Department of Computer Science and Technology

# Student Handbook 2024-2025

# Research Students

UNIVERSITY OF CAMBRIDGE

Athena SWAN Bronze Award

# 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.

*Postgraduate Education Team*
September 2024

# Contents

## 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. 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.

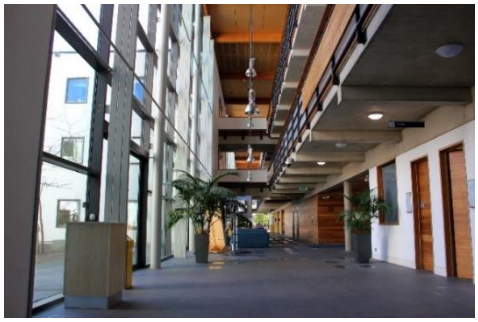
http://www.tech.cam.ac.uk/postgraduate

The department occupies the ground, first floor and 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 (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 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 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/post office and shared West Hub Library. The West Hub can be found just across the road on JJ Thomson Avenue.

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

# 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 probationary 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 thesis 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 thesis 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.

Core Units

The core units in 2024-25 are as follows (students are expected to have completed all the core units by the end of their third year):

- Online introduction to writing: What is academic English; Achieving Clarity in English; How to avoid plagiarism (CU0) – *To be completed before* ***Tuesday 8th October***
- Introduction to Academic Writing in the UK (CU1)
- How to write a good abstract *(may include a submitted written exercise*) (CU2)
- One-minute madness: Project 'elevator pitch' (CU3)
- How to prepare a research presentation (CU4)
- Scientific typography using LaTeX and BibTeX (CU5)
- Unconscious bias training (CU6)
- Equality and diversity (CU7)

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=2 254705

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

Signing up for Units

Registering for optional units should be done via the Moodle page above.

Recording attendance

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

Lecture slides

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

## Wednesday Seminars

All PhD students need to attend a **minimum of 6** Wednesday seminars per annum. Upcoming seminars are listed on our website. These take place on Wednesdays during term time in Lecture Theatre 1 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 activities covered by the Teaching Framework). Reports are submitted electronically via the 'filer'. Tally sheet activities are logged via a Moodle page.

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 thesis 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.**

- **Literature review: demonstrate that they are familiar with background literature.** This should take the form of a thorough survey of exiting literature that incorporates a critical assessment of past work, including:

  1. Identifying the seminal prior research in the topic area;
  2. The most closely related prior work, and
  3. Their strengths and weaknesses.

  The goal is to show the limitations (or lack) of previous work. One method that could be employed to do this is to provide both a taxonomy of prior work and a gap analysis table: a table whose rows are the closest related work, the columns are the desired attributes of the solution, and each table entry is a Yes or a No. This would then clearly show that no prior work meets all the desired attributes.

  This section of the document might be expected to form the basis of part of the candidate's final PhD thesis.

- **Progress report: 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 thesis. It is common for the candidate to have produced an academic paper (even if this is a minor paper for a workshop, for example), where they are the main author. The paper does not need to have been published, but the assessors should be able to see that it is of potentially publishable quality. Such a paper 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 summarised briefly in a self-contained way.

- **Thesis proposal: describe a coherent and plausible research pathway towards the final goal.** This should indicate, at a high level, the research that might be undertaken in the second and third years of the PhD. It needs to show that there is a viable route to a thesis in two years' time. In particular, it must state the specific research question or questions that are being addressed. If there are more than one question being addressed, it needs to be made clear how they are interconnected and how answering them would result in a coherent thesis story.

  They need to also be accompanied with a brief discussion of why they are important and interesting questions that are worthy of a Cambridge PhD, and why they are new (the gap analysis table could be used for this). Next, the candidate needs to describe the proposed method of attacking the questions, for example, by listing the major steps to completion through the next two years.

  Some candidates find it useful to structure this as a cohesive one-page summary of the proposed thesis, 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 thesis. The chapters should make a cohesive overarching narrative of the thesis, rather than be stand-alone pieces of work.

  A paragraph identifying criteria for success is recommended where the candidate explains how they will convince the research community that their approach is successful.

  Potential risks are recommended to be identified: what could derail this methodology (technically) and if this happens what is plan B?

- **Timeplan: provide a detailed timetable**, with explicit milestones for each term in the next two years against which the candidate will measure their progress. This would ideally include technical tasks that are planned to be accomplished during each time chunk.

It is essential that the supervisor(s) agrees that the document may be submitted. The document will be read by two other members of staff (assessors), who will interview the student about the content of the document in a viva. 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, 23:59**
- For students admitted in Lent Term, by **October 30, 23:59**
- For students admitted in Easter Term, by **January 30, 23:59**

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 research placements during the vacations which begin on, before or shortly after the submission deadlines must submit their report at least **one month before departure** to enable the examination process to be completed **before the placement begins**. No other extensions will be permitted unless otherwise authorised by the Secretary of the Degree Committee.

## Assessment

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 endeavour 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.

https://www.student-registry.admin.cam.ac.uk/graduate-information-university-staff/graduate-supervision

The report will be considered by the Director of Postgraduate Education who reports to the Degree Committee. The latter 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 10,000 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 thesis), 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 CPGS examination.

## Originality and Generative AI

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.

We expect a declaration in the front of the document as follows:

> *I, [Name] of [College], being a candidate for [the Certificate of Postgraduate Study in Computer Science | the Doctor of Philosophy in Computer Science], hereby declare that this report and the work described in it are my own work, unaided except as may be specified below, and that the report does not contain material that has already been used to any substantial extent for a comparable purpose. In preparation of this report, I adhered to the Department of Computer Science and Technology AI Policy. [The project required the approved use of [insert name of technology] and such use is acknowledged in the text at the relevant sections.] [I am content for my report to be made available to the students and staff of the University.]*
>
> *Signed [signature]*
>
> *Date [date]*
>
> *Signature of Supervisor [signature] *required for PhD progress reports only*
>
> *Date [date] *required for PhD progress reports only*

A student using any unacknowledged content generated by artificial intelligence within a summative assessment as though it is their own work constitutes academic misconduct, unless explicitly stated otherwise in the assessment brief.
It is recommended that you discuss with your supervisor to understand how best to engage with artificial intelligence+ whilst still benefiting from the educational experience as intended. More information can be found here: Generative AI and academic misconduct

- https://www.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 8 minutes long with 2 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 thesis 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 thesis 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 thesis. 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 thesis 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. In some cases, candidates will be asked to attend another interview to discuss the progress.

The two readers will submit their joint report to the Postgraduate Education Office who will then copy the text to the supervisor. The report will be seen by the Director of Postgraduate Education 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 thesis 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 thesis 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 thesis 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 Postgraduate Feedback and Reporting System on CamSIS. If you submit (a), your draft thesis, 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 thesis before that date.

*Note that the earliest date you may submit your thesis for examination is the first day in your ninth term of research.*

# 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 thesis.

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

## Year 4 Finances

Most PhD students' scholarships will finish at the end of the ninth term though some will continue for a further 6 months. Some 'tenth term' funding may be available from Colleges and from the Cambridge Trusts for those supported by the Gates Cambridge Trust, and the Cambridge International Scholarship Scheme (CISS). Applications should be made directly to the Colleges or Cambridge Trusts.

Hardship funding *may* be also available from the College and 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. Students applying for overrun funding should include:

- Details of their contributions to the Department including activities covered by the Teaching Framework;
- Confirmation that they have applied to College and the Cambridge Trusts (if relevant) in the first instance and the outcome of the application;
- Expected date of thesis submission; and
- A letter of support for the funding from your supervisor or supervisors.

Other sources of income include undergraduate and postgraduate supervision and demonstrating, 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 thesis.

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 thesis 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 thesis. They may recommend that you have others read your thesis 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 thesis 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 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 thesis to the Degree Committee. Note that with effect from October 2024, there is a limit to the time you may take to submit after deregistration and that this will be five academic years.

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.

https://www.cst.cam.ac.uk/files/appointment_examiners.pdf

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. Intellectual property rights

*Refer to Statutes and Ordinances, Intellectual Property Rights section 14 (pp. 1072-5, Cambridge Statutes and Ordinances 2023)*

## Section 14

14. The entitlement to intellectual property rights in material created by a student shall rest with the student, with the following exceptions:

(a) Where a student is sponsored by a third party, a condition of sponsorship may be that the sponsor may own any intellectual property developed during the period of sponsorship. Sponsored students are, therefore, advised to check the terms of their sponsorship agreement.

(b) Where a student is working on a sponsored project as part of their coursework or research, the sponsor may own any intellectual property that the student develops. This will be specified in the research contract and the supervisor or Department should inform students if this is the case as early as possible in the admissions process and in any case prior to the start of their research.

(c) Where a student is working in collaboration with others in a manner that gives rise to joint creation of intellectual property, or interdependent intellectual property, the student may be required to assign intellectual property to the University or place the results in the public domain without restriction. The student will be treated in the same way as University staff under these regulations. If this case is likely to arise, students should be so informed at the offer of admission where practical, and in any case prior to the start of their research.

A student who believes that clause (c) above has been inappropriately applied may make an application to the University Technology Referee under Regulation 15.

A sponsorship agreement may also place a requirement on the student and their examiners to undertake to keep results confidential while steps are being taken to protect intellectual property or to establish exploitation arrangements.

The student may also be required to submit the dissertation to the sponsor for scrutiny before submitting it for examination. Any confidentiality agreement whose purpose is to delay public disclosure for the purpose of protection should usually not have effect for longer than three months from the time the sponsor is notified of intent to publish. When the University obtains an assignment of student-created intellectual property, it undertakes to provide the student with a share in such financial returns from the exploitation as there may be on the same basis as that applying to University staff by virtue of Regulation 25.

15. Where a **dispute** occurs between the University and a University staff member, a person referred to in Regulation 12 or a student, or between staff members, a person referred to in Regulation 12 and/or a student, as to the application of these regulations or the terms of the agreement on which they should enter, or on which they have already agreed to proceed, concerning the commercial exploitation of any intellectual property rights, or the subject matter to which such rights relate, the dispute shall, at the request of either, be referred to a University Technology Referee in accordance with Regulations 32–39.

# 8. 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 of your training as a research student. Everyone – students, 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 paper. Students attached to research projects may be able to charge conference attendance to the grant. Check with the Principal Investigator.
- Students may have some funds available on their scholarships/studentships on an annual basis for attending conferences and workshops (known as RTSG Research Training Support).
- 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. It is also worth noting that there is no Student Travel fund. Funding from the department comes from alumni donations through the Industrial Supporters' Club.

- 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.
- 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.
    - The Postgraduate Education Manager is able to authorise many applications for conference and travel expenses but only if the applications are complete, are within her domain, and there is proof that the student has applied to other sources first (i.e. College, supervisor).

**NB:** 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:

1. **Booking the travel**
    - Ask Reception to book the authorised travel, accommodation and conference fee using the department's credit card. They use the University approved travel agent, Key Travel. **Important: do not leave this to the last minute. Approach Reception staff on a weekday morning and not 4 p.m. after the safe storing the credit card is locked!**
    - Students **may** book flights etc. themselves if they have had the expenses Part 1 form authorised first. Part 2 of the expenses form will then need to be completed and given back to the Postgraduate Education Office along with receipts for travel, accommodation and conference fees. Submit the completed form to the PEO. **Accounts** will endeavour to reimburse you quickly.
    - The **maximum** per diem rate is £30 to cover out-of-pocket expenses such as subsistence and bus fares. Keep receipts for all your expenses and then list the expenses on the Excel version of the Part 2 form with the currency exchange rate. Submit the completed form to the PEO upon your return for authorisation. **Accounts** will endeavour to reimburse you quickly.

2. **Giving your paper**
    - 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.
    - Remember that other publications by the organisers are often available cheaply at conferences. Please talk to the West Hub 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.

# 9. Data protection

Data protection legislation sets out rules and standards for the use and handling ('processing') of information ('personal data') about living identifiable individuals ('data subjects') by organisations ('data controllers'). It is based around the notions of principles, rights and accountability obligations.
The law applies to organisations in all sectors, both public and private. It applies to all electronic records as well as many paper records. It doesn't apply to anonymous information or to information about the deceased.

Please use the following link to see the university's compliance and use of your information:

How we use your personal information (for students) | Information Compliance (cam.ac.uk)

Everyone in the Department has a profile on the department website generated automatically when they arrive (if you think you should have a page and don't, contact IT Services). This is populated with basic contact information. You are encouraged to add a photo and populate the page with as much or as little information as you like. Select research theme(s) to create a link from the research theme page to your profile. However, if you wish to restrict or remove your profile from the page, please use the following link:

How to edit your profile | Department of Computer Science and Technology (cam.ac.uk)

# 10. Important dates

## Term Dates 2024/2025 – for research students

| *Term* | Term Starts | Term Ends |
|---|---|---|
| ***Michaelmas*** | Tuesday 1 October | Thursday 19 December |
| ***Lent*** | Thursday 2 January | Thursday 28 March |
| ***Easter*** | Tuesday 22 April | Tuesday 30 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.

### 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

**PhD Poster session and quiz.** Open to all research students to be held on **5th December 2024**

### Report submissions

After getting your supervisor to check your first and second-year reports and third-year progress statement, the reports should be submitted via the the PhD report and thesis upload page.
https://www.cl.cam.ac.uk/upload/phd/

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

- Students admitted in Michaelmas Term, electronically by June 30 by 23:59
- Students admitted in Lent Term, electronically by October 30 by 23:59
- Students admitted in Easter Term, electronically by January 30 by 23:59

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

**Researcher Development Tally sheet information** should be submitted **with** your first-year report, thereafter they should be submitted in the first week of July.

### 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/

# 11. PhD Teaching Framework (PTF)

**Overview of the PTF**

The CST PhD Teaching Framework (PTF) is a programme where all PhD students have the opportunity to perform a number of teaching activities as part of their development as a researcher in the Research Skills Programme (RSP).

The overriding principle is to expose all PhD students to a teaching experience in as flexible manner as possible, where they can tailor the amount as they see appropriate. The PTF programme suggests a minimum teaching that any PhD student could undertake to benefit from the experience. Students are encouraged to take upon more teaching as appropriate. At the end of the student's studies, the PEO will happily provide a list of the teaching activities undertaken.

**PTF Teaching Activities**

The following table presents all teaching activities that are included in the PTF programme. For each activity, we provide the minimum amount of teaching load that a student could take in order for this activity to be successfully counted for the PTF purposes. Students can take upon more teaching as appropriate.

| Activity type | PTF minimum load |
|---|---|
| Supervision | 1 group supervision on any course in a single term |
| Project | 1 Part II, III or MPhil student project p.a**.** (2nd yr PhDs only) |
| Demo | 1 hour of demonstration on any course in a single term |
| Ticks | 1 hour of ticking on any course in a single term |
| TA | 1 Teaching Assistant support on any course in a single term |
| **misc.** | 1 a miscellaneous activity in a single term |

**PTF Guidelines**

1) Every PhD student is encouraged to complete this within their first three year of PhD studies: For example: a student should endeavour to complete any single teaching activity in their first year of PhD studies; any two in their second; and finally any two in their third year. This means a student will have successfully undertaken five activities over the years. Ideally two activities undertaken in a single year would be different. Note that a PhD student cannot supervise a project in their first year (see 4.). The minimum load of the PTF programme over the duration of the PhD could be as little as 5h, e.g., 4 demo and 1hr misc**.** activity. The goal is to allow students to engage in different activities for a better overall teaching experience.
2) Both activities in a single year can be completed in any term including a single term. However, for two activities of the same type in the same term to be counted towards the PTF programme, they should be on different UG or PG courses. This allows students to spread their load as they see appropriate with regards to their research work.
3) Activities of the same type on the same course can be performed over different years. This enables research students to teach using their past experience to become better at it.
4) For 1st-year PhD students only: a PhD student who was a Cambridge UG can supervise Part II projects; a PhD student who was a Cambridge Part III/MPhil graduate can supervise ACS/Part III projects.
5) Look out for announcements for the MU101 "Teaching Experience" unit which may be given in the Michaelmas term. In this unit we will introduce and explain the PTF programme and discuss matters of PhD teaching in the department.

# 12. Working while studying

NB. This guidance does not apply to students on taught programmes

Full-time postgraduate research degrees at Cambridge are academically demanding. Postgraduate Research students are expected to devote around 40 hours per week to their studies throughout the year, except during holidays (up to 8 weeks per year) agreed with their supervisor. They should therefore regard the time spent on their studies as similar to a full-time occupation.
Students are encouraged to balance their academic study with personal interests, extra-curricular activities that enhance their Cambridge experience, and activities that support their wellbeing. The University recognises that some students may also wish to combine their studies with paid or voluntary work.
Before engaging in work, students are advised to give careful thought to what would be realistic and manageable alongside their 40hr/wk full-time study commitment plus any extracurricular activities or other demands on their time.
Students on a Student/Tier 4 visa must comply with immigration working conditions that do restrict the type of work permitted**.**

### Types of work

Work can take many forms, both paid and voluntary, either within the University or in external organisations. Within the University, students usually work in academic-related or voluntary/outreach roles. Examples of academic-related work include supervising undergraduates, invigilating examinations, working in a University/College library, demonstrating in a laboratory, or (for clinicians) working within Cambridge University Health Partners.
Students should engage with some basic training before undertaking any teaching/supervising; to this end, the Cambridge Centre for Teaching and Learning offers training both through departments and centrally.
Students who wish to work, especially those considering a future career in academia, are encouraged to consider academic-related employment opportunities that may arise. The transferable skills that students receive from academic-related employment are also valuable for other career pathways.

### Hours of work

The University recommends limiting work to 6-10hrs/wk. In exceptional circumstances, and to accommodate one-off events, students may be able to combine effective study with longer working hours, but this must only be undertaken after explicit discussion with their supervisor and their college tutor. Even in such exceptional circumstances, students must never in any case exceed a maximum of 20hrs work each week, which includes both paid and unpaid work.
Students may work for more than one employer but must ensure that the combined number of hours worked each week does never in any case exceed the limit allowed. Students are responsible for monitoring the number of paid and unpaid hours they work each week.
The vacation dates used by undergraduate students do not apply to postgraduate research students. Students may take breaks for holiday of up to 8 weeks per year at times agreed with their Supervisor, but such periods should not be used for the purpose of undertaking work.

### Permissions

Permission to work is not required, but the University strongly encourages students to discuss their plans in advance with their supervisor, in order to assess any potential impacts on their academic progress. Supervisors can provide advice specific to the student's research activities, stage of their

studies, and proposed timeline for completion, as well as helping the student explore how to manage work in the context of their commitments and wellbeing. Students should also discuss their plans with their College Tutor. As stated above, students who wish to work over 10 hours per week must discuss this with their supervisor and their college tutor.

### Principles

Students who wish to work alongside their studies are expected to follow these principles:

- Academic study must take priority: any work should still allow the expected full-time hours to be spent on research and private study.
- Work should be scheduled around academic commitments: students may find that the timing of certain types of work is easier to accommodate outside their academic commitments.
- Work should not impact negatively on a students' studies, or delay or interfere with research: the consequences of working cannot be used as extenuating circumstances for late submission of work or an extension to the thesis submission deadline.
- Paid work may provide an additional income but should not be required to support essential living costs. Students who are experiencing financial pressures should speak to their college tutors, and access maintenance grants that are available via the colleges and the university.
- Funding bodies may impose their own limitations on the amount of paid employment that can be undertaken: students in receipt of funding are responsible for checking the terms and conditions of their award before undertaking any paid work.
- Students on a Student/Tier 4 visa are responsible for ensuring they comply with the working conditions of their immigration permission which includes restrictions on the type of work permitted.

### Working for the University

The types of work carried out by students for the University include undergraduate supervisions, teaching assistant, co-supervising Master's research projects. The method of claiming payment for such work is different depending on whether you are working with undergraduates or postgraduate students.

**Supervising undergraduate students**

Payment claims need to be made via the online system CamCORS. A supervision report is required before payment can be claimed. New Supervisors must apply for an account at https://apps.casc.cam.ac.uk/supervisorapplication.
For help and advice regarding this, please contact the undergraduate admin team teaching-admin@cst.cam.ac.uk) or your College.

**Teaching assistant or co-supervising Masters students**

Payments are made via the Cambridge Casual Worker System (CCWS). Students will need to register on the System before commencing work. The department's postgraduate education office or the undergraduate office will then carry out a right to work check. This may involve showing your passport or sending the office your right to work share code. Please see the webpage https://www.hr.admin.cam.ac.uk/information-workers for more information.

**For further details about working after thesis submission, while doing corrections and taking up full-time employment, see** https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/working-while-you-study

## 13. 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 **Academic Adviser** for every research student. Occasionally, a co-supervisor or Academic 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 Academic 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 Academic Adviser.

The Academic Adviser would normally be the person appointed by the supervisor to assess and discuss the student's first year report etc. The Academic 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 Academic Adviser may not be appointed PhD Examiner.

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

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

| Name | Role | Room | CRSiD |
|---|---|---|---|
| Prof. Alistair Beresford | Head of Department | GC10 | arb33 |
| Caroline Stewart | Departmental Secretary | GC07 | cb210 |
| Prof Paula Buttery | Deputy Head of Department | SC03 | pjb48 |
| Dr Thomas Sauerwald | Deputy Head of Department | FC11 | tms41 |
| Dr David Greaves | Postgraduate Students Coordinator | FN12 | djg11 |
| 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 Programme Coordinator | FS03 | jlr59 |
| 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 | *postmaster@cst.cam.ac.uk* |
| Problems relating to computing systems | *service-desk@cst.cam.ac.uk* |
| Problems relating to Lab managed Win NT systems | *win-admin@cst.cam.ac.uk* |
| Help with problems relating to printers | *printing@cst.cam.ac.uk* |
| Reception staff | *Reception@cst.cam.ac.uk* |
| Building services | *building-services@cst.cam.ac.uk* |
| Masters courses | https://www.cst.cam.ac.uk/teaching/masters |
| Phone list | https://www.cst.cam.ac.uk/people |

| ***Student Networks and Support Links*** | |
|---|---|
| LGBTQ+@Cl Network | https://www.cst.cam.ac.uk/lgbtq |
| women@CL | https://www.cst.cam.ac.uk/women |
| Student Support | https://www.studentsupport.cam.ac.uk/ |
| Accessibility and Disability Resource Centre | http://www.disability.admin.cam.ac.uk/ |
| University Counselling Service | https://www.studentsupport.cam.ac.uk/individual-counselling |
| Accommodation Advice | https://www.postgraduate.study.cam.ac.uk/why-cambridge/student-support/accommodation |

| ***Student Complaints Links*** | |
|---|---|
| Student Complaints | http://www.studentcomplaints.admin.cam.ac.uk/ |
| Code of Practice | https://www.cambridgestudents.cam.ac.uk/grad-code-of-practice/code-practice-masters-students |

***Changes in circumstance** can include (most common applications):

- Application for leave to **work away** from Cambridge (research placements integral to the PhD)
- Application for **intermission** (work placement unrelated to PhD, maternity and paternity leave)
- Application for **medical intermission** (due to ill health of more than 14 days)
- Residing outside the University's precincts

## 14. 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: changes in circumstance as above e.g. leave to work away from Cambridge; intermission; etc
- 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

## 15. 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 (please send an email to 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 you are welcome to drop in at any time during office hours. We take bank holidays as part of our annual leave. Over the Christmas vacation, the 'PEO' will be closed from 16:30 on 24 December 2024 until 9:00 a.m. on 2 January 2025.

**Postgraduate Education Team**

Postgraduate Education Manager and Secretary of the Degree Committee

| | | |
|---|---|---|
| Lise Gough | (3)34656 | Room FS05 |
| degree-committee-secretary@cst.cam.ac.uk | | |

Postgraduate Programme Coordinator

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

Postgraduate Education Assistants

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

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## 16. Libraries

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.
For day-to-day Ph.D. related business, please email phd-admin@cst.cam.ac.uk.

For information about the libraries at the University, please see the Cambridge libraries webpages

# 17. 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 Student Union which includes the GU is available on their webpages.

https://www.cambridgesu.co.uk

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** (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.

# 18. women@CL

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

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

- **Coffee & Cake** are popular informal social gatherings held throughout the year for women@CL members in the department to encourage networking and create a welcoming environment.

- **Big Sister, Little Sister programme (BSLS)** is a peer mentoring initiative, where new female members (little sisters) in the Computer Lab are matched with existing female members (big sisters) to provide moral support and information for the newcomers. *women@CL* provide and fund social opportunities for Big and Little Sisters to meet. Events in previous years included BSLS lunches and a 'Lego social' at the Department of Engineering.

- **Formal dinners:** Each year we arrange a formal dinner at one of the Cambridge colleges which is open to all members of Women@CL and an opportunity to dress up and socialise over a three-course dinner.

- **Women@CL talklets** take place once a term. In these events we invite female or gender-minority speakers from within the Computer Lab to come and talk about their research. Talklet lunches are open to everyone.

- **Oxbridge Women in Computer Science Conference.** Additionally, we organise an annual conference in collaboration with the University of Oxford. We invite participants from other UK universities and speakers from both academia and industry. In 2025 it will be the turn of Cambridge to host the event.

For more information on our meetings and resources for and about women in computing, please visit the *women@CL* webpages on our website.

http://www.cst.cam.ac.uk/women

Athena SWAN Bronze Award

# 19. Getting to the Department

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

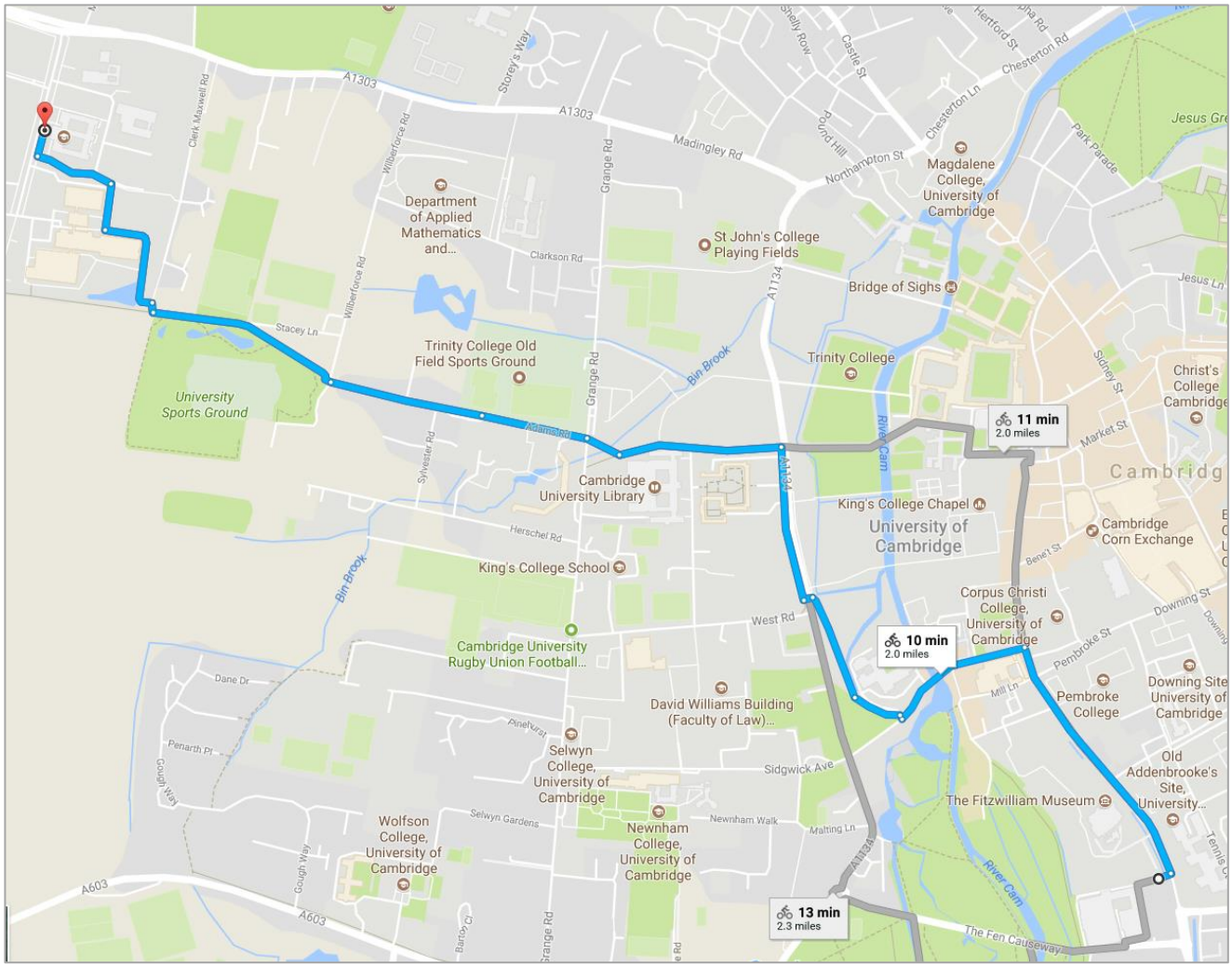
**Walking or cycling**

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 university website posts updates on road restrictions and changes affecting cyclists and further information including cycle maps and cycle parking is available here . We also strongly recommend purchasing a strong D-lock.

https://www.environment.admin.cam.ac.uk/travel

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) runs 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 website. 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
- https://www.environment.admin.cam.ac.uk/travel/travel-bus

## APPENDIX A: Links

**Ph.D. Resources**
https://www.cst.cam.ac.uk/local/phd

**Code of Practice**
https://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/

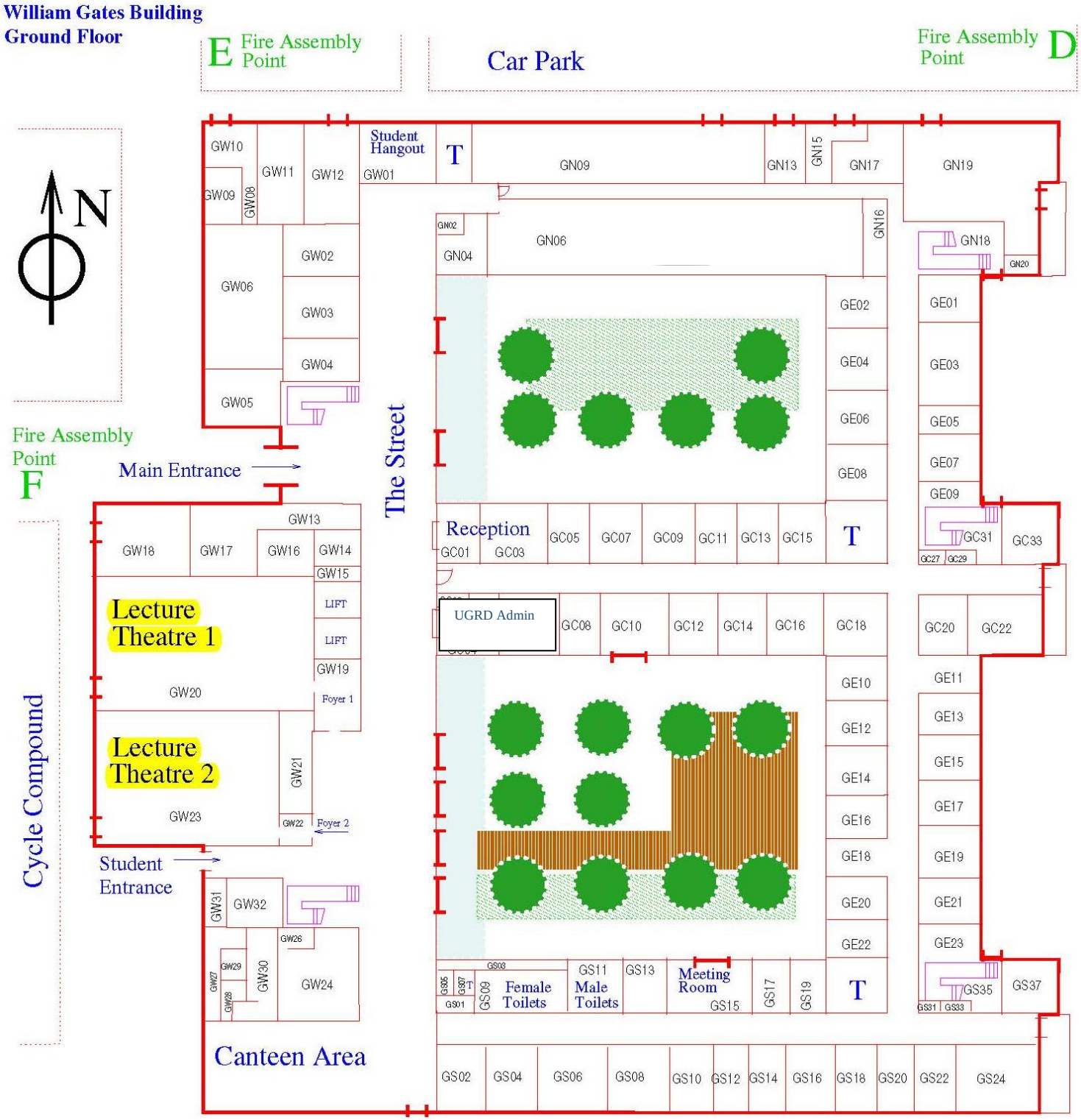
**Information for Cambridge Graduate Students**
http://www.cambridgestudents.cam.ac.uk/your-course/postgraduate-study

**Cambridge Colleges – a guide for graduate students**
https://www.graduate.study.cam.ac.uk/files/cambridge_colleges_-_a_guide_for_graduate_students.pdf

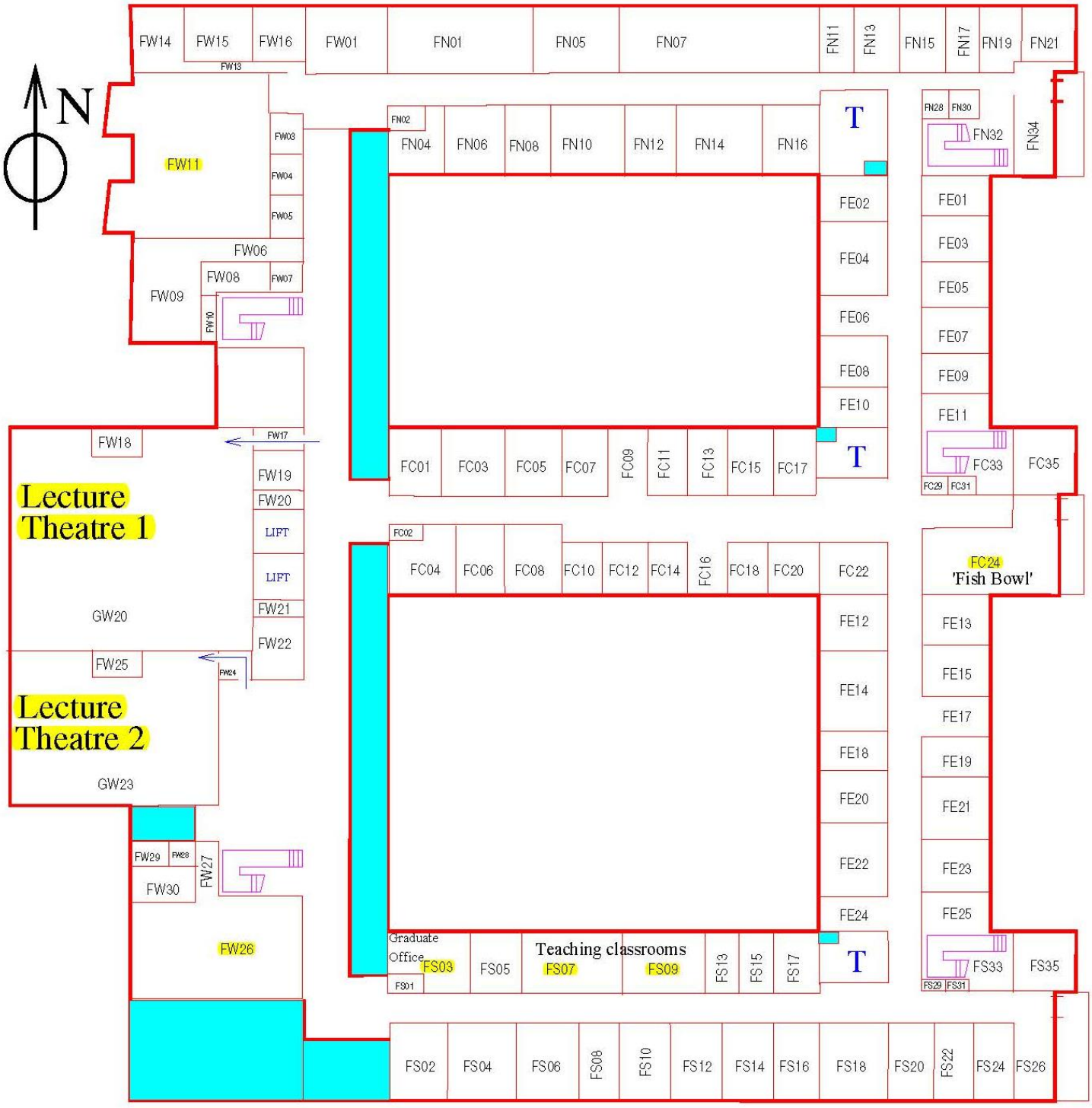
**Graduate Union**
https://www.gradunion.cam.ac.uk/

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

## APPENDIX B: Maps of William Gates Building

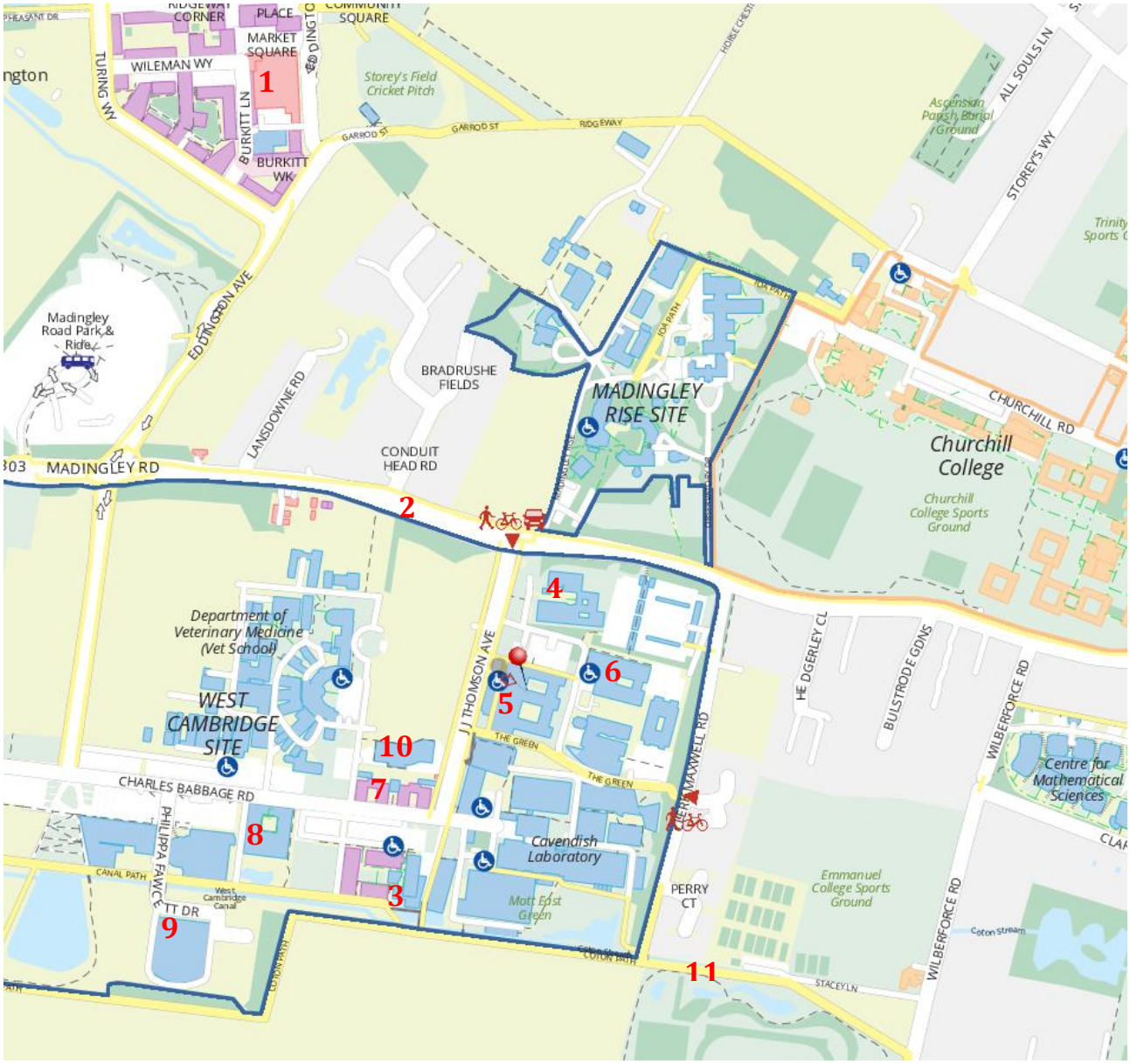


**William Gates Building** **First Floor**



**William Gates Building** **Second Floor**

## APPENDIX C: Map of West Cambridge site




| | |
|---|---|
| 1 | Supermarket (Sainsbury) and Argos |
| 2 | Madingley Road |
| 3 | Multi-Faith and Reflection centre |
| 4 | Whittle Laboratory, Department of Engineering |
| 5 | **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 | 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