Computer and Information Sciences

Dr Steven Buchanan
PGT Programme Director

The CIS Department

- Faculty of Science
- A multidisciplinary research environment
- Member of the international iSchool group, a coalition of the world's leading information schools.
- ~35 academic and research staff in six research groups:
  - i-lab
  - Software Systems
  - Mobiquitous Lab
  - Global and Mobile Dataflow Systems
  - Mathematically Structured Programming
  - Combinatorics
- ~45 PhD students
- ~65 PGT students

Course Directors

- MSc Information Management
  Dr Martin Halvey (martin.halvey@strath.ac.uk)

- MSc Advanced Computer Science
- MSc Advanced Software Engineering
- MSc Mobile Computing
- MSc Enterprise Information Systems
  Dr Marc Roper marc.roper@strath.ac.uk)

- MSc Information and Library Studies
  David McMenemy (d.mcmenemy@strath.ac.uk)

- PGT Secretary:
  - Zakia Majid (zakia.majid@strath.ac.uk) 0141 548 3096

Timetable: key dates

- **Semester One (12 Sep 2016 - 16 Dec 2016)**
  - Teaching period: 19 Sep 2016 - 02 Dec 2016
  - Exam period: 05 Dec 2016 - 16 Dec 2016 (specific dates TBA)
  - Christmas Vacation: 19 Dec 2016 – 06 Jan 2017
- **Semester Two (09 Jan 2017 - 19 May 2017)**
  - Teaching period: 16 Jan 2017 - 31 Mar 2017
  - Spring break: 03 Apr 2017 – 14 Apr 2017
  - Exam period: 17 Apr 2017 - 19 May 2017 (specific dates TBA)
- **Summer Term (dissertation):** 1 Jun 2017 – 1 Sep 2017
- **Re-sit Diet:** 02 Aug 2017 – 16 Aug 2017 (specific dates TBA)
- **University closed**: see PGT Handbook

Progression

- 120 credits needed to progress to MSc dissertation, 100 at first attempt
- Pass mark on each class is 50%
- Compensation scheme operated:
  - Course weighted average is ≥ 50%
  - Maximum 20 credits, where class mark is 40-49%
- One further attempt to pass class normally allowed
- Refer to your handbook for further information.

Quality Assurance

- Achieved through:
  - Peer review of examinations and coursework
  - Mark moderation of all assessment
  - Scrutiny by Board of Examiners
  - Scrutiny by External Examiners

Attendance

- In accordance with University regulation 18.1.15, students are **required to regularly attend all lectures and laboratory sessions within the curriculum**, and to satisfactorily complete all work assigned.
- In accordance with University regulation 18.1.8, **study should normally be undertaken within the University**.
- **Attendance taken at all lectures and labs**.
- Self-certification for absence of up to 5 working days; medical certificate thereafter. Students **obliged to inform Department and Registry** at the first reasonable opportunity of any medical or other circumstances which might adversely affect attendance.
- **Self-certification convention does not apply to assessment**. Illness related absence from formal examination or failure to submit assessed coursework must be supported by medical certificate, irrespective of days of absence.

PGT Local Teaching Pages

Online teaching material accessed via:

https://local.cis.strath.ac.uk/wp/teaching/postgraduate/

Provides access to:
- Syllabus (including individual class descriptors)
- Course and class timetables
- PGT Handbook
- Noticeboards & Conference Rooms
- Dissertation Guidelines
- Forms: extension request, sickness self-certification etc.
- Study Skills

PGT Handbook

- Provides you with **essential information** to help you to successfully progress through your pg course.
- It tells you about:
  - administrative procedures;
  - how to approach study and learning;
  - services available to you from the university as a whole;
  - and lists key University resources and policies.
- You are expected to **familiarize yourself with this handbook** and use as a source of reference.

Coursework: submission

- Your assignment should be submitted via the appropriate class page on *Myplace*:   https://classes.myplace.strath.ac.uk/
- The class lecturer responsible for the coursework will create a submission link within each module page which will normally be on the top of the page. .
- As *Myplace* is an online system, you can check that your submission has been uploaded.
- Normally each submission will be automatically checked for plagiarism by our *Turnitin* system
- Marks for coursework will normally be released via *Myplace*.
- Coursework should **not** be submitted directly to class lecturers.
- Any queries about specific pieces of coursework or submission details should be addressed to the class lecturer responsible for the assignment and should be done in a timely manner prior to submission.

Coursework: late submission

- For approval of late submission, a **request for extension form must be completed** (form available via local teaching pages), with copies of any relevant documentation attached.
- Requests must be submitted to the Departmental Office and **approved prior to the submission deadline**.
- Approved extensions will normally be from **1-2 working days to a maximum of one working week** after submission deadline.
- In the absence of approved extension **late work will be penalised at a rate of 15% per week** or part thereof.
- Assignments will **not be accepted more than two weeks late** and in those instances, the Board of Examiners will normally recommend a resubmission as a second and final attempt.
- **Failure to submit considered an attempt** unless there are mitigating circumstances supported by documented evidence.

Mitigating circumstances

- Existing or unforeseen conditions/events which impact your study.
- It is the responsibility of the student to bring any mitigating circumstances to the **immediate** attention of their respective course director or personal tutor **at time of impact**. Treated in confidence.
- Also notify Registry via the *Personal Circumstances* section on *Pegasus*, and supply supporting documentation.
- Notification must be **within 5 days** of any relevant examination diet

Poor Academic Scholarship

- **Plagiarism:**
  - Transcribing another persons work (e.g. wholesale copying and/or copying with minor alteration).
- **Commissioning:**
  - Employing a ghost writer or purchasing an essay from the open market.
  - Proof reading beyond simple grammatical corrections.
- **Poor academic style:**
  - Incomplete/inconsistent references (see PGT Handbook for guide)
  - Missing references.
  - Quotes without citation (and quotes should be used sparingly as appropriate).

Department has a zero tolerance policy – refer to the PGT Handbook – Turnitin employed on all coursework

Communication

- Your university email address will be used by staff: 'your.name.2016'@uni.strath.ac.uk
- Main repository for class resources MyPlace: http://classes.myplace.strath.ac.uk/
- It is the **student responsibility to maintain regular contact and to remain informed** (regularly checking MyPlace and University email).

Security, health and safety

- Use of *all* computers via university network is governed by regulations and laws by which you have agreed to abide (e.g., Computer Misuse Act)
- Access to university buildings (including Livingston Tower) after 6.00pm and at weekends requires red card (see https://local.cis.strath.ac.uk/local/)
- Access to Dept. labs 6.00 - 10.00 pm and at weekends requires swipe card (see https://local.cis.strath.ac.uk/local/)
- You have a duty of care to use all facilities, etc. safely
- Keep your matriculation card with you at all times
- Ring x2222 in case of emergency

Support

- Personal tutors can be allocated upon request
- Special needs – Julie Sobocinski
- Systems Support
- Centre for Academic Practice and Learning Enhancement
- English Language Teaching Unit
- Student's Union
- Student Counselling

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A final (MSc) tip

- Work smarter, not harder:
  - Plan (and remember, these are full-time courses)
  - Manage time effectively
  - Read the coursework specification and do what it asks
  - Seek advice and support when you need it
  - Enjoy yourself!

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Orientation and Information Events

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❖ Welcome Evening   TBA

❖ Intro. to Andersonian Library   TBA (semester one)

❖ Intro. to Careers Service   TBA (semester one)

Student Inauguration Ceremony

- Tuesday 20th September 2016
- Barony Hall
- 10.50 Arrival
- 11.00 Procession
  - Welcome – Professor David Littlejohn, Executive Dean
  - Film – 'We are the University of Strathclyde'
  - Student Executive Representative
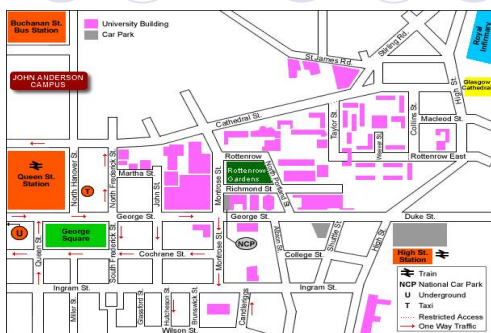 - Principal Close
- 11.30 Academic Procession & students depart

Map