil degrees are scheduled to be approved on 2 July at the meeting of the Board of Graduate Studies. A letter containing your results will be available to collect from the Graduate Education Office from Wednesday 3 July 2019.

- Must be in good standing with your college, for example all University fees paid, library books returned etc.

Your college will contact you regarding graduation and you should make a provisional application to graduate pending approval of your degree. You have the option of taking the degree in person or in absence (also known as 'in absentia'). Please note that if you elect to take your degree in absence, you cannot subsequently graduate in person with the same degree.
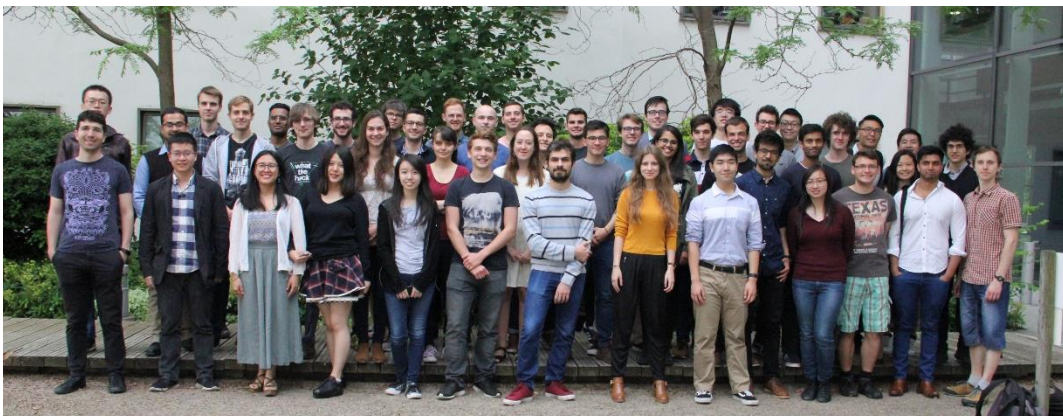
Class of 2018

Applying to study for a Ph.D.

Many of our successful M.Phil students have progressed to study for the Ph.D. Degree in the Department of Computer Science and Technology, other departments at the University of Cambridge and other UK and overseas institutions.

Applications

There are two intakes of research students each year: October 1st (preferred) and January 5th. The latter date may be of interest to M.Phil students as there is a small possibility that students *might* not graduate until the beginning of the new academic year. We hold an annual information day for those interested in doing a Ph.D. Watch out for emails about this towards the middle of Michaelmas Term.

If you are considering applying for admission at Cambridge as a research student after the M.Phil in Advanced Computer Science course you should complete an online application form available via your CamSIS self-service webpage. It is very important to discuss your research ideas with a potential supervisor before submitting your application.

Note that the deadline for receipt of **complete** applications from students who wish to be considered for the funding competitions is **5 December 2018.** The absolute deadline for all applications is **30 June 2019**.

The application, which should include two references and a research proposal, will be made as an electronic submission

When applying for admission as a research student in the department, we will expect you to submit a proposal of research. This will be a document of no more than 3,000 words. You should be able to show an understanding of existing work in the field, the first-year deliverables and be able to identify an area for new work. You will also need to provide two academic references one of which should be from a staff member from the Department of Computer Science and Technology. You will not need to provide transcripts again.

If you are accepted by the department as a research student we would not necessarily expect you to adhere to the draft proposal, but it is useful to be able to pin down your area of interest more specifically. It also provides a good opportunity for you to demonstrate that you are able to select an interesting research topic, and present any insight you may have into how it could be tackled. We would recommend that you look at our web pages at http://www.cl.cam.ac.uk/research/ to gain some insight in to our current areas of research.

All offers for places as research students are conditional upon achieving a good pass in the M.Phil course as well as funding and College membership, **and** having secured the full support of a willing supervisor. All offers must be ratified by the Degree Committee at its final meeting following the approval of results and the awarding of degrees.

12. GETTING TO THE LAB

Students at the University of Cambridge are not permitted to have cars except under very special circumstances.

Walking or cycling

The William Gates Building is 2 km (1.3 miles) west of the city centre. From the city centre go west on Garret Hostel Lane, Burrell's Walk (past the University Library), Adams Road, the Coton Cycle-path, and then turn right into Clerk Maxwell Road then left beside the Centre for Applied Photonics and Electronics to the William Gates Building. The official university map should help you to trace this route. A map of the area surrounding the William Gates Building shows the final part of this route. Please see Appendix C.

If you are cycling, please take care. The EMBS has a useful website for cyclists, old and new, at http://www.admin.cam.ac.uk/offices/embs/travel/cycle/. We also strongly recommend purchasing a strong D-lock.

Cycle route from William Gates Building to the Department of Engineering
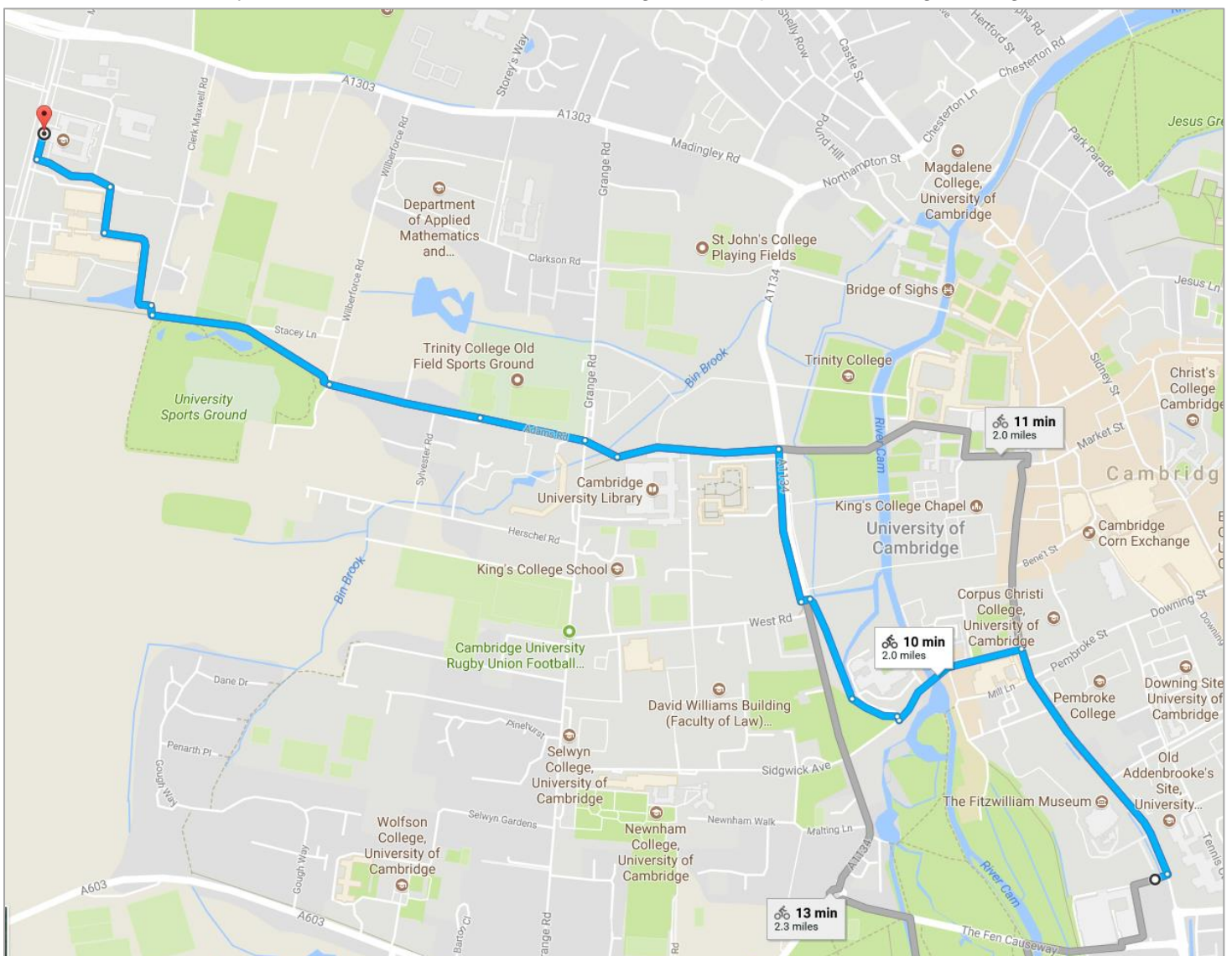
Buses

Buses **Universal** (substantially reduced fares for University Card holders) and **Citi 4** run from the city centre to the West Cambridge Site. Both buses stop on the West Cambridge Site itself. In the city centre they stop on Silver Street (on the west side of Silver Street Bridge) and Trumpington Street (near the Fitzwilliam Museum and near Pembroke Street).

For more information about all three services, see the links from the Bus Services page (http://www.admin.cam.ac.uk/offices/embs/travel/bus/index.html) which is maintained by the Estate Management and Building Service.

Anyone planning to make three or more journeys in a day on Stagecoach buses (other than the **Universal** or **Citi 4)** will find it cheaper to purchase a *Dayrider* ticket, which can be used on any Stagecoach route within the city.

Timetable

Eddington to Biomedical Campus

Mondays to Fridays

Eddington, Sainsbury's	0649	0702	0715	0727	0740	0753	0809	0827	0845	0903		1403	1418	1432	1446
Eddington Avenue, near Park & Ride	0650	0703	0716	0729	0742	0755	0811	0829	0847	0905		1405	1420	1434	1448
JJ Thomson Ave, Cavendish Laboratory	0653	0706	0719	0732	0745	0758	0814	0832	0850	0908	then	1408	1423	1437	1451
Grange Road, Robinson College	0658	0711	0724	0738	0752	0805	0822	0840	0858	0914	every	1414	1429	1443	1457
West Road, University Library	0700	0713	0726	0740	0754	0807	0824	0842	0900	0915		1415	1430	1444	1458
Silver Street, Queens' College	0702	0715	0729	0743	0757	0812	0829	0846	0903	0918	**15**	1418	1433	1447	1501
Brooklands Avenue, Clarendon Road	0708	0721	0735	0749	0804	0819	0836	0853	0910	0925	mins	1425	1440	1454	1508
Cambridge Railway Station (stop 1)	0712	0726	0741	0756	0811	0827	0844	0900	0915	0930	until	1430	1445	1459	1513
Biomedical Campus, Rosie Hospital	0717	0731	0746	0801	0816	0832	0849	0905	0920	0935		1435	1450	1504	1518
Addenbrooke's Hospital, outpatients	0719	0733	0748	0803	0818	0834	0851	0907	0922	0937		1437	1452	1506	1520
Biomedical Campus, Puddicombe Way	0724	0739	0754	0809	0824	0840	0857	0913	0928	0943		1443	1458	1512	1526

Eddington, Sainsbury's	1500	1514	1528	1543	1559	1616	1634	1653	1713	1733	1753	1813	1833	1903	1933
Eddington Avenue, near Park & Ride	1502	1516	1530	1545	1601	1618	1636	1655	1715	1735	1755	1815	1835	1905	1935
JJ Thomson Ave, Cavendish Laboratory	1505	1519	1533	1548	1604	1621	1639	1658	1718	1738	1758	1818	1838	1908	1938
Grange Road, Robinson College	1511	1525	1539	1555	1611	1628	1646	1705	1725	1745	1805	1824	1844	1914	1944
West Road, University Library	1512	1526	1540	1556	1612	1629	1647	1707	1727	1747	1807	1826	1845	1915	1945
Silver Street, Queens' College	1515	1529	1543	1559	1615	1632	1650	1710	1730	1750	1810	1828	1847	1917	1947
Brooklands Avenue, Clarendon Road	1522	1536	1551	1607	1623	1641	1659	1719	1739	1759	1818	1836	1854	1924	1954
Cambridge Railway Station (stop 1)	1527	1541	1556	1612	1629	1647	1705	1725	1745	1805	1824	1842	1859	1929	1959
Biomedical Campus, Rosie Hospital	1532	1546	1601	1617	1634	1652	1710	1730	1750	1810	1829	1847	1904	1934	--
Addenbrooke's Hospital, outpatients	1534	1548	1603	1619	1636	1654	1712	1732	1752	1812	1831	1849	1906	1936	--
Biomedical Campus, Puddicombe Way	1540	1554	1609	1625	1642	1700	1718	1738	1758	1817	1836	1854	1910	1940	--

Saturdays including May Day and Late Spring Bank Holiday

Eddington, Sainsbury's	0800	0830	0900	0920	0940	1000		1600	1620	1640	1700	1730	1800	1830
Madingley Road Park & Ride	0801	0831	0901	0921	0941	1002	then	1602	1622	1642	1701	1731	1801	1831
JJ Thomson Ave, Cavendish Laboratory	0803	0833	0904	0924	0944	1005	every	1605	1625	1645	1704	1733	1803	1833
Grange Road, Robinson College	0808	0838	0909	0929	0949	1010	**20**	1610	1630	1650	1709	1738	1808	1838
West Road, University Library	0809	0839	0910	0930	0950	1011	mins	1611	1631	1651	1710	1739	1809	1839
Silver Street, Queens' College	0812	0842	0913	0933	0953	1014	until	1614	1634	1654	1713	1742	1812	1842
Brooklands Avenue, Clarendon Road	0818	0849	0920	0940	1000	1021		1621	1641	1701	1720	1749	1818	1848
Cambridge Railway Station (stop 1)	0820	0851	0922	0942	1002	1023		1623	1643	1703	1722	1751	1820	1850
Biomedical Campus, Rosie Hospital	--	—	--	--	--	--		--	--	—	--	--	--	--
Addenbrooke's Hospital, outpatients	--	—	--	--	--	--		--	--	—	--	--	--	--
Biomedical Campus, Puddicombe Way	--	—	--	--	--	--		--	--	—	--	--	--	--

Sundays & Public Holidays

Sorry, no service on Sundays and Public Holidays, except May Day and Late Spring Bank Holiday
No service on Christmas Day, Boxing Day and New Year's Day

Timetable

Biomedical Campus to Eddington

The University bus for everyone — Universal

Mondays to Fridays

Biomedical Campus, Rosie Hospital	--	0717	0731	0746	0801	0816	0832	0849	0905	0920		1450	1504	1518	1532
Addenbrooke's Hospital, outpatients	--	0721	0736	0751	0806	0821	0837	0854	0910	0925		1455	1509	1523	1537
Biomedical Campus, Puddicombe Way	--	0724	0739	0754	0809	0824	0840	0857	0913	0928	then every	1458	1512	1526	1540
Cambridge Railway Station (stop 8)	0717	0732	0747	0802	0817	0832	0848	0905	0920	0935		1505	1519	1533	1547
Brooklands Avenue, Clarendon Road	0721	0736	0752	0808	0823	0838	0853	0909	0924	0939	15	1509	1523	1537	1551
Silver Street, Queens' College	0727	0742	0759	0816	0831	0846	0900	0915	0930	0945	mins until	1515	1529	1544	1558
West Road, University Library	0730	0745	0802	0819	0834	0849	0903	0918	0933	0948		1518	1532	1547	1601
Grange Road, Robinson College	0731	0746	0804	0821	0836	0851	0904	0919	0934	0949		1519	1534	1549	1603
JJ Thomson Ave, Cavendish Laboratory	0737	0752	0810	0827	0842	0857	0910	0925	0940	0955		1525	1540	1555	1609
Eddington Avenue, near Park & Ride	0739	0754	0812	0830	0845	0900	0913	0928	0943	0958		1528	1543	1558	1613
Eddington, Sainsbury's	0741	0756	0814	0832	0847	0902	0915	0930	0945	1000		1530	1545	1600	1615

Biomedical Campus, Rosie Hospital	1546	1601	1617	1634	1652	1710	1730	1750	1810	1829	1847	1904	1934
Addenbrooke's Hospital, outpatients	1551	1606	1622	1639	1657	1715	1735	1755	1814	1833	1851	1908	1938
Biomedical Campus, Puddicombe Way	1554	1609	1625	1642	1700	1718	1738	1758	1817	1836	1854	1910	1940
Cambridge Railway Station (stop 8)	1601	1616	1632	1649	1707	1725	1745	1805	1824	1842	1900	1916	1946
Brooklands Avenue, Clarendon Road	1606	1621	1637	1654	1712	1731	1751	1811	1830	1847	1905	1920	1950
Silver Street, Queens' College	1613	1628	1644	1701	1719	1738	1758	1818	1837	1853	1911	1926	1956
West Road, University Library	1616	1631	1647	1704	1722	1741	1801	1821	1840	1856	1914	1929	1959
Grange Road, Robinson College	1618	1633	1649	1706	1724	1743	1803	1823	1842	1858	1915	1930	2000
JJ Thomson Ave, Cavendish Laboratory	1624	1639	1655	1712	1730	1749	1809	1829	1848	1904	1921	1935	2005
Eddington Avenue, near Park & Ride	1628	1643	1659	1716	1734	1753	1813	1833	1852	1907	1923	1937	2007
Eddington, Sainsbury's	1630	1645	1701	1718	1736	1755	1815	1835	1854	1909	1925	1939	2009

Saturdays including May Day and Late Spring Bank Holiday

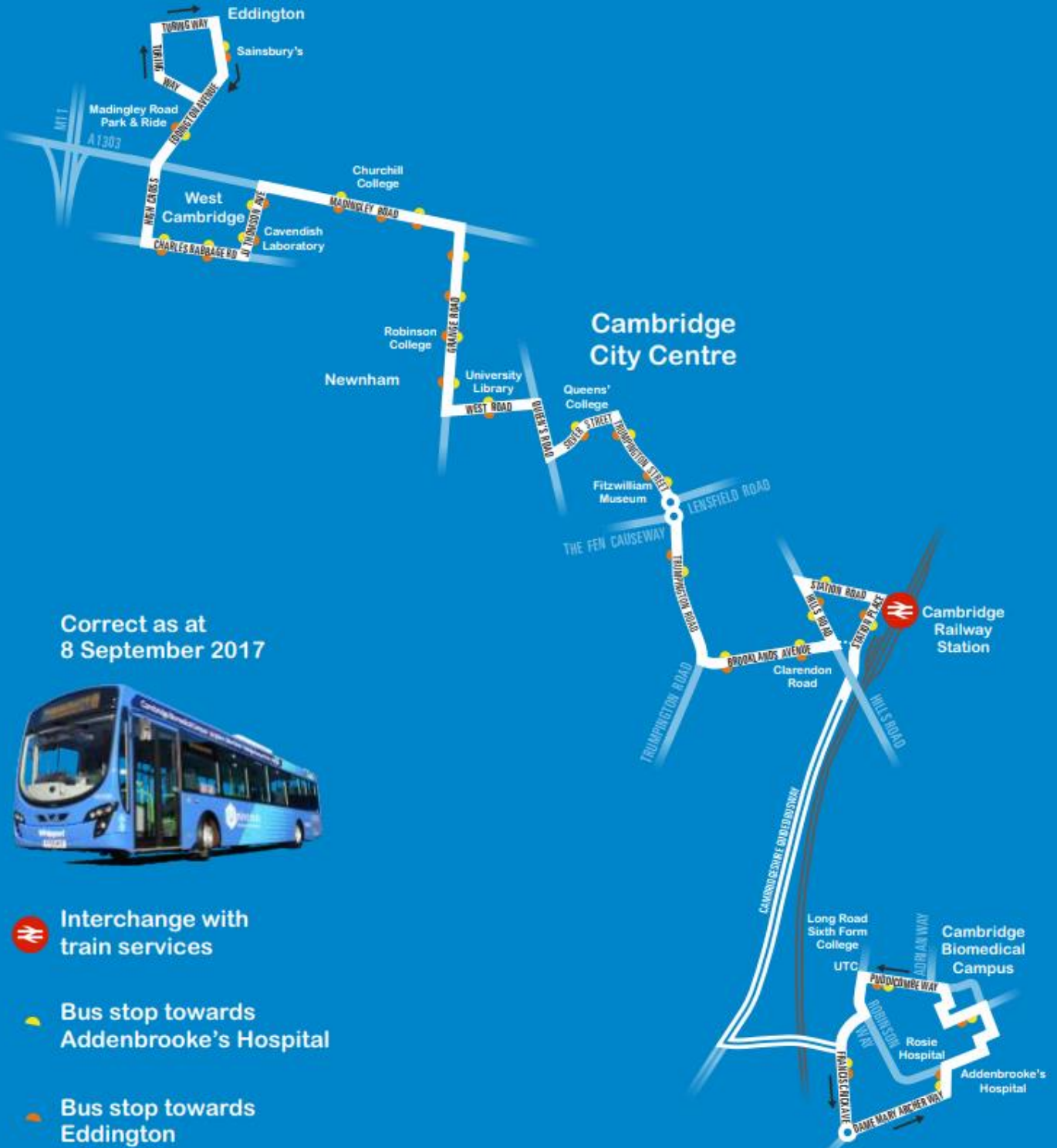|															
Biomedical Campus, Rosie Hospital	--	--	--	--		--		--	--	--	--	--	--	--	--
Addenbrooke's Hospital, outpatients	--	--	--	--		--		--	--	--	--	--	--	--	--
Biomedical Campus, Puddicombe Way	--	--	--	--		--		--	--	--	--	--	--		--
Cambridge Railway Station (stop 8)	0832	0902	0932	0952	then about every 20 mins until	1112		1552	1612	1632	1652	1712	1732		1902
Brooklands Avenue, Clarendon Road	0835	0905	0935	0956		1116	then every 20 mins until	1556	1616	1636	1656	1716	1736	then every 30 mins until	1906
Silver Street, Queens' College	0840	0910	0940	1001		1124		1604	1624	1643	1703	1722	1742		1912
West Road, University Library	0843	0913	0943	1004		1127		1607	1627	1646	1706	1725	1745		1915
Grange Road, Robinson College	0844	0914	0944	1005		1128		1609	1628	1647	1707	1726	1746		1916
JJ Thomson Ave, Cavendish Laboratory	0849	0919	0949	1010		1133		1613	1632	1651	1710	1729	1749		1919
Madingley Road Park & Ride	0852	0922	0952	1013		1136		1616	1635	1654	1713	1732	1752		1922
Eddington, Sainsbury's	0854	0924	0954	1015		1138		1618	1637	1656	1715	1734	1754		1924

Sundays & Public Holidays

Sorry, no service on Sundays and Public Holidays, except May Day and Late Spring Bank Holiday
No service on Christmas Day, Boxing Day and New Year's Day

Universal Bus route

Universal
The University bus for everyone

Eddington
Sainsbury's
Madingley Road Park & Ride
Churchill College
West Cambridge
Cavendish Laboratory
Robinson College
Newnham
University Library
Cambridge City Centre
Queens' College
Fitzwilliam Museum
Lensfield Road
The Fen Causeway
Station Road
Cambridge Railway Station
Brooklands Avenue
Clarendon Road
Long Road Sixth Form College
UTC
Cambridge Biomedical Campus
Rosie Hospital
Addenbrooke's Hospital

TURING WAY
TURING WAY
EDDINGTON AVENUE
M11
A1303
NEW CROSS
JJ THOMSON AVE
CHARLES BABBAGE RD
MADINGLEY ROAD
GRANGE ROAD
WEST ROAD
QUEEN'S ROAD
SILVER STREET
TRUMPINGTON STREET
TRUMPINGTON ROAD
HILLS ROAD
STATION ROAD
STATION PLACE
HILLS ROAD
ROBINSON WAY
PADDICOMBE WAY
DAME MARY ARCHER WAY
FRANCIS CRICK AVE

Correct as at 8 September 2017

Interchange with train services

Bus stop towards Addenbrooke's Hospital

Bus stop towards Eddington

- 23 -

Appendix A: Regulations

MPHIL IN ADVANCED COMPUTER SCIENCE

Regulations in Statutes and Ordinances 2016 Chapter VII Section 13 page 492

1. The scheme of examination for the one-year course of study in Advanced Computer Science for the degree of Master of Philosophy shall consist of:

    a) five modules selected from a list of published by the Degree Committee for the Faculty of Computer Science and Technology;
    b) a thesis of not more than 15,000 words in length, on a subject approved by the Degree Committee.
    c) coursework prescribed by the Degree Committee (which may include written work, group work, and class participation).

2. The list of modules shall be published by the Degree Committee not later than the end of the Easter Term of the academical year preceding that in which the examination is to be held, provided that the Degree Committee shall have power to give notice of additional optional modules not later than the end of the Michaelmas Term. In publishing the list of modules and additional modules, the Degree Committee shall announce the form of examination for each module, which shall be either a written paper, or course-work, or equivalent alternative exercises approved by the Degree Committee, or a combination of these. A candidate may not offer a module that he or she has taken in any other University examination.

3. The examination may include, at the discretion of the Examiners, an oral examination on the work submitted by the candidate under Regulation 1, and on the general field of knowledge within which such work falls.

COMPUTER SCIENCE TRIPOS PART III

Regulations in Statutes and Ordinances 2016 Chapter IVI Section 9
Please also refer to the Head of Department's Notice https://www.cl.cam.ac.uk/teaching/exams/headofdeptnotice-p3.pdf

19. A student who has obtained honours in Part II of the Computer Science Tripos may be a candidate for honours in Part III in the year after so obtaining honours, provided that he or she:

    a) has kept ten terms and that fifteen complete terms have not passed after her or his first term of residence (Note: See also the regulations for Affiliated Students)
    b) has attained a satisfactory standard, as defined by the Faculty Board, in previous honours examinations;
    c) has not proceeded to the B.A. Degree.

20. A candidate for Part III shall offer a combination of units of assessment (which may be written papers, project dissertations, essays, and demonstrations of research training) as duly specified by Notice of the Head of the Department not later than the end of the Easter Term next preceding the examination, save that a candidate may not offer any units of assessment already offered under Regulation 16.

    Other than for written papers, each candidate will be required to sign a declaration that each unit of assessment is her or his own work, unaided except as may be specified in the declaration, and that it does not contain material that has already been used to any substantial extent for a comparable purpose; if two or more candidates have undertaken a dissertation in collaboration, they will each be required to indicate the extent of their contribution. The Examiners shall have power to examine any candidate viva voce on the subject of such work and on the general field of knowledge within which it falls.

21. The names of the candidates who obtain honours in Part III shall be arranged in alphabetical order in a single class, with distinctive marks attached to the names of those candidates who in the opinion of the Examiners deserve special credit, (d) for a distinguished performance, (m) for a meritorious performance.

Appendix B: Links

Course links

Timetable (subject to change)
http://www.cl.cam.ac.uk/teaching/timetables/ACSTimetable.pdf

Course pages
Each module has its own web page divided into syllabus, course material and assessment
http://www.cl.cam.ac.uk/teaching/current/acs.html

Research projects with human subjects
http://www.cl.cam.ac.uk/local/policy/ethics/

University Links

Student Registry
http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students

CAMSIS Self-service page
http://www.camsis.cam.ac.uk/cam-only/log_in_students/

Hermes Webmail Service
https://webmail.hermes.cam.ac.uk/

Information for Cambridge Graduate Students
http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study

Graduate Union
https://www.gradunion.cam.ac.uk/

University maps
http://www.cam.ac.uk/map/

Code of Practice
https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code-practice-masters-students

Appendix C: Maps of William Gates Building
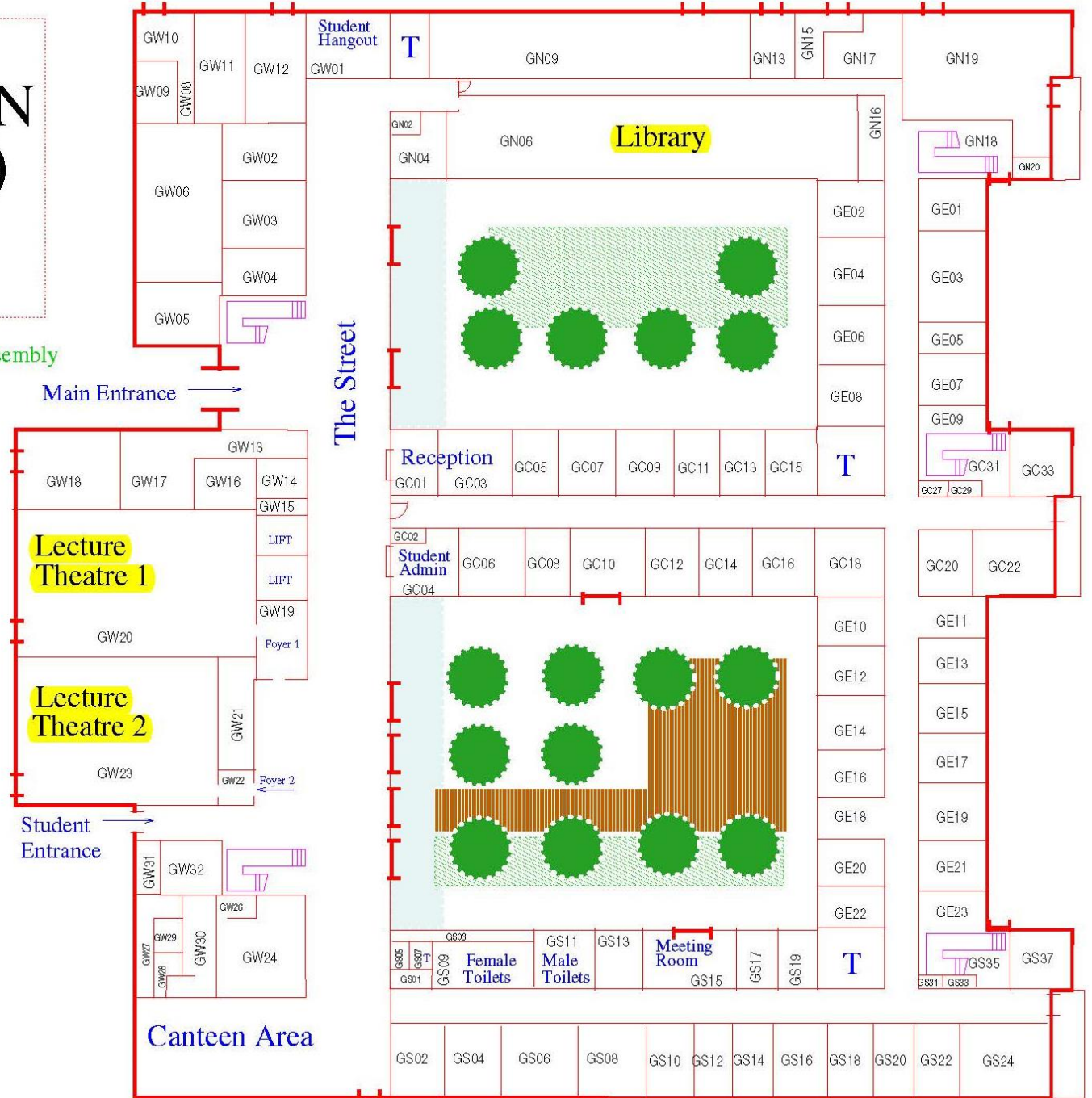
William Gates Building
Ground Floor

N

| FW14 | FW15 | FW16 | FW01 | FN01 | FN05 | FN07 | FN11 | FN13 | FN15 | FN17 | FN19 | FN21 |

FW13

FN02

FW03

FW11

FN04 | FN06 | FN08 | FN10 | FN12 | FN14 | FN16

T

FN28 | FN30 | FN32 | FN34

FW04

FE02 | FE01

FW05

FE04 | FE03

FE05

FW06

FE06 | FE07

FW08 | FW07

FE08 | FE09

FW09

FW10

FE10 | FE11

T

FN29 | FN31

FW18

FW17

FE33 | FC35

FC01 | FC03 | FC05 | FC07 | FC09 | FC11 | FC13 | FC15 | FC17

FC33

FW19

FW20

Lecture Theatre 1

LIFT

FC02

FC04 | FC06 | FC08 | FC10 | FC12 | FC14 | FC16 | FC18 | FC20 | FC22

FC24 'Fish Bowl'

LIFT

GW20

FW21

FE12 | FE13

FW22

FE14 | FE15

FW25

FW24

FE17

Lecture Theatre 2

FE18 | FE19

FE20 | FE21

GW23

FE22 | FE23

FW29 | FW28

FW27

FE24 | FE25

FW30

T

FS33 | FS35

FS29 | FS31

FW26

Graduate Office

FS01

FS03 | FS05 | **FS07** | **FS09** | FS13 | FS15 | FS17

Teaching classrooms

FS02 | FS04 | FS06 | FS08 | FS10 | FS12 | FS14 | FS16 | FS18 | FS20 | FS22 | FS24 | FS26

William Gates Building   **Second Floor**

N

SW01 Teaching Classroom

SW02 Graduate Practical room

SW00

SN01 SN03 SN05 SN09 SN11 SN13 SN15 SN17 SN21 SN25 SN27 SN31

SN02
SN04 SN06 SN08 SN10 SN12 SN14 SN16 T

SN28 SN30 SN32 SN34

SE02 SE01

SW03
SW04
SW05

SE05

SE04

SE09

SW09

SC01 SC03 SC07 SC11 SC17 T

SC29 SC31 SC33 SC35

SW10 LIFT LIFT

SC02
SC04 SC06 SC08 SC10 SC12 SC14 SC18 SC20 SC22 SC28 SC26 SC24

SC30 SC32

SW12 SW11

SE12 SE13

SE14 SE15

SE17

SW13

T

SE18 SE21

SE23

SW21
SW20 SW19 T

SE22 SE25

SS03 SS09 SS13 SS15 SS17 T

SS29 SS31 SS33 SS35

SS01

SS02 SS04 SS06 SS08 SS10 SS12 SS14 SS16 SS18 SS20 SS22 SS24 SS26 SS28

Appendix D: Map of West Cambridge site
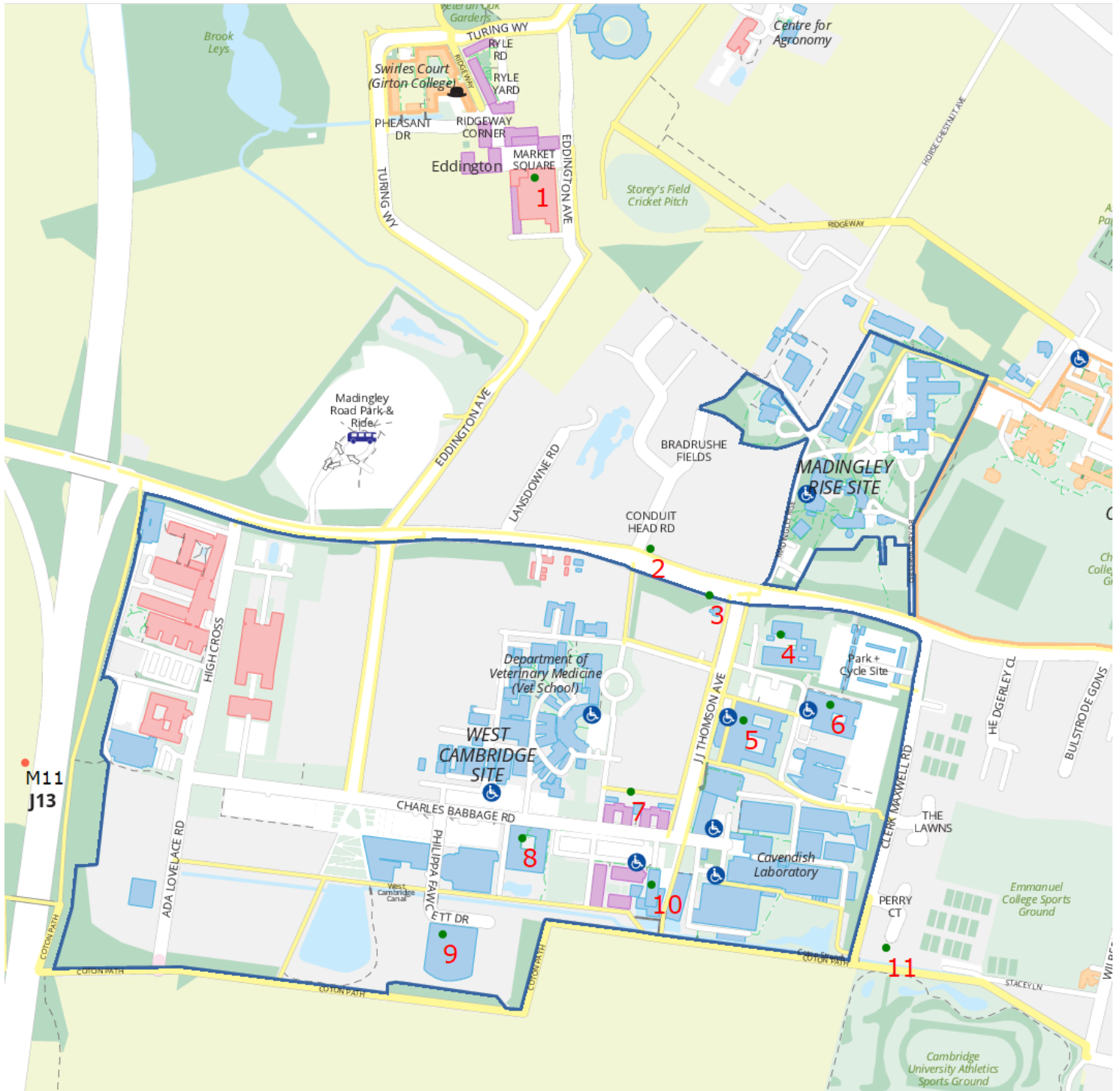
1	Supermarket (Sainsbury)
2	Madingley Road
3	Merton Hall Farmhouse (Multi-Faith Chaplaincy Centre)
4	Whittle Laboratory, Department of Engineering
5	**William Gates Building – Department of Computer Science and Technology**
6	University Information Services Research Centre
7	University Residences
8	Institute for Manufacturing
9	Sports Centre
10	Hauser Forum (including West café)
11	Cycle path to Cambridge

Appendix E: Cambridge Colleges – a guide for graduate students

An electronic copy of this guide is available at:
http://www.graduate.study.cam.ac.uk/files/cambridge_colleges_-_a_guide_for_graduate_students.pdf

Introduction

Graduate study at Cambridge should be a life-changing experience. You may become an academic pushing at the global frontiers of research and teaching, or a leader in a profession, public service or commercial enterprise for which a postgraduate course has equipped you with essential skills. Whatever your ambitions for the future, you will benefit from participating here as fully as you can in each of the communities, large and small, to which you belong. By doing so, of course, you will also contribute to the future of the institutions with which your life here is involved. Most of those institutions will sound familiar to you. Departments, Faculties, Museums, Libraries and Laboratories: one or more of these will be where your course is taught, where your research is undertaken and supervised, by specialists in your discipline.

But like every Cambridge student and many of the academic staff, you are also a member of a College, where enthusiasts from every discipline meet and enrich each other across subject boundaries and generations, and you will remain a member of your College for life.

Throughout its history, Cambridge has had Colleges, which are intimate social and intellectual communities of scholars. They are educational charities, each with a particular mission and character, and they have evolved in response to different social pressures. They remain flexible, reacting to the changing needs of their members. But all are devoted to study and research across the range of disciplines and generations. They are governed by Fellows, who are mostly academics employed in the University. Those Fellows have chosen to take on the additional responsibilities involved because they believe in the values of community and interdisciplinary practice. Colleges promote and sustain these values through the care they offer to their students, individually and collectively. In addition, every member of a College takes pride in these often very beautiful places.

Colleges remain integral to the University's educational and research environment today. They can offer you a home, and services that other Universities provide centrally. They also give you experiences and opportunities that are unique to Cambridge. A key element of College life is the Middle Common Room (MCR)[1], a term widely used both for the graduate student body, and for the shared space and associated facilities that graduate students enjoy in College. Using such facilities and participating in your College's graduate society can be rewarding -- and you can make a real difference by ensuring that the College knows about current and future student needs.

This document describes the benefits and responsibilities of College membership. If you embrace it, your College experience can be one of the most important and memorable you develop in Cambridge. You may choose not to access some of the services to which you are entitled, and you may not need to. But you do need to know they are there for you. The fee you pay the Collegiate University includes a College element that reflects the importance of College membership. This brief introduction to the basics of College life is intended to encourage you to make as much of your College as possible.

Some of the advantages of College membership are material, and obvious. These include induction in your first weeks, through printed and online material, and a series of social and

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[1] Not all Colleges have an MCR. Some Colleges have their own variant of this term, such as College Student Associations at Darwin and Wolfson Colleges.

orientation sessions; ongoing academic and pastoral support from your Tutor and Graduate Office; accommodation and catering; financial advice and assistance; social, cultural and sporting facilities; opportunities for research, teaching, and professional development, through interdisciplinary seminars or intergenerational networks of College members. Colleges administer formal processes, including matriculation (formally joining the University and College), monitoring international students' status for visa purposes, and graduation. But they also work closely with the University's central bodies to shape University policy on a range of educational and financial issues affecting graduates, and to negotiate with the University on behalf of their own students.

And some benefits of College membership are intangible, but just as real, and equally indispensable to your experience of Cambridge: conversations and friendships that take you out of your area of expertise and stimulate new ideas; the satisfaction of representing your fellow graduates in College or the University. The friendship and advice individual graduate students find in Colleges make these communities indispensable elements of your Cambridge life.

The College has obligations to you as a member of its community. But your membership also entails responsibilities for you: to respect its rules and conventions; to have regard to the rights and needs of others; to honour commitments. As a member of the College community, you will gain much by helping to make it function effectively.

Pastoral, welfare and academic support through the Tutorial system

As a graduate member of a College, you will have access to a Tutor – a College Fellow – who is there to give you advice about any pastoral, academic, financial or emotional problems you may be experiencing. This individual may be a part of a team of Tutors. Get to know your Tutor, and introduce yourself. Then keep all relevant contact details to hand, and update him or her with your progress and any difficulties you might encounter.

Your Tutor will try to assist you in cases of financial difficulty, both in exploring the availability of the College's resources, and by tapping into the variety of centrally provided and external services available to graduate students.

Your Tutor is also a source of general advice and support on academic matters. He or she is always happy to listen to your experiences of studying and research, to offer advice where appropriate, and to introduce you to academic staff and students in College with similar interests. Your Tutor will have access to CGSRS (Cambridge Graduate Supervision Reporting System) reports submitted online by your supervisor concerning your academic progress, and to any self-assessment exercise you complete via CamSIS and will liaise where necessary with academic supervisors and departments/faculties, particularly if you are experiencing difficulties. If you are worried by what a report says, or want a different perspective on any aspect of your work, go and talk to your Tutor. In the rare cases when things go wrong, and you need to make a formal complaint or appeal against a University department, your Tutor may have an important role as advocate, and will guide you through the formal procedures.

More commonly, if you are ill or your work has been disrupted or you need to take time out for personal reasons, your Tutor will help you ensure that your application is presented properly to the relevant university bodies. Your Tutor will also be able to write tutorial references for you.

In most Colleges, there is a single individual (the Graduate Tutor or the Senior Tutor) who has overall responsibility for the whole community of graduate students. Tutors meet regularly within College, and Graduate Tutors meet their counterparts in other Colleges along with senior University officers, representatives of the Student Registry, the Graduate Union and the Colleges' Graduate Secretaries. This means they can all share information to ensure a coordinated and effective response to issues affecting graduate students.

Another key figure in many Colleges is the Graduate Secretary, in some cases known as a Graduate Officer or Administrator. Available in College during office hours, the Graduate Secretary works closely with Tutors, and will often be able to provide immediate answers to questions on routine but essential practical matters. S/he acts as a contact point for international students and advises on the availability of other members of the College's support staff. Most Colleges have a nurse who can advise you on routine medical difficulties; many also have a chaplain and/or a counsellor, who helps students of all faiths and none.

Together, this team of people provides an invaluable resource. They assist with problems that arise when a student has just arrived in Cambridge, and are available to help in the event of personal, domestic or family difficulties.

Assistance and information for student parents

For graduate students with families, the colleges work with the University to support a Childcare Adviser, who is based in the University's Childcare Office, located at 25, Trumpington Street, Cambridge, CB2 1QA, Tel: 01223 332249. The Childcare Adviser can provide information on University and local childcare options for children of all ages, as well as information on financial assistance and details of College family accommodation.

The Childcare Adviser also organises welcome meetings for students with children at the beginning of each academic year, and runs a parent email list to keep student parents up to date with relevant information and events. A number of colleges also have established nurseries to which student parents may have access.

Contact the Childcare Adviser:
Childcare Office, 21 Trumpington Street Cambridge, CB2 1QA
Email: childcare@admin.cam.ac.uk

For more information, see also the Cambridge Guide for Student Parents at
www.admin.cam.ac.uk/univ/childcare/studentparentguide.html

Accommodation and catering

Accommodation
It is crucial for graduate students to have affordable and convenient accommodation. College-owned accommodation has long played the leading role in meeting this need. Living in College accommodation enhances social life and, together with communal catering, contributes to efficient study. But not all graduate students want to be housed in college accommodation; some prefer, particularly in their later years, to move into the town, renting a flat or sharing a house with friends or family.

Managing graduate accommodation is a complex business, and Colleges try their best to be flexible and fair in their use of this precious resource. Different taught courses start at different dates, and last for different periods of time. Doctoral students may start at several different points in the year, may finish at any time of year, and may spend periods working away from Cambridge. Doctoral students who over-run their allotted period, even if they no longer pay fees, may still hope to be accommodated by their College. Professional and part-time courses involve periods of residence that run on their own different rhythms.

Colleges always consult with MCRs to determine their priorities in allocating accommodation and the details of the contracts they offer. Giving good notice of your likely needs will increase your chances of being offered accommodation.

Your College will try, within its available resources, to meet accommodation needs at different phases of your career. For instance, if you are a single student new to Cambridge who has met the academic and financial conditions of your offer and requested accommodation by 31 July, Colleges will normally provide you with accommodation for your first year; you are however advised to confirm this in writing with your College. Partnered or married students and students with families have their own specific requirements. Here, it may be more difficult for colleges to match supply and demand. Colleges nevertheless try to help families find accommodation, both through other Colleges and through the University's Accommodation Syndicate and by advising on the private rental market.

Colleges vary in their approach to students from another College who might be renting their accommodation, but are not members of that College. Consequently students residing in the accommodation of a College other than their own should check what their entitlements are in terms of access to facilities such as dining facilities, gyms, library and IT. You should not assume that you are entitled to use any facilities in your host college apart from the room you are renting.

Catering
All colleges enable their members to eat and drink together informally as a matter of routine. Sharing a meal provides a chance for relaxation and a social focus away from work. The priority of college catering is to provide you with a range of food at reasonable cost at least during term time, and to provide some catering throughout the year (with the exception of well-advertised closure for staff vacation). Colleges also arrange occasional, formal dining events, some of which may also enable you to invite a guest or listen to a distinguished outside speaker.

Rent and catering charges
Payment of fees does not cover your rent if you live in College-owned accommodation or the costs of food. So far as catering is concerned, costs arise both as "fixed costs" (operating a kitchen and a dining hall, and employing the necessary staff) and as "variable costs" according to the number of meals provided. Colleges make charges for catering in slightly different ways. However they do it, they need to recover both the fixed costs and the variable costs. The former are often recovered by means of a "kitchen fixed charge", payable on a termly basis.

Academic enrichment, study and transferable skills

The focus of most of your academic engagement and advice will be your Faculty or Department. You should not expect formal teaching or organization of essential supervision on your research project to be provided by the College. (Colleges do however provide a Director of Studies for students taking Clinical Medicine, Clinical Veterinary Medicine and the MMath/MASt and the LLM.) But as multi-disciplinary communities, Colleges have a distinctive complementary role to play in helping you acquire general transferable skills, as well as in allowing you to test your ideas in conversation with those at a challenging distance from your area of expertise.

Colleges are relatively small, allowing members to get to know one another at any and every point of the day, in term and during vacations. Sharing a meal, a drink or a common room allows graduates, undergraduates and Fellows with a wide variety of academic interests and cultural origins to come together, stimulating the cross-fertilisation of ideas. The College setting can provide opportunities for you to organise and participate in informal seminars (where you can learn, for example, how to communicate your research to a supportive audience outside your subject); to run societies; and to network with alumni of the College or other College guests.

Colleges want to facilitate interaction between senior members and their graduate students. In some colleges, Fellows act as discipline-based mentors to a small number of graduate students – an arrangement which complements the more general pastoral role of Tutors, and the project-specific responsibilities of research supervisors. Some colleges provide opportunities for research presentations, poster exhibitions and the chance these bring to answer curious questions from peers in other disciplines. As the institutions are responsible for providing supervisions of undergraduate students in Cambridge, Colleges may also provide opportunities for graduate students to gain experience in small-group teaching, especially valuable for those wishing to pursue academic careers. Colleges and Departments also work together to provide discipline-specific mentoring and teaching opportunities. These opportunities take different forms across Cambridge, and may involve you teaching in and for another College. If you are interested in gaining such teaching experience you should discuss possibilities with your Tutor and with your own research supervisor.

Students benefit from life membership of their College. Some offer opportunities for internships, travel awards, research and professional placements. Most of them award post-doctoral Research Fellowships as a first rung on the academic career ladder. These posts may be funded from the College's endowment or made possible through private gifts to the College, often from alumni.

All colleges provide library and IT facilities, complementing specialist departmental and Faculty holdings, and providing you with another quiet place to study. Colleges may also provide study skills or academic writing sessions, though you should look to the University's Language Centre or your Department or Faculty for specific language work, either in the academic use of English or in a foreign language. However, you should not expect your College to underwrite the costs of additional English language teaching.

Financial support

General finance
You should have arrived in Cambridge with financial resources available in £ sterling to cover all course, research, accommodation and incidental requirements. The fees for almost all Graduate students (excluding the MBA and MFin, and some MSt courses) are collected by Colleges and include elements reflecting both University and College costs. If you cannot meet the financial obligations of the course your College may require you to leave the University temporarily (intermit) until sufficient sources of funding can be found. You are not allowed to undertake paid work outside the University or a college while you are studying full-time, and you should not expect to accrue additional income in this way.

Unforeseen hardship
All colleges do, however, provide some form of financial support if you encounter unforeseen and unforeseeable hardship. Causes might include the collapse of a commercial sponsor, or a sudden major illness. Colleges may be able to access sources of hardship funding, adjust rent or fee payment schedules, or make a loan or a hardship grant. Seek advice from your Tutor in the first instance, and expect to provide full details of your circumstances and how they have changed. They will be treated in confidence, and will enable the Tutor to help you as quickly and as efficiently as possible.

PhD students who take longer than the normal allotted time to complete their theses should not expect their College to contribute financial support for the period of the overrun. You should do your utmost, working with your supervisors, to meet the target completion date set by the Student Registry, acting on behalf of the Board of Graduate Studies; if you need to renegotiate that date, consult your student profile on CamSIS, the University's student records database.

Research-related expenditure associated with your research and career development

All colleges try to contribute towards the cost of exceptional individual research-related expenditure. This might include attending an international conference to present an academic paper, visiting an archive, undertaking fieldwork, or a medical/veterinary elective. You should expect to assemble a portfolio of funding to support these activities from your department, from the University itself (through the Student Registry), and your funding body or sponsor, as well as from your College. You might also be asked to dip into your own private resources.

Do not expect your College to contribute towards teaching-related costs (e.g. chemical reagents, equipment, essential photocopying) you incur as an integral part of your course, or towards travel on course-organised trips. These costs are normally supported by the Faculty or Department concerned. Please note, however, that sometimes they are specifically mentioned in the prospectus or offer of admission as additional costs to be borne by the student or otherwise.

Social, recreational and sporting facilities

Many social and recreational activities in Cambridge are College-based: concerts, plays, competitive inter-college sports, aerobics, dance classes, and social events, discos and balls. There is also an extensive and complementary range of specialised University-level societies. Musical activities often play a prominent role in college, involving performance at a high standard. Clubs and groups exist for many other pursuits, both intellectual and practical, catering for a huge range of tastes and abilities. Colleges provide the infrastructure support: common rooms, TV and games rooms, bars, gyms, boathouses and sports fields, while students run many of the activities.

Whatever the mix of Fellows, graduates and undergraduates at your College, you can be as fully integrated as you wish into the social, recreational and sporting life of the community. And though many activities are located in your College, it is normal for students to attend events at other Colleges. Doing so enables you to appreciate the identity and individuality that is characteristic of Cambridge's small College communities.

Administration

Colleges carry out most of the registration and financial procedures required in relation to your admission. They also deal with administrative matters concerning your status within the University, from when you formally register to when you gain your degree.

The Graduate Admissions Office, acting on behalf of the Board of Graduate Studies, (or for the MBA and MFin the Judge Business School) will supply you with an estimate of your likely costs and will request signed confirmation of your ability to meet the costs of coming to Cambridge. Colleges collect fees on their own behalf and for the University: these fees reflect the costs associated with the support for which you are eligible and the benefits and facilities they hope you will enjoy. Colleges also act as the channel by which the 'maintenance' or living expense element of scholarships, bursaries and loans reach the pockets of individual students. They liaise extensively with various funding bodies, as well as monitoring your own account with the College for catering and other services.

This financial relationship with your College imposes responsibilities on both sides. Colleges have duties to be clear about their own finances. They publish financial accounts, which are available on request; they also regularly consult with the MCR or graduate society on charges, and about the arrangement for paying them. Your College will take appropriate action if you get into arrears without prior negotiation, and special payment arrangements of debts to the College or the University may be required as a condition for your staying in residence. You may also be required

to leave until you can produce the necessary funding. Non-payment of fees can lead to the termination of your course of study or research. So you are responsible for keeping your College informed of your financial situation, and are strongly advised to discuss serious financial problems with your Tutor at an early stage. Staying silent will not make these problems go away; confronting them makes them manageable – and your Tutor is there to help you.

College Rules and Statutes

Every College has rules about individual and communal discipline, as well as mechanisms enabling students to complain and to offer feedback about any aspect of their College. Observe the rules and make use of feedback mechanisms. The University also has a comprehensive suggestions and complaints procedure that students can access through the Student Registry. And the Graduate Union is always ready to offer advice and support to individual students.

If neither the College's nor the University's internal procedures have resolved a complaint, you can take it to the national body that investigates complaints, the Office of the Independent Adjudicator (see their website: http://www.oiahe.org.uk).

Conclusion

Colleges vary in the detail of their provision, atmosphere and culture, but work together to provide essential benefits to their members. The shared academic resources, experience and practical support that colleges make available to their graduate students add another dimension to the academic provision of the University. You will gain most from your College by contributing as fully as you can to the shared intellectual and social life it offers.

Summary of what you can expect from your College

Welfare and practical support

- A Tutor to monitor your progress, to provide prompt information and advice on academic and pastoral matters, and to act as an advocate when necessary.
- An induction programme shortly after arrival, helping you understand how the College works, and how students fit within the wider context of the University, funding organisations, the city and so on.
- Tutorial references and other official letters (e.g. to confirm residence, student status, etc.) during and after your time in College.
- Assistance in response to special needs and disability.
- Advice and information concerning the provision of childcare in Cambridge.

Accommodation and catering

- Normally, the option of college-owned or college-managed accommodation for (at least) one year to those students, new to Cambridge, who have been confirmed for admission and applied for single accommodation by 31 July. This provision currently applies only to students coming to Cambridge without a partner or family.
- Advice and information on accommodation available elsewhere in Cambridge.
- College catering, formal and informal, at reasonable prices.

Academic enrichment and support

- Library (complementing the more specialised faculty and department libraries) and IT facilities.
- Opportunities to exchange experiences across disciplines and generations in an informal setting

- Assistance in communicating with University authorities on academic and other matters.
- For students taking certain courses (such as Clinical Medicine), direction of studies and supervisions.
- In combination with Faculty schemes and/or discussion with your supervisor, opportunities to supervise undergraduates and apply for College Research Fellowships

Finance and funding

- Advice on identifying and obtaining financial assistance, whether for ongoing study (e.g. funding a PhD course), fieldwork expenses, or presenting work at international academic conferences.
- Help in cases of unforeseen and unforeseeable financial difficulties (as distinct from failure to access funds which were guaranteed as part of the admissions procedure).
- Such help may be in the form of adjusted payment schedules or a loan, or, in cases of serious hardship, a non-returnable grant.

A strong social focus

- A student association or graduate society (typically the Middle Common Room (MCR)), run by students but with support from the College.
- Opportunities, typically through the College's MCR, to run and participate in seminars and other events, and to develop presentational skills
- Opportunities for standing for election to the MCR and/or other representative bodies.
- Suitable facilities for students' social, cultural and recreational activities (e.g. sports,music,etc.)

Administration

- Administrative services concerning a student's registration in the University and progress through it, from initial matriculation through to presentation for a degree.
- Advice, where needed, concerning relationships with funding bodies; and advice and where necessary action concerning a student's financial engagement with the College and the University.
- Mechanisms for feedback, suggestions and complaints, to the College.
- Membership of a network of old members, and of the College, for life.

What your College may expect from you

- Full and accurate information at admission, for example, about academic and other qualifications (including English language competence); and ability to pay for the course undertaken and other expenses while in Cambridge.
- Regular contact with the College, including the Tutor, and providing contact details when absent from Cambridge.
- Informing the Tutor of any material changes in circumstances.
- Prompt responses to requests for information from the College.
- Full engagement with the academic programme, and (where appropriate) participation in other aspects of College life.
- Meeting completion dates and similar targets.
- Meeting financial obligations to the College and University, paying fees and settling bills within the deadlines specified.
- Keeping to accommodation contracts or, if this becomes impossible for unforeseen reasons, negotiating any changes with the College.
- Respecting the rules and conventions of the College.
- Respecting the rights and needs of others in the College, staff as well as fellow students.

Appendix F: Code of Practice for students studying for the MPhil

All MPhil students will have been given a copy of the Code of Practice with the Welcome Pack you received at registration at the Department of Computer Science and Technology.

An electronic copy of this guide is available at:
https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code-practice-masters-students

Graduate Education Office

Department of Computer Science and Technology

William Gates Building

15 JJ Thompson Avenue

Cambridge

CB3 0FD