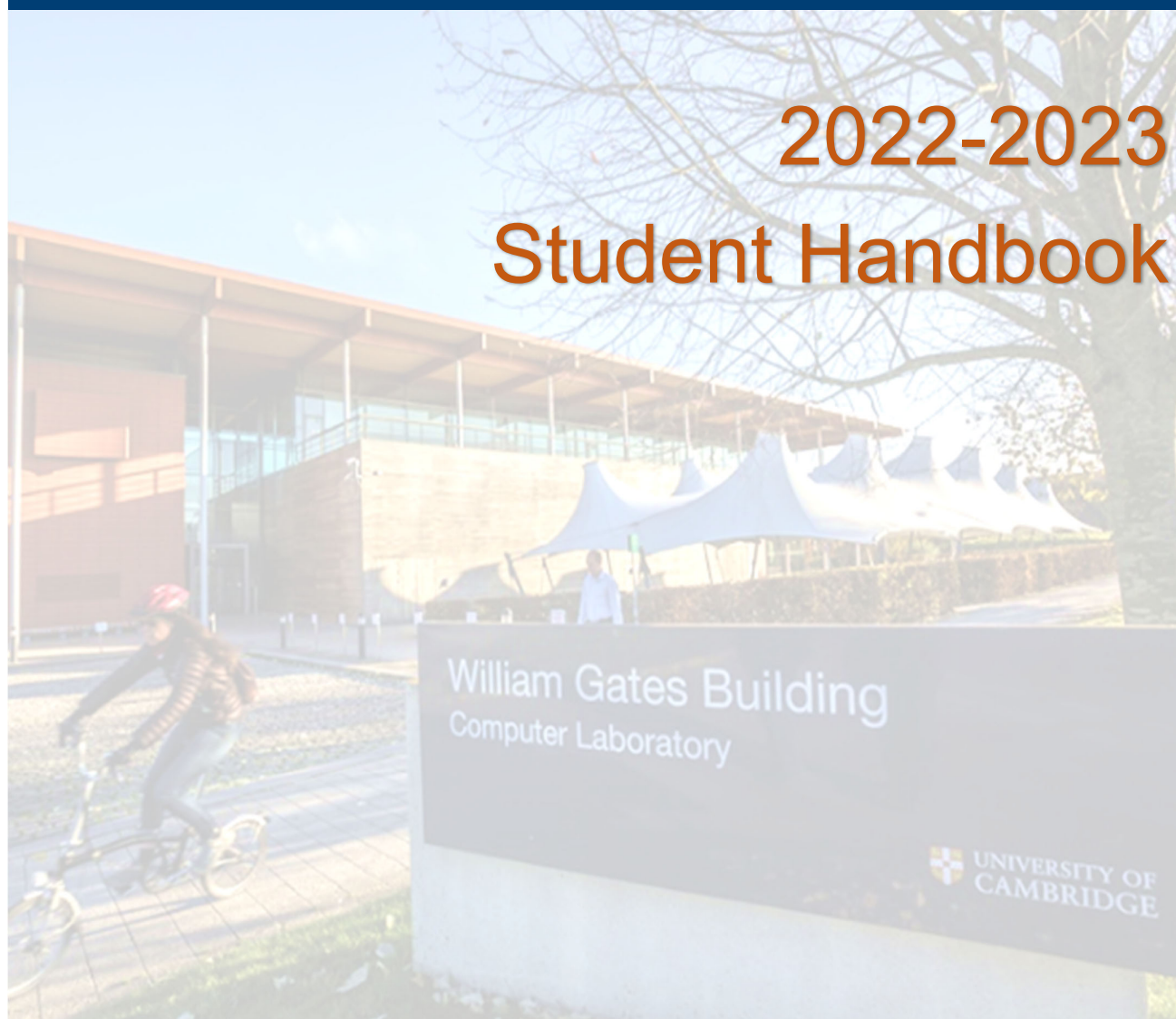


# 2022-2023 Student Handbook



Research Students



# Welcome

On behalf of the Degree Committee and the Postgraduate Education Committee, we welcome to the Faculty of Computer Science and Technology and we hope you enjoy your time in Cambridge.

During your time as a research student, it is likely that you will have many queries. We hope that this brief guide will be of some help but if it you have further questions you are welcome to ask us, Lise Gough, Joy Rook, Kateryna Rybalochka and Rosie Whitmell, the Postgraduate Administrators, via email to [phd-admin@cst.cam.ac.uk](mailto:phd-admin@cst.cam.ac.uk).

*Postgraduate Education Team*  
September 2022



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# 1. Department of Computer Science and Technology

The Department of Computer Science and Technology was founded in 1937 as the Mathematical Laboratory on the part of the New Museums Site. The name was changed to Computer Laboratory in 1969 and the Computing Service was created in 1970 as part of the same department. The name changed formally to Department of Computer Science and Technology in 2017. We moved to West Cambridge in 2001. Our address is:

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

The Department of Computer Science and Technology is part of the [School of Technology](#) along with Engineering, Chemical Engineering and Biotechnology and the Judge Business School.

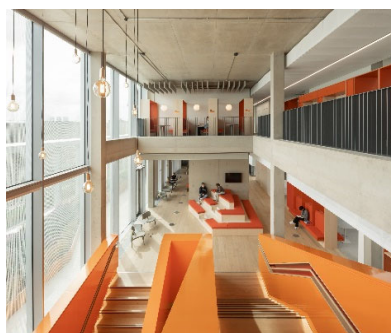
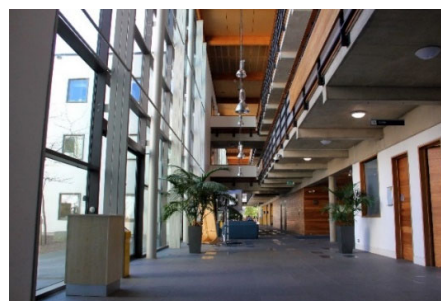
<http://www.tech.cam.ac.uk/postgraduate>

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

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

For example, room FS03 is on the first floor, south corridor. The large central entrance corridor (atrium) is known as The Street.

You will be allocated a desk in a room near your research supervisor. Research groups occupy one or more corridors. For example, the Natural Language and Information Processing Group (NLIP) occupies most of the GS corridor. The Systems Research Group (SRG) includes all of the FN corridor, part of the FE corridor and, upstairs, some of the SC corridor. Access to these rooms and the rest of the secure area including the library is by the University Card and card readers. The University Card also gives you access to the main doors 24 hours a day, 366 days a year. Your room will be left unlocked and you will not be issued with a key.



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

The Canteen is open from 08.00 until 15.00 serving breakfast, lunch and afternoon snacks; Cafe Bar from 11.00 until 20.00. The library team are onsite from 09.00 until 17.00. The nearest large supermarket is Sainsbury's which is located at Eddington where you can also find an ATM.

## 2. CPGS - Certificate of Postgraduate Studies

### What is the CPGS?

The Certificate of Postgraduate Study (the CPGS) is used, in most cases, as an "end of first year assessment exercise." Students who intend to study for a period of between 3 and 4 years to obtain a Ph.D. Degree are not registered for that qualification on admission. Rather, they are registered for the CPGS and, after fulfilling the requirements, are registered for the Ph.D. Degree, backdated to their date of admission. Other potential Ph.D. students, not initially registered for the CPGS, will also be subject to a similar first-year assessment exercise: the first-year report and thesis proposal.

### Regulations

1. Certificates of Postgraduate Study shall be awarded for advanced study and training in research in Computer Science.
2. The study and training shall include:
  - a. courses of lectures approved by the Degree Committee for the Faculty of Computer Science and Technology;
  - b. practical work carried out in one or more of the following ways:
    - i. organized experiments or theoretical exercises of an advanced type,
    - ii. assistance with a piece of research,
    - iii. a small research investigation,
    - iv. training in some technique.
3. At the discretion of the Examiners the examination for the Certificate may include (in addition to the submission of a dissertation and an oral examination as laid down in General Regulation 5) one or two written papers on subjects cognate to the lectures attended by the candidate.
4. The dissertation shall be of not more than 10,000 words in length, exclusive of tables, bibliography, and appendices.

### Courses

All students in the first year of their research studies will be required to successfully complete 12 units from the **Research Skills Programme**. Other courses in the undergraduate Tripos and M.Phil in ACS may also be recommended by the supervisor. Those who previously took the MPhil in Advanced Computer Science are not required to complete all the Core Units element of the RSP course, but may choose to retake a Core Unit if they wish.


### Research Skills Programme

 <https://www.cst.cam.ac.uk/local/phd/researcherdev>

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.

CPGS students, who did not previously complete the M.Phil. in Advanced Computer Science, are required to take **all core units** and a minimum of seven **optional units**. Ph.D. students in their second and third years are required to undertake at least eight **optional units** per year.



<b>Core Units</b>	<p>The core units in 2022-23 are as follows (students are expected to have completed all the core units by the end of their third year):</p> <ul style="list-style-type: none"> <li>• Online introduction to writing: What is academic English; Achieving Clarity in English; How to avoid plagiarism (CU0) – <i>To be completed before <b>Wednesday 5 October</b></i></li> <li>• Introduction to Academic Writing in the UK (CU1)</li> <li>• How to write a good abstract (<i>may include a submitted written exercise</i>) (CU2)</li> <li>• One-minute madness (CU3)</li> <li>• How to prepare a research presentation (CU4)</li> <li>• Scientific typography using LaTeX and BibTeX (CU5)</li> <li>• Unconscious bias training (CU6)</li> <li>• Equality and diversity (CU7)</li> </ul>
<b>Optional Units</b>	<p>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 <a href="#">‘Research Skills’ Moodle Page</a></p> <p> <a href="https://www.vle.cam.ac.uk/course/view.php?id=243502">https://www.vle.cam.ac.uk/course/view.php?id=243502</a></p> <p>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.</p>
<b>Signing up for Units</b>	<p>Registering for optional units should be done via the <a href="#">Moodle</a> page above.</p>
<b>Recording attendance</b>	<p>Unit lecturers will be setting a question in order for us to record which students attended / watched the lecture, and students will be required to record their answer to the question on the Moodle page. Links to follow.</p>
<b>Lecture slides</b>	<p>Slides from the units will also be available on <a href="#">Moodle</a> within 48 hours following the lecture.</p>

## Wednesday Seminars

All PhD students need to attend a **minimum of 6 [Wednesday seminars](#)**. Upcoming seminars are listed on our website. These take place on Wednesdays during term time in Lecture Theatre 1 (or via VC) from 15:05 and last 30–60 minutes.

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

### 3. Year 1 – First-Year Report, Registration for the Ph.D. Degree

#### First-year report

At the end of the first academic year, a formal assessment of progress is made. In the Department of Computer Science and Technology, this takes the form of a first-year report: single document of no more than 10,000 words in length, exclusive of tables, bibliography and appendices. Students are also required to make a record of their RSP units and submit a **tally sheet** of extra-curricular activity (including undergraduate supervisions). Reports are submitted electronically via the 'filer'.

The document is principally a **PhD Proposal**. That is, a document that demonstrates a clear path from the candidate's current position to a complete PhD dissertation at the end of the third year. The document has two purposes: (i) to help the candidate to reflect on and plan their research project and (ii) to allow the Computer Laboratory to assess the student's progress and planned research.

In the document, the candidate should do the following:

- Identify a potential problem or topic to address for the PhD.
- Demonstrate that they are familiar with background literature. This may take the form of a survey of existing literature. This should be more than a list of papers that the candidate has read; there must be some critical assessment of past work, which will include identifying the key prior research, and identifying the strengths and weaknesses in previous work. This section of the document might be expected to form the basis of part of the candidate's final PhD dissertation.
- Describe initial work that has been done on the topic. Candidates should have already done some preliminary research. This may be early attempts at proofs, a detailed analysis of existing methods, a critique of existing systems, assembly and testing of investigative apparatus, conduct of a pilot experiment, etc. This section of the document may form the basis of a chapter of the final PhD dissertation. If the candidate has already produced an academic paper, this can be submitted as an appendix to the document; in this case the material in the paper should not be reproduced in the document but should be summarized briefly.
- Describe the research that will be undertaken in the second and third years of the PhD. This needs to show that there is a viable route to a dissertation in two years' time. In particular, it must state the specific research question that is being addressed, with a brief discussion of why it is an important question, why it is new, and why it is interesting. It is also necessary to describe the proposed method of attacking the question and list the major steps to completion through the next two years. Some candidates find it useful to structure this as a one-page summary of the proposed dissertation, with a tentative title, a paragraph setting the context, and three or four paragraphs describing chunks of the proposed research, each of which could be the basis for an academic paper and each of which could be expected to be a chapter of the final dissertation.
- Provide a detailed timetable, with explicit milestones against which the candidate will measure their progress.

The document should be checked by the supervisor before it is submitted. The document will be read by two other members of staff, who will interview the student about the content of the document. It should therefore give sufficient information that the assessors can satisfy themselves that all is well. It is expected that the interview will take place before the end of the first year.



## Submission deadlines (electronic)

- For students admitted in Michaelmas Term, by **June 30**
- For students admitted in Lent Term, by **October 30**
- For students admitted in Easter Term, by **January 30**

All submissions should be made as follows:

Electronic version (in PDF format) should be provided via the [PhD report and thesis upload page](#). This deposits uploaded files on the departmental filer at /anfs/www-uploads/phd = \\filer\webserver\www-uploads\phd.

 <http://www.cl.cam.ac.uk/upload/phd/>

Students intending to take up internships during the vacations which begin on, before or shortly after the submission deadlines must submit their report one month before departure to enable the examination process to be completed **before the internship begins**. No other extensions will be permitted unless otherwise authorized by the Secretary of the Degree Committee.

### Oral examination

The student will be invited to discuss the documents with two assessors appointed by the student's principal supervisor. Neither of the assessors should be the student's principal supervisor though one may be the student's second advisor. Occasionally, the principal supervisor may be invited to clarify elements of the PhD Proposal and to attend the viva as an observer.

Where the initial PhD Proposal document is unsatisfactory, the assessors must ask for a revised submission and arrange a further discussion. Where the PhD Proposal is acceptable, it may still help the student to record suggested modifications in a final version of the Proposal. A copy of the revised document must be submitted to the Secretary of the Degree Committee.

The PhD Proposal document is internal to the Laboratory. However, since it is the basis for formal progress reports including registration for the PhD Degree and those made to funding bodies, assessors should endeavor to arrange a meeting where the documents should be assessed and discussed by the end of the student's first year at the latest. The Secretary of the Degree Committee should be informed of the result by the assessors via a [CPGS report](#) and by the supervisor on the Postgraduate Feedback and Reporting System as soon as possible thereafter.

 [http://www.cl.cam.ac.uk/local/phd/cpgs\\_report\\_form.pdf](http://www.cl.cam.ac.uk/local/phd/cpgs_report_form.pdf)

 <https://www.admin.cam.ac.uk/students/studentregistry/staff/grad/supervisors/cgsrs/>

The report will be considered by the Degree Committee which will make its recommendations on the registration of the student to the Student Registry's Records and Examinations Office.

In those cases where the student's progress is wholly inadequate, the supervisor should give them a written warning by 15 September (or the appropriate corresponding date - 15 December or 15 March) that they are in danger of termination, with a copy to the Secretary of the Degree Committee.

### Word limit

The word limit is a maximum; it is not a target. Successful PhD Proposal documents can be significantly shorter than the limit. Writing within the word limit is important. It is part of the discipline of producing reports. When submitting reports (and the final PhD dissertation), students will be required to include a Statement of Word Length to confirm that the work does not exceed the limit of length prescribed (above) for the CP GS examination.

## Originality

Attention is drawn to the University's [guidance](#) concerning plagiarism. The University states that "Plagiarism is defined as submitting as one's own work that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity." The Faculty's guidance concerning [plagiarism and good academic practice](#) can be found on our website.

 <https://www.admin.cam.ac.uk/univ/plagiarism/students/>

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

## 4. Year 2

### Research presentations

Presenting your research to a wider audience is an important skill. Mid-way through your second year, and once your first-year assessment is complete, we hold a mini-conference for students to present their research to their cohort, other research and masters' students, and to academic staff. The presentations are around 12 minutes' long with 3 minutes for Q&A. Training is provided in the first year via Core Units CU3 One-Minute Madness and CU4 Presentation Skills.

### Second-year report

All research students must submit a second-year report, a single document to include a dissertation schedule, at the end of sixth term. This should be a single document, usually between 2000 and 4000 words. Reports should be uploaded to the filer (as above).

This document is intended to be a useful check for the student to allow them to see where they are relative to their original plan and to produce a coherent schedule leading to a dissertation by the end of the third year. It is also intended to allow both the supervisor and the Department of Computer Science and Technology to check, formally, the student's progress. Throughout the second year report, the student should make appropriate cross-references to the first-year PhD Proposal.

The document should contain four parts:

1. A report on progress made in relation to that described in the first-year PhD Proposal. This should include an indication of where the student is relative to their original timetable, discussion of any significant changes to the original ideas and their implications for the research as a whole.
2. An outline of the dissertation. This can be most usefully done by providing a chapter-by-chapter outline. Each of the proposed chapters will have a title. The main chapters (those describing the actual research) will have a one or two paragraph summary of their content. For every chapter there will be a summary of what work has been completed and what work remains to be done during the third year (for example, "chapter written", "chapter drafted", "research complete but not written", "research in progress", "research not started").
3. A timetable that schedules the remaining work and indicates when the draft and final versions of the dissertation will be produced.
4. A list of any papers published (with URLs so that the assessors can read the papers), a list of any papers in press, submitted, or in preparation, and a list of any presentations given, whether or not the presentation is associated with a paper.

As with the first-year PhD Proposal, the student should submit an PDF copy of the document to the Secretary of the Degree Committee (see **Important Dates**) for assessment and discussion by two readers who will usually be independent of the supervisor except where a suitably qualified assessor cannot be found. The two readers will *normally be the* same as those for the first year examination and will be given a copy of the first-year report to cross-check against the second-year report.

The two readers will submit their joint report to the supervisor who will then copy the text to the supervisor. The report will be seen by the Director of Postgraduate Studies and the Degree Committee, and students may ask for a copy from their supervisor.

Supervisors and assessors should pay particular attention to the plan for the remaining research and timely completion of the dissertation and may request a revised Schedule. The assessment should be completed by September 30 (or equivalent) and the Secretary of the Degree Committee notified of the outcome.

Where progress has been poor and it appears the chance of successful completion is low, the student should be given written notice of the danger, with copy to the Secretary, and warned that the lack of progress may lead to termination of funding.

## 5. Year 3

### Progress statement

The department expects that the PhD will be substantially completed by the end of the third year. Ideally, all practical work should be finished and the dissertation should be close to completion. To monitor progress, all research students submit a progress statement at the end of their third year. This comprises either (a) showing your supervisor a complete draft of your dissertation or (b) submitting a brief report of 500 words (maximum), giving an overview of your work since submission of your second-year report and a schedule for the next one to three terms' work. The 500-word report must include chapter headings, the status of each chapter, and a timetable for completion; that is: you should simply need to provide an update of the chapter-by-chapter description in your Second Year Report, along with a timetable for when you will complete the remaining work.

At the end of your third year, your supervisor will be asked to submit a progress review via the Cambridge Supervision Reporting System on CamSIS. If you submit (a), your draft dissertation, then your supervisor's progress review must include a statement that he or she has seen the draft and an evaluation of its state. If you submit (b), the 500-word report, then this will be read by your supervisor, the Director of the Postgraduate Education Committee and occasionally the Head of Department. This is submitted to the Secretary of the Degree Committee by 30 September (or corresponding date), once again via the filer [upload a PDF version](#), unless your supervisor has seen (a) a complete draft of your dissertation before that date.

## 6. Year 4 – Submission

The department expects that **all** PhD students will submit during their fourth year. Instructions about what to do when you are ready to submit may be found at [Submitting your dissertation](#).

 <https://www.cst.cam.ac.uk/local/phd/submission>

### Year 4 Finances

Most PhD students' funding will finish at the end of the third year. Some tenth term funding may be available from Colleges and from the Cambridge Trusts for those supported by the Gates Cambridge Trust, the Cambridge International Scholarship Scheme (CISS) or Cambridge Home and EU Scholarship Scheme (CHESS). Applications should be made directly to the Colleges or Cambridge Trusts.

A few students, notably EPSRC iCASE, will continue to receive maintenance funding for a further six months. Hardship funding *may* be also available from the department. Applications should be made in the first instance to the Postgraduate Education Manager. Applications will be considered on a case-by-case basis and are at the discretion of the department.

Other sources of income include undergraduate supervision, of course, but students should bear in mind visa restrictions, the department's guidance of taking on no more than six hours of supervision per week in term time, and balancing your workload with finishing your dissertation.

Tuition and College fees are generally exempted after nine terms of a research degree. You may receive an email from the Student registry explaining that you or your sponsor are no longer required to pay tuition fees as you are in the 'writing-up' period.

### Writing up

You should have submitted your [third-year progress statement](#) at the end of your ninth term. This will have given you the chance to reflect upon how much more work needed to be done, a firm outline of the chapters, and a timetable for submission. You may have already passed a draft of your dissertation to your supervisor. Some guidelines as to its format are available [here](#) as a reminder. Your supervisor should be active in providing feedback on your dissertation. He or she may recommend that you have others read your dissertation to help pick up typographical and other errors.

### Overrunning - beyond four years

If there is any risk that you may not be able to submit your dissertation within four years of your admission date (or the date recorded on your CamSIS self-service page), you must talk with the Postgraduate Education Manager. Failure to submit will lead to being removed from the list of Postgraduate Students within a few days of the 'end of registration date'. [Deregistration](#) will lead to the revocation of Student 4 visas, and a loss of College and departmental access.

Once deregistered, the 'clock' does not stop ticking. You may apply to be [reinstated](#) only once you have submitted your dissertation to the Degree Committee.

It is possible to apply for [an extension to the end of registration date](#) although the Degree Committee will only consider applications in exceptional circumstances.

## Submitting your thesis

### *Appointment of Examiners*

Your supervisor will need to arrange for the appointment of examiners about two months before you submit. Please let your supervisor know your expected date of submission and the title of your thesis. There is a form which your supervisor should use. Examiners are appointed by the Degree Committee upon the recommendation of the supervisor. You will learn their names only once you have submitted your thesis.

### **Submission**

Please see <https://www.cst.cam.ac.uk/local/phd/submission> for a list of instructions and guidelines for submitting your Ph.D. thesis.

## 7. Papers, conferences, workshops and travel

### **Papers and conferences**

New research results should be disseminated through conferences, presentations, and journal publications. Writing and presenting papers is an important part your training as a research student. Everyone – student, supervisors, and the department – wants publication submissions to be successful, so here are some practical guidelines for publishing your work.

- You must discuss possible publications with your supervisor to establish that there is good material for a publication and to help choose an appropriate conference or journal for the work. Make sure that contributions by others (and sponsors) are properly acknowledged.
- Start work in good time and do not leave submission to the final deadline.
- Every paper should be read by at least one colleague and one member of the academic staff before submission, and you will need time to accommodate any suggestions that they may make. Your supervisor may well want to see the revised version before submission as well.
- If appropriate, check that any intellectual property has been protected before publishing.
- Clearance from industrial sponsors may take even longer.

### **Funding conference and workshop costs**

- Think about the cost of attending a conference before submitting a contribution. Students attached to research projects may be able to charge conference attendance to the grant. Check with the Principal Investigator.
- Students with industrial sponsors should ask their supervisors to seek support from the company.
- The department may be able to help with the cost, but it is important to apply well in advance.
- Complete the checklist (<https://www.cst.cam.ac.uk/files/rs-expenses-cover.pdf>) for expenses applications form and
- attach it to the standard expenses authorisation application form (Expenses Part 1 <https://www.cst.cam.ac.uk/files/expense-claims.pdf>) with a letter of support from your supervisor.

- Do not book accommodation or your flights until you have had your expenses authorised. Students may **not** book accommodation through AirBnB for conferences, workshops or other University business. See the Postgraduate Education Office team for guidance on this.
- If your travel could be considered to be fieldwork, you may be eligible to apply for a grant from the School of Technology see Fieldwork Funds (<https://www.tech.cam.ac.uk/fieldwork-fund>).

Requests for support will be considered more favourably if the cost is shared with others, such as:

- a student travel grant from the conference;
- your College;
- the Cambridge Trust supporting your studies;
- the Cambridge Philosophical Society (but remember that applicants must have been Fellows for at least a year, so join early);
- professional bodies such as the Royal Academy of Engineering (for UK citizens);
- similar bodies for those from other countries.

If your paper is accepted, then:

- Get even more people to read it and take even more care revising it before submitting the final copy. If English is not your native language, make sure that the text has been carefully reviewed by someone fluent. Your reputation and the reputation of the department depend on it!
- Practice conference presentations on a few members of your research group. If appropriate, prepare a poster and some handouts. Poster design is quite hard; just walk round the Laboratory to see some very good examples and some less good ones. Seek advice from the authors of those you like.
- Register early, and book travel and accommodation in good time for reduced rates.
- Check any visa requirements in good time.
- Register for the University's travel insurance and complete a **risk assessment form**.
- Read the Travelling overseas checklist.
- A couple of weeks before you are due to travel, check the FCO Office, re-read the Travelling overseas checklist – circumstances abroad can change rapidly.
- Reception may be able to do some of the travel bookings for you, but Reception staff will need to see the approved expenses form.
- Other publications by the organisers are often available cheaply at conferences. Please talk to the Librarian to see if there are any earlier conference proceedings or other material missing from our collection that you could buy. Don't forget to donate your copy of the proceedings to the library when you return.




## 8. Important dates

### Term Dates 2022/2023 – for research students

<i>Term</i>	<i>Term Starts</i>	<i>Term Ends</i>
<b>Michaelmas</b>	Tuesday 4 October	Friday 16 December
<b>Lent</b>	Tuesday 3 January	Thursday 6 April
<b>Easter</b>	Tuesday 18 April	Friday 29 September

Please refer to the University's [Terms of Residence rules](#).

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

**Note that research students do not keep the same terms as undergraduates.**

Although research students are allowed to, and encouraged to, take up to eight weeks of holiday per annum (including public holidays and closure days), they are expected to be working on their research throughout the year.

### Report submissions

After getting your supervisor to check your first and second-year reports and third-year progress statement, the reports should be submitted to the Postgraduate Education Office, FS03.

**First and second year** reports should be submitted according to the following schedule:

- Students admitted in Michaelmas Term, electronically by June 30
- Students admitted in Lent Term, electronically by October 30
- Students admitted in Easter Term, electronically by January 30

**Third year progress statements** should be submitted at the end of the ninth term.

Apart from the first year when the logbook should be submitted with your first-year report, logbooks and tally sheets are to be submitted in the first week of July.

### Induction

Please see the [PhD section](#) on our website for up-to-date information about the first weeks of term and how to register in the Department.

 <https://www.cst.cam.ac.uk/local/phd/phd-induction>

### Degree Committee

The Degree Committee oversees the approval of students as Postgraduate Students and the supervision of their work, the award of degrees, diplomas, and certificates in respect of postgraduate study or contributions to learning, and other cognate matters. Dates of relevant [degree committee meetings](#) may be found on our website.

 <https://www.cl.cam.ac.uk/local/committees/degree/>

## 9. Who's here to help

The Degree Committee for the Faculty of Computer Science and Technology appoints a **Principal Supervisor**, and occasionally a **Co-supervisor**, and a **Graduate Adviser** for every research student. Occasionally, a co-supervisor or Graduate Adviser will be external to the Department. Students are advised to read carefully the [Code of Practice](#) which sets out what research students should expect during their study in terms of supervision, support and assessment. It also sets out what the University and those responsible for your study should expect of you.

The Principal Supervisor will write reports via the **CamSIS** reporting system. These reports are open and you can access them via your Self-Service web-pages. You will also have a **College Tutor** who will be available to discuss non-academic matters.

The function of the Graduate Adviser is to take an interest in and provide additional support for a student through, for example, literature suggestions, informal technical discussion, pointers to resources etc., as appropriate, with a formal commitment to an interview once a term. A student may have more than one Graduate Adviser.

The Graduate Adviser would normally be the person appointed by the supervisor to assess and discuss the student's first year report etc. The Graduate Adviser is also usually the person appointed to assess and discuss the student's second-year report and thesis schedule. Because of the conflict of interests, the Graduate Adviser may not be appointed PhD Examiner.

If a research student has a concern, we recommend a quick consultation with the Postgraduate Education Manager/Secretary of the Degree Committee who will be able to advise where to seek appropriate help.

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

Name	Role	Room	CRSiD
Prof. Ann Copestake	Head of Department	GC10	aac10
Caroline Stewart	Departmental Secretary	GC07	cb210
Dr Timothy Jones	Deputy Head of Department	SC03	tmj32
Dr Thomas Sauerwald	Deputy Head of Department	FC11	tms41
To be confirmed	Postgraduate Students Coordinator		
Jo De Bono	PA to Head of Department	GC08	jd670
Carol Nightingale	Dept. Secretary of Finance	GE03	cs219
Lise Gough	Postgraduate Education Manager	FS05	lmg30
Joy Rook	Postgraduate Education Administrator	FS03	jlrs9
Kateryna Rybalochka	Postgraduate Education Assistant	FS03	kr535
Rosie Whitmell	Postgraduate Education Assistant	FS03	rjw225
Daniel Porter	IT Services manager	GC09	drp35
Ali Digby	Building Services Manager	GW04	ib253

### Useful department email addresses

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

### Student Support Links

<a href="#">Welfare and well-being</a>	<a href="http://www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing">http://www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing</a>
<a href="#">Disability Resource Centre</a>	<a href="http://www.disability.admin.cam.ac.uk/">http://www.disability.admin.cam.ac.uk/</a>
<a href="#">University Counselling Service</a>	<a href="http://www.counselling.cam.ac.uk/">http://www.counselling.cam.ac.uk/</a>
<a href="#">Accommodation Advice</a>	<a href="http://www.graduate.study.cam.ac.uk/terms-residence">http://www.graduate.study.cam.ac.uk/terms-residence</a>

### Student Complaints Links

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

## 10. CamSIS – Cambridge Student Information system

[CamSIS](#) is Cambridge's comprehensive system for handling student information, records and transactions. It is the official repository of the student's record from application all the way through to graduation and is the sole source of official University and College transcripts. It is also the source of the statutory governmental reports that secure the University's funding.

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

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

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

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

Please login as soon as you can to familiarise yourself with the system. Guidance is available on the [Moodle](#) page (Raven login required)

 [https://www.vle.cam.ac.uk/pluginfile.php/14431041/mod\\_resource/content/9/story\\_html5.html](https://www.vle.cam.ac.uk/pluginfile.php/14431041/mod_resource/content/9/story_html5.html)

## 11. Libraries

For information about the libraries at the University, please see the [Cambridge libraries](#) webpages.

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

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

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

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

## 12. Postgraduate Education Office

The Postgraduate Education Office is based in rooms FS03 and FS05 of the William Gates Building. They are able to assist with:

- Letters (done on Fridays - please send an email to [phd-admin@cst.cam.ac.uk](mailto:phd-admin@cst.cam.ac.uk) well in advance)
- Funding, Expenses, and Risk Assessments
- Degree Committee administration, including student changes in circumstances applications such as leave to work away
- Submission of yearly reports and logbooks, tally sheets
- Friendly advice

Most business is carried out via email but we also have a virtual Open Office between 3 and 4 p.m. on working days when you can drop in via Teams. We will let you know our personal email addresses to make appointments at the Registration.

We take bank holidays as part of our annual leave. Over the Christmas vacation, the 'PEO' will be closed from 16:30 on 23 December 2022 until 9:00 a.m. on 3 January 2023.

### Postgraduate Education Team

Postgraduate Education Manager and Secretary of the Degree Committee

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

Postgraduate Education Administrator

Joy Rook	(3)34652	Room FS03
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Postgraduate Education Assistants

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

For day-to-day Ph.D. related business, please email [phd-admin@cst.cam.ac.uk](mailto:phd-admin@cst.cam.ac.uk).

## 13. Student Representation

**Ph.D. Students** are represented on the **Faculty of Computer Science and Technology** by a Junior Member. Elections for members are held in the November of each academic year. The Faculty receives the Minutes of the Staff Student Consultative Forum, the Postgraduate Education Committee (PEC), the Tripos Committee, and the Forum of Directors of Studies, and itself reports to the General Board of the University. The Faculty minutes are sent to the Secretary General of the Faculties, the members and to Officers in the Department of Computer Science and Technology.

Copies are filed in the Departmental Secretary's office, currently Room GC07, William Gates Building. The junior members, two students on taught courses and one research student, attend the first part of each meeting during which unreserved business is discussed - that's the bulk of the business and includes things like the Head of Department's annual report, accreditation matters, examiners' reports, teaching matters related to the Tripos and MPhil 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](http://www.gradunion.cam.ac.uk/representation/council) is available on the GU webpages.

 <http://www.gradunion.cam.ac.uk/representation/council>

Faculty meetings are fairly formal and reasonable dress is required!

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

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

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

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

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



## 14. women@CL

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



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

- **women@CL speaker lunches** are our popular monthly events, where we invite a female speaker to come and talk about her work, research, career issues and other interesting and relevant topics. We have a real diversity of speakers including women from academia, industry, start-ups, etc. Examples of previous events include career discussion panels and talks by Google, Microsoft Research, Intel, Cambridge Cell Networks, and many more. Speaker lunches are open to everyone, regardless of gender.
- **women@CL talklets** take place once a term. In these events we invite female speakers from within the Computer Lab to come and talk about their research. Talklet lunches are open to everyone, regardless of gender.
- **Big Sister, Little Sister programme (BSLS)** is a peer mentoring initiative, where new female members (little sisters) in the Computer Lab are matched with existing female members (big sisters) in order to provide moral support and information for the newcomers. *women@CL* provide and fund social opportunities for Big and Little Sisters to meet. Events have included formal halls at a variety of colleges; meals out at local restaurants; bowling. The date for the first BSLS welcoming event is to be confirmed.
- **Coffee & Cake** are informal social gatherings held throughout the year for women in the department in order to encourage networking and create a welcoming environment. This is likely to be virtual in Michaelmas term.

For more information on our meetings and resources for and about women in computing, please visit the [women@CL](http://www.cst.cam.ac.uk/women) webpages on our website.

📄 <http://www.cst.cam.ac.uk/women>



## 15. Getting to the Department

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

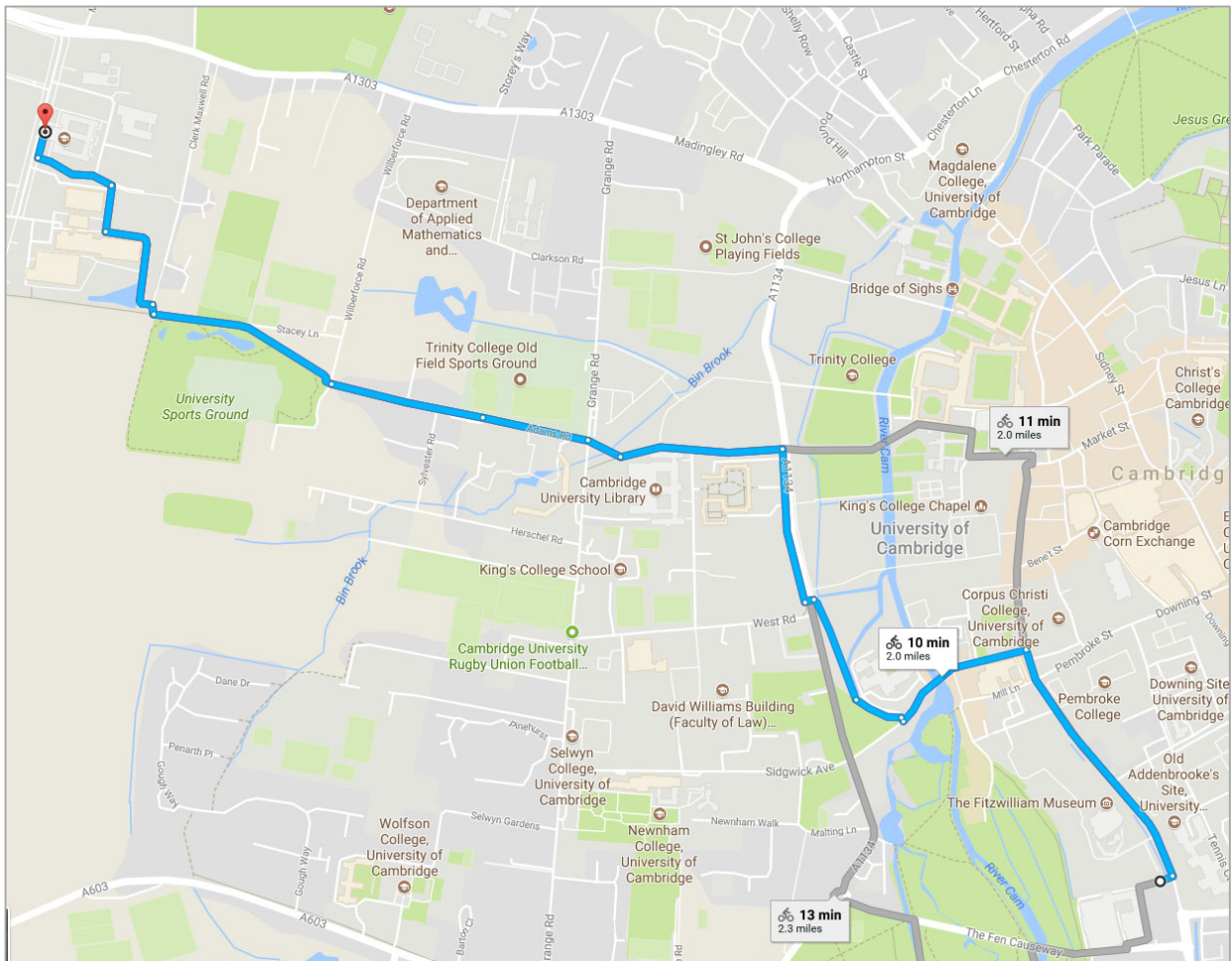
### Walking or cycling

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

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

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

Cycle route from William Gates Building to town and the Department of Engineering



## Buses

The **Universal Bus** (operated by Go-Whippet at substantially reduced fares for University Card holders) and **Citi 4** run from the city centre to the West Cambridge Site. The Universal bus usefully starts at the Sainsbury's supermarket in Eddington, can be caught from opposite the William Gates Building, and stops in the city centre as well as Addenbrookes Hospital. The timetables can be found on [Go-Whippet's](#) and [Stagecoach's](#) websites. The [Travel and Transport](#) section of the University's website also contains useful information regarding travel and transport around the city.

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

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

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

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

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





## **APPENDIX A: Links**

### **Ph.D. Resources**

<https://www.cst.cam.ac.uk/local/phd>

### **Code of Practice**

<http://www.cambridgestudents.cam.ac.uk/grad-code-of-practice/code-practice-research-students>

### **CAMSIS Self-service page**

[http://www.camsis.cam.ac.uk/cam-only/log\\_in\\_students/](http://www.camsis.cam.ac.uk/cam-only/log_in_students/)

### **Information for Cambridge Graduate Students**

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

### **Cambridge Colleges – a guide for graduate students**

[https://www.graduate.study.cam.ac.uk/files/cambridge\\_colleges\\_-\\_a\\_guide\\_for\\_graduate\\_students.pdf](https://www.graduate.study.cam.ac.uk/files/cambridge_colleges_-_a_guide_for_graduate_students.pdf)

### **Graduate Union**

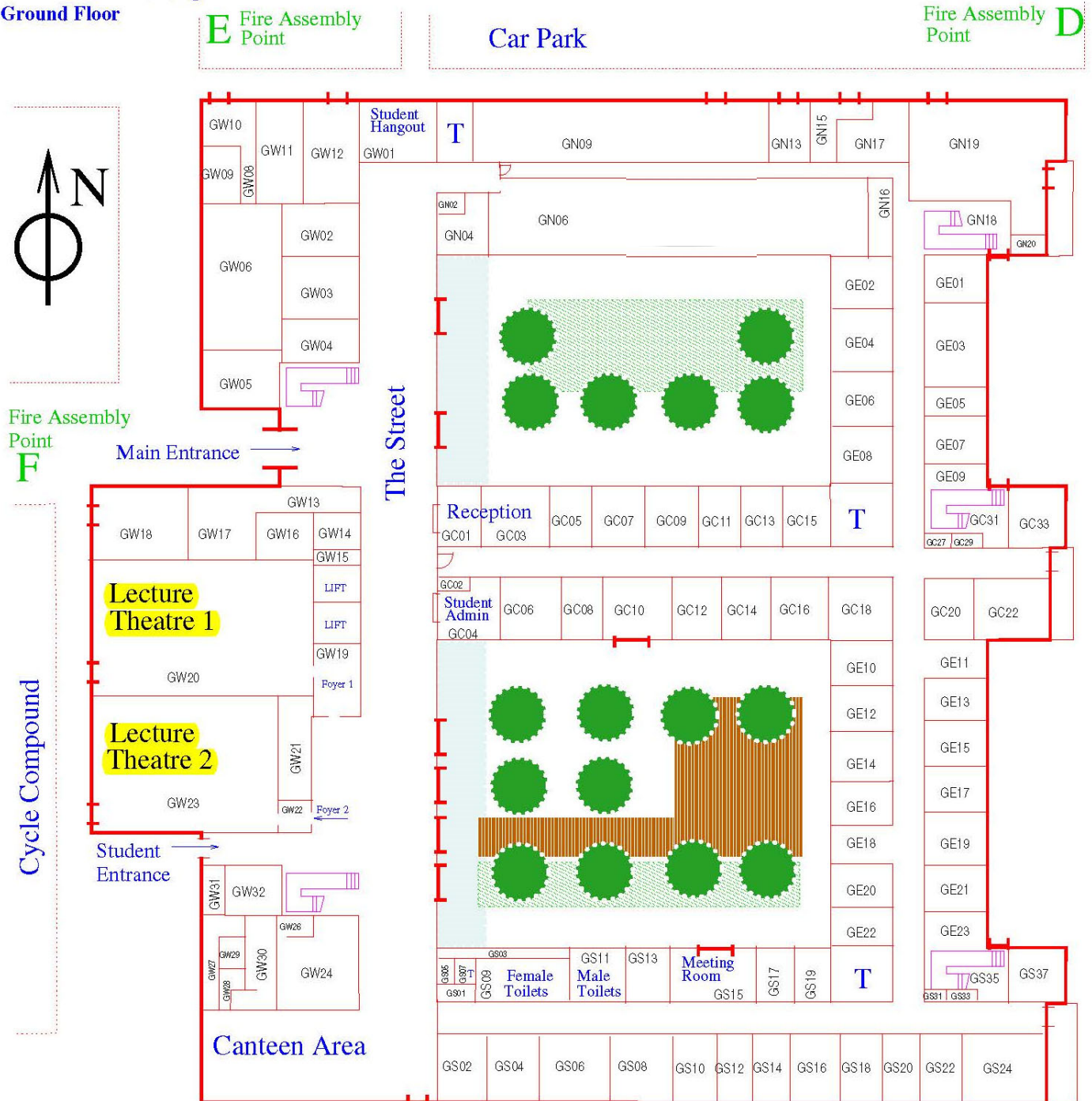
<https://www.gradunion.cam.ac.uk/>

### **University maps**

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

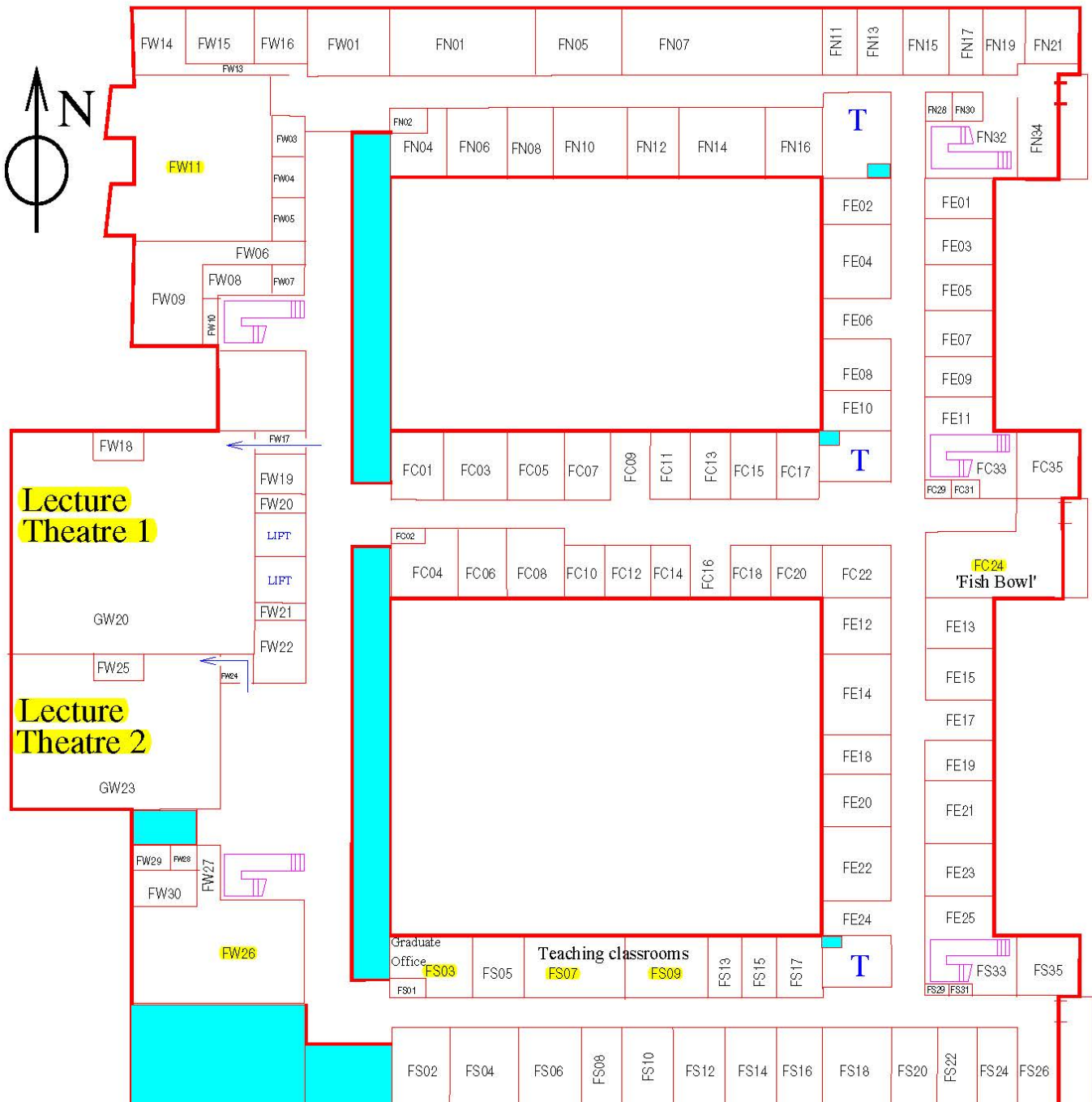
## APPENDIX B: Maps of William Gates Building

### William Gates Building Ground Floor

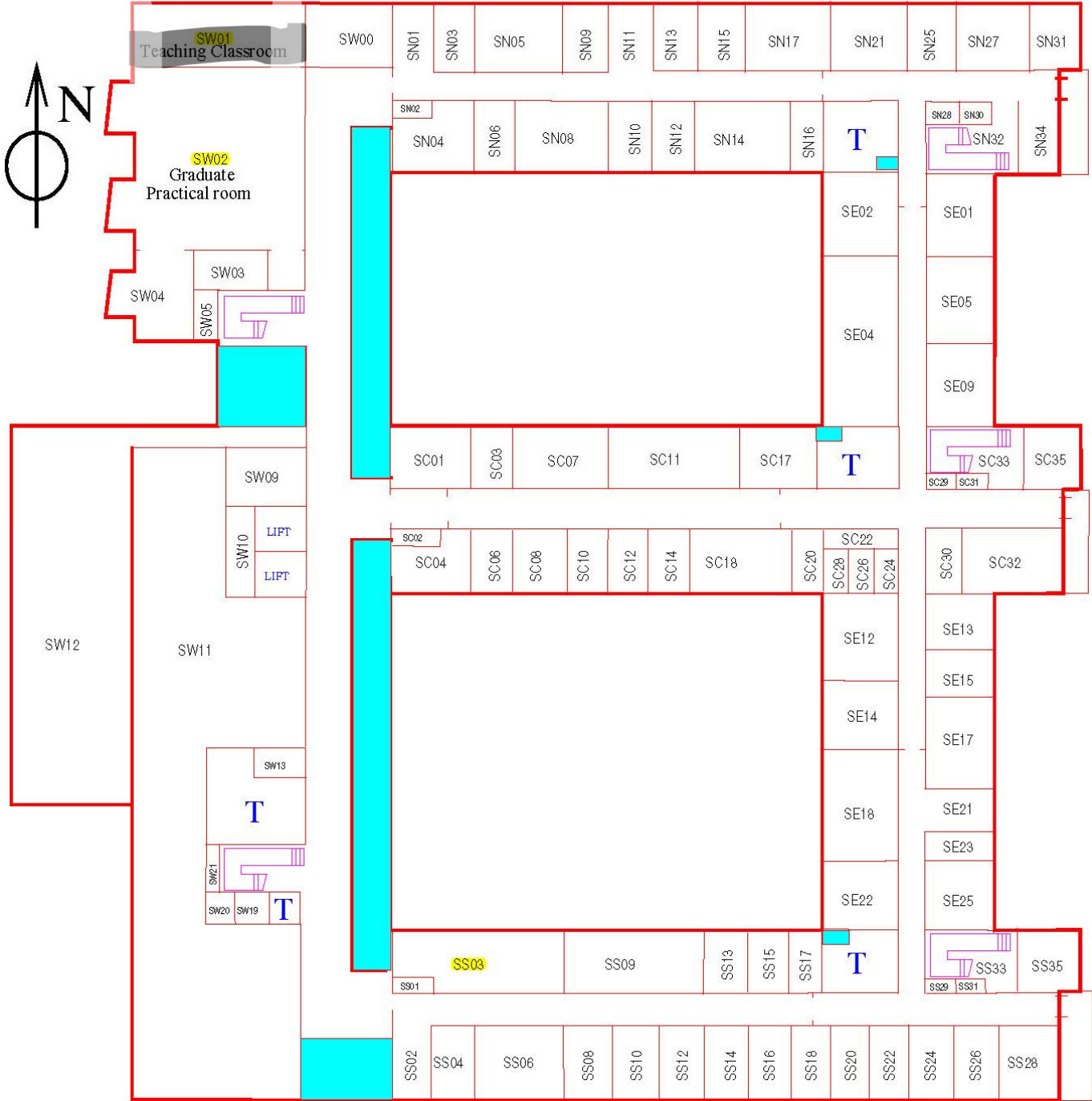


# William Gates Building

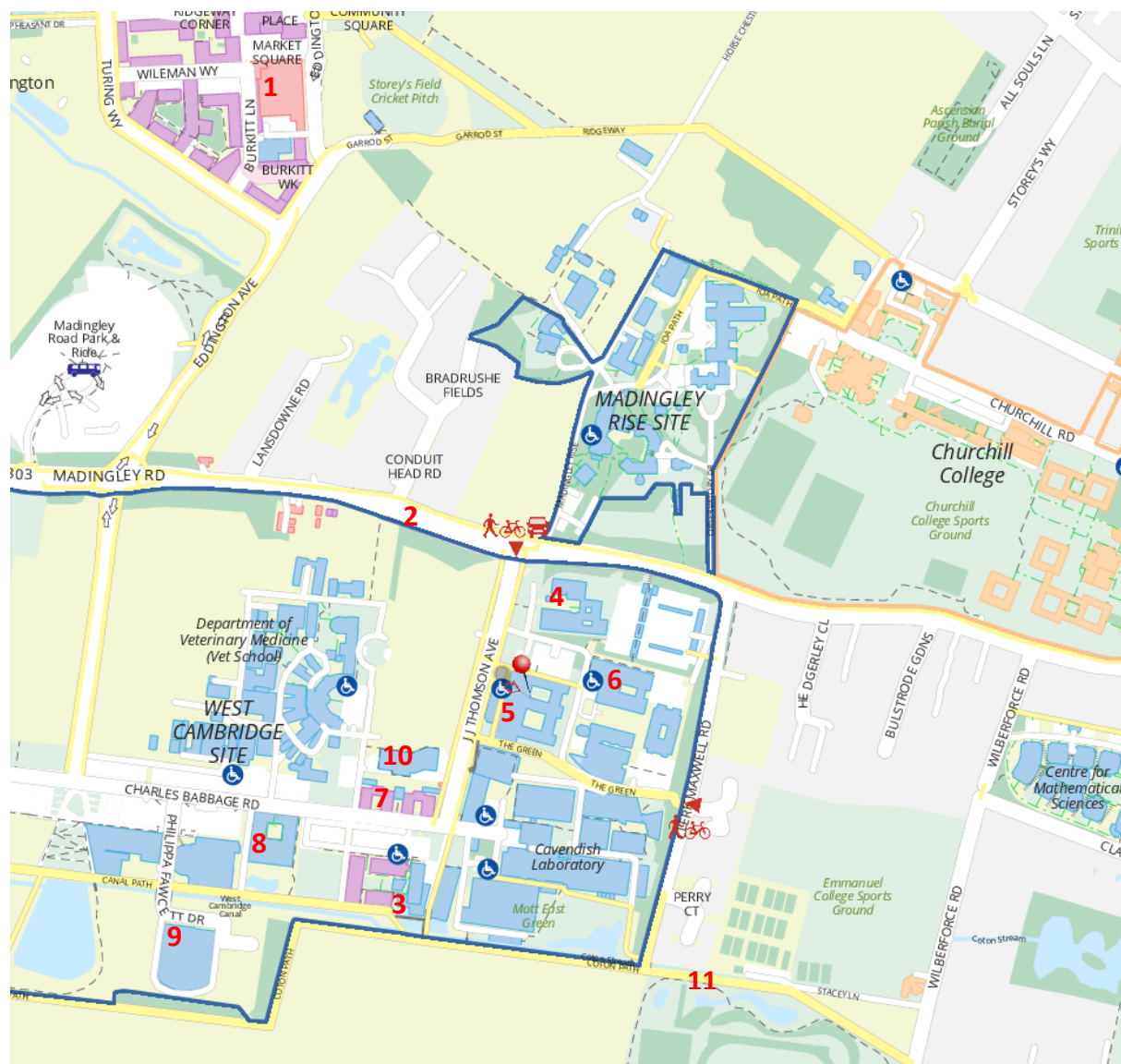
## First Floor







## APPENDIX C: Map of West Cambridge site



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

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

