

Department of Computer Science and Technology

# Student Handbook 2024-25

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



UNIVERSITY OF  
CAMBRIDGE



# *Welcome*

On behalf of the Postgraduate Education Committee, we welcome you 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 it you have further questions you are welcome to ask us, Lise Gough, Joy Rook, Kateryna Rybalochka and Rosie Whitmell, the Postgraduate Administrators, via email to [acs-admin@cst.cam.ac.uk](mailto:acs-admin@cst.cam.ac.uk).

Postgraduate Education Team  
September 2024



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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. 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](#) along with Engineering, Chemical Engineering and Biotechnology and the Judge Business School.

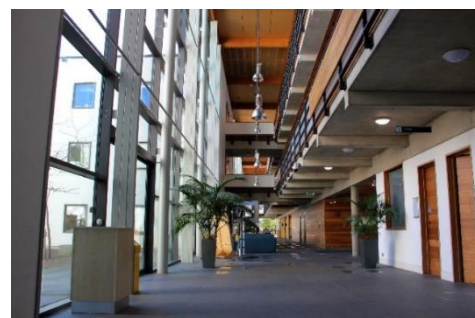
 <http://www.tech.cam.ac.uk/Graduate/aboutgrad>

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.



The [West Hub](#) is a new shared facility open from 08.00 until 21.00 Monday to Friday. It offers café, canteen and café bar facilities in addition to workspaces, a small shop with post office and shared [West Hub Library](#). The West Hub can be found just across the road on JJ Thomson Avenue.

The Canteen is open from 08.00 until 17.00 serving breakfast, lunch and afternoon snacks; Café Bar from 11.00 until 20.00. The library team are onsite from 09.00 until 17.00.

The nearest large supermarket is Sainsbury's which is located at nearby Eddington.



## 2. THE COURSE FORMAT AND MODULES

### Course Format 2024-25

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

- a) 5 taught full modules;
- b) Core units CU0 - CU4, CU8 and 6 optional 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.<sup>1</sup>

### Modules 2024-25

The [list of modules](https://www.cl.cam.ac.uk/teaching/2425/acs.html) on offer in 2024-25 can be found on our website.

🔗 <https://www.cl.cam.ac.uk/teaching/2425/acs.html>

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*

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)

Please refer to the [modules' webpages](https://www.cl.cam.ac.uk/teaching/2425/acs.html) for information on how each module will be delivered.

🔗 <https://www.cl.cam.ac.uk/teaching/2425/acs.html>

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<sup>1</sup> 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 the **core units** CU0, CU1, CU2, CU3, CU4, CU8 and a minimum of **6 optional units** (MPhil students may also attend the CU5 unit (if interested) and log it as an optional unit).

Part III students are not required to but may attend any of the units they are interested in.

More details about the programme can be found on the [webpage](#):

 <https://www.cst.cam.ac.uk/teaching/masters/rsp>

### 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)
- Introduction to Academic Writing in the UK (CU1)
- How to write a good abstract (CU2)
- One-minute madness (CU3)
- How to prepare a research presentation (CU4)
- Reading papers and doing literature surveys (CU8)

### 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= 254705>

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

Lecturers for optional units and some core units will set 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 above.

### 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](http://www.cst.cam.ac.uk/seminars/wednesday/). Upcoming seminars are listed on our website. These take place on Wednesdays during term time in Lecture Theatre 2 (or virtually) from 15:05 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](http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/terms-study) 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 2024-2025,

- MPhil students must take 5 taught modules, complete the Research Skills Programme (see chapter 2 above), 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.

Please refer to the [MPhil](#) and [Part III](#) research project guidelines for further information.

🔗 <https://www.cst.cam.ac.uk/teaching/masters/projects/acs/guidelines>

🔗 <https://www.cst.cam.ac.uk/teaching/masters/projects/part3/guidelines>

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 16:00 on 16 October 2024 and for Lent Term modules it's 16:00 on 4 December 2024. Module selections must be approved by the Postgraduate Education Committee. Student Administration will enrol MPhil students for modules on CamSIS.

MPhil Students must obtain a combined average mark of 60.0% for the five taught modules and, separately, 60.0% in the project to obtain their degree. A distinction will be awarded to MPhil students who gain an average of 75.0% or more and combination of marks from taught modules together with the project mark as weighted by its module equivalent. Students who do not reach the Pass mark for an individual module, may still achieve a combined average of 60.0% or better.

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

#### Coursework, Written Tests and Deadlines

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.

Deadlines are taken seriously and marks will be deducted for late coursework submission. A schedule of coursework deadlines will be published each term.

Further details regarding coursework, tests and deadlines can be found on our [MPhil](#) and [Part III](#) webpages.

🔗 [https://www.cst.cam.ac.uk/teaching/exams/acs\\_assessment](https://www.cst.cam.ac.uk/teaching/exams/acs_assessment)

🔗 <https://www.cst.cam.ac.uk/teaching/exams/part-iii-assessment>



## 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.

🔗 <https://www.cst.cam.ac.uk/teaching/exams/deadlines>

*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.

### Extension requests - MPhil Students

In short, requests for mitigation must be made via a letter or email to your College Tutor. College Tutors are very experienced in dealing with delicate personal or medical issues with sensitivity and confidentiality.

Please ask your college tutor to email the Secretary to the Degree Committee (degree-committee-secretary@cst.cam.ac.uk) regarding the request and mentioning any evidence you have provided (for example, medical certificates). The Secretary will discuss the request with the Examiners and the Director of Postgraduate Education for consideration. The Secretary will notify the college tutor regarding the outcome.

## Self-Certification - Part III Students only

Please read the department's policy on Self-certification. In order to self-certify, you will need to complete the Google form <https://forms.gle/kJHFYVZtS76KGcw58>. You must also email your College Tutor and/or Director of Studies to notify them that you have requested an extension via self-certification.

Points to note:

- You can only self-certify for a maximum of TWO coursework extensions per year;
- Please check the table of assessment for the maximum length allowed for each module;
- You cannot self-certify retrospectively;
- If you require an extension for longer than the module's maximum length, or you have already self-certified twice, please follow the non self-certified extensions process below.

The Postgraduate Education Office will check and process the extension request.

### Non self-certified extensions – Part III Students

Please contact your college tutor to make an extension request application through the [Examination Access and Mitigation Committee](#) (EAMC). You may be asked to provide evidence (for example, medical certificates). The request will then be considered by the Examiners and you will be notified if it has been approved.

🔗 <https://www.student-registry.admin.cam.ac.uk/about-us/eamc>

## Oral examinations (viva voce examinations)

These are expected to be held as follows:

Part III Students	Notification from 19 <sup>th</sup> to noon 23 <sup>rd</sup> June; Vivas: <b>Monday 23<sup>rd</sup> June</b>
MPhil Students	Notification from 26 <sup>th</sup> June to noon 30 <sup>th</sup> June; Vivas: <b>Monday 30<sup>th</sup> June</b>

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 and Feedback

Individual module conveners will inform students about the assessment scheme for their module on the module's web pages. After interim confirmation of term results by the Board of Internal Examiners, initial feedback to students will use a letter grade for each module.

Full details on the [scheme of assessment and marking guidelines](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](http://www.cl.cam.ac.uk/teaching/exams/acs_assessment.html)

## Feedback

Module conveners will provide written feedback on substantive coursework.

Students will be notified about their progress in Michaelmas and Lent Terms in late February and in May following meetings of the Board of Internal Examiners. The Board will approve the interim term results, students will receive a letter with provisional numerical marks for each module examined.

The marks provide provisional feedback only; results are subject to confirmation at the Final meeting of the Board of Examiners, and by the Degree Committee for the Faculty of Computer Science and Technology.

Students who do not reach the 60.0% average pass mark (average Grade 'C') for Michaelmas term, will receive a written warning, and may be invited to an interview with members of the Board of Examiners.

Students who do not reach the 60.0% average pass mark (average Grade 'C') for Lent term, will receive a written warning, and may be invited to an interview with members of the Board of Examiners.

In rare cases, a student will be advised to withdraw if there is little likelihood of passing the taught component of the course with an average of 60.0% (average Grade 'C'). They may not be permitted to submit a project report.

**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.

## 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.

### Generative AI

A student using any unacknowledged content generated by artificial intelligence within a summative assessment as though it is their own work constitutes academic misconduct, unless explicitly stated otherwise in the assessment brief.

It is recommended that you discuss with your supervisor or lecturer to understand how best to engage with artificial intelligence whilst still benefiting from the educational experience as intended. More information can be found here:

#### [Generative AI and academic misconduct](#)

🔗 <https://www.plagiarism.admin.cam.ac.uk/what-academic-misconduct/artificial-intelligence>

### 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 [department's guidance on plagiarism](#) and the [University's guidance on plagiarism](#).

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

🔗 <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 / Project 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 on Tuesday 8 October 2024 14:00 - 15:00 in Lecture Theatre 1.

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.
- Faculty academic staff, Senior Research Associates and Research Fellows may propose research 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 and approved by the Postgraduate Education Committee. This person is responsible for overseeing the project and the student's progress and will write termly supervision reports.
- A 'technical supervisor/advisor' may additionally be appointed to assist in occasional supervision or to offer technical advice (about 30 minutes per week in term).
- **Phase 1:** Initially, with the assistance of their course adviser, the student chooses the research project they wish to undertake and finds a supervisor. The deadline for this is **Wednesday 6 November**.
- **Phase 2:** The supervisor and 'advisor' will then assist the student in producing a Project Proposal document and work plan. This must be submitted by **Wednesday 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 **Wednesday 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.cst.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 Wed 4 June 2025**. 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 Wed 11 June 2025**. 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>

## 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 60.0%. The [project marking guidelines](#) are available on our website.

🔗 [http://www.cl.cam.ac.uk/teaching/exams/acs\\_project\\_marking.pdf](http://www.cl.cam.ac.uk/teaching/exams/acs_project_marking.pdf)



## 5. IMPORTANT DATES 2024 / 2025

<b>Term dates 2024/25</b>	<b>Full Term Starts</b>	<b>Lectures Start</b>	<b>Lectures Finish</b>	<b>Full Term Ends</b>	<b>Study Weeks*</b>
<b>Michaelmas</b>	Tuesday 8 October	Thursday 10 October	Wednesday 4 December	Friday 6 December	Monday 9 - Friday 20 December and Monday 6 to Monday 20 January
<b>Lent</b>	Tuesday 20 January	Thursday 22 January	Wednesday 19 March	Friday 21 March	Monday 24 -Friday 11 April
<b>Easter</b>	Tuesday 29 April	Thursday 1 May	Wednesday 18 June	Friday 20 June (P3) 27 June (MPhil)	Tuesday 21 – Monday 28 April

\* 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>

### Taking holidays

MPhil students, as postgraduate students, are allowed to take up to 30 days of holiday including University Closure dates and public holidays such as Christmas, New Year's Day and Easter. We recommend students limit their holidays to periods between terms. You might, for example, take 20 December to 5 January (13 days), 11 April to 21 April (11 days), as holiday. Students may then take some days as holiday after submission of the project report, and before and after the presentation days as long as the presentation is prepared well in advance. Time taken to attend job interviews, which should be arranged outside the full term dates, count as holiday.

### Coursework deadlines and lecture timetable

Most modules are assessed continuously. A full timetable of lectures, practicals, and coursework deadlines is available on the [digital timetable](#) from 1 October:

🔗 <http://www.timetable.cam.ac.uk/>

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

See also 🔗 <https://www.cst.cam.ac.uk/table-assessment-mphil-acs-cst-part-iii>.

### Important dates to note

#### Michaelmas

- 7 October:** Registration 09:45 a.m., Induction talk 10:30 a.m. and Tour of the department.
- 8 October:** 10:00 Talk by the Postgraduate Education Office (virtual)
- 8 October:** 14:00 Project briefing session LT1.

- 10 October:** All MPhil students must complete the University's online **Staying Safe at the University of Cambridge (an introduction to Health and Safety at the University) course** by this date.
- 16 October:** Deadline for submission of complete PhD applications from all **USA** students who wish to be considered for funding competitions.
- 16 October:** 16:00 - Last day to change Michaelmas term modules
- 6 November:** Project Proposal Phase 1
- 4-15 November:** Postgraduate Open Day - Virtual
- 13 November:** 'Self-proposed' project proposals at 12:00 noon
- 15 November:** Project Proposal Phase 2
- 18 November:** Q&A for PhD Applications session
- 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.
- 4 December:** 16:00 - Last day to change Lent modules
- 6 December:** Final date for revised proposal
- 9 December:** Project work starts

## Lent

- 21 January:** Start of assessment weeks including written papers and take-home tests  
50% time on projects and project reports
- 17-21 March:** Project progress reviews

## Easter

- 29 April:** Fulltime work on projects and project reports
- 16 May:** Deadline for submission of PhD applications (for **self-funding**<sup>2</sup> students wanting to start in October 2025)
- 28 May:** Deadline for project title changes 16:00
- 4 June 🕒:** **Part III students - 11:00 a.m. deadline for submission of research project**
- 11 June 🕒:** **MPhil students - 11:00 a.m. deadline for submission of research project**
- 17-19 June:** MPhil Project Presentations



*Students are requested to remain in Cambridge between project presentations and the final Examiners' meeting.*

- 23 June:** Part III oral examinations<sup>3</sup>
- 24 June:** Part III Examiners' meeting<sup>4</sup>
- 30 June:** MPhil oral examinations<sup>3</sup>
- 2 July:** MPhil Examiners' meeting<sup>4</sup>
- 4 July:** Degree Committee for the Faculty of Computer Science and Technology approves M.Phil Degrees
- 2 - 5 July:** Part III: general admission graduation dates
- 9 July:** MPhil Final results letters available (afternoon)<sup>3</sup>
- 24- 26 July:** MPhil earliest graduation date (known as *Congregation* at Cambridge)

<sup>2</sup> Note that the Department strongly discourages students from trying to self-fund a PhD degree.

<sup>3</sup> Under exceptional circumstances, a remote viva may be possible.

<sup>4</sup> To be confirmed.

## 6. WHO'S HERE TO HELP


Your Course Adviser will help guide your selection of modules in Michaelmas term and write a report via the **CamSIS** reporting system. You will have the chance to submit a self-evaluation at the end of your first term. 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 who report via **CamCORS**. **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.

If a Part III or MPhil student has a concern, or there is a need for an application for a **Change of Circumstance\***, we recommend a quick consultation with the Postgraduate Education Manager/Secretary of the Degree Committee who will be able to advise where to seek appropriate help.

Additionally, the following people are here to help. Add "@cam.ac.uk" after the CRSiD.

Name	Role	Room	CRSiD
Prof. Alastair Beresford	Head of Department	GC10	arb33
Caroline Stewart	Departmental Secretary	GC07	cb210
Jo De Bono	PA to Head of Department	GC08	jd670
Prof. Paula Buttery Dr Thomas Sauerwald	Deputy Heads of Department	GS15 FC11	pjb48 tms41
Prof. Robert Mullins	Director of Postgraduate Education	FC18	mj201
Dr David Greaves	Postgraduate Students Coordinator	GC06	djg11
Lise Gough	Postgraduate Education Manager	FS05	lmg30
Joy Rook	Postgraduate Programme Coordinator	FS03	jlr59
Kateryna Rybalochka Rosie Whitmell	Postgraduate Education Assistants	FS03	kr535 / rjw225

### Useful department email addresses

Manager of the email system	<i>postmaster@cst.cam.ac.uk</i>
Problems relating to computing systems	<i>service-desk@cst.cam.ac.uk</i>
Problems relating to Lab managed Win NT systems	<i>win-admin@cst.cam.ac.uk</i>
Help with problems relating to printers	<i>printing@cst.cam.ac.uk</i>
Reception staff	<i>reception@cst.cam.ac.uk</i>
Building services	<i>building-services@cst.cam.ac.uk</i>
Phone list	 <a href="https://www.cst.cam.ac.uk/people">https://www.cst.cam.ac.uk/people</a>

## **Student Networks and Support Links**

<a href="#">LGBTQ+ @CI Network</a>	<a href="https://www.cst.cam.ac.uk/lgbtq">🔗 https://www.cst.cam.ac.uk/lgbtq</a>
<a href="#">women@CL</a>	<a href="https://www.cst.cam.ac.uk/women">🔗 https://www.cst.cam.ac.uk/women</a>
<a href="#">Welfare and well-being</a>	<a href="http://www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing">🔗 http://www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing</a>
<a href="#">Accessibility and Disability Resource Centre</a>	<a href="http://www.disability.admin.cam.ac.uk/">🔗 http://www.disability.admin.cam.ac.uk/</a>
<a href="#">University Counselling Service</a>	<a href="http://www.counselling.cam.ac.uk/">🔗 http://www.counselling.cam.ac.uk/</a>
<a href="#">Accommodation Advice</a>	<a href="http://www.graduate.study.cam.ac.uk/terms-residence">🔗 http://www.graduate.study.cam.ac.uk/terms-residence</a>

## **Student Complaints**

<a href="#">Student Complaints</a>	<a href="http://www.studentcomplaints.admin.cam.ac.uk/">🔗 http://www.studentcomplaints.admin.cam.ac.uk/</a>
<a href="#">Code of Practice</a>	<a href="https://www.cambridgestudents.cam.ac.uk/grad-code-of-practice/code-practice-masters-students">🔗 https://www.cambridgestudents.cam.ac.uk/grad-code-of-practice/code-practice-masters-students</a>

\*CamSIS **Changes in circumstance** can include (for MPhil):

- Application for medical intermission (due to ill health of more than 14 days)
- Residing outside the University's precincts

## 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](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](#) webpages. The [West Hub Library](#) on JJ Thompson Avenue (opposite the department) includes specialists from the Technology Libraries Team supporting the University's Departments of Engineering, Computer Science and Chemical Engineering and Biotechnology.

🔗 <https://www.libraries.cam.ac.uk/>

🔗 <https://www.lib.cam.ac.uk/stories/westhublibrary>

**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](#) 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. They are able to assist 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 you are welcome to drop in at any time during office hours. We take bank holidays as part of our annual leave. Over the Christmas vacation, the 'PEO' will be closed from 16:30 on Tuesday 24 December 2024 until 9:00 a.m. on Thursday 2 January 2025.

### Postgraduate Education Team

Postgraduate Education Manager and Secretary of the Degree Committee

Ms Lise Gough	(3)34656	Room FS05
<a href="mailto:degree-committee-secretary@cst.cam.ac.uk">degree-committee-secretary@cst.cam.ac.uk</a>		

Postgraduate Education Administrator

Mrs Joy Rook	(3)34652	Room FS03
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Postgraduate Education Assistants

Kateryna Rybalochka	(7)63843	
Rosie Whitmell	(7)63817	Room FS03

For day-to-day MPhil/Part III related business, please email [acs-admin@cst.cam.ac.uk](mailto:acs-admin@cst.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 and gender minorities 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 and gender minorities in computing research, with a particular focus on interdisciplinary research, leadership and enterprise.

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

- **Coffee & Cake** are popular informal social gatherings held throughout the year for *women@CL* members in the department to encourage networking and create a welcoming environment.
- **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 last year included a BSLS lunch and 'Lego social' evening.
- **Formal dinners:** Each year we arrange a formal dinner at one of the Cambridge colleges which is open to all members of *Women@CL* and an opportunity to dress up and socialise over a three-course dinner.
- **Women@CL talklets** take place once a term. In these events we invite female or gender minority speakers from within the Computer Lab to come and talk about their research. Talklet lunches are open to everyone.
- **Oxbridge Women in Computer Science Conference.** Each year we organise an annual conference in collaboration with the University of Oxford. We invite participants from other UK universities and speakers from both academia and industry. In 2025 it will be the turn of Cambridge to host the event.

For more information on our meetings and resources for women and gender-minorities 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 4 July 2025 at the Degree Committee meeting. The Postgraduate Education Office will make produce an informal letter containing your results by Wednesday 9 July 2025.
- 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 2024**

## 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 1<sup>st</sup> (preferred) and January 4<sup>th</sup>. 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 before midnight (GMT) on **3 December 2024**. The absolute deadline for all applications for Michaelmas 2025 is **16 May 2025**. Thereafter, you will be applying for Lent 2026.

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. You should not use your proposed PhD supervisor due to conflict of interests. Ideal people to ask are: your tutor from a previous institution; undergraduate/MSc project supervisor (if a University Teaching Officer) from a previous institution; Director of Studies; previous referees. Because this is a fresh application, you will need to provide transcripts again – sorry! You will not need to submit another English language test.

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 (usually Distinction) in the M.Phil of Part III course as well as having funding and College membership, **and** having secured the full support of a willing and able supervisor. All offers must be approved by the PhD Applications Panel and ratified by the Degree Committee at its final meeting following the approval of results and the awarding of degrees. Only the Postgraduate Admissions Office can make an actual offer of admission.



## 13. GETTING TO THE DEPARTMENT

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

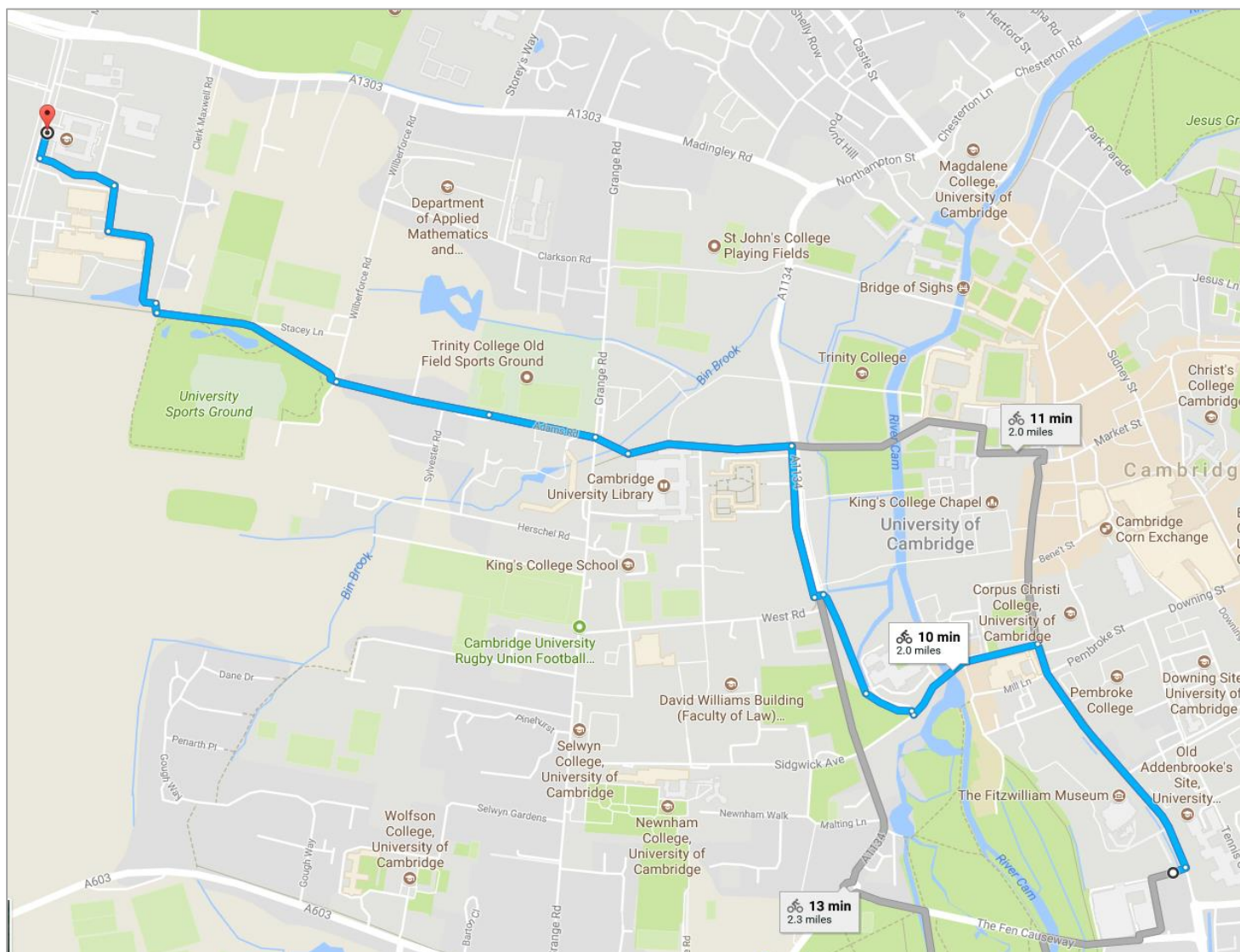
### Walking or cycling

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 and Stagecoach's 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 *Day rider* 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 visit 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, approved by the Faculty Board on 10 February 2023, with effect from 1 October 2023*

1. The scheme of examination for the one-year course of study in Advanced Computer Science for the degree of Master of Philosophy is as follows:
  - a) At least five modules selected from a list of published by the Degree Committee for the Faculty of Computer Science and Technology;
  - b) a dissertation 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 Degree Committee's final meeting of the academic 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 coursework, or equivalent alternative exercises approved by the Degree Committee, or a combination of these. A candidate may not offer a module that they have 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, approved by the Faculty Board on 10 February 2023 with effect from 1 October 2023*

21. 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 the student:
- (a) has kept ten terms and that fifteen complete terms have not passed after their first term of residence;
  - (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.

A Student who has obtained honours in any other Tripos may be a candidate for honours in Part III in the year after so obtaining honours, provided that the student:

- (d) meets all the requirements listed above; and
- (e) satisfies the Faculty Board that they have sufficient background knowledge to attempt the examination.

22. A candidate for honours in Part III of the Computer Science Tripos shall offer a combination of modules for examination as follows: (a) five modules selected from a list published by the Head of Department which may include written papers, group work, essays, projects and demonstrations of research training; (b) an independent research project of not more than 12,000 words in length, on a subject approved by the Head of Department which shall be worth four modules.

**23.** The list of modules shall be published by the Head of Department not later than the Faculty Board's final meeting of the academic year preceding that in which the examination is to be held, provided that the Head of Department shall have power to give notice of additional optional modules not later than the end of Michaelmas Term. In publishing the list of modules and additional modules, the Head of Department shall announce the form of examination for each module, which shall be a written paper, coursework or equivalent exercises approved by the Head of Department, or a combination of these. A candidate may not offer a module already offered under Regulation 17.

**24.** The examination may include, at the discretion of the Examiners, an oral examination on the work submitted by the candidate under Regulation 22, and on the general field of knowledge within which such work falls.

**25.** 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/timetable-acs.pdf>

[www.timetable.cam.ac.uk](http://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.cl.cam.ac.uk/teaching/2324/part3.html>

<https://www.cl.cam.ac.uk/teaching/2324/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/grad-code-of-practice/code-practice-masters-students>

#### **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)

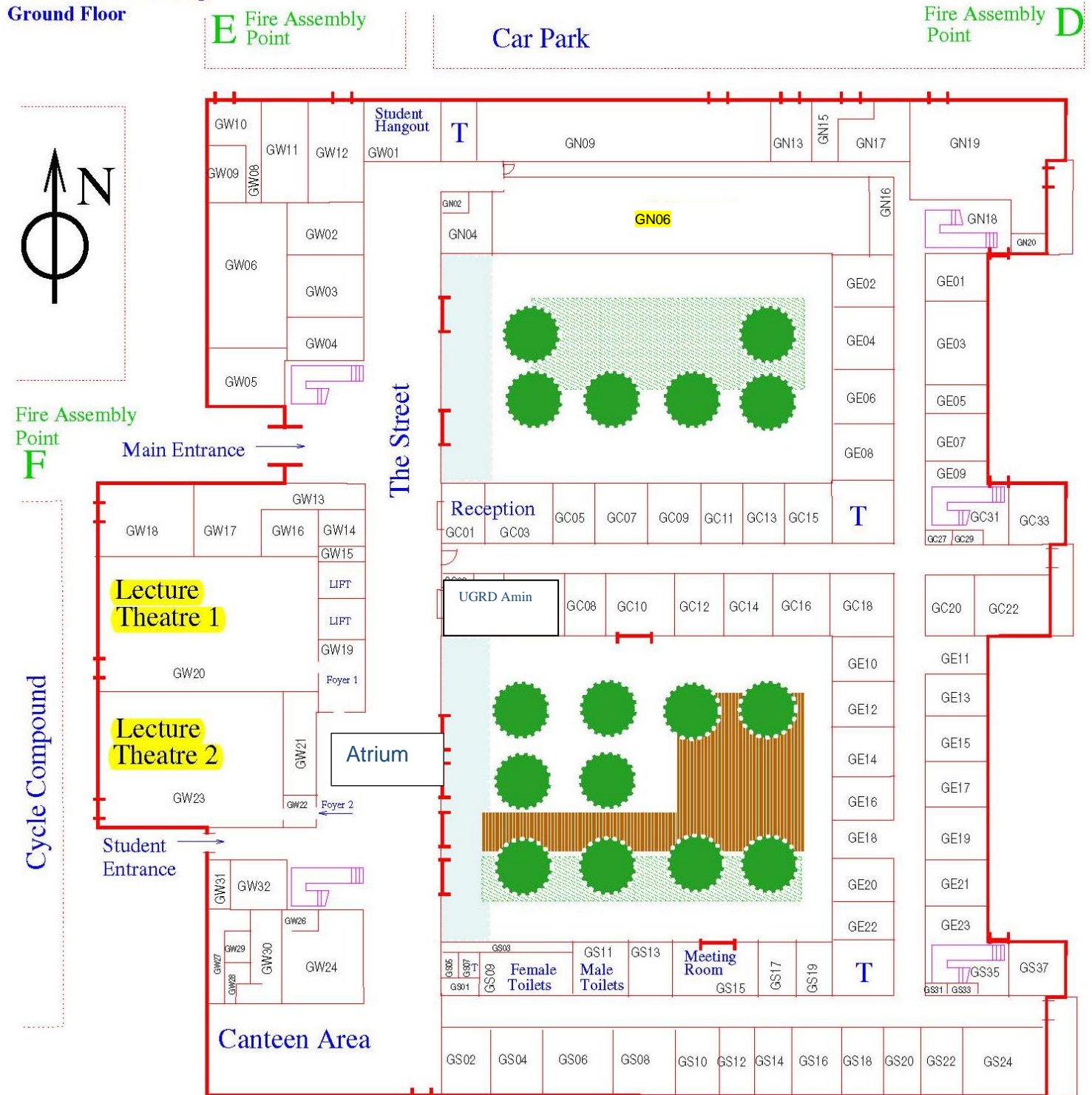
**CAMSIS Self-service page** <http://www.camsis.cam.ac.uk>

**Graduate Union** <https://www.gradunion.cam.ac.uk/>

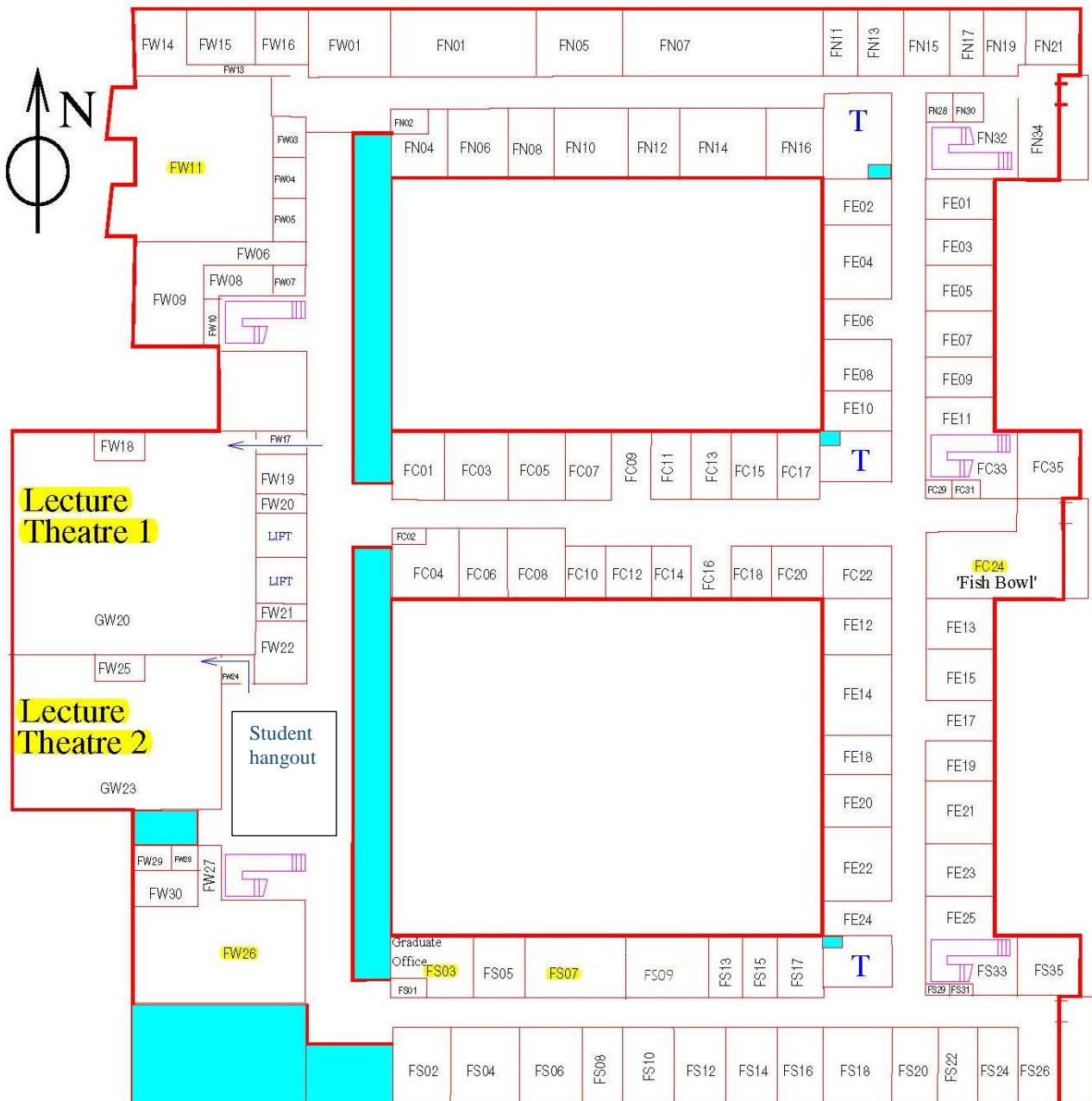
**University maps** <http://www.cam.ac.uk/map/>

## Appendix C: Floorplans of William Gates Building

### William Gates Building Ground Floor

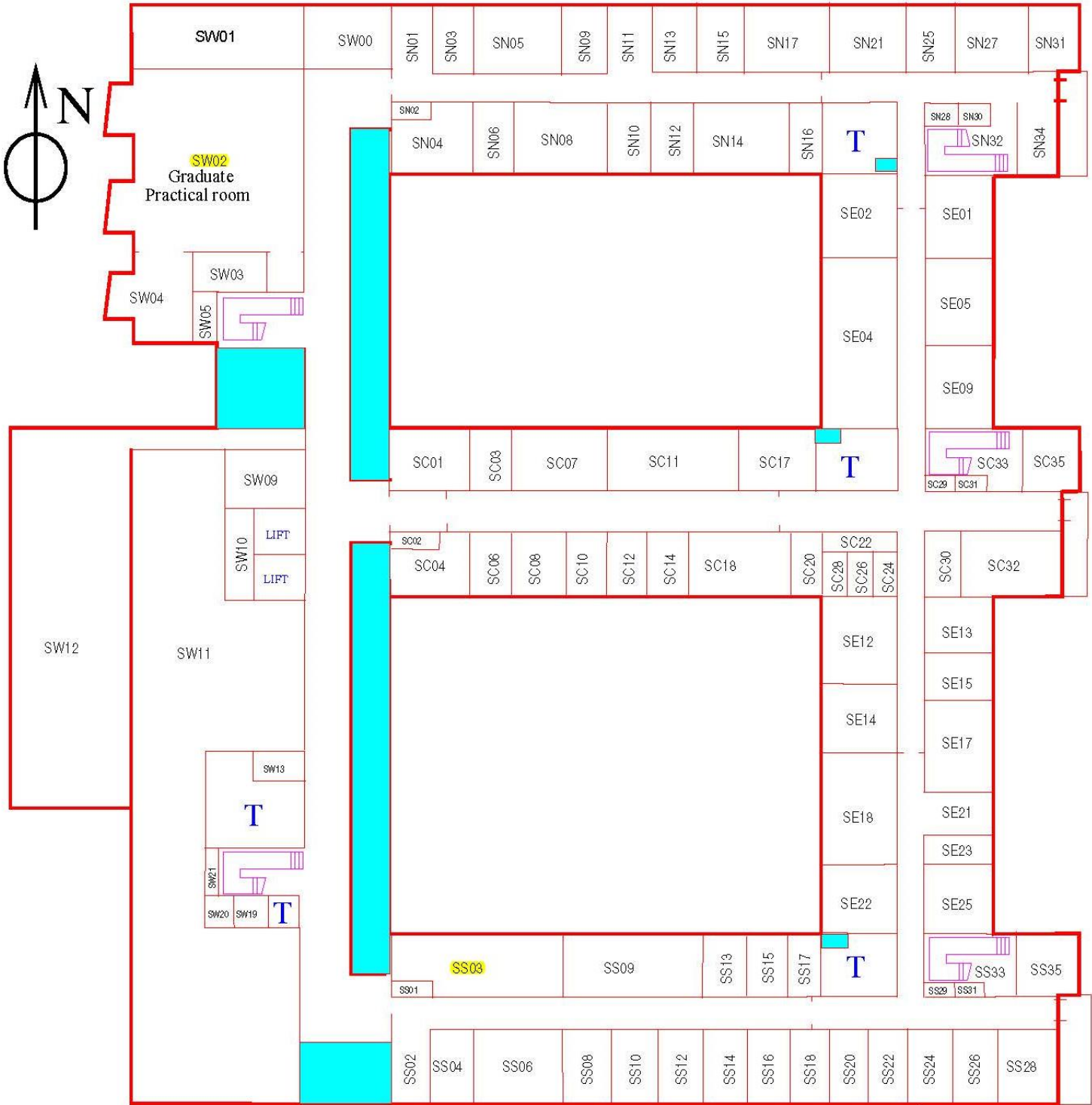




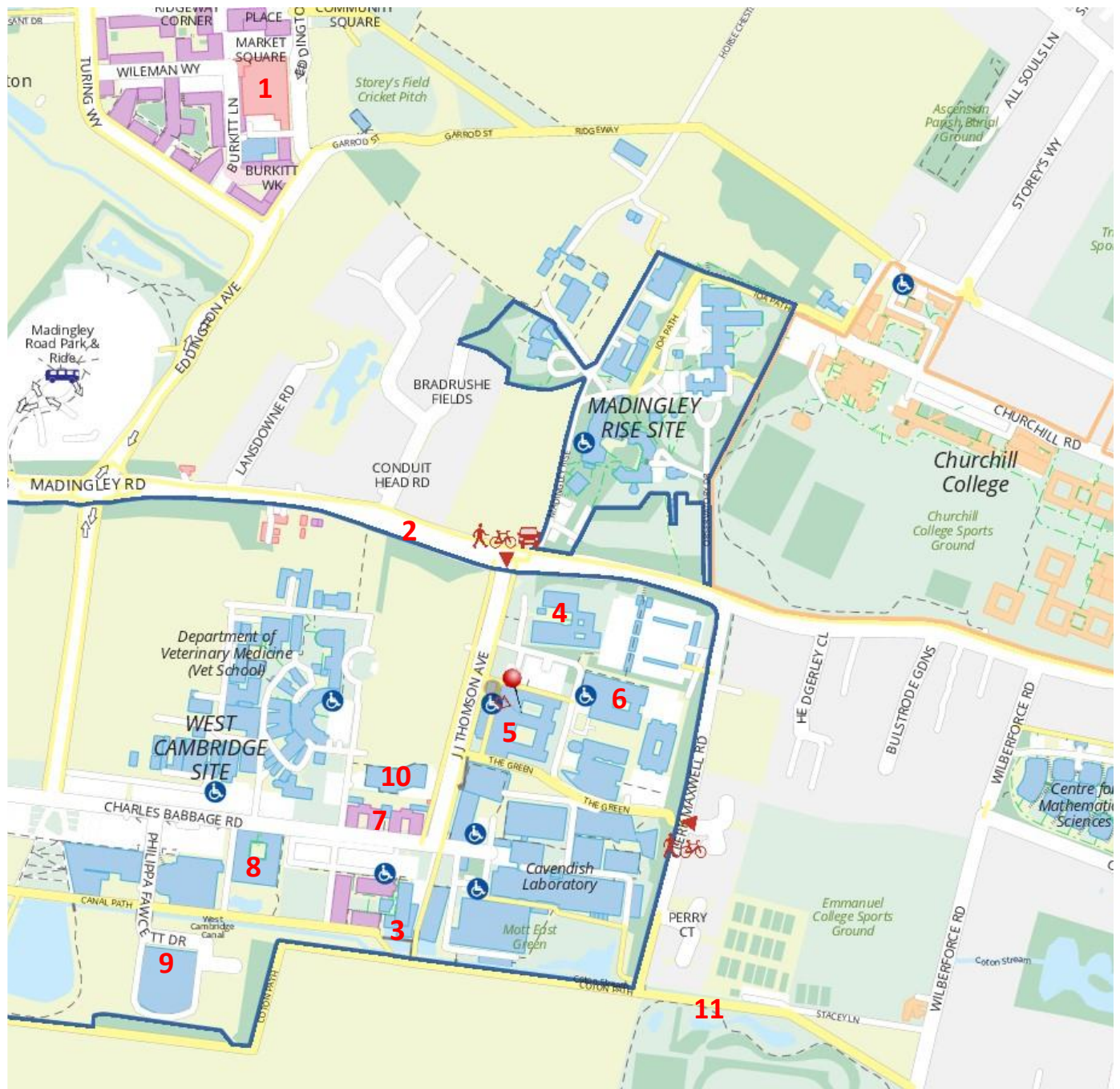


William Gates Building

Second Floor



## Appendix D: Map of West Cambridge site



1	Supermarket (Sainsbury) and Argos
2	Madingley Road
3	Multi-Faith and Reflection centre
4	Whittle Laboratory, Department of Engineering
5	<b>William Gates Building – Department of Computer Science and Technology</b>
6	University Information Services Research Centre
7	University Residences
8	Institute for Manufacturing
9	Sports Centre
10	West Hub including Cafés, Canteen, Shop and Library
11	Cycle path to Cambridge

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

