CONTENTS

Student Handbook & Smart Cards ....................... 3
Lectures and Tutorials/Practicals .......................... 4
Important Forms .................................................. 5
Frequently Asked Questions ................................... 8
Technical ............................................................ 12
Places of Interest ................................................ 13
Welcome to the Department of Computer Science. We hope that you will thoroughly enjoy your time here. Please take a few moments to read the following information.

If you are fully registered, you should have collected your Student Smart Card and a copy of the University Handbook following registration in the Department on Wednesday, 18 September. If your card is not available from the department, please therefore go to the Student Administration Centre in the Foundation Building (No. 765, ground floor) after Monday, 23rd September 2019 to collect it.

The Computer Science Student Handbook is available on the departmental website at: https://intranet.csc.liv.ac.uk/student/msc-handbook.pdf

This handbook includes important information relating to your study in the Department and is supplementary to the University handbook. Please take some time to familiarise yourself with the contents.

A selection of FAQs regarding study in the Department can be found on pages 8-13 of this booklet and are also available on the website: https://intranet.csc.liv.ac.uk/student/msc-FAQ.pdf

If you should have any further questions, you are always welcome to contact the Student Experience Team (SET) in the Student Office on the ground floor of the Ashton Building (room G09) or by emailing csstudy@liverpool.ac.uk.
Lectures will start in the week commencing **Monday, 23rd September 2019.**

Please note that your personalised timetable will be available via Liverpool Life and will list the time and location of all of your lectures, practicals and tutorials. It is important that you check this timetable on a daily basis during the first few weeks of the semester as changes may occur to time and/or location.

The start date for practicals and tutorials may vary. You will be given further information when you attend your first lectures.

On your timetable you will notice that you have been allocated to practical and tutorial groups for some of the modules. Please ensure that you attend the allocated classes as it may have an impact on your attendance record if you attend a different group. If you experience any problems or difficulties and would like to change to another practical or tutorial group, please contact the module lecturer.

Attendance is monitored and it is important that you keep us informed of any absence. The following pages show the forms that you should use to let us know if:

- You miss lectures
- You are unable to submit coursework on the due date
- There are general problems affecting your performance
**Absence Form:** This form should be completed if you miss any lectures. Please submit this to the SET as soon as possible to ensure that your attendance record is up-to-date and so that you do not receive attendance letters unnecessarily. Please also see Section 4.4 of the Student Handbook.
Extenuating Circumstances Form for coursework: Please complete this form if any of your practical assignments, class tests or project work have been affected by extenuating circumstances. Supporting evidence is required. Please also see Section 4.5 of the Student Handbook.

If you are experiencing extenuating circumstances around the time of a coursework submission deadline please contact your department/school to discuss the possibility of an extension to the deadline. This will only be granted on the basis of medical grounds or other exceptional circumstances and requires the permission of the Head of Department/School (or his/her nominee). A valid Doctor’s certificate or other acceptable evidence will be required to verify illness; self-certification is not adequate (see CoPA Appendix M Annexe 1: Policy on Extenuating Circumstances: Guidelines for Staff and Students at https://www.liverpool.ac.uk/acad/academic-code-of-practice/code-of-practice-on-assessment/).

Details of your extenuating circumstances
Please provide a detailed description of the extenuating circumstances that are affecting your ability to submit on time, including the time-period over which these circumstances are/ have been occurring. It is important to provide as much information as possible for your Head of Department (or their designated nominee) to consider your application.

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Request for extension to submission deadline
Extenuating Circumstances Form for exams and overall performance: Please complete this form if you have extenuating circumstances, which may have affected your exam(s) or overall performance. Supporting evidence is required. Please also see Section 4.5 of the Student Handbook.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Type/Name of Assessment (e.g. Essay 1, Project, Dissertation, Assignment 1, Class test)</th>
<th>Coursework</th>
<th>Exam</th>
<th>Date of Exam Coursework Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Missed</td>
<td>Affected</td>
<td>Missed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Missed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Missed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Missed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Missed</td>
</tr>
</tbody>
</table>

Details of extenuating circumstances
Please provide a detailed description of the extenuating circumstances that may have affected your performance in the above modules, including the time-period over which these circumstances occurred. It is important to provide as much information as possible for the Extemporizing Circumstances Committee to consider your application. Simply stating 'I was ill' is not enough.

(Continue on next page)

Details of extenuating circumstances/cont’d

Extemporizing Circumstances Claim Form
Final
FREQUENTLY ASKED QUESTIONS

General

Where can I find help and advice?
In the first instance please contact the SET, room G09, Ashton Building. If staff there are unable to help, they will point you in the right direction.

What should I do if I have a problem with my registration?
Please contact the SET (G09).

Where can I find my timetable?
The timetable will be available via Liverpool Life. We advise to check it regularly, particularly during the first few weeks of term. Please contact the SET (room G09) if you have a timetable clash.

Where will my lectures be held?
Your lectures will take place in various locations on the campus. The venues are listed on your personal timetable. You can also find the Campus Map here:
https://www.liverpool.ac.uk/media/livacuk/maps/Campus,Map,Aug,2018_all,1909.pdf

How will I know which tutorial/labs to go to for my modules?
You will automatically be assigned to practical and tutorial groups on your personalised timetable (please also see page 4 of this booklet).

How long am I expected to spend on my studies each week?
Usually ten hours study per week is expected for each 15 credit module, including both teaching and private study. See also Section 4 of the Student Handbook.
What should I do if I want to change one of my optional modules?

These can normally be changed during the first two weeks of each semester. You will need to collect the form below from the SET (room G09) who will be able to authorise this and will then amend your registration. Your Academic Advisor can give advice regarding your optional modules if you need it.

![DEPARTMENT OF COMPUTER SCIENCE
CHANGE OF MODULE(S) FORM

Name: ____________________________________________
ID No.: ___________________________
Programme Code: ___________________________
Dropped Module(s): ___________________________
New Module(s): ___________________________
Approved by (Module Coordinator): ___________________________
Date: ___/___/____

For office use only: Received: ___/___/____ Entered: Spider: ___/___/____ Orbit: ___/___/____]
What should I do if I have problems with my study, either for academic or personal reasons?

If you experience any problems, it is very important that you keep the Department informed so that appropriate advice can be given at an early stage. In the first instance you should contact your Academic Advisor. (as indicated on your Liverpool Life record). If you are unable to contact him/her, then please contact the SET (room G09) for advice.

What should I do if I am not happy with my Academic Advisor?

Please contact the SET who will try to arrange an alternative advisor. Female students who would prefer to have a female Academic Advisor should also contact the SET (G09).

What should I do if I want to suspend or withdraw?

If you have problems which cannot be resolved, you may either need to take some time out from University (suspension) or you may wish to leave completely (withdrawal). In both cases you will need to obtain approval from the Director of Studies, Prof John Y Goulermas (goulerma@liverpool.ac.uk), and complete a form which is obtainable from the Student Office (room G09).

Where can I get a letter confirming my student status?

You should request status letters, e.g. for banks, council tax exemption etc. via Liverpool Life.

What should I do if I lose my Student Smart Card?

Replacement cards can be obtained online. Please see: https://www.liverpool.ac.uk/student-administration/student-administration-centre/documents-id-cards/documents-id-cards/
What should I do if I am having difficulties with my English language skills?

International students can attend classes offered by the English Language Centre. Please see https://www.liverpool.ac.uk/english-language-centre/in-sessional-support/

**Attendance**

What should I do if I miss a lecture?

If you are absent with good cause, you will need to complete an absence form which is available from the Student Office (room G09) or online at https://intranet.csc.liv.ac.uk/department/ltas/mitigation.html.

If you are absent for longer than five days, you will also need to obtain a medical note or other suitable evidence. Completed forms should be returned to the SET. Please see Section 4.4/4.5 of the Student Handbook.

What should I do if I forget to take my student smart card to a lecture or forget to scan my card?

If you are unable to scan your card or you forgot your card, please inform the SET (G09). Absences will only be amended for first 2 weeks of term. After that students are expected to remember their card. Please be aware that unscheduled checks take place during lectures to verify the attendance of students.

Can I see my attendance record?

You will be able to see your attendance record on the departmental website at https://intranet.csc.liv.ac.uk/sam.html

You will need to enter your username and password to view this.

Do I need attend over the summer?

All the MSc programmes involve full time study from September to September. You are, therefore, expected to be at the University over the summer period while completing the COMP702 project.
Technical

What should I do if I have technical problems?

For matters relating to computer systems within the Computer Science Department, please go to the Departmental Help Desk, room H225 in the George Holt Building. The Help Desk is open during term time, Monday-Friday (except Wednesday afternoons) 10:30-12:30 and 14:00-15:30.

You can also submit your query by email to CSC-HelpDesk@liverpool.ac.uk and it will be logged automatically in our system.

For problems with University computer systems (PC labs in the halls or libraries, or central services such as e-mail or Liverpool Life), you will need to go to one of the central University help desks. These are situated on Brownlow Hill (no. 224 on the campus map) or in the Harold Cohen or Sydney Jones Libraries.

When can I use the departmental facilities?

The Computer Science buildings can be accessed during normal working hours from 8:30 to 17:00, Monday to Friday, and the computer labs will be cleared and locked at around 17:30. It is not possible to use the departmental Windows systems outside these times or at weekends.

The opening hours for University PC labs vary, depending on the location. However, the Harold Cohen and Sydney Jones Libraries provide 24 hour access. Please see https://www.liverpool.ac.uk/csd/pccentres for more details. Not all software packages are immediately available on all PC labs across the University—some packages may need to be installed locally when required. See the HelpDesk for advice on this.

The Departmental Linux service is accessible over the Internet (lxfarm.csc.liv.ac.uk), and so can be used at any time. Please see https://intranet.csc.liv.ac.uk/guides/network/ssh/ssh.html for more information.

Coursework

How do I submit coursework?

Coursework is normally submitted electronically. Your lecturer will advise you of the deadline and method of submission. You will be able to see deadlines and details of your own submissions on the departmental website at https://intranet.csc.liv.ac.uk/sam.html
PLACES OF INTEREST

Academic
To help you familiarise yourself with the Department and campus, we have compiled a list of useful rooms and places. Building numbers below refer to those on the campus map. Please ask a member of staff if you do not have a map.

Ashton Building (no. 422 on campus map)
- SET (Student Experience Team), ground floor (room G09)
- First floor lecture theatre (room 107)
- Academics’ offices

George Holt Building (no. 231)
- Helpdesk on second floor (room H225)
- Student Common Room/Private Study Area on the second floor (room H211/212)
- Laboratories on the first floor
- Student noticeboards on the first floor by Lab 1
- Toilets on the first floor by Lab 1
- Academic offices on the second floor

Student Administration Centre (SAC), Foundation Building (no. 765)
The SAC can assist will all student matters, in particular fees and finance issues which are not dealt with by the Department.

Other useful places . . .
- Computer Science books in Harold Cohen Library (no. 431)
- Sydney Jones Library (no. 433)
- Careers & Employability Service (no. 759)
- Student Health (no. 502)
- Accommodation Office (no. 502)
- Liverpool Guild of Students (no. 501, 502)

Non-Academic
- Blackwells book shop (no. 526)
- Banks and shops on Brownlow Hill
- Banks and shops on Oxford Street
- Victoria Gallery and Museum (no. 421)
- Sports Centre (no. 511)
- Two cathedrals at either end of Hope Street
- Pubs - Cambridge, Augustus John, Philharmonic Pub