

Department of Computer Science and Technology

Student Handbook 2020-21



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



UNIVERSITY OF
CAMBRIDGE



Welcome

On behalf of the Postgraduate 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 as a student, it is likely that you will have many queries. We hope that this brief guide will be of some help but if you have further questions you are welcome to ask us, Lise Gough, Joy Rook and Marketa Green, the Postgraduate Administrators. Due to exceptional circumstances surrounding Coronavirus (COVID-19), the Postgraduate Admissions Office is operating on a remote working basis. Please contact us via email to clacsadm@hermes.cam.ac.uk. We have weekday Open Office sessions from 3 until 4 p.m.

Postgraduate Education Team
September 2020



Contents

1.	DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY	- 3 -
2.	THE COURSE FORMAT AND MODULES.....	- 4 -
	Course Format 2020-21	- 4 -
	Modules 2020-21	- 4 -
	Research Skills Programme.....	- 5 -
	Wednesday Seminars.....	- 6 -
	Conferences	- 6 -
3.	ASSESSMENT AND EXAMINING	- 7 -
	Coursework and Written Tests.....	- 7 -
	Deadlines.....	- 7 -
	Extensions	- 8 -
	Oral examinations (viva voce examinations)	- 8 -
	Marking Guidelines for Coursework	- 8 -
	Feedback.....	- 8 -
	Plagiarism and Collusion.....	- 9 -
4.	PROJECT GUIDELINES	- 10 -
	Research projects	- 10 -
	Project briefing	- 10 -
	Information on Projects	- 10 -
	Word count for research projects	- 11 -
	Project Marking Guidelines	- 12 -
5.	IMPORTANT DATES 2020 / 2021	- 13 -
6.	WHO'S HERE TO HELP	- 15 -
7.	CAMSIS – CAMBRIDGE STUDENT INFORMATION SYSTEM.....	- 16 -
8.	LIBRARIES AND RECOMMENDED READING	- 17 -
9.	POSTGRADUATE EDUCATION OFFICE	- 18 -
10.	STUDENT REPRESENTATION.....	- 19 -
11.	WOMEN@CL	- 20 -
12.	AFTERWARDS... ..	- 21 -
	Graduation	- 21 -
	Applying to study for a Ph.D.....	- 22 -
13.	GETTING TO THE DEPARTMENT	- 23 -
	Appendix A: Regulations	- 25 -
	MPhil in Advanced Computer Science	- 25 -
	Computer Science Tripos Part III	- 25 -
	Appendix B: Links	- 26 -
	Appendix C: Floorplans of William Gates Building	- 27 -
	Appendix D: Map of West Cambridge site.....	- 30 -

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. The name changed formally to Department of Computer Science and Technology in 2017.

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 [School of Technology](http://www.tech.cam.ac.uk/SchoolofTechnology) along with Engineering, Chemical Engineering and Biotechnology and the Judge Business School.

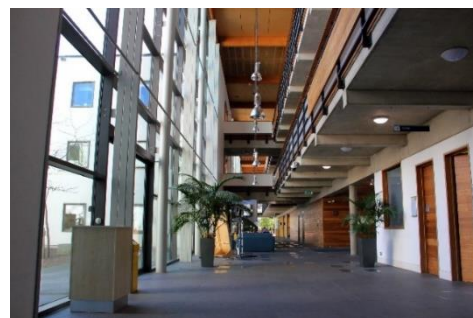
 <http://www.tech.cam.ac.uk/Graduate/aboutgrad>

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.

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 2020-21

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

- a) 5 taught full modules;
- b) The 4 core units and 4 optional units from the mandatory Research Skills programme;
- c) 4 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 2020-21

The [list of modules](https://www.cst.cam.ac.uk/teaching/2021/mphil-acsc) on offer in 2020-21 can be found on our website.

🔗 <https://www.cst.cam.ac.uk/teaching/2021/mphil-acsc>

Each module is labelled with a code which consists of a letter code followed by some numbers. The letter code denotes the type of module:

L *Lecture based module*

P *Practical based module*

R *Reading based module*

LE *Lectures take place at the Engineering Dept but assessment is set by this department*

Some modules are shared with third year undergraduate students. For these modules, the assessment is adjusted to an appropriate level for those enrolled on Part III of the Tripos or the M.Phil in Advanced Computer Science.

Each module consists of around 16 contact hours which may be any combination of lectures, supervised practicals, seminars or reading groups. Students are expected to undertake around 4 hours of self-study for each contact hour (e.g. for a 16 contact hour module: 16 hours of lectures + 64 hours self-study = 80 hours)

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** the **core units** and a minimum of **4 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 **Monday 5 October***
- Introduction to Academic Writing in the UK (CU1) – *to be watched by no later than **Friday 9 October***
- How to write a good abstract (CU2)
- One-minute madness (CU3)
- How to prepare a research presentation (CU4)

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=199381>

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.

Recording attendance Unit lecturers will be setting a question in order for us to record which students attended / watched the lecture, and students will be required to record their answer to the question on the Moodle page. Links to follow.

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 4 [Wednesday seminars](http://www.cst.cam.ac.uk/seminars/wednesday/)**. Upcoming seminars are listed on our website. These take place on Wednesdays during term time and last 30–60 minutes.

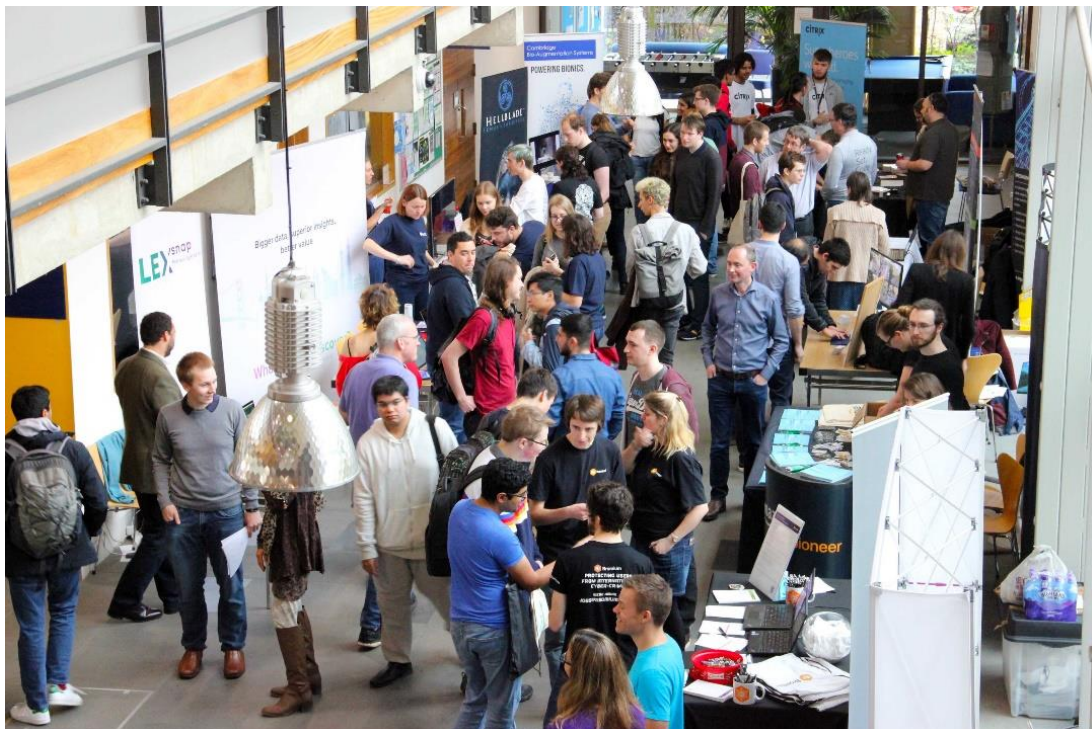
🔗 <http://www.cst.cam.ac.uk/seminars/wednesday/>

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->

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



3. ASSESSMENT AND EXAMINING

In 2020-2021, MPhil students must take 5 taught modules, complete the Research Skills Programme (all core units plus 4 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 noon on 6 October 2020. Module selections must be approved by the Postgraduate Education 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 9 November 2020.

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. Further details regarding [coursework and tests](http://www.cl.cam.ac.uk/teaching/exams/acs_assessment.html), can be found on our website.

 http://www.cl.cam.ac.uk/teaching/exams/acs_assessment.html

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 = $n/10 \times \text{mark}$** 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. The Faculty's guidance and instructions as to what to do in such circumstances can be found on our website.

 <http://www.cl.cam.ac.uk/teaching/exams/deadlines.html>

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 16 June 2021¹
MPhil Students	Monday 21 June 2021¹

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 on our website.

 http://www.cl.cam.ac.uk/teaching/exams/acs_assessment.html

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.

¹ These dates are provisional

Plagiarism and Collusion

Plagiarism can be defined as:

the unacknowledged use of the work of others as though this were your own original work

In the context of examinations or other assessed course components (this includes, but is not limited to: written tests, written papers, ticked exercises, take-home tests, written assignments, practical assignments, project reports, dissertations and essays)

Plagiarism may be due to

- Copying (using another person's code, language and/or ideas as though they were your own)
- Collusion (unauthorised collaboration)
- Self-plagiarism (submitting one's own work that has already been submitted for assessment)

What is Self Plagiarism?

This is where a student reuses a piece of their academic work to receive credit for it more than once. For example, they submit an essay for one degree and submit it again for another degree, even if the degrees are in different institutions. Similarly, students must not use the same idea or passage for more than one assignment without giving a reference to themselves in the second assignment.

More Information

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 both the [Faculty's guidance on plagiarism](https://www.cl.cam.ac.uk/teaching/exams/plagiarism.html) and the [University's guidance on plagiarism](http://www.admin.cam.ac.uk/univ/plagiarism/).

🔗 <https://www.cl.cam.ac.uk/teaching/exams/plagiarism.html>

🔗 <http://www.admin.cam.ac.uk/univ/plagiarism/>

If, after reading these, you are unsure what plagiarism and/or self-plagiarism is, you should seek advice from your Director of Studies / Course Adviser / Supervisor.



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 on our website.

<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	Wednesday 7 October 2020	10:00	Video conference
Part III Students	Thursday 8 October 2020	09:00	Video conference

The session will be presented by the Director of Postgraduate Education 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 **Wednesday 4 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 20 November**. The Proposal must include the tasks to be undertaken and the anticipated timescales. This must be uploaded to Moodle. A project resource form must also be completed and uploaded.
- For 'self-proposed' research projects, the deadline for submitting the full proposal is **Friday 13 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 by completing and submitting the online [Ethics application form](#).
<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 Friday 28 May 2021**. Please see the full [guidance from the Examiners on Part III 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 Friday 4 June 2021**. Please see the full [guidance from the Examiners on M.Phil 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.

Word count for research projects

Full guidelines for calculating the word count for your project report can be found on the [Part III](#) and [MPhil](#) project webpages.

<http://www.cst.cam.ac.uk/teaching/masters/projects/part3/guidelines.html>

<http://www.cst.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 narrative text in tables, captions, footnotes, 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%. The [project marking guidelines](http://www.cl.cam.ac.uk/teaching/exams/acs_project_marking.pdf) are available on our website.

📄 http://www.cl.cam.ac.uk/teaching/exams/acs_project_marking.pdf

5. IMPORTANT DATES 2020 / 2021

Term Dates 2020/2021

<i>Term</i>	<i>Term Starts</i>	<i>Lectures Start</i>	<i>Lectures Finish</i>	<i>Term Ends</i>	<i>Study Weeks</i>
Michaelmas	Tuesday 6 October	Thursday 8 October	Wednesday 2 December	Friday 4 December	Monday 7 - Thursday 18 December and Monday 4 to Monday 18 January
Lent	Tuesday 19 January	Thursday 21 January	Wednesday 17 March	Friday 19 March	Monday 22 – Friday 26 March and Monday 12 to Monday 26 January
Easter	Tuesday 27 April	Thursday 29 April	Wednesday 16 June	Friday 25 June	

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

MPhil students should also refer to the University's [Terms of Residence rules](#).

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

Important dates to note

Lecture timetables and important dates can be accessed in a digital form (from 1 Oct). A PDF version of the lecture timetable is also available.

🔗 <http://www.timetable.cam.ac.uk/>

🔗 https://www.cst.cam.ac.uk/files/acs_timetables.pdf

Michaelmas

- 5 October:** Registration, Talk, Tour 10:00am
- 6 October:** All MPhil students must attend the University's **General Safety course**.
- 7 October:** MPhil Project briefing session 10:00 - 11:00 via video conference
- 7 October:** Researcher Development Core Unit 11:00 -13:00 (Optional for Part III students)
- 8 October:** Part III Project briefing session 09:00 - 10:00 via video conference
- 9 October:** 12:00 Noon - Last day to change module selection for Michaelmas Term
- 14 October:** Deadline for submission of complete PhD applications from all **USA** students who wish to be considered for funding competitions.
- 4 November:** Project Proposal Phase 1
- 11 November:** Last day to change module selection for Lent Term
- 2-15 November:** Postgraduate Open Day - Virtual

- 13 November:** 'Self-proposed' project proposals at 12:00 noon
- 20 November:** Project Proposal Phase 2 *or* for students undertaking an NLP project, nomination of three choices at 12:00 noon
- 2 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.
- 4 December:** Final date for revised proposals
- 7 December:** Project work starts

Lent

- 19 January:** Start of assessment weeks including written papers and take-home tests
- 21 January:** NLP projects full proposals 16:00
- 15 - 19 March:** Project progress reviews

Easter

- 27 April:** Start of assessment week including written papers and take-home tests
- 21 May:** Deadline for Project title changes 16:00
- 28 May 🕒:** **Part III students - 11:00 a.m. deadline for submission of research project reports and research essays**
- 4 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

- 9 June:** Part III Project Presentations
- 16 June:** Part III Examiners' meeting; oral exams in afternoon¹
- 17/18 June:** MPhil Project Presentations
- 21 June:** MPhil oral exams in afternoon¹
- 23 June:** MPhil Examiners' meeting
- 25 June:** Deadline for submission of PhD applications (all self-funding students wanting to start in October 2021)
- 29 June:** Degree Committee for the Faculty of Computer Science and Technology approves M.Phil Degrees
- 30 June/3 July:** Part III general admission graduation dates
- 1 July:** MPhil Final results letters available (afternoon)¹
- 23 / 24 July:** MPhil earliest graduation date (known as *Congregation* at Cambridge)

Coursework deadlines

Most coursework modules are assessed continuously. A full schedule of coursework deadlines is available in the [digital timetable](#).

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 CRSiD.

Name	Role	Room	CRSiD
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
Prof Mateja Jamnik	Director of Postgraduate Education	FC18	mj201
Dr Tim Griffin	Postgraduate Students Coordinator	FN13	tgg22
Lise Gough	Postgraduate Education Manager	FS05	lmg30
Joy Rook	Postgraduate Education Administrator	FS03	jlr59
Marketa Green	Postgraduate Education Assistant	FS03	mg797



Useful department email addresses

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>

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	 https://www.cambridgestudents.cam.ac.uk/grad-code-of-practice/code-practice-masters-students

7. CAMSIS – CAMBRIDGE STUDENT INFORMATION SYSTEM

CamSIS 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. Guidance is available on the Moodle page (Raven login required)

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

8. LIBRARIES AND RECOMMENDED READING

For information about the libraries at the University, please see the [Cambridge libraries](https://www.libraries.cam.ac.uk/) webpages.

🔗 <https://www.libraries.cam.ac.uk/>

Colleges

Each college has its own library and will carry varying numbers of relevant titles.

Recommended reading and preparation

Each module lecturer has provided some preparatory reading on their individual [syllabi](http://www.cl.cam.ac.uk/teaching/current/acs.html) webpages.

🔗 <http://www.cl.cam.ac.uk/teaching/current/acs.html>

9. POSTGRADUATE EDUCATION OFFICE

The Postgraduate Education Office is based in rooms FS03 and FS05 of the William Gates Building. However, during the coronavirus pandemic, all staff are working from home. Nonetheless, we can help with:

- 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. (Postgraduate Education Manager, Lise Gough)
- Degree Committee administration
- Friendly advice

Most business is carried out via email but we also have an Open Office between 3 and 4 p.m. on working days when you can drop in.

We take bank holidays as part of our annual leave. Over the Christmas vacation, the 'PEO' will be closed from 16:30 on Thursday 24 December 2020 until 9:00 a.m. on Monday 4 January 2022.

Postgraduate Education Team

Postgraduate Education Manager and Secretary of the Degree Committee

Ms Lise Gough	(3)34656	Room FS05
cldegcom@hermes.cam.ac.uk		

Postgraduate Education Administrator

Mrs Joy Rook	(3)34652	Room FS03
--------------	----------	-----------

Postgraduate Education Assistant

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 Postgraduate Education Committee, the Tripos 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 postgraduate representative is also a voting member of the GU governing council. Further information about the [GU Council](http://www.gradunion.cam.ac.uk/representation/council) is available on the GU webpages.

🔗 <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 **Postgraduate 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 **Postgraduate Students' Forum** is made up of research student representatives from research students and the M.Phil course, the Postgraduate Students Coordinator and a member of the Postgraduate Education team. The Forum has the opportunity to suggest courses and activities that fall within the remit of the Researcher Development 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 Postgraduate Education Committee and Degree Committee.

The [Staff Student Consultative Forum](http://www.cl.cam.ac.uk/local/committees/staff-student/) (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.

🔗 <http://www.cl.cam.ac.uk/local/committees/staff-student/>

Postgraduate Students also have a representative on the **Postgraduate 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.



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. There will be a BSLS 'virtual' welcoming event on Thursday 15 October at 1pm.
- **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](http://www.cst.cam.ac.uk/women/) webpages on our website.

🔗 <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](http://www.cambridgestudents.cam.ac.uk/your-course/graduation-and-what-next/degree-ceremony-dates) can be found on the University's website.

🔗 <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 postgraduate students if they prefer. Please see the relevant list of degree ceremony dates on the University's website and check which of these dates your college offers.

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 29 June at the meeting of the Board of Graduate Studies. The Postgraduate Education Office will make produce a letter containing your results from Thursday 1 July 2021.
- 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 2020

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 **2 December 2020**. The absolute deadline for all applications is **25 June 2021**.

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 [research groups](http://www.cst.cam.ac.uk/research/) webpages to gain some insight in to our current areas of research.

 <http://www.cst.cam.ac.uk/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 DEPARTMENT

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

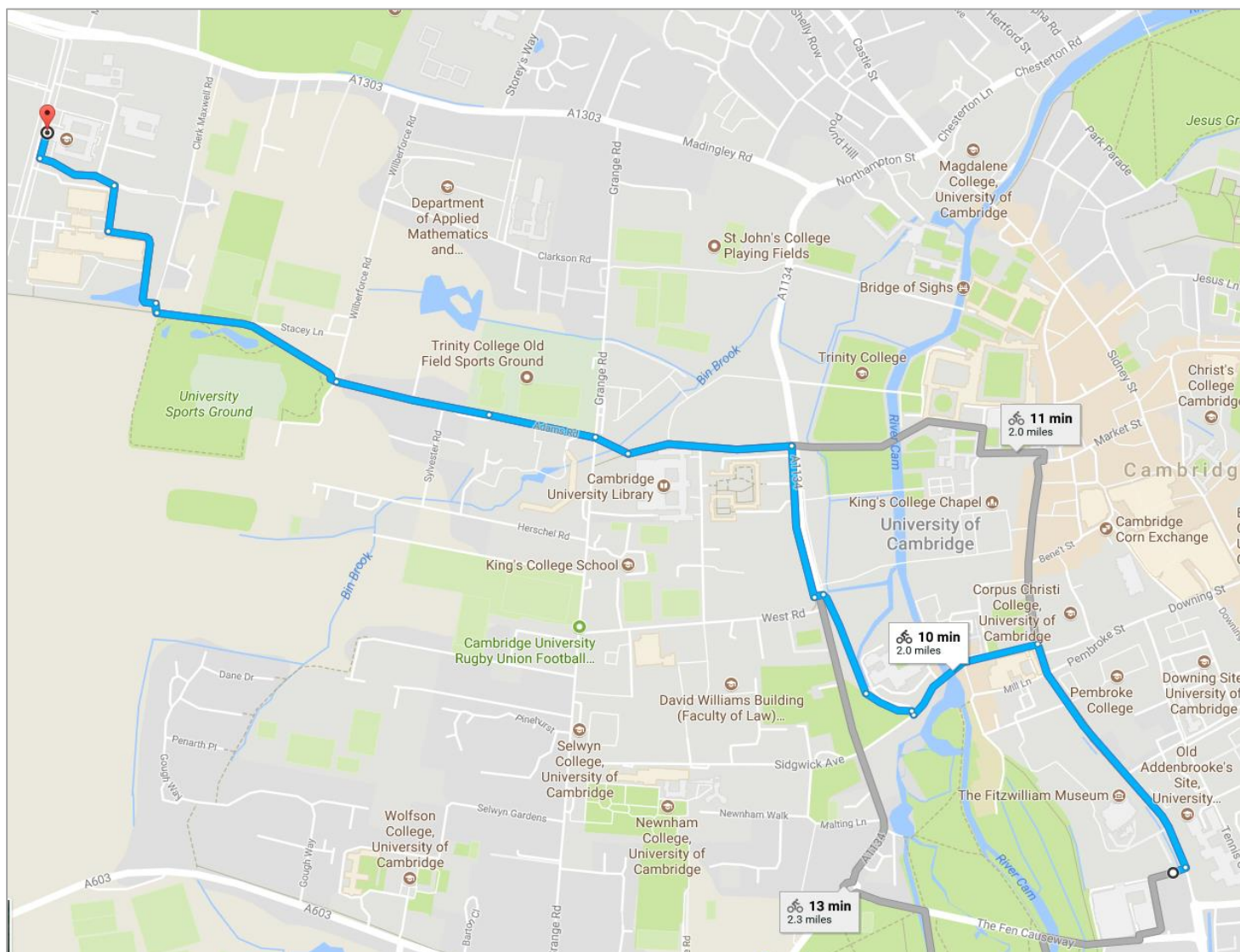
Walking or cycling

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 D.

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

<http://www.admin.cam.ac.uk/offices/embs/travel/cycle/>

Cycle route from William Gates Building to the Department of Engineering



Buses

The **Universal Bus** (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 William Gates Building, and stops in the city centre as well as Addenbrookes Hospital. The timetables can be found on [Go-Whippet's](https://bustimes.org/services/u-madingley-road-p-r-addenbrookes-hospital) and [Stagecoach's](http://www.stagecoachbus.com/timetables) websites. The [Travel and Transport](#) section of the University's website also contains useful information regarding travel and transport around the city.

🔗 <https://bustimes.org/services/u-madingley-road-p-r-addenbrookes-hospital>

🔗 <http://www.go-whippet.co.uk/?s=universal&submit=go>

🔗 <http://www.stagecoachbus.com/timetables>

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

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.

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

The full [Statutes and Ordinances](#) can be found on the University's website.

Part III Students should also refer to the [Head of Department's Notice](#).

📄 <https://www.admin.cam.ac.uk/univ/so/>

📄 <https://www.cl.cam.ac.uk/teaching/exams/headofdeptnotice-p3.pdf>

MPhil in Advanced Computer Science

Regulations in Statutes and Ordinances 2019 Chapter VII Section 14 page 521

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 15000 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 2019 Chapter IV Section 9 page 307

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 exams;
 - 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 exam, 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

<https://www.cst.cam.ac.uk/teaching/2021/part-iii>

<https://www.cst.cam.ac.uk/teaching/2021/mphil-acs>

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 Postgraduate Students

<http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study>

Cambridge Colleges – a guide for postgraduate students

[https://www.graduate.study.cam.ac.uk/files/cambridge_colleges - a guide for graduate students.pdf](https://www.graduate.study.cam.ac.uk/files/cambridge_colleges_-_a_guide_for_graduate_students.pdf)

Graduate Union

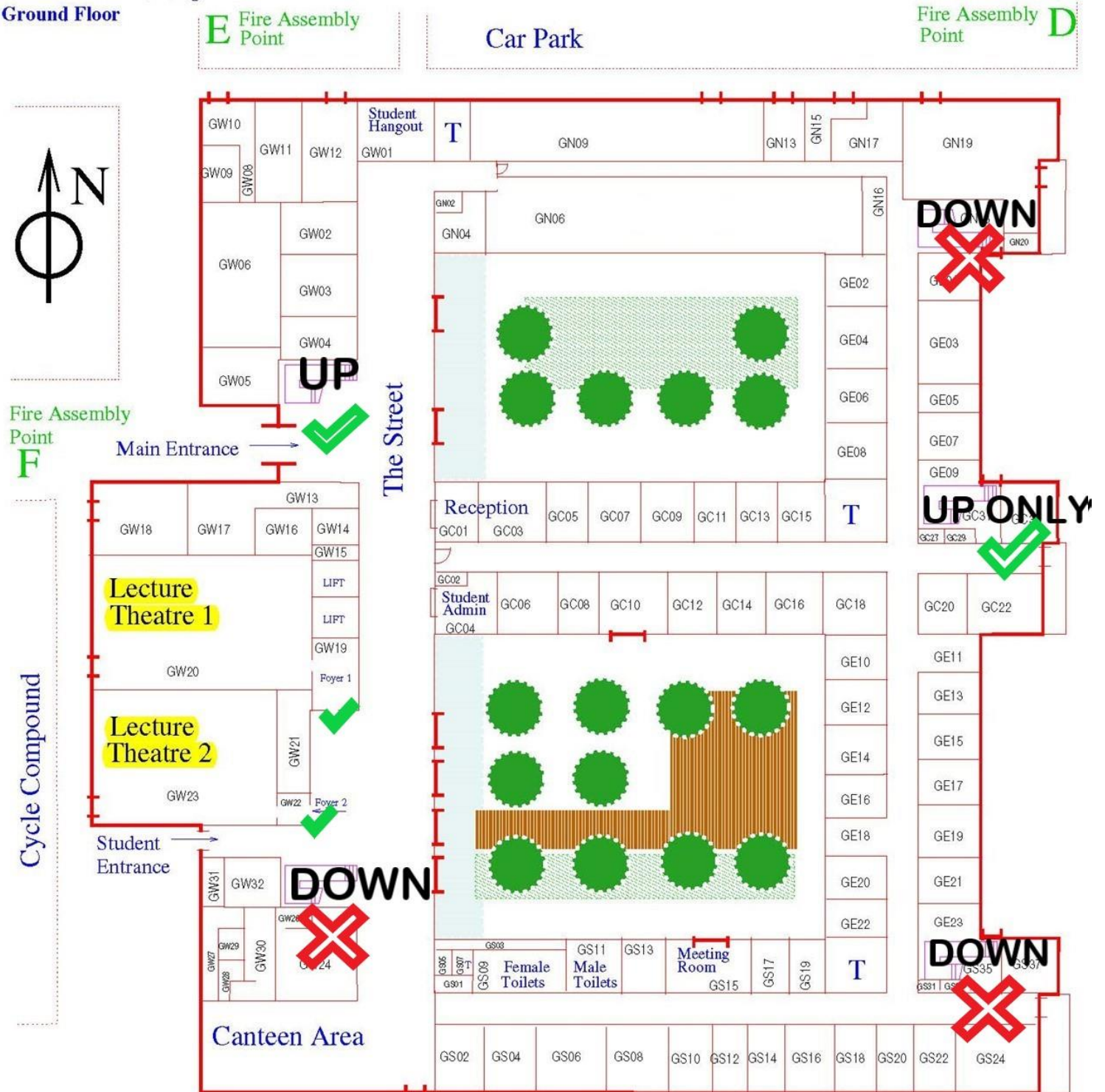
<https://www.gradunion.cam.ac.uk/>

University maps

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

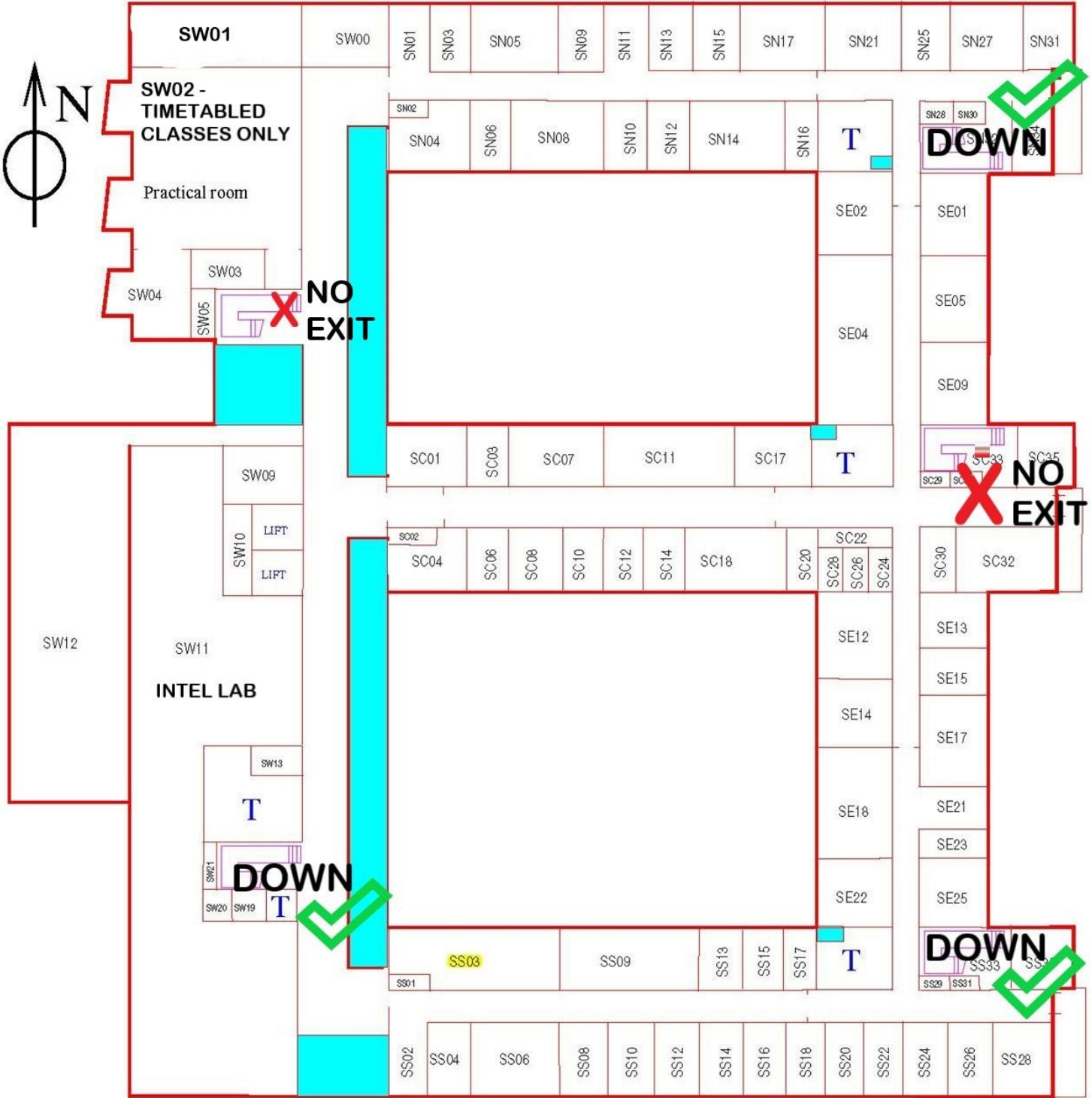
Appendix C: Floorplans of William Gates Building

William Gates Building Ground Floor



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

Postgraduate Education Office
Department of Computer Science and Technology
William Gates Building
15 JJ Thompson Avenue
Cambridge
CB3 0FD

