Faculty of Computer Science and Technology

2017-18

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

Information Booklet

UNIVERSITY OF CAMBRIDGE

Welcome

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

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

Graduate Education Team
October 2017

Contents

1. DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY

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

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

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

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

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

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

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

The large central entrance corridor is known as The Street.

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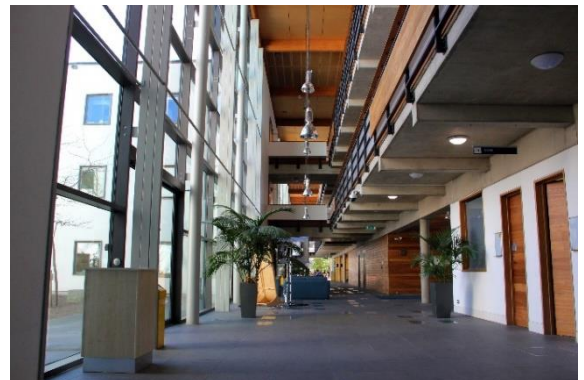
There is a small café on the ground floor which is open 09:30-16:00 Monday to Friday excluding public holidays. There is also a cafe in the Hauser Forum at the end of JJ Thomson Avenue south of the West Cambridge site.

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

2.　THE COURSE FORMAT AND MODULES

Course Format 2017-18

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

    a) 5 taught full modules;

    b) 12 units from the mandatory Research Skills programme; and

    c) 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 2017-18

Term	Code	Title
Michaelmas 2017	L44	Affective Computing
	L11	Algebraic Path Problems
	L108	Category Theory, Type Theory & Logic
	R05	Chip Multiprocessors
	R209	Computer Security: Principles & Foundations
	L21	Interactive Formal Verification
	L95	Introduction to Natural Language Syntax and Parsing
	L50	Introduction to Networking and systems Measurements
	R244	Large-scale data processing and optimisation
	L101	Machine Learning for Language Processing
	L25	Modern Compiler Design
	R204	Multicore Semantics & Programming
	R02	Network architectures
	L90	Overview of Natural Language Processing
Michaelmas continuing into Lent	L41	Advanced Operating Systems
	R249	Advanced topics in mobile & sensor systems & data modelling
	LE48	Computer vision *(Department of Engineering code: 4F12)*
	L42	Machine learning and algorithms for data mining
	LE49	Probabilistic Machine Learning *(Department of Engineering code: 4F13)*
Lent 2018	L28	Advanced Functional Programming
	R01	Advanced Topics in Computer Systems
	R214	Biomedical Information Processing
	R210	Computer Security: Current applications and research
	R228	Deep learning for natural language processing
	P51	High Performance Networking
	E4F8	Image Processing and Image Coding
	R230	Interaction with machine learning
	P35	System on Chip Design and Modelling

Guide to module code prefixes

L	*Lecture based module*	**LE**	*Lectures at Engineering Dept, Assessment at Computer Lab*
P	*Practical based module*	**E4F**	*Lectures and assessment at the Engineering Dept.*
R	*Reading based module*		

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[1] See Appendix A for the official Regulations

Research Skills Programme

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

MPhil students are required to take all 5 **core units** and a minimum of 7 **optional units**. Part III students may attend any of the units they are interested in.

Core Units	The core units are as follows:

- Online introduction to writing: What is academic English; Achieving Clarity in English; Studying in English – *This must be completed before* **Thursday 5 October**
- Introduction to Academic Writing in the UK
- Practical Writing Exercise with Peer + Instructor Review *(Coursework for this unit will include a submitted written exercise)*
- Project minute madness
- How to prepare a research presentation

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=143231

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

Signing up for Units   Registering for optional units can be done via the Moodle page above.

Research Skills Log Book   Every student will be issued with a RSP log book (blue book). For every unit taken, you are required to log the date, title, facilitator, and after each lecture 'stamp' the book as a record of your attendance. We would also like you to complete the sections asking what skills you have learnt, and things that you would like to investigate as a result of the newly acquired knowledge or skill.

Lecture slides   Slides from the units will also be available on Moodle within 48 hours following the lecture.

Wednesday Seminar

We encourage all MPhil students to attend the Wednesday seminars which take place on Wednesdays during term time in Lecture Theatre 1 from 16:15 and last 45–60 minutes. Please see http://www.cl.cam.ac.uk/seminars/wednesday/ for the list of seminars.

3.   ASSESSMENT AND EXAMINING

In 2017-2018, MPhil students must take 5 taught modules, 12 units from the Research Skills Programme and 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 18 October 2017. Module selections must be approved by the Advanced Taught Courses Management Committee. Student Administration will enrol MPhil students for modules on CamSIS. There will be one final opportunity to change module selections for Lent Term by 1 December 2017.

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.

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

Coursework and Written Tests

Each taught module consists generally of 16 contact hours over 8 weeks which may be a combination of lectures, supervised practical classes, seminars and/or reading groups. Modules may be assessed by a combination of tests and/or coursework.

Please refer to webpage http://www.cl.cam.ac.uk/teaching/exams/acs_assessment.html for further details regarding coursework and tests.

Deadlines

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

The penalty will be calculated as follows: **penalty = n/10 x mark** where **n** is the integer part of the number of days late, rounded up to the nearest integer. Failure to submit the **research project** by the published deadline will result in outright failure of the course.

Extensions

Extensions will only be granted in **exceptional circumstances** such as illness or some other grave reason. Please see http://www.cl.cam.ac.uk/teaching/exams/deadlines.html for the Faculty's guidance and instructions as to what to do in such circumstances.

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 20 June 2018**
MPhil Students	**Wednesday 27 June 2018**

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

Marking Guidelines for Coursework

Individual module lecturers will inform students about the assessment scheme for their module on the module's web pages. However, as an example, if a piece of work is marked out of 20, 12 marks will constitute a pass, and if marked out of 100, 60 marks will constitute a pass.

Full details on the scheme of assessment and marking guidelines can be found at
http://www.cl.cam.ac.uk/teaching/exams/acs_assessment.html

Coursework portfolios and Research skills book (blue book)

All students will be required to submit their coursework portfolio (all coursework assignments from Michaelmas and Lent) and Research Skills blue book to the Graduate Education Office prior to the final Examiner's meeting. Please ensure that you keep all returned coursework. It is not necessary to print off assignments which were submitted online via Moodle.

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.

Research projects

All students must undertake a **research project** during the Lent and Easter terms.
Each project must be supervised by a member of the academic staff who will also act as one assessor. Full details regarding projects can be found at
https://www.cl.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 11 October 2017 10:00   FW26, William Gates Building
Part III Students Wednesday 11 October 2017 14:00   FW26, William Gates Building

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

Information on Projects

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

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

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

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

- Initially, with the assistance of their course adviser, the student will be required to choose the research project they wish to undertake and find a supervisor. The deadline for this is **Friday 27 October.**

- The supervisor and adviser will then assist the student in producing a Project Proposal document and work plan. This must be submitted by **Friday 24 November**. The Proposal must include the tasks to be undertaken and the anticipated timescales. A latex template and cover sheet are available from http://www.cl.cam.ac.uk/teaching/masters/projects/

- For 'self-proposed' research projects, the deadline for submitting the full proposal **is Friday 17 November.**

- If your research project involves experiments on human subjects you should first seek the approval of the department's Ethics Committee. Full details of how to submit an application for ethics approval can be found on the website at http://www.cl.cam.ac.uk/local/policy/ethics

- The supervisor, the advisor, and the Management Committee must all approve the Project Proposal document prior to the student starting work on the tasks specified in the Proposal.

- The supervisor will monitor the progress of the project and a formal progress review will be conducted in conjunction with the student and advisor at the end of Lent term.

- For Part III students, a project final report, of not more than **12,000** words, must be submitted no later than 12 noon on **Wednesday 1 June 2017**. Please see the full guidance from the Examiners on Part III in ACS research projects http://www.cl.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 12 noon on **Wednesday 8 June 2017**. Please see the full guidance from the Examiners on M.Phil in ACS research projects http://www.cl.cam.ac.uk/teaching/masters/projects/acs/guidelines.html

- The report shall provide evidence that the candidate can design and carry out investigations, assess and interpret the results obtained, and place the work in the wider perspectives of the subject.

- In mid-June, all students will give a presentation of their project and research work to colleagues and supervisors. Each presentation should be no more than twelve minutes long with three minutes of Q&A afterwards.

Word count for research projects

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

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

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

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

Project Marking Guidelines

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

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

Term Dates 2017/2018

Term	Term Starts	Lectures Start	Lectures Finish	Term Ends	Study Weeks
Michaelmas	Tuesday 3 October	Thursday 5 October	Wednesday 29 November	Friday 1 December	Monday 4 –Tuesday 19 December Friday 5 – Monday 15 January
Lent	Tuesday 16 January	Thursday 18 January	Wednesday 14 March	Friday 16 March	Monday 19 – Friday 23 March Monday 9 – Monday 23 April
Easter	Tuesday 24 April	Thursday 26 April	Wednesday 13 June	Friday 29 June	

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

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

Important dates to note

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

Michaelmas

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

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

5 October: **Lectures start on Thursday at 9:00. See the timetable for details.**

6 October: **Welcome Party** for MPhil, Part III and Research Students: come and meet research students and staff in The Street from 17:30 to 19:00.

11 October: MPhil Project briefing session   10:00   Room FW26

11 October: Part III Project briefing session   14:00   Room FW26

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

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

25 October: PhD application information session

27 October: Project Proposal Phase 1

3 November: Postgraduate Open Day

17 November: 'Self-proposed' project proposals

24 November: Project Proposal Phase 2 *or* for students undertaking an NLP project, nomination of three choices.

1 December: Last day to change module selection for Lent Term

6 December: Deadline for submission of complete PhD applications from all students who wish to be considered for funding competitions. Applications received after this date, or incomplete applications, will not be considered by these competitions.

Lent

16 January: Start of assessment weeks including written papers and take-home tests

25 January: NLP projects full proposals

12 - 16 March: Project progress reviews

16 March: Project one-minute madness (MPhil students)

Easter

24 April: Start of assessment week including written papers and take-home tests

25 May: Deadline for Project title changes for Part III students

1 June: Deadline for Project title changes for MPhil students

1 June 🕐:   **Part III students - 12:00 p.m. deadline for submission of research project reports and research essays**

8 June 🕐:   **MPhil students - 12:00 p.m. deadline for submission of research project reports and research essays**

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

12 / 13 June: Project Presentations

20 June: Part III Examiners' meeting; oral exams in afternoon

27 - 30 June   Part III general admission graduation dates

27 June: MPhil Examiners' meeting; oral exams in afternoon

30 June: Deadline for submission of PhD applications – all self-funding students wanting to start in October 2018

3 July: Degree Committee for the Faculty of Computer Science and Technology approves M.Phil Degrees

4 July: MPhil Final results letters available (afternoon)

20 / 21 July: MPhil earliest graduation date (known as *Congregation* at Cambridge)

Coursework deadlines

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

6. WHO'S HERE TO HELP

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

Prof. Andy Hopper	Head of Department	GC10	ah12
Joanne McNeely	PA to Head of Department	GC08	jm896
Caroline Stewart	Departmental Administrator	GC07	cb210
Prof Alan Blackwell	ACS Course Director	SS10	afb21
Dr Tim Griffin	Graduate Students Advisor	FN13	tgg22
Nicholas Cutler	Librarian	GN04	ncc25
Carol Nightingale	Dept. Secretary of Finance	GE03	cs219
Lise Gough	Graduate Education Manager	FS05	lmg30
Joy Rook	Graduate Education Assistant	FS03	jlr59
Marketa Green	Graduate Education Assistant	FS03	mg797
Louis Massuard	Building Services	Stores	lm342
Ian Burton-Palmer	Building Services Manager	GW04	ib253
Reception staff	Reception Office	GC03	reception
Dr Martyn Johnson	Systems Administrator	GC09	maj1

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

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

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

Department of Computer Science and Technology

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

Opening hours

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

Location of collections

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

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

Colleges

Your College will carry varying numbers of relevant titles.

Recommended reading and preparation

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

Binding Machine

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

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

8. STUDENT ADMINISTRATION

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

- University regulation calculator, CASIO fx991ES, is available for to purchase at £17.00 each from the Student Administration Desk

- Printer credit (for printers in the Intel Lab) from **Undergraduate Student Administration** hatch in the Street; all other printing in the Lab is free

Graduate Education Offices:

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

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

Opening hours

The Undergraduate Student Admin hatch is in the "Street":
Monday to Friday   09:30 - 12:00   14:00 - 16:30

Graduate Education Offices FS03, FS05:
Monday to Friday   09:00 - 13:00   14:00 – 16:45

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

Student Administration Staff

Graduate Education Manager and Secretary of the Degree Committee
Ms Lise Gough   (3)34656   Room FS05
lmg30@cl.cam.ac.uk

Graduate Education Assistant
Mrs Joy Rook   (3)34652   Room FS03
jlr59@cl.cam.ac.uk

Graduate Education Assistant
Mrs Marketa Green   (7)63843   Room FS03
mg797@cl.cam.ac.uk

Accounts
Departmental Secretary for Finance
Mrs Carol Nightingale   Room GE03
cs219@cl.cam.ac.uk

9.   STUDENT REPRESENTATION

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

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

Reserved business covers matters referring to named members of staff (e.g. promotions and leave of absence), and such things as the appointment of Examiners and the Form and Conduct of examinations.
Whilst the faculty representative elections are formally independent of the Graduate Union, under the terms of the GU Constitution (which has the approval of the University Council) the elected graduate representative is also a voting member of the GU governing council. Further information about the GU Council is available at http://www.gradunion.cam.ac.uk/representation/council.

Faculty meetings are fairly formal and reasonable dress is required!

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

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

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

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

10.   WOMEN@CL

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

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

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

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

- **Big Sister, Little Sister programme (BSLS)** is a peer mentoring initiative, where new female members (little sisters) in the Computer Lab are matched with existing female members (big sisters) in order to provide moral support and information for the newcomers. *women@CL* provide and fund social opportunities for Big and Little Sisters to meet. Events have included formal halls at a variety of colleges; meals out at local restaurants; bowling. The date for the first BSLS welcoming event is still to be confirmed but it has been provisionally set to Thursday 12 October at 1pm in FW11 (lunch is provided).

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

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

11.   AFTERWARDS…

Graduation

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

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

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

In order to graduate, students must fulfil certain conditions:

- Received a formal letter of approval from the University confirming the award of your degree . MPhil degrees are scheduled to be approved on 3 July at the meeting of the Board of Graduate Studies. A letter containing your results will be available to collect from the Graduate Education Office from Wednesday 4 July.

- 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.

The University

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 **6 December 2017.** The absolute deadline for all applications is **30 June 2018**.

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

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

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

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

12. GETTING TO THE LAB

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

Walking or cycling

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

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

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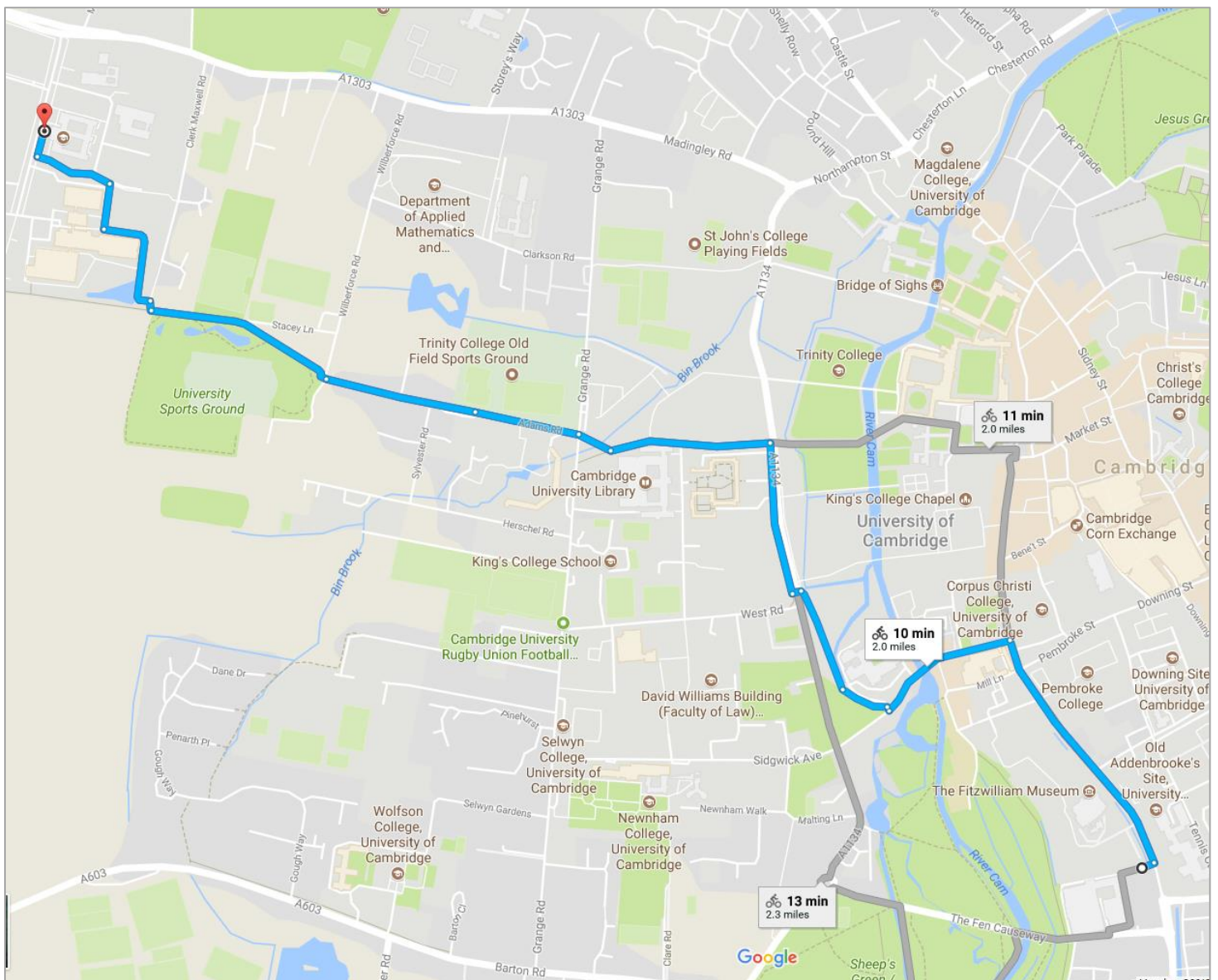
Buses

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

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

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

Timetable
Eddington to Biomedical Campus

Mondays to Fridays

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

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

Saturdays *including May Day and Late Spring Bank Holiday*

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

Sundays & Public Holidays

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

Timetable

Biomedical Campus to Eddington

Mondays to Fridays

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

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

Saturdays including May Day and Late Spring Bank Holiday

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

Sundays & Public Holidays

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

Universal Bus route
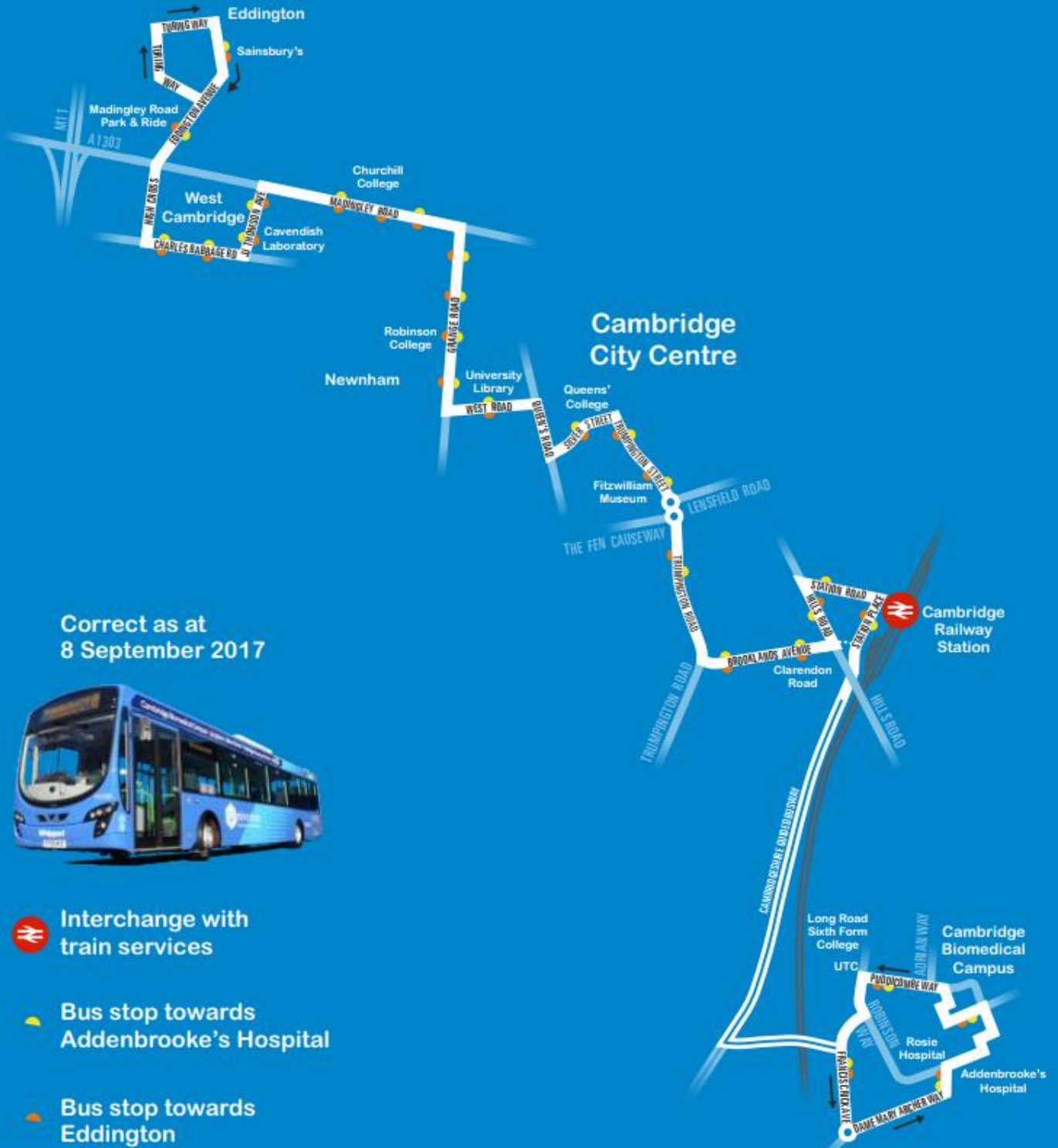
Appendix A: Regulations

MPHIL IN ADVANCED COMPUTER SCIENCE

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

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

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

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

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

COMPUTER SCIENCE TRIPOS PART III

Regulations in Statutes and Ordinances 2016 Chapter IV Section 9

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

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

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

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

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

Appendix B: Links

Course links

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

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

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

University Links

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

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

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

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

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

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

Appendix C: Maps of William Gates Building

William Gates Building
Ground Floor

E Fire Assembly Point

Car Park

Fire Assembly Point D
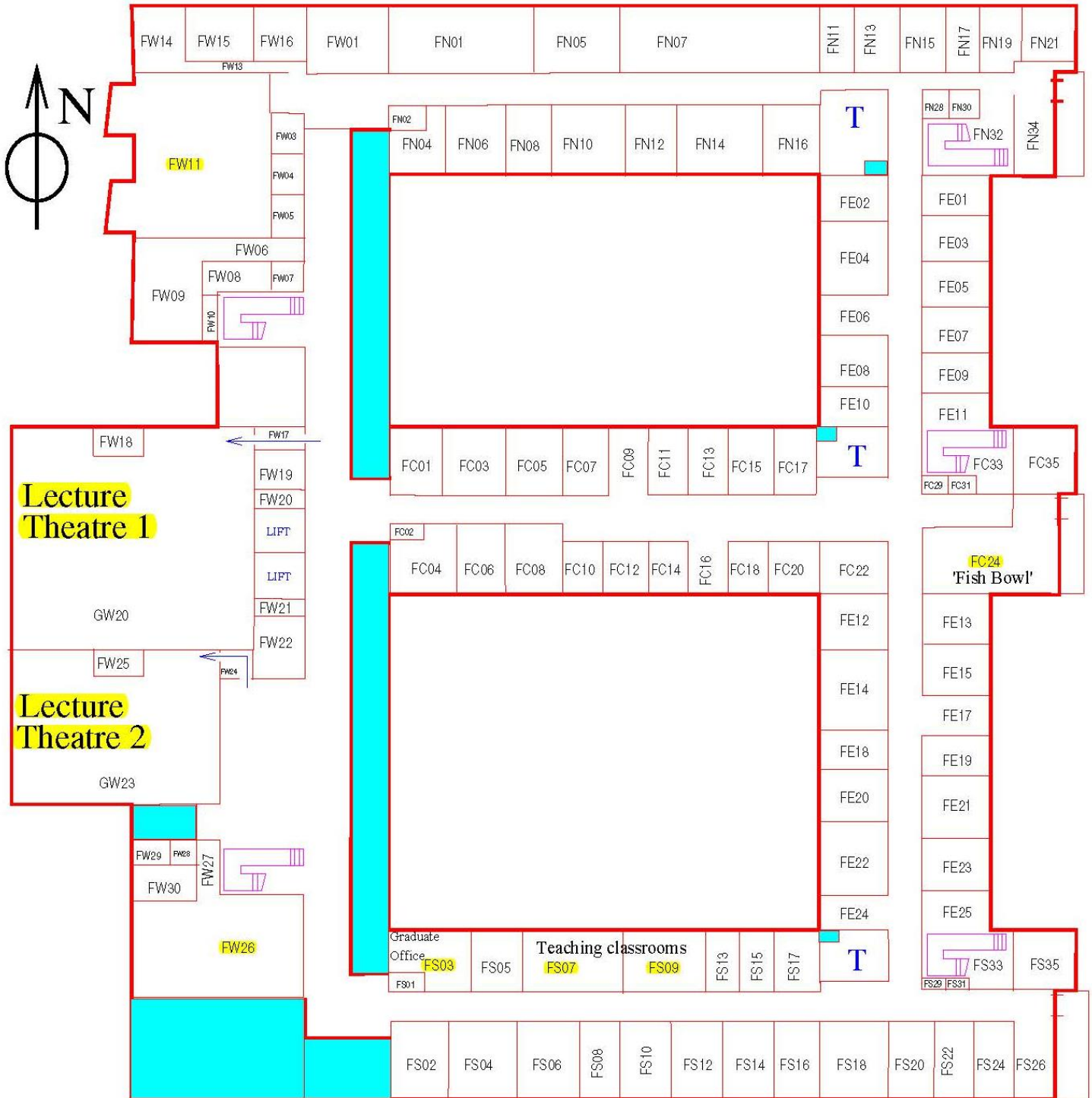
N

GW10
GW11 GW12
GW09 GW08
GW02
GW06
GW03
GW04
GW05

Student Hangout
GW01
T
GN09
GN13
GN15
GN17
GN19

GN02
GN06
GN16
GN04

Library

GN18
GN20

GE02
GE04
GE06
GE08

GE01
GE03
GE05
GE07
GE09

Fire Assembly Point F

Main Entrance →

The Street

Reception
GC01 GC03
GC05 GC07 GC09 GC11 GC13 GC15
T

GC31 GC33
GC27 GC29

GW13
GW18 GW17 GW16 GW14
GW15

Lecture Theatre 1

LIFT
LIFT
GW19
Foyer 1

GW20

Lecture Theatre 2

GW21
GW23
GW22 Foyer 2

GC02
Student Admin
GC04
GC06 GC08 GC10 GC12 GC14 GC16 GC18
GC20 GC22

GE10
GE12
GE14
GE16
GE18
GE20
GE22

GE11
GE13
GE15
GE17
GE19
GE21
GE23

Cycle Compound

Student Entrance →

GW31 GW32
GW26
GW27 GW29 GW30 GW24
GW28

GS05
GS03
GS07 T
GS01 GS09
Female Toilets
GS11 GS13
Male Toilets
Meeting Room
GS15
GS17
GS19
T

GS35 GS37
GS31 GS33

Canteen Area

GS02 GS04 GS06 GS08 GS10 GS12 GS14 GS16 GS18 GS20 GS22 GS24

William Gates Building   **First Floor**

N

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

FW13

FN02 FN04 FN06 FN08 FN10 FN12 FN14 FN16 T FN28 FN30 FN32 FN34

FW03

FW11 FW04 FE02 FE01

FW05 FE04 FE03

FW06 FE06 FE05

FW08 FW07 FE08 FE07

FW09 FW10 FE10 FE09

FE11

FW18 FW17 FC01 FC03 FC05 FC07 FC09 FC11 FC13 FC15 FC17 T FC33 FC35

FW19 FC29 FC31

Lecture Theatre 1 FW20

LIFT FC02 FC04 FC06 FC08 FC10 FC12 FC14 FC16 FC18 FC20 FC22 **FC24** 'Fish Bowl'

LIFT FE12 FE13

GW20 FW21 FE14 FE15

FW22 FE17

FW25 FW24 FE18 FE19

Lecture Theatre 2 FE20 FE21

GW23 FE22 FE23

FE24 FE25

FW29 FW28 FW27 FE22

FW30 Graduate Office FS13 FS15 FS17 T FS33 FS35

FW26 FS01 **FS03** FS05 Teaching classrooms **FS07** **FS09** FS29 FS31

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

William Gates Building   Second Floor

N

SW01
Teaching Classroom

SW00   SN01 SN03 SN05 SN09 SN11 SN13 SN15 SN17 SN21 SN25 SN27 SN31

SW02
Graduate
Practical room

SN02 SN04 SN06 SN08 SN10 SN12 SN14 SN16 T SN28 SN30 SN32 SN34

SE02 SE01

SW03

SW04

SW05

SE05

SE04

SE09

SW09

SC01 SC03 SC07 SC11 SC17 T SC29 SC31 SC33 SC35

SW10   LIFT   LIFT

SC02 SC04 SC06 SC08 SC10 SC12 SC14 SC18 SC20 SC28 SC26 SC24 SC30 SC32

SC22

SE12 SE13

SE15

SW12   SW11

SE14   SE17

SW13

T

SE18   SE21

SE23

SW21

SW20 SW19   T

SE22   SE25

SS03 SS09 SS13 SS15 SS17 T SS29 SS31 SS33 SS35

SS01

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

Appendix D: Map of West Cambridge site

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

Appendix E: Cambridge Colleges – a guide for graduate students

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

Introduction

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

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

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

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

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

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

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

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

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

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

Pastoral, welfare and academic support through the Tutorial system

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

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

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

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

In most Colleges, there is a single individual (the Graduate Tutor or the Senior Tutor) who has overall responsibility for the whole community of graduate students. Tutors meet regularly within College, and Graduate Tutors meet their counterparts in other Colleges along with senior University officers, representatives of the Student Registry, the Graduate Union and the Colleges'

Graduate Secretaries. This means they can all share information to ensure a coordinated and effective response to issues affecting graduate students.

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

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

Assistance and information for student parents

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

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

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

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

Accommodation and catering

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

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

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

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

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

Catering

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

Rent and catering charges

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

Academic enrichment, study and transferable skills

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

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

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

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

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

Financial support

General finance

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

Unforeseen hardship

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

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

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

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

Social, recreational and sporting facilities

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

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

Administration

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

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

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

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

College Rules and Statutes

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

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

Conclusion

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

Summary of what you can expect from your College

Welfare and practical support

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

Accommodation and catering

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

Academic enrichment and support

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

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

Finance and funding

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

A strong social focus

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

Administration

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

What your College may expect from you

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

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

Code of Practice for students studying for the
Master of Philosophy by Advanced Study or Master of Research
Starting their course in 2017-18

Introduction

This Code of Practice is for students studying for the Master of Philosophy (MPhil) by Advanced Study or the Master of Research (MRes).

This code has been issued by the University's main academic authority, the General Board, to make clear what you should expect during your study in terms of teaching support and assessment. Of equal importance, it also sets out what the University and those responsible for your study should expect of you. These mutual responsibilities and expectations are intended to provide a framework within which you can flourish on your course.

This Code is issued for new students starting their course in 2017-18 and applies for the duration of their course. It is issued each year, and all those with responsibility for students on the MPhil by Advanced Study and MRes are made aware of changes between issues.

Although this Code draws on the University's formal requirements as set out in its Statutes and Ordinances, it does not override them.

A glossary of terms and a list of useful links are included as appendices, but if you have any questions about this Code please do raise them with your Course Director or the Director of Graduate Education in your Faculty/Department.

A checklist of key requirements is included at the start of this Code. This is intended as a quick guide, and must be read in conjunction with the detailed information provided in the Code itself.

Professor Graham Virgo
Pro-Vice-Chancellor for Education

Checklist of key requirements

This checklist is intended as a quick guide and must be read in conjunction with the detailed information provided in the Code itself. A list of courses to which this Code applies is contained in Appendix 1.

Depending on your course, you will be a member of a Department or Faculty (para 1).

The content and structure of your course will be overseen by a University Committee. This Committee, usually a Degree Committee, is responsible for the structure and content of your course, for monitoring your progress and is usually the formal body which will decide whether to approve your award (para 5).

Day to day management of your course will be by a Course Director (para 11). He or she has specific responsibilities in relation to oversight of your study, provision of information, and setting out expectations (para 14). There may also be a course administrator to provide additional support.

Graduate student provision in your Faculty/Department is overseen by a Director of Graduate Education (para3).

You are expected to take full advantage of the facilities, teaching, supervision and support offered to you and to be proactive and self-directed in your study and to make independent use of the facilities available (para 34).

You are expected to meet deadlines for submission of work and to complete your Course within the timeframe specified (para 44).

If you are experiencing difficulties with your study you are expected to discuss these with your Course Director without delay (para 11). If you are experiencing difficulties with your Course Director you are expected to raise these with the Director of Graduate Education in your Faculty/Department (para 3). You may also wish to speak to your College Tutor.

If at any point your Course Director is concerned about your progress, he or she is required to highlight this, and to alert the Director of Graduate Education in your Faculty/Department (para 56).

In certain circumstances, you may make a request a review of the result of your examination under the Graduate Student Examination Review procedure (para 62). There are other complaints procedures to cover academic, non-academic and personal matters (para 63). Your Degree Committee/ Faculty Board is responsible for investigating and responding to any complaints and examination appeals (para 10).

Responsibilities and expectations of those involved in your study

The following section describes the roles of the various individuals who share responsibility for your course of study, and also your responsibilities as a student of the University. It also describes the roles of the various formal committees that oversee your progress and the award of your degree.

University Faculties and Departments

1. As a student on the MPhil by Advanced Study or MRes you are formally a member of a Department (which may be part of a larger Faculty) or a Faculty. This is referred to as your Faculty/Department in this Code of Practice. Although you will be a member of one Department or Faculty, you may need to spend time in another Department or Faculty, depending on the requirements of your course.

2. The **Head of your Faculty/Department is** responsible for personnel matters within your Faculty or Department. He or she may reasonably expect to be involved in resolution of any difficulties that fall into this category between staff and students.

3. **Your Department or Faculty will also have a Director of Graduate Education**. He or she will usually be supported by a Faculty/Department committee with responsibility for graduate education. You will be told the name of the person in who carries the responsibilities of the Director of Graduate Education in your Faculty/Department. Titles may vary, and in some Faculties this role may be undertaken by the Secretary of the Degree Committee.

4. Your Director of Graduate Education is a source of advice if you experience difficulties that cannot be resolved directly, and may act as an intermediary between you and your Course Director if difficulties arise. If you experience difficulties with your Course Director you are expected to raise these with the Director of Graduate Education in your Faculty/Department without delay.

University Committees

5. Your offer of admission will indicate your **Degree Committee**.

6. Your Degree Committee is formally responsible for recommending to the **Board of Graduate Studies** that you be admitted on to your course and for monitoring your progress.

7. If you need to request any special permission, such as to intermit or leave to work away from Cambridge, the Degree Committee will need to support your request before it can be considered by the Board of Graduate Studies.

8. The Degree Committee will nominate examiners for appointment by the University's General Board.

9. The Degree Committee will confirm whether you have met the requirements for the award of your degree.

10. If you make a complaint about your course or request a review under the Graduate Student Examination Review Procedure (para 64) your Degree Committee will be required by the Board of Graduate Studies to investigate your complaint or request for review and respond to the Board, who will consider your complaint request for review and the Degree Committee's response and form a view as to whether your complaint or request for review is justified or unjustified. If justified, the Board will confirm options available to you.

Course Director

11. Your **Course Director** takes overall responsibility for course content and assessment, and for ensuring that necessary arrangements for academic and administrative support are available to you.

12. Your Course Director is expected to be familiar with this Code and related guidance provided by the University authorities. Your Course Director is also expected to advise you on planning your personal and skills development.

13. Your Course Director is a source of advice and support.

14. Your Course Director will ensure that you are informed of the following:

    - Course structure, including details of mandatory and optional modules, research projects, and placements, and timetables for lectures and assessments;

    - What to expect in terms of frequency of contact between you and your course director. This may depend on your course and where you are in your studies.

    - Assessment methods, deadlines and other requirements for each component of your course, these may include progression hurdles which you are required to pass to progress to the next stage of the course;

    - Details of how your progress will be monitored during your course and what feedback you should expect to receive;

    - Details of how to apply to change your student status, such as to apply to intermit your studies or to work away from Cambridge to complete a placement or fieldwork for your thesis. Your Course Director will provide an academic commentary on any such applications you make.

    - Academic conventions for scholarly writing including how to present your work and how to acknowledge the work of others to avoid plagiarism.

    - Conventions and requirements for research and data collection that pertain to your subject with respect, for example, use of archives and collections; and integrity in collecting and analysing data, including relevant University policies on research ethics, working with children or vulnerable adults (where relevant) and Animal Welfare (where relevant).

15. Your Course Director will monitor your progress - liaising with lecturers and thesis supervisors - and will arrange for regular reports on your progress to be submitted (para 55). Your Course Director will also take action if your progress is a cause for concern in that you are not progressing satisfactorily and may be in danger of failing an assessment, or are not likely to make the standard for progression to the next stage of your course or for the award of the degree.

16. If there are extenuating circumstances which are affecting your progress or performance, your Course Director may advise you to seek a period of intermission, or to request an examination allowance or a review under the Graduate Student Examination Review procedure.

17. If your progress is unsatisfactory the Course Director may ask the Degree Committee to recommend to the Board of Graduate Studies that you be withdrawn from the course.

18. Your Course Director is responsible for ensuring that you receive feedback (para 13) in a timely manner.

19. If your Course Director is to be away from Cambridge for an extended period, the Director of Graduate Education will make appropriate arrangements for replacing him or her.

Your thesis supervisor

20. If your course involves completion of a thesis or extended project, portfolio or research proposal, you will be appointed a **Supervisor** to help you with your research. Your thesis supervisor is supported by the Course Director and Director of Graduate Education for your Faculty/Department.

21. The appointment of your thesis supervisor will be arranged by your Course Director and Degree Committee. You may be appointed more than one supervisor if your project is interdisciplinary. The timing of the appointment will depend on your course.

22. Your thesis supervisor will advise on the scope and structure of your thesis and will agree progress arrangements with you, including a plan for your work and a timetable for production of your thesis.

23. Your thesis supervisor is responsible for ensuring that you are aware of health and safety issues pertinent to your thesis; relevant University policy on research ethics and ethical matters specific to your research area; University policy on working with children or vulnerable adults (where relevant); University policy on Animal Welfare (where relevant); and intellectual property rights.

24. Your thesis supervisor will establish an effective means of communication with you, which may include meetings, email communication and feedback on draft work. Your thesis supervisor will confirm the frequency and timings of contact, what will be required and who is expected to initiate contact. The nature and frequency of communication may change depending on the stage of your research project.

25. Your Supervisor will monitor your progress against the timetable and plan for your work you have agreed together, and take appropriate action if you do not keep in contact, or your progress is poor. It is likely that this will involve informing the Course Director who may take further action.

26. Your thesis supervisor will also read and comment on draft submissions so that you have the opportunity to incorporate any feedback into subsequent writing, but is not expected to proofread your thesis. Your thesis supervisor should respond promptly – given adequate notice – to requests from you to meet and to comment on your work. In exceptional circumstances, your thesis supervisor may be one of the markers of your thesis.

Assessors and Examiners

27. Your work will be assessed by a number of examiners and assessors appointed by the Course Director and Degree Committee.

28. The Examination board for your course, which is made up of all the appointed Examiners, is collectively responsible for the examination and results including setting examination papers, approving marks and the grade awarded. The board will include an External Examiner who reports to the University and plays a vital role in ensuring that the standard of the examination is appropriate and that the processes for assessment, examination and the determination of awards are sound and fairly conducted.

29. Course lecturers may also act as assessors of coursework, and your thesis supervisor may assess your thesis.

Graduate Tutor

30. You will be allocated a Graduate Tutor at your College. Your Graduate Tutor is a valuable source of advice and support and when necessary can act as a liaison with your Faculty or Department and with central University offices, such as the Disability Resource Centre and the Student Registry.

31. Your College will provide a commentary on any applications you make to change your student circumstances (such as intermission or working away from Cambridge).

32. Your Graduate Tutor can also apply for an examination allowance on your behalf (para 52).

Your responsibilities as a student

General

33. When you matriculated as a student at the University, you promised to abide by the University's Statutes and Ordinances and supplementary policies, including those relating to Graduate Students and those concerning conduct, discipline and avoidance of plagiarism. You should ensure that you read and understand all the information provided to you by your Course Director, Director of Graduate Education and available on the Cambridge Students website (http://www.cambridgestudents.cam.ac.uk/) about the University's regulations and policies pertaining to your course.

34. You are expected to take full advantage of the facilities, teaching and supervision offered to you by your Faculty/Department. You are also expected to be aware of, and if necessary utilise support mechanisms such as your Course Director, College Tutor and the Students' Unions' Advice Service.

35. You should receive a course handbook will provide details of the course structure, including any compulsory and optional modules and timetables for course attendance and assessment. The handbook should It should also include information on sources of student support. You should ensure that you know and understand the structure of your course, and what is required of you at each stage of your course. Your course may include attendance at lectures, seminars and workshops, short research projects and placements in organisations outside the University. There may also be elements as part of a virtual learning environment (VLE). You are expected to attend and participate in classes, modules, training sessions and other activities as specified in your course handbook.

36. You are expected to be proactive and self-directed in all aspects of your study, and to make independent use of library and other available resources, including laboratory facilities where appropriate. Your course handbook will make it clear how much time you are expected to devote to the various aspects of your studies, which may be up to 48 hours per week, or part-time equivalent.

37. You are expected to keep your Course Director informed of any circumstances affecting your academic performance or participation in any part of the course. Your Course Director will advise on any necessary further action depending on your circumstances (e.g. intermitting your studies).

38. You are expected to keep the University informed of changes in your contact details, and to inform your College and Course Director promptly if you cease to attend your course through ill health or other grave cause, or withdraw from it.

39. You are expected to pay fees in a timely manner.

40. You are expected to provide feedback on your course as requested by the Course Director.

Residence

41. Full-time students are expected to reside in Cambridge in term time. If your course requires you to spend all or part of a term away from Cambridge (for example to undertake data collection for a thesis or to complete a work-based placement) you must apply to work away from Cambridge and this application must be approved before you leave Cambridge. Formal permission is not required for conferences and short research visits. If you are unable to work on your studies for a specific period due to illness or other circumstance you must apply for an intermission.

42. Part-time students are not expected to maintain residence in Cambridge, but depending on your course you may be required to be resident in Cambridge for particular periods. Also, if you plan to work away from your usual place of residence to undertake any fieldwork or placement necessary for the completion of your course you are required to apply to do so; if you are unable to work on your studies for a specific period due to illness or other circumstance you must apply to intermit for that period.

Examination and assessment

43. Details of the assessments for your course will be set out in your course handbook and may include a variety of assessment methods such as essays, written examinations, oral presentations and a thesis.

44. You should ensure that you are aware of and adhere to any deadlines for the submission of assessed work and that you are aware of the date, time and location of any written examinations. You should ensure that you organise your work to meet deadlines set. If you are experiencing difficulties, you should seek advice and help from your Course Director, Director of Graduate Education or your College Tutor.

45. You might complete both formative and summative assessment: Formative assessment may include submission of essays or other work which is not formally assessed as part of your course but for which feedback will be provided in order for you to identify areas of strength and areas of potential improvement; summative assessment may include submitted work, written exams, oral presentations, etc. and will be formally assessed as part of your course.

Written Examinations

46. You should ensure that you aware of the date, time and location of any written examinations and that you adhere to the University's rules on sitting examinations.

47. You should apply through your Graduate Tutor (within the required timeframe) for any reasonable adjustments necessary for you to complete your examinations because of a disability or other educational need.

Faith provision in University examinations

48. If you find that a University examination has been scheduled at a time which clashes with a religious observance which means that you may not be able to attend the examination you should submit an application under the faith-provision for University examinations.

Written coursework or theses submitted for examination

49. You are expected to take responsibility for the quality of any work required to be submitted for examination . Note that the advice and guidance of your Course Director or thesis supervisor carries no guarantee of success at examination, nor will encouragement or the approval of a piece of work by any course lecturer or your thesis supervisor constitute grounds for complaint if you fail in the examination .

50. You are expected to follow the conventions and comply with the requirements that pertain in your subject with respect, for example, to scholarly writing; use of archives and collections; and integrity in collecting and analysing data. You should ensure that you comply with the requirement for honesty in presenting your work; the conventions for acknowledging the work of others in your subject and ensure that you understand what plagiarism is and how to avoid it. The University reserves the right to require the submission of your work in both electronic and paper format and to submit your work for screening with text-matching software.

Theses

51. If your course involves submission of a thesis, you should discuss drafts of your thesis with your Supervisor and confer on its state of readiness for submission. Where your Supervisor is unable to comment, for good reason, on drafts of your work in reasonable time, you should contact your Course Director for assistance. If your Course Director is unable to assist, you should contact the Director of Graduate Education in your Faculty/Department.

Requesting an Examination Allowance

52. If your preparation for an examination or attendance at part of the assessment for your course has been hindered by illness or other grave cause, you should seek advice from your Graduate Tutor who may apply to the Board of Graduate Studies for an examination allowance. A request for an allowance must be accompanied by evidence of the extenuating circumstances, and must be received by the Board of Graduate Studies within three months of the date of the letter which gives you formally the outcome of your examination. An

examination allowance may consist of providing you with the opportunity to resubmit work or take or retake an examination at a later stage. In restricted circumstances an allowance may lead to you being awarded the degree with no further assessment.

Feedback

53. You will receive feedback on work in a number of forms including verbal feedback in one to one meetings or following group presentations; comments on draft and submitted work; and progress reports. Feedback may come from your Course Director, College Tutor, thesis supervisor as well as from assessors and examiners of your work.

54. You may receive provisional marks for assessed work throughout your course. Provisional marks are subject to moderation and ratification as part of the formal examination process and as such may increase or decrease. You will receive formal marks after the examination process is completed.

Progress

55. Your course director is responsible for monitoring your progress during your course. As part of the progress monitoring, a series of progress reports will be submitted during your period of study, as follows:

   Michaelmas Term: during the Michaelmas Term you will be required to submit an online reflective self-evaluation report. Your course director and College Tutor will provide comments on your report.

   Lent and Easter Terms: at the end of each term your course director will arrange for an online progress report to be submitted. The course director may use feedback on your performance in assessments and lectures, etc., to inform the content of the report. These progress reports will be submitted to you, your College Tutor, your Degree Committee and the Board of Graduate Studies.

If your progress is unsatisfactory

56. If at any point your Course Director is concerned about your progress, he or she is required to highlight this to the Director of Graduate Education in your Faculty/Department. Similarly, a thesis supervisor will highlight progress concerns to your Course Director. He or she should also submit a formal report (para 55) indicating their concerns about your progress. Your Course Director may ask you to meet with him or her to discuss their concerns and possible remedies. If there are extenuating circumstances affecting your progress or performance the Course Director may recommend that you meet with your College Tutor to discuss possible options including a period of intermission, an examination allowance or a request for a review under the Graduate Student Examination Review procedure.

57. In some circumstances, you may be referred to the University's Occupational Health Service, Counselling Service or Disability Resource Centre. If there are serious concerns about your fitness to study or undergo academic assessment (e.g. because of your health or because your conduct or performance suggests underlying health issues), you may be referred for assessment to a Fitness to Study panel.

Permanent removal from the Register of Graduate Students

58. The Degree Committee may recommend to the Board of Graduate Studies that you be removed from the Register of Graduate Students on the following grounds:

   a. you have not been working to its satisfaction; or

   b. you have not complied with the conditions laid down in your case; or

   c. in its opinion, you are not likely to reach the standard of the course on which you are registered.

59. If you are taken off the Register of Graduate Students, you will lose your student status. If you consider that you have been unfairly treated, provision exists for you to make representations under the Graduate Student Examination Review Procedure or the Student Complaints Procedure (para 62).

Problems and Complaints

60. Most problems or complaints can be resolved quickly and efficiently with the support, involvement or intervention of University staff or, sometimes, your Graduate Tutor. You may also seek independent advice from the Students' Unions' Advice Service. You are expected to exhaust all avenues of local, early informal resolution before initiating any formal complaint, review or appeal processes. In the first instance, you should consult and seek the advice of the appropriate departmental member of staff. If you are unclear who this is, you should consult the Director of Graduate Education in your Faculty/Department. Although your Graduate Tutor might not be able to solve the problem directly, he or she might be able to intervene, or at least offer suitable advice about how to proceed or where to go for assistance or advice.

61. If, however, you have reason to think that a problem or issue has not been dealt with satisfactorily at the initial, local level – or if the problem is demonstrably of a more serious nature – then other, formal complaint procedures are available.

Formal complaints procedures

62. The University has a range of complaint procedures, designed to cover academic, non-academic and personal matters, and detailed information about these procedures are available on the web via the links given in the annex to this Code. Your College will have its own complaint procedure. A student who remains dissatisfied following completion of the University's internal formal review, appeal or complaint procedures may be able to apply for a review of their complaint to the Office of the Independent Adjudicator for Higher Education (OIA), providing that the complaint they take to the OIA is eligible under its rules.

63. The principal complaint or review procedures affecting a Graduate Student are likely to be: the Student Complaints Procedure; the Graduate Student Examinations Procedure; and the Procedure for the review of decisions of the certain University bodies.

Glossary

Assessor: a person who will assess your submitted work.

Board of Graduate Studies: the formal body in the University which is responsible for graduate degrees covered by this Code

Counselling Service: the University's Counselling Service (http://www.counselling.cam.ac.uk/general)

Course Director: the person with overall responsibility for course content and assessment and who will monitor and support your progress.

College Tutor: see Graduate Tutor.

Degree Committee: the Committee in your Faculty which has responsibility for your course and examination and for the approval of your degree

Director of Graduate Education: the person in your Faculty/Department who is responsible for oversight of its research students and courses.

Disability Resource Centre: the University's Disability Resource Centre (http://www.disability.admin.cam.ac.uk/)

Examination Allowance: if you do not perform well in an examination, and there are mitigating circumstance, you may be able to apply for an allowance. This may mean that you are permitted to re-take part or all of the examination.

Examination board: a board consisting of the examiners of your course, who will ratify the marks for your assessments and make a recommendation to the Degree Committee on whether you be awarded the degree.

Examiner: someone appointed by the General Board to assess work submitted for the degree.

Faculty: the body responsible for organising teaching and research in individual subjects or groups of subjects. Their work is normally organised into sub-divisions called Departments.

Faculty/Department Head: the person in your Department or Faculty with responsibility for that Department or Faculty, including personnel matters.

Fitness to study: the University's fitness to study procedure (http://www.admin.cam.ac.uk/univ/so/2016/chapter02-section29.html#heading1-29)

General Board: the central body which advises the University on educational policy and resources. It is responsible for maintaining a high standard of teaching and research.

Graduate Student Examination Review: the procedure for requesting a review of the results of an examination.

Graduate Tutor: the person your College has appointed to provide general advice and guidance to you. This person may also be called your Tutor or College Tutor.

Intermission: a period of temporary authorised absence from your course for ill health or other non-medical reasons

Occupational Health Service: the University's Occupational Health Service (http://www.ohss.admin.cam.ac.uk/)

Office of the Independent Adjudicator: an independent body set up to review student complaints (http://www.oiahe.org.uk/)

Register of Graduate Students: the list maintained by the Board of Graduate Studies of all students studying for a graduate degree. Being on the Register means that you are a student.

Statutes and Ordinances: the University's regulations (http://www.admin.cam.ac.uk/univ/so/2016/contents-sections.html)

Student Complaints Procedure: the procedure under which you can make a formal complaint.

Students' Union's Advice Service: http://www.studentadvice.cam.ac.uk/

Supervisor: a person to support and oversee your progress in your thesis

Term dates: Dates of terms in which lectures may take place. Full-time students are expected to be resident in Cambridge during terms unless they have formal permission to be elsewhere. Details of term dates can be found at http://www.cam.ac.uk/about-the-university/term-dates-and-calendars

Thesis supervisor: see supervisor

Tutor: see Graduate Tutor

Working away: permission you will need to seek from the Board of Graduate Studies if you need to study outside Cambridge during your course

Courses covered by this Code of Practice

1. Master of Philosophy by Advanced Study
2. Master of Research

Courses covered by the Code of Practice for research students

1. Doctoral courses
2. Master of Philosophy by thesis and viva
3. Master of Science
4. Master of Letters (except those detailed above)
5. Certificate of Postgraduate Study

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