

Department of Computer Science and Technology

Student Handbook 2019-20



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



Welcome

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
August 2019



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1. DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY

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

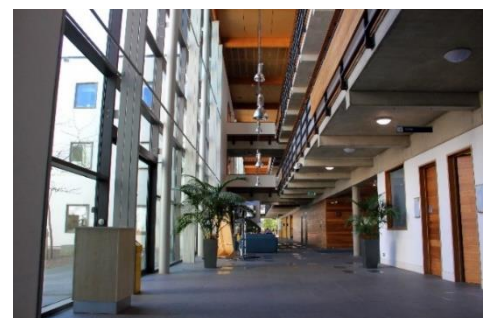
The Department of Computer Science and Technology is part of the Graduate School of Technology along with Engineering, Chemical Engineering and Biotechnology and the Judge Business School. See <http://www.tech.cam.ac.uk/Graduate/aboutgrad>

The department occupies the ground, first floor and most of the second floor of the William Gates Building. To help you find your 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 (atrium) 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 café 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 where you can also find an ATM.

2. THE COURSE FORMAT AND MODULES

Course Format 2019-20

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';
- 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 2019-20

Term	Code	Title
Michaelmas 2019	L352	Advanced Graphics and Image Processing
	R265	Advanced topics in computer architecture
	R249	Adv. topics in mobile systems & mobile data machine learning (<i>Continues Lent</i>)
	L11	Algebraic Path Problems
	L18	Automated reasoning
	L108	Category theory
	R254	Cybercrime
	L314	Digital Signal Processing
	P232	Hardware security
	L21	Interactive Formal Verification
	L95	Introduction to Natural Language Syntax and Parsing
	L50	Introduction to networking and systems measurements
	R244	Large-scale data processing and optimisation
	L101	Machine Learning for language processing
	L304	Multicore Semantics and Programming
	R02	Network Architectures
	L90	Overview of Natural Language Processing
	LE49	Probabilistic Machine Learning (<i>Department of Engineering code: 4F13</i>)
	R260	Technology, Law and Society
Lent 2020	L41	Advanced Operating Systems
	R01	Advanced topics in computer systems
	R250	Advanced topics in machine learning and natural language processing
	L44	Affective computing
	R209	Computer Security: Principles and Foundations
	L248	Computer Vision
	P51	High performance networking
	R252	Machine learning for programming
	L310	Mobile Robot Systems
	L301	Topics in concurrency
	L15	Topics in logic and complexity

Module Prefixes **L** Lecture based module **R** Reading based module
P Practical based module **LE** Lectures at Engineering Dept, Assessment at CompLab

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; How to avoid plagiarism (CU0) – *To be completed before **Thursday 9 October***
- Introduction to Academic Writing in the UK (CU1)
- Writing an Abstract (*may include a submitted written exercise*) (CU2)
- How to nail your literature review: Finding what you need (CU3)
- One-minute madness (CU4)
- How to prepare a research presentation (CU5)
- 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=172731>

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 should 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 15:05 and last 30–60 minutes.

Please see <http://www.cst.cam.ac.uk/seminars/wednesday/> for the list of seminars. Please log the seminars you attended in the back of your blue Research Skills log book.

Conferences

MPhil students should not travel to attend conferences during term time. Students are expected to attend all their lectures in Michaelmas and Lent terms and to write their research project in Easter term. Students will be in breach of the Terms of Residence rules which require them to be in Cambridge <http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/terms-study>.

Please note that the department does not offer funding to MPhil students wishing to attend conferences.



3. ASSESSMENT AND EXAMINING

In 2019-2020, 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 23 October 2019. 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 6 December 2019.

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. $\geq 900/1200$ 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	Friday 12 June 2020¹
MPhil Students	Friday 26 June 2020¹

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/>.

¹ These dates are provisional

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 11 October 2019	09:00	LT1, William Gates Building
Part III Students	Wednesday 16 October 2019	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 1 November**.
- The supervisor and adviser will then assist the student in producing a Project Proposal document and work plan. This must be submitted by **Friday 22 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.cst.cam.ac.uk/teaching/masters/projects/>
- For 'self-proposed' research projects, the deadline for submitting the full proposal is **Friday 15 November**. Please note that a project idea which is an original proposal made by the supervisor **or** is a variation of one suggested by a supervisor **or** was developed jointly by a student and the supervisor **is not** a self-proposed project.

- 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 adviser, and the Postgraduate Education Committee must all approve the Project Proposal 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 Wednesday 27 May 2020**. 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 Wednesday 10 June 2020**. 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 than 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.

5. IMPORTANT DATES 2019/2020

Term Dates 2019/2020

Term	Term Starts	Lectures Start	Lectures Finish	Term Ends	Study Weeks
Michaelmas	Tuesday 8 October	Thursday 10 October	Wednesday 4 December	Friday 6 December	Monday 9 - Thursday 19 December Monday 6 to Monday 13 January
Lent	Tuesday 14 January	Thursday 16 January	Wednesday 11 March	Friday 13 March	Monday 16 March to Friday 3 April
Easter	Tuesday 21 April	Thursday 23 April	Wednesday 10 June	Friday 26 June	

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

MPhil students should 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

Lecture timetables and important dates can be accessed in a digital form at www.timetable.cam.ac.uk (available from 1 October).

A PDF version of the lecture timetable is also available at <https://www.cst.cam.ac.uk/files/acs-timetable.pdf>

Michaelmas

- 7 October:** Registration, Talk, Tour 10:00am
- 8 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.
- 9 October:** Researcher Development Core Units 09:00 - 15:30
- 9 October:** Deadline for submission of complete PhD applications from all **USA** students who wish to be considered for funding competitions.
- 11 October:** MPhil Project briefing session 09:00 Lecture theatre 1
- 16 October:** Part III Project briefing session 09:00 Room SW01
- 23 October:** Last day to change module selection for Michaelmas Term
- 1 November:** Project Proposal Phase 1

- 1 November:** Postgraduate Open Day
- 15 November:** 'Self-proposed' project proposals
- 22 November:** Project Proposal Phase 2 *or* for students undertaking an NLP project, nomination of three choices.
- 3 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.
- 6 December:** Last day to change module selection for Lent Term

Lent

- 14 January:** Start of assessment weeks including written papers and take-home tests
- 23 January:** NLP projects full proposals
- 9 - 13 March:** Project progress reviews
- 13 March:** Project one-minute madness (MPhil students)

Easter

- 21 April:** Start of assessment week including written papers and take-home tests
- 22 May:** Deadline for Project title changes
- 27 May 🕒:** **Part III students - 11:00 a.m. deadline for submission of research project reports and research essays**
- 5 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

- 12 June:** Part III Examiners' meeting; oral exams in afternoon¹
- 18 June:** MPhil Project Presentations
- 18 June:** End of Course celebration
- 24 - 27 June** Part III general admission graduation dates
- 26 June:** MPhil Examiners' meeting; oral exams in afternoon¹
- 26 June:** Deadline for submission of PhD applications (all self-funding students wanting to start in October 2020)
- 30 June:** Degree Committee for the Faculty of Computer Science and Technology approves M.Phil Degrees
- 1 July:** MPhil Final results letters available (afternoon)
- 17 / 18 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 published at the beginning of each term.

¹ These dates are provisional

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 Secretary	GC07	cb210
Prof. Cecilia Mascolo	Deputy Head of Department	FN08	cm542
Prof. Alastair Beresford	Deputy Head of Department	SN10	arb33
Dr Ian Wassell	ACS Course Director	SN06	ijw24
Dr Tim Griffin	Graduate Students Coordinator	FN13	tgg22
Nicholas Cutler	Librarian	GN04	ncc25
Lise Gough	Graduate Education Manager	FS05	lmg30
Joy Rook	Graduate Education Administrator	FS03	jlr59
Marketa Green	Graduate Education Assistant	FS03	mg797
Dr Graham Titmus	Systems Administrator	GC09	gt19

Department of Computer Science and Technology

Manager of the email system	<i>postmaster 'at' cl.cam.ac.uk</i>
Problems relating to computing systems	<i>sys-admin 'at' cl.cam.ac.uk</i>
Problems relating to Lab managed Win NT systems	<i>win-admin 'at' cl.cam.ac.uk</i>
Help with problems relating to printers	<i>printing 'at' cl.cam.ac.uk</i>
Reception staff	<i>Reception 'at' cst.cam.ac.uk</i>
Building services	<i>building-services 'at' cl.cam.ac.uk</i>
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

7. CAMSIS – CAMBRIDGE STUDENT INFORMATION SYSTEM

CamSIS (<https://www.camsis.cam.ac.uk/>) is Cambridge's comprehensive system for handling student information, records and transactions. It is the official repository of the student's record from application all the way through to graduation, and is the sole source of official University and College transcripts. It is also the source of the statutory governmental reports that secure the University's funding.

It is a single point of entry system, with no duplication of data, resulting in one record for each student. This makes maintenance of the record simple and straightforward and ensures the accuracy and integrity of the information.

All transactions, processing and updates to the student's record are either carried out directly in CamSIS by University and College staff, the students themselves, or are downloaded into CamSIS by organisations such as the University and Colleges Administration Services.

The interface includes an '**academic tile**' with which you can:

- View supervision and self-evaluation reports and responses
- Contact key academic staff including your College Tutor
- View your thesis submission details
- Apply for things: leave to work away from Cambridge; intermission; and other changes to your status
- Request official verification letters
- Request a transcript
- Order a degree certificate
- And much more....

Please login as soon as you can to familiarise yourself with the system and there is a guide via Moodle at

https://www.vle.cam.ac.uk/pluginfile.php/14431041/mod_resource/content/9/story_html5.html

(Needs a Raven Login.)

8. LIBRARIES AND RECOMMENDED READING

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. See <https://www.cl.cam.ac.uk/library/> for further details.

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.

Colleges

Your College will carry varying numbers of relevant titles.

Other libraries

See <https://www.libraries.cam.ac.uk/>

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 and another in the Graduate Education Office. We also hold small stocks of comb binders, plastic covers and backs. You may need this when binding your research project.

The librarian, or GEO staff, will happily give instructions on using the binding machine.



9. 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 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
- Friendly advice

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. Over the Christmas vacation, the 'GEO' will be closed from 16:30 on Monday 23rd December 2019 until 9:00 a.m. on Thursday 2nd January 2020. 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 Administrator

Mrs Joy Rook

(3)34652

Room FS03

Graduate Education Assistants

Mrs Marketa Green

(7)63843

Room FS03

For day-to-day MPhil/Part III related business, please email clacsadm@hermes.cam.ac.uk.

10. 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.



11. 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.

women@CL

7th Annual
OWCSC2020 coming
to Cambridge soon!

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 everyone, regardless of gender.
- **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 everyone, regardless of gender.
- **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 on Thursday 17 October from 1 - 2pm 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.cst.cam.ac.uk/women/>.



12. 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>

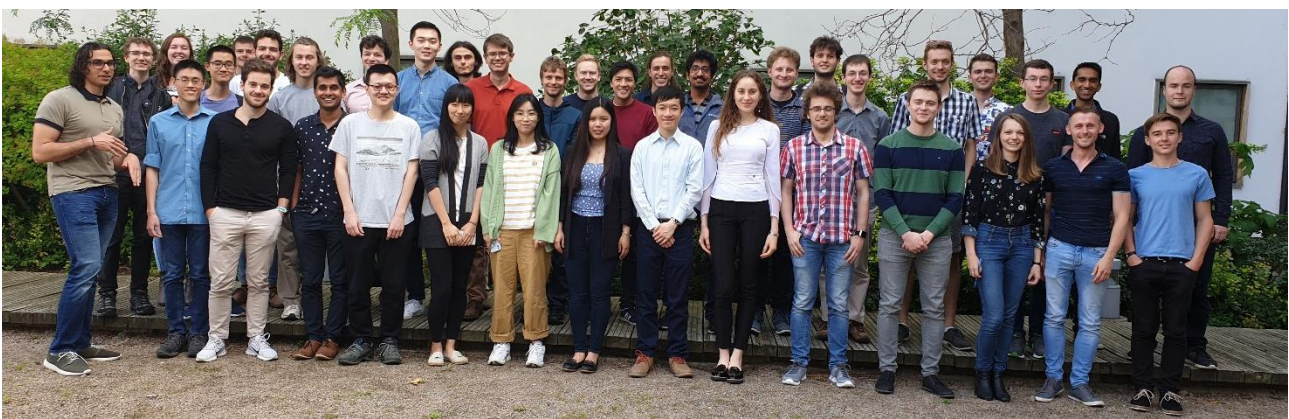
Students graduate with their college. The earliest date MPhil students can graduate is at the mid-July ceremony. Please see the relevant list of degree ceremony dates and check which of these dates your college offers.

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 30 June 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 1 July 2020.
- 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 2019

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 **3 December 2019**. The absolute deadline for all applications is **26 June 2020**.

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.cst.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.

13. GETTING TO THE LAB

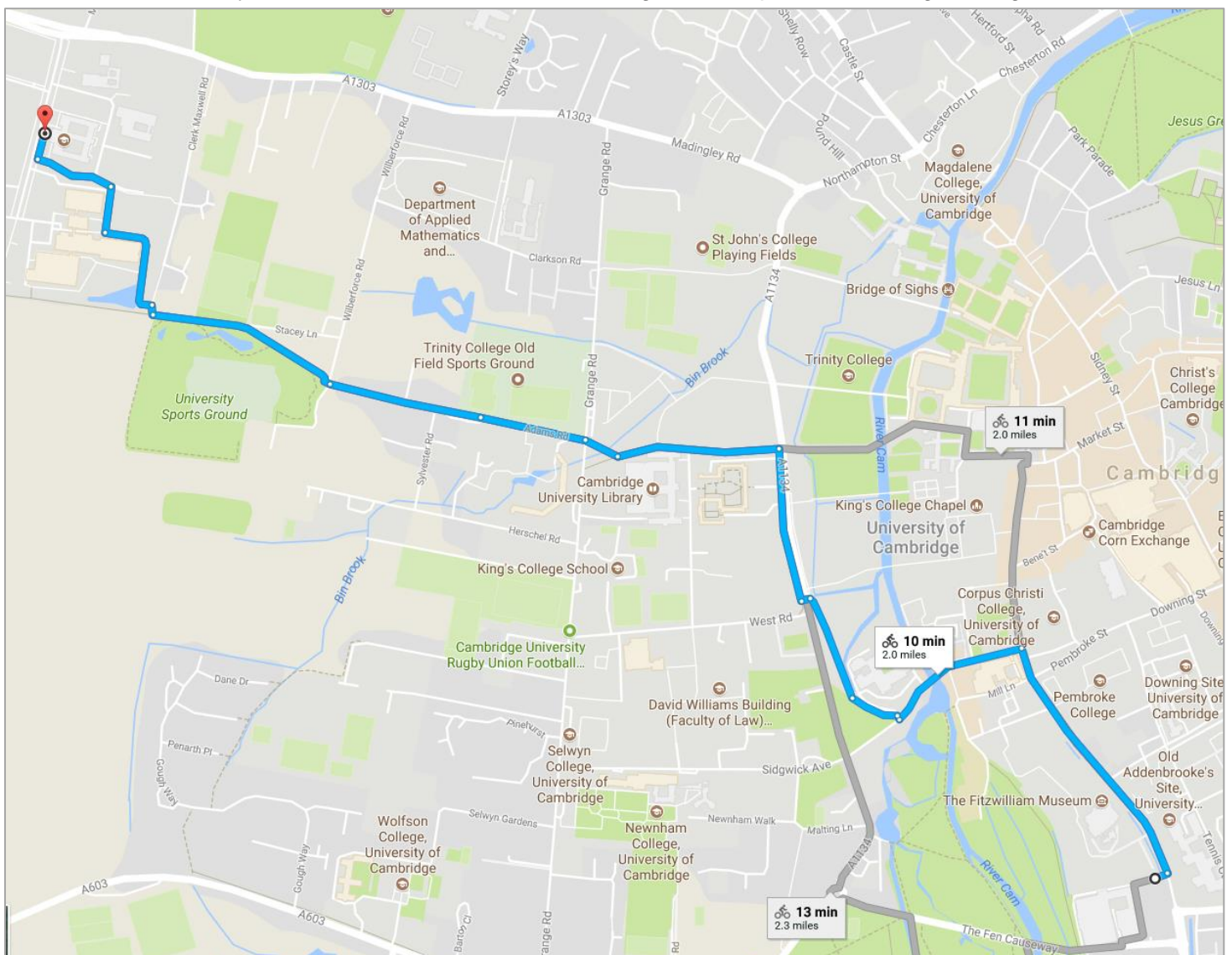
Students at the University of Cambridge are not permitted to have cars except under very special circumstances.

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

The **Universal** (operated by Go-Whippet at substantially reduced fares for University Card holders) and **Citi 4** run from the city centre to the West Cambridge Site. The Universal bus usefully starts at the Sainsbury's supermarket in Eddington, can be caught from opposite the WGB, and stops in the city centre as well as Addenbrookes Hospital. The timetable can be found at <https://bustimes.org/services/u-madingley-road-p-r-addenbrookes-hospital> and <http://www.go-whippet.co.uk/?s=universal&submit=go>.

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

See also <http://www.admin.cam.ac.uk/offices/embs/travel/bus/index.html> (maintained by EMBS)

You may find the bus service particularly useful if you are planning to take module LE49: Probabilistic Machine Learning as the lectures take place at the Department of Engineering (approximately 2 miles from the Computer Laboratory).



Appendix A: Regulations

Please also see <https://www.admin.cam.ac.uk/univ/so/>

MPHIL IN ADVANCED COMPUTER SCIENCE

Regulations in Statutes and Ordinances 2018 Chapter VII Section 14 page 513

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 2018 Chapter IV 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)

<https://www.cst.cam.ac.uk/files/acs-timetable.pdf>

www.timetable.cam.ac.uk (available from 1 October)

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.cst.cam.ac.uk/local/policy/ethics/>

University Links

Student Registry

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

Code of Practice

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

CAMSIS Self-service page

<http://www.camsis.cam.ac.uk>

Hermes Webmail Service – most students use Office 365

<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/>

Appendix C: Maps of William Gates Building

William Gates Building
Ground Floor

Fire Assembly Point E

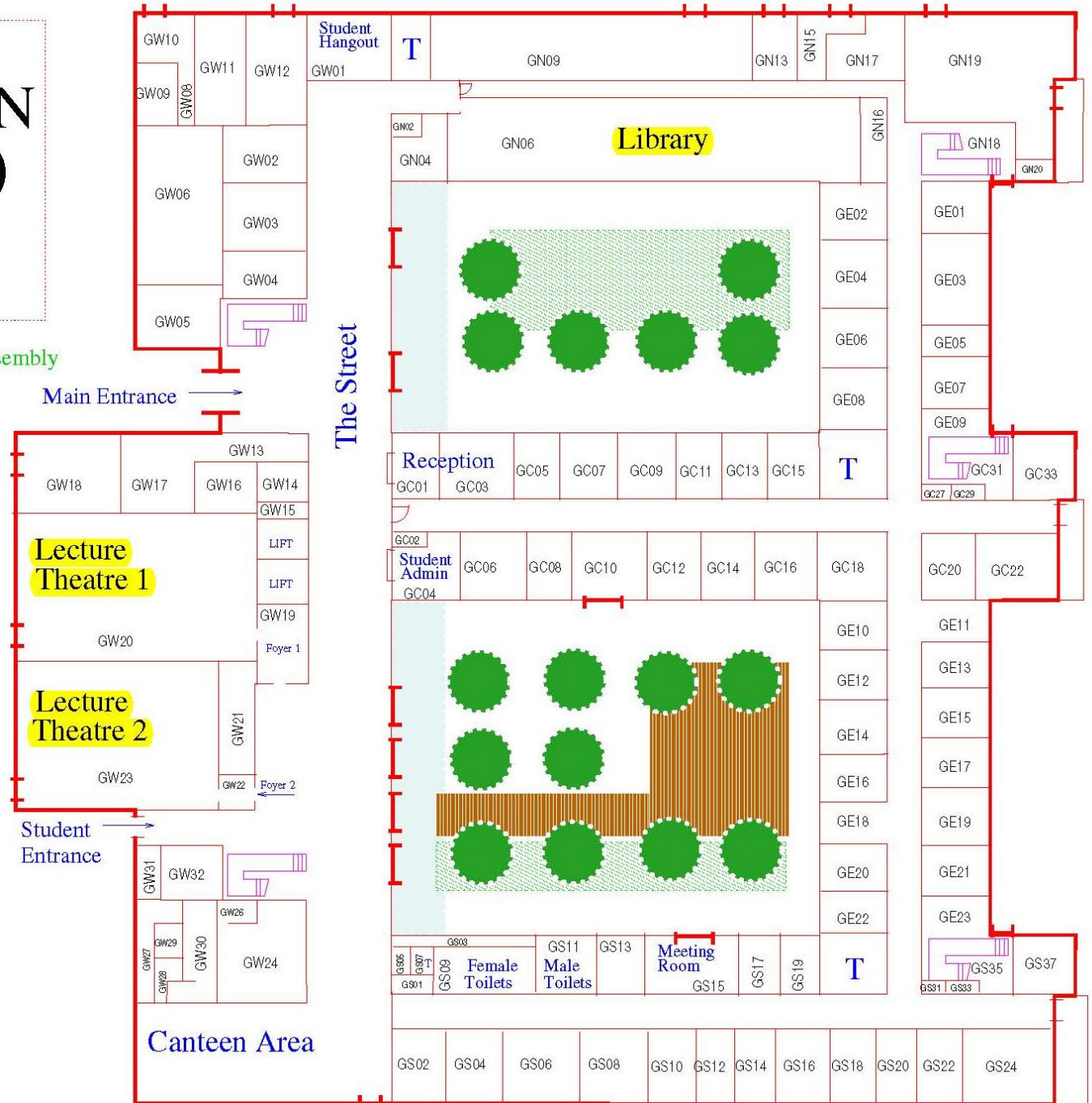
Car Park

Fire Assembly Point D



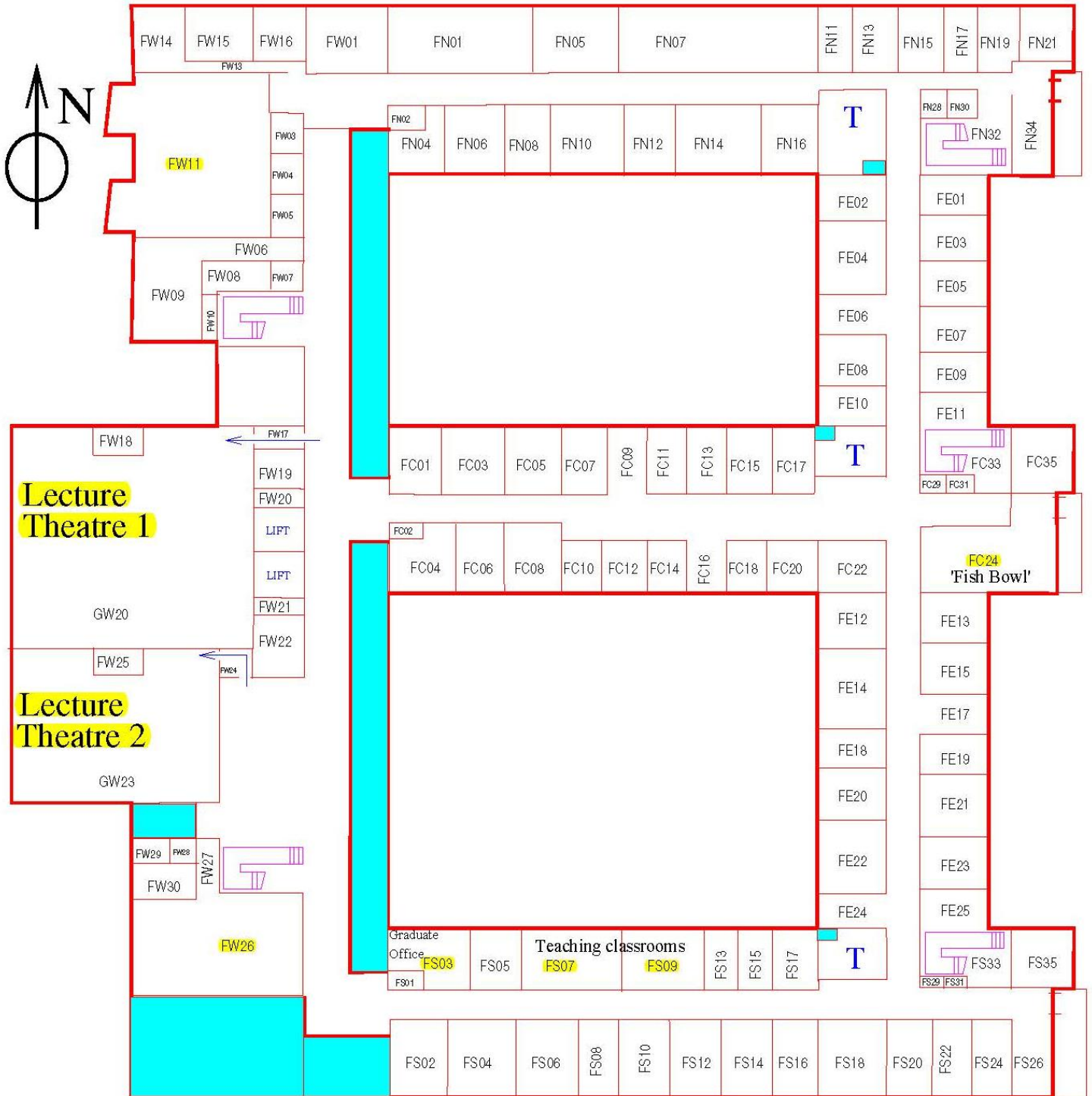
Fire Assembly Point F

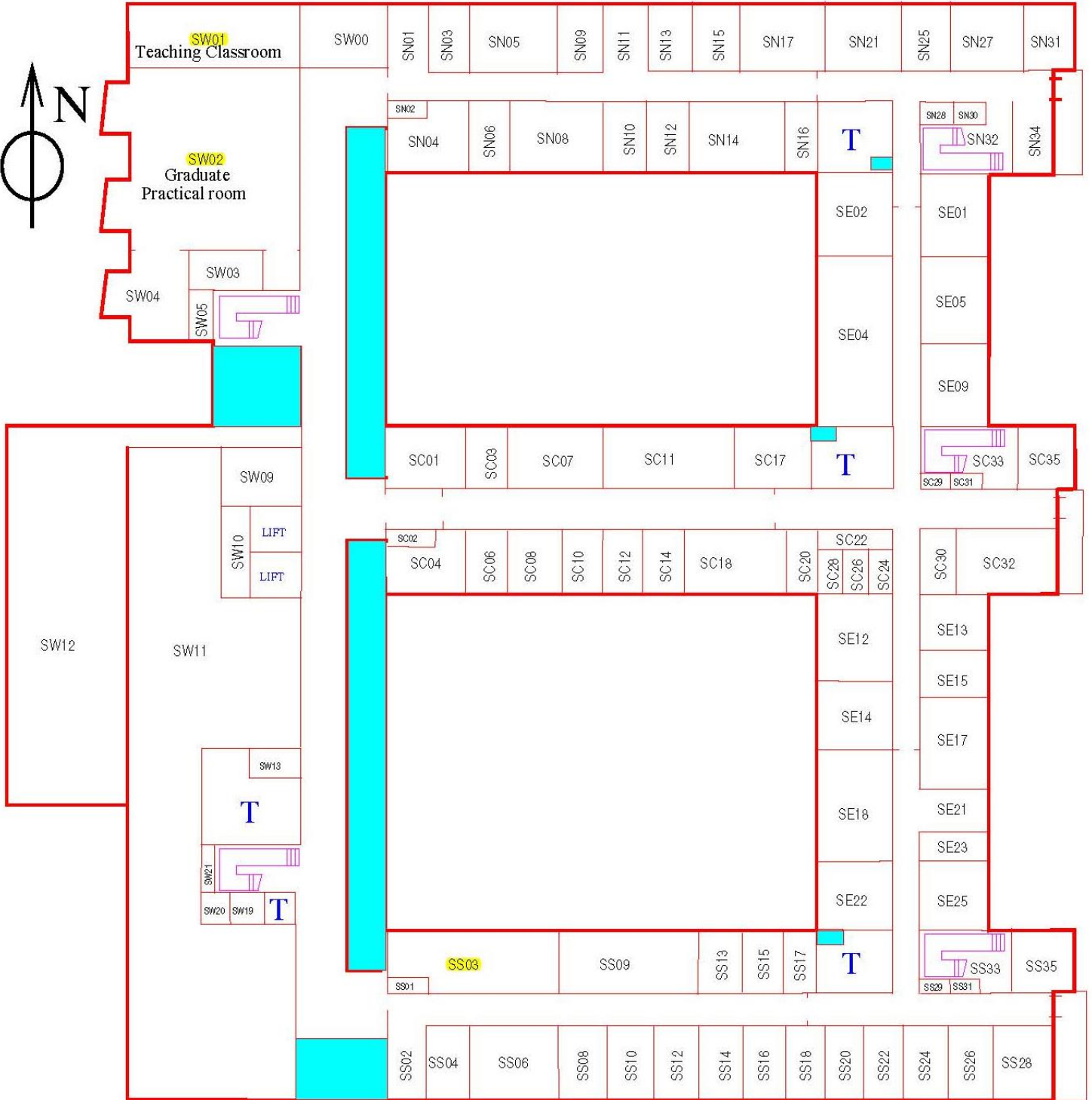
Cycle Compound



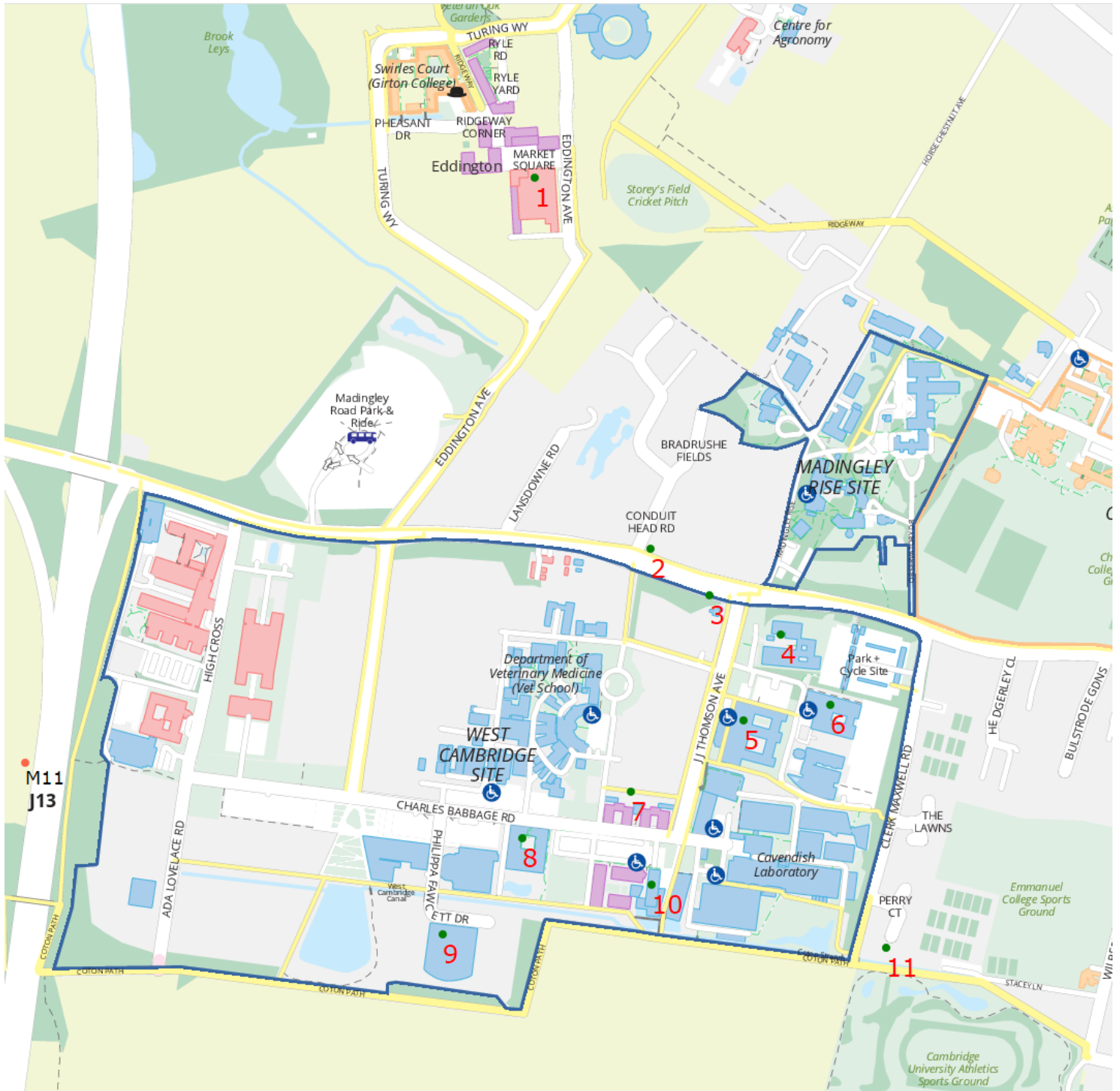
William Gates Building

First Floor





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

Adapted from https://www.graduate.study.cam.ac.uk/files/cambridge_colleges_-_a_guide_for_graduate_students.pdf and amended August 2019

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 orientation sessions; ongoing academic and pastoral support from your Tutor and Graduate Office;

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.

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 (see <https://www.childcare.admin.cam.ac.uk/>), located at 21, Trumpington Street, Cambridge, CB2 1QA, Tel: 01223 332249. **Note that they do not operate a drop-in service.** 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 in 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>

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